

BORDERS ROAD RUNNING LEAGUE

INFORMATION FOR ALL CLUB MEMBERS AND HELPERS

Thank you for being involved with the __ (Name of club) __ Border League Road Race at _____. This is an important event for the club and everyone involved can help to make it safe and enjoyable. As hosts it is vital that we offer every assistance and courtesy to other competitors and visitors to the event.

This information is intended to help you know what is going on and who is doing what. Please read these notes before the start of the event and familiarise yourself with the Emergency Procedures. A map of the route is included.

The course

The course is (brief description)..... The start is at The finish is at.....

Parking

Parking is

Facilities

Changing and showers are/are not available at

Who does what?

Race director
Event adjudicator
Starter
Finish Organiser
First Aid Provider

Information for Marshals

Thank you for offering to help with this important job. I hope that you find these notes useful. I have tried to include everything in them. I apologise to the more experienced who may feel that you already know most of it but it is better to be safe than sorry.

Marshals are essential to the safe and smooth running of the race. Runners rely on the marshals during the race and always appreciate good work by the marshals. (even if they don't actually stop and say thank you at the time!!) The marshal's job is to show the runners which way to go, and pass on instructions and warnings as required. You have no authority to give instructions to the general public or to motorists, but can only ask and advise. We seek the co-operation of the police and given good will on all sides, we get co-operation.

Emergency Procedures

- First Aid cover for the race will be based at If there is an incident that requires First Aid attention please contact first aiders or the Race director on 07.....
- In the event of a serious accident you may feel it is quicker or more appropriate to call the emergency services by dialling 999 (phone box, nearby house, mobile phone). If you take this action it is essential that the Course Marshal is informed by phone immediately.

In the event of an incident it is important that you take appropriate action. Please think before acting and make sure that any action you take does not cause further harm to the victim/s, other people or yourself.

Notes for Marshals

1. All marshals should report to the Race director at the Race HQ no later than 10.30am and be in their allotted position by 10.50.
2. Marshals **must** wear the HiVis jackets provided for their own safety and so that people know who they are.
3. When you arrive at your marshalling position please familiarise yourself with the area and note any hazards on the course. You should notify the Race director of any hazard that is likely to adversely affect the safety of the runners, spectators, the public or motorists.

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4. If asked by the Police, you should explain what you are trying to do and how you are doing it. Having these instructions with you will be useful; it will show them that you are well briefed and know what you are doing. Listen carefully to any advice they have for you. If there is a problem, contact the Race director immediately.
5. Make sure that you know how to get help in the event of an incident (nearest marshals, house, Phone Box, mobile phone – check you have a signal)
6. Position yourself where you can see, and be seen by approaching runners. Indicate clearly to runners where they are to go to. Repeat this information as necessary.
7. If you are at a junction that requires the runners to cross the line of traffic, please encourage drivers to stop and wait for a gap. If they are unwilling to do so, do not enter into conflict with them as it is likely to lead to some-one getting hurt (probably you or a runner) Give a clear warning to the runners if a driver is not stopping.
8. Remain in your position until the last runner has passed (there will be a sweeper who will notify you).
9. Please note that if the weather is cold you will need to wear plenty of warm clothing.
10. All incidents, accidents and dangerous occurrences must be reported to the Race director as soon as is practical.
11. **And finally** Enjoy yourselves.

..... (Race director) on behalf of Running club