RACE DIRECTOR HANDBOOK

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INTRODUCTION

Welcome to the 2021 edition of the RunEvents Race Directors' Handbook, which is a comprehensive set of guidelines for organisers of licensed road and multi-terrain races. This handbook is supported by nineteen fact sheets which are reviewed annually and updated if required.

In 2019 runbritain, now know as RunEvents licensed over 3,900 races, representing a growth of 50% over five years. We fully expected that similar growth would continue in 2020, demonstrating the strength of our sport in terms of quantity of events and number of participants.

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RACE DIRECTOR COURSE

As a service to race organisers, runbritain has developed a Race Director course, covering the key areas of knowledge and expertise needed by race organisers. The course combines information given out through presentations along with group activities. Attendance is voluntary and not assessed. A certificate of attendance is issued to attendees along with the course material. The content includes:

- Legal and administrative issues.
- Venue and course design.
- Briefing marshals and stewards.
- Health and Safety - Event Risk Assessment.
- Role of Local Authority and Highways.
- Producing an Event Plan Details of future courses are available to view on myathletics hub.

SERVICES FOR RUNNERS

As well as offering advice and support to race organisers, runbritain also provides training guidance and information to runners. This includes the runbritain rankings and handicap schemes https://www.runbritainrankings.com which were introduced in 2010.

COVID/ PANDEMIC CONSIDERATIONS

COVID/ Pandemic has resulted in everyone having to consider the impact on their activities and organising a Road Race is no different. The guidance here is intended to be a checklist of things to consider in the context of your individual event(s). Following it does not a guarantee that any individual event will be "COVID compliant". This guidance should be read alongside the existing event delivery guidance available.

Law & Guidance

The UK Government (and Scottish, Welsh and Northern Irish devolved Governments / Assemblies) have enacted legislation to help control the effects of the pandemic along with the production of associated guidance. Full account needs to be taken of any such provisions in the jurisdiction where you are holding your event(s). It is a condition of your race licence that you have local authority ("LA") approval and any LA Covid requirements must be met.

Communication

It is essential that COVID requirements are built into your communication plan. This will need to cover staff, volunteers, suppliers, contractors as well as the participants. and any other parties affected by the event.

Risk Assessment

You will need to undertake a specific COVID risk assessment or build COVID considerations into your overall event risk assessment. There is a UKA guidance document on the areas to consider for your event https://www.runbritain.com/covid-19-uk-road-race-guidance. The risk assessment will need to identify the control measures that you are going to put into place to control the risk of exposure.

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Organisation

Event organisers should appoint a named COVID-19 Officer who is the first point of contact for all queries and communications (from staff, volunteers' suppliers, contractors, participants, regulators etc). The appointee will have responsibility for co-ordinating the risk assessment for the event. Considerations should include:

- process for briefing all parties on requirements, eg. written, video based online
- allowing sufficient time for start-up and shut down of the event
- provision of suitable personal protective equipment ("PPE") where required and its disposal
- arrangements for dealing with cases of, and / or suspected cases of COVID-19
- social distancing at the event
- process for dealing with pre-race queries
- travel to and from the event
- assembling facilities for participants before the start of the race
- start line, course and finish management
- feed station provision (if any)
- finish area environment
- medical considerations, including the appointment of a COVID-19 medical officer, provision of medical support for the event, provision of PPE for medical staff, provision of ambulances, identification of any individuals who may be in a "vulnerable" category for exposure to COIVD-19
- enhanced hygiene provision
- have a Code of Conduct for participants
- arrangements for allowing and dealing with spectators
- assess impact of the even of local communities and businesses and communicate appropriately
- process for dealing with participants travelling from other parts of the UK or aboard

PRELIMINARY CONSIDERATIONS

Whether you are taking on the organisational lead for an existing road/multi terrain (MT) race or starting a brand-new event; whether it has championship status or is a local fundraiser, there are some key areas of good practice which you should follow in seeking to deliver the best possible event for everyone involved in the race or affected by it.

Where the term race is used throughout this handbook it refers to a road race or multi-terrain race (as defined on page 72 of this document).

Serious Race or Fun Run?

Both formats require careful planning to create a well-managed and enjoyable event. However, the essential distinction is that if no special rewards are made to any participants (other than a finisher memento to all) and if no results or times are recorded, then your event's status is a fun run. See Fact Sheet Number 12 - Definition and Guidance to Race Organisers on Fun Runs and Supporting Races Clubs and associations that are affiliated to their national athletics governing body and who wish to stage a road or MT race are automatically covered by £50 million of public liability insurance if they licence their race. With a claims history for road racing going back many years, the UK Athletics Public Liability Insurance policy will cover your event, your competitors and volunteers. Event promoters can also take advantage of this cover by joining as an affiliated member and licencing their race.

Applications for a EA road race licence can be made online on the RunEvents Website, More details of the licensing process are outlined elsewhere in this handbook.

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Day & Date

Traditionally, a high proportion of UK road/multi terrain races take place mid-morning on a Sunday. As Sundays have become a busier day for shopping and public highway traffic generally, consideration needs to be given to the impact this may have both on your race and the general public at the time when the peak number and final runners are finishing. An earlier start, as happens in many triathlons in the UK and road races in the USA, may be worth considering helping minimise disruption to residents, businesses, churches and motorists, especially if you will be using the highway and need the support of public partners. The month of the year that you choose will be significant. The peak periods for road race fixtures are the spring (March-May) and autumn (September – October) but, with more than 3,500 races each year licensed by EA, any given date will be occupied by a number of other races. Your Regional Licensing Panel can advise you on other fixtures that are scheduled, which may include cross country or track and field meetings, and you should also look at the events listing calendar on the Run Events website. The summer months may also present opportunities for midweek evening events, especially on traffic-free courses.

The choice of a summer or winter date and the likely weather conditions will also affect the hot or cold requirements that you will need to consider for runners, including, drinks, sponges, shelter, bad weather contingencies and so on.

Cut Off Times for Events

With the popularity of road running events there are ever widening level of abilities taking part.

It is therefore important that Race Directors take into consideration how long the event lasts because of the knock on affects to volunteers, the community, sub-contractors and highways, if roads are partially or fully closed for events.

Point of Entry

Seek an indication from participants what their expected finish time will be.

If your event is operating with cut off times, make sure that this information is readily available at the point of entry.

Be clear on what your policy is;
- State the time marshals will stand down.
- State the part of the course where you may implement a cut off.
- Will there be someone at the finish to award you your medal and water?
- Will there be timing still in operation when they finish?
- Do you still maintain a sweep vehicle?
- Do you still retain Medical Provision?

Roads Re-Opening

If you re-open roads at a specified time ensure that you provide a sweep vehicle to inform those still out on the course that they must either proceed as pedestrians (utilise pavements) or proceed under the Highway Code (single file, utilise pavements where they exist and be aware that vehicles have priorities at junctions).

Terms & Conditions

If you state as part of your terms and conditions of entry, that as the organisers you may change event details, then you must ensure that any changes are communicated to those that have already entered.

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Venue

Factors to consider in your choice of race HQ:

- Large enough to adequately accommodate the number of expected runners and supporters.
- A good means of access.
- A good means of egress.
- Proximity to adequate parking and to the course.
- Adequate toilet, baggage and changing facilities (or space to provide these facilities) for the expected number of runners.
- Refreshment facilities (or space to provide these facilities).
- Availability of a designated area for late entries, information desk, prize presentations.
- Medical Provision (consideration of access & egress to such facilities to include ambulance vehicle access at all times).
- Nearest point where an Air Ambulance could land especially if event is held in a rural area (provision of grid reference). Ideally an area 100ft x 100ft is required for landing.
- Accessibility, including parking, toilets, changing facilities etc. for disabled participants.

Factors to consider in your choice of course include:

- Traffic free (parks, trails, commercial areas, disused airfields, cycle ways, closed estates) or public roads (raising a Temporary Traffic Regulations Order if you have to close any roads, put formal signage in place, put cones or barriers as a means of segregation or reducing the speed limit) which may have significant extra cost and manpower implications.
- Availability of suitable traffic free start/finish and assembly areas, car parking etc.
- Point-to-point, single loop, out-and-back or multi-lap route, with all the organisational issues that each of those raises.
- Accuracy of measurement if you are advertising a specified racing distance. Contact the Association of UK Course Measurers www.coursemeasurement.org.uk
- Likely volumes of pedestrians and road traffic on the route and overall disruption that the event would cause.
- Number of potential road crossings or right hand turns for risk assessment and traffic management purposes.
- Areas that will require barriers, cones, tape and marshalling.
- Trading conditions at different times of day and week in built-up areas. (look at your course at the time and day of your event to understand impact).
- Road works, current or planned.
- Suitability and accessibility of the course for disabled participants, particularly wheelchair racers.
- Due consideration should be given to accessing and retrieving casualties.
- Nearest postcode and description (grid reference).
- Number and position of access points around the route.
- Use of all-terrain vehicles.
- Notification to Police who coordinate UK Search & Rescue, Coastguard and/or Air Ambulance (provision of grid reference).

Race Distance

For measured races, it is helpful to indicate what distance the race is in the event title. For unmeasured races it is helpful to give the approximate distance such as "10kish" or "10k approx." in the title or prominently in race literature.

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You will need to consult several public bodies – some of them six months in advance of your race (notification periods vary from authority to authority), including your local council, highways authority, police and other emergency services. Consultations are often co-ordinated by local authority Safety Advisory Groups (SAG's) or their equivalents. There is further advice on these matters elsewhere in the handbook.

OBTAINING CONSENTS

To organise a race effectively, advanced planning is necessary before advertising the event and making entry forms available. First you need to obtain the agreement of the landowner(s) for the use of their facilities for your assembly area, race HQ, car parking etc. Secondly, you should approach your local highways authority to establish their support for the race and any requirements in terms of road closures. Then you should approach your local council's Safety Advisory Group (or its equivalent) and the police. For road races, the primary responsibilities of these bodies are as follows:

The Highway Authority

- Duty to ensure safe management, maintenance and free traffic flow on their highway network.
- Powers to grant road closures for sporting and other public events on the highway by Temporary Traffic Regulation Orders (TTRO) under the Road Traffic Regulation Act 1984.

Note: It is a requirement for events held on the public highway or those that impact on the highway to raise a TTRO by changing or adding restrictions to said highway (closures, diversions, reduction in speed limits, athlete/vehicle segregation, formal signage).

The Local Council (often also the Highways Authority)

- Power to grant closures for 'processions, rejoicings and illuminations' on the road under the Town Police Clauses Act 1847 - these powers are being used less and less for road race events.
- Primary local authority contact for road races and other 'unlicensed' public events – facilitates the Safety Advisory Group or local equivalent.

The police still have an input into events held on the public highway but as part of Safety Advisory Groups or equivalent. The core statutory responsibilities of the police lie with:

- Protection of life and property.
- Prevention and detection of crime, preventing or stopping breaches of the peace.
- Traffic regulation (within legal powers) – note this does not extend to traffic management for planned public events.
- Activation of a contingency plan where there is an immediate threat to life and coordination of resulting emergency service activities.
- Specifically authorise cycle races but not running road races.

Policy changes in recent years have seen increasing focus and awareness of highways safety issues by all public authorities, coupled with increasing use of formal road closures for road races. There has also been a marked tendency for withdrawal of police support for road races – even for longstanding events.

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SAFETY ADVISORY GROUPS & HIGHWAYS AUTHORITIES

Safety Advisory Groups (SAGs) or their equivalents can usually be found at district council level or unitary authority – within the licensing team in the environmental health or public protection departments.

Each highways authority is responsible for the safe management and free flow of traffic on their own highways network. Jurisdiction for highways can be complicated - with many trunk roads managed by the Highways Agency, main roads by county or metropolitan councils and smaller roads often delegated to district councils. If your race route includes different categories of road or crosses authority boundaries, you may have to liaise with various highways (and police) authorities.

The Safety Advisory Group will help you ensure that the right people in each of the respective authorities
– councils, highways authorities, police, fire and ambulance services, councillors, residents' groups etc. - are notified and consulted about your race.

Planning the Route

One of the most important factors contributing to the success of your race is the course.

Where significant traffic levels are anticipated during a race, or speed limits are over 40mph*, or poor sightlines or narrow carriageways, the highways authority will expect the race organiser to apply for formal road closures.

*Part of your TTRO/Traffic Management Plan could request the reduction in speed limit.

There are a number of criteria and guidelines that you should follow to ensure safety, fairness and the overall suitability of the course:

- Have the risks of the course been reduced to an acceptable level?
- Are road closures required? If yes, you need to show in the TTRO/Traffic Management Plan where and what the diversion routes are, along with the necessary signage to inform motorists and how you will enforce it.
- Is the surface suitable?
- Are all road crossings marshalled?
- Are all turns signed and marshalled?
- Are warning signs, e.g. 'Caution Runners', required on the course? These are classed as advisory signs and you may need permission to erect them.
- Where will the distance markers be positioned?
- Is the course wide enough for the projected number of competitors?
- Wherever possible have you got the runners on the left-hand side of the road?
- For road races - is the course accurately measured?
- Is the start and finish line wide enough to accommodate the peak flow of runners?
- How many drinks stations are there?
- Where are the drinks at the finish?
- Has the finish area been properly planned in layout and marshalling?
- Are any reasonable adjustments required to enable disabled participants to take part? This includes those with physical, sensory and intellectual impairments.

Once this process has been concluded, it should be possible for you to draw up a course outline with the following supporting statements:

- Road closure schedule (where required).

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- Proposed date of event and venue.
- Proposed timetable including start, last competitor to finish, times of highway use especially road closures.
- Outline route of course.
- Estimated number of competitors.

Liaison with the Local Highway Authority

Increasingly, local councils have formal notification procedures for unlicensed public events through their Safety Advisory Group (SAG) or equivalent. Many SAG's require submission of a notification form with a management plan describing general arrangements for the race, plus risk assessment, insurance details, contingency plan, course route etc., six months before the event.

The SAG will circulate your notification and co-ordinate responses from all relevant council departments, emergency services, public transport providers etc. For new or larger races, or where issues have arisen from previous years, you may be asked to attend a meeting of relevant agencies to discuss your proposals, and the responses received, in more detail. In some cases, you may also be asked to attend a post-race 'de- brief' meeting after the race. Although such meetings can seem daunting, SAGs are generally supportive of community events.

SAGs do not normally formally 'approve' plans for an event, but EA would not approve a licence application for a race where public safety concerns have been raised by a SAG and where these are still to be resolved. (www.hse.gov.uk/event-safety-advisory-groups.htm)

Some authorities require the SAG consultation process to be completed before application for a road closure order – a separate process described elsewhere in this handbook.

Where a local council is also the landowner for your assembly area, race HQ or start/finish area you may also be required to complete a separate rental agreement or licence, governing the terms of your use of their facilities.

Temporary structures such as gantries, stages, walkways, seated stadia, signage or equipment towers, placed on the highway or within public areas, will require formal 'scaffolding' licences from the local council, including a copy of the contractors' insurances, method statements and risk assessment. The erection and dismantling of structures (or scaffolding to gain access to structures) will be construction work as defined by the CDM Regulations 2015 (HSE guidance CDM 2015 and the Entertainment Industry). The organisers of the race will be the Client.

It should be noted that the Local Government (Review of Decisions) Act 2015 requires Local Authorities to put into place formal review procedures for any decision which stops or restricts a proposed event on the grounds of health and safety.

It is suggested at this stage that you should contact your Regional Licensing Panel to discuss your proposal, prior to applying for your EA licence.

Traffic Management Plan

The event Traffic Management Plan (TM Plan) summarises the highways hazards identified in your traffic risk assessment and describes the actions you propose to carry out to minimise risks and disruption to traffic. Your primary responsibility in the production of the plan includes:

- Duty to determine and manage all reasonably foreseeable risks to participants, spectators, and other highways users – motorists and pedestrians.
- Duty to obtain all necessary temporary road closures and traffic restrictions and to comply with the appropriate conditions.
- Consider the implications for other road users such as bus companies, taxis, tourist coaches etc.

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- Consider the suitability of any proposed diversion route for all vehicles.
- Identify provision for vehicle removal from any road that is subject to a road closure order where it could cause an obstruction for the event.
- Minimise disruption by fulfilling 'good neighbour' duties.

The content of the plan should include:

- A course map.
- A road closure schedule, plus copy of the legal order.
- A signage schedule, including details of signage for advance warning parking suspension, diversion route and road closure. This often also includes details of notification to local residents, businesses, churches, councillors etc.
- Diversion routes.
- Details of consultation with other organisations, including police attendance (if any) and lists the agreed actions.
- Description of how the notification, signage, road closures and diversion routes will be affected, moni- tored and removed, including communication system(s).
- Copy of briefing instructions and details of briefings for course director, sector marshals, highways con- tractors, marshals, lead and sweeper vehicles and medical team.
- Contact details and back up plans in the case of traffic problems/emergencies.

For Multi Terrain races your point of contact for designing a route may include:

- Private Landowner.
- National Trust.
- Local Authority. (for access and use of Parks)
- Forestry Commission.
- Coastal Footpath. (owners are various)
- Lakeland Trust.
- Sustrans. (National Cycle Network).
- Canal and River Trust for towpaths

Note: These lists are not exhaustive.

Some races given a RunEvents licence may use land belonging to any of the above agencies and will need the Landowner's permission

HIGHWAYS & POLICE

Although highways access and road closures are incorporated into other elements of the pre-event planning guidance in this handbook, the significant policy changes which have occurred since the publication of previous handbooks and its central importance to EA-licensed road races, warrants a further summary:

- The Traffic Management Act 2004 underlined the responsibility of each highways authority to ensure safe management and free traffic flow on their respective highways network.

For advice on managing crowds, consult HSE publication HSG 154 Managing Crowds Safely (www.hse.gov.uk/event-safety/).

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Highways Safety & Road Closures

Recent years have seen an increasing focus and awareness of highways safety issues on the part of highways authorities, local authorities, police and other statutory services. The increasing use of formal road closures for road races looks likely to continue.

