Road Race Handbook 2011

In Memory of Bill Reynolds
1936 - 2010

INTRODUCTION

INTRODUCTION

This handbook supersedes the 2003 road running handbook that was written by the late Bill Reynolds of BARR (British Association of Road Races). The new version has been compiled by a number of individuals from **run**britain, which is the alliance of UK Athletics, Home Countries Athletics Federations, elected members of large and small road races and co-opted organisations, including London Marathon and BARR.

- Bill Reynolds
- Graham Jessop
- Gavin Lightwood
- John Temperton
- Adam Thomas
- Jo Wilkinson
- Nick Bitel
- Nigel Rowe
- Andrew Taylor
- Jackie Newton
- Roland Gibbard
- Sarah Hall

The initial document was put out for consultation for 6 months and we are grateful to all those who suggested amendments. Many of them have been taken on board and a few of them are still being pursued and, where appropriate, will be included in future updates.

John Muddeman of the British Triathlon Association was also very helpful in forwarding the equivalent triathlon documents. Thanks to all of them for the sharing of their expertise and submitting their written contributions against a very tight deadline that enables the draft version to be out for consultation to the wider sport of road running for a period of four months, ahead of a final publication date of 1 January 2011.

The purpose of the handbook is to inform and support organisers of UK Athletics-licensed road races, to promote best practice within the sport of road running for the benefit of competitors, participants, organisers, officials and the general public.

There have been many changes to the whole environment affecting UK road running since 2003 and this is likely to continue. For that reason, the handbook will sit as an online (but printable) document on the **run**britain website, to be updated annually. Between times, updates will be included in our bi-monthly **run**britain newsletter (sent free to all UKA Licensed road race organisers) as well as the race director's portal of the website and regular roadshows around the country. We hope you will find all of them useful and would welcome feedback.

Geoff Wightman
Managing Director, runbritain

BACKGROUND & PLANNING

PRELIMINARY CONSIDERATIONS

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

Serious race or fun run?

Both formats require careful planning to create a safe 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. Offering the leading runners a prize makes the event into a race and therefore a race Licence would be required.

Clubs and associations which are affiliated to their national athletics governing body and that wish to stage a road race can apply for a UKA road race Licence. Event promoters can also take advantage by joining as an affiliated member.

Applications for a UKA road race Licence can be undertaken by clubs or affiliated organisations online at www.**run**britain.com/rdp or via your local or national licensing teams. Once a UKA Licence is awarded, the current £50m of public liability insurance, with a claims history for road racing going back many years, will cover your event, your competitors and volunteers. More details of the licensing process are outlined elsewhere in this handbook.

Day and date

Traditionally, a high proportion of UK road races have taken 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 on your race at the time when the peak number and final runners are finishing. An earlier start, as happens in many road races in the USA, may be worth reviewing, 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 2,500 events each year licensed by UK Athletics, any given date will be occupied by a number of other races. Your local or national licensing team can advise you on other fixtures that are scheduled, which may include cross country or track and field meetings. 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 etc.

Venue

Factors to consider in your choice of course include:
- Traffic free (parks, trails, commercial areas, disused airfields, cycle ways, closed estates) or public roads which may have significant extra cost and manpower implications
- Availability of suitable 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 raise
- Accuracy of measurement if you are advertising a specified racing distance. Your licensing team can put you in touch with the Association of UK Course Measurers or see www.coursemeasurement.org.uk

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- Likely volumes of pedestrians and road traffic on the route and overall disruption that the event would cause
- Number of potential road crossing or right hand turns for risk assessment purposes.
- Areas that will require barriers, cones, tape
- Trading conditions at different times of day and week in built-up areas
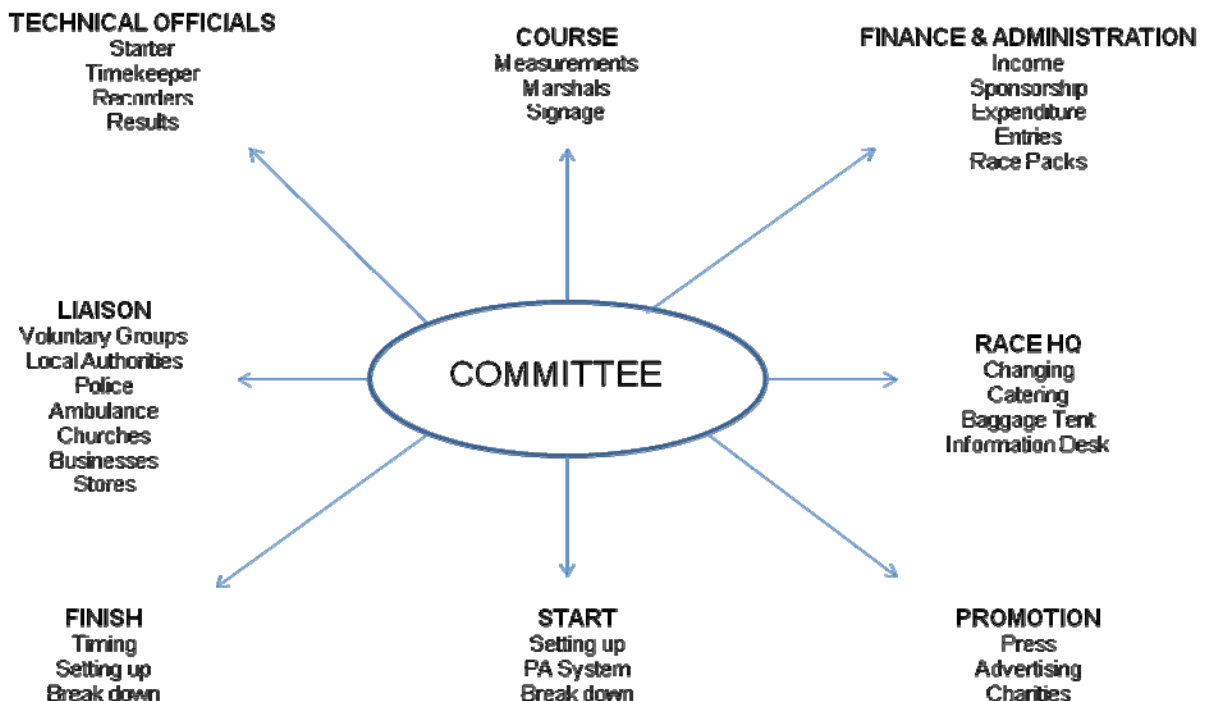- Road works, current or planned

You will need to consult a number of 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 increasingly being co-ordinated by local authority Safety Advisory Groups. There is further advice on these matters elsewhere in the handbook.

Organisers of UKA-Licensed events can also access the free race director's portal section of the **run**britain.com website, with a password that can be obtained from the national licensing team.

ORGANISATIONAL STRUCTURE

Typical division of responsibilities for your race organising team might look something like the accompanying chart.

FIGURE 1 – ORGANISATION CHART

TECHNICAL OFFICIALS
Starter
Timekeeper
Recorders
Results

COURSE
Measurements
Marshals
Signage

FINANCE & ADMINISTRATION
Income
Sponsorship
Expenditure
Entries
Race Packs

LIAISON
Voluntary Groups
Local Authorities
Police
Ambulance
Churches
Businesses
Stores

COMMITTEE

RACE HQ
Changing
Catering
Baggage Tent
Information Desk

FINISH
Timing
Setting up
Break down

START
Setting up
PA System
Break down

PROMOTION
Press
Advertising
Charities

OBTAINING CONSENTS

In order 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 is as follows:

The starting place for this is the local Safety Advisory Group (or its equivalent), the local Highway Authority and the Police, to gain permission in principle. Next would be the local council for car parks and toilets followed by site and land owners. For road races the primary responsibilities of these bodies is 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

The Local Council (often also the highways authority)
- Power to grant closures for 'processions, rejoicings and illuminations' on the road under the Police Town 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

Police
- 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 co-ordination of resulting emergency service activities.
- Specifically authorise cycle races but not 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 long-standing events. Conversely, some local authorities insist on substantial police attendance at events, with consequent increase in charges for police services. These issues are considered more fully elsewhere.

Planning the route

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

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

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

- Is the course safe?
- Are road closures required?
- Is the surface suitable?
- Are any road crossings marshalled?
- Are all turns signed and marshalled?
- Are warning signs, e.g. 'Caution Runners', required on the course?
- Where will the distance markers be positioned?
- Is the course wide enough for the projected number of competitors?
- Does the course cross a railway level crossing or a swing bridge?
- Is the course accurately measured?
- Is the finish line wide enough to accommodate peak flow of runners?
- How many drinks stations and where are they to be positioned?
- Where are the drinks at the finish?
- Has the finish area been properly planned in layout and marshalling?

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)
- 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 SAGs require submission of a notification form with a management plan event manual 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, statutory undertakers, 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 UKA would not normally 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.

Some authorities require the SAG consultation process to be completed before an application for a road closure order can be considered – 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, 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 and risk assessment. Formal Building Regulations

consents are not normally required for temporary structures but details may need to be provided and the structures inspected by the local council building inspector.

It is suggested at this stage that you should contact your local Licence Officer to discuss your proposal, prior to applying for your UKA 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 proposed 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 reasonable 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.
- 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 includes

- 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 effected, monitored and removed, including communication system(s)
- Copy of briefing instructions and details of briefings for course director, sector marshals, highways contractors, marshals, lead and sweeper vehicles and medical team
- Contact details and back up plans in the case of traffic problems/emergencies

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, site plans, routes, necessary planning documents, production schedules, risk assessment and 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 you and your colleagues in planning and delivering the event. Many local council SAGs require an initial manual (or management plan) to be provided at the time of notification. The nature of events means that planning is flexible 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 out of the manual, you prepare a final version 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)*

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

1.   Statement of Intent for Manual
   1.1   Objective and Purpose of the Manual
   1.2   Legal Duties and Responsibilities – *List the 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   Steering Committee
         2.2.2   Safety Planning Group
         2.2.3   Site Group
                  Course Planning Group
         2.2.4   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   Event Control/Joint Agency Command Centre (JACC) Plan - *for large scale events this would 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, Traffic Management Orders, 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

7.   **Lost Children**

8.   **Emergency Procedures –** *medical plan is covered elsewhere*
   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
   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 obviously not exhaustive but gives examples of the types of documents that could be placed in this section*
   10.1   Road Closure Map. Road Closure and re-opening information
   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 as the last page of the document for ease of reference*

RISK ASSESSMENT

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), states 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, 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.

