

# SOME INFORMATION ON HOW TO ORGANISE A ROAD RACE

(A guide to good practice)

*I would recommend that anyone contemplating organising a road race joins  
[The British Association of Road Races](#)*

**The main points and same criteria should apply if this is the first race organised or if the event has previously taken place.**

How to go about it, what needs to be done?

- 1) Locate a suitable course for distance required.
- 2) If this is a first time event, then the course should ideally be a left hand course with the start / finish off of any traffic bearing roads or off road completely. If the course has to have right hand turns these will need to be marshalled with extreme caution with possible police attendance. If there are any churches or chapels on the course, you will need to check these on a Sunday morning (usual race day) for car parking as this may affect the event.
- 3) Contact the local police, county council, health authority and fire service. If the race goes over private property gain permission from the landowner for his / her / their approval.
- 4) Check proposed date with County AA to confirm that the date does not clash with an existing event.
- 5) Obtain a Course Measurement Certificate. [www.coursemeasurement.org.uk](http://www.coursemeasurement.org.uk) unless the course is multi-terrain for which a measurement certificate cannot be issued.
- 6) Conduct a full Risk Assessment of the event taking into account, the
  - a) Home Office Good Safety Guide to Sporting Events on the Public Highway <http://www.raceres.org.uk/sportonhighway.pdf>
  - b) Disability Discrimination Act. <http://www.opsi.gov.uk/acts/acts19955>
  - c) Food Hygiene Laws <http://www.food.gov.uk>
  - d) Children Act. <http://www.opsi.gov.uk/acts/acts2004>
  - e) Safeguarding Children and Vulnerable Adults Policy.
- 7) Inform you local S.A.G. group.
- 8) Apply for a Road Race License by logging onto the “Runbritian Website” at [www.runbritian.com](http://www.runbritian.com) and follow the race director’s portal link to obtain a user name and password. Then apply for a road race licence which must including the name of the **Race Referee**.
- 9) You must be fully conversant with the License Standards form LS2011.
- 10) The “Race Licence Number”, “Under UK:A Rules”, the “Runbritain logo” and the Course Measurement Logo” (wheel) must appear on all final printed literature and race websites.
- 11) Entry Form, the following information should be included included:
  - a. Date of event
  - b. Start Time.
  - c. Distance.
  - d. Venue.
  - e. Facilities.
  - f. Entry Fees.
  - g. Awards.
  - h. Age Restrictions.
  - i. Entry Closing Date and Late Entry Fees.
  - j. Time Late Entries accepted before start time.
  - k. Any Special Rules. (the wearing of ipods or similar audio devices are banned and may lead to disqualification if worn) Suffolk County fully endorse this.
  - l. Disabled Entry Categories (wheelchair course compatibility).
  - m. The form should request: competitor’s name, sex, age, date of birth, address, phone number, and e-mail address and Competitors Competition Number. (Without the CCN a competitor may be treated as unattached).
  - n. Where to send entry.
  - o. Disclaimer.

## PRE RACE DAY

Finalise the Entry Form including the above details and competitor information noting on how get to the venue, the wearing of ipods or similar etc.

Send out any race number and competitor information. Competitor information must include the Runbritain logo, course measurement logo and the words “Under UK:A Rules”

Recruit manpower for the event:

1. Race Director.
2. Course Director.
3. Health and Safety Officer.
4. First Aid / Doctor.
5. Communications Officer.
6. Chief Course Marshal.
7. General Marshals (age restrictions apply).
8. Drink and Sponge station stewards.
9. Referee (already done).
10. Chief Timekeeper.
11. Race Starter.
12. Timekeepers (if more than one is required).
13. Timekeeper’s recorders.
14. Judges / Recorders.
15. Funnel controllers.
16. Spot-check board.
17. Results Team.
18. Announcer.
19. Lead Vehicle.
20. Sweep Vehicle.

A bare minimum of 1 timekeeper and recorder and 2 position recorders plus 1 funnel controller are required for a single finish funnel.

If using unqualified timekeepers and position recorders, contact your County AA for advice.

Arrange changing and toilet facilities.

Order or make sure you have them: marshals’ high visibility bibs; lane marking tape; stakes and / or equipment for constructing the finish; finishers mementos; trophies; mile / kilometre markers; Highway Act compliant direction signs; Highway Act compliant cones if used; race numbers; safety pins for race numbers; paint for finish line; race clock; timing and recording sheets; clip-boards and pens / pencils for timekeepers & recorders; starting horn.

Order any extra toilets that may be deemed necessary

Send the Race Referee and the County AA Secretary a full list of race applicants as of closing date.

## RACE DAY

- i. Ensure that you have a current copy of the rule book with you. (A must) Downloadable [www.uka.org.uk/competitions/rules/](http://www.uka.org.uk/competitions/rules/)
- ii. Mark and set up the course.
- iii. Confirm communications network around course. (Create a Mobile Phone number list; this should be pre-planned as mobile phone signals may vary).

- iv. Construct the finish area. When constructing the finish, build at least two funnels in case an accident or a competitor injury blocks one. Funnels should be at least 25 metres long. Make allowances for wheelchair competitors.
- v. Marshals and Officials and First Aid personnel to “sign in” (a requirement of insurance cover).
- vi. Ensure all officials and helpers are fully briefed as to their duties.
- vii. Display the Race License.
- viii. Display the Course Measurement Certificate.
- ix. Display the Course map.
- x. Display the Entrants List.
- xi. Make available for the Race Referee: the Risk Assessment; copies of letters to the local police; local authorities, local health service, course map, provide a list of all officials and helpers and a list of marshalling positions (this may be marked on the course map).
- xii. Accept late entries.
- xiii. Have to hand: stopwatches; timing and recording sheets if required.
- xiv. Ensure that the Chief Medical Officer fills in the medical Returns Form (you will need this after the race)
- xv. Ensure that the Race Referee fills in the Referees Report Form (you will need this after the event).

## FINISH AREA

The timekeepers are to time on the finish line and the judges to record competitors' numbers at the very end of the finish funnel. The funnel controller must ensure that competitors do not change position in the funnel. A person is also required to take timing and recording sheets to the results team. First Aid personnel should be positioned close to the finish area and must be able to access the finish area. Notes on timekeeping and recording can be found on [www.raceres.org.uk](http://www.raceres.org.uk)

## POST RACE

The race director within 14 days of the event must fill in on-line via the Race Directors Portal on the Runbritain website the post race returns form and any extra fees that may be due, these can be found under my licensed events. Filled in copies of the medical form and the referees report must be sent to the County Licensing Officer at the same Time

***The above is for guidance only and is not the definitive way to organise a road race***

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***Amended Paul Felton 07/12/2010***

***Amended Paul Felton 12/01/2011***

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