As a race organiser, you will need to demonstrate that appropriate and effective measures will be implemented to ensure safe management of the highways for the benefit of competitors, spectators and other road users, motorists, pedestrians and general public.

Traffic management risk assessments should identify and address hazards arising from vehicle speed, density of traffic, visibility and advance signage approaching junctions etc., availability of alternative diversion routes, inconvenience to local residents, businesses, churches etc.

Section 11.1 of the Good Practice Safety Guide states that:

"where possible, total road closures are desirable. If this is impracticable, then best practice is to place metal barriers or large substantial cones between runners and traffic. In lightly trafficked rural areas, an assessment should be made of the width of the road and there may be a requirement to implement a speed reduction with your Temporary Traffic Regulation Order (TTRO) and Traffic Management Plan, numbers of competitors and traffic use to determine adequate warning and separation between competitors and traffic. Satisfactory safety may be achieved in certain circumstances by the substantial placement of the lawful warning signs, and guidance to competitors."

Where significant traffic levels are anticipated during a race, or speed limits over 40mph, poor sightlines, narrow carriageways or where separation of competitors/traffic cannot safely be achieved by the use of warning signage alone the highways authority will expect the race organiser to apply for formal road closures.

Formal road closures often increase costs for the event. Many local authorities apply fees for processing applications and preparing signage schedules whilst also passing on charges they incur in advertising the order in the local press. Further costs may arise in hiring and placing barriers, cones and signage to implement the closures and to signpost alternative diversion routes. Many local authorities require such work to be carried out by qualified contractors, often their own 'term contractor' responsible for maintenance of their own highways network. In some cases, however road closures can reduce costs in managing separation of runners and traffic on a 'live' carriageway whilst significantly enhancing the safety and experience of the event for competitors.

Local authorities increasingly focused on targets for delivery of 'core statutory services', often seek full recovery of their costs in supporting events. Many local authorities recognise the benefit of road races, in helping deliver the council's own 'active leisure' targets, attracting visitors to the area, or in other local community benefit and are able to support community events by waiving charges.

The additional cost of road closures alone is not sufficient grounds for considering whether road closures are 'possible' or 'impracticable', where such costs can be recovered, for instance by increased entry fees to competitors, or through sponsorship. **Indeed, cost cannot be used as an excuse to override legitimate safety concerns or to condone unsafe practice.**

Road closures are increasingly obtained under Temporary Traffic Regulation Orders ('TTRO') under the
Road Traffic Regulation Act 1984, on application to a local highways authority. TTRO's offer a variety of temporary measures to ensure safety of competitors and other highways users including:

- Road and footpath closures.
- Speed restrictions.

- One-way traffic.
- Contra-flows.
- Traffic Lights.
- Suspension of parking.

A number of local authorities are still using powers under the older **Police Town Clauses Act 1847** to grant road closures on request from the police, but this is reducing.

A formal road closure order will give legal authority to a volunteer marshal (if that individual has accreditation as Chapter 8 trained), highways contractor or police officer to place and maintain barriers, cones, signage etc. on the carriageway to affect the closure. The physical measures employed to affect the closure should be self-explanatory and conform to the Traffic Signs Regulations and General Directions Act 2016 (TSRGD).

The process of applying for a road closure, notifying residents and implementing measures on race day can seem daunting at first. Before any application is submitted it is essential to first consult with:

- Local highways authority.
- Police.
- Council parking services.
- Public transport teams.
- Residents group.
- Businesses.
- Churches.

A period of six months should be allowed for consultation and application before any new road closure.

As a condition of granting the closure, race organisers are normally required (either directly or through contractors) to provide and maintain advance warning signs on the carriageway giving between 2-6 weeks' notice of the closure (and parking suspension) – two weeks for trunk roads, up to six weeks where parking suspensions are required. You will usually also be asked to leaflet all residential, business properties and churches on the course route, that are affected by the event.

All signage should comply with the **Traffic Signs Regulations and General Directions 2016** (TSRGD). Guidance on the use of barriers, cones and the setting out of signs is contained in the **Safety of Street Works, A Code of Practice**, ISBN 9780115531453.

Race organisers are also normally required to provide evidence of public liability insurance, often for a limit of £10- £30 million for each and every claim.

Policing at Events

The Association of Chief Police Officers (ACPO) **Event Safety Policy 1999** established that events, including road races, should be managed without police attendance. Assistance at planned public events – even for traffic management – is outside the police service's core responsibilities. National police policy is to support the use of marshals and stewards for events.

However, individual force commanders have discretion in the deployment of their resources. Many are willing to provide support and advice to significant local community events, and the **ACPO Guidance on**

Charging for Police Services 2005 (version 13.2) introduced a charging structure for police services at events.

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Recent years have seen an increasing number of local forces responding to budget restraints and focus on 'core responsibility' targets by withdrawing police support for road races, even longstanding events, often on the pretext of change in police policy or legislation. The challenge for race organisers in these circumstances will be to minimise the need for police attendance, by appropriate use of marshals and road closures, whilst lobbying through the local Safety Advisory Group for essential (minimal) police attendance. Political support from local councillors stressing the community benefit arising from your event can also influence police support.

Local forces are increasingly implementing long-standing national police policy, whilst also transferring responsibility for policing and liaison with events from officers at the local police station to administrative staff at regional office. Conversely, increasing awareness of highways safety has encouraged a number of local authorities to require substantial police attendance at events, with consequent increase in charges for police services. Race organisers facing such challenges should again seek to minimise the need for police attendance, by appropriate use of marshals and road closures whilst lobbying through their local Safety Advisory Group in support of the race organiser's responsibility for traffic management, as stated in the Guide.

A more encouraging trend has recently emerged with local force Police Community Support Officers ('PCSO's') and Special Constables ('Specials') increasingly keen to attend community events as a way to build on community policing initiatives. Charges for PCSO's and volunteer 'Specials' are also significantly lower than regular police officers. Police attendance at events can be very beneficial, particularly in providing a response in the event of breach of a road closure order. Early discussion with your local force is recommended to reach a clear understanding on respective roles and responsibilities.

Police powers for directing and stopping traffic can also be transferred to 'Accredited Marshals' under the Police Reform Act 2002, a licensing scheme mainly designed for larger contractors.

HEALTH & SAFETY AT WORK / MANAGEMENT OF HEALTH & SAFETY REGULATIONS

Risk Assessments

The Home Office '**Good Practice Safety Guide - for Small and Sporting Events taking place on the Highway, Roads and Public Places' 2006** (Good Practice Safety Guide), stated that:

"Every organiser of an event must make suitable and sufficient assessment of the risks to the health and safety of the people connected directly with his event i.e. participants, organisers, contractors, stewards and spectators, and to persons who are indirectly connected with his or her event; i.e. residents, pedestrians, shoppers, motorists etc."

This requirement for you to carry out a risk assessment applies regardless of the size of the event or whether it takes place entirely on the public highway. The underpinning law governing this is the Health and Safety at Work Act 1974, and Management of Health and Safety Regulations 1999.
See Fact Sheet Number 4 for worked examples.

Risk Assessments – Circulation

Practice varies from one authority to another, but many local councils require the risk assessment to be provided at time of notification to the Safety Advisory Group. A further copy may be requested by the landowner.

A risk assessment is only considered current if it has been conducted or reviewed within the previous six months and no changes have been made to the course during the period since the risk assessment was conducted.

Race organisers are required to confirm that the risk assessment has been completed at time of application for the RunEvents road race licence, and to provide a copy of the assessment to the Regional Licensing Panel, Event Adjudicator or EA on request.

Athletics Northern Ireland and Scottish Athletics require a copy of the risk assessment to be provided at the time of licence application.

The risk assessment should be continually reviewed up to, and even during, the event with any amendments being clearly recorded post-race. Provision should be made for cancellation of the event if the safety of the race is compromised, for example, by lack of several key marshals or first aiders.

Why Carry out a Risk Assessment?

The risk assessment procedure aims to ensure that your race will:

- Be safe for the general public, spectators, competitors and officials.
- Not cause undue nuisance to the general public.
- Come up to at least a minimum standard of race organisation.
- Meet legal requirements.

The risk assessment is a necessary requirement in meeting the EA licensing standards and should accommodate the requirements of the Good Practice Safety Guide.

You should recognise, however, that runners ought to expect to encounter some risks e.g. physical effort, jostling in larger races, (especially at the start), adverse weather conditions and road traffic on the open roads.

What is a Risk Assessment?

"A risk assessment is a careful examination of what is likely to cause harm to people, followed by an explanation of managed contingencies to mitigate such risks. In reality it is identifying hazards and recording actions taken to reduce the risks." (**Good Practice Safety Guide**) A risk assessment document must identify:

- Hazards that could cause significant risks which may cause harm to persons or property associated with the event – traffic, people, surfaces, street furniture.
- The persons at risk from that hazard – 'Risk' is the chance, (high medium or low), that somebody could be harmed by these and other hazards, together with analysis of how serious the harm could be. The significant findings of the risk assessment should be recorded.
- The degree of injury those people might suffer from the hazard.
- Measures to reduce the severity of the risk.
- The severity of the risk after preventative measures have been taken and if anything, more can be done to reduce that risk further.

Carrying out a Risk Assessment Inspection

Prior to conducting the risk assessment, inspection of the course route and start/finish, you should check all the requested information is available. As previously mentioned, permission should be obtained from any landowners whose land is to be used.

RunEvents recommends that there should be more than one person present to undertake the risk assessment inspection to ensure that more than one perspective is considered.

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Risk Assessment inspections should:

- Be undertaken by a "competent person".
- Be carried out at the event venue in daylight, allowing typically between two and four hours for up to a half marathon distance. Longer courses may require more time if the route is not multi-lap.
- Be undertaken at the same time and on the same day of the week as the event, so that you have a better appreciation of typical traffic flow etc.
- Involve walking or driving round the course in the direction of the event, and then in the opposite direction (if there is the opportunity to do that). If there are difficult features, the information should be recorded to a plan, to be included in the risk assessment. This should include signing requirements, marshals and their duties.
- Have good quality, detailed maps of the course available.
- Have a breakdown of maximum numbers, start times, and where appropriate, wave numbers available.
- Have the previous year's Event Adjudicator's report available, if appropriate.

Consider the profile of your participants when carrying out any risk assessment. Make sure you have considered disabled competitors and spectators at each stage. For example, change of surface for wheelchair users and the impact if it is wet, traffic and runners who are deaf or hard of hearing, course width for visually impaired runners running with a guide and so on.

Risk assessments should be made on the subject of:

- That which can be seen at the time of the assessment e.g. physical features such as a junction with limited visibility.
- That which cannot be seen at that time but where circumstances may develop, such as traffic conditions or use of the road.
- Implications of other events happening on the day.

You and your colleagues should work your way around the course using a pro forma risk assessment form, making sure that, having identified a risk and that you address the steps necessary to minimise that risk.
The degree of risk has to be balanced against the outcome and the cost of reducing the risk.

Risk assessment stages:

- Race Headquarters – traffic, car parking, toilets, registration office and getting to the start
- Start - making safe equipment, segregation of runners, spectators and traffic and safety from hazards of street furniture.
- Course – traffic management requirements at every turn, junction, narrow roads. Safety of competitors, marshals and other road users.
- Finish - similar to start but in addition baggage reclaim, de-chip area, refreshments and meeting/dispersal area.
- Traffic management.
- Medical services.
- Set up and break down periods (contractors' works), erection and taking down marquees, barriers etc.

Emergency Action Plan

The likely emergency scenarios in the various phases of the race must be thought through and relevant people consulted so that if an emergency/accident occurs the race organisation will be able to cope.

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Course Risk Assessment

This should be carried out in a methodical way, checking:

- Running surface - does it deteriorate if wet, will the competitors be prepared if there are off road sections?
- Width, is it wide enough if it's an out and back course?
- How road crossings will be marshalled.
- How marshals will be briefed to ensure awareness of the risk assessment and their responsibilities.
- Position of signage, extra cones and barriers.
- Provision of drink stations - for 10 km runs there should be at least one drinks station at halfway and for 20 km runs three drinks stations.
- Vehicles to access casualties.

Make recommendations on the risk assessment template for the course.

Traffic Management Risk Assessment

Consideration should be given to the hazards to competitors, spectators, volunteers and other road users, motorists and pedestrians during the race:

- Traffic levels and speed limits.
- Sight lines, junction layouts.
- Carriageway width.
- Access to properties – residential, business, institutional, churches etc.
- Access for emergency services and statutory agencies.
- Practicality of implementing road closures.
- Availability of alternative diversion routes.

Fire Hazard Risk Assessment

Consideration should be given to steps to mitigate against fire hazards which include:

- Temporary structures in use such as marquees/stages/inflatable structures be in use at the event - roofing, walls and fittings of structure flame retardant
- Adequate exits provided for the numbers of persons available, unobstructed, and unlocked at all times the premises are in use
- If LPG appliances are to be utilised correct procedures in place.
- Sufficient directional signs indicating the appropriate escape route in place and staff instructed on what to do should an incident occur, how to raise the alarm, evacuate the unit.
- Adequate number of fire extinguishers/fire blankets available in prominent positions and easily available for use.
- If the normal lighting failed would the occupants be able to make a safe exit?
- Fire-fighting equipment been tested within the last 12 months. Staff been instructed on how to operate

Road Races held in the Hours of Darkness Risk Assessment

There are an increasing number of races held during the hours of darkness which require additional measures taken in the planning and delivery of them. These include:

- Event signage is suitable for events held in the hours of darkness (day glow or florescent print).
- Bib numbers will have day glow or florescent numbers.

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- Marshals will be supplied with glow sticks, so they can be seen by participants at junctions and turning points and that these sticks can be used to direct runners around the correct course.
- High Visibility bibs are to be worn by;
- Marshals
- Lead cyclist or runner
- Sweep cyclist or runner
- Athletes are advised to wear high visibility clothing and or head torches or both.
- For bikes it is mandatory that lights must be shown to the front (white) and rear (red).
- On the day registration is in place or, if chip timing is used, the number of athletes starting the event can be accounted for at the end.

Multi Terrain Races in the Hours of Darkness Risk Assessment

Include all the above road running requirements but add;

- Compulsory wearing of head torches.
- Compulsory wearing of high visibility clothing.
- Carrying additional clothing (rain top and leggings).

Races held during the hours of darkness increase the size of the risk regarding the time in getting to an injured party and removing them if required, especially in Multi Terrain night events. Therefore, it may be necessary to provide more medical assistance around the circuit, or a suitable high-speed responder (motor bike or trail bike) to ensure adequate coverage.

It is recommended that as part of the pre-race course choice/inspection the race organiser should actually check the availability and quality of mobile phone and radio signal around the route and a decision made as to the suitability of the area to run an event. If it has to be run in that area, with already discovered poor coverage, then as part of the assessment the added control of extra equipment should be sought that would give adequate coverage such as CB, shortwave radio, satellite phone and so on.

Full risk assessments must be in place for each run. The risk assessments must reflect these additional measures and should be retained for claims defensibility purposes. The retention time to reflect the risk by age of runner three years minimum or three years from the 18th birthday for a minor.

Contractors' Risk Assessment

All hired contractors (toilet supplier, marquees, timing contractors, caterers etc.) should be required to provide risk assessments and method statements (safety plans for hazardous activities, plus evidence of current public liability and contractors' risk insurance). Ideally, this should be requested at tender stage so you can assess that the contractor has the requisite skills, knowledge and experience to undertake the work and incorporated within the overall event risk assessment which must be specific to your event and not a generic one.

Medical risk assessment is addressed in a separate medical section elsewhere in this handbook.

HEALTH & SAFETY

As an organiser of a planned public event, the Health & Safety Executive, through your local authority, will expect you to take a sensible, pragmatic and practical approach to the management of your event, recognising your legal, health & safety and welfare responsibilities to participants, spectators, volunteers (plus staff and contractors) and the general public. The expertise and knowledge of health & safety legislation and management expected of you as an organiser will vary

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according to the size and hazards associated with your event. Organisers of smaller road races are not expected to be experts in health & safety but should have a working understanding of their responsibilities and to be able to put practical measures in place to reduce the risk of foreseeable accidents.

UK Athletics, the national governing body for the sport and the Home Countries Athletics Federations (England Athletics, Scottish Athletics, Welsh Athletics and Athletics Northern Ireland), in whose name the road race/multi terrain licences are issued, have a shared responsibility to ensure that appropriate safety standards are in place at races held under EA race licences.

Statutory Framework

Your responsibility for safe management of your event derives from general duties under the 1974 Health &

Safety at Work Act. General guidance on health, safety & welfare at public events is contained in the Events Industry Forum Purple Guide to Health, Safety and Welfare at Music and Other Events. Also, it is good practice to follow the principles laid out in the 2006 Home Office "Good Practice Safety Guide for Small and Sporting Events on the Highway".

Risk Management- See Fact Sheet Number 4

Safeguarding Guidelines and resources can be found on the UKA website - see https://www.uka.org.uk/governance/welfare-and-safeguarding/

Local Authority Liaison

Enforcement of health & safety legislation is normally carried out by the public protection or environmental health department in local district councils on behalf of the Health & Safety Executive. So early consultation with your local district council Safety Advisory Group is important to ensure you have met your council's requirements and expectations.

Emergency vehicles access on to the course (which may not be related to the race) should be factored into event day planning. Athletes need to be briefed, whether open or closed roads as to what action to take in the event of blue light. If a closed road event, agreement should be sought and approved with Emergency Services that Race Control should be informed. This would be part of your event plan and correspondence with Emergency Services and discussed with the Safety Advisory Group.

Medical Planning - Duty of Care

As race organiser, you owe a statutory duty of care to provide appropriate medical care for participants, volunteers (as well as contractors and staff) attending your event. This duty extends also to spectators within your control.

In the event of a claim, you will need to demonstrate that you took reasonable measures to reduce or to respond to the increased risk of injury to participants, spectators and volunteers, inevitably arising out of participation in an endurance event.