BACKGROUND & PLANNING

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 UKA 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?

"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 has to identify:
- Each perceived hazard – a hazard is anything 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. Only risks with a medium or high rating need to 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 even 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 flagged, permission should be obtained from any landowners whose land is to be used.

runbritain recommends that there should be more than one person present to undertake the risk assessment inspection in order to ensure that more than one perspective is taken into account.

Risk assessments inspections should:
- 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 years referee's and scrutineer's reports available, if appropriate.

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, you address the steps necessary to minimise. 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.

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?
- Which 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 half way and for 20 km runs three drinks stations at 5km intervals. Longer races require proportionately more drinks stations. All races require a drinks station at the finish.

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 undertakers

- Practicality of implementing road closures
- Availability of alternative diversion routes

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 and incorporated within the overall event risk assessment.

Simplified example of course risk assessment documentation for a road race

Course identification:			A	B	C	D
Whole event codes (1-5):			H/M/L	A to H	1- (only)	Additional measures to reduce risk to LOW, with name of person or official function who will reduce the risk to LOW (if applicable)
ID No	Miles/ kms from start	**Detail of hazard**	Risk rating level H/M/L	Persons at risk from hazard		
		Symbol	Desc			
1	0.1km	♿	Alley way	L	A&B	2	Marshalled and mobile phone contact
2	0.15km	♿	Left turn	L	A&B	2	Emerge from alley onto footpath
3	2.5km	⚲	Turn around	L	A,C&D	1, 2, 3	Turn around at junction
4	4.0km	♿	Left turn	M	A&D	1, 2,3	Sign and marshalled
5	5.0km	Finish	Car park	L	A&B	2	Marshalled and mobile phone contact

Generic risk assessment codes

Hazard Risk Rating Level	Persons at risk	Measures to reduce risk to low
M = Medium	A – competitors	1 – Additional approach signs
L = Low	B – spectators	2 – Junction to be marshalled by ……….. number of marshals
	C – organisers / marshals	3 – marshal plus method of communication
	D – oncoming traffic	

Medical risk assessment is addressed in a separate medical section

Circulation of Risk Assessment Documents

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 will be completed by the day of the event and to provide a copy of the assessment to the race referee, licence officer, race scrutineer or UKA on request.

Some territorial authorities (e.g. Scottish Athletics and Athletics Northern Ireland) require a copy of the risk assessment to be provided at 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 number of key marshals or first aiders.

UKA ROAD RACE LICENSING

The UK Athletics / **run**britain road race licence scheme is designed to support the promotion of safe and fair races that meet the requirements of current legislation and which can be enjoyed by runners. By applying for, and accepting, a Licence you are supporting the future planning of road races and will benefit from inclusion in the **run**britain online events calendar.

The UKA Road Race Licensing Scheme is currently in a period of transition whilst we move from the old paper based system to a fully fledged "on line computer application". In the interim some of the following guidelines will help you to complete the Licence application and course measurement forms but may temporarily be inappropriate or out of date. It is expected that this section will be revised in April 2011. In the meantime if you should have any issues you are advised to contact Gavin Lightwood, the UKA Road Race Co-ordinator, on 07718526353 or e-mail glightwood@uka.org.uk

At this point of time you should be aware that:-

- the online Licence application procedure will be the only way to obtain a road race Licence from 1 April 2011.
- There is a proposal for Regional Panels to be set up to review, evaluate and recommend on Race Referees' reports before issuing further Licences. 2 Regional pilots are to be introduced early in 2011 in the North-East and North-West to trial this system.
- The CLO's current role will continue for the rest of 2011.
- Consideration is being given to extending the role of the Race Referee.
- The Road Race Licence Standards LS2011 outlined in more detail on the next page of this document are already being implemented.

- **Confirming the date**

If your date has to be changed, or it is a new event, you should first check with your regional Licence officer 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 via www.**run**britain.com/rdp/. This will include all race and course measurement information and it will then be sent to your local Licence officer for approval and for the issuing of the Licence certificate. The local Licence officer will contact you if there are any issues that require resolution.

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The Licence application must be submitted six months before race day

- **Highways Authority and 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).

- **Course Measurement**

Any race which is advertised as being of a specific distance must be measured by an approved course measurer. There is no fee for this service but the promoter should reimburse the measurer's out of pocket expenses. Your regional Licence officer can provide a list of measurers in your locality. Alternatively you can visit the course measurement website http://www.coursemeasurement.org.uk/. You need to complete either section A, B or C on the relevant part of the form. After the measurement, a certificate will be sent and this must be renewed annually through the Licence application process.

- **Officials**

Your County or Home Country Athletics Federation has a list of qualified endurance officials who may be able to assist at your event. Early planning is essential as many officials are committed to events months in advance. The referee must be independent of the race organising committee, but he or she can be invited to planning meetings as an observer.

- **Entry Form**

All promotional material for your event, website, flyers, postal entry form (if applicable) must
- Quote the Licence number
- State that the event is run under UKA rules
- 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
- Display the **run**britain logo on your entry form. This can be downloaded from www.**run**britain.com/rdp/

A copy of the draft entry form and any other relevant literature must be submitted with your Licence application, prior to publication

Race Licence Standards

The minimum standards now required for a Licence to be issued are detailed in the 'Licence Standards' form LS2011. This is shown within the online 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 www.**run**britain.com/rdp/

- **The Licence**

Once you have completed the Licence application and course measurement information online, it will be sent to your local Licence officer. The Licence fee of £25 deposit (£10 if less than 50 entries and free for closed events) should be sent directly to Athletics Services at UK Athletics, if not paid online. If you are not an affiliated organisation then you should contact Athletics Services for further information. Once your application has been approved, you will be sent the Licence which must be displayed on race day. Following the event, you must complete and submit the promoters' returns form, the medical returns form, your referee's report form and the balance of the race Licence fee within one calendar month to

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your local Licence Officer. You should also submit your full results including each runner's date of birth and postcode initials in Excel spreadsheet format to Athletics Services for inclusion in the annual **run**britain rankings. Data protection regulations may mean that you need to get competitors consent, at entry stage, for passing some of this information on.

- **Fees**

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

The payment structure for races, to UKA, is on a sliding scale as illustrated and includes all entries, (not just finishers) whether attached to a club or unattached. The fee is payable in two parts: £25 deposit on application and the balance of the fee paid post race within one month.

NUMBER OF ENTRIES	FEE PER RACE		
	Deposit	Balance Due (post race)	Total Fee
0 - 50	£10*	£0	£10
51 - 100	£25*	£0	£25
101 – 150	£25	£9	£34
151 - 200	£25	£25	£50
201 – 300	£25	£50	£75
301 - 400	£25	£95	£120
401 - 500	£25	£130	£155
501 - 600	£25	£195	£220
601 - 700	£25	£235	£260
701 - 800	£25	£295	£320
801 - 900	£25	£345	£370
901 – 1000	£25	£395	£420
1001 – 2000	£25	£675	£700
2001 – 3000	£25	£1,090	£1,115
3001 – 4000	£25	£1,475	£1,500
4001 – 5000	£25	£1,815	£1,840
5001 – 10000	£25	£2,975	£3000
10001 - 15000	£25	£4,975	£5,000
15001 - 20000	£25	£6,975	£7,000
20001 - 25000	£25	£8,975	£9,000
25001 – 30000	£25	£10,975	£11,000
30001 – 35000	£25	£12,975	£13,000
35001 – 40000	£25	£14,975	£15,000

* This must be paid in full on making an application.

- **Post Race administration/Close out**

All post race information should be completed online through the race director's portal within one month. This includes your returns forms, medical returns forms and the race referee's reports form. All remaining fees should also be paid at this time. Race reports may also be submitted promptly to the **run**britain.com editor for inclusion on **run**britain website news, preferably within 24 hours of the race.

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INSURANCE

UKA Public Liability Insurance

All clubs and organisations currently affiliated to one of the four national associations – Athletics Northern Ireland, England Athletics, scottishathletics and Welsh Athletics may apply for the award of a UKA road race Licence, which provides automatic public liability insurance. The cover (£50m in 2011) applies to all of the organisation's athletics activities, including road races. The UKA 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. But professional medical staff, doctors, paramedics and nurses – even when working in a voluntary (i.e. unpaid) capacity at your race – are excluded and need to be covered by extensions to their workplace (i.e. employer's) medical insurances.

The policy does not define any age limits but you need to be aware of your duty of care for children and you should document within the risk assessment that you have taken the needs of children 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. If a fun run is organised, independently of a Licensed race by an affiliated body, the insurance policy will 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.

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 races are covered by UKA insurance.

Other event insurance

Contractors (such as toilet suppliers, marquees 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, 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.

DISABLED ATHLETES

Disabled athletes 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. Under the Disability Discrimination Act of 1995 and 2005, it is unlawful for you to treat disabled athletes less favourably and race organisers are obliged to make reasonable adjustments to enable disabled people to participate in their events. Most adjustments can be made quickly and easily and do not have financial implications.

- **Legal responsibilities under the Disability Discrimination Act**

The Disability Discrimination 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 disability - specialist disability organisation.

- **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.

