



Sons of Norway Idea Banks

#40: BARNELØPET MANUAL PLANNING CHILDREN'S RACES

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Barneløpet (the children's race) is a program developed by Sons of Norway, with a focus on children. This children's event can take place during any season and can be any type of activity.

This manual is meant to serve as a guide to organizing your lodge's Barneløpet. Following the steps in this manual is totally optional – improvisation is definitely encouraged. Please contact Sons of Norway Headquarters with questions, comments, concerns, suggestions, stories or feedback.

AN EXERCISE IN NORWEGIAN HERITAGE

Barneløpet is a fun and simple way for your lodge to share their enthusiasm for *friluftsliv* (outdoor life/outdoor recreation) with other Sons of Norway members and the local community, and to promote a healthy life style. Use a Barneløpet to:

- Demonstrate to potential members, in a visible way, that the lodge offers family-oriented programming.
- Provide a fun and healthy way for participants to spend time as a family. It is a great way for members to meet and interact with other families in the lodge and in the community.
- Provide a service to your community.
- Recruit new members by familiarizing them with your lodge.

ADDED BENEFITS

Lodge Achievement Points

Remember: Hours spent planning and conducting a Barneløpet can be counted as a Fraternal event (event for members only) or Community Service event (event for members and non-members) on your Lodge Achievement form. And, just by having a Barneløpet plus two additional youth programs, your lodge receives a point (1E).

Additional Lodge Achievement points can be earned by:

- Including the public (hosting an event for the public (1B))
- Publicizing the event on TV or on the radio (1J)
- Having the event featured in a local newspaper (1K)
- Having participants/members work on achieving a sports medal (2E)



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www.sonsofnorway.com (Rev 12/2016)

Sports Medal Program

There is another benefit of having a Barneløpet – depending on the type of activity, the distance completed by a participant who is a Sons of Norway member may be applied towards earning a sports medal. If the event is open to non-members, consider using the Sports Medal Program, a benefit of membership, as a recruitment tool.

PLANNING YOUR BARNELOPET

Determining the Season and Type of Activity

When planning a Barneløpet, consider the availability of facilities, weather conditions, interest and availability of volunteers. Barneløpet activities can include cross-country skiing, running, sledding, walking, biking, rollerblading, swimming and orienteering. Regardless of the activity, the intent is to teach children about *friluftsliv* (outdoor life/outdoor recreation) and to promote a healthy lifestyle. Therefore any activity that encourages such outdoor activity is an excellent choice for a Barneløpet.

Determining the Participants

Barneløpet can be an event for lodge members only, or your lodge may wish to invite other lodges and/or community members to participate. The scope of participation will impact budget requirements, facility requirements, the number of volunteers needed, the need or desire for collaborators, promotional and advertising activities as well as numerous other factors.

Budget

Typically the Barneløpet coordinator prepares a budget for the event that is presented to the lodge's board of directors or the entire membership for approval. Factors to consider when preparing the budget include: if a registration fee will be charged, if another organization, group, or lodge will be participating as a partner, if there will be sponsorships offered, or if your lodge will be paying for the Barneløpet in its totality.

Costs to Consider:

- Barneløpet kit
- Barneløpet medals
- Barneløpet bibs
- Advertising and promotion expenses
- Printing costs
- Shipping and postage
- Post-Barneløpet food and drinks (cups, napkins, plates, etc.)

Finding Resources in Your Lodge's Community

To share expenses, to expand promotional opportunities and to provide additional sources for volunteers, consider collaborating or partnering with other organizations. Potential collaborators include: parks and recreation departments, sports teams or clubs, churches, local businesses and schools.

Registration/Risk and Release Form

Sons of Norway has created a Registration/Risk and Release Form that your lodge is encouraged to use. The form can be found at the end of this manual.

Establishing the Barneløpet Course

Barneløpet is designed to be an all-inclusive event. Plan either to have a course accessible to all participants or have multiple courses that cater to different ages and ability levels. (For example, if cross country skiing is the activity, consider having a 1 km, 3.5 km, and 5 km courses.) If you are having trouble establishing a course, consider requesting input from staff and/or volunteers at the facility or park where your Barneløpet is being held.

Helpful Hint

Minimize confusion and maximize fun by clearly marking the course. Consider course markers, trail maps or course marshals to ensure participant safety, enjoyment and security.

PUBLICIZING & PROMOTING YOUR BARNELOPET

Begin promoting and publicizing your Barneløpet as soon as possible. This is especially important if you invite your community and other Sons of Norway lodges to participate. Promotion includes distributing posters (included in the Barneløpet kit), sending emails to families in your lodge, including an announcement in lodge newsletter(s) and posting the event on community bulletin boards and websites.

Promoting your lodge's Barneløpet through your local media is beneficial if the community is invited to participate. Consider informing your local newspaper, community blogs, radio station or TV station about your lodge's Barneløpet. If you do decide to send a press release to your local media, publicity ideas can be found in **Sons of Norway's Guides for Leadership: Publicity Director** section, or use **Idea Bank #22: How to Send Press Releases & Public Service Announcements**. Your Barneløpet can be publicized, free of cost, on the event section of www.sonsofnorway.com.

BARNELOPET TIMELINE

The Big Day

Set Up

- Ensure there is ample time for event set up.
- Mark the course
- Set up the start and finish lines.
- Organize the registration and refreshment area.

Registration

- Collect completed Registration/Risk and Release forms, signed and dated, from all participants (do not allow participation without completion of this form).
- Distribute Barneløpet bibs and any other material necessary for event participation.



During the event

Have parents/guardians, volunteers, or lodge members stand along the course to cheer for the children and direct them in the proper direction.

Finish Line

Pass out Barneløpet medals as the children cross.