Reliance on a 999, 101 or 112 call is not sufficient for road races. Planned events should not rely on the NHS ambulance service alone to provide emergency response.

Only qualified first aiders trained to the higher 'public duties' and holding current public liability and medical insurances are appropriate for planned events. Whilst first aiders with qualifications in

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general or first aid at workplace training can supplement the cover provided they should not be used as the main medical provider.

EA Licence Guidelines (Medical)

See Fact Sheet Number 9

As a condition of the race licence application, race organisers will be required to:

- Confirm that the first aid and/or medical cover for the event will meet the requirements of the recommended minimum standards in the Good Practice Road Race Medical Guide.
- Carry out a medical risk assessment (see Guide for details).
- Provide details and justification for any departures from the recommended minimum standards. (for example during multi-lap events).
- Provide confirmation from the medical provider that the required cover is in place before the event.

EA Athletics Road Race Medical Guidelines

Detailed advice for race organisers on how to assess appropriate medical cover for individual road races has been prepared by the Road Running Medical Group, an expert group of race directors and medical directors. These are downloadable from the RunEvents website

Medical Risk Assessment

The medical risk assessment should be prepared jointly by the race committee and the chosen medical provider. The key issues to be considered are:

- Number, profile (e.g. experienced club runners, novices) and ages of participants
- Course distance and configuration. (e.g. 10K single-lap)
- Vehicular access for treatment and transportation of casualties – on-course and in the finish area.
- Proximity to local NHS Accident and Emergency hospital.
- Past incident data. (casualty figures from previous events)
- Availability of communications. (mobile phone or radio 'black-spots')
- Time of year, anticipated weather conditions. (hot, cold, windy etc. - especially unseasonable weather)
- Provision of drinking water, energy drinks, shelter and baggage storage/changing facilities.
- Provision should be made for treatment of foreseeable injuries including:
- Abrasions, cuts and sprains – from trips or falls.
- Head injuries – from trips or falls.
- Aggravation of pre-existing medical conditions e.g. asthma, cardio-vascular disease, and diabetes.
- Cardiac arrest. ('heart attack')
- Anaphylaxis
- Hypoglycaemia in hot conditions, hyponatraemia, and in cold rural events, any environmental issues, hypothermia

For detailed advice on how to prepare a medical risk assessment, including templates and examples – see the Road Race Medical Guidelines

Medical Plan

The Medical Plan is produced by the race organiser together with the medical provider and sets out the medical facilities which will be provided on race day to reduce the risk of casualty and to respond to foreseeable injuries that are identified in the risk assessment.

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- Information to runners. Use your pre-event publicity (website, entry form, race pack etc.) on how to prepare for an endurance event. Discourage sprint finishes – except for experienced athletes. Consider giving a pre-start briefing to runners for any special measures or hazards on race day (e.g. don't try to run a personal best on a hot day) There are also details on Cardiac Risk in the Young (CRY) on both runbritain and Home Country websites.
- Race numbers – runbritain licensed road/multi-terrain races are required to provide contact details and medical form on the back of your competitor race numbers. Use your pre-event publicity and race day signage to remind your runners to complete their forms.

The Medical Plan should Include:
- Locations and principal contact details for medical providers.
- Access routes for medical team.
- Procedures for reporting of casualties (e.g. marshals to phone medical team leader)
- Assessment of casualties (e.g. medical history, responding, conscious, breathing, heartbeat) when reported by marshals.
- Finish area arrangements. Marshals to catch collapsing runners.
- Patient confidentiality – privacy for treatment of patients and protection to patient's details.
- Contingency plans. (e.g. extra water or sponge station on hot day, emergency blankets or hot drinks at finish on cold day)
- Emergency procedures in the event of a serious injury or fatality.

Medical Facilities
In deciding on the appropriate medical facilities to respond to foreseeable injuries at your race, you should consider:

- First aid – static posts at the start/finish and on the course route for reporting of serious injuries and treatment of minor injuries.
- Cycle First Responder – mobile cyclist equipped with automated electronic defibrillator ('AED') for initial life support ('CPR') in the event of cardiac arrest.
- Rapid response vehicles. ('ambulance car')
- Ambulance – NHS standard 'blue light' emergency ambulance with crew for treatment and transportation of casualties. Only CQC accredited ambulances can transport casualties (England only).
- Paramedic, Doctor, Nurse are registered titles for medical practitioners offering a range of skills.

Other – all terrain 'blue light' emergency ambulances are used to treat and transport casualties off road. Patient transfer vehicles are non 'blue light' vehicles used to collect and transport exhausted runners from the course back to the finish.

- Due consideration should be given to accessing and retrieving casualties.
- Grid Reference.
- Number and position of access points around the route.
- Use of all-terrain vehicles.
- Notification to Coastguard and/or Air Ambulance (provision of grid reference).
- Nearest point where an Air Ambulance could land especially if event is held in a rural area (provision of grid reference). **Ideally an area of 100ft x 100ft is required for landing.**
- Protective Equipment – ensure appropriate personal protective equipment (PPE) is provided to volunteers (e.g. non-latex gloves at drink stations, de-chip and finish area).

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- Clinical Waste – clinical waste is hazardous and should not be placed with normal refuse. Ensure that all clinical waste is bagged and removed by your medical provider.

Medical Providers

A number of voluntary organisations offer a range of services for events from basic first aid cover, first responders, and emergency ambulances through to full medical management, including supply of equipment and drugs. The Care Quality Commission (CQC) have details on medical providers, alternatively an internet search tool will give details of medical providers in your locality or contact your regional St John Ambulance or St Andrews group. Local NHS ambulance service trust - many ambulance service trusts provide paramedic and ambulance facilities for events.

- Local NHS hospital - many A&E doctors and anaesthetists with an interest in 'out of hospital medicine' are willing to support local events.
- Private medical providers - an increasing number of specialist private companies offer medical services for events.

Members of the Public - Statutory Duty of Care

Race organisers are responsible for the safety of participants, volunteers (plus contractors and staff) attending your event. This duty extends to spectators or members of the public on land under your control. All organisers of events which attract crowds should have measures in place to anticipate, monitor and control potential crowding risks.

Pedestrian Safety Risk Assessment

Although large numbers of spectators are unlikely to be an issue for smaller road races, congestion problems can still arise. Your risk assessment should identify any significant hazards due to:

- Runner or spectator congestion at the start of the race, on the course or in the finish area.
- General public pedestrian crossing points and routes across the course.
- Particular care should be taken in potential conflict points between pedestrians and moving vehicles, for instance in car parks.
- Unfamiliar or temporary pedestrian routes.
- Enhanced care for younger or disabled competitors and spectators.

Control Measures

Control measures to mitigate identified hazards might typically include: fencing and guarding of hazards (ditches, generators etc.), venue signage (including exit routes), providing loudhailers or public address system, identifying safe pedestrian routes across car parks, the introduction of fenced competitor and officials only 'sterile areas' at the start and finish, introducing one-way pedestrian flow at peak periods, placing marshals at pinch points, pedestrian crossings and car park entrances.

Your safety plan should also include contingency plans for evacuation, and identification of alternative exit routes and assembly points – for instance in case of a fire in a marquee.

Emergency Planning

With a legal and moral duty of care on all organisers for participants and staff, time must be allowed to consider the 'what ifs'.

Each event will require a level of specific considerations but will include:

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- the footprint of the event.
- the duration of the event.
- the ability of the participants and numbers involved.
- the time of year.

You should also consider the security of an event in crime prevention and terrorism terms. Local police will be able to offer advice and assistance with crime prevention advice and current threat levels nationally, locally and sporting event specific.

Security of the event's and participants' property is the responsibility of the organiser and therefore needs procedures and safeguards in place to protect such property. Again, levels of security will vary, having assessed various considerations, but may include locked storage containers, security staff and/or secure areas.

Basic considerations should include:

- Evacuation planning for the start assembly and finish areas and any other busy/iconic sites within the event environs.
- Emergency vehicle entry and exit routes.
- Marshall numbers and positioning.
- Command and Control.

Equally, careful consideration needs to be made over hazards within the event environs. For example: rivers, ponds or reservoirs and safeguards to prevent accidents beyond normality. As an example, spectators climbing on bridge guard rails to view a race or watching from a river bank with fast flowing or deep water.

On point-to-point race courses, contingencies need to be planned to ensure that participants' personal belongings safely arrive at the finish area within good time. This may mean alternative transport options, to cover breakdowns and various alternative route options if the preferred route becomes impassable.

The creation of an emergency plan allows organisers to focus on a potential problem, consider the options and decide on the best solution which should then be resourced, briefed and tested. Such a plan will also go some way to addressing any risks identified within the event risk assessment process.

Counter Terrorism Advice for Race Organisers - See Fact Sheet Number 19

Sadly, recent events have shown us that sporting events (particularly mass participation gatherings), are attractive targets for terror groups, and it is important that all race organisers consider the potential threat from terrorism.

Event organisers are responsible for the safety and security of all those involved before, during, and after an event. The parameters of which will be determined through the SAG process (where applicable) and with partner agencies all agreeing responsibilities prior to the event taking place and with these decisions being detailed in the event plan.

Large mass participation events such as the Great North Run and London Marathon will have a Security
Coordinator (SECO) assigned by police, who will advise on the requirement for counter terrorism measures
(if any) the race organisers should have in place for the event. However, the majority of road races in the UK are unlikely to be allocated a police SECO, and all of these races should carry out their own counter terrorism risk assessments as part of the event planning process.

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Generic advice from the National Counter Terrorism Security Office (NaCTSO) is to assess every event individually and apply common sense when completing a bespoke threat assessment. This can be achieved by completing the Counter Terrorism Threat Assessment matrix below, which will highlight potential threat areas and provide race organisers with an opportunity to either address identified threat(s) or introduce measures of control that will reduce threat down to an acceptable level.

Intelligence and recent UK terrorist activity informs us that attacks tend to be focused on crowded places, in relation to road races these could be Start/Finish lines or pinch points on the course. Recognisable landmarks might also be attractive, as will the presence of VIP's (i.e. politicians or celebrities). Well-known locations and events with a high media profile may also attract greater risk. In addition, events focusing on particular interest group(s) may also pose a greater risk to being targeted by radical or extremist groups.

The matrix below provides examples of areas that should be considered, however please remember that this list is not exhaustive and as a matter of course race organisers should document any additional factors that may apply to their event.

	YES/NO	NOTES	CONTROL MEASURES
Example: Are start/finish areas easily accessible to vehicles?	*Yes*	*Start/finish areas are on a main road (Closed) that will be heavily populated both at the start and finish of the race and therefore could be a potential target for a hostile vehicle attack.*	*Consider changing start/finish and spectator congregation areas to traffic free zones away from main roads.* *Consider vehicle mitigation (if this is a larger high profile event)*
Does any part of the race route/ congregation areas traverse landmarks or areas of high footfall			
Will a significant number of participants/ spectators be likely to gather in one area?			
Will any part of the race be held on open roads/highways			
Does the race include provision for baggage storage?			
Does the event focus on any particular interest group that may be considered a potential target for extremism?			
Is the event likely to carry a high regional/ national media profile?			
Will there be any celebrities/VIP's involvement in the event?			

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Will there be any international athletes at the event that may potentially be at risk from extremist groups?			
Is the event planned for a date/ period of significance (e.g. the anniversary of an event or the build up to a national event - general election for example)			
Sponsors: Does their brand/product represent a potential target?			

Completing this exercise will help event organisers to highlight any potential risks for the event, in addition it will provide the opportunity to either eliminate or minimise risk or amend existing plans, for example; increased marshalling, introduce baggage searching, introduction of hostile vehicle mitigation to prevent vehicle access to vulnerable areas, increased perimeter fencing, and so on.

Your Risk Assessments and Event Plans should reflect all counter terrorism measures, furthermore event organisers should ensure that final versions of the event plan (including your counter terrorism assessment and considerations) are forwarded to the relevant local police force and local authority Safety Advisory Group (SAG) http://www.hse.gov.uk/event-safety/safety-advisory-groups.htm.

General Good Practice for ALL Road Race Events

Regardless of event size or perceived threat, ALL public facing event documentation and pre-race briefings should stress the importance of remaining vigilant and immediately reporting anything suspicious either in the lead up to the event or on race day. Particular areas of concern would include:

- Any unauthorised vehicles parked in restricted areas.
- Any unauthorised vehicles in secure event areas.
- Vehicles driving erratically or at speed.
- Any person seen taking notes or unusual photos in event areas.
- Persons asking 'unusual questions' or making 'unusual enquiries' directly relating to the event.
- Persons discarding items such as rucksacks or bags and leaving them unattended.
- Unauthorised use of drones • …or just anything that just doesn't seem "quite right".

To report any such activity, you should act immediately by calling the local police on 101 or the confidential Anti-Terrorist Hotline on **0800 789 321**. **However, in an emergency always call 999.**

Further information to this general guidance can be found at:

www.NaCTSO.gov.uk www.gov.uk/ACT www.cpni.gov.uk
https://www.gov.uk/government/publications/crowded-places-
guidance

RunEvents acknowledges with thanks the assistance of West Midlands Counter Terrorism Unit in providing guidance in the production of these guidelines.

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Adverse Weather Plans

One of the major considerations, particularly in the UK, is planning for event day weather conditions. Events held in the spring or autumn in particular, can be subjected to weather conditions across the full spectrum of hot, cold and wet. An Adverse Weather Plan is the culmination of the organiser's considerations around weather extremes.

Part of this plan should have a decision-making group identified and able to be called upon if circumstances dictate. The composition of this group will depend on the size and nature of the event but must include event organisers, medical providers and health & safety representatives.

UK weather can be one of the major factors to make or break events on the day. It is often unpredictable and often defies the best of forecasts. It is therefore of great importance that sufficient and varied resources are considered, particularly for longer duration events.

Further advice on adverse weather planning can be accessed from the RunEvents website.

Often casualties present suffering from the effects of heat having pushed themselves too hard in hot weather, or more seriously having taken on too much water. They also present suffering from hypothermia in cold, wet and/or windy conditions.

The Wet Bulb Globe Temperature (WBGT) is a composite temperature used to estimate the effect of temperature, humidity, wind speed (wind chill), and visible and infrared radiation (usually sunlight) on humans.

UK WBGT measurements are available from the Met Office and produced on a green, amber, red colour coding which visually denotes peaks and sustained periods of risk and therefore identifies the times requiring additional actions and consideration from event organisers.

When adverse weather conditions are forecast or present, organisers may wish to review:

- Whether the events should be postponed or cancelled.
- Fluid availability.
- Medical facilities quantity and locations.
- Equipment available for participants at the finish and at identified points around the event course if appropriate (such as blankets, water etc.).
- Emergency access routes for medical responders and ambulances.
- The communication links with the wider medical facilities (hospitals etc.).

Like all such decisions, the process, considerations and decisions must be recorded in the event decision log and any meetings minutes properly recorded.

Food Hygiene

To assist you where sandwiches, filled rolls and hot food are produced or stored for sale at your race, some points to note are:

- It is your responsibility to ensure that staff act upon and comply with current legislation regarding food safety.
- In particular, you must ensure that staff comply with the codes of practice relating to the hygienic production, preparation, transportation, storage, and display of sandwiches, filled rolls and hot food.

Preparation

Any premises used for the preparation of sandwiches for sale, be it a commercial or domestic kitchen, must comply with the law relating to the hygienic condition and construction of the premises and equipment used. It is your responsibility as a Race Director / Event Organiser to ensure that all of the

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food has complied with the Food Hygiene Laws. All products must be wrapped following preparation and refrigerated and remain refrigerated prior to sale. If you are getting them supplied from an outside caterer then all of the products must be labelled, indicating their contents and the producer's address. They should also be date stamped to help ensure that the use-by date is not exceeded.

Storage

You should include provision on any food that is being sold or given away, on a risk assessment form. Even if you are getting an outside company or you are using the catering facilities at a sports centre it is your responsibility to check that they are complying with the law and this needs to be in your risk assessment. Do they have an up to date food hygiene certificate? (they only last three years) If so, place a copy within your risk assessment and have a copy on display near where the food is to be distributed/sold.

- Sandwiches containing; meat/ fish/cream/eggs/mayonnaise/soft cheese are regarded as high risk due to their frequent association with food poisoning.
- These fillings should be stored between 1°C and 5°C.
- All sandwiches must be refrigerated when displayed for sale or stored overnight prior to sale
- Any sandwiches unsold 24 hours from the time of manufacture must not be sold and should be discarded.
- All sandwiches need to be individually wrapped to prevent cross-contamination and can only be on display for a maximum of two hours and after that must be thrown away if not refrigerated.
- Do not put food tags directly onto food products.

More information can be found at: https://www.food.gov.uk/business-guidance/general-food-law

DISABLED ATHLETES

Disabled people participate in events for the same wide-ranging reasons as non-disabled athletes, including enjoyment, to improve fitness and to experience the challenge and achievement of competition, to spectate and to volunteer. Under the Equality Act 2010, it is unlawful for you to treat disabled people less favourably than non-disabled people and race organisers are obliged to make reasonable adjustments to enable disabled people to participate in their events. This includes as spectators and volunteers, not just athletes. Most adjustments can be made quickly and easily and do not have financial implications. See also Fact Sheet Number 13 - Accessibility Guidelines: Road Running Events.

Legal Responsibilities under the Equality Act

The Equality Act defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities, such as eating, washing, walking and going shopping. You must make reasonable adjustments, including changes to the way you organise your event and physical features of their venue to overcome any undue physical barriers to access. Reasonable adjustments must be made, if required, unless they are sufficiently drastic as to change the nature of the whole event. Any additional expense must be undertaken, unless it is considered too unreasonable, relative to the resources of the organisation/event. Any decision to exclude a disabled athlete from an event must be justified on the basis of fact, not assumptions. It should be supported by evidence, such as a risk assessment, compiled by someone with sufficient knowledge or experience in specialist disability organisation.