- **Access to facilities**
- 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 athletes to get in/out of their car.
- Ensure registration tents and other facilities are based on an accessible surface/location as wheelchair users may be unable to travel 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 for athletes who are hearing-impaired
- 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 attached to 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 wheelchair athletes to pass

- Try to avoid crossing roads as they may be difficult or dangerous for hearing-impaired 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
- 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 the 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
  - Athletes using a wheelchair who need to be pushed by another person should provide their own assistant. Ideally the assistant should not have to pay a race entry fee and will not be considered to be participating in the race in their own right. Ideally assistants may be of either gender regardless of the restrictions of the race or the gender of the athlete. Assistants should be identified in advance to you and should wear some visible or warning clothing to identify them to other runners

WHEELCHAIR ATHLETICS

At the speeds attained by modern wheelchair athletes, it is not appropriate to grab the wheel pushrim. This would slow the chair. The most efficient technique is to wear highly padded gloves to protect the hands and stroke the rim. Contact is made at about the twelve o'clock, position of the wheel, punching the rim between the thumb and first two fingers. The follow through means that the arms will naturally fly out to the back of the rim ready to punch the rim again. Rain causes problems, due to reduced friction, and dry conditions are preferred by wheelchair racers.

Wheelchair racers sometimes cause anxiety for organisers, but once you understand more about them, there is little to fear. The maintenance of the chair is left to the individual and, since 1992, the wearing of a crash helmet is compulsory in any BWRA sanctioned 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.

As far as possible, 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 wheelchairs started at the back of the race it would mean that the chairs would have to work their way through the tail end runners.

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 lines 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 pushrims slows the chairs, so thrown sponges are not welcome.

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.

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

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.

HEALTH & SAFETY

'Health & Safety' is often seen as an inconvenient, bureaucratic hurdle to be overcome, stopping people from 'having fun' and getting in the way of practical day-to-day life. Many myths have arisen on the basis of mis-reported or over enthusiastic application of safety measures. But, on the other hand, we are equally aware of the increasing frequency and cost of accident claims.

Modern society operates within a structure of customary patterns of behaviour and relationships underpinned by legislation and accepted practice.

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 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 be able to put practical measures in place to reduce the risk of foreseeable accidents.

UK Athletics, the national governing body for the sport in conjunction with the Home Countries Athletics Federation have a shared responsibility to ensure that appropriate safety standards are in place at races held under UKA Licences.

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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 1999 Health & Safety Executive 'Event Safety Guide' ('Purple Guide'). This is currently in the process of revision. Guidance for road races is contained in the 1996 Home Office 'Good Practice Safety Guide for Small and Sporting Events on the Highway'

Risk Management

There are inherent risks in any activity. Accidents will occur even in the best-planned environments. Your responsibility as a race organiser is to:
- Prepare a written risk assessment, identifying any significant hazards which can be reasonably foreseen arising out of your event, and the likely persons at risk (e.g. participants, spectators, volunteers and general public)

- Prepare an action plan (or 'safety plan') of appropriate 'control measures' to reduce (or mitigate) the significant hazards identified in your risk assessment

- Allocate responsibility for implementation (and monitoring) of those 'control measures' both pre-event and on race day

- Carry out a post-race review or de-brief to assess the effectiveness of those 'control measures' for reference to future events

Areas typically covered by a risk assessment would include:
- Traffic management (including the safety of competitors and other road users)
- Pedestrian and crowd safety (including runner congestion, spectators)
- Injury and medical services for participants, spectators, volunteers (plus contractors and staff) and members of the public attending or effected by your event
- Foul weather, emergency planning, fatality protocols
- Food hygiene regulations
- Child protection
- Accident reporting
- Fire risk assessment is now required by some, if not all, local authorities

There is no single 'right or wrong' way to overcome risk. Each case must be based on its own merits and the availability of appropriate resources. For instance control measures for traffic hazards might typically include:
- altering the course route or venue to avoid major road junctions or roads with poor visibility,
- Implementing partial or full road closures,
- other temporary traffic management (speed restrictions, one-way traffic etc),
- amending the race start time to avoid busy traffic times.

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

BACKGROUND & PLANNING

MEDICAL PLANNING

- **Duty of Care**

As race organiser, you owe a statutory duty of care to participants, spectators and volunteers (as well as contractors and staff) attending your event. In the event of a claim, you will need to demonstrate that you took reasonable measures to reduce the increased risk of injury to participants, spectators and volunteers, inevitably arising out of participation in an endurance event

Statutory guidance for road races is contained in the 1996 Home Office 'Good Practice Safety Guide for Small and Sporting Events on the Highway'

Reliance on a '999' 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' <u>and</u> holding current public liability and medical insurances are appropriate for planned events. First level aiders with general or first aid at workplace training should not be used as the designated medical provider

- **UKA Race Licence Standards**

As a condition of the Licence application, UKA Licensed road races are required to provide details of the first aid, medical cover and medical facilities which will be provided for the race. You also have the option to elect one of three defined levels of medical cover (Basic Level 1, Standard Level 2, or Enhanced Level 3)

You will be asked to confirm that all first aid and medical personnel will be suitably qualified and available at the start, on the course and at the finish - according to the severity and nature of the route, distance, size of field and likely temperature

You may also be asked to provide copies of correspondence relating to first aid and medical providers to UKA, and/or the Licensing authority.

- **run**britain **Medical Advisory Group**

Further detailed advice for race organisers on how to assess appropriate medical cover for individual races is currently being prepared by the **run**britain Medical Advisory Group, an expert group of race directors and medical directors

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, severity 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, diabetes
- Cardiac arrest ('heart attack')

- **Medical Plan**

The Medical Plan sets out the medical facilities which will be provided on race day to reduce the risk of casualty and to respond to foreseeable injuries are identified in the risk assessment

- Information to runners. Use your pre-event publicity (website, entry form, race pack etc) to direct runners to the guidance on the www.runnersmedicalresource.com website – regularly updated advice from the **run**britain Medical Advisory Group – 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)

- Race numbers - UKA-Licensed road 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

- Management Plan
    o Locations and principal contact details for medical providers
    o Access routes for medical team
    o Procedures for reporting of casualties (e.g. marshals to phone medical team leader)
    o Assessment of casualties (e.g. medical history, responding, conscious, breathing, heart beat) when reported by marshals
    o Finish area arrangements. Discourage sprint finishes, marshals to catch collapsing runners, ('vomit crew')
    o Patient confidentiality – privacy for treatment of patients and protection to patient's details
    o Contingency plans (e.g. extra water or sponge station on hot day, emergency blankets or hot drinks at finish on cold day)
    o 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 defribulator ('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
- 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.

- **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. Contact your regional St John Ambulance, British Red Cross 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 - A increasing number of specialist private companies offer medical services for events
- RAYNET - Amateur radio network funded by each local authority to provide emergency communications. May be happy to provide back up communications for your event as a training exercise
- Protective Equipment - Ensure that appropriate personal protective equipment ('PPE') is provided to volunteers (e.g. latex gloves to drink stations, de-chip and finish area)
- 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

- **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 - Licence standards require race organisers to provide a completed medical return form and race promoters returns Form within one month after 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.

- Race Referee's Report - your race referee will also be asked within his/her post-race report to provide details of the qualified medical and first aid actually present at the event

- UKA - Any incident or injury which might give rise to a claim or complaint should be reported to UKA as soon as possible after the race

- RIDDOR - Race organisers have a statutory duty to report any serious injury caused to participants, spectators and volunteers (plus contractors and staff) resulting from negligence – e.g. a runner injured tripping over a barrier (but not a self-inflicted injury or illness). In most cases this will be done on your behalf by your medical provider – direct to your local authority or through the RIDDOR page on the Health & Safety Executive's website

EMERGENCY PLANNING

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

Each event will require a level of specific considerations but will include:
- the footprint of the event,
- the duration of the event ,
- the ability of the participants and numbers involved,
- the time of year,

Sadly but necessarily, 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 participant's property falls squarely to 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 included 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 spectator busy/iconic sites within the event environs.
- Emergency vehicle entry and exit routes
- Stewarding 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.

Adverse Weather Plans

One of the major considerations, particularly in the UK, is planning for event day weather conditions. In the UK, 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 organisers 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 and 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.

Often casualties present suffering from the effects of heat having not taken on enough water, or equally as dangerous, taken on too much. They also present suffering from hypothermia in cold, wet and/or windy conditions.

Five day weather forecasts, available free from various sources, are only half the picture. Heat stress is equally important. The USA experience wide variations of weather covering the full weather spectrum. They use Wet Bulb Globe Temperature (WBGT) readings to assess the heat stress likely for events. Whilst this is good practice a note of caution is necessary - organisers must appreciate that the measurements readily available via the internet should not be used as the US method of measuring WBGT is different from the UK method and therefore readings are not comparable.

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.

BACKGROUND & PLANNING

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
- There 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 properly minuted.

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 paid up, affiliated athletes.
- Entry closing date and entries on the day.
- Address to which the entry must be sent and cheques made payable to.
- Maximum entry limit
- Awards
- Age groups
- Any local conditions and rules that may apply
- Information for athletes with a disability
- UKA road race Licence number or Licence applied for
- Course measurement certificate details
- UKA rules for Competition will apply
- Include the **run**britain.com logo
- Disclaimer
- Data Protection Box.

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
- Postal and email address
- Contact telephone number
- Any information required that is specific to the race, e.g. county qualification
- Wheelchair entries.

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

runbritain operates an at-cost online entry system as a service to UKA licensed race organisers. For details see www.runbritain.com

HIGHWAYS AND 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 the previous handbook in 2003 and its central importance to UK-licensed road races, warrants a further summary.

Key Developments

- 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.

- 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') is a useful summary of current statutory best practice applicable to road races and is essential reading for all race organisers. The Guide includes an introduction to event planning, health & safety law, police attendance at events, marshals and stewards, managing starts and finishes plus traffic safety signage. It also includes specific advice to organisers of road race and athletic events. Road races are exempt from the requirements of the *Licencing Act* 2003, and as such are referred to by local authorities as 'unlicensed' public events

Highways Safety and 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 look 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, 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. Some local authorities have arrangements for group road closure notices for a number of community events which may be available to road race organisers and will reduce the cost.

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 Light
- 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. Separate legislation applies in inner London.

