*Template Event Manual*

### *Use of this template.*

*This shows one way to record event management, in particular when an Event Manual and/or a formal risk assessment is required by a third party (for example a landowner).*

*It is principally for the race organisation (including marshals) and to use with any Landowner or Local Authority which requires race documentation in order to give permission for the event. Race information sections can be written so they can just be extracted for runners or for a website, or for marshals.*

***The text in italics in each section is purely advisory*** *and can be adopted, modified or deleted. Every fell race is different and may involve aspects of race management not illustrated here. PLEASE ADAPT THIS TO MEET YOUR REQUIREMENTS.*

*In any FRA-licensed race the ‘rules’ (the ‘FRA Requirements for Race Organisers’) must be observed, and the ‘FRA RO Guidelines’ include a lot more detail on how to organise the event.*

Fell Runners Association

*Event name, location, date.*

1. Purpose 1

2. The Race 1

3. Race Day Programme Information 2

4. Event Management 2

5. Technical Information 3

6. Safety Planning 4

7. Course Maps 6

8. Marshal Briefing 6

Appendix 1 – Risk Assessment 8

# Purpose

*The purpose of this manual, for example:-*

*This manual documents the design, organisation and management of the event. Its purpose is to ensure we have a good planning process, to act as a communication medium to all concerned, and to document what is done for future years.*

# The Race

*Describe the competition structure, for example is it part of a race series, Championship, junior/senior.*

*You might want to make this section and the following section on separate sheets, so that they can just be used in runner communications.*

## 2.1 Competition Categories and Eligibility

*What categories of competition and prizes are offered, for example, senior age categories, junior age categories, local runner prizes, fancy dress, county or club championship. Are there team prizes and if so how many in a team. Is entry limited to UKA registered runners, or to UKA affiliated clubs for team prizes, or will ad-hoc teams (such as pub/office teams) be welcome. Championship races have defined eligibility, but a race may also offer ‘open’ categories with prizes for runners who don’t meet the championship criteria.*

## 2.2 Age limits

*Particularly for junior races. Short senior races may allow under-19s to race, according to the age/distance table in the ‘FRA Rules for Competition’.*

## 2.3 Courses

*Describe the courses in enough detail to allow runners to prepare for the event, for example*

* *Location of Race HQ*
* *Length, climb, difficulty, FRA course classification (A/B/C, L/M/S), skills required (ER, PM)*
* *Kit requirements if known or ‘check at registration’ if a decision may be taken on the day.*
* *Grid references of start, finish and checkpoints. Any route choice information the RO wishes to give.*
* *Any flagged section or out-of-bounds areas.*
* *Any restrictions on recceing before race day.*

## 2.4 Race Day information

* *Advice on parking, bag drop, refreshment, changing and shower facilities. Request to car-share if needed.*
* *Race timing*
* *Registration procedure*
* *Distance from registration to race start*
* *Location of loos (if not obvious)*
* *Location of any water stations or bottle-out options on the route.*

## 2.5 Prizes

*Eligible finishers will receive awards as follows:-*

* *Medals/cash prizes/gifts such as beer/wine (amounts don’t need to be specified), by category.*
* *Points in championship competitions*
* *Nomination for county, country races if this is a qualifier.*
* *Team prizes*

## 2.6 Entry

*Cost of entry for individuals (Senior/Junior), teams, FRA members and non-members. Web link for online entry. Will on-the-day entry be available? Is car parking included or extra? Maximum number of runners/entrants.*

# Race Day Programme Information

*Location of Race HQ, registration and prize-giving.*

*Timings, for example*

* *Registration 10:00*
* *Start of race 1 12:00*
* *Start of race 2 13:00*
* *Prize giving 15:00*

*Any additional facilities, refreshments available, etc. This section can be expanded into a flyer or announcement to publicise the race, both for supporters and if the race aims to attract members of the public.*

# Event Management

*Principally for helpers. This section presents how the race will be organised, so that everyone taking part (registration, start/finish, marshals, first aiders etc.), has the same information.*

