



North Star Sled Dog Club

RGO Race Packet

Information for Race Giving Organizations

Dear Race Giving Organization (RGO):

Thank you for your interest in hosting / sponsoring a Dog Sled race in your area or community. We are excited to work with you so your event is a success.

The Race Circuit Application is attached at the end of this packet. Other enclosed materials herein will help you work together to ensure that various items, critical to planning your event, are resolved early into the process. The North Star Sled Dog Club (NSSDC) Race Liaison Committee members are listed below. These people will be able to answer many of your questions. You can contact any of them if you need help with completing your circuit application or if you have any questions.

Race Insurance

NSSDC offers insurance for your event for \$100 plus an extra \$50 for each additional landowner who wishes to be an additional insured. Insurance information can be requested from North Star Sled Dog Club's treasurer (contact information below). Insurance payments are due to the NSSDC treasurer by no later than two months before the scheduled race date.

Publicity

NSSDC handles much of the advertising in the sled dog publications. We advertise locally and nationally so mushers from across the U.S., Canada and Europe can plan their race schedule based on location, advertised race format and purse size.

Race information is needed by November 15th so that it can be included in all the publications. Receipt by September 15th is preferred. We publish the schedule of our race circuit in NSSDC's *Tugline* (NSSDC's quarterly publication), *Explore Minnesota* fall/winter edition, on NSSDC's website (www.nssdc.org) and on www.sleddogcentral.com.

Race Entry Form / Race Packets

If you need help in creating your Race Entry form, please give any of the members of the Race Liaison Committee a call for assistance. The NSSDC Race Liaison Committee or President can assist you with the purse breakdown. Race ads in the *Tugline* will be part of your sanctioning with us. There is no extra fee for your race entry form ad. We recommend that you have someone involved in the sport listed on your race entry form as a telephone contact.

Mushers Meeting & Mushers Race Packet

The Mushers Meeting is usually held on the Friday night before your race; however, it can be held the morning of your event if you wish. At this meeting, it is your responsibility to provide each musher with a race packet. The competitor's race packet should include:

- race start sheets (this is the start time of the teams)
- a race bib
- a map of the trail courses
- a driver's biography form for the race announcer and or any publicity / advertising from your community
- a copy of the race rules
- copy of "Race Etiquette for Mushers"
- NSSDC membership application or letter encouraging NSSDC membership

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Email: bbzdok@budtime.com

- copy of the NSSDC “Race Protest Form”
- hotel/race etiquette

Race Bibs

NSSDC owns race bibs. They will be available for use during your event. Please contact Bob Bzdok if you have any questions concerning the race bibs. If you have decided to use your own bibs, you will be responsible for the fee and the refund money as usual. Please make sure you contact the timer and let them know bib numbers for the draw.

Timing Equipment / Timers

If you are interested in using the NSSDC timing equipment please, contact Bob Bzdok.

Administration Fee

NSSDC collects a race administration fee of \$5.00 per adult entry from the racing mushers. This is an additional charge to the musher to cover the expense of timing equipment and also to promote the sport of sled dog racing, your race, and other administrative responsibilities for staging a successful event. It is an additional charge that you will need to add to your race entry fee. *This fee will be collected by the RGO, and is payable to NSSDC within one week after the race.* Do not count this money toward income used toward your race. This money is paid by the adult class musher and is used by NSSDC. You will need to count up all the mushers in the adult classes only and multiply by 5.

Veterinarians

It is best to have a veterinarian on site at your race. However, if this is not possible, please have a local veterinarian available on call. Please have the veterinarian at the mushers meeting or at least furnish the name, phone number and location of the veterinarian in your race packets.

Needed information on your race entry forms

Please make sure you have a closing date/time for entries on your form. Decide if you will take phone entries. If you will, please make sure that information is on the race entry form and how to make the phone entry. Also make sure you advertise which set of rules you will be using to conduct your race. NSSDC has its set of race rules as do ISDRA and IFSS.

Different formats

Dual and triple and mass starts add excitement and give spectators a chance to see teams racing against each other.

