

Harford County Running Club

2025 Run Host Guide

Thank you for your interest in hosting a club run. When planning a club organized event the safety of you and the runners are of the utmost importance. It is critical that you obey all state and local laws as it relates to the use of public property, roads, etc. The intent of this guide is to provide you with the basic framework for hosting a successful event. Included are pre-run tips and guidelines, which ensure the safety of club members and overall consistency. If you have questions don't hesitate to ask secretary@runharford.com.

1. Choose your date

Contact the HCRC events coordinator (secretary@runharford.com) to discuss possible open dates for your future event. The event calendar fills up fast, please plan accordingly. (Note: There is a minimum one month's notice as a requirement listed below)

2. Confirm the Venue

Runs should be held on roads that have minimal traffic and preferably have a shoulder.

The venue should allow for ample parking for club members. Club runs can have as many as 100+ members in attendance.

If the event is hosted at a park, or on state or county property, proper permission must be sought and obtained in writing, prior to submitting your event with us. *(If necessary, work with the club president to obtain advice on where to start as well as proof of insurance for the venue).*

3. Obtain approval from the Harford County Running Club

A minimum of 1 month prior to the event, complete the form in this packet. Email the completed form to: vicepresident@runharford.com, secretary@runharford.com, and marketing@runharford.com.

4. Preparing for the event.

Once you have received all the necessary approvals, you can begin the additional prep work for your event.

It is recommended all races over a 5K have a water stop either on the course or/and the finish line pending current health guidelines.

With prior coordination, event equipment such as: water coolers, tables, megaphone, cones, stop watches, signage, first aid kit, and etc., may be available for use. Please request the use of these items in advance by emailing secretary@runharford.com

Sunday runs are free to HCRC members. A drop-in fee is collected from non-members on race day. The cost is \$5.00 per non-member. This drop-in fee helps to offset the insurance costs of hosting a run. Run hosts are required to coordinate the transfer of monies collected to the club Treasurer or any of the other board members.

Run Hosts should be prepared to have printed QR codes, sign-in sheets for 100+ runners, pens for sign in, map of course or turn sheet posted, trash bag(s) and timing mechanism. QR codes and Sign-in sheets will be provided, via email, 1 week prior to the run.

5. Day of the Run

1. Ensure the course is well marked at least 45 minutes prior to the start of the run.
2. Hydration stations are addressed, if needed.
3. Arrive at the starting location at least 30 minutes prior to start
4. All participants (including non-members) who did not pre-register must sign in, using the HCRC sign-in sheet that is emailed to each run host with the event approval.
5. Non-members pay a \$5 drop in rate. Monies collected are to be given to a club board member or Transferred to the club Treasurer for deposit.
6. Pre-run announcements should be made to include: course hazards, directions, request that non-finishers check out before leaving, finish line instructions and notify participants how they should access 1st aid on the course if needed.
7. Take a photo of the group and email it to marketing@runharford.com ASAP.
8. Time all participants. Participants will submit their times online via a QR code provided by the club.

9. Once complete and all participants are accounted for, be sure to remove all signage, and collect all equipment and trash.

6. Inclement Weather

Harford County Running Club (HCRC) events are rain or shine events; runs will go on as planned when it is safe to do so, but extreme conditions may require rescheduling or cancellation. HCRC will use the Harford County Department of Emergency Services alerts and National Weather Service forecasts to inform decisions. Conditions which may cause postponement or cancellation include thunder and/or lightning, ice, and extreme heat or cold. Events will be delayed a minimum of 30 minutes after lightning has been identified in the vicinity. Event directors should contact a club officer if they are unsure of the appropriate decision.

7. The following guidelines should be used in making your decision to cancel an event due to weather

- Are road conditions unsafe for driving which would prevent runners from safely getting to/from your event? (e.g. roads are not plowed/snow covered, icy)
- Do the weather conditions prevent parking from being available for your event? Has the general condition of the course become hazardous due to the weather?
- Are temperatures unsafe for outdoor activities? This may not necessitate that the event be cancelled but shortening the run should be considered.

Please contact both **marketing and president** to update social media and the website with the status of your event. Please make the cancellation due to weather by 10pm the night prior, so runners may plan accordingly.

See page 3 for Run Host Request Form



Club Run-Host Request Form

Thank you for hosting a club run! Please complete the event information form below. Also included are pre-run tips and guidelines, which ensure the safety of club members and overall consistency.

Directions- A minimum of 1 month prior to the event, please provide the following information to the Vice President, Events Coordinator and Director of Marketing: vicepresident@runharford.com, secretary@runharford.com and marketing@runharford.com.

Event Information

Full Name of Event _____

Event Location- (provide street address) _____

Parking location & Instructions _____

Date of Event- _____ **Start Time** _____ **End Time** _____ (required)

Event Information (*Distance/Event Description/Course info*)- _____

Note: Runs should not be held on any roads where the traffic is too heavy or if there is no shoulder.

Course type- road, trail, gravel, grass or mixed? - _____

Will water/hydration be provided at this event? Y or N

POC Ph- _____ - _____

Event POC Name- _____

POC Email- _____

Preferred contact method, if participants have questions- __Phone __ email __ both (Please note, your selected method will be posted on both the website and Facebook event post)

Suggested Key words or Hashtags for use- _____

If possible, provide a copyright free photo, or graphic of your choice, to represent your event or event location. *Photos/graphics may be used on social media invitations and platforms, increasing visibility.*

Approval

A board member will email you with approval. The approval email will include: the required sign-in sheet for all participants and the club waiver- required for non-club members wanting to participate.

Disapproval

A board member will email with a disapproval. The email will state the reason for disapproval (e.g. date conflict, etc.) It is the responsibility of the requestor to make changes and resubmit accordingly.