*The event is organised by the Race Organiser (name), and is supported by …club. It will follow the Rules Requirements and Guidelines of the Fell Runners Association (FRA). The event will be/is licensed by the FRA, and will benefit from the UKA Third Party Liability Insurance for such events. Licence number can be given if known.*

## 4.1 Marshals and Race Officials

*The Race Organiser (RO) is in sole charge on the day, and will delegate responsibility to volunteers/club members as follows:-*

* *Registration*
* *Marshalling the course*
* *Start and finish officials*
* *Timing and results*

*Additional organisations and personnel who are part of the race organisation may include:-*

* *First Aid*
* *Photographers*

*These groups will be briefed by the RO prior to the event, but otherwise act autonomously. Radios will be used if available, but otherwise key personnel will be expected to keep in touch via mobile phone. Lists of names and phone numbers can be compiled just before the event and circulated then.*

## 4.2 Landowner permission

*Note the Landowners who have been or will be approached for consent to hold the event on their land. There may also be informal agreements with tenant farmers to use certain locations.*

*Local Authorities may expect either to be informed or to give permission for events which use public property (including an access road to the fells, public parks etc). This manual is designed to be used in that situation. They may have an ‘SAG’ (Safety Advisory Group) or a ‘SPOC’ (Single point of contact for events, normally with a form to be completed on-line. It’s particularly important to notify Councils of any road use (if only to make sure the road won’t be closed for repairs on race day).*

# Technical Information

*More detailed information on how the race will work. This section can be given to people helping with the race, including marshals, officials and first aiders. These people may not read the race info given to runners, so need to be told separately!*

## 5.1 Race HQ

*Premises available for use by the race, address and description (e.g which room in a Hall, marquee, pub lounge). What is offered at the Race HQ, for example entry, registration, changing facilities, toilets, bag-drop, refreshment, results, prize-giving.*

## 5.2 Start/Finish arrangements

*Location of start and finish. Will there be a pen (to count runners into), are toilets provided, will there be a start-line kit check.*

## 5.3 Timing and position recording

*The traditional arrangement is starting on a gun or whistle, timing by stopwatches, with a team of number recorders and time recorders standing at the finish. More often recently either chip timing or dibbers will be employed. The basic system uses a mass start, with a single automated time recording at the finish. More sophisticated systems may allow phased starts and collect times at checkpoints and at the finish. The system to be used should be described here.*

*Normally an official is needed at the finish to resolve dead-heats, and support will be needed at the finish to help any runners in distress.*

## 5.4 Briefing helpers

*RO would normally brief helpers on race morning, and paperwork such as list of phone numbers can be circulated then. List times/places/people for briefing each group.*

* *Marshals.
It’s useful to prepare a marshal briefing note which can be circulated in advance and given out on paper at the briefing. The main job of the marshals is to record runners passing through the checkpoints, though safety and first aid takes priority if needed.
Marshals need to know their location, how long it will take them to get there, any kit they should carry, any duties they have (such as manning dibber stations, recording vest numbers), how to communicate with the RO, how to know when they can stand down.*
* *Registration
The registration process is complex and often stressful and people need to have a clear system.*
* *First Aiders
Agree with First Aiders where they will deploy and how to keep in communication.*

## 5.5 Post-event actions

*What must be done to clean up after the race (often a requirement of Landowners). For example can marshals walk a section of the course and remove signs, tape, rubbish left by runners. Probably the RO needs to arrange a next-day course check.*

# Safety Planning

*Safety plans can be developed on the basis of the full risk assessments (see Appendices).*

## *6.1 Overall Safety Plan*

*The overall Safety Plan is as follows:-*

* *Runners are expected to take responsibility for their own safety at all times. Information on the course, the weather, any specific hazards, and how they can obtain help if necessary will be available at the Race HQ, and will be summarised in a pre-race briefing.*
* *Runners will be required to come prepared for bad weather, and may be asked to carry FRA mandatory minimum kit of full waterproof cover plus hat and gloves. This requirement may be relaxed on the day depending on weather conditions.*
* *All runners will be accounted for at the start and finish of the event, and must finally report back to Race HQ.*
* *Marshals are briefed on their specific duties, which include mitigating the obvious risks as listed in the risk assessments. Marshals will have the ability to contact Race HQ at any time.*
* *Race HQ will maintain continuous availability in order to manage any developing situations.*
* *Dedicated First Aiders will be in support of the event to provide first response assistance.*
* *Specific plans have been drawn up for Medical and Emergency situations.*