A formal road closure order will give legal authority to a volunteer marshal, highways contractor or police officer to place and maintain barriers, cones, signage etc on the carriageway to effect the closure. This work needs to be carried out by a Chapter 8 trained official or equivalent. The physical measures employed to effect the closure should be self-explanatory and robust enough to inform motorists and other road users and direct to the alternative diversion routes.

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
- Local councillors
- 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, or effected by the event.

All signage should comply with the *Traffic Signs Regulations and General Directions* 2002. 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 011551958 0

Race organisers are also normally required to provide evidence of public liability insurance, often for a limit of £10-£30m for each & every claim. The road race Licence automatically provides £50m of public liability insurance.

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 introduced a charging structure for police services at events.

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 challenge should again seek to minimise the need for police attendance, by appropriate use of marshals and road closures whilst lobbying through your 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 in order to reach a clear understanding on respective roles and responsibilities.

Further guidance will be developed on the **run**britain Race Directors Portal website and advice on individual cases is available from your UKA Licence Officer and from UKA Athletic Services.

COURSE

PERSONNEL

There is one thing that can be guaranteed - you will never have too much help. At a minimum you should consider the following:

Race Director, Course Director, Start/Finish Director, Timekeepers & Recorders, (Starters, Judges if applicable), Race Secretary, Results team, Announcer, Lead Car Driver, Communications Staff and a few good spare volunteers. 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 satisfactorily 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. 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 event accreditation and on the reverse there should be emergency contact details for their use.

START

Licence Standards require that the start must be situated in a place which is closed to traffic, allowing free and easy access to all participants. A park, play area or closed roads are ideal locations but in some circumstances a Temporary Road Closure Order may be necessary. There is a need to ensure a safe 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 starts should be avoided. Special attention needs to be given to making safe street furniture such as benches, waste paper 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 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 in order 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). Where the race is being covered by television, additional area will need to be marked off for the television crews and their equipment. 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

COURSE

In order 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 taped securely to the road surface.

Another feature found at the start of some 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.

Timekeepers, the Referee 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 UKA 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, on any signal, run, and calling back a few thousand for a false start can be difficult, even inadvisable, except at international level.

The accompanying diagram shows a suitable layout of a start zone for a half marathon with an elite field.

COURSE
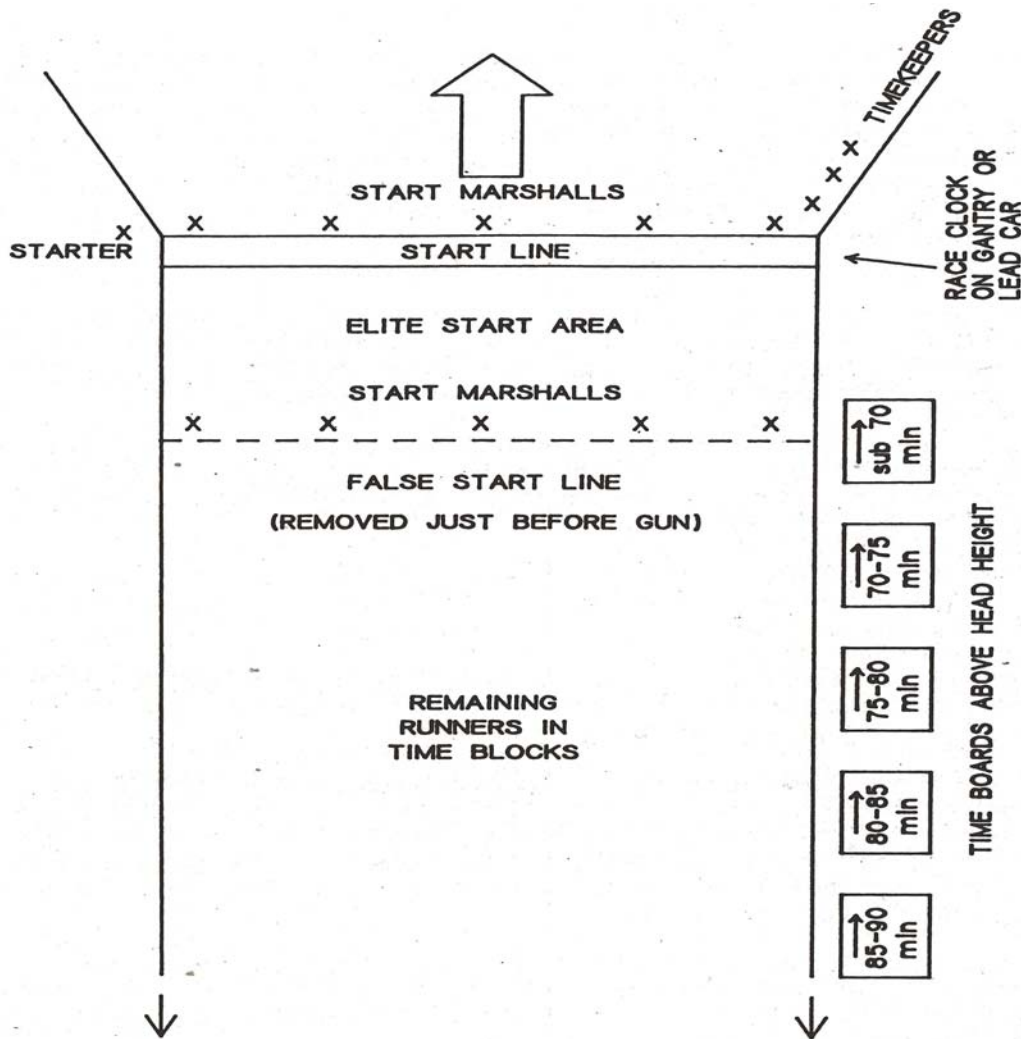
START SYSTEM FOR A HALF MARATHON WITH AN ELITE FIELD

FINISH

Licence Standards require that the finish area must be traffic-free, 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.

Features of the finish area:
- Use of barriers, either stakes and ropes on soft surfaces or various stand-alone barriers on paved/solid surfaces, which 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, at least, be Referee/Judge, 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 distribution away from the funnel exit in order to draw the runners from this area. Other attractions, such as refreshments for sale, running gear stalls, sports therapy may be provided after consultation with the local authority. Care should be taken to ensure that litter is cleared up
- A public address system may be used but must be situated so that is 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
- Where 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	10 km	10 ml	H Mar	Mar	No of funnels
	50	100	200	300	500	1
	100	200	400	500	1000	1
Field	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 and medium races**

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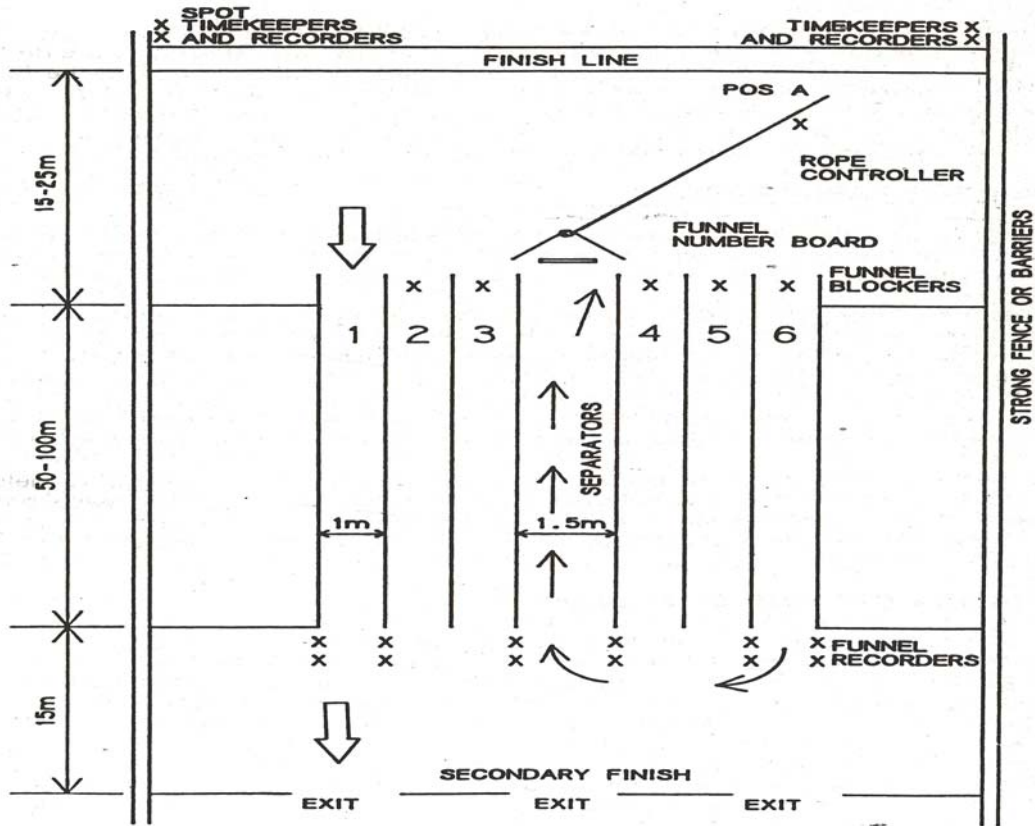
COURSE

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

o   If additional personnel are available, it is useful to have a second team at the finish line. Their role is to record both times and numbers at regular intervals (e.g. every tenth runner) 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. Back up facilities are often used including dictaphones and videos.

o   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
   o   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 flow chart above will determine how many funnels are necessary.

