



# ROAD RACING HANDBOOK



# ROAD RACING HANDBOOK

# TABLE OF CONTENTS

FORWARD	4
ORGANISING A ROAD RACE: THE WARM UP STRIDES	5
1. ASSESSING DEMAND	5
2. ORGANISATION	6
3. EVENT OPERATIONS	7
4. THE COURSE	10
5. RACE OPERATIONS	15
RISK ASSESSMENT FOR ROAD RACES	22
1. EVENT FACILITIES	24
2. THE COURSE	26
3. PERSONNEL/EQUIPMENT	29
ANNEX	36
NOTES	65

# WELCOME TO ROAD RACE ORGANISERS HANDBOOK

On behalf of Athletics Ireland, I would like to extend you a warm welcome to the first edition of our Road Race Organisers Handbook.

Athletics Ireland has traditionally provided support for race organisers in the form of public liability insurance.

However, in line with our strategy to promote all forms of athletics to the widest possible audience, we are now in a position to bring road running to a new level in Ireland with the creation of a road running department within the association.

The aim of the department is to offer expertise, leadership, help and support to new and experienced organisers throughout the country.

This handbook is merely the first step and its purpose is to inform and support organisers of Athletics Ireland-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 Irish road running in recent years and this is likely to continue.

For that reason, the handbook will sit as an online (but printable) document on the Athletics Ireland website, to be updated on a continuous basis.

We hope experienced race organisers will use it to review their procedures in line with up-to-date best practice, while it may provide valuable assistance to club officials taking on new or different responsibilities in organising a road race.

Anyone organising a race for the first time will find this to be a useful way to quickly assess the key tasks and milestones that need to be managed.

The guide has benefited from significant input from organisers of many of the country's top races, and therefore offers real world advice, based on experience of a wide range of races developed over a number of years. I would like to thank these organisers plus the members of the Competition Committee for their valuable input.

While this guide is not a definitive instruction manual covering every possible problem you may have, it will provide you with a list of items and areas to consider, with time scales, when planning an event.

Organising a road race can be a daunting process, and our road running department will be at the end of a phone or available by email to provide advice and support when planning an event.

We recommend that you contact them and work through the process together if you intend to organise an event.

Organising a road race can either make or break a town or city with numerous stories of incorrect distance markers, overcrowded start areas, mistakes with the chip timing, not enough water etc.

As the license holder for athletics in Ireland, we have a strong obligation to anyone taking part in a running event that it is well managed, safe, secure, and ultimately an enjoyable experience and one that they will tell their friends about and return next year.

Finally, I would like to pay tribute to anyone who has ever organised an athletics event in Ireland. It is the result of your efforts, enthusiasm, and abilities that we are in the enviable position where anywhere close to 250,000 Irish people take part in a running event on an annual basis.

If you require any further information, advice or support please contact the Road Running Department.

If there are any errors in this document, or if any information/annexes become outdated, please contact us.

**Yours in running**

**John Foley**

## 1 ASSESSING DEMAND

There are a variety of reasons for wishing to organise a new road race including: to raise funds for a club or charity, to provide a sporting focus for a community or organisation, or to fill a gap in the race calendar (time of year, type of race or geographical location).

Whatever the reason it's important that the organiser of the potential race should take account of the complexities of establishing a road race, and consider whether other types of event are more appropriate.

Existing road races should also be reviewed on an annual basis and organisers should reassess the questions below. Road running is a dynamic and growing sport, and especially for the regular competitive runner there will often be a choice between a number of events in a given period.

Organisers will need to regularly review their races to take account of the size of field it is attracting, the nature of the course, and how it fits with other events which are either close geographically or at a similar time of year.

### 1.1 IS THERE DEMAND FOR THE RACE?

Road running is growing in popularity year by year, but it's still vital to ask the question – will anyone want to run in this race?

Road races are relatively expensive to organise with some unavoidable fixed costs regardless of how many compete, so it's essential to assess whether there will be sufficient demand to at least cover costs.

Equally, thought should be given to the number of runners expected, or to be targeted. A limit may need to be placed on the number of runners, especially if there are constricted areas on the route, or other safety implications.

### 1.2 WHO ARE THE TARGET RUNNERS?

Will the race be aimed at elite runners, club runners, new or inexperienced runners, specific population groups (women, younger runners, veterans, business groups, people from other sports) etc?

Many races will target the full range of runners, and for non closed Events (e.g. County Championships) it is vital to be open and non-discriminatory. Whatever the target audience, marketing material for the race will need to reflect this.

This factor will have a major impact on the type of event and the number of likely competitors. For example an event targeted at novice runners may well attract a larger field, but may also raise issues in terms of health & safety risks and other operational problems.

Athletes must be 18 years of age to compete in events of 10,000m and over. The recommended age groups for juveniles are: Up to U11 - 1 mile: U 12 - U13 - 2k: U 14 - U15 - 3k: U 16 - U 18 - 5k.

### 1.3 WHAT OTHER EVENTS MIGHT IT CONFLICT WITH?

A key consideration, and vital before a date is set, is what competing events or activities might affect the success of the race. This will primarily relate to checking what other road races there are in the area around the proposed date of the race (remembering that events in the weeks before and after a race may have an impact). Other local events which are likely to attract large crowds have to be a consideration such as a major match or a local show.

Athletics Ireland strongly encourages cooperation between race organisers where there is a possibility of a clash of dates of races in close proximity.

However, we are also aware that there are more races than available weekends and in some cases a clash of races is unavoidable.

Ultimately the runners will decide which race they want to participate in, resulting in both races eventually losing out.

# SECTION 1 - ORGANISING A ROAD RACE

## THE WARM UP STRIDES

## 2 ORGANISATION

### 2.1 ORGANISING COMMITTEE

Even a small event requires a substantial amount of time, effort, enthusiasm and especially on the day itself lots of bodies. It is therefore vital that there is widespread support for the event throughout the club or organisation, and ideally an Organising Committee should be established to ensure buy-in to the event and to spread the load.

### 2.2 ORGANISATION STRUCTURE

Divide and conquer!

Key responsibilities should be delegated to a small team of ideally experienced people. This ensures that communication is quick and efficient and any major issues can be rapidly resolved.

Each key Officer should then be encouraged to appoint supporters or support team leaders as appropriate, to reduce individual workloads to an acceptable level. If possible teams should be limited to around 6 people, so for example with marshalling a team leader would be appointed with responsibility for part of the course and with support from 5-6 other marshals.

It is also important to involve partner organisations at the earliest stage in the process.

These will include Local Authorities, An Garda Síochána, Charities, businesses, scouts and sports bodies such as the local County Sports Partnership.

### 2.3 RESPONSIBILITIES & JOB SPECIFICATIONS

The key roles for any event are listed below. Detailed job descriptions for each role are provided in Annex 2, and a summary of equipment required is provided in Annex 3.

Depending on the scale of the event, and the skills of the individuals involved, many of these roles may be combined (for example the Race Director may also be the Race HQ Director). Nevertheless it is important to ensure that roles and responsibilities are clearly defined and allocated.

- **Race Director:** Ultimate responsibility for the event and organising the team.
- **Course Director:** Responsibility for the mapping, marking and measuring of the course (if advertised as a specific distance).
- **Chief Marshal:** Responsible for organising registered officials and marshals
- **Start/Finish Directors:** Responsible for a safe and fair start to the race and accurate recording of results
- **Race HQ Director:** Responsible for the physical layout of race facilities, organisation of man-power and set up and take down of the event
- **Race Secretary:** Responsible for the distribution of the various forms and documents related to the event and for liaison with Local Authority, the Garda Síochána, etc.
- **Entries Secretary:** Responsible for administration of race entries, handling payments, distributing race numbers
- **Safety Officer/Health & Safety Officer:** This is a vital role, and there is a growing need for the role to encompass health issues as well as basic safety of runners while racing (for example there are increasingly stringent regulations relating to food storage and preparation with which the organisers must comply)
- **Finance Officer:** Responsible for preparing a budget for the event and to administer the financial aspects of the event.
- **Publicity & Sponsorship Officer:** Responsible for marketing, promotion and communication of the event, and securing financial support from advertisers and sponsors.



## 3 EVENT OPERATIONS

### 3.1 WHEN AND WHERE?

These are the two key decisions, but they are often constrained by practical issues.

The time of year will be partly determined by the nature of the event:

- Short distance runs targeted at recreational or new runners may be best run in the warmer summer months.
- Longer distance events (especially beyond 10K) will generally favour the cooler months of the year.

Ultimately though the key constraint will be avoiding clashes with other local or national events, which would reduce the potential field for the race, reduce the number of available marshals and support volunteers, and potentially mean that race officials are not available.

The Athletics Ireland road running department will be able to advise of any potential clashes with the proposed date.

The location and route will also be subject to practical constraints due to the geography of the area.

Section 4 reviews this in more detail, but the key constraints will be:

- Suitable start/finish venue (space for start & finish, changing facilities, catering, administration, parking etc.).
- Safe roads with light traffic (ideally using cycle/foot paths where possible).
- A route that provides primarily left hand turns and avoids road crossings.
- A route that is conducive to running (i.e. typically it should be relatively flat, with roads wide enough to avoid bunching, or problems with oncoming traffic).

### 3.2 SCALE OF EVENT

The scale of the event will have major implications for the operation and management of the race, and for the choice of venue and route. The average race size across Ireland is 200-300 runners, but there are more races attracting fields in the range of 1-5,000, and that's excluding major events such as the Dublin Marathon with an ever growing field of between 12-15,000 and the women's Mini Marathon with a field of over 40,000.

For a new event it is recommended to start conservatively and build the size of the field once the event is established. Race entries should be limited to an assessed manageable level (perhaps 500-800 initially) in order to test the logistics of the race.

Clearly this approach may not be relevant for experienced race organisers with access to significant resources, but even then it is best to be cautious, as there may be many unexpected issues that are not evident in the planning stage.

### 3.3 MARKETING & PROMOTION

Marketing your event effectively is the key to success.

The traditional method of promotion is to hand out entry forms at other races prior to the event.

Some races have a table at the registration available for the runners to pick up forms for future events.

To gain better visibility for your event, and encourage runners from further afield a more proactive approach is required:

- The internet is increasingly the prime source of information for runners so make sure the event is proactive on facebook and has its own web site and add your event to the Athletics Ireland calendar, the only calendar with the complete list of licensed road races in Ireland.



# SECTION 1 - ORGANISING A ROAD RACE

## THE WARM UP STRIDES

- Email an electronic version of your event flyer to known contacts, and forward this to area officials such as Club Secretaries, County Secretaries, etc.
- Contact other clubs and web sites and request a link to your event from their site, or to be added to their events listings.
- Make sure other sports clubs and leisure centres in the area know that your event is taking place and have information they can hand out to interested parties.
- Most magazines have a 'what's on?' section and will usually list events for free.

An accepted rule of thumb is that 1 in 8 flyers/entry forms will result in a race entry (i.e. 4,000 forms will deliver 500 entries), but this will become increasingly inaccurate as online promotion takes precedence.

Indeed many race organisers are moving away from using printed materials apart from the occasional poster in the vicinity of the race.

Coming up with an eye-catching name, a distinctive logo and producing attractive flyers are just part of the whole picture. It is essential to include:

- Venue
- Date & times
- Race distance
- Licence details
- Eligibility details and how to enter
- Contact name, email address and telephone number, in the event of queries
- Web address for more details
- Sponsors logos (sponsors will often have detailed rules about the use of logos – formats, colour, positioning etc)

### 3.4 FINANCE

#### 3.4.1 RACE BUDGET

Preparing a race budget is a vital part of organising an event. Without a comprehensive race budget there is a significant risk that the event will be unprofitable and will drain club resources rather than contributing to them, or will fail to meet the objectives for contributing to a chosen charity.

The race budget should include all major items of income & expenditure, assessed as accurately as possible, and include a contingency figure of perhaps 5%-10% to cover unexpected costs.

#### 3.4.2 ENTRY FEES

The setting of the entry fee is a decision to be taken by the organiser, and should take account of the fees for comparable races, objectives for raising funds and decisions regarding the direct costs for the race such as prize money, medals, goodie bags etc.

#### 3.4.3 SPONSORSHIP

If it is possible to secure sponsorship for the race this will have a significant effect on the potential profitability of the event, and will have an impact on decisions about the entry fees for the race and the types of prizes and goodie bags that may be offered.

Seeking sponsorship should start well in advance of the race (perhaps a year or more beforehand), and any discussions with sponsors should focus on what benefit they will gain in return (local publicity, brand awareness etc).

It is also recommended to review opportunities for grants and awards, which may be used to contribute to the costs of the event.

#### 3.4.4 FINANCIAL SECURITY

It is important that the race is able to fulfil its financial obligations. Problems in this area will reflect badly on the organiser, Athletics Ireland and the sport in general. Extra and unexpected costs might be incurred for any road closures, athlete's expenses (if applicable), spectator facilities, An Garda Síochána and council, etc. If it is a new event and the club does not have prior experience of organising a race then a cautious approach is recommended until there is some historical experience to build on.

### 3.5 RACE FACILITIES

Consideration should be given to the following, but bearing in mind the over-riding principle is safety first:

- Sufficient parking for competitors, spectators and officials.
- Toilet and shower/changing facilities.
- Baggage storage and secure area.
- Refreshments and catering facilities for competitors, officials and spectators.
- Accessibility, especially for the disabled.
- Safety issues relating to any electrical equipment, gas supplies etc.

Drinks should be available for competitors and in races of 10km and above promoters must supply drinks at intervals at least every 5km. The longer the race and the hotter or more humid the conditions the more drinks stations are necessary.

Food or nutrition supplements should be available during events lasting 3 hours or longer.

This is important because competitors cannot be given fluid/nutrition from anyone other than the event organising team, in addition to what they carry themselves, during the course of a race.

Therefore, adequate supplies and a distribution plan are essential.

Details of the availability of drink and food stations must be provided in the race information pack.

