

# Juneau Trail and Road Runners

RACE DIRECTORS' GUIDELINES A toolkit for race directors - Revised April 2026



## Overview

The purpose of Juneau Trail and Road Runners (JTRR) is to encourage a healthy and positive lifestyle through running activities. The club strives to represent the entire Juneau running community, young and old, recreational and serious, by organizing races suitable for a wide spectrum of abilities. The emphasis is on physical fitness, health, safety, and HAVING FUN!

Race director materials can be found on the JTRR website: [www.southeastroadrunners.org](http://www.southeastroadrunners.org). Navigate to RD (Race Director abbreviation). This can be found on the very top bar of the website on a computer or tablet; or in the menu section (look for the 3 horizontal bars on the top right) of your cell phone.

JTRR events are those hosted by Juneau Trail and Road Runners. JTRR events are approved by its Board of Directors. Non-JTRR events are events managed by other organizations. JTRR events will be given priority for use of JTRR owned equipment.

NAOC events are those that earn points toward the Nugget Alaskan Outfitter Cup (NAOC). Race directors for NAOC events must have prior experience as a race director, or at a minimum, attend the JTRR Race Director Clinics.

## Planning ahead

### Plan the course

If it's the same as last year, you're set. If it's new, measure it (run with gps, bike, wheel, car). We also have two Jones counters available for your use. These require calibration and a great deal of work to get courses certified by USATF. However, these are available. Please contact JTRR for further information.

Consider traffic and limit the number of road crossings. Courses on the roadways should have runners facing traffic whenever possible. However, for out and back courses, participants should stay on the same side of the road in both directions; meaning they won't be running against traffic, for up to one-half of the course. Certified flaggers or peace officers must be used if traffic is diverted or halted, even temporarily, to allow for pedestrian traffic to pass. Volunteers can be used to aid runners safely cross roadways, but are NOT allowed to stop or slow traffic.

### Permits

Most races require permits for use of the facilities, trails, or roadways. JTRR has a Permit Coordinator who deals with club race permitting and can help with fundraising, and non-JTRR events as well.

City and Borough of Juneau facilities are controlled by the Parks and Recreation Department and do require permits. In addition, CBJ charges a fee for use of their shelters, year round. The Permit Coordinator can complete CBJ's Facility Use Permit application for you. Currently, there is no permit required for a race conducted on CBJ streets.

Events held at the Airport Dike trail, require a permit and/or permission from the airport manager. The Permit Coordinator can assist.

If your race occurs on land managed by the United States Forest Service (USFS), you **must** have the permit JTRR has obtained from the USFS on site during the race. The JTRR Permit Coordinator will email a copy of it to the Race Director for each affected race. Please read and comply with the stipulations of “EXHIBIT A” at the end of the permit.

Each USFS permitted race must show proof of 1<sup>st</sup> Aid/CPR certification. At least one person at the event must have this certification, and a copy of their certification must be submitted to the USFS. The first aid kit (located in the JTRR storage locker) must be brought to the race site.

Every event that occurs on a road maintained by the State of Alaska must have a DOT Highway Event Permit (HEP) and you must have that permit in possession for the race. The permit will be drafted and signed by the Permit Coordinator. DOT will return the approved HEP to the Permit Coordinator, who will then send a copy to the race director. Effective 2026, race directors will be required to sign this permit and initial several items to ensure that stipulations are read and understood. It is anticipated that this additional paperwork will take place about a week before each event.

The DOT permit will specify the required traffic control measures, and placement of DOT approved “Runners on the Road” caution signs. If the race director wishes to place more caution signs, that is ok (even necessary in some cases), but do not neglect any of the required ones.

DOT has no requirements for signage on roads that they do not maintain. It is the race director’s responsibility to place signs wherever they are needed to maintain runners’ safety. If there are not enough of the “roll-up” signs to fully maintain safety, use these as required in the DOT HEP, and use the old “tee-pee” signs at other locations.

