

BORDERS ROAD RUNNING LEAGUE

Checklist for organising a BL Race

This checklist is for the use of the race director and should be available for the adjudicator on the day of the race

Race date _____

Venue _____

Club/ _____ Race director _____

Item	Date required (if appropriate)	Date done	Checked by (Initials)	Notes
Approximate race distance to be between 5 miles and 10km				Except last race – approx. 4 miles
Map or plan of route. (or link)				www.gmap-pedometer.com www.mapometer.com or on Strava
Location for race HQ with toilets/changing rooms (agreed with owners/managers)				Need directions and code for sat nav
Access to showers (ideal but not essential)				
Car parking for up to 150 cars				
Permit/license from relevant UK Athletics region				
Approval of highways authority/police				
Traffic management plan				
Small room or area for working on results sheet after the race				
Risk assessment completed				
Send to BL Committee a) Copy of the Race License, b) Course Map, c) Race Information Sheet d) Measurement certificate (if relevant)	At least 4 weeks prior to race			See Run Directors briefing notes
Clearly marked start line				
Finish Funnel				See "Advice on Finish Funnel Layout" doc
Lead car/bike				
Sweeper				
Starter				
2 timekeepers				
2 people to hand out the tallies				
Marshals with relevant experience. HiVis clothing is required.				See sample documents
First Aid available throughout the event (includes before and after the race)				
Event adjudicator (from another club)				See Run-Britain website