

OXL – Race Directors' Guide

(Last reviewed and updated 22nd October 2021)

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) Download the latest **UKA - Cross Country Event Organisation Guide** (*– still currently version dated 2012, second edition*) using the following direct link for more detailed assistance in organising a cross country fixture:
<https://uka.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 one week before the scheduled fixture where possible.

Event Permit

- 1) It is a requirement that the host club applies for a UK Athletics Cross Country event licence (*– no longer an English Cross Country Association (ECCA) permit and still currently free of charge*):
<https://www.mysporthost.com/CCEventLicence/>
- 2) The event permit should ideally be applied for **at least 8 weeks prior** to the scheduled fixture date.
- 3) Has the UKA Cross Country Event Licence 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 Cross Country Event Licence, 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 three above-mentioned documents are seen by the 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:
 - **Local Parish Council**
 - **Local Police Authority**
 - **Local Ambulance Service**
 - **Local Fire Station 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 located **close to the finish area** and are **easily visible and contactable**.
- 4) A copy of the medical provision booking confirmation for the fixture is to be sent by email to the League Manager **at least 1 week 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(s) is/are required to provide the following officials for the fixture to go ahead:
 - 1x Fixture Referee**
 - 2x Additional Timekeepers**
 - 1x Starter**

***Note:** A total of four timekeepers are required to manage a fixture (*– in addition to the funnel recorders*). Two timekeepers should be supplied by Oxon AA. The names and contact details of the Oxon AA supplied timekeepers will be communicated to the Race Director **a week before** the scheduled fixture.*

- 2) If the Host Club(s) has/have any trouble recruiting officials and timekeepers, please contact the League Manager **at the latest 4 weeks in advance** of the scheduled fixture, so that there is sufficient time to source the required personnel.
- 3) The Host Club(s) is/are required to send confirmation to the League Manager of the names and contact details of all the officials and timekeepers who have been

confirmed to be officiating on the day **at least 8 days before** the fixture.

- 4) 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 **four finish recorders** for **EACH RACE** of the fixture (*two teams of two people to record the finishers across the line*). This allows the results team to troubleshoot any mistakes or queries that may arise.
- 2) Confirmation of the names and contact details of the finish recorders must be sent to the *OXL Results Secretary* **at least 1 week before** the scheduled fixture date.
Note: *Instructions and materials for the fixture recorders at a briefing scheduled ahead of the first race on the day of the fixture by the OXL Results Secretary.*
- 3) With respect to the combined Round 3/Oxfordshire Cross Country Championships and Round 5 fixtures, a Runner will be required to deliver both the finish recorders' and timekeepers' manual and digital records to the OXL Results Secretary after the conclusion of each race.
- 4) The Host Club(s) is/are responsible for ensuring the Runner is made known to the OXL Results Secretary.

'Hares' & 'Sweepers'

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

Marshals

- 1) The Host Club(s) is/are 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 of 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) The League Manager will aim to allocate a minimum of 8 marshals from the pool of club marshal volunteers 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**
- 7) Any runner seen to be wearing ear-plugs/headphones during a race is to be reported to Race Director and League Manager (**race number and club vest/t-shirt colour required**) immediately following the race.

Car Parking

- 1) Has adequate parking provision been made available 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) A fixed parking fee of **£4.00 per vehicle** has been set for all fixtures for the **2021-22 season** as agreed at the 2017 AGM.
- 5) If the payment of parking fees is required, have sufficient marshals been allocated to ensure minimal delays at the entry to the venue?
- 6) Are alternative parking facilities available, should they be required?
- 7) What facility has/have the Host Club(s) put in place should a vehicle become trapped in mud, for example?
- 8) How will the Host Club(s) handle adverse weather conditions should they deteriorate dramatically (*–flooding, heavy snowfall, for example*) during the course the event?
- 9) Will there be any parking restrictions in force? If so, please inform the League Manger so this information can be distributed in advance accordingly.
- 10) Are there any areas at the venue that are restricted or out-of-bounds? If so, please notify the League Manager so that adequate notice can be given ahead of the fixture and please ensure the restricted area(s) is/are cordoned off and sufficient notices are in place to prevent athletes, coaches, officials and supporters from trespassing into the restricted area(s).