### 3.6 CATERING

This will vary depending on the scale of event and can range from a small table with cold drinks and a few cakes and biscuits through to a full hot catering service. For anything beyond the small cake stall there may be considerations relating to the provision of water, electricity and waste disposal so it may be appropriate to use professional catering services.

Any sale of alcohol will need to take account of the licensing laws.

A critical point is that any catering and drinks facilities should be covered by the race Risk Assessment as there will be health & safety and food hygiene issues to address.

### 3.7 TRANSPORT & PARKING

Regardless of the size of the event a road race will create a short-term peak in traffic, and a demand for dedicated parking facilities. In order to maintain the support of local residents and the local authorities it is important to minimise the impact on local on-road parking, especially as this may well affect parts of the race route near the start and finish.

If possible the start/finish location should be selected to provide adequate parking, but if this is not possible then nearby options should be considered such as industrial areas, or other facilities such as schools or public car parks. It may be appropriate to set the start time for the race to take account of the availability of parking, such as a local supermarket, which may open later on a Sunday morning.

Consideration should be given to the suitability of access roads, taking account of the possible bottlenecks and queues that will affect vehicle flow for competitors and local traffic alike.

If parking is to be on fields or other non-sealed surfaces it is important to have a contingency plan in the event of bad weather conditions. The parking area may become flooded and inaccessible, or there may be a risk of vehicles becoming bogged down. In particular some form of durable surface should be established on pinch points such as the entrance to a field where heavy traffic flow will quickly cause problems. Solutions would include matting, or metal/wooden covers, or perhaps gravel or similar if this is Licenced by the site owner.

Consideration should also be given to clear sign-posting for the event depending on local authority guidelines.

# SECTION 1 - ORGANISING A ROAD RACE

## THE WARM UP STRIDES

### 4 THE COURSE

One of the most important factors contributing to the success of a race is the chosen course. Whatever the type of course, the key criteria should be safety, suitability & fairness.

#### 4.1 COURSE DESIGNS

There are 3 basic course designs:

- **Out and back**
- **A to B**
- **Circuit or multi laps**

Routes should follow a left hand direction where possible, to minimise crossing of traffic and to make them easier to marshal and direct.

Multilap courses can be organised with minimal marshalling requirements especially if the lap is used a number of times to make up the correct distance, but this can cause problems with lapped runners. They are often less popular with participants, but are attractive for supporters and spectators as they provide a better opportunity to view race progress.

Point to point events are often popular because they give runners a more direct sense of achievement, however this format does add logistical problems regarding the transport of officials, luggage etc.

#### 4.2 COURSE MEASUREMENT AND MARKING

It is important that the course is measured well in advance. This is to ensure that alterations can be made to the course should distances be incorrect. A sample Course Measurement form is attached as Annex 10. Course measurement information will be required before applying for a Road Race Licence.

Consideration needs to be given to the marking of the turn points and km/mile markers.

The signing for the course needs to be planned to ensure sufficient numbers and specificity of signs. Planning is needed as to the location and erection of the signs. It should be remembered that race signs should not be placed over existing road signs.

Your team should also plan when you will be able to erect the signs and km/mile markers.

Can this be done on the day before the race or can they only go up on the morning of the race?

The start / finish of a road race should be on the road, but if this proves difficult the start/finish can be on firm ground, i.e. football pitch or council park. Please do not use broken or sloppy ground. The start must be of sufficient width to cater for the number of athletes in the race and the start/finish must be marked by a clearly visible line at least 5cm in width. Any race which is advertised as being of a particular distance must be measured by an Athletics Ireland approved Course Measurer, who can then arrange for the issue of a Certificate of Course Accuracy. The process involves cycling over a course using a bicycle fitted with a special revolution counter (known as a Jones or Jones-Oerth Counter), which is calibrated before and after each measurement.

##### **Contacting a qualified Measurer**

The Athletics Ireland website has a list of qualified Course Measurers where you can easily source the name of a measurer for your area.

Courses are generally best measured at low traffic flow periods, for example early on Sunday mornings. The task does take some time and for longer races such as marathons several hours work is required and more than one site visit may be necessary. As a general rule there is no fee charged by the measurer if the event is run under AAI rules, but it is expected that travelling, subsistence and other out-of-pocket expenses will be met by the Organiser.

##### **Before Measuring**

Early discussions with the Gardai and Local Authorities should establish the viability of the proposed course. They may wish to suggest or require alterations to your original ideas. A few thousand people running past a fire station may not be practical. A large scale map will be required. Ensure that the distance of the proposed race is approximately correct by scaling from the map with a map measurer, by bicycle cyclometer or by car odometer. None of these will be totally accurate, but they will help establish a working base.



Prepare a detailed description of the course – including a large scale map – prior to measurement. The planned Start and Finish should be chosen so as to leave some leeway for the measurer to adjust the final running distance. If either or both of these points must be fixed then it may be necessary to decide in advance where any course changes might be made along the route.

Road races are measured along the shortest possible running route which will be available to runners on race day. The measurer will need to know how much of a road – whether one lane, the left-hand half or the whole width – is to be used, and also the anticipated conditions at the time of the race. Parked vehicles, for instance, may alter the possible route. The measurer will also need to know the planned positions of any barriers, cones or marshals guiding the runners. In the absence of this information the route will be measured along the shortest possible line which could be taken.

If runners can cut a corner by running on the pavement the course will be measured across the pavement tangent. The idea is to ensure that no runner can run LESS than the distance measured.

### **Measuring**

The course measurer will need to be accompanied during the measurement, ideally by a cyclist who is familiar with the chosen course. If the proposed course is to be on roads which are busy prior to the race day then it may be necessary to contact the local Gardai to advise them of the planned measurement.

In some cases more than one measurement of part or whole of the route may be required before the measurer is satisfied enough to authorise the issue a Certificate of Course Accuracy. The measurer can accurately indicate the position of intermediate distance on the course, but will probably wish to finalise the Start and Finish positions first. Some measurers, therefore, prefer to carry out determination of such points as a separate exercise.

## **4.3 START & FINISH MANAGEMENT**

The start and finish need to be clearly defined. The start procedure should be made known to all competitors in advance of race day and just prior to the race start itself. It is preferable to have a finish chute leading to the finish line to channel competitors and to exclude non-competitors. A finish gantry is also desirable. In races where large crowds are expected provision should also be made to have an exclusion zone behind the finish line to protect competitors. In these cases, crowd barriers should be considered. Careful thought should be given to the flow of spectators as well as competitors particularly in and around the start/finish areas.



### 4.3.1 THE START

The start should be on as straight and wide a road as possible. Put warning tape on any obstructions and place a marshal in front of the obstruction if necessary. In order to avoid bottlenecks ensure that the start area and the route immediately after the start does not narrow rapidly at any point. Where the start is in a field or similar large area, with a narrow exit, consider the direction of the start so as to provide the maximum time for the field to thin out before reaching the pinch point.

Make sure the route to the start is clearly marked, and the location of the start is indicated. Place a start banner adjacent to the start. Mark the start line on the road with road marking tape (available from builder's merchants). As the runners assemble put a tape across the road for the runners to assemble behind. Immediately before the actual start take the tape away and start the race. A gas canister horn is a good way to signal the start, or a whistle for smaller races.

The Start is under the control of the Start Director. Start Marshals are to assist runners in locating kit storage and toilet facilities and correct starting areas. They should ensure that all competitors are in their correct places for the Start and that no individual or team gains any unfair advantage and that no one impedes the start.

The Starter is responsible for ensuring a prompt, fair and fully audible Start to the race. If you intend to use a celebrity starter it is necessary to explain precisely what procedures to follow and it may be useful to be prepared to start the race yourself if your system confuses your celebrity, with a back-up hooter/whistle/flag.

Ideally the Start should be situated in a place which is closed to traffic, allowing easy access for all participants. A park or play area or closed roads are ideal locations. It is essential to ensure a safe and fair start for all runners and while it will not be possible for all runners to stand on the Start Line it is important that all can start quickly without obstruction. To allow this, the Start should be as wide as possible and should allow a straight run for as far as possible.

If it is an open road course, the problem of parked vehicles will need to be considered and evaluated.

Facilities such as changing and toilets should be nearby. The Start area should be well marked and the use of a public address system is essential. Space and resources may allow the start to be fully controlled with restricted access to the whole area; barriers, gantries etc.

In a large field it is usual to allocate Start Line 'Zones' so that runners may line up within their ability ranges. Some entrants will try to start on the front line when they should start further back. Polite requests usually deter such hopefuls. Problems with slow runners impeding faster ones should be avoided if possible.

In order to ensure that the correct Start Line is used and to avoid the necessity of trying to push a large 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.

Timekeepers, the Referee and the Starter should have a clear view of the Start. The Starter should be adjacent to the Start preferably on a raised platform. The method used (Starting gun, flag, air-horn) should make sure the maximum number hear or see the signal.

### 4.3.2 THE COURSE

The course is under the control of the Course Director, who is responsible for Stewards. The Stewards' role is to indicate the route of the course for competitors and, in conjunction with the Gardai, to assist with on-course control of spectators. They should ensure that the course is properly followed, reporting any infringement to the race referee. They should also be aware of potential hazards/problems on the course and be able to deal with them.

#### Feeding and Sponge Stations

Supervisors have duties for the proper availability of drinks and sponges for the competitors at the designated points on the course. If provision has been made for individual special drinks they should monitor these. The tidiness of the station is up to them and they should ensure that the area is kept clean and safe for competitors and spectators. They are also responsible for clearing up the station and its surroundings once all the competitors and spectators have passed by.

#### Marking the course

In addition to providing detailed maps of the course and relevant features and facilities, you should place readily visible signs indicating each mile or kilometre mark, above head height on the roadside.

All turnings must be indicated. Markings on the road itself are only useful in low-density races and should not be permanent. Be careful to comply with any local restrictions on temporary signs and 'flyposting'.

#### Stewards

The purpose of any steward is to direct and assist the competitors, so it is important that they are fully briefed on their responsibilities and are in the right place at the right time. A steward location map should be drawn up. Stewards need to be easily identifiable (luminous jackets etc.)

Stewards 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 steward's remit. Quite often the back markers in a race will be very relieved just to see a steward. A smile and a word of encouragement can work wonders to revive flagging spirits and limbs!

The Chief Steward or Course Director should liaise with the Gardai before the start of the event to ensure that any potential trouble spots are properly covered. Stewards should only stand down from their posts once the final runner/sweep vehicle has passed. To ensure that no one is missed, a sweep-up system should be used, with a vehicle or bicycle following the last runner.

#### Lead Car

It is essential that the driver of the lead car is fully familiar with the course. The vehicle may be used to carry a race clock and to transport race officials to the finish. It can also serve as a mobile communications base. Additionally, display boards can be employed to give advanced notice of the event so that other road users will be aware that there may be some delays to their journey.

#### Drink And Sponge Stations

Most of the races will have to provide some on-course refreshments, as detailed in the rules of the sport. Care must be taken in the setting up of these facilities. They must be clearly signposted well in advance – ideally 200 metres ahead and be set back off the running line of the course. Manpower should be sufficient to ensure that drinks are dispensed rapidly when required.

#### Race Numbers

Numbers should be visible at all times and should not disintegrate when wet. They should be large enough to be clearly visible but not so large as to be uncomfortable to wear. Waterproof plastic numbers are lightweight and usually trouble free, though more expensive than plain card. More advanced systems use detachable numbered tags or barcodes as well as the computerised chip system.

In races where there are specific category awards it is customary to allocate numbers in blocks. This has the advantage of giving a clear indication of how many and who are entered in any particular section at a glance and also helps identify prize winners, should there be any problems.

# SECTION 1 - ORGANISING A ROAD RACE

## THE WARM UP STRIDES

### 4.3.3 THE FINISH

Similar to the start, mark the finish with a banner to the side or above the finish.

Depending on numbers more than one funnel may be required. The structure of the finish gantry and finish chute should be sufficient to allow for a sprint or multiple finishes. An assistance or recovery area should be available.

The funnel should be 30/40 metres long. Station the timekeepers at the finish line. A minimum of two are needed, one to call out the times the other to write down the times. The timekeepers concentrate on recording the times, taking down numbers where possible.

Use sheets with 50 places on them. Timekeepers should cross check times against race numbers on a frequent basis (every few minutes/50runners) as this will limit any discrepancies to a small number of runners which can then be rectified more easily after the race has finished.

The recorders are stationed at the end of the funnel, one to call out the numbers, the other to write down the numbers. A funnel steward(s) is required to keep everybody in the funnel in the finishing order. A copy of the instructions for providing a funnel finish, from the, is provided in Annex 8.

The alternative is chip timing, either chips attached to running shoes, or chips as part of the runner number. Although there are additional costs to the use of chip timing there are several advantages:

accurate timing for individual runners (from the point of crossing the start line),

automatic capture of runner timing data, and the fact that the chip-timing supplier will provide support and advice with managing the race finish.

Even with chip timing, however, a back-up system is vital as technical problems can occur, and in any case the chip-timing supplier will require a separate time for the first runner home in order to assess any differential between chip time and clock recorded time.

Athletics Ireland strongly recommends the use of a video at the finish line, which may be referred to in the event of a dispute over finishing positions or times.

### 4.3.3 GOODY BAGS & PRIZES

The majority of races provide some form of goody bag to all competitors, the contents of which may include:

- Tee shirt
- Medal
- Mementos (event mugs/tankards etc)
- Certificate
- Water/sports drink
- Snacks

The degree of "generosity" will likely be determined by the availability of sponsorship, and sponsors may require that the goody bag include their promotional material.

Preparing the goody bags can be a major challenge, both in terms of the time it takes to collate them, but also the room needed to store the contents, and after collation to store the bags.

Consideration should also be given to the layout of the post-race distribution point which should be close to the finish to capture runners before they leave, but not so close that it blocks the exit to the finish funnel.