   o   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.
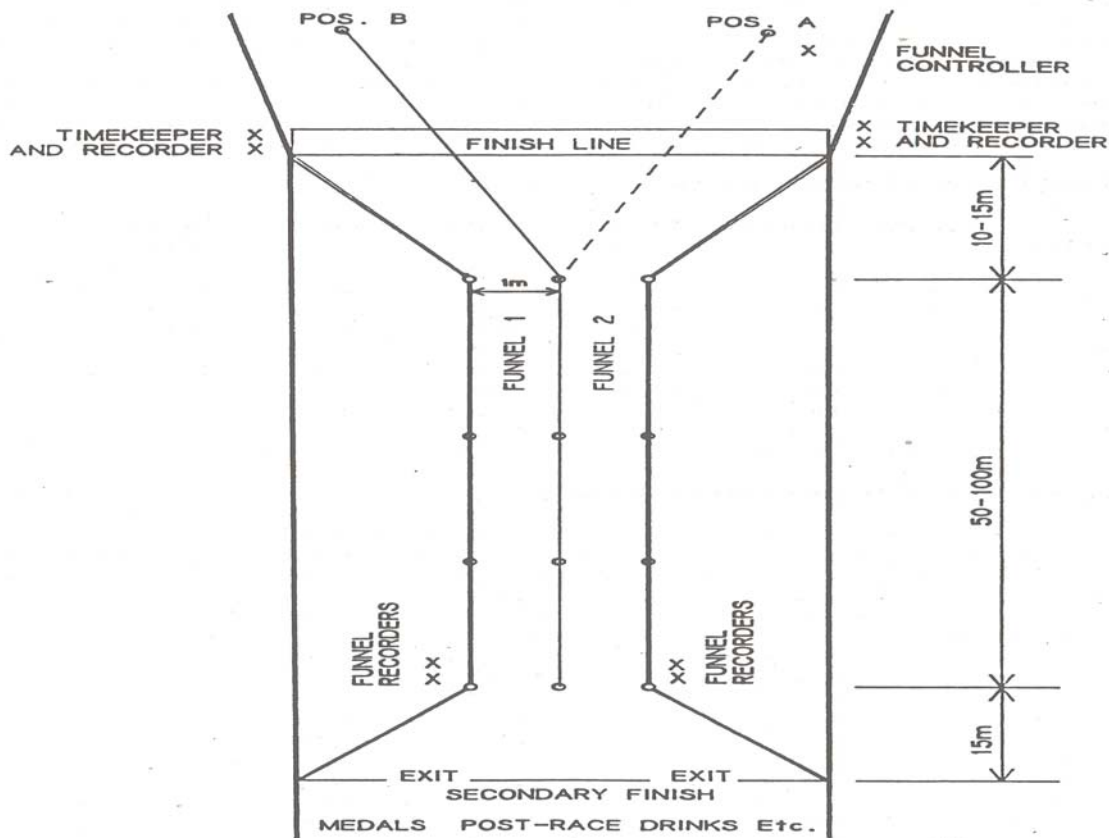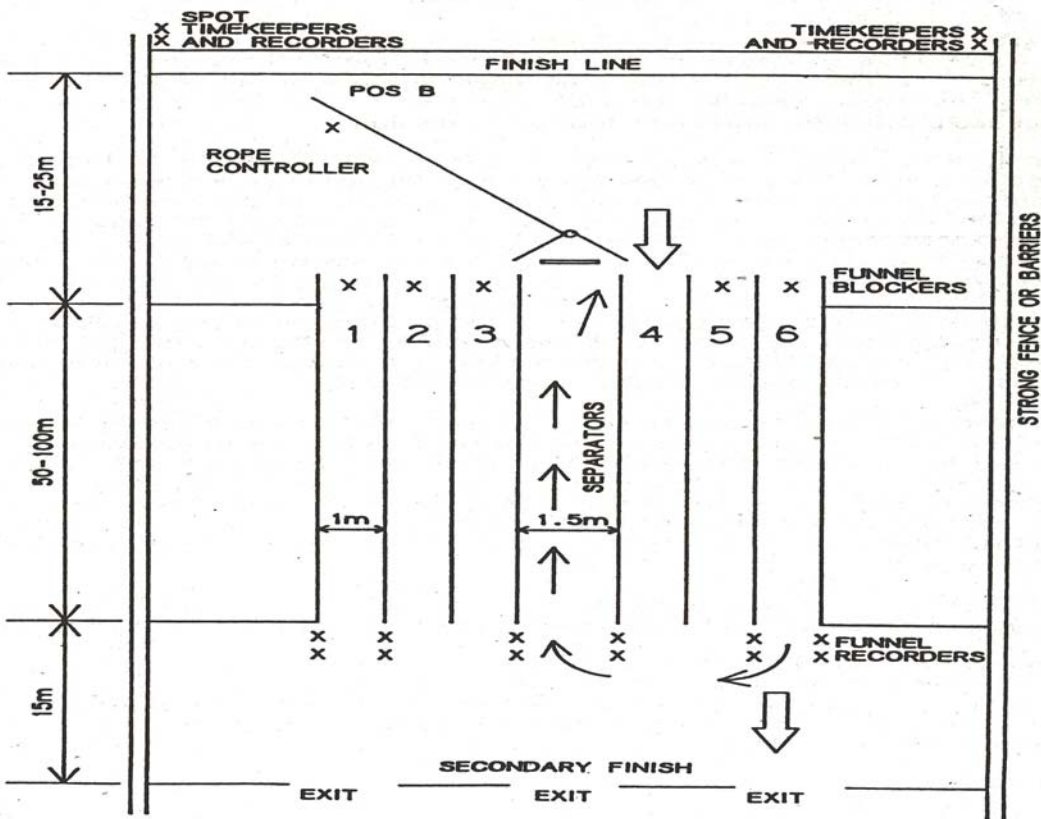

FUNNEL SYSTEM FOR LOW DENSITY RACES

COURSE

SINGLE ROPE SYSTEM (1)

SINGLE ROPE SYSTEM (2)

RACE TIMING

COURSE

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 $1/100^{th}$ 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" or "15.23 x 4"

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 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, in a chronological order. Marshals should ensure runners are not allowed to duck out of the funnel before their number is recorded. If a runner collapses in the funnel then a marshal should walk through the funnel in their place, preferably with their number, or verbally tell this number to the recorders.

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. It is now traditional for the chip timing device to be calibrated against the timekeeper's watch.

Chip-timed Finishes

- **Finish zone operation - 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 finishes 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

COURSE

- 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, it is still race practice for the key race positions to be determined on a 'first-past-the post basis'.

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
- Some emergent technology includes wire 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 large races of any significant size these days operate chip timing arrangements, which has 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" often with alphabetical letter boards and then flowing on to 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 race 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

Course Measurement

A requirement of UKA Rules and the licensing process is that all road races over a specified 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 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.

It is the long term objective of **run**britain that all road races advertised as being a specific distance should hold a current certificate of course accuracy and a UKA race Licence in order to demonstrate to runners that times recorded will be valid for the distance. A certificate of course accuracy is valid for 10 years. 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 AUKCM website at http://www.coursemeasurement.org.uk/

DRINK AND SPONGE STATIONS

UKA 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 Laws 2006 (**www.food.gov.uk**). 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. Protective gloves (non-latex) should be worn by all helpers working at water stations.

Planning Consideration

Although the rules suggest that refreshments must be offered at specific distances, care must be taken in the siting of these facilities and it is generally better not to position them at split time points. Sturdy trestle tables should be used to carry the supplies. There must be sufficient cups or other 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 choice available.

COURSE

Cupped Water

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 330/500 ml bottle, or other individual container, for each runner are essential, and they should not be filled to the brim. Allowing each runner say 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. Water should be plentiful at the finish, particularly if it is a warm day.

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 caps that have dropped on the floor.

Distribution

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

Sponges in sufficient numbers may also be provided at road races. 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. In your event briefing notes advise runners not to draw water into their mouths from the sponges.

The final need is for a plentiful supply of bin liners for collection and disposal of all the disposable cups and sponges plus signage. Recycle wherever possible.
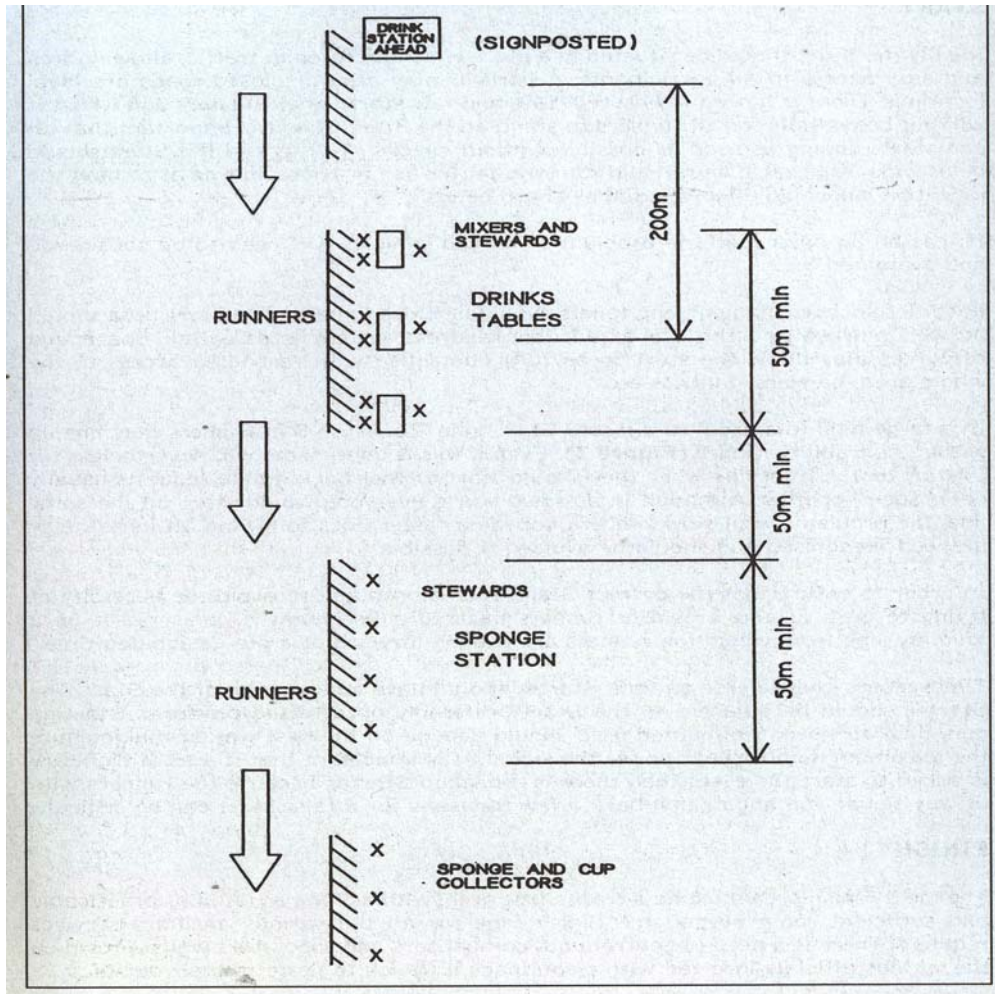
SUGGESTED LAYOUT FOR A DRINKS & SPONGE STATION

Toilet Provision.