Toilet Provision

- 1) Has suitable, adequate toilet provision been arranged to cope with the growing number of participants?
- 2) Portable toilets/urinals should be located as reasonably close as possible to the Start Area, at a suitable distance from any catering facilities that will be in place.
- 3) If deployed, when are the portable toilets/urinals 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 will not be 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 the combined Round 3/Oxfordshire Cross Country Championships and Round 5 fixtures, what facilities will be made available for the on-the-day production and delivery of the results?
- 3) Are changing facilities to be made available?
- 4) Will the Host Club(s) be arranging to provide refreshments itself?
- 5) Has/have the Host Club(s) 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 forward a copy of the third-party provider risk assessment to the League Manager along with the other documents requested.
- 8) With respect to the combined Round 3/Oxfordshire Cross Country Championships and Round 5 fixtures, has a suitable area for presentation of awards been arranged?
- 9) Award presentations are to be held ideally indoors or in an area with some degree of shelter from the elements.
- 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 ideally be within **50m** of the advertised target maximum distances.
- 2) If a combined OXL/Oxon County XC Championships fixture is being hosted please contact the League Manager to confirm whether or not any race distances need to be altered to meet the selection criteria for higher-level competition for Oxon AA.
- 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** (*including Start & Finish location(s)*)
Note: If the routes have changed since the previous hosting of the fixture this needs to be clearly marked on the maps.
 - **Race Start Times and Course Distances**
 - **Marshal Positions**
 - **Area for Club Tents**
 - **Medical Services Provision Location**
 - **Access Route for Emergency Vehicles**
 - **Gated Access - *that is to be manned***
 - **Catering Provision Location**
 - **Toilet Provision Location**

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) The OXL will provide Feather Flags on the day of the fixture 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, where possible, 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 80 metres long** to avoid congestion at the finish line and needs to incorporate a narrow (*– one-person wide*) last 70 metres long section for the purpose of recording the finishers.
- 4) The OXL will provide Feather Flags on the day of the fixture 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.

Pre-Event Notice(s)

- 1) Any important/critical fixture information should be passed on to the League Manager so that it can be communicated and distributed to clubs and athletes via

the League website and social media as promptly as possible.

Day of Fixture

- 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/ t-shirt with race number securely fastened, clearly visible and not disfigured in any way to allow the recording of the race numbers both manually and digitally.

Disputes

- 1) It is the duty of the Race Referee to enforce the rules in the event of dispute.
- 2) Any disputes relating to complaints about athletes, coaches and team managers, and any decisions that may lead to an athlete being disqualified must be dealt with by the Race Referee in liaison with the League Manager.
- 3) Any disputes relating to the organisation of the event or the results are to be directed to the League Manager.
- 4) The League Manager will seek advice from the OXL management team and/or Officials as required.
- 5) Any sensitive matters should be dealt with in an area of privacy.
- 6) 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) The ultimate responsibility for cancellation of any fixture or race remains the responsibility of the event Race Director.
- 3) The Race Director can expect full support from the OXL Committee.
- 4) When a fixture is threatened by bad weather (*– as has happened twice in recent seasons*), the League Management will aim to provide up-to-date information to clubs and participants via a 'news' notice posted on the website, social media and RSS feed posts in the lead-up to the fixture, and will aim to publish a final decision to go ahead or cancel by the Friday evening at the latest.
- 5) The normal method is for fixture cancellation notification is to post a notice on the OXL website, on the Social Media platforms and via the OXL RSS feed.

Post Event Cleanup

- 1) The Host Club(s) will ultimately be 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(s) 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 to resolve any issues to the satisfaction of the landowner and to ensure the venue may continue to be used for future fixtures.

Event Costs

- 1) The levy of car parking fees is the standard mechanism by which the Host Club(s)

- is/are able to cover the costs of hosting a fixture.
- 2) It is advisable that the Host Club(s) carefully assesses/assess the costs likely to be incurred in order to host a fixture, as this will help to determine whether or not the car parking fee needs to be reviewed in order to ensure that event costs are covered.
 - 3) In the event a surplus is made, has/have the Host Club(s) considered the proceeds of the fixture are to be distributed (*– 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 the Host Club(s) fail to cover the hosting costs due to unforeseen circumstances, reimbursement of the out-of-pocket costs should, following approval at the AGM at the end of the season, be reimbursed to the Host Club(s) concerned immediately thereafter.