### 4.3.4 PRESENTATIONS

This is your final shot as far as most runners are concerned. The aim is to thank those concerned with the event, both sponsors and helpers, and to distribute the awards. Most of those attending will be thinking of the journey home, and perhaps be a little tired. You need to recapture their attention for a short while so that

they will take an active part by applauding. They will not appreciate long speeches, however witty, and will expect a fairly rapid distribution of awards.

The results team, if properly briefed, should have filled in the list of prize-winners, and if the prizes are displayed properly the presentations can be done efficiently. In order to stop the natural drift, which occurs when awards are distributed in strict age order, leaving the V70s alone in the arena until called; it is worth thinking about giving out category prizes in reverse age order and reverse

## 5 RACE OPERATIONS

It is recommended that the race organiser identifies partner organisations at the earliest stage in order to gain support and buy-in for the race. Typical partners might include:

- Local government, schools and sports organisations
- Charities
- Local businesses
- Voluntary organisations such as GAA clubs, scouts or FCA

The above partner organisations may provide many of the volunteers needed to make the event a success.

### 5.1 RACE HQ

This will provide the central point for coordinating the race and will be the location where a number of key documents will be displayed, such as:

- Contact numbers/location of emergency services (local A&E etc)
- Public Liability Insurance Certificate
- Road Race Licence
- Risk Assessment
- Plan/map of the race course
- Course Measurement Certificate
- List of entrants
- List of awards & prizes

### 5.2 MARSHALLING

This is an extremely important aspect of the planning process. Once the course route is finalised, it is necessary to identify where marshals are needed and the total number required.

Recruit sufficient marshals to fill the positions as soon as possible, and ensure there are more marshals than the total required, as there will always be dropouts on the day.

Identify marshalling sectors and appoint team leaders for each sector; this will ensure clear communication channels and will facilitate marshal briefings, which can be managed on a team-by-team basis. Guidance regarding the use of marshals is provided in Annex 5.

Brief the marshals as to their exact duties and responsibilities as far in advance of the event as possible, in particular the team leaders, who can then brief other





marshals on the day. It is also important to ensure the marshals are of a calibre to carry out their nominated tasks. If there are some roles that carry more responsibility than others try and fill these roles with experienced marshals.

It is vitally important that you have made provision for non-attendance of marshals at critical points on the courses. A list of marshalling priorities should be established so marshals can be reassigned from low priority areas if this is required.

Do take care of your marshals. Feed and water them, provide them with event T-shirts, and/or give donations to their clubs or organisations if they are not from your own club.

All this will help to ensure that they come back the next year, and will build the reputation of your event.

Provide all marshals with a briefing pack and ensure each marshal knows his/her exact location. This can be done with maps and/or transporting the marshal to the location.

Each marshal should be given other race information including start and finish time, flow direction, emergency contacts and so on. In longer races, refreshments and/or relief marshals should be provided especially in extreme weather conditions.

Under no circumstances should marshals be asked to endanger themselves. It is important that all marshals know they have no authority over road traffic. If vehicles need to be halted, slowed or diverted then a Garda presence should be arranged if possible.

All marshals on public roads should be issued with highly visible garments.

The following areas will require marshalling. The type of task will dictate the type of steward or marshal required:

- Race route - Junction/direction marshals, sign erection crew
- Post race - Helpers are needed to clear up, take down signs, pick up litter, etc.
- Other - refreshments, car parking, timing and results, registration, relief/spare marshals.

## 5.3 OFFICIALS

There are rarely enough officials at an event, so even if you think you have enough, consider recruiting more.

It is vital that you request a Referee and Chief Timekeeper if required, well in advance.

If you recruited your officials a month or more before your race, be sure to speak to them approximately 2 weeks before the race date to check they are still available.

Make sure you look after your officials and that you provide a car parking space if required, refreshments etc.

## 5.4 MEDICAL PLAN

It is important when organising an event to ensure that all the elements required to ensure a safe and successful event are considered in advance, the same is true for the medical /first aid provision, as this is an integral part of the pre event planning process. Just as the number of variables to consider when designing a course are many fold, so is the level of preparedness required to ensure you have adequate medical/first aid provision to meet the needs of the event, in relation to the nature of course, duration of event, time of year, time of day, participants profile, numbers of runners and spectators, nearest health service facilities and your planned medical/first aid provision..

The expertise may well lie outside of the organisers experience, if so a partnership between the organisers and the medical services provider is crucial and should be forged early in the pre event planning phase. The combined expertise of the medical providers and the experience of the organisers allows for a comprehensive risk assessment to be conducted, when completed and agreed, allows for the appropriate level of resources to be identified.

**Do I need a medical plan?** Yes all events should have a medical plan regardless of the size of the event; this is keeping with best practice and a requirement

# SECTION 1 - ORGANISING A ROAD RACE

## THE WARM UP STRIDES

of Athletics Ireland.

**Why do I need a medical plan?** A medical plan based upon your risk assessment is confirmation that you as the organiser have taken under consideration the safety of those attending the event. It details the role and responsibilities and actions to be taken by key stakeholders, it gives guidance and direction to those providing the medical services, and finally it's an important document should litigation issues arise in the future a written record of your mitigation measures may well prove invaluable. However it should be noted, the medical plan is only part of the entire pre event planning process.

**What's in a medical plan?** Basically a medical plan details roles and responsibilities inclusive of clinical competencies, determines timings, details resources including staff, vehicles, equipment, locations dictates policies and procedures, and gives a chronological list of actions to be executed in response to given set of circumstances.

**What is the pre event planning process?** Once you have decided to organise an event you should engage with your medical/first aid provider, this should be done as early as possible to ensure that the provider is available when required and can meet your needs. A review of the event including a walk of the course will allow for both you as the organiser and your chosen provider to assess the course from both points of view and together conduct a risk assessment. Following which a draft medical plan should be developed. The medical plan should compliment the race event management plan and should not be a stand alone document. The medical plan once agreed should nominate an event medical coordinator; this person is responsible for ensuring that the event activities and the medical activities are coordinated and should be a member of the event management team.

**On the Day what happens?** The medical plan becomes live, that is the arrangements detailed in your medical plan are implemented. A review of all arrangements is undertaken including staff, locations, equipment and communications by the medical coordinator and the medical provider, any deficits or issues are addressed prior to commencement of the event.

**After the event what happens?** In order to ensure things went well and assist in developing a history of events, it is important to conduct a de brief session with all key stakeholders; this meeting should include a report from the medical/ first aid provider, the findings of this meeting should be recorded and learning points noted for future events. All documentation from both the medical provider and or other relevant stakeholders should be retained should it be required at a later date.

It is important that serious issues you may have encountered are reported to Athletics Ireland so this information can be shared with other organisers and thus avoid similar occurrences in the future at other events.

While Athletics Ireland is confident that the guidance contained in this section of the Road Racing Handbook will assist you in developing robust medical / first aid plans, it is you, the organiser that must ensure that the process and checklist provided are adhered to. To assist you a medial checklist is provided in **Annex 1**.

Suitably qualified first aid/medical personnel must be booked in advance with written confirmation and be available at the Start, Finish and on the course according to the severity, nature, likely temperature, distance and size of field of the course.

It is vital to book medical support well in advance.

Organisations that can help are:

- St John's Ambulance
- The Red Cross
- Civil Defence

Please note also that these organisations are not Licenced to deal with medical emergencies, but only to provide 1st line medical aid. If further medical treatment/hospitalisation is required it will be necessary to call 999 for the relevant emergency service.

All marshals should be provided with instructions on how to contact medical personnel (e.g. via a dedicated mobile number, by radio to race HQ etc).

NB: All first aid/medical provision must be compliant with any statutory requirements that may be in force at the time of the Risk Assessment being undertaken.

# SECTION 1 - ORGANISING A ROAD RACE

## THE WARM UP STRIDES

### 5.5 ATHLETICS IRELAND LICENCES

In order to run an event effectively, sufficient planning needs to be in place in advance of entry forms being made available.

The Athletics Ireland Road Race Licence is a system whereby the governing body helps to ensure that the essential organisational requirements for a road race are in place to ensure the safety of all concerned and consistency in race organisation standards across the country.

The Athletics Ireland Road Race Licence is also a very important element for the event organiser when communicating with the local Gardai, who assist in the area of Traffic Management, Road Closures etc.

Athletics Ireland has consulted with the Garda Síochána in drawing up this Road Race Manual. It is therefore critical that the Race Organiser is able to confirm to the local Gardai that their event is being run in accordance to Athletic Association of Ireland /International Association of Athletic Federations standards and that an Athletics Ireland Road Race licence has been applied for and approved.

In the first instance, it is advisable to write to the local Garda Síochána, informing them that a race is being planned and requesting they nominate a liaising Garda member. The name of the relevant contact at your local Garda station will be required when applying for a Licence.

Organisers should contact the Regional Licence Officer at the earliest opportunity. The Licence Officer has vast local knowledge of licensed races in the area and will guide the organising committee on a choice of date(s) to avoid clashes with other races in the area.

The Athletics Ireland Licence also provides insurance cover up to €6.5m. If entries exceed 1000, additional insurance cover will be required and can be purchased through the Athletics Ireland Insurance Broker.

It is recommended that Licence Applications for Road Race promotions be submitted ideally six months in advance of the proposed event. This is to ensure that there is sufficient time to resolve any problems; dates etc. Once your Licence has been approved, you will receive a unique Licence Number, which should appear on all Race Literature, along with a logo which certifies AAI Approval. It is requested that no event promotions take place prior to a Licence being approved and granted.

The Athletics Ireland Road Race Licence is issued on the condition that the Promoter/Organising Committee agrees to fully implement and abide by its requirements.

The Licence Officer will forward the following forms for completion by the Race Secretary:

- Licence Application Form
- Athletics Ireland Course Measurement Form

These forms must be completed and returned to the County Licence Officer along with:

- A copy of the proposed entry form
- A map of the course showing course marshals locations and mile/km points
- Information/race instructions to be forwarded to entrants

The documentation is checked by the County Licence Officer and forwarded to Athletics Ireland road running department who will issue the Licence.

The completed Licence Application Form, together with the appropriate fee and requested information will be forwarded by the local County Board to the Athletics Ireland Competition Department.

Athletics Ireland Insurance will provide insurance cover for the race on issue of the Licence.

A mandatory part of the process is a requirement to make a risk assessment. The organising committee is responsible for the risk assessment. The County Licence Officer and Athletics Ireland do not require a copy of the risk assessment; however, a copy should be available on the day of the race for this to be checked by the Race Referee.

It is also recommended that a "Cancellation Procedure" document is prepared and displayed at Race HQ.

***An example document is attached as Annex 9.***

## 5.6 ENTRIES, REGISTRATION & RACE NUMBERS

Receiving and processing entries can be a major, time-consuming task even after the organisation of the entries and payment system. Except for well-established events, where runners know they have to enter early to gain a place, most of the entries will come over the last two weeks. You should allow 2-4 hours per day to process entry forms for an average size event of around 500 runners.

Please do not underestimate how much time this can take; after a hard day at work, and with queries and anomalies adding to the time involved, this can start to be a very daunting task! It is vital to leave sufficient time after the entry deadline for processing entries (typically 7 days for most races). Ensure that there is a clear procedure for how race numbers will be sent (especially for entries received close to race day), and that the entry form asks for email & phone contact details in the event of queries about the entry.

There are now several online entry and payment systems available which will reduce the administration load, but will still require management and there are also costs implications with a handling fee per entry.

The registration procedure needs to be clearly explained to competitors prior to their arrival at the event. An area should be made available for registration of a sufficient size to cope with the number of entries, and taking account of the fact that there will be a peak load for registration around 30-45 minutes before the race. There should be clearly defined entrance and exit routes with sufficient personnel to ensure that no undue delays occur. If there are no entries Licenced on the day, this should be stated on the entry form and other forms of publication.

It is preferable to have defined areas at the registration desk:

- Issue of pre-paid race numbers
- On the Day Registrations
- General enquiries

### Entry Forms

Give adequate consideration to the appearance of all race-related documents such as Entry Forms, as these play a part in the runner's perception of your event.

The form should include at least the following information:

<b>Date</b>	<b>Facilities</b>	<b>Entry Closing Date</b>
<b>Start Time</b>	<b>Entry Fee</b>	<b>Any Special Rules</b>
<b>Distance</b>	<b>Awards</b>	<b>Disabled Entries</b>
<b>Venue</b>	<b>Age Restrictions</b>	<b>Where to send the entry</b>

The form should request all the information which the organiser needs to identify the runner, i.e. name, sex, age, date of birth, address, phone number and e-mail address, affiliated club, and eligibility details for any specific categories and registration scheme number.

Be sure that the spaces provided are sufficiently large to contain the requested information!

\*In races such as Marathon/1/2 Marathon a next of kin contact phone number should be signed in case a person falls ill.\*

The Entry Form should also indicate that an Athletics Ireland Road Race Licence has been granted and the Licence Number must be given. The Form should also confirm that a Certificate of Course Accuracy has been issued.





### Handling Entries

The majority of road races now accept entries only on-line. There are a number of companies which can provide this service and there are also several companies offering a Chip Timing service. Handling entries manually can be a major task, particularly if your event becomes successful. Simply to open an envelope, check the entry form for basic information and confirm that the cheque has been properly filled out can take several minutes. Then the entry must be sorted into its appropriate category and a race number allocated, with the entry details put onto a master list which takes a few minutes more. Finally, if you are sending back information and numbers to entrants the envelope has to be stuffed and sealed.

Remember that most of the entries will be received in the last two weeks, which even for a moderately-sized local event could mean perhaps twenty or thirty a day in the post. Allow yourself three hours work a day to process these entries.

### Acknowledging Entries

Athletics Ireland recommends that Entrants receive a Race Pack that includes; Final Instructions, Health & Safety checklist, a Map of the Course (including location of Water Stations) and other relevant details.