There are seven (7) fabric “roll-up” “Runners On The Road” caution signs and collapsible metal stands in the JTRR storage unit. On roads, these signs will be placed as specified in the DOT HEP or as needed for safety. In the latter case, a general rule is to place a sign about 100 feet before the first location runners enter the roadway when the speed limit on that roadway is 25 mph or less. For roads with higher speed limits, sign placement should be 350 feet in advance of the entry point. After that, place signs soon after each major intersection where cars can enter the roadway, on the side of the road that runners use.

## Registration

The Race Registration Coordinator can assist race directors with on-line and paper registration forms. The NAO Cup Coordinator can also assist with an on-line registration form. Race directors may use an on-line registration platform of their choosing. However, JTRR provides support only to RaceEntry. JTRR cannot provide technical support with other on-line race registration platforms. It is important to communicate with the Race Registration Coordinator well in advance to get these registration forms set up. Advantages of on-line registration include preparing race bibs ahead of time (refer to the instructions on the JTRR website on how to download the participation report), less paper is required at the event, you won’t have to handle cash or checks, and less time will be required of volunteers on race day.

It would be ideal to have on-line registrations available for all JTRR races by January of each year. The JTRR Webmaster and the Social Media coordinator will assist in promoting on-line pre-registration.

Please do not use old stock race registration forms. Waiver language as well as participant information has changed. The JTRR website has a generic Race Registration Form available for modification. JTRR race directors are not to modify the waiver section, except to add or update an applicable organization name.

## Publicity

JTRR publishes a calendar on the JTRR website. To have your event listed, please contact the Calendar Coordinator. Non-JTRR events that are in conflict with club events, such as races held on the same day, or too close to other JTRR races may not be placed on the JTRR calendar. The Calendar Coordinator will contact current year race directors by the beginning of November to begin scheduling races for the following year. A draft race calendar will be prepared in December.

JTRR maintains an email list that anyone can join by signing up on the JTRR website. The Social Media Coordinator typically sends out emails on Wednesdays prior to each race. If you have any additional information, pictures, etc. related to your race, please contact the Social Media Coordinator at least one week prior to your race.

Facebook and Instagram posts, events, stories, linktr.ee links, etc. are managed by the club Social Media Coordinator. If you have any additional information, pictures, videos, posters or fliers, etc. related to your race, please contact the Social Media Coordinator.

Races can be posted on community, newspaper, and radio calendars. PSAs on the radio stations (KTOO and Juneau Radio) can be submitted. The sports writers for the local papers can also be contacted. Work with the Communications Coordinator on getting the word out.

## Cancellations or changes

If for any reason you need to cancel your race or make changes in the time, date, or location of the race, please notify the Webmaster, and the Permit Coordinator if applicable, as soon as possible. Few things are more frustrating to a runner than showing up for a race that has been moved or canceled. Schedule changes may require permit revisions and will require review and approval, as well as required updates to all publicity that has gone out or is scheduled to be published. Websites, registration forms, and calendars also need to be updated. Refunds can be processed through RaceEntry.

## Volunteers

Consider how many people you need to help (on site registration, finish line, timing, course monitors for crucial turns and to help pedestrians with traffic) and start asking likely folks. Your friends, spouses of runners, injured runners, runners who don't do the distance your race is, are likely sources. In addition, you may ask the club Webmaster and/or Social Media Coordinator to solicit for volunteers in one or more of the pre-race emails, and/or on social media. Consider how many of the "volunteer" positions you can and want to do yourself. For

larger events, consider using local organizations that may be willing to provide volunteers for a donation to their organization, e.g. the JDHS cross country and TMHS track teams are utilized for the Juneau Marathon.

**Volunteers must sign a waiver.** Waivers for volunteers under the age of 18, must be signed by a parent or guardian. Please allow time to get these waivers signed before race day, if necessary. The paper race registration forms have a selection for “Volunteer.” Race Entry will either have a “Volunteer” category to register for, or the Volunteer portal may be used.