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Key Steps

- Provide a welcoming and inclusive environment:
- Include a statement in event publicity or websites etc. such as 'The [name of event or organisers] welcome entries from disabled athletes.'
- Encourage disabled athletes to contact you in advance to discuss their needs and the requirements to enable them to take part and, if possible, allow athletes/coaches to review the course to assess its suitability.
- Do not tell disabled athletes that they are not eligible to participate without consideration of what reasonable adjustments would enable them to participate.
- Ensure any language used to describe disabled athletes is sensitive and appropriate. Language is continually evolving but what really matters is that language is acceptable to the individual or group concerned. If unsure, ask the disabled athlete how they would prefer to be addressed.
- Ensure all volunteers and staff are aware that disabled people may be taking part in the event and provided specific guidance/advice on how to support them appropriately. Fact
- Sheet Number 13 - Accessibility Guidelines: Road Running Events and the Disability Guidance for Race Organisers document which are both available from the Useful Downloads section of the Race Directors' Club home page provides the guidance on necessary and appropriate support.
- Undertake a review of the accessibility of facilities including car parking, toilets, changing facilities, access to buildings and other facilities for their accessibility for athletes, coaches, officials and spectators.
- Ensure there are wide parking bays available to enable wheelchair users to get in/out of their vehicle.
- Ensure registration tents and other facilities are based on an accessible surface/location as some disabled people may find it difficult to access facilities on mud or soft ground.
- Ensure accessible toilets are available, open and no key collection is required to access them

Race Organisation

- Provide diagrams and/or written pre-race information in plain English. This may be particularly useful for people who are deaf or hard or hearing or those with a learning disability.
- Provide guidance to appropriate start positions for estimated finishing times for all athletes to ensure slower athletes are not jostled by faster athletes coming from behind. See specific guidance on wheelchair athletes.
- Ensure the course is wide enough to allow sufficient space for athletes to pass visually impaired athletes who may be running with a guide runner.
- Any rules on lapped runners should be clearly stated, be reasonable and be applied equally to all participants. Ideally race organisers should try to ensure that laps are of sufficient length to minimize the likelihood of lapped runners.
- Try to avoid very steep climbs or descents (20%+) if possible as wheelchair athletes may be unable to climb them or they may be dangerous on descent.
- Try to avoid speed humps or ensure there are clear warning signs and details in the race pack as they may be difficult or dangerous for some disabled athletes to pass.
- Try to avoid crossing roads as they may be difficult or dangerous for athletes who are deaf or hard of hearing or visually-impaired athletes. Ensure there are sufficient and competent marshals positioned appropriately to warn athletes as appropriate and use sign-posting to warn road users.
- Try to avoid changes in terrain such as crossing grass/mud/sand or provide an alternative route or surface for wheelchair athletes as they may be unable to travel over this terrain.

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- Cut off times for events should be reasonable and not unfairly set to prohibit the participation of disabled athletes. The cut off time may be determined by a number of factors such as the need for sufficient time to dismantle the course before dark, the number of course marshals available for the event, the reasonableness of the length of time they will be required to marshal the course and numbers available to rotate marshals or allow breaks e.g. in cold or bad weather, police/local authority permission for road closures, permission for length of time to use the venue etc.

Specific Adjustments

- Athletes with a visual impairment may need to be supported by a guide. Guides should be provided by the disabled athlete and ideally should not have to pay a race entry fee and will not be considered to be participating in the race in their own right. Guides may be of either gender regardless of the restrictions of the race or the gender of the athlete. Guides should be identified in advance to you and should wear some visible or warning clothing to identify them to other runners.
- In general, the only acceptable footwear attire should be running shoes. However, those athletes with leg amputations should be permitted to use a flex foot or similar prosthetic.
- Disabled athletes should be permitted to use prosthesis, canes or crutches to ambulate the course.
- Athletes who use a wheelchair should take responsibility for ensuring that the wheelchair is fit for purpose to participate in the event and for any maintenance required during the event. In general race organisers should not be responsible for inspecting the condition of wheelchairs.

Wheelchair Users

The maintenance of the chair is left to the individual and, since 1992, the wearing of a crash helmet is compulsory in any EA licensed event. Because of the way in which a competitor sits in a chair, if a crash occurs it is the shoulder and then the head which hits the ground. Quite often the arm cannot be brought round to break the fall in time.

Wheelchair users may take part in a specially designed racing chair (wheelchair racers) or in a day chair or sports chair. Athletes using a racing chair will be able to travel much quicker than those in a day chair or sports chair and this needs to be taken into consideration.

For wheelchair racers it is better to allow the wheelchair division to have a few minutes start on the runners. This allows them time to spread out and makes it easier for the runners to pass. If wheelchair racers started at the back of the race it would mean that the chairs would have to work their way through the tail end runners.

For those athletes using a day chair or sports chair they may be better starting from the back or from the appropriate start point relative to their estimated finish time. This will depend on a number of factors including their speed, number of other runners etc.

Because of varying course gradients, wheelchairs do not progress as evenly paced as runners. It is worth considering this in deciding when the wheelchairs will start. Another important factor is that wheelchairs and runners do not see the same ideal racing line and it is important that both remain aware of this at all times. Additionally, unlike most runners, wheelchairs cannot come to an immediate stop.

Drinks stations can cause problems and because of this, wheelchair competitors are advised to carry their own refreshments. Convenient bottle designs enable pushing and drinking to be combined. The design of the gloves generally precludes grabbing cups and wetting the wheel push rims slows the chairs.

Athletes who are racing have to carry their own spare tyres etc. Although they can have assistance from others for repairs, many do not bother with repairs in important races because the time lost means that effectively they are out of the race.

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As a guide you may expect the following times from top wheelchair racers:

- 5 km Men 12 min Women 14 min.
- 10 km Men 24 min Women 26 min.
- Half Marathon Men 49 min Women 55 min.
- Marathon Men 1h.40 min Women 2.00 hrs.

Many wheelchair competitors may take considerably longer.

For further guidance on including disabled participants please see the England Athletics 'Guidance for Inclusive Practice for Race Organisers': https://www.englandathletics.org/athletics-andrunning/england- competitions/race-event-organisers/inclusive-guidance-for-event-organisers/

ORGANISATIONAL STRUCTURE

Personnel

As a minimum you should consider the following personnel:

- Race Director
- Deputy Race Director
- Course Manager
- Start/Finish Manager
- Registration/IT
- Information Manager
- Baggage Manager
- Volunteer Manager
- Rewards Manager
- Medical
- Timing Company
- Referee
- Timekeepers & Recorders
- Event Adjudicator
- Security
- Infrastructure

There may also be a call for car parking attendants and VIP attendants. If you can provide refreshments for the officials and helpers, this will be appreciated.

Some of these positions may be combined and the titles may vary, but all these jobs need to be filled satis- factorily for an event to pass off smoothly. It is advisable to produce a list of these posts, together with the holders, so that all involved can identify their key responsibilities and interactions. Distinctive bibs and/or armbands can be used as additional visible signs of roles.

A list of mobile phone numbers for key personnel is recommended, with best practice being on a double sided A6 laminated card on a lanyard, to wear around the neck. Volunteers should also be issued with an event accreditation lanyard and on the reverse; there should be emergency contact details for their use.

Typical division of responsibilities for your race organising team might look something like that shown in the diagram below. Also see details on Fact Sheet Number 1.

EXAMPLE OF AN EVENT MANAGEMENT STRUCTURE

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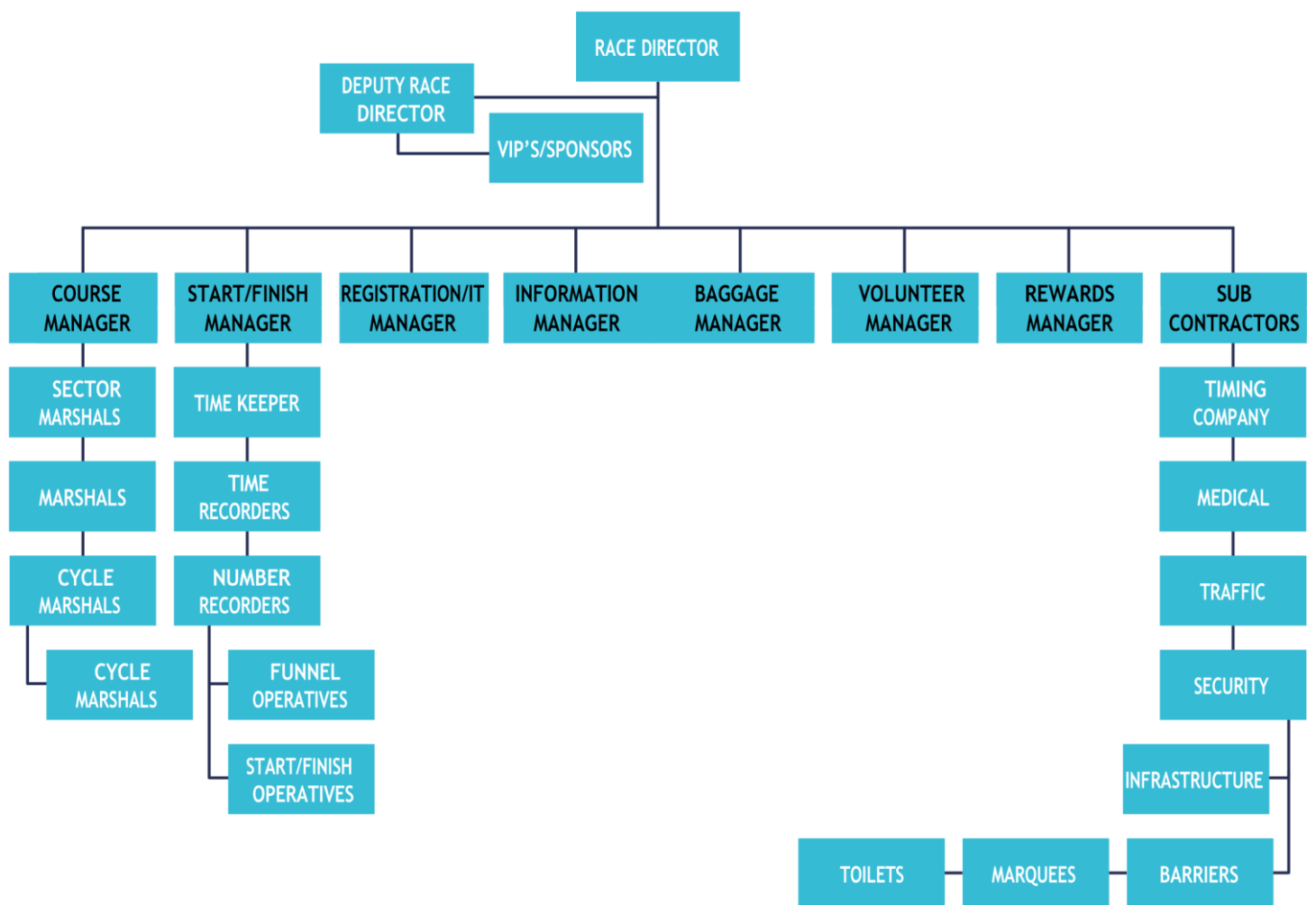
Figure 1 Example of an Event Management Structure

Race Director

Organising all aspects of the event but using the event structure as a means of delegated responsibility, especially on the day of the event. This would include;

- Putting together initial event structure.
- Securing a Road Race Licence.
- Organising Course design and measurement.
- Setting and managing Budgets.
- Creating Event Plan.
- Contracts with Sub Contractors.
- Coordinating sponsors.
- Health & Safety.
- Writing Risk Assessments.
- Writing Volunteer Instructions.
- Setting up means of communications.
- Writing Residents and Business letters.
- Coordinating Event Delivery on Event Day

Deputy Race Director

Supporting the Race Director in the above in the lead up to the event. Event day may be undertaking a specific role within structure (if so needs to have a stand in just in case things go wrong on event day).

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Course Manager

- Responsible for Marshal Position (with Race Director).
- Identification of Sector Marshals, if required.
- Laying out the course as measured.
- Installing mile/km markers.
- Installing advisory signage.
- Ensuring that written instructions are issued.
- Ensure method of communication is understood (issue two-way radios).

Start/Finish Manager

- Put a physical mark identifying start and finish positions.
- Creation and management of sterile area for athletes.
- Ensuring that signage to start line is in place.
- Ensuring that Finish Gantry/Inflatable/Flags are in position.
- Install pre-start line (walk athletes up to the start line).
- Managing race start/finish procedures (Air Horn, Flag or Starters Pistol, finish tape).
- Managing pre-finish/ post-finish funnel operatives (ensuring athletes have bib numbers, or helping athletes in distress, keeping athletes moving out of the finish funnel).
- Liaison with Medical/ First Aid providers.

Registration/IT

- Create Master Database of entrants.
- Ensure that there is a system in place for re-issued numbers on race day (those athletes that have entered but left their number at home).
- Filter those athletes that have medical condition or medication.
- Work with Timing Company (or, if this is carried out in-house, the timing team).
- Produce results for awards presentation.
- Produce results for publication (website, local media, RunEvents).

Information Manager

Ideally this person should be DBS checked (there should be two people in this area).

- Have full understanding of where infrastructure is located.
- Produce and manage Lost/found children forms, Announcers Forms, Lost/Found Property Forms.
- Oversee - Course Measurement Certificate, Route Maps, Event Licence and Insurance Documents.
- Baggage Manager
- Develop and manage a system of collecting and distributing baggage
- Identify suitable area for this process and secure the area.
- Identify number of volunteers required and train and manage them.

Volunteer Manager

- Identifying and obtaining enough volunteers required for each area.
- Issue written instructions.
- Identify where each volunteer will be operating from.
- Ensure that Hi Vis bibs or volunteer T-shirts are issued.
- Ensure that all volunteers receive some form of reward – Free entry into the next event, goody bag etc.

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Rewards Manager

- Identifying how many volunteers are required for;
  - Issuing Medals
  - Issuing Water
  - Issuing Goody Bags
- Ensure written/verbal instruction is issued.
- Ensure volunteers know where they should be to undertake their role.

Medical

- Staffing, Level of Competence and Equipment must conform to RunEvents Minimum Medical Standards.
- Medical Plan written.
- Medical Risk Assessment written in conjunction with race organiser.
- Provision for Field Hospital and or Treatment Centres are met (marquee/room etc.).
- Creation of sterile area.

Timing Company

- Provision of Race Bib Numbers (with template on reverse).
- Creation of sterile area for equipment.
- Age format for results on the day presentation and age categories.

Security

- Provision of, this will vary from event to event;
- Positioned at entrance/exit to sterile areas.
- Positioned where money is being collected.
- Deployed if overnight infrastructure is in place.

Infrastructure

- Provision of, this will vary from event to event;
- Crowd Control Barriers.
- Marquees.
- Toilets.
- Outdoor Catering.

Sub-Contractors General

Provide copies of Risk Assessment, Design Calculations (where appropriate), Method Statements, Certificates (Food Hygiene, Gas Cylinders, Flame retardant) and Insurance.

Please note that the list of duties shown above is not exhaustive.

INFRASTRUCTURE

Start

Race Licence Standards require that the start must be situated in a place which is closed to traffic for the duration of the runners' assembly and start, thus allowing free and easy access to all participants. A park or closed roads are ideal locations but, in some circumstances, a temporary road closure

order ('TTRO') may be necessary. There is a need to ensure a well-managed and fair start for all runners and, whilst it will not be possible for all runners to stand right on the start line, it is important that all can start running as soon as possible without hindrance. To this end, the start should be as wide as possible and should run straight for as far as possible, in order to limit the inevitable bunching effect caused by sharp bends. Steep downhill and uphill starts should be avoided. Special attention needs to be given to making safe street furniture such as benches, wastepaper bins, street lighting columns and bollards by the use of marshals or use of protective material. Sleeping policemen should be avoided in the early part of the course. If it is on an open road, the problem of parked vehicles will need to be considered and evaluated.

Facilities such as changing, baggage storage, medical and toilets should be close to hand. The start area should be well marked, and the use of a public-address system is essential for marshalling runners. Where a start gantry is used, this needs to be made secure and special attention paid to its anchorage in windy conditions. If space and resources allow, the start should be fully controlled with restricted access to the whole area using barriers and gantries to separate runners from spectators and traffic. Special attention also needs to be given to making safe power equipment, generators and trailing leads (use of earthing devise and outdoor leads are essential). Try to avoid runners joining the start from in front. In championship and similar races, a warm up area will be necessary.

In a large field, it is usual to allocate start line 'zones' so that runners may line up within their ability ranges – different methods have been tried, such as the use of 'time boards' and allocation of race numbers in accordance with expected finish time. Even if this is done, some runners will still try to start further forward than their level of ability dictates. Polite requests usually deter such hopefuls. Although, in an ideal world, everyone would start on the same line, the problems with slow runners impeding faster ones following an initial dash are well recognised and should be avoided if possible. The use of chip timing has reduced the scale of the problem.

To ensure that the correct start line is used, and to avoid the necessity of trying to push a huge crowd of runners back to a line, many organisers set up a 'dummy' line from which the runners are walked forward at a pre-designated time. The start line and the direction for the runners should be clearly visible. Where chip timing is used it must be clear where runners register their start time. The timing mats need to be of sufficient weight or taped securely to the road surface to avoid them becoming a tripping hazard.

Another feature found at the start of some of the larger races is a designated area for elite athletes. An arrangement also employed by larger races is the use of 'wave starts' where all runners are designated to certain waves, often distinguished by different colours which may also be indicated on their race numbers. Each wave starts at a different time e.g. at ten minute intervals. This arrangement requires careful management and marshalling, and it is essential that the chip timing computer programme is able to aggregate different wave times.

Crowd Capacity for Start Areas

Two to four people per square metre (no more than five people).
Further advice can be found here - https://www.start-right.run/

Escape Routes

Based upon 1.2 metre widths

a. On a stepped surface 79 people can reasonably exit in one minute (equal to 66 spectators per metre width per minute).
b. On a level surface 100 people can reasonably exit in one minute (equal to 82 spectators per metre width per minute).