It is recommended that if there are on the day registrations, then the entry form should be a simpler version to make it easier to input runner details on the day. Key information required is:

- Runner name
- Age/DoB
- Club affiliation
- M/F
- Address; phone; email
- Medical information/disclaimer

# SECTION 1 - ORGANISING A ROAD RACE

## THE WARM UP STRIDES

Race numbers need to be displayed on the front of the runners vest. They should be large enough to be seen clearly and need to be of a durable material. A card number is not suitable in wet weather or for longer distance races and tyvek (waterproof) numbers are strongly recommended. Make sure you have plenty of safety pins available, and if time Licences (and a suitable volunteer can be found) arranging pins in batches of 4 (1 pin through 3 others) will avoid runners grabbing a large handful each and rapidly using up your supplies. Runners should be advised that they must fill in the medical information on the back of the number, and it may be appropriate to use spot checks prior to the race to encourage this.

### 5.7 TIMEKEEPING & RESULTS

Timekeeping and results are, at least from the runners' perspective, the most important part of any race. To ensure accuracy at least two, but ideally three, people should handle the timekeeping. This will provide for multiple checks in the event of discrepancies or illegible figures. When one competitor at a time is finishing one person can cope but when five finish together life becomes complicated. Competitors can become very irate if their time is wrong or missed altogether.

A sample time recording sheet is provided in Annex 6.

For shorter/faster races where there are likely to be numerous finishers at any one time it is recommended that there are separate sheets and recorders capturing runner numbers (i.e. finishing order) and finishing times (which are then cross referenced to the finish order).

The timekeeping system should be sufficient for the needs of the particular race. Small numbers of competitors can often be processed and results produced by hand. In larger races or races with staggered start times a more sophisticated system, such as chip timing will be required.

Whatever timing system is employed it should be capable of rapidly producing a list of overall winners on race day, ideally providing provisional results within 45-60 minutes from the point at which all category winners have finished. A complete set of results should be available the same day on the web and if results are being sent by post these should arrive within the week following the race.

If a race is being held on road, you must have a lead vehicle/bike, possibly with a timing clock if desired, to stay ahead of the race, at a safe distance, to ensure runners keep to the route and to ensure the route is clear.

You will also need a sweep vehicle to pick up any runners unable to complete the course, and also as a way of confirming to race officials that all runners are off the course. Where races are multi-terrain, it may be worth considering using a back runner/walker to 'sweep' the route.

### 5.8 POST RACE ADMINISTRATION

Typically there will be a collective sigh of relief post-race, but there are a few key tasks to complete before the process ends it is advisable to hold a post race "wash-up" meeting with all key officers to review the event organisation and recommend any changes or improvements for the following year's race.

It is also worth updating standard documents for the following year again so that any improvements can be made while they are to mind. This then means that next year the documents just need a final check before they are ready to go.

Apart from posting the results (which must be done within 1 month of the race), the other key administration task is for the Road Race Referee to submit the Athletics Ireland Road Race Report Form to the Road Running Department, with a copy provided to the Race Organiser (sample form attached in Annex 7).

Relevant press (local/national press, and athletics press, local radio etc) should be provided with a race report and results, and it is worth following up individually with publications that have featured the race prior to the event, especially if there have been newsworthy outcomes.

Finally, notes of thanks should be sent to relevant people including the host venue, supporting organisations, sponsors and most importantly the volunteers, marshals and officials who have given their time to make the event a success.

This document has been prepared on behalf of Athletics Association Ireland to assist Race Organisers in the addressing the potential hazards and the risks involved in putting on a Road Race.

These are merely guidelines to ensure that the basics of health and safety are addressed and that competitors, marshals or spectators are not exposed to any undue risks.

### **Legal Disclaimer**

The content of these guidelines has been prepared to provide information on health and safety and more specifically the role and functions of Race Organisers/ Event Controllers. By providing these guidelines the Athletics Association of Ireland is not offering legal advice. The information in these guidelines is not a complete source of information on health and safety. If you need specific advice you should always consult a competent person within the meaning of the Safety, Health and Welfare at Work Act 2005.

For detailed information on health and safety you should consult the Safety, Health and Welfare at Work Act 2005 and Safety, Health and Welfare at Work (General Application Regulations) 2007.

## **INTRODUCTION**

Risk assessment is something that we carry out every day of our lives. Many of those involved in road running will have carried out risk assessments informally in the past - both in designing courses and the general planning of events.

Numerous pieces of legislation require risk assessments to be carried out and, in particular, The Health and Safety at Work Act, 2005 and the General Application Regulations 2007. The conduct of Risk assessments forms a central part of a complete event safety management process. All activities need to be assessed by a competent person in order to identify the hazards and quantify the risks of these hazards causing harm to people. Hazards and risks that are not eliminated must be controlled and the control measures, be they physical or procedural, must be communicated to those who will work, or otherwise come into contact with the hazards, i.e., competitors, stewards, marshals, spectators and any other persons that may be affected by the activity.

This document aims to assist in the process of risk assessment by providing a simple form for organisers to use, together with detailed guidance on the topics covered by the form. Much of that guidance will be familiar to experienced organisers, although we can all find we have overlooked something! However, the guidance will be particularly useful for those relatively new to organising events.

Information is also provided on the legal position of those involved in the sport - often a source of worry and confusion, even to experienced practitioners.

NB. This document only has relevance for Athletic Association of Ireland events held in the jurisdiction of the Irish Government. The Health and Safety arrangements outside this jurisdiction are governed by different laws and procedures.

The key thing is that a person must be designated as the Race Organiser/Event Controller to take overall charge.

## THE LEGAL POSITION

Confusion often exists between the criminal law and the civil law.

Under the criminal law organisations and individuals may be prosecuted for breaches of the Health and Safety at Work Act 2005 and associated regulations:

**Governing bodies** (e.g. AAI)

**Event promoters who employ people**

(e.g. local authorities, private companies)

**Facility providers**

**Contractors**

**Employees of the above (whilst at work)**

**Self-employed persons at work** (coaches, professional athletes)

**all have duties under the law and could be liable to prosecution for breaches of such duties.**

However, those who are not at work

**Volunteer officials**

**Unpaid competitors**

**Unpaid club officers, coaches, team managers**

**do not have any such duties and cannot be prosecuted.**

The civil law is a term used to describe the process by which those who have suffered injury or loss as a result of someone else's negligence can claim damages from those responsible. Claims are often reduced considerably (or unsuccessful) because of the injured person's negligence. Most claims in athletics would be based on the common law 'duty of care'.

Every Irish citizen has a duty to take 'reasonable care' to avoid acts or omissions which can be reasonably foreseen to be likely to physically injure others or cause harm to their property.

In athletics the following all have a duty of care to each other:

**Event organisers**

**Facility providers (and their staff)**

**Officials**

**Athletes**

**Coaches**

**Clubs**

**Other volunteers**

**Spectators**

In road races event organisers and others involved in running the event have a duty of care to competitors taking part, and all of these have duties to other road users. However, other road users also have a duty of care in return - especially to drive with consideration when they know that an event is taking place.

Athletics Association of Ireland insurance provides cover for damages claims resulting from events organised by affiliated organisations. Many clubs may also have their own insurance policies, often providing cover for club members involved in club activities and events. Individuals may find that property or house contents insurance gives them cover against any personal liability claims.





## RISK ASSESSMENT

Health and safety legislation requires employers to carry out risk assessments in respect of their employees and others who may be affected by their activities. The risk assessments must be recorded. There is an obligation, imposed by AAI from the publication date of this manual, to carry out a risk assessment in order to get a Licence to hold a road race.

In any case, conducting a risk assessment is good practice - a good risk assessment should minimise the risks to competitors and others involved in the event.

## RISKS ATHLETES SHOULD EXPECT

A degree of risk is inevitable in almost all sports. Roadrunners should expect to encounter the following (up to a point):

hard physical effort

adverse weather conditions e.g. cold, wet, wind, snow, heat

possible unevenness in road or footpath surfaces

jostling, particularly at larger events

presence of other road or footpath users, particularly vehicles.

Athletes should both bring and wear suitable clothing and footwear. However, the ages, abilities and experience of athletes must also be taken into account by event organisers as part of the risk assessment process.

## GUIDANCE ON USE OF THE ROAD RACE RISK ASSESSMENT CHECKLIST

Additional details should be provided on separate sheets if there is not enough space on the form. This will often be the case for major events.

### 1. EVENT FACILITIES

#### 1.1 TRAFFIC APPROACH ROUTES

Consideration must be given to how traffic should approach the venue. Coaches may need to be routed differently to avoid narrow openings or tight turns. For larger events, liaison with An Garda Síochána, the local authority and the AA is likely to be necessary. Checks should be made to avoid possible conflicts with other events taking place in the area.

For all but local events travel information (including maps) must be sent to clubs and/or individual competitors, officials and any VIPs. Clearly visible signs should be provided on approach routes and marshals (wearing high visibility clothing) are likely to be necessary, particularly at the entrances to parking areas (see 1.2). Local authorities may need to be consulted about signs on the roadway, although the AA may arrange this for the organisers.

#### 1.2 PARKING

An early consideration of any event must be where those attending will park. Locations should be chosen to be as close as practicable to the race base and course. Separate parking arrangements may be necessary if coaches are expected to attend. Where space for coaches is limited, areas may need to be identified for them to drop off passengers and collect them after the event, with the coaches parked elsewhere in between. (Maps or clear signage will be necessary for the coach drivers.)

Hard surfaces are clearly preferable for parking areas. Where grassed areas are used it may be necessary to cover over areas, which will experience heavy traffic e.g., entrances/exits. Arrangements may need to be in place for towing out bogged down vehicles, particularly if bad weather is expected.

The parking layout should be planned in advance - a separate entrance and exit may be necessary. Parking marshals will be necessary at most events. They must be provided with high visibility clothing and should be equipped with suitable communications e.g. radios or mobile phones.

Separate parking for officials (particularly starters who must transport guns), the disabled and any VIPs, may be appropriate.

### 1.3 REGISTRATION AND ENQUIRIES

A suitable location must be clearly identified for entries and/or the collection of numbers. Whether this should be on the course or at a separate base will be a matter for local consideration. Wherever is chosen, it is essential that those providing this service are suitably protected from the elements (a safely parked vehicle may be adequate for small events).

If separate locations are used for dealing with enquiries, they also must be protected. Clear signage is important, particularly at larger events.

### 1.4 COVERED ACCOMMODATION

It is not always possible to find courses with suitable buildings close at hand to provide changing rooms and other facilities. If no suitable buildings are available or the event base is a long way from the course then it may be necessary to provide some form of cover near the course. Accommodation must be sufficient for all those athletes and officials who may need to use it in the event of severe weather. Where marquees are to be used for changing, separate male and female accommodation must be available.

Suitable signage should be provided and, at larger events, marshals may need to monitor the condition of permanent or temporary accommodation, or to take appropriate action in the event of excessive congestion. In wet conditions, to prevent damage to flooring or the possibility of slipping, temporary floor covering (e.g. cardboard or dust sheets) may need to be used.

Mops and other cleaning materials may need to be kept available. Areas of buildings not to be used for the event should be kept locked or barriered off.

### 1.5 TOILETS

Sufficient toilet accommodation should be available close to the course (preferably near the start) and at any separate buildings used. For larger events this is likely to require the provision of 'portaloos'. Facilities for disabled officials and spectators should also be available. Adequate supplies of toilet paper should be provided - it is easy to underestimate the need for both paper and toilet accommodation. At larger events marshals may need to be made responsible for monitoring the condition of the toilets. Signs should indicate where the toilets are if this is not readily apparent.

### 1.6 ROUTE TO THE COURSE

Where the event base and/or parking is a long way from the course, the route should be clearly indicated by suitable signs or maps (e.g. in information sheets or programmes). Routes should be chosen to avoid potentially dangerous road crossings. If major roads do have to be crossed then crossing points should be clearly designated and staffed by marshals (with high visibility clothing). In exceptional circumstances Garda assistance may be necessary.

### 1.7 REFRESHMENTS

If refreshments are to be provided directly then suitable hygienic facilities, safe equipment (e.g. kettles, water boilers) and competent staff must be used. Some authorities insist on those using their facilities having food hygiene certificates. If contractors provide refreshments from mobile units the positioning of these must be chosen so as to minimise risks to the course itself and main pedestrian routes. Contractors have a legal duty to carry out their own risk assessments and organisers may ask to see these together with details of their staff's food hygiene certificates (certificates are also often displayed within their mobile sales units).

### 1.8 HANDLING OF CASH

Road races can involve various people in handling cash (particularly entry fees, but also possibly from parking charges, sales of refreshments, programmes, result sheets etc.). Such people should not be situated in locations where they are alone and vulnerable to robbery. Risks can be reduced by removing cash periodically to a more secure area. The provision of radios or mobile phones to staff handling cash will allow anyone feeling threatened to call up support.

## 2. THE COURSE

### Introduction

The Garda Síochána should normally be advised well in advance about any road race taking place on public roads. Road races and other public events are increasingly being subjected to safety scrutiny thus giving rise to the necessity to carry out risk assessments. The local authority, the Garda Síochána and the other emergency services in whose area the event is to be held should be notified when the risk assessment has been carried out and supplying them with a copy of same, so that a pre event meeting can be held if any of them require it.

The Garda Síochána usually play a very influential role in determining whether an event can go ahead and the conditions/requirements that need to be met before it goes ahead.

### General Principles of Course Design

'Off road' - It may be practicable to hold races on courses free from motor vehicles e.g. in public parks or on cycleways and paved footpaths - an approach often favoured by the Garda Síochána. However, this will not always be safer, either for runners or members of the public, due to the presence of pedestrians (including children), cyclists, prams, skateboards, dogs, etc. Usage of parks will increase considerably in good weather and there may be other events taking place at the same time. All these factors must be considered in deciding whether to use an 'off road' course.



Quiet roads - In many cases it will be safer to use quiet roads e.g. in rural areas or on industrial estates. Many types of roads will be much quieter for events held at weekends, particularly in the morning, or during the evening on any day. Timing may be particularly important in ensuring an adequate degree of safety on traditional road race routes where an 'off road' course is impractical.