### Prizes, awards, goody bags

Ribbons are great to give out to the youth participants, and are available for your use in the JTRR storage unit. A youth NAOC age group document is available to assist race directors with ribbon preparation and distribution JTRR website and blank copies are available in the teal colored file folder kept in the Race Registration tote. Other awards and goody bags are generally not necessary for most JTRR events. Larger events such as the marathon events, Nifty Fifty, and Sea Coast Relay may want to offer swag, but the registration fee will generally reflect this. Races with sponsors such as NAO for the Cameron Clark Memorial run, Goldbelt for the Mt. Roberts Goldbelt Tram run, and Pavitt Health and Fitness for the Pavitt 7K often provide goodies to participants. Consider asking your employer or other companies for freebies if you'd like to offer goodies to participants.

### Food and drink

Consider what to provide along the course and at the start and finish. Distances of 5k or less really don't require much besides some water, possibly some Gatorade, and light snacks at the finish line. In warmer weather and longer distances, it is appreciated to have aid station(s) along the route. In colder weather, hot beverages are appreciated at the start and finish. Further information on aid stations can be found in the [Day Prior to/Day of race – start early!](#) section.

### Cost

JTRR event race directors can request reimbursement for legitimate race expenses. For most JTRR races, the registration fee is \$15 for adults, and \$5 for youth 18 and under. Prices differ for the following JTRR races: SeaCoast Relay, Juneau Marathon/Half Marathon, and the Nifty Fifty. Organizations conducting a fundraiser can set their own pricing. JTRR races should strive to at least break even. It's up to you, the race director, to charge an entry fee to cover your costs, or to find sponsors for your race. Most participants don't expect much. Don't go overboard on purchases. Any profits from JTRR sponsored events not designated for another charity goes back to JTRR. Events with large expenditures may require a budget approved by the JTRR Board of Directors.

JTRR member discounts are available for most JTRR races. Exceptions are for fundraisers and currently the Nifty Fifty. Please refer to the Race Calendar to see which races are eligible for the member discount.

Race Directors should honor the \$5 discount for in-person registrations. The member can prove their membership via a card provided by JTRR (hasn't been widely distributed yet or from an email from [confirmation@raceentry.com](mailto:confirmation@raceentry.com)).

If in doubt, please honor the racers wishes and the club treasurer will settle up as needed with the racer after the race.

If a racer wants to sign-up for a membership on race day, they may do so on-line at: <https://www.raceentry.com/club-memberships/juneau-trail-and-road-runners-membership/register>. Please do not encourage paper membership registrations. If you happen to receive one at your event, please contact the Membership Coordinator as soon as possible.

## Equipment

The big clock, handheld printing timers, and a storage unit full of other equipment and supplies are stored by JTRR at Juneau Self Storage near Costco. **Contact the Race Director Coordinator at least one week prior to your event** to arrange to use it and make sure whatever you want to use is available for your race. For non-JTRR events using equipment, the lesser of \$50 or 10% of race registration receipts (before expenses) is required to be paid to the JTRR via the Treasurer. JTRR must charge this fee in order to help with the cost of maintaining the clock and timers and to replenish supplies such as spray chalk, race bibs, race ribbons, safety pins, canopies, and other supplies available for use in the JTRR storage unit.