Licence Standards require that well-signed and adequate male and female toilet facilities must be provided near the start and finish areas.

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 facilities such as hedges or woodlands, all having an adverse impact on the standing of the race.

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. In addition to urinals, (at 5 metres per 1500 participants), men also need at least three WC's per 100 runners and for women it is approximately one WC to 40 runners.
- 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, portaloos 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.

REGISTRATION

Custom and practice for registration varies greatly between races. For many races, entries close before the event and there are strictly no entries on the day. Some events require registration in person a few days prior to the event. For some 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 misidentified runner. Race organisers are taking an increasingly firm line in this area.

Where there are entries on the day, a number of things need to be taken into account:
- How many extra runners can be accommodated?
- 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, safety pins and cash float?
- 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
- The rules on eligibility for prizes need to be clearly stated and published – a number of races do not allow entrants on the day to qualify for prizes
- When championship races are held within open events, it is often stipulated that in order 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. UKA rules stipulate that club vests should be worn by all members to be included in the scoring team. The final arrangements need to be determined by the race director, including the size of teams.

For road relays, squads are entered in advance. Normally this is 3 times the size of the actual scoring teams but for events with 9 or more stages the maximum number of athletes nominated is 24. On race day, teams need to be declared in advance of the running of the event or leg.

LEAD VEHICLE

UKA Licence Standards for a Road Race 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 and, for some races, this might also include a separate safety car and/or 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.
- 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?
- 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 time keepers and chip timing contractor, as appropriate.
- 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.

RACE DAY

- 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 most 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 instance, by on-coming traffic. 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, including those in shopping precincts or 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 that the lead cyclist is familiar with the course and has been fully briefed as to his responsibilities including any contingency plans. You should also ensure that he or she has appropriate high visibility clothing and the bicycle is ridden by someone capable of staying ahead of the lead runners!

MARSHALS

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. Where road closures are used, marshals may also be responsible for putting the closures (barriers, cones and/or signage) in place, maintaining closure throughout the event and removing on completion. 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 in excess of 40 mph or where 'dynamic' traffic management is required, such as temporary traffic lights.

To be effective, marshals must be clearly visible, identified and alert! Various sorts of tabard are available in high visibility colours, and can be printed with the event and sponsors name etc. The purpose of any marshal is to direct and assist the competitors. To this end it is important that they are fully briefed as to their responsibilities and are in the right place at the right time. A marshal location map and instructions should be provided to each marshal.

Marshals need to communicate with the runners. Pointing, waving, shouting or talking - all are appropriate at different times. It is important that any signals are clear and given early. Traffic control is not within a marshal's remit. 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/Chief Sector Marshal to check that all necessary junctions are covered and to confirm to the Start Director/Race Director/Referee that the course is secure before race starts.

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Marshals should only stand down from their posts once the final runner/sweep vehicle has passed or the race time limit has elapsed. 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 effected 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,
- An explanation of where they are to be positioned on the course, approximate time when the runners will arrive 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 means of communication 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
- Arrangements of any sweep vehicle or/and vehicle for picking up injured athletes.
- Marshals should be aware of the quickest way back to Race HQ for people wishing to drop out.
- Duty of Care: responsibilities towards the runners, spectators, officials and other road users.
- 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 your medical controller will need to know;
        o speak clearly
        o give position
        o give brief explanation of casualty's condition
        o await further instructions

RACE DAY

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 provider, Race Director and other key Race Team members 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 HQ). 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.

For a small event you may only operate with the use of a mobile phone network (prior to the event ensure that you have full signal/network coverage around the course, and in particular, ensure that everyone can contact the central control point or Race HQ. For larger events you may have a two-way radio network and you will need to have a radio controller at Race HQ.

Confirm prior to the event that you have good signal coverage around the route/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

Your event/Race HQ central control point, especially for larger races, 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

[*]Large events only

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.

SPECTATORS/SECURITY

- **Statutory duty of care**

Race organisers are responsible for the safety of participants, spectators, volunteers (plus contractors and staff) and members of the public attending or affected by your event. The safety measures to be adopted for the race will be set out in the Race Safety Plan. 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 for 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 to 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 fire in a marquee.

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AWARDS AND 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?

Regard needs to be given to
- Entry proportions
- Whether Masters (over 35/40) are permitted to win both open and master's awards or indeed more than one prize. This is at the Race Director's discretion but the 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) when planning the event so that you are prepared for the questions that may come your way.

It is customary to award team prizes – decide in advance on the size of team (usually three or four) 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, certificate.

- **Presentations**

Communicate the time and place of the presentation so that prize winners are aware and can attend. You should endeavour to present prizes as early as possible.

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.

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.

Whatever arrangements are made it is important to 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, **run**britain.com is able to offer support and coverage to all UKA licensed events including:

POST EVENT

- Report
- Results (Excel – DOB, postcode)
- Photographs
- Ipadio audio report
- Video clips
- Reviews

See the www.**run**britain.com website for details of how to provide these. The general financial, medical and other race return information issued pre-event, (including on-line options) should be closed out within one month of the race.

WASTE MANAGEMENT

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 Licences 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 of their management plan as part of their notification to the local council Safety Advisory Group.

Race organisers need to make effective provision for the identification, collection and disposal of all waste generated at your 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, size of field and distance of the race. The most likely rubbish will be carrier bags, food wrappings, bin liners and drinks bottles. More and more runners, especially for the larger races, will wear clothing they are prepared to 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

POST EVENT

have a team to clear up as soon as practical after the runners have passed. The clear up team should be properly briefed in the necessary precautions of working on the highway and where appropriate high visibility jackets should be worn. The rubbish should be bundled up and arrangements made for early collection and disposal as soon as possible.

- Car parks – the car parks may be away from the finish and can be overlooked. A team should be ear marked to do this before race day. The amount of generated waste can vary but if you have 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.

MISCELLANEOUS

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 sponsors 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 demographics 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

- Sponsorship Opportunities.
  - Sponsor name and / or logo on the entry form and race instructions.
  - 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 back drops
  - Sponsor logos on event correspondence
  - Sponsor logos on the website
  - Sponsor advertising/space in the event programmes, newsletters or briefing documents
  - Sponsor logos on t-Shirts or other race mementos
  - Event title sponsorship (e.g. Virgin 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 in the event
- Media exposure of the event
- Demographics of runners
- Any championship status of the event i.e. county/regional/national championship?

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- Charity partners
- Other activities taking place on the day that show 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 materials 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
  o invoices to be submitted
  o marketing plans to be submitted
  o branding to be shipped
  o 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 arrangements should be documented.

- Sponsorship Relations

Service the agreement properly, 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.

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.
- 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 Ws--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 enewsletters 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.

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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.

Check out www.**run**britain.com for news, reviews and reports that can assist in publicising UKA Licensed events, especially those using the **run**britain online entry system.

EVENT CHECKLIST

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

- **Permissions, Contact and 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
- Race HQ, toilets and car parking

Have the relevant bodies been contacted:
- Local Authorities
- Council engineers department, utility companies
- Residents associations and Chambers of Commerce

Has information about the race been passed to interested parties:
- Local Authorities
- Bus companies, etc
- Local residents
- Farmers , land owners, churches, businesses etc.

- **Entry Forms and Information Pack**

Has (or will) all the relevant information been given to competitors:
- Event time, location, with maps
- Distances and types of terrain
- Registration time and method
- Course details and maps, including car parks, changing facilities, toilets and refreshments.
- Prizes and results (how, when and where)
- If any of the above information will not be passed to competitors will it be covered in the race briefing

- **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

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- **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?

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?
  - 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 the finish bulges?
  - How many drinks stations are there?
  - 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 referee, time keepers, recorders etc to ensure a fair and competitive race.

- **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?
  - Will there be a system in place to advise competitors of the results?
  - Is there a contingency plan to form an appeals jury if requested by the referee.

- **Timing and 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?

runbritain

runbritain was formerly known as the Road Running Leadership Group (RRLG) and was formed in 2007 from representatives of UK Athletics, England Athletics, **scottish**athletics, Welsh Athletics, Northern Ireland Athletics, elected representatives of large and small road races and clubs, together with co-opted members from organisations including London Marathon and the British Association of Road Races (BARR).

