



WELSH ATHLETICS  
ATHLETAU CYMRU

## **Race Director Fact Sheet: Number 6 Roles of Officials.**

### **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 payments.
- 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
- Provision of Finish Team

#### **Differentiating the roles of the ROAD RACE OFFICIAL and THE EVENT ADJUDICATOR**

The Road Race Official has the responsibility of overseeing a fair race within UKA, World Athletics or locally applied rules whilst the Event Adjudicator is responsible for monitoring and evaluating adherence to runbritain Licence Standards to ensure that standards within the sport are met and a methodology exists to evaluate and maintain and raise standards of event management.

The number of Officials at a race can vary dependent on the nature of the race, the number of runners and whether or not chip timing is in use. Duties may include Referee, Timekeepers, Judges / Recorders, Funnel and / or Finish Area Control and Starter. Except for exceptional circumstances the Event Adjudicator will act alone with the remit to observe any area or function defined in Licence Standards.

Because of the wide variation in the nature of races there isn't a prescriptive guide, other than where a national record is recorded. Separate guidance is available for records in the Resource Centre.

Other duties such as managing the finish area will be appointed by the Race Director to meet local requirements.

The Event Adjudicator will usually have a full programme on race day but he / she may act as Referee if he/ she holds an Endurance Official's licence at a minimum of Level 3 and fewer than 300 runners are in the race. EA operates an education and qualification process for Endurance Officials that incorporates taught and self-taught modules and progression by experience; there are no tests or examinations involved. The levels of qualification are 1, 2, 3 and 4.

Event Adjudicators have responsibilities which are broadly equivalent to a Licensed Endurance Official; they receive a licence and cover under the UKA Public Liability Insurance policy. They have to complete an online test based on EA Licence Standards for Road and Multi-Terrain Races and all Event Adjudicators will have experience as either Race Director or Endurance Official; they are advised to work in tandem with an experienced Adjudicator on their first appointment.

### **Official's duties and responsibilities**

**Referee:** work with other Officials to oversee a fair competition, applying UKA / IAAF and local competition rules where appropriate. Confirm results prior to publication and resolve any disputes and issues.

**Timekeepers:** record times by stopwatch from gun to finish, where required, but often not present at events. Will manually record times and usually only present at Championships or where National Records are likely to be broken.

**Judges / Recorders:** record the bib numbers of finishers in finishing order. Where chip timing is not operating then the recorded list will be linked to manually taken times to compile results.

**Funnel and / or Finish Area Control:** operate the appropriate finish control system determined by the Race Director to ensure that finishers are recorded in finishing order (manual systems) or that the finish area is kept clear for later finishers (chip systems)

**Starter:** liaise with Race Director, Timekeepers and others to ensure that the course is cleared for runners and Officials prepared for the start before initiating a fair start.

**Marshals:** work at junctions or turning points to ensure that runners follow the correct course and assist members of public in respect of questions arising from the race. Marshals have no powers to direct or stop traffic. They should report any traffic ignoring advice to the Race Director and any runner not following the correct course or seen to act in an unacceptable manner to the Referee. The Marshal role is not one that falls within the definition of an EA Official.

**Stewards:** appointed to duties away from the race.

### **Event Adjudicator's duties and responsibilities**

Produce a report on behalf of runbritain on the race detailing issues that arise from any of the following features:

- Start and/or Finish -Was this area traffic free?
- Were there adequate marshals to assist runners in the following areas; Start Line, Pre-Finish, Finish, Post Finish and did the level of cover provided match that detailed in the Event Plan and/or briefing documents?
- Was the course signed?
- Were marshals provided with a written brief before the Event?
- Were marshals located in the correct positions as detailed in the Event Plan and/or briefing documents?
- Were marshals wearing high visibility bibs or identified garments/uniforms?
- Was there a Lead Vehicle or Cyclist?
- Was there a Sweep Vehicle/Cyclist or back marker?
- Was the water station/s off the running line?

- Were adults operating or supervising the water station/s? Were volunteers wearing high visibility bibs?
- Was water provided to all athletes at the end of the race?
- Was there Medical Provision at the event?
- Was the Medical Risk Assessment available for inspection?
- Was the Risk Assessment available for inspection?
- Was there a need for a Course Measurement Accuracy Certificate for the event?
- If yes was it on display?
- Did the Race Promoter confirm that measured course was run? Note that at some races the Referee or Course Measurer will travel in the lead car to confirm that the correct course was completed.
- Were there any incidents not covered by the previous questions. The above questions are answered objectively with a Yes/No, but there are free text options at the end of each section to allow for further details if and when required. Any issue of concern to the Event Adjudicator can be flagged within the online licensing system. The flag is against both the race and the race organiser and no licenses for future races can be issued until the flag(s) are removed. The report is shared with the Race Director and the appropriate Regional Licensing Panel and the Regional panel will follow up with the Race Director any issues that cause concern.

### **Races Held in the Hours of Darkness**

- Was the event signage suitable for events held in the hours of darkness (day glow or fluorescent print)?
- Did the bib numbers have day glow or fluorescent numbers?
- Were marshals supplied with glow sticks so they could be seen by participants at junctions and turning points, and these sticks can be used to direct runners around the correct course?
- Were high-visibility bibs worn by marshals?
- Were high-visibility bibs worn by lead cyclist or runner?
- Were high-visibility bibs worn by sweep cyclist or runner?
- Were lights used on bikes (white to the front, red to the rear) by the lead and sweep cyclists?
- Athletes are advised to wear high-visibility clothing or head torches or both
- Were the number of athletes starting the event accounted for at the end (whether via registration or chip timing)?

### **Multi terrain**

- If the after dark race is also multi terrain, there are some additional questions:
- Was the wearing of head torches compulsory?
- Was the wearing of high-visibility clothing compulsory?
- Was the wearing of additional clothing (rain top and leggings) • compulsory?