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Factors for Consideration - Barriers & Fencing

- If you are creating an athletes' only area (segregating the spectators from the athletes) then consideration must be given to access points at the start of the race (so athletes can enter the start funnel) and access and egress points at the end of the race (medical personnel attending to casualty/s and or evacuation linked to an emergency incident/accident).
- Using MET Crowd Barriers which are a sturdier and heavier crowd control barrier than pedestrian barri- ers should be considered where;
- There is a potential for wind to blow over crowd control barriers.
- High density of crowds.
- There is a potential for wind to blow over crowd control barriers.
- Deterring vehicle penetration is required.
- If utilising crowd control barriers, then a number should be unclipped for the above purpose (access/egress). Where you have broken or unclipped the barrier you should deploy staff at these points because you have weakened the structure (you don't want spectators resting on the barriers if there is potential for pushing over). You can now hire crowd barriers that have an access point built within the design that can be used for crowd crossing purposes or access to the funnel for staff.
- If you dress barriers with banners you are changing the dynamics of the structures, creating sails. In this case you must risk this factor and, in some cases, need design calculations to prove the structure. You may also want to build "V" sections into your barrier line for added stability.
- If you are creating areas for athletes only and you are utilising fence panels rather than crowd control barriers, then consideration should be given to the adding of stabilisers to these structures.

Timekeepers, the referee/event adjudicator and the starter should have a clear view of the start and be in contact with the race director or race control and lead vehicle. The starter should be adjacent to the start, preferably on a raised platform, especially in the larger races. Starting gun, flag, air-horn are all acceptable. The method used should depend on the best way of making sure the maximum number hear or see the signal. Where a gun is used, the starter must comply with EA Rules and guidance. It is important that if a local dignitary is asked to start the event then there is a backup starter, because the runners will run on any signal and calling back a few thousand for a false start will be impractical.

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The diagram below shows a suitable layout of a start zone for a half marathon with an elite field.
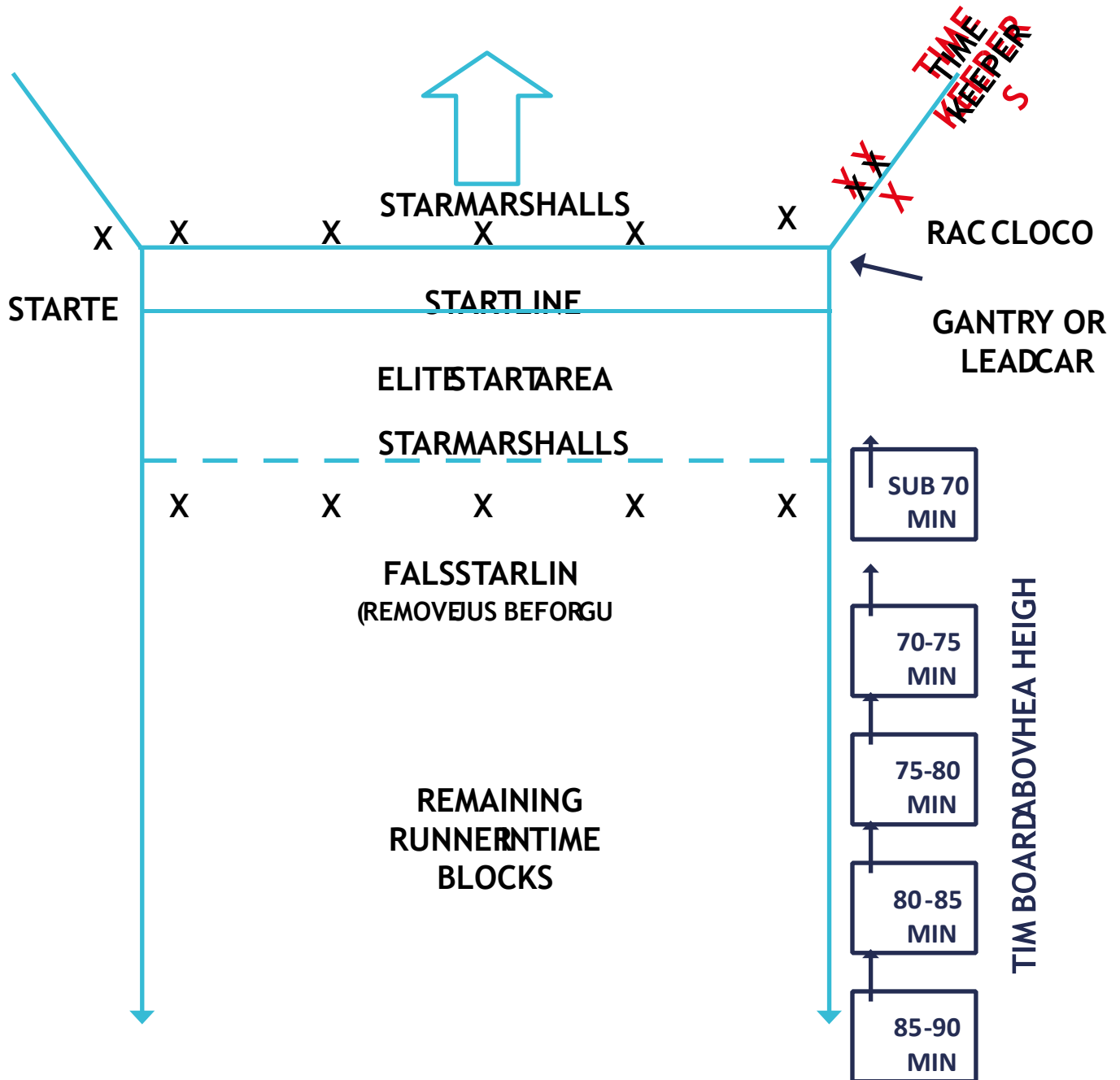
Figure 2 Start System for a Half Marathon with an Elite Field

Finish

EA Race Licence Standards for Road and Multi-Terrain Races require that the finish area must be traffic-free until the last runner has finished or a cut-off time has elapsed, with as long a run-in as practicable and sufficient room beyond the finish line for all the ancillary services required.

Competitors and spectators will need to be controlled and possibly segregated, while the various officials involved will be provided with clear space in which to perform their duties. Try to ensure a mix of male and female marshals/stewards so that men don't have to look after women/girls and vice versa.

Features of the Finish Area

- Use of barriers, or stakes and ropes on soft surfaces or various stand-alone barriers on paved/solid surfaces, should be sufficiently robust to perform the job and secured to prevent damage from the elements, particularly wind.
- The finish line should be clearly indicated with a bold line across the finish area and some vertical markers. Any marking of a road surface should be done after consultation with the local authority.
- If a gantry is used, to carry a race clock and branding, the finish line is best situated slightly in front so that race staff can judge the finishing order better and runners will see their approximate time as they cross the line.
- Officials at the finish line will be; Referee/Judge/Event Adjudicator, timekeepers and recorders (and funnel controller for manual timed finishes). They should have a secure, reserved working space with uncluttered lines of sight along the finish straight.
- With chip-timed finishes when funnel systems are not required experienced marshals should be deployed to catch and assist collapsing runners within the finish area. For hand-timed finish areas where narrow funnels are used collapsing runners tend to be supported by runners in front and behind.
- All race staff should be clearly identified.
- In larger races, it is essential that both the Primary (immediately in front of the finish) and the Secondary (immediately behind the line and the funnels) finish areas are totally free of all unnecessary persons - and special passes should be considered for gaining access.
- Medical support should be located close to the finish area, with easy access to the funnels available. Emergency service vehicles need to access the finish area without having to cut across the stream of finishing runners.
- Sufficient space for all post-race facilities, with refreshment tables and goody bag distribution away from the funnel exit to draw the runners from this area. Other attractions, such as refreshments for sale, running gear stalls, sports therapy etc. may be provided after consultation with the local authority. Care should be taken to ensure that all litter is correctly disposed of.
- A public-address system may be used but must be situated so that this does not interfere with communications within the medical team, marshals and race officials. A well-briefed commentator, with general information, details of the main competitors/celebrities taking part, sponsors/ charities involved, and some feedback from the course on the progress of the race, can enhance the event considerably.
- If a kit or baggage store is provided it must be properly administered and secured. Access should be restricted to runners and authorised race staff only. Ideally runners should be able to have their kit located quickly and should at least have changing facilities made available.

Funnels

On hard surfaces, standard metal crowd control barriers may be used, with taped inter-spaces, or cones and plastic barriers. On grass, an alternative is wooden stakes and tape or wooden paling. In both cases, the funnels should be robust enough to stand being knocked and all stake tops should be protected to prevent possible injury.

The size and extent of the finish funnel system for hand-timed finishes will depend upon the number of expected finishers to be processed. An indication of likely requirements, based on maximum numbers expected at peak flow times:

RACE DISTANCE	5 KM	10KM	10ML	H MAR	MAR	No OF FUNNELS
	50	100	200	300	500	1

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FIELD	100	200	400	500	1000	1
	200	450	750	1000	2000	2
SIZE	300	650	1100	1500	3200	2
	400	900	1500	2000	4300	4
	500	1200	1900	2500	5300	4

Funnel Operation - Small to Medium Races

Single Funnel

In small and medium sized races, runners' finishing positions can be recorded and managed by a five-person team

The Timekeeper and his or her Recorder must stand at the finish line. As each runner crosses the finish line, the timekeeper calls out the time which the recorder writes on the recording sheet

In the case of close finishes by two or more runners, their order is determined by a Judge, who should guide them into the funnel in the appropriate order

At the other end of the funnel the Funnel Recorders note the running numbers of the competitors on the recording sheets. Marrying up the Timekeeper's and Recorders' Sheets, either manually or using a computer gives the race result

If additional personnel are available, it is useful to have a second team at the finish line. Their role is to record times and numbers at regular intervals (e.g. every tenth runner, this is called a check number) in order to give a backup to the other recorders. Manpower can be saved by the use of electronic printer timers which will record the time on a paper roll each time the record button is pressed

Funnels should always be monitored to ensure that runners are moving through smoothly. Some verbal encouragement can be helpful for competitors who are feeling tired

Two or more Funnels

A Funnel Controller, standing in front of the funnels and holding a tape or strong rope, will direct the leading runners into Funnel No 1, as their times are recorded. They then proceed down the funnel; their race numbers being recorded at the end. When the funnel is full, the Funnel Controller, choosing a suitable gap, moves to position 'B', directing runners into funnel No 2. The process is repeated with the Funnel Controller alternating between positions 'A' and 'B' as the funnels fill up. Using the chart above will determine how many funnels are necessary.

With more than two funnels further assistance is required to control the ropes, to steward runners into the appropriate funnels and to keep them moving.

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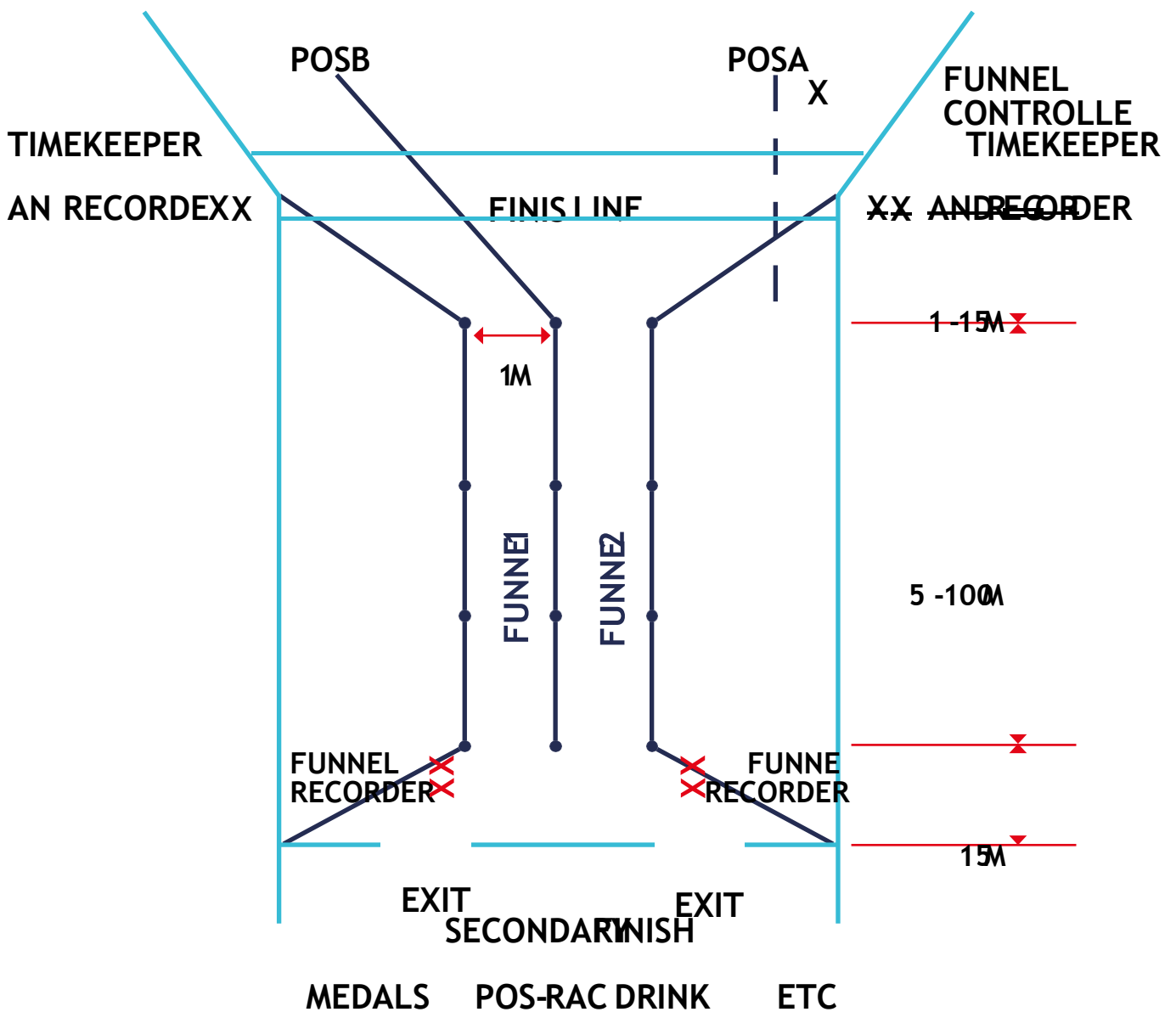
Figure 3 Funnel System for Low Density Races

Race Timing

See also Fact Sheet Number 11

Even where chip timing is used the timing of mass start events should still be covered by a timekeeper using a hand-held timing device. The athlete's time will be taken when any part of the torso reaches the leading edge of the finish line. The time shall be read to the nearest 1/100th second. All times not ending in two zeros shall be converted to the next longer whole second e.g. for the marathon a time of 2h 09m 44.32secs shall be recorded as 2h 09m 45secs. However, for most races hand timing is undertaken to the nearest longer whole second.

When a chip (transponder) timing system is used, the official time is that of 'Gun Start', although published results may show, in cases, both gun and chip results if desired.

When hand timing is used, you will need a time recorder or recorders to work with the timekeeper to record the times and insert check numbers (race numbers). Where a group of athletes cross the line together or in very close proximity, the timekeeper may give all runners the same time e.g. "four at 15:23."

Check numbers are used to act as a guide for accuracy on the position of the athlete crossing the finish line and feeding through the funnel where his or her race number is recorded. In some cases, athletes could

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lose their position in the funnel area, prior to their race number being recorded. It also helps to tie in with positions entered by the finish recorders.

Funnel personnel are then required to keep athletes in the same order as they crossed the line so that the number recorders can take accurate details.

For larger events, when chip (transponder) timing is being used the timekeeper may formally record the times of the first 50-100 finishers (both men and women) but will maintain the time throughout the event. Chip timing should be calibrated against the winning time on the Chief Timekeeper's watch.

Chip-timed Finishes
Finish Zone Operations - Large Races

The finish of a larger race can be a demanding part of the race organisation. Inexperienced organisers are strongly advised to attend an established event before their own race to obtain first-hand experience.

Chip Timing

The individual device transmits a signal that is read by transponder cables, usually positioned beneath rubber mats at the start and finish lines (and intermediate points if desired) on a road race course. The signal confirms a code only (which enables it to be re-used) which corresponds to the runner's personal identification data that has been pre-programmed onto the start list computer format.

The advantages of chip timing are:

- Enables high volumes of finishers to be processed across a wide finish line and chute.
- Results are fully automated and downloadable immediately after a finisher has crossed the line.
- By knowing exactly how many runners started the race, the race organisers will have an indication of how many are still to finish.
- By placing intermediate point mats on the course, the progress of individual runners can be tracked and the race referee can be certain that the correct/full course was run
- Because the chip timing device does not activate until the individual runner crosses the start and finish lines, they will get a 'net' personal time, even if they set off some minutes after the gun. This enables mass starts and wave or pulse start formats to be undertaken to spread out runners in the early stages of the race.
- Even though chip timing may be used, key race positions should be confirmed on a 'first past-the post basis' by the Race Referee or Line Judge.
- Race Organisers may decide to award Age Group prizes on chip time but must highlight this in pre-race publicity.

Note: Race organisers should be aware that a runner may be wearing an incorrect chip either by accident or design. Judges and race referees should be mindful of this and take steps to minimise the risk as this could have serious repercussions at the prize giving/presentations.

The current state of development and capabilities of chip timing devices include:

- A tag or toggle that threads into the runner's shoe laces and is generally removed in the finish funnel so that they can be re-used.
- A chip on a Velcro strap that goes around the runner's ankle. This is also usually returned.
- U loops or transponders embedded in the runner's bib number. This may well be an option as more sensitive transmission signals are used and thereby moves the chip away from foot level.

- At present, there are a number of companies offering chip timing services commercially. The larger races are better able to afford such costs on a per head basis, but the technology is becoming more affordable to medium and small-sized events. Some local authorities and groups of races have acquired the hardware to offer to more than one event on a cost-saving basis.

