

OXL – Race Directors' Guide

Initial OXL Fixture Confirmations

- 1) The date and venue of the fixture to be confirmed.
- 2) The best guide to an estimate of the likely numbers of competitors by age group and gender are the results from past seasons. That number does not however allow for the venue location, timing of the fixture, prevailing weather conditions or the number of additional supporters/attendees.

Landowner

- 1) Has the landowner been contacted?
- 2) Has the landowner given his/her approval for the event to go ahead?
- 3) Are there any requirements that the League Manager should be made aware of?
- 4) Have any on-site facilities required been booked?

Organisation Reference

- 1) See the following webpage on the British Athletics website to download the latest UKA - Cross Country Event Organisation Guide (- *currently version dated 2012*) for more detailed assistance in organising a cross country fixture:
<http://www.britishathletics.org.uk/competitions/useful-documents/>

Contact Details

- 1) The League Manager is to receive confirmation of the Race Director's on-the-day contact details (including name and preferably a mobile phone number) at least two weeks before the scheduled fixture.

Event Permit

- 1) It is a requirement that the host club applies for a UKA event permit.
- 2) The event permit must be applied for at least 8 weeks prior to the scheduled fixture date.
- 3) Has the UKA Permit been granted?
- 4) As it is a requirement of the League that all its member clubs and competing athletes of 11+ years of age are affiliated to England Athletics the event permit will automatically provide the benefit of £50,000,000 third party public liability insurance cover under the UKA policy.

Note: *The policy does not include personal accident cover, property insurance (unless damaged in a third party incident) or cancellation insurance.*

- 5) Host clubs are required to carry out both an Event Risk Assessment and a Medical Risk Assessment for the scheduled fixture.
- 6) Copies of each of the aforementioned documents are to be sent by email to the League Manager at least one week before the scheduled fixture date.
- 7) Each of the above documents (UKA Permit, Event Risk Assessment and Medical Risk Assessment) must be displayed/made available for the general public to see.
- 8) The Race Director for the fixture is responsible for ensuring that the 3 above-mentioned documents are seen by the Event Adjudicator and/or Race Referee on-the-day prior to the commencement of the fixture.

Legal Position for Volunteers

- 1) Please refer to The Legal Position section of the UKA - Cross Country Event Organisation Guide on pages 36-37.

Public Notification of the Event

- 1) Please inform the following organizations, by email or post, that the event is scheduled to take place:
 - a. **Local Parish Council**
 - b. **Local Police Authority**
 - c. **Local Ambulance Service**
- 2) A rough estimate of the numbers of attendees (*athletes, marshals, officials, supporters, general public, etc.*) at the event will need to be confirmed.
- 3) Please ensure confirmation of the above is forwarded by email to the League Manager at least one week before the scheduled fixture date.

Event Medical Provision

- 1) The Host Club is responsible for arranging the medical provision at the venue on the scheduled fixture date.
- 2) Please ensure that adequate medical provision is supplied for the fixture.
- 3) Please also ensure that medical staff are easily visible and contactable at the finish area.
- 4) A copy of the medical provision booking confirmation for the fixture is to be sent by email to the League Manager at least two weeks before the scheduled fixture date.
Note: *A medical form on the reverse of the race number has been provided for athletes with a pre-existing medical condition to complete to assist the medical support services in attendance in treating any athlete.*

Officials

- 1) The Host Club is required to confirm with the Oxon AA Officials Secretary (Endurance) the names of the officials and timekeepers who have been allocated/confirmed to be officiating on the day.
- 2) Please either copy the League Manager in on your correspondence or send confirmation at least 8 days before the fixture.
- 3) Some provision for shelter is to be made available for officials, timekeepers and both sets of funnel recorders, particularly relevant in the case of adverse weather conditions.

Funnel Recorders

- 1) The Host Club is to provide 4 finish recorders for EACH RACE of the fixture (2 teams of 2 people to record the finishers across the line). This allows the results team to troubleshoot any mistakes or queries that may arise.
- 2) It is the duty of the Race Referee to enforce the rule in the event of any dispute.
- 3) Confirmation of the names and contact details of the finish recorders must be sent to the *OXL Entries Coordinator* at least 2 weeks before the scheduled fixture date.
Note: *Training for the fixture recorders can be provided given sufficient notice.*
- 4) With respect to Round 5, a Runner will be needed to deliver the finish recorders' race number and time sheets to the OXL Results Secretary.
- 5) The Host Club is responsible for ensuring the Runner is made known to the OXL

Results Secretary.

'Hares' & 'Sweepers'

- 1) 'Sweepers' as well as 'Hares' are a requirement for the U9 and U11 races.

Marshals

- 1) The Host Club is responsible for providing and briefing the marshals for the event.
- 2) All Marshals must wear Hi-Vis bibs/jackets to indicate their marshalling role in the hosting the fixture.
- 3) All Marshals shall where possible provide their mobile phone numbers to the Chief Marshal ideally in advance, if not, on the day before the start of the event.
- 4) If additional marshal provision is required, the Host Club is to contact the League Manager who will allocate marshals from the pool of club nominees provided along with clubs' League affiliation/membership confirmation in advance of the season.
- 5) What method(s) of communication will be in place for both officials and marshals?
- 6) Marshals will need to be provided with the following information:
 - Emergency Telephone Number
 - Nearest Medical Provision at venue in relation to each position
 - Nearest Accident/Emergency Hospital Details

Car Parking

- 1) Has adequate parking provision been made for the number of vehicles that are likely to attend the fixture?
- 2) Have sufficient marshals been allocated to manage the flow of traffic both into and out of the venue?
- 3) Will parking fees be required to be paid at this venue?
- 4) If the payment of parking fees is required, have sufficient marshals been allocated to ensure minimal delays at the entry to the venue?
- 5) Are alternative parking facilities available, should they be required?
- 6) What facility has the Host Club put in place should a vehicle become trapped in mud, for example?
- 7) How will the Host Club handle adverse weather conditions should they deteriorate dramatically (flooding, heavy snowfall) during the course the event?
- 8) Will there be any parking restrictions in force? If so, please inform the League Manger so this information can be distributed accordingly.

