



## **HARRA Spring and Fall Series Race Requirements**

(approved by HARRA Board in February 2023)

### ***Event Summary***

***Event Name:***

***Race Director/Key Contact:***

***Registration Site:***

***Timing Vendor:***

### ***Race Requirements***

1. ***COURSE CERTIFICATION:*** All events must have the race course certified through USATF, and the certification number must be provided to HARRA. Course timing must adhere to USATF guidelines. This includes races that are timed using electronic chips. Exceptions to the certification requirement apply to events conducted on a certified track and the club competition relay races.

***Agreement (Initials):***

***Course Certification Number:***

2. ***LIABILITY INSURANCE:*** \$1,000,000 minimum liability insurance, with Houston Area Road Runners Association included as an Additional Insured.

***Agreement (Initials):***

3. ***WAIVER:*** Include Houston Area Road Runners Association on runners' release or waiver of responsibility.

***Agreement (Initials):***

4. *DISCOUNT: HARRA members get a discount of at least five dollars (\$5.00) off the entry fee unless this creates an undue financial burden for the event, in which case you are encouraged to contact HARRA to discuss alternatives. Note: this requirement does not apply to the relay events.*

***Agreement (Initials):***

***Discount Code for HARRA Members:***

5. *BRANDING: HARRA logo must appear on the entry form (paper or online) and recognize that race is part of the HARRA Spring or Fall Series.*

***Agreement (Initials):***

6. *FEE: A HARRA fee is due to HARRA within four (4) weeks of the race date. The fee schedule is based on the total finishers for the HARRA-recognized race distance. This fee schedule for events with a HARRA-member club as the organizer is as follows:*

<i>Tier 1: 1-300 finishers</i>	<i>\$0.125 per finisher</i>
<i>Tier 2: 301+ finishers</i>	<i>\$0.25 per finisher</i>

*If a HARRA-member club does not organize the race, the higher fee schedule tier (Tier 2) will always apply, regardless of the total finisher count. Here, "HARRA-member clubs" refers to clubs that have paid in full their annual club membership dues to HARRA for the membership year in which the event occurs.*

*Fee payment can be submitted by mail to HARRA P. O. Box 572497, Houston, Texas 77257, Attn: Treasurer. Alternatively, contact [treasurer@harra.org](mailto:treasurer@harra.org) for instructions on electronic payment.*

***Agreement (Initials):***

7. *The race must provide the following:*
  - i. ***Two or more easily identifiable non-participant EMTs (intermediate or higher level) or two or more, certified medical personnel approved by the HARRA medical advisor.***

*The medical personnel must be on site 60 minutes before the race and remain until either 30 minutes after the official course closure or 15 minutes after the last participant has finished. If the medical personnel has not arrived 30 minutes before the start, HARRA recommends that the race be canceled or rescheduled.*

IF THE EVENT IS CONDUCTED WITHOUT THE PROPER MEDICAL PERSONNEL, IT WILL BE SUBJECT TO EXCLUSION FROM FUTURE HARRA RACE SERIES,

- ii. *One toilet for every 70 runners,*
- iii. *Parking is available within .50 miles of the starting line,*
- iv. *Banners and/or directional signs to the race start and finish, race registration, and packet pickup,*
- v. *Water and refreshments are available at the finish,*
- vi. *Posted race results,*
- vii. *Police protection and proper traffic control as needed,*
- viii. *Each mile is clearly marked on the course,*
- ix. *Visible clock at the finish line,*
- x. *Awards at least three deep for each male and female in 5-year age groups as follows: 19 and under; 20-24, 25-29, 30-34, 35-39, 40-44, 45-49, 50-54, 55-59, 60-64, 65-69, 70- 74, 75 and over,*
- xi. *Entry forms or online registration are available at least six (6) weeks before the race,*
- xii. *Water/replacement fluids are available at a minimum of every two (2) miles along the course,*
- xiii. *The course must be clearly marked,*
- xiv. *Provide individual finishing times for all finishers within one week online and in Excel format directly to HARRA, including the following fields:*

**First Name – Last Name – Age – Sex – Chip Time**

***Agreement (Initials):***

- 8. *Send a list of all race volunteers to the HARRA VVIP coordinator within four (4) weeks of the race for inclusion in the HARRA VVIP program.*

***Agreement (Initials):***

9. *If the race serves alcoholic beverages, the race must:*
- i. *not serve anyone who appears to be intoxicated or appears to be a danger to themselves or others; and*
  - ii. *not serve anyone underage by Federal guidelines (i.e., under the age of 21).*

***Agreement (Initials):***

10. *For Fall and Spring Series relay events, review the list of additional relay race requirements outlined on the HARRA website (<https://harra.org/race-requirements>)*

***Agreement (Initials):***

## **RACE RECOMMENDATIONS**

- All participants in a HARRA championship race should be eligible for awards, regardless of organizational affiliation. No organizational affiliation should be required for entry into the race.
- HARRA events should be scheduled so there will be adequate recovery time for participants competing in the other championship events. If possible, consult with VP for Road Race Management before scheduling the event.
- Events longer than 10K should have 2 weeks between them and no less than a week for shorter events.
- Porta cans on the course near water stations are consistent with the size of the event.

If any questions or comments, please contact [races@harra.org](mailto:races@harra.org).