## Insurance requirements

To have JTRR's insurance coverage for your race, the following is required:

- The race must be designated as a JTRR event as approved by the JTRR Board of Directors. Non-JTRR events shall be responsible for their own insurance
- The race director must be a JTRR member in good standing
- Signed waivers
  - All participants, including volunteers, must sign waiver(s). Waivers for volunteers under the age of 18, must be signed by a parent or guardian. Please allow time to get these waivers signed before race day, if necessary.
- JTRR guidelines must be followed

*Important:* JTRR insurance does not cover:

- Generally anything with wheels such as bicycles, skateboards, or skates. These are NOT allowed to be used by participants on any JTRR race
  - Baby joggers/strollers are allowed if the race director allows them. The participant pushing the baby jogger/stroller must sign a waiver acknowledging the dangers to the child.
- Dogs or other animals
- Participants wearing headsets
- Over-night, or events held in the dark
- Multi-sport events such as a tri-athlon

It is strongly suggested that you do not allow the above other than baby joggers/strollers (when the course allows) or headsets (if can be worn safely) in your race. Headsets are **not** encouraged and **must not** be advertised as being ok to use. For JTRR events, the race directors shall have the authority to disqualify participants who jeopardize safety, including but not limited to, bringing or using items specifically stated by race directors as not being allowed.

## Safety Plan

Safety is the most important consideration of any event, and race directors must assess the potential risks which may be present. Risks can include, but are not limited to:

- **Traffic:** If the event is along roadways, be sure that any required permits are obtained and include provisions for mitigating conflicts between runners and motor vehicles.
- **Terrain:** Assess route conditions and hazards in the course and advise runners prior to the start of the event.
- **Remoteness:** Certain trail events will traverse through remote areas not accessible to vehicles. Assure that trails are well marked and in general a “sweep” is highly advisable to assure all participants complete the event safely.
- **First Aid:** A first aid kit should be present at all events, and more than one may be required based on route and location. A first aid kit is strongly recommended at the finish line and all aid stations.
- **Medical Personnel:** Consider having volunteer medical personnel available.
- **Communication:** Establish a line of communication in the case of emergency, which may include notification at aid stations by runners and communication with cell phones to race officials.

An incident form must be filled out if there is a situation involving bodily injury or property damage. If in doubt fill one out. Any incident requiring a trip to a medical facility or the need to contact property owners or authorities requires a form to be filled out as soon as possible. Please notify the JTRR President of any incident immediately. Incident Report forms are available in the Teal file folder kept in the Race Registration tote.

A written safety plan and checklist is a good idea! Please refer to the following link at the Road Runners Club of America for additional guidelines and examples:

<http://www.rrca.org/resources/event-directors/guidelines-for-safe-events>

## Day Prior to/Day of race – start early!

### Race Supplies

Meet the Race Director Coordinator at the JTRR storage unit at the time you have arranged to do so. Here you will pick up what you need for your event. The Race Registration tote should contain handheld timers, clipboards, pens, safety pins, race bibs, a first aid kit, staple gun, and other basic supplies you may need. Also in the tote is a teal colored Race Director file folder that contains copies of documents you may need such as: Incident Report form, these Race Director Guidelines, JTRR membership applications, JTRR Race Calendar, Youth NAOC age groups form to assist with ribbons for youth, and a back-up generic sign-up sheet (in case you run out of paper registration forms for participants, including volunteers).

The Race Director Coordinator will help you decide what else you may need such as: clock, race results board, ribbons, extra bibs, canopies, tables and chairs, road signs, spray chalk etc.

It would be a good idea to store all of the necessary materials that you have that you need on race day such as permits and paper registration forms in the Race Registration tote.

Paper registration forms - decide how many copies you'll need depending on how many have pre-registered and how many you expect to show up based on past participation and current participation trends. Don't forget to have enough for your volunteers to complete too. If you

don't have access to a printer or do not want to use your personal printer, you may get a reasonable number of copies made.