Busier roads - Increasing traffic volumes create more potential problems for race organisers, particularly on traditional routes. Use of cones to separate runners from traffic may be necessary on tight corners or narrow sections. Signs to warn traffic of the presence of runners will be essential (as should be the case for quiet roads too). For events attracting limited fields this may be all that is required - the runners will be at no greater risks than cyclists using the road in normal circumstances.

However, for large events or where traffic is heavy, consideration must be given to lane closures or road closures for all or part of the course. Liaison with the local authority and the Garda Síochána will be essential in such circumstances.

## 2.1 THE START

The start should be of adequate width for the anticipated numbers of runners. The starting straight should be sufficiently long for the field to spread out before any tight turns are encountered. At least 100 metres straight will be necessary (longer for larger numbers of runners) and any early bends should be gradual. Steep downhill starts should be avoided as also should low level 'street furniture' e.g. bollards, waste bins, signs (alternatively it may be possible to protect or clearly mark such items).

Where races take place on 'live' roads, runners should assemble off the road prior to the start. For large events competitors should be encouraged to line up with the faster runners at the front - signs indicating anticipated finishing times will assist in this process. Barriers will be required at larger events to keep spectators off the course during the start.

## 2.2 THE FINISH

The finish should preferably be off road or at least on roads with low levels of traffic. Use of a closed car park, lay-by or footpath may be practicable. Steep downhill finishes must be avoided, as also should tight turns shortly before the finish (when competitors may be sprinting for the line).

Where a finish on a 'live' road is unavoidable, competitors may need to be separated from the traffic (by metal barriers, cones or tape dependent on the volume and speed of traffic).

Similar criteria must be applied to protecting finish officials where they cannot carry out their duties from off the road. Such officials should wear clearly visible clothing e.g. bright coats or tabards.

Particularly at larger events, use of barriers, cones or tape may be necessary to keep spectators and runners who have finished out of the way of the finish area and the straight leading up to it.





## 2.3 THE ROUTE

Circular courses on 'live' roads should normally be anti-clockwise, thus allowing predominantly left hand turns. Aspects to try to avoid when planning a route are:

- right hand turns, especially across busy roads
- crossing major junctions or roundabouts
- crossing entrances to large premises which will be open
- very narrow roads, particularly those with blind corners or hills
- heavily used bus stops
- parked vehicles
- level crossings
- bridges which can swing or rise.

However, risks from these sources may be reduced to an acceptable level by measures such as:

- the use of warning and no parking signs (see 2.4)
- Garda assistance (see 2.5)
- presence of course marshals (see 3.5)
- short diversions of runners off the road (e.g. onto footpaths)
- coning off corners or short sections to protect runners
- temporary bus stop closures
- assurances from rail operators or other authorities re; level crossings or bridges.

Surfaces of the roads (or footpaths) to be used should be of an adequate standard, free from major potholes etc. Where events are to be held during hours of darkness, particular attention must be paid to the following:

- lighting on all parts of the course
- road surface imperfections which may not be visible
- the possible need for additional warning signs and/or warning lights
- the wearing of bright clothing by those connected with the event organisation
- use of vehicle hazard warning lights.

## 2.4 SIGNAGE

Where races are run on 'live' roads, signs will normally be necessary to warn oncoming traffic of runners on the road. These should usually be required at major junctions, narrow sections of the course, blind corners or hills, or where runners enter a major road from a minor one. In some situations, particularly on narrow roads, signs on both sides of the road will be necessary, rather than just the side that athletes are running on. Signs must be placed high enough to be seen by drivers and be of adequate size.

Steps may be necessary to prevent parking where parked vehicles may force runners out into a dangerous position or could obstruct the vision of oncoming drivers. This may be achieved by putting signs in place requesting 'no parking' or asking the Garda Síochána to put in place "no parking" cones.

### 2.5 ASSISTANCE FROM AN GARDA SIOCHANA

Whether assistance from An Garda Siochana is necessary will depend on a variety of factors including the design of the course, the density of road traffic and the size of the event.

A Garda presence is most likely to be required at higher risk road intersections and start and finish areas. Assistance from the Gardai in providing 'no parking' cones may also be appropriate (see 2.4). The level of Garda involvement should be clarified in advance and arrangements made for liaison between race organisers or marshals and Garda personnel (see 3.2).

### 2.6 LEAD VEHICLE ETC.

A vehicle with hazard warning lights on, or a motor cyclist or cyclist in high visibility clothing should lead the runners round the course. As well as showing the route, on 'live' roads this will provide a clear indication to oncoming traffic that the event is in progress. Consideration must be given to safe arrangements for the lead vehicle to turn off or park at the finish.

### 2.7 SWEEP UP VEHICLE

On point to point or large circuit courses a 'sweep up' vehicle should be provided to collect runners who have dropped out. Such a vehicle should preferably carry someone to provide first aid treatment (see 3.1) and may also be used to collect course marshals when their duties are complete.

### 2.8 DRINKS AND SPONGE STATIONS

AAI and IAAF Rules require drinks stations to be provided for races of 10 km and above and sponge stations for marathons. For races on 'live' roads these should be positioned off the main carriageway (e.g. on footpaths or in lay-bys or gate openings) and away from higher risk parts of the course (see 2.3). Suitable standards of hygiene must be in place for water containers and sponges. Arrangements should be made for collection and disposal of litter (discarded bottles, plastic cups or sponges). These may create a risk of slips or trips as well as an environmental nuisance.

## 3. PERSONNEL / EQUIPMENT

### 3.1 FIRST AID

The level and nature of first aid cover must relate to the numbers of runners, the capabilities of participants (an event attracting a high proportion of novices would justify more cover than a predominantly club race) and the length of the course. Cover should be arranged (and confirmed) well in advance. Many events use the services of the Red Cross or St. John Ambulance, but some organisers may have adequately qualified persons within their own ranks (e.g. club members). Such persons may be qualified doctors, nurses or paramedics, or have attended relevant training courses e.g. First Aid at Work or First Aid in Sport. There will need to be liaison between the event organiser and the provider(s) of first aid services on the level of coverage necessary.



Normally at least one first aider of each gender should be available. The finish area is a suitable location for the first aiders but, dependent on the course layout, others may be stationed around the course. A first aider could be carried in the 'sweep up' vehicle (see 2.7). Alternatively, an ambulance or dedicated first aid vehicle or motorcycle could be placed at a strategic location or follow at the rear of the field.

Effective communications must be established between the event organisers and first aid personnel - use of mobile phones, radios and any public address system may be necessary depending upon the size of the event and layout of the course. Course marshals, who may be the first to become aware of casualties, should also be able to summon first aid assistance (see 3.5). A serious incident may require the attendance of a public ambulance and arrangements may need to be made for them to get to the casualty (this may be a problem on events held 'off road' or on closed roads).

### 3.2 GARDA LIAISON

Where Garda assistance is provided at events (see 2.5), the event organiser will need to make arrangements for liaising with them and ensuring that everyone is clear on what the Garda role will be. In some cases Garda officers may be working in conjunction with course marshals (see 3.5) at critical points on the course.

### 3.3 TRAFFIC / PARKING MARSHALS

At larger events, organisers are likely to need to provide their own marshals to control traffic, parking and pedestrians (see 1.1, 1.2 and 1.6). However, it must be noted that marshals do not actually have any legal powers to direct traffic. Marshals should be advised to bring warm and waterproof clothing and be provided with high visibility clothing e.g. jackets, vests or tabards. They should also be equipped with suitable forms of communication e.g. radio or mobile phones.

Marshals must arrive well in advance of the expected time of arrival of the first competitors and officials and be fully briefed on their duties. Some marshals may need to be deployed to direct coaches or control the use of shuttle buses. Where marshals are expected to be outdoors for long periods, they may need to be provided with hot drinks and possibly food.

Someone will also need to be made responsible for erecting (and removing) signs which are intended to direct traffic, pedestrians etc. As well as providing suitable means of attaching signs, organisers should ensure that safe equipment (e.g. stepladders in good condition) is available if signs need to be positioned at height. Normally two persons should be allocated where work at height is involved and high visibility clothing should be worn close to roads. (Where this work is contracted out, the contractors have a legal duty to carry out their own risk assessment.)

### 3.4 COURSE EQUIPMENT

Equipment such as posts, tape, cones, signs, barriers etc. is particularly likely to be needed at the start and finish areas and may also be required at other locations on the course. A sufficient number of physically fit people will need to be allocated to marking the course and then removing equipment after the event. (Some of these staff may also act as course marshals - see 3.5.)

Where heavier items such as crowd barriers or large numbers of posts are to be used, suitable vehicles (possibly with trailers) will be needed to transport these items close to where they are required. Those involved should be instructed in safe techniques for handling and stacking crowd barriers and any other heavy items and should wear substantial footwear (preferably safety footwear). Suitable gloves may also be necessary for handling rough items. Broad-faced hammers should be provided for driving posts into the ground.



### 3.5 COURSE MARSHALS

Marshals should be provided at any critical points on the course, particularly significant road intersections. Their duties will include some or all of the following:

- placing (and recovering) warning and directional signs
- preventing competitors following the wrong route
- acting as an additional means of warning drivers
- requesting drivers to slow down or stop \*
- liaising with and assisting Garda officers e.g. in controlling traffic
- controlling spectators and other pedestrians \*
- directing competitors at or close to the finish
- summoning first aid assistance.

\* Even though marshals have no legal powers to direct traffic (or pedestrians), a polite request will usually result in a considerate response and may prevent an accident. (It must not be forgotten that drivers also have a legal 'duty of care' to other road users.)

Marshals should be advised to bring warm and waterproof clothing and be provided with high visibility clothing e.g. jackets, vests or tabards. Marshals must arrive well in advance of the event and be fully briefed on their duties. Written instructions for marshals are always useful, particularly at major events. Some marshals may need to be equipped with some form of communication e.g. radios or mobile phones, particularly those on more remote parts of the course, in case any casualties or other problems occur. For longer events marshals may need to be provided with hot drinks and possibly food, if they are to be outdoors for long periods.

Where marshals use vehicles to gain access to their position on the course they should park with consideration both of competitors and other road users. A well placed vehicle with hazard warning lights can often act as an additional warning to oncoming traffic.

### 3.6 ERECTION OF TEMPORARY STRUCTURES

For larger events the erection of temporary structures (such as start/finish gantries or inflatables, stands, marquees, commentary points etc.) may be necessary. Competent, specialist contractors must be engaged for this work and unauthorised alterations to equipment must not be Licenced. Contractors must provide a certificate of inspection for scaffolding-type structures once they have been erected. Consideration should be given to possible fire risks within marquees and whether any fire precautions are necessary.

Positions of equipment should be planned to minimise tripping risks (particularly from tent or marquee guy ropes) and to minimise the impact of strong winds. An area may also need to be set aside for club tents. Where bad weather is anticipated, additional means of securing structures may need to be provided e.g. extra guy ropes.

Where structures are to be left in position prior to and after the event (particularly overnight), it may be necessary to make arrangements for their security.



### 3.7 OTHER EQUIPMENT

Equipment such as public address systems, generators, lighting and associated cabling may need to be provided for larger events. Specialist contractors are also likely to be necessary for this equipment. Cables should be positioned to minimise tripping risks and prevent possible damage to the cables - use of overhead gantries or cable covers may be necessary.

Diesel generators should only be Licenced. Barriers must be fitted around generators and suitable fire extinguishers provided nearby (dry powder or carbon dioxide types).

Fumes from generators must be directed so that they do not create a risk or nuisance.

If refuelling of generators is going to be necessary then stocks of fuel must be kept in a secure place, preferably away from the generator. The generator must be switched off for refuelling.

Any other electrical equipment used (e.g. portable PA systems, computers and printers, copiers, catering equipment) must also be in good condition. Cables, plugs etc. should be checked prior to use. Where multi-socket adaptors must be used these should be of the fused type - care should be taken not to overload electrical circuits in any case. Residual current devices (RCDs) should be used to provide additional safety, particularly at outdoor events.

### 3.8 BRIEFING OF STEWARDS AND RACE MARSHALS

All stewards and race marshals should be fully briefed on all aspects of health and safety arrangements well in advance of the race commencing. Stewards and marshals should be provided with Incident Report Forms, which should be used to capture details of any incident occurring on their sector of the course. It should record time, date and place of incident, nature of incident, identity of person(s) involved, witnesses and action taken. These forms should be completed recording "No Incidents" where nothing has happened and returned to the Race Organiser at the end of the event for filing and retention.

### 3.9 COURSE MAPS

Organisers are recommended to prepare a map (or maps) of the course showing key features.

Whilst this will inevitably involve some initial work, it will provide an invaluable point of reference on the day itself. It will also be extremely useful for those who have to organise events at the venue in the future. The Risk Assessment Checklist identifies various items, which should be shown organisers' maps.

### 3.10 REPORTING AND FATALITY PROCEDURES

All incidents of injuries on site must be reported and logged in the accident book by the Event Controller and where necessary, reported to the HSA under Health and Safety legislation. Following the event, the medical personnel, first aiders, etc are requested to submit reports to the Event Controller detailing all casualties treated on site so that these can be suitable logged.

## FATALITY PROCEDURE

Make a note of the race number.

Check records of event number to confirm name and details of deceased, including any special details regarding medical condition, contacts, telephone numbers etc. Also bear in mind, people sometimes give their race number to someone else.

Notify the Garda Síochána, who will in turn contact next of kin and confirm whether the participant was running, and doing so in their own number.

If confirmed, the next of kin will be informed accordingly by the Garda Síochána.

Notify Athletics Ireland at the earliest possible opportunity.

Ensure name is not included in any post-event mailshots e.g. promotion offers etc.

Obtain copy of entry form and double check all questions and fields on record.

### Media Management

Under no circumstances release details of the name or number etc. until the next of kin have been informed by the Garda Síochána.

Details of the deceased will only be released by a named representative from the Garda Síochána.