## *6.2 Safety of competitors, participants and onlookers*

*Significant areas of risk, which have been addressed with risk assessments, are as follows:-*

* *Risks to runners*
* *Risks to spectators and members of the public*
* *Risks to event helpers*

*These risk assessments, and the mitigating actions, are detailed in full in the attached Appendices.*

*A summary of the actions required to mitigate these risks is as follows:-*

* *Briefing of runners, through information available at the start and via a pre-race briefing, on any particular hazards.*
* *Signage of obstacles and hazards, based on a walk of the course shortly before the event. The signage will indicate hazards to runners, and also inform members of the public that an event is in progress.*
* *Briefing of marshals to indicate hazards to runners.*
* *Reviewing the weather forecast before the event and updating the pre-race briefing and marshal briefing if necessary.*
* *Performing a ‘safety walk-around’ of the race HQ area before registration opens.*

## *6.3 Traffic Plan*

*If the race uses public roads, the plan should note:-*

* *The roads to be used (including getting to/from race start and finish)*
* *Hazardous areas, for example a busy road crossing point. Perhaps if bad it should be marshalled.*
* *The impact of the event on local traffic and parking availability.*

## *6.4 Medical Plan*

*First Aid provision will be as follows:-*

* *Note the positions of the First Aid team, how many people will be there, any equipment they will have.*
* *If a marshal becomes aware of an immobile casualty they should call Race HQ, who will contact the First Aid team, and ask the nearest marshals to take action.*

*The First Aid team can call on additional support as required, for example:-*

* *The normal 999 Ambulance service, if an incident warrants it.*
* *The local Mountain Rescue may have been given full details of the event in case their services are called upon.*
* *Race HQ for assistance for example with getting to a casualty, or with assisting a casualty back to their vehicle.*

## *6.5 Communications Plan*

*Detail here how race helpers will keep in touch with the RO. Communications are required between at least the following locations:-*

* *Race HQ*
* *First Aiders*
* *The finish officials*
* *Key marshal points along the course.*

*If radios will be available, list who will have them and distribute the radio instructions. Radios are known to be unreliable for certain marshal positions, and a preliminary survey may be advisable to ascertain which marshal points can establish reliable radio contact, in order to issue radios specifically to them. Sometimes certain marshal points can communicate widely and can be used to relay message.*

*In some areas mobile phone signals work over much of the course and can be used to supplement or replace radios.*

*Prepare separate lists which can be given out at briefings:-*

* *Who has radios*
* *Mobile phone numbers of key helpers (ideally all helpers).*

## *6.6 Emergency Plan*

*In the event of an emergency which involves risk to life or serious disruption of the race, the major priority must be personal safety.*

*List emergency assistance points, for example road crossings (for vehicle access), safe footpath areas where a MR team could gain access.*

*All runners, marshals and helpers will be informed of the phone number for Race HQ, and the RO or nominee will manage any incidents as they are reported. Examples might be a runner in distress needing assistance, runner missing etc..*

*On receipt of a report of an emergency RO will manage the situation.*

# Course Maps

*Include maps showing race start, finish, registration and race HQ, with race checkpoints and other information such as likely route, out-of-bound areas, particular hazards.*

# Marshal Briefing

*(Can be made a separate sheet and sent/handed out to marshals).*

THANK YOU VERY MUCH FOR HELPING!!