Time between classes

Spectators lose interest waiting for teams to come in. If a large space of time takes place between your classes, spectators leave. Remember, we like being outside in the winter; however, spectators come out because it is neat to see a dog race, but they don’t usually enjoy standing outside in the cold for a long period of time. If for some reason there needs to be a large gap in time, schedule something for the spectators to do. Some communities have softball in the snow, sponsor race, outdoor band, art and craft festival, raffle or large non-mushing related item, a good warming tent with entertainment and vendors, a good concession stand and lots of porta-potties. The list could go on and on. Be creative and plan it now for it to be a success.

NSSDC appreciates all the hard work that you do. Please feel free to contact anyone on the NSSDC Board of Directors if you need help or if you have questions. We are here to work with you and give you any assistance that you may need. Thank you in advance and may you have a successful event.

Sincerely,



Lyman Wolske, NSSDC President

NSSDC Race Liaison Committee		
Joe Fessler Tel: 612-799-9040 Email: joe@experiencesleddogs.com	Bob Bzdok Tel: 320-248-2540 Email: bbzdok@budtime.com	Joe Cappuccino Tel: 612-849-2180 Email: jacsleddog@gmail.com

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Check List for Race Weekend

Radios for communication, Start Chute, Finish Line, Trail Help and Race Marshal. Both days.
Orange Vest for all officials. Both Days.
Race Vet on site or on call. Should attend Musher's meeting Friday evening.
Chute Judges for both days.
Dog Marker for both days.
Marking crayons, at least 4 different colors. Can be purchased at Fleet Farm or any farm supply store. They are called cattle markers or livestock markers. Both days (sometimes dogs are "marked out" after day 1).
Race announcer, both days.
PA system in staging area and starting chute. Both days.
Starter Judge. This is the person who does the count down for both days.
Race Marshal. Both days.
Trail Help...about 10-15 people, depending on trail...must have trail help in all tricky or unclear areas and at all checkpoints. Both days.
Sled Holders, 4-8 people. Both days, and must be there 1 minute before race starts and stay all day.
May have extra people to rotate in & out.
Crowd Control, 4-8 people. Both days.
Race bibs
Dog truck staging/parking area for teams. Both days.
Start/Finish Banner
Chute Markers...Chute 1 and Chute 2
Area & tag board for posting start sheets & result times for both days.
Pre-written checks for purse payout or other bills.
Warming shelter and porta potties.
Dumpster for race site.
Snow fence, Christmas trees or hay/straw bales (about 50 bales & trees), mostly for start chutes.
Wood slaths with colored paper plates to mark the trail with.
Registration table at mushers meeting with a volunteer(s) to staff it.
Cash Box at mushers meeting.
Extra entry forms at mushers meeting.
Musher's Race Packets.
Race Rules and Rules of Conduct.
\$5 bills for bib refund and volunteer to be in charge of this at race site to gather of bibs and disperse reimbursements.
Copy Machine and paper.
Vehicle at finish line with cigarette adapter for timer/computer.
Spray paint, either red or green, to define trail and start line – if paint is allowed.
Remind local police of event.
Obtain all necessary permits.
Advertise locally.
Mark a trail map, one for each race packet and 1 on tag board for mushers meeting.
Print and distribute "Welcome Musher's" posters in town.

Wednesday / Thursday / Friday before the Race

Stuff race packets, including start sheets, bibs, publicity, coupons, trail map, etc.
Set up staging area.