As well as seeking to make **run**britain a more relevant and useful organisation for runners including the introduction of the **run**britain rankings and handicap schemes in 2010, the work of all UKA-licensed race organisers is also supported. In addition to taking a national lead on matters relating to insurance, policing, medical, safety and local government issues, this support also includes the following:
  - Online calendar advertising more than 2,500 licensed races each year
  - Online race licensing
  - At-cost online race entry system
  - Editorial support, results, reviews and race supports online
  - Three-tier race directors courses, with components including risk assessment, legal and public partner working
  - Race directors exclusive portal on website with latest advice and guidance
  - Free race directors newsletter every two months
  - Courses for endurance officials
  - Regional road shows and annual road race congress

For more information on all of the above, visit www.**run**britain.com

Race Directors Courses

As a service to race organisers, **run**britain has developed a three-tier series of courses, covering the key areas of knowledge and expertise needed by race organisers.. Attendance is voluntary and not assessed. A number of courses are planned for 2011 – see runbritain website for details. Costs for the accredited course are £40. A logo confirming status as 'accredited level race director' will be provided for use on race materials. The content will include:

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- Accredited level **run**britain organisers course (1-1day)
  - Risk assessment I
  - Working with public partners
  - Rules of road running
  - Legal and administrative issues
  - Medical
  - Briefing marshals and stewards
  - Health and Safety
  - Use of IT

- Intermediate level **run**britain organisers course (two days)
  - Grading and scrutineering
  - Recruitment, training and briefing of officials
  - Road closures
  - Chip timing
  - Creating an event manual
  - Decision-making
  - Marketing and sponsorship
  - Refereeing
  - Course measuring
  - Legal II
  - Medical II

- Advanced level **run**britain organisers course (two days)
  - Hosting championships
  - IAAF rules
  - Anti-doping
  - Emergency action planning
  - TV and media
  - Sector marshalling
  - Entry processes
  - Grading and scrutineering II
  - Event manuals and crew notes II
  - Police and local authority Safety Advisory Groups (SAGs)

RACE GRADING

- **Introduction**

Race Grading is the next logical step up from the UKA race licence standards. It builds on the firm foundations achieved by the introduction of these standards and takes your race organisation up 1, 2, or 3 levels by the awarding of a Bronze, Silver or Gold Grade.

Race Grading was introduced by the British Association of Road Races (BARR) to its membership in 1986 to enable them to promote their event as a graded race. Since 2002, UKA licensed events, whether a BARR member or not, have been able to apply for a race grading. This process is now seen as a fundamental process to improve the standard of race organisation within the UK.

MISCELLANEOUS

- **What is a race grading?**

Race grading is a process which will
- Build upon the foundations of the race Licence standards
- Enhance your event by being able to demonstrate a higher level of race organisation
- Ease the consultation with your Safety Advisory Groups, Highways Authorities etc.
- Make your event more attractive to runners and potential sponsors
- Allow your event to be considered for future championship recognition

- **The grading process**

This could not be simpler because you are now familiar with the process for obtaining a UKA race Licence where an application form is completed and the information supplied is taken on trust. The BARR Grading application form is very similar, though more detailed, and the information given is also taken on trust. Each aspect carries a number of points and these points are totalled to provide a final score. It is this score which indicates the level of grading the event will be awarded.

As with the UKA race Licence standards, you may receive a visit from a BARR trained race scrutineer who will review your event for conformity to the race grading previously awarded on trust. They will produce for you a detailed report, with recommendations as to where improvements could be made.

RELAYS, ULTRA DISTANCE EVENTS AND 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 4-6 runners collectively race the Marathon distance have appeared in some races.

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

MISCELLANEOUS

- 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. Alternatively, 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 administration 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 experienced timekeepers are also preferred.

Ultra distance events

By definition, 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 withdraw a runner from the race if he or she is deemed unfit to continue
- More information is in the IAU Ultra Marathon Race Handbook

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:

UKA need to be informed on the Licence Application.

- Ensure that the course has 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 should be worn.

- Conduct a separate presentation ceremony post-race for the championship medallists

- Ensure that UKA rules on the wearing of club colours are observed, if they affect team awards

- For top 50 finishers in Championships and other major races where chip timing is used, the 'gun' time will be recorded in results and it is advisable to have this backed up by a manual time keeping/ recording arrangement .

MULTI-TERRAIN

Multi-terrain race organisers often apply for a road race Licence in order to receive the benefit of UKA insurance cover. For classification purposes, the proportions of grass/smooth trail/gravel or dirt track that may 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)

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

GOOD PRACTICE SAFETY GUIDE

The *Good Practice Safety Guide for Small and Sporting Events taking place on the Highway, Roads and Public Places* ("The Good Practice Safety Guide"), published by the Home Office in 2006, is the code of practice to which all road races within the UK must comply, and is essential reading for all road race organisers, Licence officers and officials.

Prepared by a committee comprising representatives from the home office, department of transport, department of culture/media and sport, Health and Safety Executive, the local government association, the association of chief police officers and representatives from the main sporting bodies UK Athletics, British Cycling and British Triathlon Association, the Guide gives general advice to organisers of events on the public highway including:
- The responsibility of the organiser for safe management of the race, preparation of a risk assessment (including traffic management) and notification to the local authority Safety Advisory Group (SAG) or equivalent
- The need for formal road closures to be used wherever practical – using a temporary traffic regulation order (TTRO)

Points of note:
- It is the responsibility of the local authority to co-ordinate consultation for the event – not the police
- It has been national police policy since 1999 not to provide traffic management for planned events
- The race organiser will need to demonstrate show why formal road closures are not 'practical'. The cost of advertising the order may not be sufficient, when this can be passed on to competitors.

MISCELLANEOUS

The Guide can be viewed or downloaded from the **run**britain website at www.**run**britain.com

SAFETY ADVISORY GROUPS AND HIGHWAYS AUTHORITIES

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

Further advice on finding your SAG can be found on the **run**britain website
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 police and highways 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.

FOOD

- **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 the Race Director's responsibility to ensure that the helpers act upon the information contained in Food and Hygiene legislation which is available from the Local Authority.
    - 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. 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**
    - As a Race Director / Event Organiser you should include provision of 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.

Certain fillings are designated **high risk foods** due to their frequent association with food poisoning. Sandwiches containing the following fillings are regarded as high risk:
- Meat / fish / cream / eggs / mayonnaise / soft cheese
- The fillings should be stored between 1°C and 5°C degrees centigrade.
- 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 should not be sold and 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 it must be thrown away if not refrigerated.
- Do not put food tags directly onto food products.

For more information, check out **The Food Hygiene Laws 2006,** [www.food.gov.uk]

UK ATHLETICS RULES OF COMPETITION

This is a summary of the key UKA rules that impact upon road running.

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 and for those with a disability.

Rule 201 General
General Rules 1 – 24 apply.

Rule 202 Licences
(1)   Any Promoter wishing to hold a road race must:
      (i)   Consult the local Police Force and inform the relevant Local Authorities and Emergency Services
      (ii)   Obtain a Road Race Licence from UKA
      (iii)   Adopt the Rules of UKA.

(2)   The following shall be deemed to be a race under UKA Rules and will require the issue of a Road Race Licence before they can be held:
      (i)   Events in which awards or prizes are given in accordance with the finishing order of runners and/or
      (ii)   Events which pay appearance money or otherwise contract athletes to appear.

(3)   All Promoters who wish to stage any road race must apply for a Road Race Licence and must make an application on the official Road Race Licence Application Form to the Road Race Secretary of the appropriate Association in the manner specified by that Association.

(4)   An application for a Road Race Licence must be accompanied by a draft copy of the planned race entry form / advertisement / prospectus, a map of the proposed course and the current Registration Fee identified on the Road Race Licence Application Form. The appropriate Association shall have the power to reduce or waive the Registration Fee.

(5)   Any Promoter to whom a Road Race Licence has been granted by UKA must:
      (i)   Insert the words 'Under UKA Rules', and the unique Licence Code as issued to the race when the licence is granted, upon all printed matter associated with the Road Race.
      (ii)   Make the Road Race Licence available for inspection by any runner or official.
      (iii)   Grant a minimum discount of £2 from the advertised race entry fee to any member of an affiliated Club which is also registered with a National Association.
      (iv)   Within one month of the race being staged, submit the Road Race Promoter's Return Form issued with the Licence, with copies of the full race entry and results list, together with a completed questionnaire form for grading purposes, to the relevant Permitting Authority. Failure to comply with the requirements of the Permitting Authority in the issue of a Race Licence may lead to the withholding of future licences to the Promoter or such person as the Authority deems fit.

MISCELLANEOUS

Rule 203 Race Classification

(1)   An open road race is one which is open to all eligible runners subject to the restrictions on age and distance as defined in Rule 207.

(2)   A closed road race is one open only to runners in a particular Service, occupation, business house or educational establishment.

(3)   An open team road race is open to all Clubs affiliated to UKA or to other recognised Governing Bodies of athletics. All scoring team members must be eligible first claim members of that Club.

(4)   A closed team road race is confined to Clubs affiliated to UKA or other recognised Governing Body of athletics, within a particular category, e.g. Services, trade, occupation, business house, educational establishment.

NOTE: Team races may be included by Promoters within any race subject to the above classifications.

(5)   Promoters must declare in advance which team awards are included within the race and the manner in which they will be decided.

(6)   Events for Masters shall be confined to athletes who are at least 35 years of age on the day of competition.

Rule 204 Team Race Eligibility, Declarations And Scoring

(1)   All athletes in an open team race must be First Claim members of the Club they are entered to represent.

(2)   First Claim membership of a Club which has no road running section shall not debar a runner from competing in a road running team race for the Club which has next claim upon the athlete's services.

(3)   (i)   Where separate team entries are required, these shall be verified by an authorised member of the Club on whose behalf the entry is being made, and the Club shall be held responsible for the accuracy of the information given, and the eligibility of all team members so entered.

          (ii)   In a race where separate team entry is not required the individual athlete will be responsible for the accuracy of the information with regard to eligibility on the entry form.

          (iii)   The ineligibility of a runner in a team race held within a race does not necessarily result in the disqualification of the Club concerned. In such cases the result shall be decided as if the ineligible runner had not taken part in the team race.

(4)   In the event of a Club that has not operated a road running section and subsequently does so, that Club cannot claim the services of any runner who has previously represented another Club in road running team races unless that runner had resigned from membership of the Club which he/she last represented in a road running team race.

(5)   In closed team races, or races confined to runners with a definite National / Regional / County / District qualification, the first claim rule only applies to those Clubs eligible to take part.

(6)   Promoters must specify, prior to the event, whether Clubs are to declare their teams prior to the start of the race.

(7)   Promoters may nominate a time before which all team declarations must be submitted.