Most races of any significant size operate chip timing arrangements, which have greatly reduced the problems associated with overcrowding. Nevertheless, finish area management is still critical because for runners the most essential part of the race is an accurate finish time and position.

Once the runners have crossed the finish line they should continue to be marshalled through the finish area to an appropriate area where the 'de-chipping' process can be carried out. The chip timing company will provide advice on best practice in this area. There should then be another secure area, not accessible to spectators, where runners receive their mementos and refreshments. The runners should be marshalled from the area to a "meeting place/family reunion area" which often in larger events, will have alphabetical letter boards, and then flow onto a car park or bus area.

With chip-timed finishes, when the funnel systems are not required, experienced marshals should be deployed to catch (prevent head trauma) and assist collapsing runners both forward of the finish line (at regular intervals along the finishing straight) and within the primary finish area. Most collapses (and fatalities) at road races occur in the finishing straight and primary finish area. A close working relationship with the medical team is essential.

Timekeepers and their recorders are stationed at the finish line and should aim to record individual times for such period as agreed with the referee and race director. In most races, especially championships, it is customary also to record manually the time and position of the leading runners

e.g. the first one hundred men and women respectively. If the finish rate becomes too rapid, then they should then record times and running numbers of selected runners at appropriate intervals.

A separate side funnel is sometimes used to cater specifically for women runners, as long as they can be separated from the mass. This improves the speed of production of results for the women. A marshal/ official needs to warn approaching women that they should go towards the correct funnel. This funnel will need its own timekeeper and recorders. Again, chip timing means such an approach is not always needed.

Course Measurement
See also Fact Sheet Number 14

A requirement of EA Rules and the licensing process is that all road races over a specific distance, including Championships at national, regional, area and county levels, held in the United Kingdom must have their advertised distance measured by a UKA accredited course measurer, following IAAF procedures. National Championships Courses must have been measured by a Grade 1 measurer. The relevant area course measurement secretary will issue a certificate of accuracy of the stated distance based on the measurement report.

The certificate must be prominently displayed at the race, and the logo, shown below, should be displayed on race literature.

A measurement remains valid for 10 years providing the course remains the same. However, the Course Measurement Certificate is only valid for one year and needs to be renewed annually. This can be done through the UK Course Measurement website using the 5-digit renewal code on page 2 of the previous Course Measurement Certificate. This confirms the new date and that the course is the same as that for which the course measurement certificate was issued.

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The course measurement certificate has two pages. The race organiser must keep both pages and pass them on to their successor.

It is essential that the course, including the start and finish and all turning points is set out precisely as described in the Course Measurement Report. Race Directors must familiarise themselves with the details of the course well before race day and check whether there have been any changes in road layout along the course since the course was last measured.

Points to note in respect of Course Measurement:

- Race Directors must ensure that the course is clear and set out precisely as shown in the Course Meas- urement Report.
- The Course Measurement Certificate must be made available to the Race Referee and Event Adjudicator on race day.
- On race day, marshals must be told very carefully which areas of road or path the runners are allowed to use, as stated in the Course Measurement Report.

All road races advertised as being a specific distance should hold a current certificate of course accuracy and a EA race licence in order to demonstrate to runners that times recorded will be valid for the distance. Failure to obtain certification could result in invalidation of Championship status.

Full details on how to apply for a course to be measured can be obtained from the Association of

United Kingdom Course Measurers (AUKCM) website at http://coursemeasurement.org.uk/index.htm

Drink & Sponge Stations

Race Licence Standards require on-course drinks stations to be provided for races of 10km or greater, at approximately 5km intervals. On-course drink stations must be clearly signed in advance and not situated on the running line. Drinks must also be provided for the entire field at the end of the race.

Equipment used for drinks (e.g. bottles, containers, hoses etc.) must be clean and hygienic, complying with The Food Hygiene Regulations 2013 https://www.food.gov.uk/business-guidance/general-food-law. Drink stations must be controlled by adults who are properly briefed. Younger volunteers can be used to assist, providing they are of a reasonable age and under adult supervision. All drink stations personnel should wear distinctive tabards/bibs/tops/uniform.

Planning Consideration

Although the rules suggest that refreshments must be offered at specific distances, care must be taken in the sitting of these facilities and it is generally better not to position them at split time points. Stations should not be placed on the running line. Sturdy trestle tables should be used to carry the supplies. There must be sufficient containers to allow each runner to obtain a drink, and water

should always be offered. Other drinks may also be made available, but each should be on a separate table and clearly marked. If there is multiple choice, water should come last and the order should be the same at each station. Pre-race information should detail the choices available.

Cupped Water

Hygiene arrangements for the supply of 'open' cupped water should be agreed in advance with the local authority public health department. Sufficient large storage bins to hold water should be provided, and drinks must always be prepared in the correct proportions. All containers and hoses used must be sterilised and then rinsed before use to guard against infection. A few folding chairs might be included for tired runners or marshals!

Clean disposable cups, or 250ml bottle, or other individual containers, for each runner are essential, and they should not be filled to the brim. Allowing each runner two-thirds of a 6 oz. cup would give five cups to a pint, 40 to a gallon and 200 to five gallons. As some runners will take more than one cup, a considerable volume of drink and a large number of cups will be needed at each station.

Bottled Drinks

Screwed tops – volunteers should remove as many tops as possible prior to the runners reaching the water station.

Sports tops – remove any protective cap in advance and wear protective gloves for this role.

Do not re-use any bottles or cups that have dropped on the ground.

Distribution

Manpower should be sufficient to ensure that drinks are dispensed rapidly when required. Cups held chest high are easily taken if the cup is held suspended between finger and thumb (not in the drink) or on an upturned open palm. Small children should not be employed as they can be easily jostled or knocked down during pressure periods.

Sponge Stations

Sponges in sufficient numbers may also be required at the race depending on the rules governing the event distance. Again, care must be taken that there are sufficient quantities. Sponges are used for freshening parts of the body before being discarded to the road. No runner is going to enjoy a second-hand sponge complete with grit and somebody else's liniment! One-use off-cut sponges are inexpensive. Open-celled foams hold more water. Advise runners not to suck water from the sponges in pre-race material. Conformity to good hygiene practice is essential.

The final need is for a plentiful supply of bin liners for collection and disposal of the cups and sponges plus signage. Recycle wherever possible.

Toilet Provision

EA Licence Standards for Road and Multi-terrain races require that well-signed and adequate male, female and accessible toilet facilities must be provided near the start and finish areas and at the race HQ.

It is a frequent criticism of race directors that they do not provide sufficient toilets. Inadequate provision can lead to excessive queuing before the start of a race, with runners starting late or finding alternative inappropriate areas such as hedges, walls or woodlands, all having an adverse impact on the standing of the race. In large part this problem is caused by runners 'over-drinking' water before and during the race, particularly with less experienced runners. The sport has an opportunity to educate runners in

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sensible hydration strategy and to discourage 'over-drinking' which can cause serious medical problems, even fatalities.

Special attention needs to be paid to:

A reasonable estimate of the number of units needed. Size of the race is the key determinant, along with the time of year, temperature and weather conditions. Also, the ratio of men to women needs to be factored in. See Fact Sheet Number 2 which advises:

If unisex portable toilets only - One unit per 30 entrants

If unisex portable toilets and urinals - One unit per 50 entrants/one 5 metre urinal per 500 entrants

- You will also need to consider requirements for accessible toilet provision and whether there is a need for toilets on the course.
- Hand Cleansing - all of the above units should be supplied with a dispenser/s for hand Cleaning. Correct location of the units – generally toilets will be located in the start and finish area and consideration needs to be given both to the siting of the units and the queue. Position of toilets needs to be well signposted. For races in excess of a half marathon, portable toilets around the course need to be considered.
- Regular servicing schedule – depending on type of unit, the size of the field and the duration of the race, it may be necessary to have toilets emptied and serviced during the day. Early removal from site of the units post-race is also an important consideration.

Preparing an Event Manual (or management plan)

The event manual (or management plan) for your race provides a summary of information for all aspects of the event for the benefit of those involved in its organisation and delivery. This includes details of the race programme and supporting events together with event management personnel and structure, site plans, routes, necessary planning documents, production schedules and risk assessments as required under The Management of Health and Safety at Work Regulations 1999 together with the cover which is provided by the police, stewards and emergency services.

Maps and plans of the course and start/finish should be included to provide reference on the day for stewards, police and event control.

An event manual should be a working document that is a useful tool for those involved in planning and delivering the event. Many local council Safety Advisory Groups require an initial manual (or management plan) to be provided at the time of notification. The nature of events means that planning is fluid and a number of documents will need to be updated on a regular basis. However, it is recommended that in order to get most use of the manual, a final version is produced seven to ten days before the event, to allow for circulation to key personnel and to give them time to read and digest it. It should be laid out in logical, easy-to-use fashion, with individual sections clearly marked and you should avoid it being too long. Technical information, which can often be weighty, is best kept in the appendices.

Below is a summary of the key components of an event manual together with some supporting comments. It is based on delivering a large-scale mass participation race, but many of the key principles and elements equally apply to an event of any size.

EVENT MANUAL FOR (EVENT NAME & YEAR)

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1.2 Legal Duties and Responsibilities – List the principal acts and regulations to which the event is subject, such as the Health & Safety at Work Act and to the various regulations made under it. Give detail of licences granted.

2.   Event Management

2.1 Project Management Groups – give some detail on the planning process for the event such as:

    2.1.1 Race Steering Committee.

    2.1.2 Safety Planning Group.

    2.1.3 Site Group.

        Course Planning Group.

    2.1.4 Programming and Marketing Group.

2.2 Chain of Command - this is vital for knowing who has what level of authority for the event.

2.3   Race Control - this could include police, ambulance, event organiser, fire brigade, roads department etc.

3.   Communications

3.1   Radio Distribution and Guidelines – very important to give basic uncomplicated instruction on radio use and protocol. Those unfamiliar with radio use tend to not use the radio at all or make their messages too long.

3.2   Sign In / Out Sheet - vital to sign in and out the radios.

3.3   Channel List – most events that use radios will have to use a number of channels.

4.   Event Day Programme Information

Programme of events – *list the start times of the races, times of awards ceremonies, hospitality starting and finishing times etc.*

4.1   Key documentation.

4.2   Safety Plan.

4.3   Traffic Management Plan.

4.4   Medical Plan.

4.5   Risk Assessment.

4.6   Contingency Plans.

5.   Technical Information - Start/Finish/Course

5.1   Site Plan(s).

5.2   Build and De-rig Schedule.

5.3   Tech Specs.

5.4   Site Rules.

5.5 The Course. Setting out the course, course plan, distance markers, Signage, Cones and Barriers, Marshal points.

6.   Stewarding & Security

6.1 Stewarding Schedule / Security Schedule – start/finish.

6.2 Stewarding Schedule / Security Schedule – course.

6.3 Method Statement for Access and Egress - start/finish area/course.

INDEX   *(It sounds obvious but ensure that each page is numbered for ease of use)*   **PAGE No**

7. **Lost Children 8. Emergency Procedures -**
  - 8.1   Alerting Procedures.
  - 8.2   Casualty Clearance.
  - 8.3   Fire Evacuation Procedure.
  - 8.4   Emergency Rendezvous Points.
  - 8.5   Emergency Routes.
  - 8.6   Medical Plan – this may be a separate document.
  - 8.7   Fatality procedure.

9. **Contingency Plans**
  - 9.1 Event Cancellation Procedure – *should cover who makes the call, how this is communicated to participants, the wider public and the multi-agencies working on the event, policy on refunds etc.*

10. **Appendices -** *the list below is not exhaustive but gives examples of the types of documents that could be placed in this section.*
  - 10.1   TTRO's.
  - 10.2   Course Build schedule.
  - 10.3   Coning Schedule.
  - 10.4   Risk Assessments – specific to course operation, course build, build and de-rig of every structure.
  - 10.5   Event Day minute by minute schedule - with responsibilities against each action. As this should be referred to regularly it should be easily found.
  - 10.6   Key Contact List (including appropriate suppliers) - this should be the last page of the document for ease of reference.

LICENSING

RunEvents Race Licensing

The RunEvents road race/multi terrain licence scheme is designed to support the promotion of well managed and fair races that meet the requirements of current legislation and which can be safely enjoyed by runners. The following guidelines will help you to complete the licence application.

Confirming the Date

If your date must be changed, or it is a new event, you should first check with your Regional Licensing Panel to avoid having two races of similar distances being run near each other on the same day. You should then submit your licence application online the RunEvents website. This will include all race and course measurement information and it will then be sent to your Regional Licensing Panel for approval and for the issuing of the licence certificate. There are nine Regional Panels covering England and one covering Wales. The Regional Chair will contact you if there are any issues that require resolution.

Note: On submission of your race report you are asked to put in a provisional date for the following year, this creates a Provisional Calendar that can be seen on the RunEvents website and should avoid duplication of fixtures on or near the same date/venue.

The licence application should be submitted six months before race day.

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Highways Authority & Police Liaison

Close liaison with the Highways Authority and the Safety Advisory Group (or its equivalent), including the police, is essential. You must consult with them before fixing a date, as previously highlighted, and notify them of the intended course in order to take advice on traffic management and runner safety. There is no obligation for the police to act as marshals (your organisation must provide these or you may incur high charges for their services). See Fact Sheet Number 5 for details on legislation linked to events.

Officials

Your County or Home Country Athletics Federation has a list of qualified endurance officials who may be able to assist at your event. All English and Welsh licensed events must appoint an Event Adjudicator. The appointment of a Race Referee is advised, but optional except for championships. A list of Event Adjudicators can be found in the Race Director's Club. Early planning is essential as many officials are committed to events months in advance. **The Event Adjudicator (and referee if appointed) must be independent of the race organising committee**, but he or she can be invited to planning meetings as an observer.

Race Entry Form or Online Entry System

All promotional material for your event, website, flyers, and postal entry form (if applicable) must:-

- Quote the race licence number.
- State that the event is run under EA Rules for Competition.
- State the minimum age for entries.
- Request the name of the runner's affiliated athletic club, where applicable.
- Offer a minimum £2.00 discount for paid up current members of Home Country membership schemes.
- Provide any information about your race that will help runners decide whether they wish to enter, including guidance for athletes with a disability, policy on the wearing of headphones.
- To comply with the Data Protection Act, race organisers should include the following wording on race entry forms: "You agree that we may publish your Personal Information as part of the results of the Event and may pass such information to the governing body or any affiliated organisation for the purpose of insurance, licences or for publishing results either for the event alone or combined with or compared to other events. Results may include (but not be limited to) name, any club affiliation, race times, occupation and age category."
- Display the RunEvents logo on your entry form.

Licence Standards

The minimum standards required for a race licence to be issued are detailed in the EA Licence Standards for Road and Multi-Terrain Races document. This is shown within the online race licence application process and you need to agree to implement the Standards before you can proceed with the application. A copy can also be downloaded from the RunEvents website

The Race Licence

Once you have completed the race licence application online it will be automatically forwarded to the Regional Panel for approval. There is a flat rate licence fee for Affiliated Clubs, County Associations and Area Associations. This fee is payable for; Open Races, Closed Races, Fun Runs, Area/National Relays, Race Series, Inter Area Events,

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County/Regional/Area/National Championships. For clubs to access the flat rate they need to have registered their competitive members with their home country National Association. If you are not an affiliated organisation, then you should contact RunEvents for further information.

Once your application has been approved, the licence will be available to download from the Race Directors' Club.

There is a requirement for all events to offer a minimum £2 discount on entry fees to all entrants who are club members and affiliated in the current competition year with their Home Country Athletics Federation membership scheme.

Post-Race Administration/Close out

All post-race information should be completed online through the Race Directors' Club within 28 days. This includes your returns forms and medical returns forms. All remaining fees should also be paid at this time. The Event Adjudicator's report is submitted by the Event Adjudicator within 7 days of staging the event.

You should also upload your full results showing the runner's age group in Excel spreadsheet format. Data protection regulations means that you need to get competitors' consent, at entry stage, for passing some of this information on.

INSURANCE

UKA Public Liability Insurance

UKA public liability insurance is a benefit of affiliation for organisations currently affiliated to one of the four national associations – Athletics Northern Ireland, England Athletics, Scottish Athletics and Welsh Athletics. The cover of up to £50 million applies to all of the organisation's athletics activities, including road races. The EA road race licence is essential to demonstrate to the insurer that the event is promoted to national governing body standards and that all possible precautions are being taken to ensure the safety of all participants, organisers, officials, spectators and volunteers as well as the general public who, may be affected by the race.

The provision of appropriate first aid by trained event volunteers is covered under UKA's policy.

Cover does not apply to medical professionals who are expected to hold their own liability policy.

The policy does not define any age limits, but you need to be aware of your duty of care to children and you should document within the risk assessment that you have taken the needs of children (under the age of 18 years) into consideration and taken appropriate actions to remove or reduce risks. Young people may be recruited to act in voluntary roles, such as marshalling, but they should only be employed to undertake duties for which they are competent. For example, they should not be asked to work at points where they may have to deal with traffic.

Fun runs that are organised as part of a programme of road races are incorporated in the overall cover for an event – as long as the promoting body is affiliated to one of the four national associations and the event is licensed. If a fun run is organised independently of a licensed race by an affiliated body, the insurance policy will not apply. In both cases your organisation of the race should be to the standard applied to a licensed race and you must be able to demonstrate those standards in the event of a possible claim. A licence can now be issued for a standalone fun run but must be delivered to Race Licence Standards.

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All accidents or incidents must be reported to UKA immediately after the competition using the report form which can be found at http://www.uka.org.uk/governance/health-safety/. A copy of the insurance certificate is available at http://www.uka.org.uk/governance/insurance/ and any questions may be addressed to insurance@uka.org.uk.

The activities of UKA licensed technical officials at road and multi-terrain races are covered by UKA insurance.