Haul lath, signs, snow fence, banners, pennants, etc. to race site.
Start Chutes: put up snow fence and or pennants, straw bales.
Hang Start and Finish Banners.
Deliver or set up concession stand.
Bring out vehicle for timer if able to do so.
Finalize with race announcer.
Deliver bales, fencing or Christmas trees to race site.
Finalize with all volunteers and make sure they attend the mushers meeting on Friday night.
Mark trail with lath and signs (This is for the trail division).
Mark starting and holding chutes.
Place signs around town directing people to the race site.
Set up warming tent or shelter.
Bring in portable heaters.
Set up for mushers meeting; bring race packets, maps, extra entry forms, announcer forms, money box, etc.
Have volunteer to staff the registration / welcome table.
Finalize with North Star for someone to go over race rules at drivers/mushers meeting.
Continue grooming trail.
Measure actual miles.
Purchase green or red spray paint for trail definition and start lines if paint is allowed.
Have on hand \$5 bills for each bib refund.
Line up person to be responsible for Bib Refund of the \$5 per bib per musher.
Introduce Judges at Mushers Meeting. Head timer should announce official time at mushers meeting.
Pick up PA system.
Brief all volunteers, time to arrive and job descriptions if you have not already done so.
Finalize place for awards ceremony.
Pre-write checks.
Be sure start sheets are printed for mushers and timer; make copies and put in each drivers packet.
Have extra start sheets photocopied for registration table.
Make arrangements for use of a copy machine for Saturday evening for Sunday's starting times.
Make arrangements for a volunteer to make copies for above.

Mushers Meeting Check List

MC or NSSDC president: Introduce NSSDC board members present.
Thank the sponsors; introduce any present, especially a major sponsor. They can be allowed a short speech.
Introduce any dignitaries/VIPs, i.e. mayor, governor, etc. They can be allowed a short speech.
Introduce main race personnel: timer, race marshal, dog marker, trail boss, announcer, chute judges, veterinarian, etc.
Make any important announcements regarding the race weekend.
Trail boss should go over trail, noting any tricky spots, etc.
Race marshal goes over any pertinent race rules/procedures & answers any questions.
Dog marker or race marshal goes over how/when dogs will be marked.
Timer gives official time & goes over how mushers will be informed of chute/starting times.
Other:

Race Planning Calendar Guide

(Based on a late January Race)

April / May/ June / July

Start fundraising – contact new potential sponsors, both local and corporate sponsors.
Confirm race date by June

August

Landowner permits; private landowners, Park & Township permits.
Begin putting together telephone directory of help/helpers, etc.
Continue fund raising activities.
Obtain all of your sponsors' logos to be used in publicity.

September

Line up all key personnel (Trail Boss, Trail Help, Trail Groomers, Announcers, Chute Judge, Starter Timer, Chief Judge, Sled Holders, Crowd Control, Dog Markers, etc.).
Finalize purse.
Finalize race classes by September 30th.
Trail modification / brush work (discuss with NSSDC Race Manager or President).

October

Secure your race Veterinarian.
Continue with trail work and staging area preparations (if needed).
Put in any necessary wooden posts (steel posts can be driven into frozen ground).
Mow and disk trail as needed.
Stake trail in open fields.
If lake trail is your primary trail, secure land trail as a secondary trail in case of bad lake ice if possible.,
Pound in grounding rod for temporary electric service.
Have Chamber of Commerce office mail endorsement letter to Chamber members.
Reserve a room for Drivers Meeting and Awards Ceremony.
Make up or revise race entry ad (i.e. purse size and breakdown, classes, sponsors, hotels, etc.) Camera ready copy and artwork. Contact *Tugline* Editor.
If sanctioning with ISDRA, call Dave Steele at the ISDRA office for information and forms: 218-765-4297.
If accrediting with IFSS, contact Dave Steele 218-765-4297.
Notify local power company if need for temporary electric service.

November

Verify with your volunteers.
Send finalized race entry ad to *Tugline* editor.
Send finalized race entry form to *Tugline* editor.
Do a last check of the race site before ground freezes.
Order trophies or plaques.
Order porta potties.
Arrange for heaters if heating a tent or a shelter.
Make arrangements for hay/straw bales or Christmas trees to use as barriers on the trail and in the staging area if needed. Approximately 50 bales, depending on your trail conditions.
Reserve concession stand facility or finalize plans with your concession group.
Reserve P.A. equipment.
Finalize with your race Veterinarian.
Arrange for a vehicle for the timer to use. This vehicle will be parked at the finish line and must have a working cigarette lighter to plug computer system into. Also must have a working heater as equipment cannot get cold.
Confirm with volunteer who will be assembling your race packets.
Insurance forms and payment due November 1st.

