



**MANGLED MOMENTUM**  
EVENT TIMING & MANAGEMENT

# **RACE DIRECTOR INFORMATION PACKET**

Prepared by: Breanna Bissell  
Mangled Momentum Event Timing & Management  
breanna@mangledmomentum.com  
480-734-0558

The information contained in this document is the property of Mangled Momentum and may not be copied or distributed without prior authorization from Mangled Momentum

# TABLE OF CONTENTS

What do we need to time your event? . . . . .	3
Jaguar Timing Systems . . . . .	4
Online Registration / Race Bibs . . . . .	5
Distribution of Bibs / Chips . . . . .	5
Race Day . . . . .	6
Results . . . . .	7
Additional Services . . . . .	8

# Required General Information

## WHAT DO WE NEED TO TIME YOUR EVENT?

No later than 7 days prior to event, Mangled Momentum requires the following information.

### GENERAL RACE INFORMATION

- Course map showing timing points and registration area
  - Is event a lapped event?
  - How many laps for each division?
  - Do laps happen through finish line or remotely on course?
- Photo or diagram of the timing point location(s)
- Race distance(s) (5k, 10k, Half, Marathon, etc.)
- Age Categories/Groupings (ex: 14 & under, 15-19, 20-24, etc.)
- Race-day schedule including:
  - Road closure times (if applicable)
  - Registration/Chip distribution times
  - Race/Wave start times
  - Race cut off time
  - Award presentation times
- Information requested for your results report
- Bib numbers to be used
- Race database
  - Send initial database as soon as agreement is finalized
  - Send final database no later than 48 hours prior to start of the event
    - This allows sufficient time to check for accuracy and prep for timing needs
  - How do I make changes after the final database has been provided to Mangled Momentum?  
After the final database has been provided to Mangled Momentum any changes that need to be made to entrant records must be recorded on an official MM change sheet. All change sheets must clearly identify the entrant and then outline the change to be made.

### REQUIRED PARTICIPANT INFORMATION

The following data is required for complete and accurate timing.

Please ensure all paper registration forms that are created contain this same information in this order.

- First & Last Name
- Race Age
- Date of Birth
- Gender
- Team Name (if applicable)
- Division
- City, State
- Phone (xxx-xxx-xxxx)
- Email Address
- Emergency Contact & Phone

# Jaguar Timing Systems

## What is RFID?

Mangled Momentum uses Ultra High Frequency Radio Frequency Identification (UHF RFID) to time all of its races. UHF RFID works by sending radio waves in front of the timing point. When a timing chip receives the radio signal it sends back the competitor's unique race number, which is recorded along with the time of day. A chip may be read many times, but the last time it is read (as a runner crosses the finish line) is the one that is reported. From here our powerful race timing software calculates all the different aspects of the race to produce any type of results.

## What type of timing system do you use?

Mangled Momentum uses the world class Jaguar timing system. It has been proven to provide outstanding results at some of the world's largest and most difficult races to time. Its UHF RFID 2.0 technology and custom designed chips allow MM to time many types of races with accuracy and precision.



## How accurate is the system?

Our timing system calculates results to the nearest 1/1000 of a second using multiple antennas. Posted results are rounded up to the next full second as per USATF guidelines.

## Where are the chips located?

For non-water based races, each race bib will have a disposable timing device attached to the back of the race number. This allows the competitor's time to be read as they cross the finish line. In events that require the timing chip to be submerged in water or mud, we have a variety of chips designed to meet a wide range of conditions.

## Gun Start or Chip Start?

- A gun start/chip finish race will utilize a single start time for all runners regardless of when they cross the starting line. There is no need for any timing equipment at the starting line since the same starting time will be assigned to all participants. Finish times are captured via the timing chip at the finish line and times are assigned to individual runners.
- A chip start/chip finish race requires timing equipment and manpower at both the start and finish lines of a race. Individual start times are recorded as runners cross the starting line and individual finish times are recorded as runners cross the finish line. These individual times are used to calculate the runners' net time.

## How wide are the timing points?

Most races we will utilize our standard finish line truss (15 feet wide by 7.5 feet tall).

