

The Omaha Running Club is here to help you organize, promote and host a successful event. Let our experience be your guide.

BEFORE YOU GET STARTED:

- Allow adequate planning time. We typically recommend six to 12 months
- Be sure to work with local authorities regarding permits, safety issues and more
- Secure insurance coverage early in the process
- Be mindful of other community and running events and how they may impact your participation

All phases of the event will benefit from adequate, advanced planning. In particular, the safety of the participants, volunteers and spectators can best be served by addressing the following matters well in advance of the race start date. Allow a minimum of 6–12 months advance time to plan the event. In addition to the items listed below, you may need to devote time to obtaining race sponsorship and advertising. Learn more about planning your event and the RRCA Guidelines for Safe Events. The following briefly outlines the initial steps you need to take in planning your event:

Date Selection

Select a date which does not conflict with other events in the area

Site Selection

Outline a suitable location for your event taking parking, pre and post race activities, facilities and more into consideration

Meet With Local Authorities

Any required authorization from local authorities must be obtained long before the event date

Course Design

Design your course and then check with the local authorities as you begin planning for the event to avoid permitting problems

Insurance Coverage

Contact the RRCA at membership@rrca.org, to secure insurance for your event early in the planning process. Never wait until the last minute to get your insurance for the event.

Select Key Race Personnel

Outline key race personnel such as the medical director, the volunteer coordinator, the start and finish line coordinator and other people to assist you with the event;