

START FITNESS NORTH EASTERN HARRIER LEAGUE

DUTIES OF HOST CLUBS

Thank you for agreeing to host a NEHL event. We have prepared this guide to what will be expected of you, although many of you will already be familiar with what is needed.

WELL IN ADVANCE

• **PLAN YOUR COURSE**

- An adequate lap length (approx. 3200m/ 2 miles) with options for shorter laps (see below for distances);
- Start of suitable width (approx 40m) with at least 150m straight;
- A suitable finish area (the League can provide a drawing of the layout);
- Adequate width to allow overtaking throughout;
- Where to obtain marker posts (our sponsors Start Fitness can supply tape).

Detailed guidance on planning a suitable course is available in the UKA Cross Country Event Organisation Guide - see www.uka.org/competitions/useful-documents - Appendix 2 of this deals with Risk Assessment. There may be a need to notify the Local Authority and/or the Police about the event.

• **ARRANGE COURSE FACILITIES**

- A suitable building (with power) is preferable for Registration and Results;
- Alternatively the NEHL can provide its own tent for these purposes. (You will need to identify a suitable location for this);
- Fixed toilets are preferable if available, but the NEHL will normally arrange to provide mobile toilets and a urinal next to the course. You will need to provide a suitable location for these, normally on hard standing and provide the full address for delivery;
- Changing accommodation is desirable, but not essential;
- Identify a suitable location for lost children;
- The NEHL will arrange first aiders to be out on the course and at the finish area. (Contact our Finance officer if you have any special first aid needs);
- Identify a suitable area for club tents to be located;
- Consider whether you are to provide refreshments for your marshals and for athletes or spectators.

• **PLAN PARKING**

NEHL events can attract around 1000 vehicles. If adequate parking in the area isn't available you may disrupt traffic or cause nuisance to local residents.

• **CARRY OUT A RISK ASSESSMENT**

You will need to carry out a Risk Assessment for the event - see the guidance referred to earlier. The League have a standard format for this. It will also obtain a Licence for the event.

• **DIRECTIONS**

Ensure directions to your venue are provided for the NEHL website.

- **RECRUIT MARSHALS & SWEEPERS**

To build the course, mark it during the races and dismantle it afterwards.

You will need to provide 'sweepers' - at least one runner (and preferably two) to follow each of the Boys and Girls races in the U11 and U13 age groups. This is in case any of the young athletes is injured or gets into distress.

Someone will also need to look after Lost Children.

ON THE DAY (OR SHORTLY BEFORE)

- **CONSIDER ANY CHANGES NECESSARY BECAUSE OF THE WEATHER**
e.g. Course rerouting, relocating tents and other course facilities
- **BUILD THE COURSE (INCLUDING THE STANDARD FINISH LAYOUT)** (and demolish it afterwards)
- **ERECT SIGNAGE** (for Car Parking, Toilets, Registration, First Aid, Club tents etc.)
- **ENSURE ANY LOCKED PREMISES ARE OPEN IN PLENTY OF TIME**
(Toilets, Changing, Registration, Results)
- **GET CAR PARKING MARSHALS IN PLACE EARLY**
- **INSTRUCT COURSE MARSHALS** (placing them around the course in high-viz clothing)
- **DISPLAY COURSE MAPS**
- **MAKE AN ACCURATE ESTIMATE OF COURSE DISTANCES** (see below)
(Taking into account any late course changes, and pass this to the Event Referee.)

NEHL WILL NORMALLY PROVIDE:

- **TECHNICAL OFFICIALS (for the Start & Finish)**
- **THE CHIP RECORDING EQUIPMENT**
- **REGISTRATION & RESULTS STAFF**
- **ADDITIONAL COMPETITORS' NUMBERS**
- **START & FINISH BANNERS**
- **MEDALS FOR THE FIRST 3 IN EACH RACE**
- **MOBILE TOILETS & A URINAL**
- **FIRST AID PERSONNEL**
- **A PORTABLE PUBLIC ADDRESS SYSTEM**

RECOMMENDED APPROX. RACE DISTANCES

	<u>Km</u>	<u>Miles</u>
Under 11 Boys & Girls	1.2 to 1.6	0.75 to 1.0
Under 13 & Under 15 Boys & Girls	2.8 to 3.6	1.75 to 2.25
Under 20 / Under 17 Women	4.0 to 5.0	2.5 to 3.1
Under 17 Men	5.0 to 6.4	3.1 to 4.0
Senior Women	6.0 to 8.0	3.75 to 5.0
Senior Men	9.6 to 10.4	6.0 to 6.5