Other Event Insurance

Contractors (such as toilet and marquee suppliers or caterers) will need to provide their own public liability and contractors risk insurance in respect of their activities. You should ensure that risk assessments and evidence of insurances are provided and method statements where required, ideally at tender stage.

You may also like to consider taking out additional insurances in respect of hired equipment, your own site equipment, the use of private cars and vehicles for "trade purposes" at your event or for event cancellation.

COMMERCIAL MEDIA

Sponsorship

When looking into sponsorship for your event you must consider how it will benefit the company you are approaching. See it as a partnership, where both parties benefit from the others involvement:

Know your Potential Sponsors

Prior knowledge of the sponsor's product/service, market and aims helps you tailor your proposal to their needs.

Events can be successful in securing sponsorships for several reasons:

- The event has a large number of participants.
- The participants are a specific group targeted by the company.
- The event offers a good platform to showcase the company's products.
- The event captures the essence of their vision.
- The sponsor can link it to staff participation, community involvement or hospitality.

Consider therefore:

- The demographic of your race field. (per entry form).
- The type of company you want to attract. (running, health, nutrition, insurance, local authority, head offices).

Set sponsorship levels:

- Be flexible about rights, budget, value-in-kind support.
- Involvement in event launch with branding and invites.
- Sponsor banners at your event – sponsorship levels will determine amount and position.
- Sponsor names announced at the event.
- Free entries for their staff, friends, family and media partners.
- Access to VIP areas or preferential parking.
- Sponsor logos on presentation backdrops.

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- Sponsor logos on event correspondence.
- Sponsor logos on the website.
- Sponsor advertising/space in the event programme, newsletters or briefing documents.
- Sponsor logos on t-shirts.
- Event title sponsorship (e.g. Virgin Money London Marathon).
- Involvement in the presentations.
- Retail space.

Communicating with Potential Sponsors

The best initial contact is by phone. This can be time consuming but finding the right person in an organisation to speak to is key. Often companies will have their staffing structure on their website.

You should focus on how the company will benefit from this opportunity and describe your event concisely in under 20 seconds. If they are interested, you can always follow up face-to-face or in writing.

You should include:

- Numbers competing in the event.
- Media exposure of the event.
- Demographics of runners.
- Any championship status of the event i.e. county/regional/national championship.
- Charity partners.
- Other activities taking place on the day that shows it is an event and not just a race.
- Points of difference about your event.

List the benefits they will get from their sponsorship. If you have material from previous events, which show sponsor exposure, including photos of any branding, include this.

If a company has agreed to sponsor your event, make sure you have a written agreement which outlines:

- Sponsor's contribution to the event.
- Your service to the sponsor.
- Timeline including dates for: - invoices to be submitted.
    - marketing plans to be submitted.
    - branding to be shipped.
    - product/prizes to be delivered.

A clearly defined agreement will help you deliver your part of the sponsorship deal and ensure that you get what you are expecting from the company.

Sponsorship Relations

Ensure that you service the agreement, showing that you value the sponsor's input to the event and don't just see them as source of money.

Give your sponsors plenty of publicity. This sounds obvious, but every time you do anything to publicise the event give your sponsors a mention. It costs you nothing but means a lot to the companies. Try and present them with a cuttings file post event, showing branded newspaper, magazine, website (TV and radio) references and photos as part of the de-brief.

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You should also send them any positive competitor responses so that they know the event they were involved in was well received. It might also be worth giving them a souvenir like a framed photo of the event.

Publicity

The best publicity of all is word of mouth. Also consider the following:

- Name or slogan for your event.
- Target the types of runners you would like – elite, club, recreational, first-timers, charity teams.
- Create a website and social media handles and if possible appoint a social media manager.
- Write a one-page press release with an interesting hook. This could focus on the history of the event, a celebrity or elite runner that will run the race, the unique venue, other activities at the event or any other point of difference. Capture the reader's attention with a compelling title and first paragraph but avoid writing it like an advert. Cover the five W's-
-who, what, when, where and why. Include your contact information and website. If you're not a good writer, find one. Enlist a competent volunteer to ensure that your materials get the attention they deserve.
- Prepare a media kit. Include the press release, organisational information, logo, black and-white print- ready photographs, copies of articles about your event, testimonials from last year's runners and a business card. Write a brief, personal letter to the media contact.
- Send entry forms and flyers to the running clubs in your region as well as health and fitness clubs, your local running specialist retailer and local library. Remember that runners happily travel to good events so distribute them widely.
- Send e-newsletters to your database of runners with information on numbers registered, celebrity and elite runner entries, partners of the event and, if possible, competitions to win a prize donated by the sponsor, advice on training and gear for the event as well as any other information surrounding the event.

Social Media Considerations

Race entrants now engage with races very differently and in many cases race directors choose to operate social media platforms to both publicise and engage with runners the benefits of doing this are plentiful. You get real time response and awareness of the interest your event is achieving; it allows you to put updates and new information out quickly and efficiently (but ideally to supplement the website and not instead of); it enables you to issue urgent notices in multiple ways in case of cancellations/weather warnings; and it can also help you to direct queries to your key source of information by signposting athletes to your website or helpline. However there are also challenges, if you choose to use social media platforms ideally you would need to assign someone to monitor it regularly to understand queries and feedback coming in; it needs regular refreshing and new information posting so people can see it is being updated and it is 'current' source of information; it enables runners to post negative comments or feedback about the event without moderation.

If under any circumstances you have to deal with harsh criticism or even abuse on social platforms be sure to recognise that the responses posted represent the race and the race director.

- Do not engage or argue with abusive comments, remain calm and polite and avoid enflaming any situation.
- If information needs clarifying, then wait until an appropriate time to respond with more information by way of an agreed statement.

Be professional when publicising your events and when working with sponsors. Return phone calls and e-mails promptly and provide requested information. Failing to do so could sabotage your reputation and future publicity efforts.

Entries Management

Entry Form

A wide range of options (including web advertising, online entry systems and hard copy) create a wealth of opportunities for you to promote your event but the basic information provided should always include:

- Race title and distance.
- Date.
- Start time.
- Venue.
- Sponsors/logos etc.
- Facilities available to runners.
- Entry fee, including discount for registered club members.
- Entry closing date.
- Address to which the entry must be sent.
- Awards – be clear to indicate whether your awards are made against gun or chip times.
- Details of team awards.
- Age groups.
- Any local conditions and rules that may apply.
- Information for athletes with a disability.
- EA road race licence number or race licence applied for.
- Course measurement certificate details.
- UKA Rules for Competition will apply.
- Club vests to be worn for competitions • Include the RunEvents logo.
- Race Policy on the wearing of iPods/MP3 players.
- Race Policy on Refunds - see Fact Sheet Number 6.

Information from entrants required to complete the entry form will include:

- Full name.
- Gender.
- Date of birth and/or age.
- Affiliated club.
- Governing body registration number. (Unique Runner's Number – URN)
- Postal and email address.
- Contact telephone number.
- Any information required that is specific to the race, e.g. county qualification.
- Disability
- Runners should be asked to agree to some of their data being shared.

The entrant must sign or confirm (online entries) and date the entry and agree to abide by UKA Rules for Competition.

RACE DAY

Registration

Custom and practice for registration varies greatly between races. For many of the larger races, entries close before the event and there are strictly no entries on the day. Some events require

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registration in person a few days prior to the event. For smaller races, there may be no need for registration on the day, other than to amend personal details such as name of club or age category.

Some races allow competitors to swap numbers so long as the organisers are informed. Number swapping is otherwise strictly not permitted as it undermines not only the accurate recording of results and prizes but, in the case of a medical emergency, presents major issues for the treatment and (contacting next of kin) of a mis-identified runner. Runners who swap numbers without consent from the race organisers should be disqualified from the race and may be subject to disciplinary action from EA/UKA.

Where there are entries on the day, a number of considerations need to be taken into account:

- How many extra runners can be accommodated? Will this exceed any agreement with Highways Authority?
- Will there be a surcharge for entering on the day?
- Have sufficient experienced helpers been appointed to handle the extra registrations and have the resources to do the work – application forms, race numbers, race instructions, chips and safety pins?
- Discussions need to have taken place with the results team and chip timing company, where appropriate, to ensure that all of the basic details of those registering on the day will be included in the computer A full listing should be made available to the race director and medical provider.
- The rules on eligibility for prizes need to be clearly stated and published.
- When championship races are held within open events, it is often stipulated that to qualify for the championships, registration is needed in advance.
- You should state at what time entries on the day will close – normally this will be at least 30 minutes before the start of the race.

Team events – in most road races it is not necessary for you to specifically declare the names of runners making up scoring teams in advance of the race – the first runners past the post make up the scoring team. Runners must be a first claim member and be wearing a club vest. The final arrangements need to be determined by the race director, including the size of teams.

For road relays, squads are entered in advance. For events that may have up to 12 stages, the number of athletes nominated can be three times the size of actual scoring teams. On race day, teams need to be declared in advance of the running of the event or leg.

Lead Vehicle

Race Licence Standards require 'a conspicuous vehicle or marshal' to be provided 'preceding the field'. It is normal for a road race to be headed by a lead car or vehicle and, for the larger urban races, this might also include a separate safety car and police escort driving 5-10 minutes ahead of the race leaders, often with cyclists or motorcyclist providing close escort on the shortest running line.

- Where a lead car is to be used, discussions need to take place well in advance of race day as to who is responsible for the race car and to whom the driver is responsible. Ensure that the driver is insured to drive the vehicle.
- Agree who is providing the lead car – if it is the sponsor then establish what the deal involves
- Ensure the driver has been round the course or has a navigator who knows your route.
- Who is to be in the lead car – driver, navigator, press and race official e.g. referee/event adjudicator?
- Will the lead car carry a race clock – who is responsible for providing the fixing attachments, is the battery fully charged at the start and who will start the clock? You need to liaise with referee, official timekeepers and chip timing contractor, as appropriate.

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- Brief the driver on the arrangements for the start of the race – where to position the car, when to start and whether there are any specific police instructions.
- On the course – brief the driver on likely speed of runners, how far ahead of the lead runners to drive (suggest 50 metres). Also, you should give guidance on contingency plans such as mechanical failure and traffic congestion.
- Parking up at the finish. It is unlikely that the lead car can pass through the finish gantry and so arrangements need to me made to take the lead car off course some 50 to 100 metres from the finish – this will require a break in the finish barriers (a marshal may need to be appointed to do this) and then you should agree where the vehicle is to be parked up – where sponsorship is involved then a prominent position may be essential.

Protocols and briefings for lead vehicles will vary depending on whether or not road closures are used. When closures are employed, the lead vehicle may be required to drive against normal traffic rules, against normal traffic flow, across or around build-outs etc. Contingency plans should be in place for the race to continue if the lead car is obstructed. For lap courses and relays, special arrangements will be necessary for the lead vehicle, especially in relation to potential lapping of runners and at change over points.

For some events such as where part of the course is multi-terrain, a car may not be practical. Lead motor bikes or cyclists may then be used. Essential considerations are whether the lead cyclist is familiar with the course and has been fully briefed as to their responsibilities including any contingency plans. You should also ensure that he or she has appropriate high visibility clothing and that the bicycle is well maintained and ridden by someone capable of staying ahead of the lead runners!

Marshals

Race Licence Standards require the course to be 'signed, taped, and marshalled with all turnings clearly indicated, to ensure runners keep to the approved route'. All relevant road intersections, major junctions and changes of course direction must be attended by adult marshals, properly briefed in advance of the event.

The role and responsibilities of the marshal will vary according to the nature of each event. Marshals will be required to direct and assist runners at all road races, and to give information to the general public – i.e. time of race, when the race is passing a particular point, location of toilets, first aid etc.

Where road closures have been authorised by the highways authority, a marshal's role is to put in place the signage, cones and barriers which inform motorists of the closures, or restrictions, to maintain that equipment during the closure period and to remove it at the end of the event. Some highways authorities may require closures to be put in place by Chapter 8 trained marshals. Untrained volunteer marshals should only be used in this role with the consent of the highways authority and at low risk junctions, with low traffic levels and clear visibility. Qualified highways contractors should be used on high traffic roads, speed limit more than 40 mph or where 'dynamic' traffic management is required, such as temporary traffic lights.

Where no road closures have been authorised and the race is taking place on 'open roads' the marshal's role is to warn runners of hazards ahead, to direct runners along the correct route at junctions and to instruct runners to follow the Highway Code, giving way to motorists. Marshals have no authority to direct or stop traffic.

To be effective, marshals must be clearly visible, identified and alert. Various sorts of distinctive tabard are available and can be printed with the event and sponsors name. The purpose of any marshal is to direct and assist the competitors, spectators and members of the public. To this end it is important

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that they are fully briefed with both written and verbal instructions as to their responsibilities and are in the right place at the right time. A location map and instructions should be provided to each marshal, including access arrangements for ambulance vehicles.

Marshals need to communicate with the runners. Pointing, waving, shouting or talking - all are appropriate at different times. Loudhailers or whistles may be required at busier locations. It is important that any signals are clear and given early. Quite often the back markers in a race will be very relieved just to see a marshal. A smile and a word of encouragement can work wonders to flagging spirits and limbs!

A procedure should be put in place for the course director to check that all necessary junctions are manned, that vehicle access gates are unlocked and to confirm to the start director that the course is secure before race starts.

Marshals should only stand down from their posts once the final runner/sweep vehicle has passed. This should be on the instruction of sector marshals or race command. To ensure that no one is missed, a sweep- up system should be used, with a vehicle or bicycle following behind the last runner.

When road closures are used, marshals may need to remain at their post for a period of time after the last runner has passed, until the section of road is clear, and the road can safely be re-opened. Conversely sometimes roads will often be reopened at a set time and any remaining stragglers directed to run on the pavement observing normal highways rules. (i.e. Highway Code).

The briefing of marshals should include the following:

- All marshals need to be briefed on their role and how critical it is to the safe running of the event, on the day of the event.
- Marshalls should be reminded that both disabled and non-disabled athletes could be taking part in the event.
- An explanation of where they are to be positioned on the course, where the runners are and what direction the marshals need to give.
- What time they need to be in position.
- What time they can stand down. This needs to be communicated on the day to cover any unforeseen problems/delays. A late start will create a knock-on effect, with implications for when the stand down can be implemented.
- What instructions to issue to runners still on the course at point of standing down marshals – these athletes should act as pedestrians and run on the pavement.
- Understand the cut off time for road closures being lifted.
- What method of communications the event is adopting - mobile phones or two-way radios (whatever system of communication you are using you are advised to check the course coverage before the day ensuring signal strength and area).
- Where to locate your nearest: -   marshal point.
  - first aid/medical. - police. (if in attendance) -   toilets.
  - public telephone box or access to phone. - where the start/finish is located.
- Arrangements of any sweep vehicle or/and vehicle for picking up injured athletes.
- Duty of Care: responsibilities towards the runners.
- As organiser you should also address – what clothing is best suited for undertaking the role • It would be beneficial for marshals to be instructed on:
  - How and what to check for if an athlete collapses.
  - How to implement a recovery position.
- Communications:
  - How to use a two-way radio.
  - What information will your medical controller need to know.

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- speak clearly.
- give the casualty's location and the location of the nearest vehicle access point. - give brief explanation of casualty's condition. - await further instructions.

Communications

Effective communications between key event team members and agencies, such as first aid providers, are vital for the successful management of any event, particularly in case of emergency. It is essential that whatever form of communication you choose to employ is tested at all necessary locations 'in the field' before race day. The reliability of mobile phone and radio coverage varies from area to area, and can be affected by local topography, 'dead spots' and atmospheric/weather conditions.

On-course communication between various sites and agencies may be achieved by a variety of methods. Small hand-held radio sets may be hired, or more complex radio links set up. Among those organisations, which offer such facilities, are the local Territorial Army units, Air Training Corps, R.E.A.C.T. and Raynet groups. Depending on the size of event it is worthwhile setting up a communication plan. At the very least course marshals, first aid/medical provision and Race Director should be able to communicate with one another. Part of the plan should include a central control point which can act as a control point to deal with any race/event issues (Race Control). It is advisable within this facility to have a desk top map of the course showing marshal and first aid points. It could also include road closure points and water/sponge stations etc.

Smaller events may be able to operate satisfactorily using only mobile phones, providing you check before the event that you have reliable network coverage around the whole course route.

Larger events normally use hired shortwave radios co-ordinated by a radio controller at Race Control. Over longer distance or uneven terrain (including high buildings) powered repeater stations will be required to boost signal. A radio test must be carried out prior to the event to ensure good signal around the whole course. Identify the number of channels you are operating on including for:

- Management.
- Medical.
- General.
- Security.
- Commentary/PA.
- Ensure all staff involved in this process knows how to operate the radios and how to change channels.

For larger events the Race Control could contain the following personnel:

- Medical Controller – receives information and dispatches medical staff to incident/s.
- Police Bronze – race and police communications systems operating from one central point. Police able to react to any 'breaches of the peace'.
- Local Authority needs to be able to liaise with event organiser for any civil contingencies.
- Traffic Management Company – operating 'dynamic road closures/openings'.
- Race Director or Event Communications Manager.

Your communication plan should address how to react to incidents such as lost children and road traffic accidents on the course. The use of the public-address system should be factored into this and incidents should also be recorded.

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UK Athletics Rules for Competition

UKA Rules for competition are reviewed every two years and the new rule book published on 1st April in

"even" years. The rule book is published as a PDF file at http://www.uka.org.uk/competitions/rules/ where you will also find details of where you can purchase a hard copy.

Specific road running rules can be found in the "240" section, but it should be noted that other rules apply generally to all disciplines, for example Rule 2 – Permission to Promote, Rule 21 Eligibility to Compete, Rule 141 Age Groups, Rule 143 Clothing, Shoes and Athlete Bibs and Rule 146 Protests and Appeals.

The IPC rule book covers rules relating to disabled athletes.