Toilet Provision

- 1) Has suitable, adequate toilet provision been arranged to cope with the growing number of participants?
- 2) Portaloos should be located as reasonably close as possible to the Start Area.
- 3) If deployed, when are the Portaloos to be removed from the venue?
- 4) **IMPORTANT:** To ensure the future use of all venues it is imperative that all possible measures are taken to warn all parties present on the day of the event, that peeing/defecating in public is not tolerated.

Facilities

- 1) The First Aid/Medical provision should be located beside or as near as possible to the Finish Area and have high visibility.

- 2) For Round 5, what facilities are there for on-the-day production of the results?
- 3) Are changing facilities to be made available?
- 4) Is the Host Club arranging to provide refreshments itself?
- 5) Has the Host Club arranged third party refreshments provision?
- 6) The provision of refreshments at the event must be covered in the risk assessments.
- 7) If using a third party, please ask the third party provider to forward a copy of their risk assessment to the League Manager.
- 8) With respect to Round 5, has a suitable area for presentation of awards been arranged, if required?
- 9) Award presentations are to be held ideally indoors.
- 10) The venue for any awards presentations must be cleared up afterwards.
- 11) What, if any, are the other facilities that will be made available on the day?
- 12) Confirmation of the event facility provision is to be sent to the League Manager at least two weeks before the scheduled fixture date.

Course Planning

- 1) The target course distances should be within **50m** of the advertised maximum distances.
- 2) If the fixture is hosting the combined OXL/Oxon County XC Championships fixture please contact the League Manager who will provide the (**longer**) race distances required.
- 3) The lap length of a particular course should not be so short that slower competitors are lapped more than once.
- 4) Course maps are to be provided on-the-day that indicate the following:
 - Race Routes
 - Note:** If the routes have changed since the previous hosting of the fixture this needs to be clearly marked on the maps.*
 - Medical Provision
 - Access Route for Emergency Vehicles
 - Gated Access - *that are to be manned*
 - Marshal Positions

Start Area

- 1) The start should be wide enough to permit each team a space on the line for at least one runner and sufficiently far from the first corner/obstacle to allow each runner to negotiate that corner/obstacle without being impeded by other competitors.
- 2) OXL will provide Feather Flags on-the-day to mark the Start line.

Finish Area

- 1) It is strongly advised that the finish area is sited on the outside of the course adjacent to a road to ensure that emergency medical services are able to have easy access to the area without having to cross the course.
- 2) Sufficient space is to be provided and sectioned off to the general public for the purposes of the officials, timekeepers and finish recorders.
- 3) The finish funnel needs to be **at least 80m long** to avoid congestion at the finish line and needs to incorporate a narrow (one-person wide) last 60m long section for the purpose of recording the finishers.

- 4) OXL will provide Feather Flags on-the-day to mark the Finish line.

Race Timetable

- 1) The race timetable will be confirmed ahead of each fixture under the event notice on the League website. Please check the website a week before the scheduled fixture in case of any changes.
- 2) Any changes to the normal schedule will be communicated to clubs and athletes via the League's website.

On-The-Day

- 1) The OXL Manager or nominated representative from the OXL management team will be present at each fixture.
- 2) As far as practicable, please ensure that all competitors are wearing their club vest with race number securely fastened, are visible and not disfigured in any way.

Disputes

- 1) Any disputes relating to the organisation of the event or the results are to be directed to the League Manager.
- 2) The League Manager will seek advice from the OXL management team and/or Officials as required.
- 3) Any sensitive matters should be dealt with in an area of privacy.
- 4) Will a suitable location be available at the race venue should it be required?

Event Cancellation

- 1) The above-mentioned risk assessments should already incorporate how the circumstances that could cause the cancellation of a fixture will be dealt with, particularly on the day of the event.
- 2) How the OXL management team, team managers, clubs, athletes, spectators and general public will be informed both ahead of and on the day of the scheduled fixture will need to be considered.

Post Event Cleanup

- 1) The Host Club will be ultimately responsible for leaving the venue in an orderly state, removing all litter, clothing and any other material belonging to the event or left behind by athletes or clubs.
- 2) The Host Club should contact the landowner immediately following the event to ensure there are no issues arising from the fixture.
- 3) The League Manager is to be advised straightaway if there are any issues.
- 4) Appropriate action should be taken immediately resolve any issues.

Event Costs

- 1) The levy of car parking fees is the standard mechanism by which the Host Club is able to cover the costs of hosting a fixture.
- 2) It is advisable that the Host Club carefully assesses the costs it is likely to incur in order to host a fixture, as this will help to determine the car parking fee required to cover the event costs.
- 3) In the event a surplus is made, has the Host Club considered how it intends to

distribute the proceeds - *e.g. to the landowner, to a charity of the landowner's choice, to a charity of the host club's choice, to cover the cost of the use of the venue, etc?*

- 4) Should a Host Club fail to cover its hosting costs due to unforeseen circumstances, reimbursement of the out-of-pocket costs should be approved at the AGM at the end of the season and should be paid to the Host Club concerned immediately.