Event Controllers organising events under an AAI licence will under no circumstances release any details to the press and media until such time as the Garda Síochána have released relevant confirmation.

### DYNAMIC RISK ASSESSMENT TO BE CARRIED OUT WITHIN 48 HOURS OF THE RACE

Despite considerable attention being given to advance planning, problems can still arise and have to be addressed. On or close to the day of the event consideration may have to be given to the effect of:

severe weather conditions

road traffic problems (affecting access to the course or the course itself)

other unforeseen difficulties.

This process is often called Dynamic Risk Assessment.

These problems could impact particularly on:

- **the venue (base) e.g.**
  - the approach for road traffic
  - parking arrangements
  - availability of key facilities e.g. toilets, changing accommodation.
  
- **the course e.g.**
  - surface condition (ice, snow, flooding)
  - general visibility (e.g. fog, heavy snow)
  - road works
  - road traffic accidents
  - traffic congestion and/or diversions
  - unexpected events taking place affecting the route
  - fallen trees.

The organisers should always ensure that someone (e.g. the referee or clerk of the course) is given responsibility for checking the course shortly before the event starts (and preferably also a few days before). A checklist is provided at the end of this document to assist in checking the course.

Alternative arrangements or approaches may be needed to control new risks which have arisen.

These might involve:

**provision of additional warning signs**

**additional marshals or other personnel**

**provision of additional or alternative equipment or facilities**

**course redesign e.g. missing out problem sections**

**programme changes e.g. putting back or bringing forward start times**

**giving warnings to competitors.**

If risks cannot be controlled to an acceptable degree then consideration may need to be given to cancelling the event, but this should always be a last resort. Someone must also be identified as being in overall charge should a major incident arise during the event. Such an incident could relate to the event itself or the area in which the event is being held. Examples include:

- a road traffic accident
- a major medical emergency
- a fire in premises close to the course
- public disorder (e.g. attacks on competitors by local youths)
- a fire at a fast food outlet at the event (many carry gas cylinders).

What action is necessary will depend on the nature of the incident. For most events the organiser is likely to take charge but others (e.g. the referee or clerk of the course) will usually need to be involved in the decision making process.

### RULE 240 - IAAF COMPETITION RULES 2008

#### Road Races

##### Drinking/Sponging and Refreshment Stations

8. (a) Water and other suitable refreshments shall be available at the start and finish of all races.
- (b) For all events up to and including 10km, drinking/sponging shall be provided at suitable intervals of approximately 2-3km if weather conditions warrant such provision.
- (c) For all events longer than 10km, refreshment stations shall be provided at approximately every 5km. In addition, drinking/sponging stations for water only shall be placed approximately midway between the refreshment stations or more frequently if weather conditions warrant such provision.
- (d) Refreshments, which may be provided either by the Organising Committee or the athlete, shall be made available at the stations nominated by the athlete. They shall be placed so that they are easily accessible to, or may be put by authorised persons into the hands of, the athletes. Refreshments provided by the athletes shall be kept under the supervision of officials designated by the Organising Committee from the time that the refreshments are lodged by the athletes or their representatives.
- (e) An athlete who collects refreshment from a place other than the refreshment stations renders himself liable to disqualification.

#### **2 Safety, Health and Welfare at Work (General Application) Regulations 2007 (S.I. No. 299 of 2007)**

##### Part 3 – Electricity

Part 3 of the General Application Regulations 2007 imposes duties principally on employers, the self-employed and employees in respect of electrical equipment and installations in a place of work and in respect of work activities on or near electrical equipment. It also imposes duties on persons who design, install, maintain, use or are in control of electrical networks.

The purpose of this guidance is to describe the nature of the precautions in general terms. The Regulations are framework in nature and state principles of electrical safety in a form which may be applied to any electrical equipment and any work activity that come within the scope of the Regulations.

Particular attention should be paid to these regulations when any form of electrical equipment is being used. Whilst all the regulations must be complied with your attention is especially drawn to Regulation 77 – relating to Adverse or hazardous environments.

# Annex 1 Medical Services Checklist

## PRE-EVENT PHASE

No	Task	Consideration	Completed
1	Decide on route Decide on date Decide on times Decide on numbers	Only after the basic criteria of the event have been agreed should you commence engaging a medical provider.	
2	Engage medical provider	There are a number of private and voluntary providers available, local knowledge can be an advantage.	
3	Agree terms of engagement	Outline exactly what you require from the provider in each phase inclusive of costs.	
4	Agree scope of event	Important that all elements are captured, the day of the event, the duration of the event, the areas which you require cover, race participants, spectators, hospitality areas, changing areas, car parks etc	
5	Conduct risk assessment for race participants	Consider course difficulty, runner's profile, expected weather conditions, previous history, identified high risk groups of runners.	
6	Conduct risk assessment for spectators	In partnership conduct a risk assessment of all areas covered under the scope of the event, consider points from above	
7	Identify level of medical provision	Outline the appropriate level of cover, inclusive of competency and skills levels	
8	Agree level of medical provision	Depending upon the level of service, a cost implication to the organisers may require a review of the scope of the event, if not then formally agree on the level of cover.	
9	Appoint medical coordinator	This person acts a liaison between the event organiser and the medical provider. This person is responsible that medical plan is developed and fully implemented.	
10	Develop medical plan	The medical should be developed 4 weeks before the event.	
11	Sign off on medical plan	Ensure that the plan is fit for purpose and the relevant linkages to the event management plan are in place, all stakeholders are able to implement tasks assigned in the Medical Plan.	

# Annex 1 Medical Services Checklist

## ON THE DAY

No.	Task	Consideration	Completed
1	Medical provider and Medical coordinator link up	Discuss any issues which may only have recently emerged.	
2	Ensure all medical staff are briefed before deployment.	This may also include a health and safety briefing indicating site specific hazards depending upon the course.	
3	Ensure all medical staff in situ.	ID and or PHECC cards	
4	Ensure all medical locations are per medical plan	Correct Staffing and required equipment and Communications.	
5	Ensure communications between all key locations	Radio checks on medical channel and medical to event control. Were mobiles are being used all locations should review signal strength and battery levels	
6	Ensure all medical staff are wearing PPE	Hi Vis tabards indicating their role, and appropriate clothing to match weather conditions	
7	Notify all locations of event start	Important that all locations are aware the event has started.	
8	Acquire updates as required during event.	This will allow for on going assessment of medical activity during the event and event Health and Safety monitoring.	
9	Ensure phased stand down at end of event	All medical services should not be stood down simultaneously; services should be stood down in accordance to the event activities.	
10	Ensure all documentation is collected at end of event	All patients report forms should be collected and collated as soon as possible after the stand down.	
11	Debrief	It is important that a short debrief is conducted at the end of the event, were salient issue which require action can be raised.	

## POST EVENT

No.	Task	Consideration	Completed
1	Review of event	All stakeholders including your medical provider should convene to review the event.	
2	Lesson learnt	Learning points from the review should be recorded and disseminated to all relevant stakeholders. The sharing of information from previous events promotes better planning in the future.	

## Annex 2 Advance Planning/Checklist

Below is a sample checklist you may wish to consider using as a guide to organising your race:

12 months to go	Who	Done
<b>Set up Race Committee</b>	Appoint at club meeting	
<b>Allocate roles and responsibilities</b>	Race Committee	
<b>Establish type of race</b>	Race Committee	
<b>Book venue</b>	(e.g. sports club house) Event Organiser	
<b>Draw up budget</b>	Committee/Treasurer	
<b>Contact Regional Licence Officer</b>	Event Organiser	
<b>Request Race Officials</b>	Event Organiser	
<b>Appoint Chief Marshal</b>	Race Committee	
<b>Book medical resources</b>	Race Committee	

9 months to go	Who	Done
<b>Course Planning</b>	Race Committee	
<b>Course Measurement by approved measurer</b>	Event Organiser	
<b>Liaison with an Garda Siochana</b>	Committee Member	
<b>Medical Plan</b>	Event Organiser	
<b>Proposed entry form &amp; information</b>	Race Committee	
<b>Risk Assessment</b>	Event Organiser	
<b>Equipment hire</b>	e.g. time clocks, race results, marquee, portable toilets Committee Member	

3 months to go	Who	Done
<b>PR and advertising</b>	Event Organiser	
<b>Printing of forms</b>	Event Organiser	
<b>Organise temporary road signage</b>	Event Organiser	
<b>Marshal to recruit volunteers/course marshals</b>	Event Organiser	
<b>Liaise with local Gardai</b>	Committee Member	

## Annex 2 Advance Planning/Checklist

4 weeks to go	Who	Done
Officials and marshals advanced awareness		
Check race facilities		
Prizes		
Start and Finish – allocate officials		
Timing and Results – allocate officials		
Liaise/update police/highways/local authority		

Days before race	Who	Done
Temporary marking of course/put out signage		
Check venue in order	(i.e who will open up registration venue)	

Race Day	Who	Done
Set up Start/Finish Areas		
Registration/Enquiries Desk		
First Aid Station		
Pre-race briefing of officials and marshals		
Timing and Results		
Clearing away		

Post Race	Who	Done
Publicise Results		
Referees Return and Comments		
Medical Return		
Thank everyone involved		
Organising Committee Debriefing	Event Organiser	
Produce final income & expenditure of event	Treasurer	

## RACE DIRECTOR

Is responsible for:

- Considering event reviews that have been organised in the previous 12 months
- Organising the event (inc Licence application, confirmation of bookings, benefiting charities, first aid, An Garda, race numbers, race hardware, web site, on-line entries, course measurement, prizes, goodies, refreshments) and ensuring that the event is effectively managed
- Preparing a plan
- Preparing a risk assessment [inc emergency arrangements]
- Preparing a race itinerary
- Appointing an Assistant
- Liaising with the host
- Confirming documentation [inc course, entry form, dear runner letter, sponsorship form]
- Appointing people to key roles and providing them with necessary briefing/equipment.
- Confirming non-club officials [inc referee & time keepers]
- Making effective arrangements for key people to communicate before and during the event – this is likely to include circulating a list of mobile telephone numbers.
- Arranging a meeting with key people 2mths, 1mth and 2wks before the event.
- Ensuring that necessary documentation and signage is provided and displayed
- Overseeing the event & providing key people with active support
- Order Prizes, Organise Prize giving and Prize Giver
- Awarding prizes (this can be delegated to another person)
- Preparing a profit and loss account
- Dealing with complaints
- Reviewing the event and preparing a short report in time for the next Committee meeting
- Submitting a Licence return Equipment required
- Documentation
- Mobile Phone

## RACE SECRETARY

Is responsible for:

- Processing race entries
- Maintaining a regular backup of the computer database
- Informing the Events Webmaster of entries received at the start of each week (for publication on the event website)
- Informing the Race Director when entries are within 50 of the limit specified on the race Licence
- Ensuring that the race limit is not exceeded
- Passing the race entries (inc fees) to the Race Director once postal entries close (for publication on the event website and use by the Results Secretary)
- Processing late entries
- Providing float

Typically, staffing is dealt with under the heading 'Race HQ Director'

## PUBLICITY & SPONSORSHIP MANAGER

Is responsible for:

- Preparing a plan
- Identifying opportunities for promotion using a range of media [inc web, email, forums, windscreen hits, goodie bags, race secretary packs, running shops & other suitable outlets]
- Identifying suitable sponsors & confirm packages
- Drafting documentation [inc entry form, dear runner letter, promo signage]
- Placing signs + posters
- Preparing & issue press releases
- Arranging a photo shoot
- Arranging professional and informal event photography (inc YouTube coverage as applicable)
- Looking after club guests and sponsors
- Preparing race report
- Thanking sponsors

## RACE COMMENTATOR (IF APPLICABLE)

Is responsible for

- Researching race
- Obtaining entries from Race Secretary
- Commentating on race

### Equipment required

- PA system + power supply
- Scaffold tower
- Mobile
- Laptop

## RACE HQ DIRECTOR

Is responsible for:

- Liaising with the host
- Planning what facilities are needed [inc late entries, info desk, prizes, toilets, changing, showers, baggage, refreshments, and sponsors/massage (if applicable)] and where they will be located
- Identifying how many people are needed and communicating this to the Race Director/Chief Marshal
- Placing suitable signage
- Co-ordinating with Race Dir for the Prize giving
- Co-ordinating with Refreshment Provider
- Tidying the Race HQ

### Equipment required

- Walkie talkie

## RESULTS SECRETARY

Is responsible for:

- |  |   |  |
|--|---|--|
| ■ Appointing Assistant                               | ■ Laptop Computer - preferably with Mouse             | ■ Entry Form - Just the bit to be completed.     |
| ■ Providing results sheets to Race Director          | ■ Printer   | ■ Cash Box and Float - appropriate to entry fees |
| ■ Confirming that IT works                           | ■ Transfer Media - CD's etc for storing final results | ■ In & Out Trays                                 |
| ■ Processing results                                 | ■ Printout of Club List from Race Software            | ■ Lever Arch Folder                              |
| ■ Passing provisional results to Race Director       | ■ Prize Winners sheets                                | ■ Hole Punch                                     |
| ■ Preparing full results and a list of prize winners | ■ Safety Pins   | ■ Stapler  |
| ■ Correcting any errors                              | ■ Selotape  | ■ Direction Notices                              |
| ■ Processing requests for postal results             | ■ Pens  |  |

# Annex 2 Job Descriptions

## REFEREE

Is responsible for:

- Presiding over the event
- Ensuring that rules are observed
- Settling disputes
- Preparing a report

## CHIEF TIMEKEEPER

Is responsible for:

- Appointing at least one Assistant
- Providing stopwatches
- Liaising with the Start and Finish Directors
- Accurately timing the race

## COURSE DIRECTOR

Is responsible for:

- Liaising with the Race Director to confirm the course.
- Reviewing the event risk assessment
- Providing a sufficient number of people to set the course, and providing briefing
- Setting the course (including provision KM markers and water + sponge station for the 10K) from Race Start to Finish (to be complete at least 1hr before the specified start time)
- Striking the course

## CHIEF MARSHAL

Is responsible for:

- Liaising with the Race Director to establish the number of marshals needed for the course [inc start/water & sponge stations/finish], car parking and Race HQ
- Identifying suitable people and securing their commitment. This includes people to staff the Race HQ etc....
- Consulting the Race Director to confirm where marshals are needed
- Appointing people to specific roles
- Preparing a written instructions [Inc instructions, emergencies + course map]
- Clearly marking each position on the course
- Briefing marshals 1hr before the race start
- Ensuring that each marshal is in position & confirming this to the Race Director
- Keeping a record of which people were allocated to each role and passing this to the Race Director after the event.