(8)   Team positions in road race team competitions may be decided by the total achieved by adding the times of all scoring members together, the team with the lowest aggregate time taking precedence. Alternatively the competition may be decided according to the finishing positions of the scoring members of the team.

The team scoring the least number of points, according to the positions in which the members of the team finish whose positions are to count, shall be the winner; the positions of the non-scoring members of a team, whether it finishes all of its members or not, shall be scored in computing the totals of the other teams. In the event of a tie on points, the team whose last scoring member finishes nearest first place shall determine the result.

(9)   All teams in a Road Relay must be declared before the start of the race and the stage order of runners specified in the manner laid down by the Promoter. No changes may be made in the declared order of running without the prior approval of the Race Referee and the Promoter.

Rule 205 Road Relays

(1)   Rule 8.1 applies.

(2)   Where the number of stages in the relay exceeds eight, the number of entries will be restricted to twice the number of runners entitled to compete per team, or 24 whichever is the greater.

(3)   Where a team includes a runner who has already run a stage of the race that team shall not, subject to the entry conditions of the race, be included in the official results.

Rule 206 Entries

(1)   Any Promoter applying for a Road Race Licence must set a closing date for the normal acceptance of entries. Any competitor entering after this date may, if the entry is accepted, be charged an additional late entry fee if the Promoter so wishes.

(2)   Every entry for a race shall be made to the Race Secretary on the official entry form, or the Universal entry form (if acceptable to the Promoter) as approved by the appropriate Association.

(3)   Entries shall be made in the competitor's true name as legally registered and must be completed with the correct age/date of birth and other details.

(4)   A Promoter must exhibit a listing, or provide a programme, showing all entries received by the published closing date. A list of all entrants, including any late entrants, must be handed to the Referee before the start of the race.

(5)   Any Promoter has the right to refuse any entry without assigning a reason, but the reason must be disclosed to UKA if requested.

(6)   A runner whose entry is accepted after the published closing date may, at the discretion of the Promoter:
(i)   not be eligible for any individual prize.
(ii)   not be eligible as a scoring team member in a team race.

(7)   Runners who compete in any road race which does not have a UKA Licence may thereby render themselves liable to suspension. This does not apply in the case of Fun Runs.

Rule 207 Age Groups

(1)   Promoters may make such age limits as they think fit provided that the conditions of the race do not contravene any rules regarding distances which may be run, and provided that the race is not advertised under the title of any of the recognised age categories as listed below.

(2)   For Championships and many other races young athletes are grouped into age categories. The Competition Year extends from 1 October to 30 September in the following year.
(i)   Under 13 Boys and Girls (School Years 7 & 8 and some year 6)
          Road Running competitions for Under 13's shall be confined to competitors who are age 11 on the day of competition, or 12 on 31 August prior to the commencement of the Competition Year as defined above.

(ii)   Under 15 Boys & Girls (School Years 9 & 10)
Road Running competitions for Under 15's shall be confined to competitors who are aged 13 or 14 on 31 August prior to the commencement of the Competition Year as defined above.

(iii)   Under 17 Men & Women (School Years 11 & 12)
Road Running competitions for Under 17's shall be confined to competitors who are 15 or 16 on 31 August prior to the commencement of the Competition Year as defined above.

(iv)   Junior Men & Women
Road Running competitions for Junior Men and Women shall be confined to competitors who are aged 17, 18 or 19 on 31 August prior to the commencement of the Competition Year as defined above.

(v)   Senior Men &Women
For Road Running competitions a Senior is a competitor who is aged at least 20 years on 31 August prior to the commencement of the Competition Year as defined above. In Road Relay competitions Junior Men and Women, as appropriate, may compete in Senior events.

(vi)   Masters Men and Women
Road Running events for Masters shall be confined to competitors who are at least 35 years of age on the date of the competition.

(3)   The maximum distances permitted in Open Competition for runners are as follows:

Age on day of competition	Maximum Distance for all athletes
Over 11 – Under 13	5,000 metres
Over 13 – Under 15	6,000 metres
Aged 15 years	10,000 metres
Aged 16 years	16,000 metres
Aged 17 years	25,000 metres
Over 18 – Under 20	Marathon
Seniors	Unlimited
Masters	Unlimited

NOTE: UK Athletics Rules do not specifically cater for athletes under the age of 11 years. This does not necessarily preclude provision by organisers of competitions for events for athletes younger than 11 years, with correspondingly reduced distances to be run.

Rule 208 Clothing

(1)   Rule 17 applies.

(2)   A runner failing to comply with the various rules relating to clothing in team races will be liable to disqualification from the team race and the team result shall be scored as if that runner had not taken part in the team race.

Rule 209 Number Cards

(1)   Rule 18 applies.

(2)   There should be provision for medical information and contact details on the reverse of the number card for prior completion by the athlete.

(3)   In Road Relays every athlete must wear the supplied number card(s), which must serve to identify the team and should also identify the stage that the athlete is running.

(4)   Numbers are issued to the individual athlete completing the application form and are non-transferable, except with the specific authority of the Race Secretary.

(5)   A runner must retire immediately if ordered to do so by a medical officer of the race.

(6)   Runners who retire from a race must not remove their number card until they have reported to an official as having retired from the race.

Rule 210 Course

(1)   The responsibility for providing a suitable course rests with the Promoter who must:
  (i)   take account of any advice given by the local Police Force, Local Authority and the UKA Course Measurer before publishing details of the course.
  (ii)   adequately signpost the course.
  (iii)   appoint marshals to direct runners throughout, particularly at intricate parts of the course and at road junctions.

(2)   Races shall be run on tarmac, concrete or paved roads. When traffic or similar circumstances make it unsuitable the course, duly marked, may be on a bicycle path or on a footpath alongside the road, but should not be on soft ground such as verges or the like.

(3)   A course that includes a railway level crossing will only be deemed safe and a licence issued where a written undertaking has been obtained from the Railway Track Authority that no train will use the line on the day of the race.

(4)   The start and finish area may be in an enclosed ground or athletics arena. If possible the start should not be on a main road.

(5)   If a race is advertised as being of a particular distance, then the correctness of that distance must be verified by a UKA registered and graded Course Measurer.
  (i)   The course must be measured along the ideal line of running. i.e. the shortest possible route, in the section of the road permitted for runners, using a bicycle fitted with a Jones Counter and calibrated to IAAF standards.
  (ii)   The measured distance must not be less than the advertised distance of the race, nor should it exceed the advertised distance by more than 1%.

(6)   All runners must follow the course as designed and follow the normal rules of the road except where otherwise instructed by representatives of the Local Police or Local Authority.

(7)   Where any part of a road used for a race is open to traffic at the same time as the competition is in progress, a runner must remain on the left hand half of the road (unless directed otherwise by the Police or a race official)

(8)   The Race Referee has the power to disqualify any runner who does not follow the correct course or obey the instructions of Police or race officials.

Rule 211 Refreshments

(1)   In full Marathons and longer races, Promoters must supply drinks to cater for the entire field at a minimum of every 5km throughout the race.

(2)   In races of 10km and above Promoters must supply drinks at intervals of at least 5km.

(3)   In races of less than 10km, drinks may be provided by the Promoter.

(4)   A Promoter must provide additional drink stations on the advice of the Race Medical Officer.

(5)   A Promoter should provide drinks for the entire field at the finish.

MISCELLANEOUS

Rule 212 Assistance
(1)   No attendant shall accompany any runner in a race unless to assist a blind or partially sighted athlete.

(2)   No person is permitted to join in a race, whether to accompany the runners for the whole of the distance or any part or stage of the race unless he / she has been properly entered for the race and is eligible to run.

Rule 213 Transponder Timing
(1)   The use of transponder timing systems is permitted, provided that:
    (i)   The system requires no action by an athlete during the competition, at the finish or at any stage in the result processing.
    (ii)   The weight of the transponder and its housing carried on the athlete's uniform, race number or shoe is not significant.
    (iii)   None of the equipment used at the start, along the course or at the finish line constitutes a significant obstacle or barrier to the progress of the athlete.

(2)   At the finish the athletes shall still be placed in order in which any part of the torso reaches the leading edge of the finish line. (See Rule 113.3) The Referee shall be the final arbiter regarding the finishing order of the athletes.

(3)   In competitions where the promoter chooses to use a transponder timing system, each competitor must wear the necessary equipment, as directed by the event promoter. Failure to wear the necessary equipment as issued may result in disqualification.

Rule 214 Prizes
(1)   Any competitor who is subsequently found to be ineligible for a particular prize or award must return it forthwith on being requested to do so by the organiser.

(2)   A Promoter may award team prizes to non-affiliated organisations provided that members of such an organisation are not also members of affiliated athletics Clubs.

(3)   Any runner eligible to compete in the same race in open competition and without an age category (e.g. Under 21 or Masters) who finishes in a position that qualifies for more than one individual prize, shall be allowed to select only one of these prizes, unless the Promoter has decreed otherwise on the race entry literature supplied to the runners.

Rule 215 Objections And Appeals
(1)   Any runner or affiliated Club objecting to the conduct or the result of a race, shall raise that objection with the Race Referee on the day of the race
    (i)   if the results are not available on that day, then such an appeal may be made at any time up until 14 days after the publication of the results.
    (ii)   in such cases the appeal should be made to the Race Referee through the Race Promoter.

(2)   If, as a result of an appeal under (ii) above, a runner is disqualified or the race result otherwise altered, the Referee shall inform the Race Promoter of the amended result, in writing, within 14 days. The Race Promoter must then inform the individual(s) affected by the decision and, if required, take steps under Rule 214.1 to recover any prizes or awards made to the athlete(s).

MISCELLANEOUS

USEFUL LINKS

- **run**britain **www.runbritain.com**

- **National Governing Bodies**

  - United Kingdom athletics (UKA) www.uka.org.uk

- **Home Countries**

  - England Athletics www.englandathletics.org

  - 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.coursemeasurment.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 www.bvaf.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**

  - International Association of Athletics Federation (IAAF) www.iaaf.org

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