**OVERALL PROGRAMME**

*Race HQ registration will be …..*

* *Registration From 10:00*
* *Marshal briefing 10:00*
* *Start of race 1 12:00*
* *Prize giving 15:30*

*Soup tea and coffee will be served (free of charge to competitors and marshals) from 12:00, and additional food will be available to purchase in the Race HQ.*

***YOUR JOB IS TO:-***

* *Note the vest numbers of runners who pass your position.*
* *Help any runners who are obviously lost (though they should be navigating themselves)*
* *Warn any members of the public that a race is going on*
* *if necessary, help with any emergencies which may take place, keeping Race HQ informed.*

***Please familiarise yourself with the following information:-***

* *Where you are stationed (and are you confident you can find it and get there in time?).*
* *The race route, especially in your section (including any short-cuts for runners dropping out).*
* *What you need to take*
	+ *a) adequate clothing and food/drink for yourself,*
	+ *b) marshal bib, and any additional race equipment (see later table).*
	+ *c) if hot, as much liquid as possible (for yourself and runners in distress)*
* *What to do if there is an incident:-*
	+ *Contact Race HQ if possible, or otherwise the nearest marshal. Radios and mobile phones both work over most of the course but reception may be patchy – try both.*
	+ *Runners who are hurting but mobile may need to be accompanied off the course. If possible take them down to the next marshal and return to your point. Only in extreme circumstances should you leave your marshal point and walk down with a casualty.*
	+ *For serious injury/immobile casualty, ensure that Race HQ or the Race Doctor (Caroline at the finish, Ed at Gate 8) have been informed. Stay with the casualty until help arrives.*

***YOUR JOB IS FINISHED WHEN:-***

* *Either the RO or another helper contacts you. Bring any signs, tape and obvious race litter with you.*

**MARSHAL POSITIONS AND CONTACT INFO – TO CONFIRM ON THE DAY**

*Race 1 – expected start/finish time.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Location** | **Leave Race HQ** | **At position before** | **Duty** | **Names** | **Phone Number Radio** |
| StartGrid reference | 9:30 | 10:00 race 1 | Finish time/position recorders both races |  |  |
| Gate 1 | 9:30 | 10:00 race 1 | Open/close gate for runners |  |  |
| Checkpoint 1 | 9:15 | 10:15 | Marshal race |  |  |
| Etc |  |  |  |  |  |
| Etc |  |  |  |  |  |

# Appendix 1 – Risk Assessment

*These risk assessments are generic and can be used ‘as-is’. They should be supplemented with specific risks (busy road crossing, route next to a crag etc) for the particular race. Some lines such as risks from traffic won’t apply to all races.*

## Risk assessment for runners

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **RISK ASSESSMENT** |  |
|  |  |  |  **SAFETY PLAN** |
|  |  |  |  |  |  | **4. How will you put the assessment****into action** Remember to prioritise. Deal with those hazards that are high-risk and have serious consequences first |
| **1. What are the hazards** | **2. Who might be harmed & how** | **Risk Rating****H/M/L** | **3a. What are you already doing (i.e. pre-event controls)** | **3b. What further action is required (event day controls)** | **Resultant Risk Rating H/M/L** | **Action by Who** | **Action by when** | **Date completed**  |
| **On the course**1. Slips, trips and falls, however caused. | RunnersCuts and bruising. | **M** | 1. Course design to avoid boggy, slippery areas.2. Walk course before event and warn runners of any hazards at the start.  | 1. Brief runners at the start.2. Put out advisory signs on the course.3. Instruct marshals to advise runners. | **M** | Race OrganiserMarshals | Pre Event and On the day |  |
| 2. Barbed wire, low branches, stiles in poor condition, other specific course hazards. | RunnersCuts and bruising. | **M** | Walk course before the event and identify specific sites. | Signing areas and obstacles and using marshals to point out hazards. | **L** | Race OrganiserMarshals | Pre Event and On the day |  |
| 3. Collisions with traffic getting from Race HQ to the start. | Runners and marshals. Low risk of serious injury. | **M** | Runners informed of the road crossing in race publicity. | Mention in pre-race briefing to runners. | **L** | Race OrganiserMarshals | Pre Event and On the day |  |
| 4. Incapacity while out on the course. | Runners.Incapacity due to fatigue, hypothermia, heat stroke, asthma or medical distress which prevents the runner walking | **L*****(or M for AL or hard races)*** | *Note here any mitigating factors e.g. non-techical terrain, summer/winter conditions, short race etc.**This line will be higher risk for AL or very technical races.**The FRA risk matrix if used can be referred to and attached as Appendix 2.* | 1. Ensure marshals and First Aiders are briefed.2. Get weather forecast 24 hours before event and make available at the start – include in runner briefing if necessary.3 Stress to runners during registration that they must report back to Race HQ if they drop out for any reason. | **L** | Race OrganiserMarshalsFirst Aiders and Medical Support | Pre Event and On the day |  |
| 5. Attack by dogs or farm animals. | Runners.Low risk of injury due to an animal which is dangerously out of control. | **L** | Signage to the public indicating an event is in progress. | Farmer with cows on the course notified of the event. | **L** | Race OrganiserMarshals | Pre Event and On the day |  |
| 6. Welfare issues associated with junior runners | Junior runnersConcerns that minors might be at risk either on the race route or in the Race HQ. | **L** | 1. Request parents or guardians are present at the event.2. Runners will be asked to return to Race HQ in pairs or groups. | 1. Appoint a Welfare steward to supervise activities in Race HQ.2. Advise marshals to be aware3. Ask runners to return to Race HQ in pairs or groups | **L** | Race OrganiserMarshalsSteward | Pre-Event and on the day |  |
| **Review Date** | dd/mm/yy |  |  |  |  |  |  |  |