## START DIRECTOR

Is in control of all matters relating to the race start and is responsible for ensuring a fair start by:

- Confirming to the Race Director/Chief Marshal how many marshals required at the race start
- Preparing a plan for the Race Start, including
- Marking false start line & actual start line
- Placing start & any other banners
- Placing time boards (if applicable)
- Ensuring that the Race start is designed & laid out in good time,
- Making provision to deal with a false start
- Briefing marshals at the race start
- Regularly updating athletes of when race will start
- Confirming with Race Director that race can start
- Ensuring that Chief & Asst Timekeepers, and Referee are in place & ready, and that spectators will not impede the race start
- Ensuring that the race starts on time
- Briefing athletes (welcome, no. laps,H&S, nature of start)
- Starting the race (using count down + siren)

### Equipment required

- Tannoy
- Stopwatches
- Start & other banners
- Time boards (10K)

## FINISH DIRECTOR

Is in control of all matters relating to the race finish and is responsible for ensuring that results are accurately recorded by:

- Confirming to the Race Director/Chief Marshal how many marshals [inc funnel pushers, funnel control, funnel backmarker(s), recorders (paired), results runners (2 minimum), water station, medals, goodies], are required at the race finish
- Preparing a plan for the Race Finish, including
- Spectators
- Guests + sponsors
- Finish line
- Funnel layout (inc backup)
- Placing finish & any other banners
- Refreshments, goodies & medals
- Providing marshals with training (where necessary)
- Ensuring that the Race Finish is designed & laid out in good time (making contingency for adverse weather)
- Briefing marshals at least 45 mins before the race starts
- Ensuring that refreshments are available for the recorders
- Ensuring that children are properly supervised and briefed
- Confirming with Race Director that race can start)

### Equipment required

- Tally counter
- Recording sheets
- Weatherproof clipboards
- Umbrellas
- Gazebo, tables, water, cups, medals, goodies

# Annex 3 Summary Equipment List

Equipment	Checked
Bollards	
CB/FM Radios	
Chalk or degradable paint – Start/Finish Line	
Clipboards (Judges)	
Crowd barriers	
Drinks tables and cups	
Finish line tape	
First aid kit	
Funnel equipment (stakes/pins, rope/tape)	
Lap boards	
Large map of course	
Marshals tabards	
Marshals whistles	
PA system	
Pens recorders and judges	
Race numbers	
Recording sheets	
Safety pins	
Signs Caution runners	
Directional arrow signs	
Distances signs (kilometres or miles)	
Drinks station sign	
Finish sign	
First aid sign – HQ or vehicle	
Runners keep to the left/right	
Late entries	
Lead and sweep vehicle signs	
Start sign	
Toilet signs	
To the start	
Starter horn or gun	
Stop watches	
Umbrellas for time keepers/recorders	

# Annex 4 Health & Safety Review for Endurance Officials

## GENERAL CONSIDERATIONS

An official is defined as anybody involved in the organisation of a cross-country, trail or road race on race day. In general, the same health and safety standards should be applied to voluntary workers as they would to employees exposed to the same risks.

It is good practice for an organization using volunteers to provide the same level of health and safety protection as they would in an employee/employer relationship irrespective of whether they are strict legal duties or not.

Many Officials and Marshals are very experienced but this information is designed to remind them and inform those less experienced.

Officials should be aware of the hazards associated with endurance events.

### 1 THE TERRAIN

- a) Tripping hazards
- b) Slippery and icy conditions
- c) Water hazards

### 2 CLOTHING

Ensure adequate and suitable clothing, including high visibility bibs or similar, is worn.

Officials should take into account the following, bearing in mind how quickly the weather can change:

- a) extreme heat or cold
- b) wet and muddy conditions.
- c) sunburn and dehydration.
- d) Snow and ice

### 3 COMMUNICATIONS

- a) Officials should ensure that the organiser is aware of any problems. Officials may attempt to solve the problem but must tell organiser.
- b) Officials should be aware of the locations of other officials.
- c) Officials should have the means to communicate with the organiser and/or other officials
- d) Officials should be aware of safety issues
- e) Officials should know the general layout of the course- and the location of: water, medical support, spectators etc.

### 4 TEMPORARY STRUCTURES

- a) Officials should be aware of hazards associated with the erection of I equipment - these include splinters in wood , working at height, II. ladders, equipment - scaffolding, towers, lifting, manual handling.
- b) Any marquee, tent or temporary structure erected as part of an event should be suitable for the purpose intended, of good condition and erected by competent persons.
- c) Specialist contractors must be employed to provide marquees or tents.
- d) Where persons are erecting equipment, banners etc. at height, a proper assessment of the risk should be taken and working at height regulations must be adhered to.
- e) Where heavy objects are required to be lifted officials must be trained in correct manual handling techniques.
- f) All contractors must provide their Risk Assessment and Insurance details in relation to their contracted work.

## 5 BARRIERS AND STANDS

- a) The use of barriers on roads is subject to highway/roads authority and barriers must be erected by competent persons.
- b) Raised 'concert style' barriers must not be used unless monitored by trained, experienced stewards familiar with their operation.
- c) The same criteria equally applies to the erection and use of barriers in park stadia.

## 6 FOLLOW UP CAR

- a) When driving officials have no special rights or privileges and must always obey the rules of the road. No attempt should be made to obstruct other cars or vehicles.
- b) Whenever possible cars should be occupied by 2 persons so that communication by mobile phone or radio can be made.
- c) A sign should be attached to the rear of the car warning of runners in the road. Signs must not obscure the driver's view, number plate or lights.
- d) If a motorcycle is employed then the driver should wear a high visibility jacket with a warning notice on the back.

## SPECIFIC CONSIDERATIONS

### 1 FINISH

- a) Officials should wear appropriate gloves in view of the danger of infection etc. to/from athletes.
- b) In particular care should be taken by officials removing or retrieving timing chips (esp. those attached by velcro bands) chips may have traces of blood etc. on them.

### 2 DRINKS STATION

- a) Officials should wear appropriate gloves especially when dealing with unsealed drinks.

### 3 START

- a) If involved in the start officials should be aware of who the starter is
- b) Officials should make the starter and other start officials aware of any problems observed. i.e. children starting in front of adults.

### 4 SIGNS

- a) Must be of an appropriate height and in a conspicuous position but not liable to be a safety hazard to runners, spectators or officials.
- b) Care must be taken in the erection of signs – where ladders are used correct safety procedures must be taken.

### 5 MARSHALS

- a) The adequate training and briefing of marshals is crucial for effective event safety
- b) Marshals do not have the power to direct traffic and should not try to stop or control moving traffic. Only a police officer in uniform has the power to do this. However, marshals may indicate to competitors which way to go and warn them of any potential hazards.
- c) Organisers must ensure that marshals do not exceed their lawful powers and must be warned that they are not immune from prosecution for any unlawful, inappropriate or dangerous actions.
- d) The marshals should be familiar with the event's route, and know all the elements of the event and the briefing must include emergency contacts, and location of refreshments, first aid etc.
- e) All Marshals must wear a high visibility jacket, tabard or waistcoat.
- f) Marshals in following or lead cars must stay within the law.

**Definition** – A marshal is someone responsible for the safety and care of competitors, and a steward is responsible for the safety and care of spectators.

**Chain of command** – The safety officer/technical official nominated for the event will have a single line of command to each steward/marshal.

**High Visibility** – Stewards and marshals are required to wear high visibility jackets, tabards or arm bands.

### Primary duty of a steward:

- To carry out pre event safety checks
- To control or direct spectators who are entering or leaving the event, or viewing area
- To recognise crowd conditions so as to ensure the safe dispersal of spectators and the prevention of overcrowding or obstruction
- To assist the emergency services as required.
- To respond to emergencies
- To undertake specific duties in an emergency or as directed by the safety officer or appropriate emergency service officer

### A marshal should: -

- Be familiar with the race route
- Remain in the allocated position for the duration of the race
- Ensure that no temporary sign or barrier is moved until after the event
- If required explain to the public the reason why they are being held up
- Indicate the direction and assist with the flow of the event if necessary
- If necessary assist with access for emergency services to incidents on, or adjacent to, the course that may not be connected to the race

Do not attempt to stop/control moving traffic

### Stewards/marshals training and briefing

The training and briefing of stewards/marshals should be undertaken by an Athletics Ireland Technical Official who must have a current licence and is central to effective event safety.

The nominated Technical Official will either assume the role of Safety Officer for small races or work under the direction of the Safety Officer for larger races.

Pre event briefing should be given in writing before the event and the Technical Official will brief all stewards/marshals on the day of the event. The duties and responsibilities of each steward/marshal should be explained in full and written information given as detailed in the checklist.

### Checklist

- List of mobile telephone numbers.
- Use of intercoms
- Adequate number of items of high visibility jackets.
- Nominated person in charge of this equipment.
- Pre event briefing in writing
- Event briefing on the day
- Stewards should be issued with the mobile telephone number of the first aiders in attendance at the event.
- Pre event briefing in writing
- Event briefing on the day
- Mobile numbers as above
- Issue a map of the course showing clearly the position for each marshal
- Pre event check 5 minutes before the start to ensure that each marshal is standing in the correct position

# Annex 6 Sample Recording Sheet

Race .....

Recording Sheet No: ..... Date .....

No.	Time	No.	Time	No.	Time	No.	Time
1		31		1		1	
2		32		2		2	
3		33		3		3	
4		34		4		4	
5		35		5		5	
6		36		6		6	
7		37		7		7	
8		38		8		8	
9		39		9		9	
10		40		10		10	
11		41		11		11	
12		42		12		12	
13		43		13		13	
14		44		14		14	
15		45		15		15	
16		46		16		16	
17		47		17		17	
18		18		18		18	
19		19		19		19	
20		20		20		20	
21		21		21		21	
22		22		22		22	
23		23		23		23	
24		24		24		24	
25		25		25		25	
26		26		26		26	
27		27		27		27	
28		28		28		28	
29		29		29		29	
30		30		30		30	

# Annex 7 Road Race Referee Report Form

Name of race ..... Licence No .....

Date of race .....20      Venue .....

## 1. Road Race Licence

a) Was it displayed and in a conspicuous place? YES NO

## 2. Risk Assessment

(a) Was the risk assessment available for Inspection on the day? YES NO

## 3. Start Area

(a) Was area well marked? YES NO

(b) Was area well supervised? YES NO

(c) Was area free from traffic hazards? YES NO

(d) Did the race(s) start on time? YES NO

## 4. Course Signage

(a) Were you aware of any problems with the signing of the Course? YES NO

## 5. Race Supervision

(a) Was there a lead vehicle? YES NO

(b) Was there a 'sweep' vehicle? YES NO

## 6. An Garda Siochana

(a) Were members of an Garda Siochana in attendance ? YES NO

## 7. Course Marshals

(a) Were they suitable? YES NO

(b) Were they wearing high visibility clothing? YES NO

(c) Were they all positioned at appropriate locations on the course? YES NO

## 8. Water/Feeding Stations

(a) Were they provided at appropriate locations on course and at the finish? YES NO

## 9. Finish Area

(a) Was the area in a safe location? YES NO

(b) Was the area well marked? YES NO

(c) Were there sufficient marshals to ensure correct finishing order? YES NO

(d) Were there sufficient Timekeepers & Recorders? YES NO

## 10. First Aid

(a) Give details of qualified Medical / First Aid actually present :-

.....

11. Weather Conditions (please describe): .....

**12. Toilet Facilities**

(a) Were they available in adequate numbers at start and finish?

YES NO

Please supply any additional information and/or details of any relevant incident or problem on a separate sheet

Race Referee / AAI Appointed Observer :

Please complete this report of completion of the race (before you leave) and return to Athletics Ireland.

Your Full Name In capitals please .....

Address.....

Tel. No..... Signature ..... Date.....

Regional Licence Officer:

Name .....

Address .....

Tel. No ..... Email .....

Seen and noted: Signature ..... Date.....

# Annex 8 The Funnel Finish System

The accepted form of finish for road and cross country races is by use of funnels.

These help to obviate the possibility of the line of finishing runners extending beyond the actual winning post.

Ten funnels and pens of fifty metres long are constructed of ropes, each funnel being 61cm wide. Guiding ropes are fastened to the entrance and taken back over the finishing line and about 10m down the course. These ropes, which should be strong but not heavy, are held and operated by the Rope Controllers. A Chief Controller will take full charge at the finish and will assemble the Controllers at point 'B' and 'D' (see diagram). The entrance to funnel No 1 will be seen to be a clear run in for the competitors. Each funnel is constructed to hold batches of sixty runners. The whole finishing area should be enclosed if possible with chestnut fencing or like. Funnels are numbered one to ten.

## Method of operation

As the runners finish the end of each funnel shall be sealed by Stewards (Stoppers) in rotation who will not let the runners out of the funnel until each runner's number had been recorded by a judge and judge's recorder who shall be stationary in the pen.

Since the funnels are designed to hold sixty runners the Chief Controller shall, when approximately forty-five have passed, look down the field of competitors and choose a suitable gap in the line of runners to give the order to 'change'. When the order 'change' is given, Controller No 1 shall proceed from point 'B' through the gap to point 'A'. When between fifty to sixty runners have passed into funnel No 2 the Chief Controller shall repeat the drill and on the order 'change' Controller No 2 shall proceed from point 'B' to 'A' and this repeated until first five funnels are used. This is repeated for funnels 6 to 10.

