

Race Director Fact Sheet: Number 1 Event Structure.

Event Roles:

- Race Organiser
- Entry Secretary if different to Race Organiser
- Course Manager/Chief Course Marshal
- Medical Manager/Officer
- Start/Finish Manager/Co-ordinator
- Pre-Start/ Post Finish Marshals (these can double up)
- Marshals (at all major course inter changes and at any turning points)
- Time Recorders
- Number Recorders
- Data Input for Results
- Water Station Staff (For events 10km and over in distance and required for all events at the end of the event)

What Event Infrastructure will I require?

- Medical Provision (where is it going to operate from)
- Event HQ
- Changing
- Provision for Results to be published and viewed.
- Baggage - Should be stored in a controlled secure environment. If your event is point to point then some provision should be made by the organiser to ensure baggage is moved from the start and is ready for collection at the finish.
- Car Parking should be adequate to accommodate competitors, officials, and spectators. Ensure that exits from car parks do not interfere with runners still completing the event.
- Toilets – How many do I need to supply? See Fact Sheet Number 2

What Officials / Volunteers will I require?

Event Adjudicator, Race Referee, Timekeeper, Time Recorders, Number Recorders, Marshals,

Roles –

Race Organiser:

The Race Organiser has overall responsibility for the event. All pre-event, event day and post event decisions will be made under his or her responsibilities.

Pre-Event Planning will cover.

- The Management Structure and Delivery Mechanism
- Obtaining UKA Road Race Licence and Course Measurement Certificate (if required)
- Creating entry means (paper entry or online) methods of payment; Publicising policy on Headphones; Publicising Prize Structure and method of timing.

- Athletes Instructions (safety, directions)
- Consultation and agreements with landowners, Local Authorities, SAG's, Emergency Services, the community, engagement of contractors, appointing medical provision, obtaining consents, obtaining licenses if required, provision of event infrastructure.
- Undertaking written Risk Assessments – see Fact Sheet number 4.

Timekeeper: (Hand Timing)

Times shall be taken from gun or starting apparatus to the moment the torso reaches the perpendicular plane of the near edge of the finish line.

Times shall be recorded up to the nearest full second.

Time Recorders:

To record the time called by the timekeeper against finishing positions and a pre-printed time recording sheet. You could have the same time for a multiple of athletes crossing the line at the same time (in this instance the timekeeper may call 45 minutes 10 seconds x 4 athletes, you will need to ensure this is captured on your time recording sheet).

At regular intervals it is preferred to record “check numbers” as well as time, this check number is the athlete’s bib / race number and is inserted on the time recording sheet against that athlete’s finishing time. This will assist your results service team.

Depending on the size of the field there may be a requirement for more than one time recorder.

Number Recorder & Number Caller:

The Number Caller calls out the bib / race number of the athletes as they are in the finish funnel ensuring that they are in the same finishing position as they crossed the line (normally at least one finish funnel marshal has the task of ensuring the finish order being maintained in the funnel). The athletes bib/ race number is then written by the Number Recorder on a pre-printed number recording sheet.

Marshal:

- Should be placed at major junctions, intersections or turning points.
- Positioned to ensure that the competitors are directed around the correct course, to encourage and motivate the competitors.
- Inform and assist members of the public (about the event, any road closures, diversion, time scales etc.).
- Marshals may place signs, cones or barriers to identify roads subject to formal road closures.
- Marshals have no lawful powers to direct or stop traffic (if a motorist ignores lawfully placed road closure signage, then this should be reported, take the registration number)

Event Adjudicator:

Appointment – An Event Adjudicator must be appointed for all Road and Multi Terrain Race Licensed Events. Where a race series is staged at the same venue over the same course then only one race will need to be covered unless there are concerns raised within the Event Adjudicator’s Report.

The Event Adjudicator is responsible for assessing whether the Race Organiser delivers the event against Licence Standards. The Event Adjudicator reports on their findings to the Regional Panels and

should issues be raised these are flagged. Subsequent licences applications by the race or race organiser cannot be considered until the Chair of the Regional Panel is satisfied that all issues have been addressed and resolved.

Race Referee:

Appointment – A Race Referee is recommended for all events. An Endurance Official at the appropriate level can be contacted via the County Endurance Officials Secretary.

The Race Referee is responsible for ensuring that UKA and any local rules of competition are interpreted and implemented in a fair manner. This will also cover the needs of the organiser to provide enough endurance officials (or volunteers) to cover timing, time recording, and number recorders and funnel controllers. Depending on the course design or distance being run there may also be a need to identify any possible areas where short cuts may be taken (an official or volunteer could be asked to record the first ten runner and the last ten runners, for example).

- Will receive any objections/appeals regarding published results; (Rule 146 S1)
- If published at the event – Appeal to be lodged at the event or
- If published after the event – Appeal, via The Race Organiser, to be lodged within 14 days of the results being published *
- The Race Referee will receive a copy of the entry list, to include late entries (Rule 142 S2 (1))
- In road relays no changes may be made in the declared order of running without the prior approval of the Race Referee and the Promoter (Rule 21 S9 (6))
- The Race Referee may disqualify any runner who does not follow the correct course or obey the instructions of Police or race officials (Rule 240 S1 (8)) or disregards any UKA Rules or local Rules appertaining to that event.
- The Referee shall be the final arbiter regarding the finishing order of the athletes. (Rule 165.25).
- The Race Referee has no other powers at the event *In the event of a protest or appeal when a Race Referee is not present then Rule 164 S1 should be followed.

Equipment:

- Computer
- Printer
- Stopwatch (x2)
- Time Sheets
- Number Sheets
- Pens / Pencils
- Safety Pins
- Marshal Bibs
- Marshal Instructions (Written)
- Barrier Tape
- Cable Ties
- Advisory Signs – Caution Runner, Keep Left, Directional Arrows, Drinks Station etc.
- Pins/Tape – Create Finish Funnel (could use cones)
- Water to all who finish and to any water stations located on the course.
- Mobile Phones / Two Way Radios