## Can we display custom banners at the finish line?

We provide and display our custom MM finish line banners at no charge. We do allow (and encourage) you to provide your own custom finish line banners that we will be happy to mount on our finish line truss at no additional charge. We do require that the banner meet the specific measurement of our truss so that it can be mounted easily. We further require that it is delivered to our address prior to race day and we reserve the right NOT to hang the banner on race day if weather conditions (such as high winds) could cause the banner to pose a threat to runners.

# Online Registration / Race Bibs

## Can MM help us with online registration for our event?

Mangled Momentum works directly with ITSYourRace to provide an all-inclusive platform to promote and manage your event & registration.

- Set-up is included with a timing contract at no additional charge
- Online Registration (right up until the start of the race!)
- Custom Web Pages on [www.itsyourrace.com](http://www.itsyourrace.com)
- Free Mobile App
- Live Results
- Auto Sync with Web & Mobile
- Searchable Results (Overall & Individual)
- Connect to Social Media
- Sponsor Recognition
- Photo Opportunities w/ Profit Sharing
- And more!



## What data is required to be provided for entrants?

The following data is required for every participant

First Name - Last Name – Event - Team Name (if applicable) – Division – Race Age – Gender – City – State – Phone – Email – Emergency Contact – Emergency Contact Phone

## How can we obtain free race bibs?

Mangled Momentum can supply MM branded race bibs free of charge.

## What if we want to order custom race bibs?

There are numerous companies that will produce customized race bibs for your event. It doesn't matter to us what company you choose to work with although we recommend using Marathon Printing. You can visit their website at [mpbibs.com](http://mpbibs.com) for options and pricing or contact them directly at 800-255-4120. We are also happy to facilitate the process and provide you with a proof of the artwork and notify you when we have received the final product.

## When does MM require your race bibs?

If you supply your own race bibs they must be delivered to Mangled Momentum at least one week prior to the event or packet pickup. This will give us enough time to attach the disposable RFID timing device before returning them to you for packet pickup.

## When will race bibs/chips be ready for distribution?

We will bring them with us on race day unless they are required for early distribution (Packet Pickup or mailing). Please let us know the exact date you will require bibs to be delivered.

## How do the Bibs/Chips get distributed?

The two most common ways to distribute race bibs/chips are 1) At a packet pickup location prior to race day or 2) on race day for 2 hours leading up to the start of the race. Event organizers will need to provide staff to distribute the race bibs and confirm participant information is correct and accurate. Race bibs will have the timing chips pre-attached to the back.

## What if I can't find a chip/bib for a participant?

No problem. If a pre-registered runner comes to pick up their bib/chip at packet pickup and it cannot be found, that usually means that it was lost or given to the wrong runner by mistake. All you need to do is give the entrant a new unassigned bib/chip and clearly mark the change sheet so that a MM staff member can make changes in the timing system.

## What if there are changes to entrant information on race day?

It is VERY IMPORTANT that any and all changes be clearly marked on the change sheet and delivered to a MM team member on race day. Some of the more common changes include spelling errors, incorrect name, gender, age, change in race distance or change in bib number.

## What does a typical finish line setup look like?



## Do Race Directors need to provide staff for registration?

Race Directors must provide staff to assist with race day registration and staff for packet pickup. Our crew will work with your volunteers to help answer any timing questions and will enter data into the Jaguar timing system prior to the race.

## What time will Mangled Momentum staff arrive on race day?

Depending on the size of the event, Mangled Momentum will arrive 3-4 hours before the official start of the race to ensure things runs smoothly. We will spend the first 2 to 2.5 hours setting up the finish line. This includes building our truss system, banners, television monitor, RFID readers and antennas, timing equipment, power supply, establish a Wi-Fi connection and test all systems. We like to have everything all setup and ready to go well before the race starts so we can provide assistance as needed to ensure a successful event!

## What does MM bring to the finish line?

A typical event, Mangled Momentum will arrive on location with our custom 12' finish line trailer and 2 - 10 x 10 pop-up tents, a TV for scrolling results and lap tops for the results kiosk.

## Do chips/bibs need to be collected?

Mangled Momentum uses state-of-the-art Jaguar timing chips that are disposable and do not need to be returned at the end of the race.

## What information should be discussed with athletes at the pre-race briefing?

For a successful race it is always important to hold a pre-race briefing with key information for competitors. This usually takes place at the starting line just before the start of the race when you have everyone gathered together.