Note

- If weather conditions are uncooperative try to be flexible – find another way to complete the course as opposed to cancelling (for example: if you were planning on skiing, consider hiking the course).
- Remember: Refunds are not given for unused Barneløpet supplies.

Event Follow-Up

Be sure to follow-up with a summary and pictures of your Barneløpet to your local media. This is particularly important if community members attended your event. However, pictures and a story should be sent if this was a lodge-only function as well.

Do not forget to send pictures of the event to your district publicity director for possible inclusion of your district's page in *Viking* magazine. Also, please follow-up with Sons of Norway Headquarters – stories and feedback are always appreciated!

SUGGESTED PLANNING SCHEDULE

3-6 Months

- Establish a Barneløpet coordinator, Barneløpet committee or Barneløpet volunteers.
- Determine basic logistics (season, type of activity, participants/invitees, etc.).
- Establish a budget.

6-8 Weeks

- Inform Sons of Norway Headquarters of your Barneløpet plans.
- Establish final logistics for your lodge's Barneløpet (location, partnerships, date, time).
- Begin informing your lodge and community about your Barneløpet.

4-6 Weeks

- Order a Barneløpet kit, bibs and medals, from Sons of Norway Headquarters, found on Pg. 5 of this manual.
- Continue publicizing your lodge's Barneløpet (distribute posters, send emails to families in your lodge, write an article for your lodge newsletter, post on community bulletin boards and websites).

1-2 Weeks

- Hold a final run-through meeting if needed.
- Brief volunteers on their event job(s) and the schedule.
- Print Registration/Risk and Release form, found at the end of this idea bank.
- Do a final promotional push for your Barneløpet (send reminder notification to your lodge members and those registered to participate).
- Inform your local media (10-14 days in advance).
- Establish the Barneløpet course(s).

Day Before

- Finalize Barneløpet course(s).
- Phone local media and partners/sponsors.
- Send a reminder email to all volunteers.

Morning of the event

- Mark the Barneløpet course.
- Set up: registration, start and finish lines, and food/refreshment area.
- Klar, Ferdig, Gå!

QUESTIONS? NEED ADDITIONAL INFORMATION? WANT TO PLACE AN ORDER?

If you have questions, concerns, suggestions, need additional information or would like to place an order please contact the **Barneløpet Coordinator** at Sons of Norway Headquarters.

Barneløpet Coordinator

1455 West Lake Street
Minneapolis, MN 55408
jvelo@sofn.com
(800) 945-8851



REGISTRATION/RISK AND RELEASE FORM

Participant Name: _____

Age: _____ Distance: _____

Participant Name: _____

Age: _____ Distance: _____

Participant Name: _____

Age: _____ Distance: _____

Parent/Guardian Name: _____

Address: _____

City/ST/Zip: _____

ACKNOWLEDGEMENT OF AND ASSUMPTION OF RISK AND RELEASE

I, _____, know that participating in the Barneløpet event could be an action sport carrying significant risk of serious personal injury, death or property damage, or severe or even fatal injuries to my children, or others.

I agree that as parent, I am responsible for my children's safety while participating in this recreational activity. I specifically acknowledge that the following persons or entities including the Sons of Norway, the promoters, the sponsors, the organizers, the promoter clubs, the officials and any agent, representative, officer, director, employee, member or affiliate of any person or entity named above are not responsible for my child's safety. I specifically RELEASE and DISCHARGE, in advance, all of the above persons and entities from any and all liability whether known or unknown, even though that liability may arise out of negligence or carelessness on the part of the person or entity. I agree to accept all responsibility for the risks, conditions and hazards which may occur whether they now be known or unknown.

I HEREBY AGREE TO WAIVE, RELEASE AND DISCHARGE any and all claims for damages for death, personal injury or property damage which my child may have or which may hereafter accrue as a result of my children's participation in this event against all persons and entities involved in this event whether or not such injury or damage was foreseeable.

I further agree to forever HOLD HARMLESS and INDEMNIFY all persons and entities, generally or specifically, from any and all liability for the death and/or personal injury or property damage resulting in any way from my children participating in this event. I agree to supervise my child or arrange for supervision of my child during this sporting event, and that they abide by the rules and regulations of the Sons of Norway Barneløpet and any other rules or regulations imposed by the organizers of the event.

This Acknowledgement of and Assumption of Risk and Release shall be binding upon by heirs and assigns.

PHOTOGRAPHY RELEASE

I HEREBY grant absolute right and permission to the Sons of Norway Headquarters and Sons of Norway lodges to use photos or video footage of my children and myself for Sons of Norway illustration, promotion or advertising purposes.

Parent/Guardian Signature _____

Date _____

No more than 3 individuals can be registered on one form. Please use additional forms for additional participants.

BARNELØPET EVENT INFORMATION

Lodge Name, District & Lodge #: _____

Event Coordinator/Contact: _____

Address: _____

City, State, Zip _____)

E-mail: _____

Day Phone: (_____) _____ ☐ Home ☐ Work

Date of Event: _____

Location: _____

ITEM	DATE NEEDED	QUANTITY	PRICE PER ITEM	TOTAL COST
Barneløpet Kit Includes: <ul style="list-style-type: none">• 3 Banners (on loan)• 25 Barneløpet Bibs• 5 Join Us Posters		1	\$49.00	
Additional Posters			\$.50 each	
Barneløpet Medals			\$3.75 each	
Barneløpet Bibs			\$2.25 each	
Postage & Handling			\$7.50	
Check Number: _____				Total Due:

Send a copy of this page with a check (do not send cash) to:

Barneløpet Coordinator

Sons of Norway
1455 West Lake Street
Minneapolis, MN 55408

Phone orders with a credit card or questions?

(800) 945-8851

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