

# FRA Race Organisers' Event Check-List 2024

## Notes

This check-list must be read in conjunction with the "FRA Requirements for Race Organisers".

Please confirm by ticking the boxes that you have read each item and applied it to the planning and organisation of your fell race.

You may want to add details in the boxes to show how you have responded to each requirement and to indicate any external documentary evidence retained.

You must make sure a copy of this check-list is completed for each race you organise and retain a signed copy for three years.

It should be made available to runners at your races, perhaps by display at registration.

You may be asked to return a copy to the FRA as part of the race audit programme.

## FRA Race Organisers' Event Check-List

**Race:**

**Date:**

**Organiser:**

Please use additional pages if needed and/or complete electronically and send by email.

<b>Section of Requirement</b>	<b>Comments / Documents retained</b>	<b>Tick</b>
<i>1. Appropriate steps taken to minimise foreseeable risks considered and taken</i>		
<i>2. Differentiation between Junior age groups and Seniors considered.</i>		
<i>3. Access permissions obtained.</i>		
<i>4. Limit on number of competitors decided.</i>	Maximum number:-	
<i>5. Standard entry form information collected</i>		
<i>6. Information provision satisfied</i>		
<i>7. Criteria for abandonment or re-routing documented</i>		
<i>8. Kit requirements specified</i>		
<i>9. Race numbers issued</i>		
<i>10. Two independent systems in place for counting runners.</i>		
<i>11. Rules for competition observed</i>		
<i>12. Race Organiser is personally responsible for and present at the event</i>		

Signed

Date