### Please remind athletes of the following:

- Be sure they are participating in the event they signed up for (Walk, 5K, 10K, Half, Full, etc)
- Remind athletes to notify MM staff of changes or corrections
- Ensure all competitors wear their chips/bibs on their chest, outside of clothing for running or on the front of their bike for mountain biking
- Remind athletes to run/ride through and past the finish line
- Please let the event / timing staff know if you withdraw from the race aka DNF

## How does MM ensure accurate results?

Mangled Momentum uses the best equipment available to ensure we receive the most accurate results possible. Our equipment records times to one thousandth (.001) of a second. Published times are always rounded up to the nearest full second. We always use multiple backup procedures to help us achieve our goal of 100% chip reads. This can include multiple RFID antennas, Snapshot photos, manual electronic backup, and of course pen and paper.

## How long after the race will reports be ready?

Results can be organized and reported to meet the needs of each individual race. A typical results report usually includes the overall 1st place male and female finishers plus the top 3 male and female finishers for each age category. Finish times are uploaded throughout the race in real time to the ITSThroughRace mobile app. For some events, we will also provide a scrolling results television monitor and/or print out finish reports and post them on our results board. The awards reports will be available shortly after the race or upon request from the race director. If you would like your presentation of results at a set time, please let a Mangled Momentum staff member know well in advance.

## What reports can be produced?

Our timing system is highly advanced and depending on the type of event can produce a wide variety of standard reports and can easily create custom reports when needed. Please share with MM as to what reports you are wanting for your event.

## When will results be available online?

Mangled Momentum will publish results to the ITSThroughRace platform in real time throughout the race, provided we have Internet connection at the finish line. We bring a mobile Wi-Fi device but there are occasions when a race takes place in a remote area with limited Wi-Fi access. In this case, we will post results as soon as we return to the home office following the event.

## When will the RD receive an electronic copy of the results?

Mangled Momentum will provide the Race Director with an electronic copy of the results upon request.

## Who should athletes contact with questions about results?

If participants have any questions or concerns, please have them speak with the MM timer on site at the race venue. It is always easier and quicker to address any results concerns while still at the race venue. MM can also be reached via email at [results@mangledmomentum.com](mailto:results@mangledmomentum.com) following the race.

Place	Name	Sex	Age Group	Best Time
1	WEN CHITTS/BEAUMONT (M)	M	40	06:28:05
2	BOB SHAWER (M)	M	47	06:49:08
3	DAVID CLARK (M)	M	48	06:52:58



# *Additional Services*

## **CERTIFICATES**

Once results are made official, all runners will have the opportunity to print a custom finisher certificate from the ITSThroughRace platform when they get home. You get to choose one of the stock designs, and certificates are accessible from the results page and are provided at no charge for using the platform!

## **SOUND EQUIPMENT**

Information & pricing available upon request

## **RACE APPAREL**

Information & pricing available upon request

## **DIGITAL PHOTOS AT TIMING POINTS**

Snapshot Photos! MM now has the ability to mount digital cameras at all timing points. The cameras are connected directly to our timing system and activated when the overhead antennas pick up the signal from a race chip. Pictures are uploaded to ITSThroughRace and the mobile app and assigned to individual runners in real time. Low-resolution images can be shared on social media (Facebook) at no charge from the results page on ITSThroughRace.

## **CAN YOU HELP US WITH CUSTOM MILE MARKER SIGNS?**

MM can provide quality mile marker signs and can be fully customizable. You can sell business sponsorships to raise money for your event and have custom inserts made at your local sign shop. Make arrangements with us ahead of time and have a volunteer on hand to set them out on the course and pick them up after the race.

## **EVENT SERVICES**

Mangled Momentum wants to help you with the planning and execution of your event. You can choose just one of these services for smaller events or several for larger events. Contact MM to see how we can take some of the work off of your shoulders and make your event an even bigger success.

- Permitting
- Merchandising
- Course Design
- Venue Selection & Layout
- Staffing
- Equipment Rental & Management
- Registration/Package Pick-up
- Volunteer Coordination
- On-site Management
- Sport Production
- Awards
- Transportation
- Expo Management
- Branding
- VIP/Hospitality
- Graphic Design
- Safety Planning

