

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](http://www.britishroadraces.org.uk)*

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 unless the course is multi-terrain for which a measurement certificate cannot be issued.
- 6) Conduct a full Risk Assessment covering the **whole** 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/sporntonhighway.pdf>
 - b) The Equality Act (This is a meaty document, it may be better to refer to www.englandathletics.org/disabilityathletics)
 - 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 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 LS2012.
- 10) The “Race Licence Number”, “Under UK:A Rules”, the “Runbritain logo” (not the realbuzz 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:
 - a. Where to send entry form *
 - b. Date of event *
 - c. Event limit *
 - d. Start Time.
 - e. Distance. *
 - f. Venue. Including Post Code *
 - g. Facilities.
 - h. Entry Fees.* A discount of £2.00 **must** be offered to all affiliated athletes.
 - i. Awards.
 - j. Age Restrictions. *
 - k. Entry Closing Date and Late Entry Fees. *
 - l. Time Late Entries accepted before start time.(At least 30 minutes) *
 - m. 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 would hope all county club abide by it. *
 - n. Disabled Entry Categories (wheelchair course compatibility).
 - o. Race website address
 - p. Is the course suitable for wheelchair athletes

- q. Cancellation details
- r. The form should request:
 - Competitors Licence Number* if an affiliated athlete. (Without the CCN a competitor may be treated as unattached).
 - Competitor's Name*
 - Gender*
 - Age
 - Date of birth*
 - Address*
 - Phone number*
 - Contact Phone number (in case of emergencies)
 - e-mail address
 - Disclaimer. Including the right to refuse are disqualify a competitor.
 - If the wearing of ipods or similar are banned this ***MUST*** be included on the entry form.

PRE RACE DAY

Competitor Information Pack to include;

- Runbritian logo* (Not the realbuzz logo)
- Course Measurement logo*
- The wording "Under UK:A Rules"*
- Sponsors logos
- Venue address
- Start / finish locations
- Start time
- Cut off time if applicable
- Presentation Time and Structure including Age Categories and type of memento
- Advise competitor that the Race Number ***must*** not be folded cut or mutilated in any way and ***must*** be worn on the front of the vest or t shirt. You ***must*** fill in the 'Medical Information Template' printed on the reverse of your running number.
- Failure to do so will result in immediate disqualification of the individual(s) concerned and ejection from the event.***

Any ruling on Ipods or similar. "The Race Director has taken advice and in-line with current UK:A recommendations on health and safety grounds, That IPod&MP3 Players should not be worn whilst racing. We have decided that IPod and MP3 players will be BANNED during this race. If you are observed wearing such a device during this race you will be disqualified.

Special instructions (Dogs not allowed in Park or Dogs must be kept on a lead) or similar
 If the wearing of ipods or similar are banned this must be included
 This is a foot race and competitors are not permitted to use Standard Wheel chairs
 Bicycles, Stilts, Roller Skates. Skate Boards, Buggies or similar.

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, when applying for the licence).
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 any possible extra changing and toilet facilities at venue / start / finish.

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 ***must*** have medical template on reverse; safety pins for race numbers; paint for finish line; race clock; timing and recording sheets; clipboards 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/
- 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. Supply the Chief Medical Officer with the appropriate fills and make sure that it is filled in, as the medical Returns Form will be needed this after the race
- xv. Supply Race Referee with the appropriate form and that the 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

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

Items marked * should be compulsory fields

The above is for guidance only and is not the definitive way to organise a road race but my interpretation of what should be done and what will be looked for by race referees or race adulators.

Written by:

Paul Felton & Joe Mower

Amended Paul Felton 07/12/2010

Amended Paul Felton 12/01/2011

Amended Paul Felton 03/01 2012

Paul Felton

Suffolk County Licensing Officer

Level 3 Endurance Official

UK:A Risk Assessment Tutor