December

- Contact radio stations to schedule advertising times and public service announcements.
- Make copies of forms for race packets (some originals of these can be supplied by North Star for you to copy).
- Contact North Star for Race Bibs if needed.
- Print race posters.
- Publish 2 articles in local newspapers.
- Distribute posters in a 40-mile radius.
- Schedule for electrician for temporary hookup.
- Follow up with key personnel (all the judges, dog markers, race announcer, sled holders, trail help, etc.).
- Order novelties for sale.
- Arrange for snow plowing.
- Arrange for communication devices for trail help and race volunteers.
- Finish collecting money from sponsors.
- Make sure there are enough checks for Awards Ceremony.
- Notify local Police and Sheriff’s departments.
- Make sure you have received insurance binders.
- Finalize sound system for starting chute and race announcer.

January

- Arrange logistics for obtaining North Star equipment; Race Bibs, timing equipment, etc.
- Purchase supplies; manila envelopes, marker pens for dogs, etc.
- Mail news release to radio and TV stations and local newspapers.
- Make arrangements for a musher(s) to arrive early for a radio interview.
- Schedule proofing dates and printing dates.

Suggested Purse Payout/Class
NSSDC

TOTAL Purse payout per class...\$5,000.00 total purse

Class	# of purse portions	Total \$'s (example)
10/Open	10	\$2,272.70
6 dog	6	\$1,363.62
4 dog	4	\$909.08
Skijor	1 or 2	\$454.54
	100% or 22 shares	\$4,999.94

5,000 divided by 22 shares = 227.27 per share
Multiply this per share amount by the number of shares per class

Contact Joe Fessler or Bob Bzdok or another NSSDC person on the Race Liaison Committee for suggestions as to the payout for the finishers in each class. Usually trophies are given to finishers in first through third places in all classes. Payout is usually to five places, depending on entries. Sports classes, junior/youth classes or novice classes do not receive monetary awards.

NSSDC Race Needs: Expenses, Supplies, and Volunteers

Expenses

- Insurance: available through NSSDC, \$100.00 + an additional \$50.00 for each additional land owner desiring to be an additional insured.
- NSSDC Sanctioning: no charge; however, a \$5.00 per adult class entrant surcharge will be added to the entry fee and paid to NSSDC.
- ISDRA Sanctioning: \$25.00 per adult class (\$100.00), \$5.00 per Jr. class (\$15.00), plus an additional \$6.00 surcharge, per adult entrant, paid by the participant. This is typically added to the race entry fee. (ISDRA sanctioning is not required / necessary; it is an option that may appeal to racers.)
- World Cup Accreditation with IFSS: \$60-\$100/class

Supplies ** indicates that item available through NSSDC

- Snow Fence / Straw bales / old X-mas trees
- Trail Groomer – might be available from local snowmobile club
- ** Start and Finish Banners / Poles for above the lines
- Two way radios for officials and trail help to communicate (NSSDC has one set available.)
- Snowmobiles for trail help to get around on.
- **Timing equipment and computer for head timer.
- Printer to print start sheets and finish times.
- **Race Bibs
- P.A. System: not necessary but is very nice to have if an announcer is available
- Porta Potties
- Food / Drink Vendors
- **Cattle Markers for marking dogs, plus marking sheets
- Manila Envelopes for competitors' race packets
- Posting Board / Area: to post start and finish times, etc.
- \$10.00 or \$5.00 bills to give back to racers upon return of their race bibs. (This is collected with their entry fee.)
- Checks to be written out for the awards
- Trophies for top 3 places in each event.
- Dumpster at race site.
- Musher Meeting location for the Friday night before the race with a registration table and cash box on hand to accept late entries (if allowed)