In reading these rules the term 'Promoter' can be taken as 'Promoting Body'. Where the Race Secretary is mentioned this can refer to the person in the race organisation who performs a similar function. Separate sections deal with rules for long distance track races. For those with a disability the IPC rules apply - http://www.paralympic.org/athletics/rules-and-regulations/rules

Awards & Presentations

Prizes

Pre-race literature should detail the awards structure. Depending on budget you should try to balance this fairly. Consideration needs to be given to:

- Gender – will the prizes be equal or reflect the depth of competition?
- Age groups – juniors, masters, five or ten-year age bands?
- Whether awards for age groups are awarded on gun or chip time and how this decision will be notified to runners.
- Any specific disability categories e.g. wheelchair users
- Regard needs to be given to:
- Entry proportions.
- Masters (over 35) winning both open and masters awards. This is also at your discretion, but your policy should be communicated pre-race.
- Masters scoring in both open and masters teams.

Take time to consider which of these options you want to apply (and your justification for it) before the day so that you are prepared for questions that may arise.

If you are awarding team prizes – decide in advance on the size of team method of winning (adding times or positions) and special team prizes for service teams, workplace teams etc. (see also separate section on relay teams).

In fun runs, if awards are given, all participants must be given the same prize e.g. t-shirt, medal, and certificate.

Presentations

Communicate the time and place of the presentation so that runners are not away on a cooling down run when you are trying to get proceedings under way.

Set the scene. If possible, arrange seating to face the presentation area so that the audience are ready to pay attention as the prize-giving begins. Display trophies and medals to stimulate interest. A display of photographs from past events will also add to the interest.

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Ensure that the audience can hear the announcements and the speakers. The aim should be to thank those who have contributed to the event with help, support, participation and sponsorship. Long speeches should be avoided but short, concise thanks can retain audience interest and keep your awards ceremony moving along.

Organise a prize winner's sheet for the results team to complete before the ceremony. From this list, the prizes can be organised in order of presentation. Consider changing the usual order of categories or finishing positions to keep interest through to the end. Building up to the overall winner as the final recipient, in the manner of major Games medal ceremonies is preferable.

Have a strategy to keep as many people at your event for the presentation as possible. This should be the grand finale for you, the runners and the sponsors. It is a shame if only a few winners stay around to collect their prizes. It may be possible to attract a crowd with the promise of spot prizes at the end for those who are still around to have their numbers drawn out of a hat.

In the 24 hours after the race, the RunEvents website is able to offer support and coverage to all EA licensed events including:

• Reports
• Photographs
• Reviews

POST EVENT

Waste Management

Race Licence Standards require the course to be 'cleared of race signs, debris etc. as soon as practical' after the event. The sight of litter distributed around the course and in the start/finish areas after the race is a poor advertisement for the sport and should be an important, if less glamorous, focus for the event.

Specific requirements for collection and removal of waste and litter are usually included in conditions where facilities are hired from local councils or landowners. Organisers are responsible for waste management at their own public events, and race organisers will normally be required to provide details in their management plan as part of their notification to the local council Safety Advisory Group. Details on waste management can be found here: http://www.hse.gov.uk/eventsafety/handling-waste.htm

Race organisers need to make effective provision for the identification, collection and disposal of all waste generated at their event. Wherever possible, provision should also be made for segregation and recycling of waste. Special provision should be made for any hazardous or medical waste.

Your aspiration should be to leave the course and its immediate environs in no worst state than it was found immediately prior to the event taking place. Special attention needs to be given to the start and finish areas, car parks, water stops and sponge stations.

Requirements

A team of helpers, black bags, safety gloves, high visibility jackets, dustbins and some cones.

The Start

It is likely that, once the runners have left the start, there will be some race debris that needs to be picked up – this will vary with the time of year, weather conditions, and size of field and distance of the race. The most likely rubbish will be carrier bags, food wrappings, black bags and drinks bottles. More and more runners, especially for the larger races, will wear clothing they are prepared to

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discard once the race has started. Where the quantity is likely to be considerable, local charities should be contacted to see if they want to collect up the goods immediately after the race has started. The rubbish should be put in black bags tied and then early collection arranged for disposal. If the start is on the highway then all helpers should have high visibility jackets, with adult supervision to ensure road safety. The aim should be to finish the task as quickly as possible.

The Finish

The situation and procedure are similar to the start, but the amount of waste is likely to be higher because spectators have been waiting longer and there will be much more waste generated from refreshments for both runners and spectators. Aim to get the task completed as quickly as possible and make sure there is a reliable team because at this stage all helpers wish to get home.

Water stations, refreshment stops and sponge stations

Ideally these will be sited at a safe place on the course, with particular attention paid to the safety of the team. It is normal practice to provide waste receptacles beyond the water station and ask runners to put their beakers, bottles and sponges in them but not all runners conform, and it is not always practical. Hence it is necessary to have a team to clear up as soon as practical after the runners have passed. The rubbish should be bundled up and arrangements made for early collection and disposal.

Car Parks

The car parks may be away from the finish and should not be overlooked. The amount of generated waste can vary but if you have been a 'targeted' race there could be an abundance of race entry forms from other races. The task should be completed as quickly as possible and the waste collected and taken away. In larger races, it is more practical to hire skips for the reception and transportation of waste.

Note: Where possible, come to an arrangement with your local authority to either collect or you to deliver any items that may be recyclable.

Post-Race Reports

It is good practice to arrange a post-race de-briefing meeting with the medical team as soon as possible after your race to review medical arrangements and obtain injury data from your medical team. This will also assist you in planning for next year's race:

- Medical Return Form – EA Race Licence Standards require race organisers to provide a completed medical return form and race promoters returns form within one month of the event. This includes injury data obtained from your medical team, which is collated by UKA to provide incident data for the sport as a whole and to inform future advice to race organisers.
- Event Adjudicators Report - your Event Adjudicator will also be asked within his/her postrace report to provide details of the qualified medical and first aid actually present at the event.
- Results - please supply an Excel / PDF of the results for your race (Fun Runs exempt), via your Race Director's login, when they're ready.

These results will be used by runbritainrankings.com for ranking and handicap purposes and published by RunEvents subject to data protection requirements. Race results from RunEvents/EA licensed races are used for Power of 10 and the runbritain handicap scheme.

Results can be submitted early if the race organiser is confident that there are no major discrepancies as minor corrections can be made later. They would prefer all results to be submitted within seven days as far as possible but will endeavour to offer support if notified of any delay/problem.

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The information required for the system to store the results and assign performances to an individual automatically, is best provided giving the following information:

- Finishing position by gun time.
- Bib number.
- First name.
- Surname.
- Club.
- Gender.
- Gender placing (for female runners only).
- Age Category / Age on the day.
- Age Category place in 5-year bands (Seniors don't get an age category place).
- Gun time.
- Chip time.
- Date of birth (optional but very helpful for athlete id purposes).
- First part of postcode (optional as above).
- Times should be rounded up as per UKA Rule 165.24:

For all races, the time shall be converted to 0.1 second and recorded to the whole second. All read times not ending in zero shall be converted and recorded to the next longer whole second, e.g. 2:09:44.3 shall be recorded as 2:09:45.

Note: The official time shall be the time elapsed between the firing of the starting gun (or the synchronised start signal) and the athlete reaching the finish line. However, the time elapsed between an athlete crossing the start line and the finish line can be made known to him but will not be considered an official time."

Unfortunately www.runbritainrankings.com cannot process image files nor copy and paste small batches of results at a time so are unable to harvest results from timing company websites in these formats.

Debrief

To be fully aware of issues, feedback or incidents it is vital to seek formal feedback from all concerned; athletes, volunteers, sub-contractors etc.

The knowledge gained from such an exercise develops the event's organisation which enables it to improve for future races.

Major Incidents/Accidents

Report to UKA as soon as possible - http://www.uka.org.uk/governance/health-safety/

Ensure that you present the facts and details of such events. (it may be appropriate to inform other organisations such as enforcing authorities like the Health and Safety Executive).

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 ("RIDDOR") - It is the legal duty of the "responsible person" to report as required. This is normally the injured person's employer or for persons not at work those in control of the premises where the incident occurs. You can get someone else to report on your behalf if they are in agreement, e.g. the medical provider, but the legal duty for ensuring the report would still be that of the responsible person either directly to your local authority or through the RIDDOR page on the Health & Safety Executive's website.

Thanks

Always send letters (or emails) of thanks to your various team leaders so that they in turn can pass on their thanks to team members. Thank your sponsors, partners and local authority for their support.

MISCELLANEOUS

Event Checklist

The following checklist will be useful to you and your team in ensuring that you are providing an event that is well managed and will meet EA requirements.

Permissions, Contact & Information

Has permission for the event to take place been given by?

- Safety Advisory Group or its equivalent, the local Highway Authority and police.
- Landowners.
- Owner of race HQ, toilets and car parking.

Has information about the race been passed to interested parties?

- Utility companies.
- Bus companies, etc.
- Residents.
- Residents Associations.
- Chambers of Commerce.
- Farmers and land owners.
- Churches.
- Businesses.
- Emergency Services.

Entry Forms & Information Pack

Has (or will) all the relevant information been given to competitors?

- Event time, location, with maps (if appropriate).
- Distances and types of terrain.
- Registration time and method.
- Course details and maps.
- Prizes and results (how, when and where) and timing system employed.
- Audio devices policy.

Where will any race day registration take place?

Is there enough space, will there be?

- Issuing of race numbers.
- Issuing of goody bags.
- Information board, including list of competitors.

Note: It is advisable not to take on the day entries for longer distance races (half marathon and beyond) to discourage 'impulsive' entries from inexperienced runners.

Production of plans and

documents Have you produced?

- An event manual
- A traffic management plan
- A safety plan
- A medical cover plan
- A contingency plan
- A risk assessment

First Aid, Medical Cover, Safety Plans, Communication

First aid, will there be qualified first aid/ medical cover and facilities at:

- The start and finish.
- On the course.
- Are facilities to be provided sufficient for the projected number of competitors?

The safety plan, are there contingency plans for likely emergencies:

- Extreme weather conditions.
- Other medical problems with competitors.
- Medical problems with spectators.
- Has the local hospital Casualty Department been informed that the race is taking place?
- Course closure.

Communications

- Will the communication system be able to cope in case of emergency?
- Can it summon help from medical personnel connected with the race to any part of the course quickly?
- Can external medical support be summoned quickly, if required?
- Can the race organiser, race referee and other key personnel be contacted quickly?
- Will the PA be adequate to keep spectators informed about the race?

Finance

- Is there a budget?
- Is the race financially viable?
- Will advertised prizes be distributed promptly?

Event Location

- Is access for emergency services sufficient considering projected numbers of competitors and spectators?
- Car parking, is it sufficient for the size of event?
- Will there be enough marshals to guide cars?
- What toilet and changing facilities are there?
- Is the course suitable considering the projected size of the event and disabled competitors?

The Course

- Is the course safe?

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- Is the surface suitable?
- Are any road crossings marshalled?
- Are all turns signed and marshalled?
- Are warning signs, e.g. "Caution Runners", to be placed on the course?
- Where will the distance markers be?
- Is the course wide enough for the projected number of competitors?
- Is the course accurately measured?
- Is the finish wide enough to accommodate a large concentration of runners at peak times?
- How many drinks stations are there and what are their locations?
- Where are the drinks at the finish?
- Has the finish area been properly planned in layout and marshalling?

Officials

Will there be sufficient officials at the event? e.g. timekeepers, recorders, Race Referee to ensure a fair and competitive race. You must also appoint an Event Adjudicator (The role of Event Adjudicator and Referee are defined in Fact Sheet Number 8).

General

- Will there be sufficient marshals to cover all areas?
- Will there be a system in place to transport marshals to their allocated duties/positions and re-deploy them if necessary?
- Will there be a system in place to advise competitors of the results?
- Is there a contingency plan to form an appeals jury if required?
- Have reasonable adjustments been considered to enable disabled athletes to take part?

Timing & Results

- Is the system to be used for timing and results up to the job considering the projected number of competitors?
- Can it handle split times?
- Will there be sufficient personnel in this area?
- Where will they be published?
- Is the time and place of the prize-giving well publicised?
- Will gun or chip times be used for awards?

Race Grading

Race Grading is only undertaken through membership of the British Association of Road Races (BARR) or is required when staging an event to European or International Standards.

Relays, Ultra Distance Events & Championships

Relays

Most road relays that have taken place in the UK over the past few decades have their origins in club and representative teams. More recently, there have been successful relay formats that involve less structured teams including work colleagues, health clubs and groups of friends. 'Ekiden' relays, which originated in Japan, where a team of 6 runners collectively race the marathon distance have appeared in some major races.

The additional factors that you will need to bear in mind in hosting a relay event are:

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- Whether the course can reasonably be closed for the duration of the event and whether the stages are all equal or varying distances.
- What type of changeover box between stages is most appropriate:
  - Two lines across the course 20m apart with closed sides, with the first line being the start/finish line.
  - A separate in-and-out funnel where outgoing runners return initially over the same part of the course as incoming runners.
  - A variation on this is to position a diagonal barrier across the box so that incoming runners exit by one side and waiting runners are filtered in from the other.
  - Access to this changeover box from the start line direction should be restricted to incoming runners.

  The next leg runners should be held at the side beyond the second line until the appropriate time.
  A touch handover may not be necessary.
  An official can indicate when the outgoing runner should set off.
  - For a simple touch handover between runners, it is preferable to have sight of incoming runners for the final one minute of their run so that outgoing runners can queue in sequence. For short stages or large fields of competitors, this requires experienced and assertive marshalling, especially for the earlier, more crowded changeovers.
- Specific rules on team composition, declarations, late changes should be included in entry forms
- Runners' numbers should indicate the stage or leg being run either by first/last digit or separate letter/ number. So, for example 301-306 is team 30, with the final digit being representing stage 1-6. Alter- natively, all might wear number 30 but with letters A-F worn separately and sequentially. Ideally, (and especially in Championships) numbers should be worn front and back for the benefit of changeover recorders, spectators and other runners.
- A short loop that could cause significant lapping of backmarkers should only be used if the race admin- istration is experienced enough to handle the additional recording and marshalling challenges that this will present. It is currently a less straightforward exercise to operate chip timing in relay events so experi- enced timekeepers are also preferred.

Ultra-distance Events

This is any race beyond the standard marathon distance of 26 miles 385 yards. National and international championship distances are 100kms and 24 hours. The Road Running Club (RRC) has fostered and organised this branch of the sport for some years and the appropriate rules and practice guidelines include:

- Record each lap as it is completed. One recorder can record the laps of more than one runner but two is generally the maximum for a prolonged period.
- If runners leave the course they should return at the same point.
- The lap completion area should preferably be covered.
- Refreshment stations should not be positioned within 30 metres of the start/finish of the lap.
- On a larger loop (1k+) lap times of all runners should be recorded, as a back-up against missed laps.
- On an out-and-back loop, times and numbers should also be recorded at the furthest/turnaround point.
- It may be necessary to apply cut-off times for competitors at intermediate distances, if the overall duration of the ultra-race is to be kept within set timescales for the competitors, officials and venue. Conditions for this should be included in the entry details. A recent qualifying performance at a shorter distance may be required.

- Support personnel are customary in ultra-races and may provide refreshments, changes of clothing or medical/massage support but may not push, hold up or pace the runner.
- The appointed medical officer should be experienced in ultra-distance races and have the power to with- draw a runner from the race if he or she is deemed unfit to continue.

More information is available at http://www.iau-ultramarathon.org/

Championships

If your race is host to a regional or national championship, whether on a stand-alone basis or incorporated within an open road race format, the additional considerations include:

- Ensure that a Referee has been appointed.
- Ensure that the course has an up to date measurement certificate for the advertised distance.
- Ensure that the runners eligible for the championship are identifiable. Where appropriate, they may be on a separate section of the start list or programme with lower digit race numbers and positioned at the front of the start line. In national championships numbers are often on the front and back of the vests. For team events within these championships club vests must be worn.
- Ensure that EA rules on the wearing of club colours are observed if they affect team awards.
- For top 50 finishers in races where chip timing is used, the 'gun' time rather than chip time should be recorded in results.
- Conduct a separate presentation ceremony post-race for the championship medallists.

Multi-terrain

Multi-terrain race organisers must in the first instance affiliate to a Home Country to receive the benefit of UKA insurance cover. For classification purposes, the proportions of grass/smooth trail/gravel or dirt track that can be included in a course for it still to be considered a road race are:

- Up to 10k. (10% off-road allowed).
- Above 10k. (5% off-road allowed).

Therefore, 1km for the first 10km and then 5% of the remaining distance can be off road. So for a half marathon up to 1.6km off road is allowed, and for a marathon 2.6km.

For races that exceed these proportions, it may be impossible to secure a course measurement certificate, in which case they should be classified as multi-terrain in the licensing application process.

Additional considerations when assessing such courses include:

- Firmness of underfoot conditions.
- Trip hazards. (tree roots, kerbs)
- Width of access and possible congestion.
- Deployment of marshals where surface changes.

USEFUL LINKS

National Governing Bodies

United Kingdom Athletics (UKA)   www.uka.org.uk
IPC   http://www.paralympic.org

Home Countries

England Athletics   www.englandathletics.org

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Athletics Northern Ireland	www.niathletics.org
Scottish Athletics	www.scottishathletics.org.uk
Welsh Athletics	www.welshathletics.org

Grading

British Association of Road Races (BARR)	www.barr-online.org.uk

Course Measurers

Association of UK Course Measurers (AUKCM))	www.coursemeasurement.org.uk

Wheelchair Racing

British Wheelchair Racing Association (BWRA)	www.bwra.co.uk

Off Road Organisations

Fell Running Association	www.fellrunner.org.uk
Trail Running Association	www.tra-uk.org

Masters Associations

British Masters Athletics Federation	http://bmaf.org.uk/

Other Endurance Sports

British Triathlon Federation	www.britishtriathlon.org
British Cycling Federation	www.britishcycling.org.uk
British Orienteering Federation	www.britishorienteering.org.uk

International

World Athletics (WA)	www.iaaf.org
European Athletics Associations (EA)	www.european-athletics.org

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