

Race Organisation

Venue

Date	Avoid clashes, ensure manpower available, etc.
Permissions	Landowners, local authorities, police.
Parking	Where, how much, etc.
Start/finish area	Where, any safety issues?
Signage	Traffic approach and around venue
Toilets & changing	Toilets expected at most events, changing less so. Should state clearly if none are available.
Refreshments	Any more than water pre- and/or post-race? Teas, home-made cakes, soup, barbecue, etc?
Furniture	Tables, awnings, gazebos.
Displays	Past results, photos, permit, risk assessment, etc.
Cleanup	Final cleanup around venue.
Banners	Start/finish, sponsors, etc.
PA	Full system, bullhorn, loud voice?!?

Race

Timing	Manual or electronic? Ensure sufficient experienced staff and suitable finish layout. Race clock on display?
Numbers	Ideally waterproof (e.g. Tyvek). Can use old other race numbers for low-key events.
Trophies/prizes	What, how many – categories? Perpetual and/or personal?
Mementoes	What, how many - enough for EODs or just pre-entry?
Prizegiving	When, where, who?

Course

Definition	
Measurement	Required if distance given in race name.
Associated events	Fun run, walk or anything else?
Marking	Can take more people than you think! Mark assuming that no marshals will turn up. Tape, arrows, warning signs and/or flour. Distance marks. Road warning signage as necessary
Pre-race check	Ideally same day as race.
Marshaling	Identify where needed and where just desirable. Ideally have sufficient if all marking goes missing.
Lead vehicle	If necessary. Could be car, quad bike, push bike.
Back marking	Sweeper to at least deal with any casualties at the back of the field, and ideally to clear the course. May need separate people as BM and clearer.
Unmarking	May be covered by back markers.
Water	How many stations. Ensure sufficient water and staff. Ideally easy vehicular access.

HSE

Race director	Central point of contact and final say other in organisation (other than referee issues).
Permit	Effectively required for insurance.
Referee	Required for UKA and ARC permits.
Risk assessment	Required for UKA and ARC permits.
First aid	Qualified cover required for UKA and ARC permits.
Public	Any effects on members of the public?
Road closures	Require application to council.
Traffic control	What, if any, is required? May need to discuss with police and/or council.
Police	Police should be consulted.

Water stations

Table, cups (plenty!), jugs, containers, bin & bag, biscuits, jelly babies, squash.

Information

Entry form	Design & format.
Entries	Online and/or just postal? Database? Limit? Closing date for postal. Entries on the day?
Results	Manual or computer? Quiet place if necessary. Available on the day? Where to be published?
Publicity	Publicising the event to runners.
Information sheet	Final info for runners may be required.
Advance warning	Notification for the public.
"Thank you" letters	Important if you want to put on the event again next year!

Finances

Entry fee	Don't forget levies for unattached runners (which may not all need to be sent off – e.g. ARC).
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Sponsorship
Beneficiaries
Budget

Distances for juniors

Under 9's to be under the supervision of an adult whilst on a public road.

Distances are officially defined in Km but miles are also shown.

	Road		XC		Trail	
U8	2	>1	3½	>2	1	<1
8	2	>1	3½	>2	2	>1
9	3	<2	3½	>2	2	>1
10	3	<2	3½	>2	3	<2
11	4	2½	3½	>2	3	<2
12	4	2½	3½	>2	5	>3
13	6	<4	5	>3	5	>3
14	6	<4	5	>3	6	<4
15	10	>6	6½	4	6	<4
16	16	10	6½	4	10	>6
17	25	<16	10	>6	25	<16
18	42	26	10	>6	45	28
19	42	26	10	>6	45	28

Effective Course Marking

Intro

Assume that no marshals will be there so mark all turns accordingly.

Remember that you are marking for the leaders who may be moving very quickly, and tail-enders who may be very tired.

Lead runners ideally want to see course markings at all times. In practice this isn't always necessary (e.g. along a road) but it is good to be frequently reassured that you've not missed a hidden turning. Mark just after non-turns like gateways.

Runners won't always be looking in the same direction – on steep slopes, both up and down, they will be looking at the ground and won't see tapes hanging high up.

Fix markings so they can't be moved by wind, livestock, etc. A firm anchor slightly off the line of sight may be better than a loose one in the optimal position.

Don't bury markings in hedges such that they are only visible when the runner's passing them - as you move off from a marking look ahead to spot where the next one should be.

No nails!

Tapes

Quick-release half-bows (asymmetric; pull long end to release).

Out of reach of livestock (esp. cattle).

Consistent side of straight roads and paths.

Consistent tape – try not to mix different batches within a single stretch.

Outside of long curves on narrow lanes (visible from much further away).

Not too long if hanging; obviously as long as necessary if blocking a non-turn.

Tape can be easily torn off the roll if flat e.g. with a thumb pushed through the middle; it is difficult once the tape gets twisted.

Arrows

On major changes of direction, and aheads for emphasis.

Two or three twists of wire are sufficient – do not tie wire!

Other signs

On single electric fence posts unless two are necessary (but beware of wind turning arrows on a single post).

Place with regard to clearers who will have to carry them to the nearest stash.