## Mark the course

This can usually be done the night before the race, but if you do this, it is a good idea to double check that your marks are still in place the next morning. Consider spray chalk, surveyor's tape, directional arrows or signs. Consider every place where someone could make a wrong turn, and make sure it's well marked. Post caution signs as directed by DOT HEP, and/or as needed for runners' safety. Add arrows or other marks often, as reassurance to runners that they're on the right track. Spray chalk usually holds up in the rain, if you can get the marking down before the surface is too wet. Please note that some areas such as UAS and USFS property DO NOT allow marking. Signs or tape must be used. **In addition, roads maintained by Alaska DOT do not allow spray chalk.**

## In-Person Registration/Bib Pick-Up

For day of registration/bib pick-up have a table or two. Provide paper registration forms, clipboards, pens, safety pins, change, especially lots of five dollar bills, if accepting cash, and paper registration forms. Chairs for the volunteer(s) are nice. Checks are accepted and must be made out to Juneau Trail & Road Runners or JTRR for all JTRR races including fundraisers. Credit cards are generally not accepted, however the JTRR Treasurer can bill a participant via PayPal with a valid email address. You don't need to turn anyone away if they are short money on race day. Consider keeping Race Entry open until the start of the race to encourage on-line registration.

Ensure that all volunteers complete a registration form and sign the waiver.

Consider providing maps of the course. There is a map feature on RaceEntry.

Consider posting results from prior years (bring tape).

Encourage participants to wear their bibs on the front of their body.

It's a good idea to have a count of the number of participants that collected bibs, so you have an idea if everyone has finished the course. Ask that if anyone leaves the course without crossing the finish line, to let you know. Having contact information for all racers is a good idea. This information can be written on the back-side of the bibs.

## Aid stations

For longer courses, aid stations would be beneficial. Aid stations should be provided at least every two to three miles or so depending on logistics, course difficulty, terrain, location, and time of year. You'll need volunteer(s), water (5-gallon jugs work well), cups (rule of thumb: 2 per runner per aid station), maybe a table, garbage bags, and bug dope (for your volunteer(s)). Consider other aid besides water – Gatorade, Gu, oranges, whatever. Consider asking your volunteer(s) to provide their own aid station set-up and take-down. First aid kits are strongly recommended at aid stations. Porta-Pottys may need to be rented in some event locations.

## Finish line

Mark the finish line so runners know where to go and to know when they've finished. Ideally, have two timers going; you may be very glad you've got a backup. Consider using the big clock. It helps to have at least two non-timing volunteers at the finish: one to pull off the bottom portion of the race bibs, and help keep finishers in order when multiple racers finish close together. It is very helpful to take photos of runners as they cross the finish line. This can be quite helpful if the bib tags get put on the spool in the wrong order, or happen to fall out of a volunteer's hands. It is also helpful to write times on the bib tags as the timer announces the time. Make sure the print function is turned on.

Finish line volunteers can also staple the bib tags to the results board when there are breaks in between finishers. If providing ribbons to youth, have the form ready to write down names by age group and gender and start filling out the back of the ribbons.

For final results, you can take a picture of the results board to refer back to or simply take the board back home to enter the results into the spreadsheet.

### Finish area

Provide water, Gatorade, cookies, fruit, whatever. Don't forget cups. You can use the same tables you used for registration. You might want a knife to cut the fruit. Have trash bags handy. Pop-up tent canopies are available in the JTRR storage unit to provide protection from the elements.

### Awards

Runners don't always stick around real long after a race. Consider when/how to give out awards/prizes. Most JTRR races don't distribute awards at races. The kids really like receiving ribbons. If you have enough volunteers, please consider awarding them. Make sure the winners get awards, if any, before they leave.

## After the race

### Results

Please turn in results to the NAO Cup Coordinator(s) the day of the race or no later than the following day. You may use and submit the Race Results spreadsheet on the JTRR website, or you can modify the participant download report from RaceEntry. Refer to download instructions or the Race Report spreadsheet for required fields. It's a good idea to review the results on the JTRR website after they have been posted.

### Photos

Send photos to the NAO Cup Coordinator(s). Also consider sending a select few photos and a brief summary, or a few comments to the Social Media Coordinator.

### Clean up the course

Take down any signs or other markers. Stow away the aid stations. Make sure trash is picked up. Take down any posters or other announcements of your race. Return all JTRR equipment to the storage unit.