Volunteers Needed

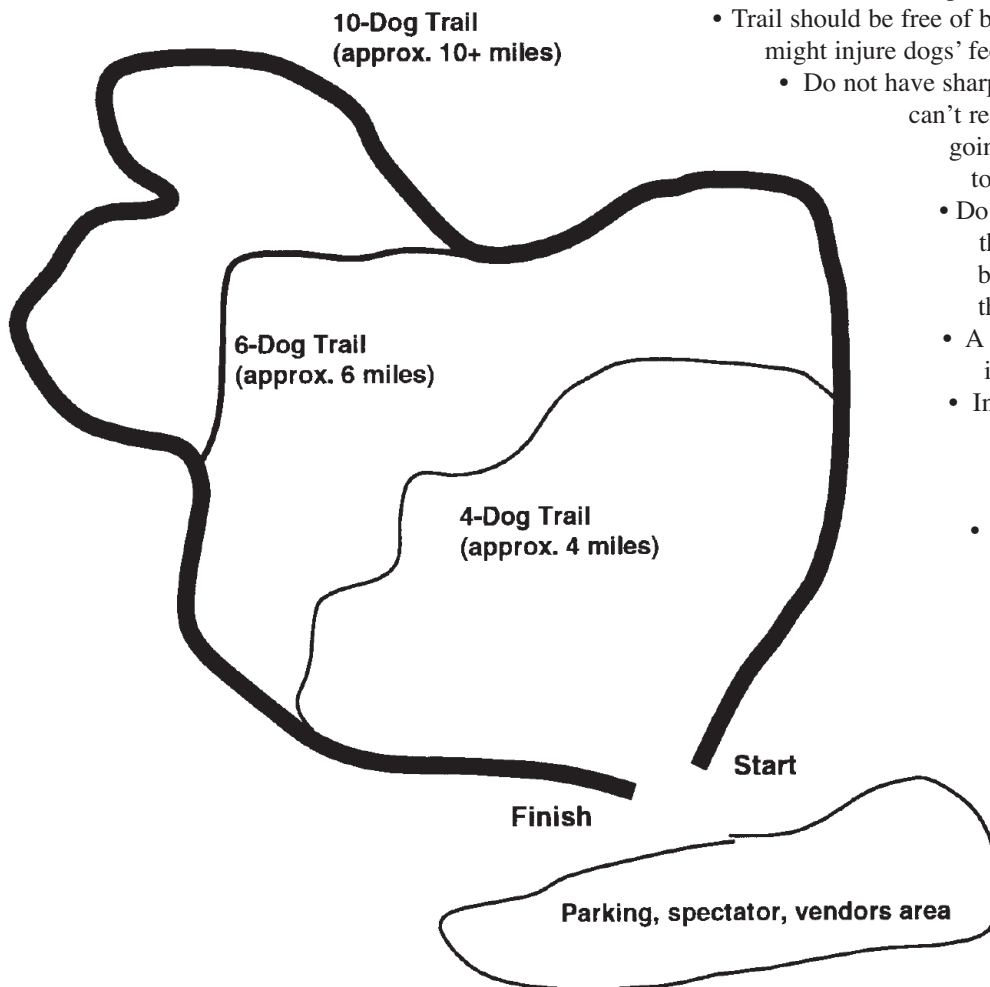
- *1 Race Marshal* to oversee the race and ensure both people and dogs are all treated in a safe and humane manner
- *2 Chute judges:* (1) to make sure all competitors are in their appointed chute on time; also, to be sure there are no early starts; (2) to be in parking area to help competitors to start chutes on time
- *Marker judge/assistant* to mark the dogs the 1st day & to check the dogs in chutes on both days to make sure no dogs are substituted on the 2nd day
- *2 Timers:* to time the racers and post results: one at the start of the race or class, who can also be in the timing vehicle at the finish line; 2nd timer at the finish (with computer timing in timing vehicle)
- *1 Trail Boss* to oversee and coordinate the trail crew in switching to different lengths of trail and classes of teams.
- *6-10 Trail Help persons* to change trail blocks when switching to different lengths of trail and classes of teams, also to assist mushers if trouble arises on the trail and help is needed
- *3-4 Holders / Bone Pullers:* to hold the teams by hand or via tether in the start chute until the correct release time.

- *1 Starter:* to count down the start time for each team, and or 1 announcer to introduce mushers and dogs, race classes, finish times, etc. The start timer can also do the countdown if needed.
- 1 Race Veterinarian must be either present at the race or on call; needs to attend the musher meeting Fri. night if possible.
- Food and Drink Vendors, dependent on what you would like to have available.
- Other vendors to hawk winter wear, souvenirs or other items that might appeal to spectators

IDEAL TRAIL AND STAGING AREA FOR SLED DOG RACE

Hints/Suggestions for Putting in a Sprint Race Trail

This trail is not drawn to scale!