Whilst the Chief Controller is viewing the field for a suitable gap to order the change, the Rope Controller should watch the funnel. Should a hold-up occur he will advise the Chief Controller who will order a change.

## Stoppers

As each funnel is filled Stoppers Nos 1 to 10 will follow down the last runner and remain in that position until the runners in front of him are clear and the recorders are ready to accept the runners behind him. Funnel Stewards should encourage the runners to keep moving and the funnel closed tight, on no account should they be told to slow down.

If a runner should collapse in the funnel, Stewards should move the runner into the Stewards' pen and ensure that the number is carried forward with the finishing position and that position is recorded on the board.

After five funnels are filled the Chief Controller shall give the order 'change' and four Controllers shall return from point 'A' back to point 'B' thus leaving a clear funnel No 1. After ten funnels are filled the Chief Controller shall give the order 'change' and the second four Controllers shall return from point 'C' back to point 'D'. If funnel No 1 has not been cleared, Stoppers will be in position to segregate the outgoing and incoming runners.

## Check Boards

A check board is made in each funnel and to avoid holding up the runners the judge and recorder should walk from the far end of the funnel towards the finishing line recording as they go. The check boards should be made out as follows: Funnel and Board Number, order of finish, Competitor's Number.

In funnel 1, the boards will be numbered at the top 1, 11, 21, etc.

In funnel 2, the boards will be numbered 2, 12, 22, etc.

Where less than ten funnels are used boards will be numbered pro rata.

Each board will have space for sixty numbers.

## Personnel

Minimum personnel required for ten funnels: Referee (1), Judges at Finish (2), Judges' Stewards (2), Chief Rope Controller (1), Rope Control Stewards (9), two Recorders per funnel (20), Chief Vocal Recorder (1), Vocal Recorders (10), Funnel Stewards (12).

Funnel requirements

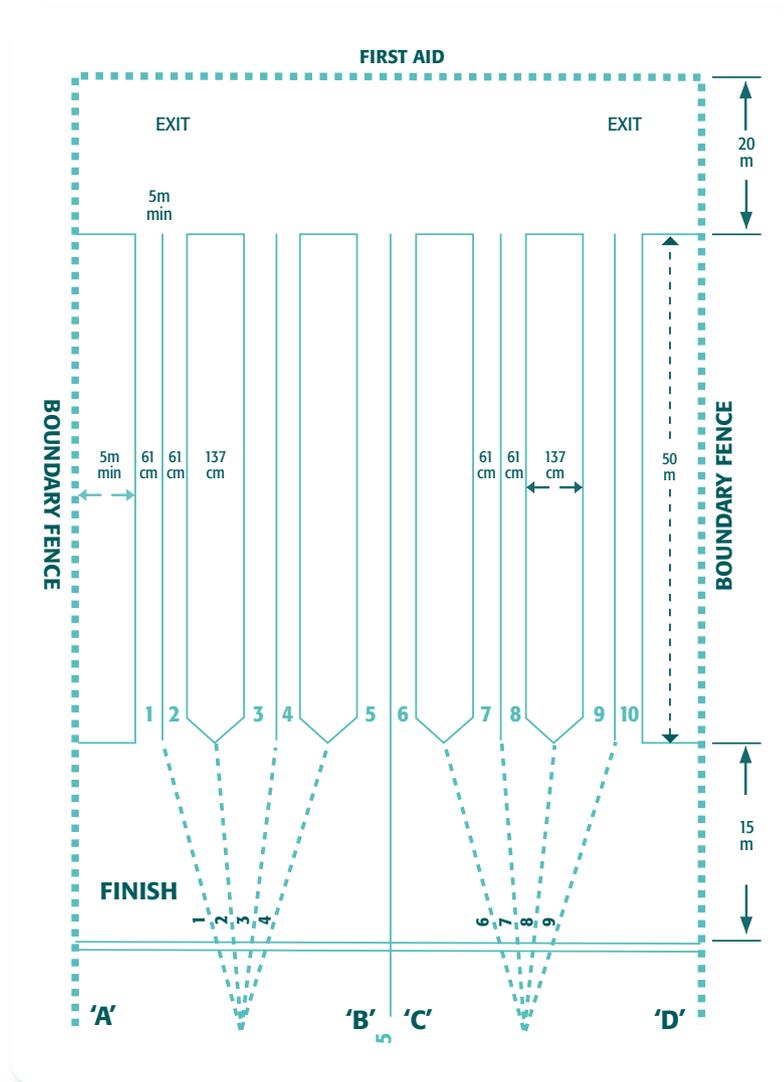
The following is given as a guide:

For fields approximately one hundred - two funnels

# Annex 8 The Funnel Finish System

For fields approximately two hundred ..... three funnels  
 For fields approximately three hundred ..... four funnels  
 For fields approximately four hundred to six hundred ..... five funnels  
 For fields approximately seven hundred to nine hundred ..... six funnels

For fields approximately one thousand to twelve hundred ..... seven funnels  
 For fields approximately thirteen hundred to fourteen hundred ..... eight funnels  
 For fields approximately fifteen hundred to sixteen hundred ..... nine funnels  
 For fields approximately seventeen hundred plus ..... ten funnels



Dublin City 5km  
St Stephens Green, Dublin  
Saturday 19th February 2011

## Cancellation Committee

This document sets out the action to be taken if the 2011 Dublin City 5km is in doubt as a result of the weather or other outside agency. It is envisaged that the cancellation of this event is an unlikely event that would happen in only the most extreme circumstances but it is prudent to document who can make that decision and how the decision should be broadcast.

A committee will be formed with two members from the Organising Committee, two from Athletics Ireland Road Running Department and one from Dublin Council.

### The persons nominated are:

LOC Robert Delany	tel: 0000 00000
James Treacy	tel: 0000 00000
AAI Philip Grealley	tel: 0000 00000
Derek McDermott	tel: 0000 00000
DCC Paul Gilroy	tel: 0000 00000

The power to cancel the event is delegated to this group and three people will be needed to constitute a quorum.

In circumstances where the weather or another event puts the championships at risk the group will meet, either in person or over the telephone, to decide whether the event is to go ahead.

If it is decided to cancel the championships then the following actions must be taken by Robert Delany:

1. Advise AAI on 01 123456 so that they can activate a recorded message on the pre-advertised number.
2. Contact the following radio stations to ask that they broadcast news of the cancellation:

98FM

FM 104

Today FM

RTE Radio One

3 Contact the Event Manager Noel Butler (tel 0000 0000) to advise him and he will advise the members of the organising committee.

4 DCC will advise all contractors and an Garda Siochana

5 LOC will advise all their officers and the presentation party will remain on site until the advertised start time of the races to advise any athletes or spectators who turn up unaware of the cancellation.

# Annex 10 Course Measurement Scheme

There is only **ONE** method of course measurement recognised by the IAAF and therefore acceptable for measuring road race courses, and that is the calibrated cycle (or Jones Counter) method in the hands of a fully trained and accredited course measurer. This uses the consistently accurate Jones Counter device fitted to the hub of the cycle in conjunction with an accurately measured calibration distance and a standard procedure for judging the shortest route. It has been clearly shown that the surveyor's wheel and other methods of measurement do not produce the necessary level of accuracy, especially when in the hands of an inexperienced road race course measurer.

## PLEASE PRINT THE NAME & ADDRESS OF THE RACE DIRECTOR

Name..... Email .....

Address.....

Post Code..... Tel No. ....

## YOU MUST COMPLETE ONE SECTION BELOW AND SIGN

### Section A NEW MEASUREMENT *(You can apply for the licence as soon as a name and data for measurement are known)*

The Course to be used for the (name of race) .....

To be held on (race date) ..... is a new course or contains changes to that previously measured

I have arranged for (name of Course Measurer) .....

**SIGNED**

**RACE DIRECTOR**

### Section B MULTI-TERRAIN EXEMPTION

The Course to be used for the (name of race) .....

To be held on (race date) ..... is a new course or contains changes to that previously measured

**SIGNED**

**RACE DIRECTOR**

### Section C APPLICATION FOR A RENEWAL CERTIFICATE *(see also note below)*

Race Name .....

Date of Race ..... County in which race held .....

Current certificate of course accuracy No. ....

I request a renewal/certificate for the above race. The course to be used is **EXACTLY** that measured by

Name of Course Measurer.....on (date of original measurement) .....

**SIGNED**

**RACE DIRECTOR**

**Note:** The issuer reserves the right to require re-measurement of any course where the certificate of course accuracy is over 5 years old

# Annex 11 A-Z CHECK LIST

## A

A

Accommodation

- for guests, officials, participants and spectators

Accounts

Accreditation/Reception

Acknowledgements

Administration

Admission

Advertising

Age Groups

Aims and objectives of event

The Garda Siochana

Announcements

- by whom, how, when and where?

Arrival and departure arrangements

- for people and cars

Artwork

Audio-visual displays

## B

Bouquets

Briefings and debriefings

- for organisers and helpers etc

Budgeting procedures

# Annex 11 A-Z CHECK LIST

## C

Car parking

- area/zoning

- for public, officials, guests/dignitaries

- participants and spectators

Cash handling

Catering

Ceremonies

Changing rooms

- for officials and teams

Charging policy

- fee levels

Children's entertainment

Civic receptions

Circulation and movement

- around site

Cleaning

- the site

- before and during the event

Clearing away/dismantling

- after the event

Cloakroom

Committees

Communication

## Annex 11 A-Z CHECK LIST

- chain of command before and during the event

- method e.g. `walkie-talkie, mobile phones etc.

Competition results

- recording and display

Complimentary tickets

Computer Chip Timing

Concessionaires

Confirmations

- of attendance, speakers, guests and participants

Contingency plans

- wet weather arrangements

Coordinator

- for the event or part of.

Control points

- for police and event co-ordinator

Copyright/Data Protection

Crèche/Child play area facilities

### D

Date of event (and of other similar or competing events)

Decoration

Delegates list

Diplomacy

Disability Discrimination Legislation

Disabled (arrangements for) Documentation

# Annex 11 A-Z CHECK LIST

- site passes and identification

Drink Stations

Drug testing area and procedures

## E

Electricity Supply

Emergency procedures

- bomb, fire, chemical spillage, drowning, evacuation procedure

Emergency services

- fire, police, ambulance

Entertainment

- pre-event and interval

Estimates

- of income and expenditure

Events Safety Code. [knowledge of]

Exhibitors/traders

Exits

## F

Facilities on site

- dimensions, suitability

Franchise arrangements

Finance

Flags and bunting

Food Hygiene Act

Fundraising

# Annex 11 A-Z CHECK LIST

- before and during the event

Facebook

G

Garda permission

Group Entries

H

Health and Safety

Hire arrangements

- of facilities for activities, seating; equipment and staff

Hospitality

Hosting

I

Identification

- name badges and security passes

Information packs

- for distribution to delegates, guests, performers and spectators

Insurance

Irish Runner ad

Interpreters

Invitations

J

Judges

K

Key Personnel details

# Annex 11 A-Z CHECK LIST

## L

Leaflets

Legal aspects

- Contracts, legislation such as Health and Safety Acts
- Fire Prevention Acts and the Data protection Act.

Licenses

e.g. fire, public entertainment's and performing rights agreements.

Local Authority Safety Advisory Groups. [Knowledge of]

Logo

Lost property

## M

Maps

- to site, and of site/facilities

Marketing

Marshals

Media

- Press (press releases, press packs, press box)
- Television (lighting, camera positions, space for rigging; power sources)
- Radio (interview areas)

Medical provision

- first aid

Meetings

- programme of scheduled meetings leading up to, during and post event

Monitoring and evaluating

# Annex 11 A-Z CHECK LIST

- for the next event

Muster points - e.g. lost person arrangements/emergency evacuation

## N

Notice boards

Numbers

## O

Office accommodation

Officials

- referees, timekeepers, scorers

Organisation structure

Online entries

## P

Patents/trademarks

Patrons

Photography

- to display at the event

- staged photograph opportunities for the media

- allocate photographs after the event with further press releases

Police

- notification, and presence at the event

Postage/mailings

Posters

Practice and warm-up area

Printing

# Annex 11 A-Z CHECK LIST

Prizes

Programme/itinerary for the event

Programme (printing)

- format, quality, method of distribution

Protocol

- e.g. meeting guests, seating arrangements, vote of thanks

Publicity

Public Address System

- commentary, announcements, interpreter

## R

Receptions

Recording of decisions made during event planning

Refreshments

- for organisers, guests, spectators and participants

Registration

Research

Responsibilities

- who does what, when, where and how

Results

Risk Assessment Appraisal

## S

Sales and souvenirs

Scoreboards

Seating arrangements .

## Annex 11 A-Z CHECK LIST

- reserved seats?

Security

- of site and VIPs

Signposts

- to and throughout the site

Spectator arrangements

- including spectator flow and crowd pressure points

Special guests, stars and personalities

Sponge Stations

Sponsorship

- sponsors spot

- looking after sponsors

Static Displays

Staff

- paid and unpaid

### T

Target audience

- spectators, participants and guests

Technical equipment

Telephone arrangements

Thank-you letters etc

Theme

- of event or elements of it

Tickets

# Annex 11 A-Z CHECK LIST

Timekeeping
Toilets
Traffic control
Training of personnel
Transport
- to site
- throughout site
Trophies, medals and certificates
T shirts
U
Uniforms
V
Venue/site
Videoing
VIPs
Voluntary helpers and organisations
W
Website
Water Supply
Work schedules
- for all members of organising committees
Y
Youtube coverage for your event thletics Ireland Road Race Licence

NOTES:







**Athletic Association of Ireland**

Unit 19, Northwood Court,  
Northwood Business Campus  
Santry, Dublin 9, Ireland  
[admin@athleticsireland.ie](mailto:admin@athleticsireland.ie)