### Volunteers and sponsors

Consider rewarding your volunteers with something. Thank your sponsors if you have any. Volunteers receive NAOC points, so make sure you let the NAO Cup Coordinator(s) know who helped.

### Complete the Financial Report

After completing the report, arrange to meet with the Treasurer to submit it\* along with any receipts you'd like reimbursement for as well as any cash, checks, and completed paper registration forms and membership applications you collected in person.

\*Completing and submitting the Financial Report electronically is preferred, unless you want to print it out.

### Suggestions for next year

Write down all of your good ideas for doing an even better job next year. Note any supplies you notice running short, or any provided forms in the teal colored Race Director file that are running low so that JTRR can replenish. This information can be entered on the Financial Report.

### Reasons to turn in race results!

*Motivation:* Many runners enjoy seeing the results and how they compare to their fellow runners and previous personal times. New runners in particular can be encouraged and motivated by the metrics of seeing their results in the context of the overall event.

*Documentation:* Participation in fitness plans is being offered by many employers, and proof of finishing events is required to obtain points or credit towards reduced insurance costs or bonus award

**Calendar Coordinator** - Holly Handler [jtrr.serr@gmail.com](mailto:jtrr.serr@gmail.com)

Creates draft race calendar and coordinates requested additions and updates to it.

**Communications Coordinator** - Kym Mauseth - 907-321-5966

[juneautrailroadr@gmail.com](mailto:juneautrailroadr@gmail.com)

Adds JTRR races and events to various on-line community calendars and submits PSAs to the radio stations. Back-up to the Social Media Coordinator.

**NAO Cup Coordinators** - Myron Davis and Karinne Wiebold

Receives and reports/posts race results and photos on the JTRR website

Myron- 907-321-1988 / Karinne

[myrond@gmail.com](mailto:myrond@gmail.com) / [karinnewiebold@mailworks.org](mailto:karinnewiebold@mailworks.org)

**Permit Coordinator** - David Epstein - 907-209-7995 [dave1013@gmail.com](mailto:dave1013@gmail.com)

Applies for and obtains facility use, USFS, DOT and other permits required for JTRR races.

**President** - Kym Mauseth - 907-321-5966 [juneautrailroadr@gmail.com](mailto:juneautrailroadr@gmail.com)

Receives and submits incident report. Can be contacted for any RD questions/materials etc., including suggested edits the the Race Director Guidelines

**Race Director Coordinator** - Paul DeSloover

Assists with getting race equipment and supplies from the JTTR storage unit. Restocks needed supplies and equipment.

Paul - 907-723-7524 [pdesloover@yahoo.com](mailto:pdesloover@yahoo.com)

**Race Registration Coordinator** - Kym Mauseth- 907-321-5966 [juneautrailroadr@gmail.com](mailto:juneautrailroadr@gmail.com)

Creates and assists with paper registration forms and on-line registrations using RaceEntry.

**Social Media Coordinator** - Therese Pokorney - 815-546-4664 [tbpoko@gmail.com](mailto:tbpoko@gmail.com)

Posts to and monitors the JTRR Facebook and Instagram accounts. Sends out the weekly newsletters

**Treasurer** - Donovan Neal - 907-441-8303

[treasurer@southeastroadrunners.org](mailto:treasurer@southeastroadrunners.org)

Receives Financial Report, money, expense receipts, and completed forms

**Webmaster** - Jason Norat [jnorat23@gmail.com](mailto:jnorat23@gmail.com)

Updates to the JTRR website and sends out emails about upcoming races and events.

**JTRR Board of Directors** can be found on the JTRR Website under "About JTRR."

JTRR Storage Unit - **Juneau Self Storage** on Commercial Blvd. JTRR Race Director Coordinator will provide access codes.

**Tyler Rental** 907-780-2210 - Porta-Potty rentals