- Staging area and start/finish should be reasonably close together.
- Trail should be at least 12 feet wide. This is especially important if you are offering a Nordic Skijoring class, which needs at least 12 feet in order to allow skate skiing.
- Trail should be on even surface (do not have it slanted so that one side is uphill and the other side downhill).
- Trail should be free of brush and large stones which might injure dogs' feet.
 - Do not have sharp, 90° turns. If a snowmobile can't reasonably make it around a turn going 20+ mph, then the curve is too sharp.
 - Do not leave putting in the trail to the last week. If weather should become warm (above freezing), the base of the trail may fall out.
 - A trail should avoid head-on passing.
 - Incoming and outgoing trails should not be closer together than about 400 feet at any point.
 - Remember to think of the trail with the dogs' eyes, which are considerably closer to the ground than are human eyes!
 - Do not present the lead dog(s) with any blind intersections or crossings.
 - Parking area for mushers' vehicles should be close to start and finish area. Spectator parking should be farther away.



North Star Sled Dog Club

North Star Sled Dog Club Race Circuit Application

This form must be filled out in full, with two signatures, and be submitted to NSSDC along with the Insurance Application and payment before any insurance application will be submitted for coverage, any race equipment issued, or your event included in the NSSDC championship points sanctioning program.

Date of application _____ Race Dates _____

Name of Race _____ Location of Race _____

Approximate purse _____

Name of contact person #1

Address

Phone _____
Email _____
Fax _____

Name of contact person #1

Address

Phone _____
Email _____
Fax _____

Race Type ___ Distance ___ Mid-Distance ___ Sprint ___ Youth ___ Dryland (Check all that apply.)

Specify classes: _____

Race Insurance Yes ___ No ___ (Check one)

Do you want race liability insurance through NSSDC? The cost is \$100.00 for coverage of the event. For each landowner that requests to be added to the policy (additional insured), add \$50 in addition to the \$100. Insurance forms are available on the NSSDC website (www.nssdc.org). If you need to make additional copies, please do so. If you have any questions, please call Julie Schmelzer at #320-253-0822. Insurance forms and payment must be mailed to Julie Schmelzer at least two months before the scheduled date of your event, or NSSDC may not be able to provide insurance coverage for your event.

Equipment

Race bibs: Do you need race bibs? Yes ___ No ___ (Check one) If yes, estimate quantity needed _____

Timing equipment: Do you need timing equipment? Yes ___ No ___ (Check one)

All equipment must be returned in clean, working order promptly after your event.

Race Entry Ad & other advertising

If you wish to place a Race Entry form in the TUGLINE and on the NSSDC website, please have your race entry form/ad to the TUGLINE editor by November 20th or earlier (preferred). If you wish to have NSSDC make up a poster (8½" x 11" or smaller) for you, please inform the TUGLINE editor, Sally Bair (tel: 218-349-2887 • email: sbair@tds.net). NSSDC can design the poster, but it is up to your race organization to have it printed.

ISDRA / IFSS Sanctioning/Accreditation

If you are interested in sanctioning with ISDRA or IFSS, please contact Dave Steele (#218-765-4297 • dsteeler@brainerd.net).

Sanctioning Obligations to NSSDC

A \$5.00 administration fee per entrant (except youth classes) will be collected with the entries by the RGO and paid to NSSDC within one week after the race.

Provided on the NSSDC website is a high-resolution logo image that must also be on the entry form and all promotional materials. A NSSDC membership application or a letter encouraging membership to North Star Sled Dog Club must also be inserted in the racers' packet.

By signing this form for NSSDC sanctioning, you hereby agree to and comply with the terms stated above.

RGO signature #1 _____ RGO Signature #2 _____

Please complete this application and submit, along with check for appropriate fees (made out to North Star Sled Dog Club) and the Request for Certificate of Insurance, if applicable, by November 20th to: Julie Schmelzer • 7725 County Road 141 • Kimball, MN 55353 USA