## Risk assessment for spectators and members of the public

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **RISK ASSESSMENT** |  |
|  |  |  |  **SAFETY PLAN** |
|  |  |  |  |  |  | **4. How will you put the assessment****into action** Remember to prioritise. Deal with those hazards that are high-risk and have serious consequences first |
| **1. What are the hazards** | **2. Who might be harmed & how** | **Risk Rating****H/M/L** | **3a. What are you already doing (i.e. pre-event controls)** | **3b. What further action is required (event day controls)** | **Resultant Risk Rating H/M/L** | **Action by Who** | **Action by when** | **Date completed**  |
| 1. Collision with runners. | Spectators, members of the public.Cuts and bruising. | **L** | 1. Runners gather in a specific area at start and finish of the event. Both are open areas with no danger of crushing.2. The course is sufficiently wide that contact between runners and non-runners is not a high risk.3. Non-runners will also have access to first-aiders supporting the race. | 1. Signage indicating an event is in progress at main public access points. | **L** | Race Organiser | Pre Event and On the day |  |
| 2. Slips trips and falls while on the course to support runners. | Spectators.Cuts and bruising. | **L** | Brief marshals to direct spectators to First Aid as necessary. |  | **L** | Race Organiser | Pre-Event. |  |
| **Review Date** | dd/mm/yy |  |  |  |  |  |  |  |

## Risk Assessment for helpers.

Helpers includes everyone who is part of the race management team, including marshals, officials, First Aiders, official photographer, helpers working in Race HQ

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **RISK ASSESSMENT** |  |
|  |  |  |  **SAFETY PLAN** |
|  |  |  |  |  |  | **4. How will you put the assessment****into action** Remember to prioritise. Deal with those hazards that are high-risk and have serious consequences first |
| **1. What are the hazards** | **2. Who might be harmed & how** | **Risk Rating****H/M/L** | **3a. What are you already doing (i.e. pre-event controls)** | **3b. What further action is required (event day controls)** | **Resultant Risk Rating H/M/L** | **Action by Who** | **Action by when** | **Date completed**  |
| 1. Collision with runners. | Any HelpersCuts and bruising. | **L** | Ensure all helpers are briefed on the race route, start/finish arrangements, safe areas to set up their own facilities. |  | **L** | Race Organiser | Pre Event  |  |
| 2. Hypothermia while out in inclement weather | Marshals in remote locations | **L** | All personnel are experienced runners/walkers. | Brief all helpers who will need to stay out for any length of time. Ensure they have adequate warm/weatherproof gear. | **L** | Race Organiser | Pre-Event |  |
| 2. Electrical equipment associated with Race HQ | Anyone using electrical equipment (extension leads, computers, phone chargers) at the Race HQ.Risk of electrical hazards | **L** | No such facilities are provided by the race organization and anyone bringing or using electrical equipment must take responsibility for it. | Walk-around of Race HQ area to identify electrical or other ‘office safety’ hazards. | **L** | Race Organiser | Race start. |  |
| **Review Date** | dd/mm/yy |  |  |  |  |  |  |  |