

John H Collins Gwent Cross-Country League – Guidance for Event Hosts

The Gwent Cross-Country League typically holds 5 race fixtures from October to March, excluding January. Each fixture has 10 separate X-C races of varying lengths during the day with age ranges from U11 to masters (35+), and typically will have around 1200+ participants. The event is run under a UKA permit.

Fixtures are organised by participating clubs on behalf of the League, and this document describes their responsibility and those adopted by the League. Information is already provided to guide organising clubs and is referenced where it exists.

League representative can provide any further information and previous fixture hosts will generally be happy to provide the benefit of their experience.

Overall Requirement of the Organising Club

The organising club is to make all the arrangements for the fixture apart from obtaining the licence and supplying officials for registration and the Start and Finish areas of the course. The specific responsibilities of the club and league are listed below for before, at and after the fixture.

All costs are to be paid by the organising club and then reimbursed together with a fee for hosting the event. The fee is set at £500 in the 2019-20 season. Indications of likely costs should be provided to the league in advance to ensure they are consistent with expectations.

As an indicator, the largest costs are likely to be the First Aid provision, potentially the venue depending on its nature and portaloos if required.

Prior to the Fixture

The organising club are expected to:

- Identify and book the venue with suitable parking, HQ for registration/results, area for 'top 10%' t-shirts to be distributed, tent area, toilet facilities, catering and poor weather cover of some sort.
- Liaise with, and get approval from, all relevant formal authorities and informal stakeholders who may be affected by the fixture e.g. local businesses, residents etc.
- Plan a suitable course consistent with the race distances provided by the League (these will be found in League Rules for Competition on the website).
- Arrange suitable First-Aid provision (see the guide on the website).
- Provide a risk assessment in advance of the event to allow a UKA licence application by the league. League representatives will be able to advise the relevant timescales.
- In particular, consider how on-course communication will be facilitated between on-course marshals and to and from the First Aid provider.
- Arrange PA.
- Identify and liaise with the Race Referee in similar timescales. The league can assist if necessary.
- Liaise with the league Safety Officer.
- Prepare venue and course information to be displayed on the league website.
- Where possible, arrange that refreshments are available for all officials and volunteers (reimbursable cost to organising club).

The league will:

- Apply and pay for the UKA licence prior to forwarding it to the organising club. The race referee will need to inspect the licence on race day.
- Post the venue and course information provided by the organising club.
- Provide guidance on request.

Immediately Before and on the Day of the Fixture

The organising club is expected to:

- Ensure the venue environs are prepared e.g. parking, portaloos if needed, HQ, First Aid space, marking of tent area and signage to relevant areas of the venue.
- Meet and greet early officials and First Aid to ensure they have the facilities they need.
- Mark out the course. The Finish Funnel typically has a double funnel with an exit box with the following approximate sizes and construction - minimum width 3m tapering to two selectable lanes of minimum length 20m, which end in a box for athletes 4m square. If possible, rope and sturdy stakes should be used for the whole funnel because tired runners tend to collide with or lean on them
- Complete an "on the day" risk assessment and take action where required
- Where possible, accompany the Safety Officer/Race Referee on their course inspection to address any issues immediately where possible or log as a future improvement.
- Provide all on-course marshals including some to 'organise' the Start area but none in the Finish area.
- Take the course down and ensure the venue is cleared at the end of the fixture.
- Assemble lost property and make arrangements for it to be recovered.

The league will:

- Attend to all registration and results of the races.
- Distribute the 'top 10%' t-shirts.
- Provide all officials for the Start and Finish area but marshals are required to assist organising the runners prior to each race.

After the Fixture

The organising club is expected to:

- Compile an invoice of accrued costs and fee due, prior to sending on to the league Treasurer for payment.
- Complete a post fixture review of their risk assessment.
- Liaise with league officials to review the fixture. In particular, the Safety Officer will provide a report based on the pre-race inspection and events during the fixture.

The league will:

- Pay all legitimate costs and fee promptly on receipt of an appropriate invoice.
- Provide constructive feedback on the fixture to the organising club.
- Process and publish all results.