



# ORGANISING A VIRTUAL RACE

This document provides an overview of the main steps involved in hosting a virtual race.

## PRE-EVENT

### Communication on social distancing and running safely

Event Organisers should encourage runners to follow all relevant guidance from the government, police and our sport – particularly in relation to out-of-home exercise and social distancing. Runners should be encouraged to consider the time of day and period of time they exercise, carefully select their route, and apply social distancing to stay clear/give priority to pedestrians and people using public spaces.

### First Aid

Event Organisers are not expected to provide first aid cover for their virtual event but must ensure that pre-race information contains guidance for runners in case of accident or injury. This could include reminding athletes to inform someone of where they are going and to check in with them on their return; to carry an ICE (in case of emergency) card with their details; or advice on any other appropriate arrangements they should make. Event Organisers must confirm that they have issued first aid instructions to their runners when applying for their race licence in the first aid section.

### Courses/Facilities

At conventional events, it is the responsibility of the Event Organiser to ensure the facilities used for their event are suitable. In the case of virtual events, however, the Event Organiser's influence over the course could be limited. Where the Event Organiser sets the route for the virtual run (eg. a well-known loop in the local area, a Strava segment, etc.), they should ensure that the exact route is communicated clearly and is accessible to all participants. Where participants should choose their own route, guidance should be offered to participants on planning an appropriate route for their run, as well as any other factors runners should consider (elevation, access restrictions, etc.). When applying for a licence for a virtual event in Scotland, the Event Organiser will be able to select 'Virtual Race' in the address box when asked for the race's location.

### Insurance and Race Licensing

Home Country Athletics Federations affiliated club organised events receive public liability insurance under the UKA master policy. Policy documents can be found [here](#). In England and Wales, it is not currently possible to apply for a licence for a virtual event, but it anticipated that race licensing will be available by the end of May for virtual events. Virtual race licences will be free of charge for affiliated clubs.

### Risk Assessment

You should carry out a risk assessment ahead of your event, and ensure this can be made available to **relevant Home Country Athletics Federation** upon request. Participants should conduct their own assessment of their own route, but Event Organisers are still expected to have measures in place to ensure that participants in their event can take part safely, including guidance on planning a suitable route and procedures to follow in case of accident or injury. These should be outlined in your event plan and risk assessment.

## **DURING THE EVENT**

### **Rules**

Where applicable events issued a licence by their Home Country Athletics Federation must be held under UKA rules, and this should be advertised with the words “Under UK Athletics Rules” and “ relevant HCAFs Licensed Event” on all event materials. Copies of the UKA rulebook can be found [here](#). Any additional rules set out by the Event Organiser must be communicated clearly to all participants at the point of entry.

### **Results**

Pre-event, consider how you will compile the results of your event. There are a number of electronic systems available commercially to assist you with compiling results, or you can compile results manually. Determine how much information you require from participants (times, distances, elevation, detailed routes, route maps, etc.) and ensure this is communicated in advance to runners. If runners should use a specific method of tracking their performance (eg. a certain app), ensure this is readily available and provide support with its use if required.

There is no need for qualified officials to be involved in your event, but you may wish to contact officials at your local athletics club for assistance with race planning and/or results.

### **Emergencies**

In planning your event, you should have identified potential issues through your risk assessment. Your event plan should also identify and describe procedures that should be followed in the event of an emergency, and communicated to all relevant parties. Should any major accidents occur, they should be reported directly to UK Athletics using [this form](#).

## **POST-EVENT**

### **Debrief**

Following your event, it is good practice to hold a de-brief with your team. This will make you aware of any issues, feedback or incidents; reflect on the event itself; and to begin planning for next time. It is also beneficial to seek feedback from participants if you plan to hold a similar event again.