

SO YOU WANT TO ORGANISE A ROAD RACE?

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 suitable course for distance required.
- 2) 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 approval.
- 3) Check proposed date with County AA to confirm that the date does not clash with an existing event. A Suffolk County AA road race meeting is arranged each year for that purpose.
- 4) Obtain a Course Measurement Certificate.
- 5) Conduct a full Risk Assessment of the event.
- 6) Send Permit Application Form paying attention to Course Measurement Scheme, including PS 2007 form at least 6 months in advance of the planned date for the event to the County AA Permit Secretary including the name of the **Race Referee & His/Hers Licence Number**
- 7) The following **must** be included with the form:
 - ✓ Risk Assessment
 - ✓ Course Map
 - ✓ Draft copy of Entry Form making sure that the following information is included:
 - a. Date.
 - 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.
 - 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 registration scheme number.
 - n. Where to send entry.
 - o. The words **Under UK:A Rules** are to be included.
 - p. The unique Permit Number (this will only be available after the permit has been granted).
 - q. The course measurement certificate logo (unless Multi-terrain).
 - r. Correct wording if hosting County Championships.

PRE RACE DAY

Finalise Entry Form including the above details and information on how get to venue.

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, [please refer to attached paper on timekeeping & recording.](#)

Arrange changing and toilet facilities.

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

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.

RACE DAY

- i. Mark and set up course.
- ii. Confirm communications network around course. (Create a Mobile Phone number list).
- iii. Construct finish area. When constructing the finish, build at least two funnels in case of an accident or a competitor injury blocks one. Funnels should be at least 25 metres long. Make allowances for wheelchair competitors.
- iv. Marshals and Officials and First Aid personnel to "sign in" (a requirement of insurance cover).
- v. Ensure all officials and helpers are fully briefed as to their duties.
- vi. Display Race Permit.
- vii. Display Course Measurement Certificate.
- viii. Display Course map.
- ix. Display Entrants List.
- x. Make available for Race Referee: the Risk Assessment; copies of letters to the local police; local authorities; local health service; course map; provide a list of officials and helpers and a list of marshalling positions (this may be marked on the course map).
- xi. Accept late entries.
- xii. Have to hand: stopwatches; timing and recording sheets if required.

FINISH AREA

The timekeepers are to time on finish line and the judges to record competitors' numbers at the very end of the finish funnel. [See notes on timekeeping and recording.](#) 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.

***Written by:
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