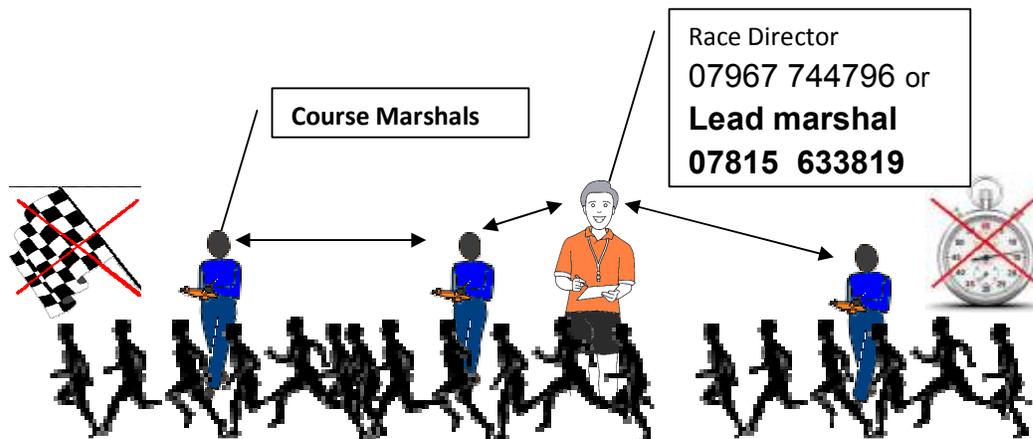


Compiled from;

Home Office Event Safety Guide (25 August 2006)
Licence Standards for Road and Multi-Terrain Events (2014)
UKA Rules For Competition (01 April 2014)
RunBritain Race Director Fact Sheets (Fact Sheet 3 & Fact Sheet 8) Copyright © UK Athletics 2012
UKA Sector Marshal Level 2 Training Course Material (16/05/2011)

Information Pack for Course MARSHALS



Main duties of marshals at Road races

- **Minimise the risk of injury** to the public, competitors and event personnel
- Ensure that the competitors are directed around the correct course, **encourage and motivate the competitors**, report if any rule infringement or unsporting behaviour is observed
- **Inform and assist members of the public.**

RISKS

Permission for road races is only given subject to the preparation of a Risk Assessment that approved both by the Local Authority and the governing body for Road Running; Run Britain. Marshals are expected to be aware of the risks that apply to their marshalling area and to enforce the mitigation measures that were declared. Failure to do so will put competitors, the public and other marshals at risk and may result in the race not being allowed to take place in future years.

A summary of the risk assessment, including a map showing where the marshalling points are, is provided with instructions. Please read the aspects of the risk assessment relevant to your area.

Marshals have been placed at all points where runners need to cross the road, where they might come into conflict with significant levels of traffic, pedestrians or other hazards (e.g. raised kerbs), and to direct runners on the course route at junctions.

Responsibilities:

Competitors

Competitors must comply with the Highway Code, conditions from the risk assessment and have been told to obey instructions from officials, and marshals. Therefore if you are ignored or insulted by a competitor, they will be disqualified and the governing body notified. Thankfully these incidents are very rare – most competitors will be showing their appreciation of good marshalling during the race.

Competitors must behave in a manner that is safe for themselves and all others, and participate at their own risk.

Competitors must rely on their own ability in dealing with all hazards. Your role is to help our competitors rather than to be responsible for their decisions. For instance if you see dog walkers on the pavement ahead and that the road is clear of traffic, you should suggest that runners temporarily use the road to avoid inconveniencing anyone. If traffic then approaches, you should then warn approaching runners of the hazard(s) in order that they decide what action to take. They should not assume that other road users will give way, although the public is usually very obliging.

Marshals can only direct runners - not traffic or pedestrians.

However although you have no lawful powers to stop traffic, if a motorists ignores your advice or acts in a way that endangers other road users (including but not limited to our competitors and marshals) then this should be reported to the Race Director or Safety Officer (as applicable) and to the police. **Note the registration number, the circumstances and other relevant details** so that this is included in the race feedback before you leave the event.

Marshals

Marshals must be readily **identifiable to the public and to competitors** – the use of high visibility jackets, tabards or armbands is usually sufficient. These are normally provided by the race organisers and **must be returned** after the event.

Using a whistle (within reason, anything noisy!) may be useful to warn the public and spectators as competitors approach. **Call out words of encouragement** to runners too; 'you're doing really well', 'keep going', 'well done, nearly there now' etc.

Please do not hesitate to assist in administering **first aid** if the circumstances arise.

Marshals must be able to contact other marshals, the Safety Officer/Race Director and emergency services should any adverse situation arise. **The Marshal must judge when a call is necessary.** Marshals should also be available to assist the emergency services as required.

Note: The incident may be adjacent to the course and not be connected to the event.

The Race Director's emergency contact number is: **07967 744796**

Lead Marshal Contact Number: 07815 633819

You must remain in the allocated position for the duration of the event. A 'sweep' runner or cyclist will give an indication of when the last runner has gone by, but there have been instances where runners have started late, needed to go to the toilet, or for other reasons been overtaken by the sweep. Please remain in place for at least five minutes after the sweep runner has gone through. During this time we would appreciate you conducting a litter collection and preparing course signs for collection by a recovery vehicle.

A recovery vehicle is available to transport competitors who have retired from the race but who do not require medical attention. **Competitors who retire should make themselves known to a marshal before removing their race number.** Please note both the number and name of the competitor, and if possible a contact number or email for the organisers to be able to contact them after the race. You must **not** keep this information after the race (to comply with the Data Protection Act) – it must only be passed on to the organisers normally via the race report or debriefing.

Race Report

Information about all race incidents and any recommendations of where improvements should be made must be passed on to the organisers immediately after the race. The report need not be a written document, although there are instances where this is clearly beneficial (e.g. incidents involving emergency services: Please use the space at the end for any notes).

A debrief will be held in the Race HQ at Hoburne Park (Burry Room). All marshals are invited to attend, but if other commitments prevent this, marshals may appoint a lead marshal to convey their feedback, if they prefer.

Lost Property

Items of lost property will be identified to competitors during the results presentation ceremony. Therefore, if you recover items of lost property please ensure they are returned to the Race HQ as soon as possible after the race.

RULE ENFORCEMENT

Directing Competitors

This race is taking place over an accurately measured distance. There are signs placed to show competitors the route, and a lead vehicle/ cyclist is often used to guide the first runners around the course. However, there have been many times when the public have removed or altered course direction signs, where runners don't know the route, have misunderstood the course map, are tired or otherwise end up going the wrong way.

Marshals are placed at all major junctions to ensure the right course is followed and that no advantage is gained by short-cuts or cutting corners also to make sure our competitors are able to enjoy the event in safety.

If signs have been tampered with please do correct them.

Fair Competition

Extract of the rules from the governing body as may apply for course Marshals

- **Competitors must follow the course, keeping to the left at all times unless overtaking** - use of the pavement is allowed
- **Runners must not swap or exchange their numbers.** The numbers must only be removed (e.g. if a runner retires from the event) in the presence of a Marshal or race official. This event is not a relay race so numbers should not be swapped
- **No support vehicles are allowed** – no cars or accompanying cyclists may benefit any individual or group of runners (for instance giving them a lift, providing food or drink en-route or impeding the progress of other competitors)
- **No dogs are allowed** – this represents an unnecessary hazard to other competitors (as well possibly being unfair on the dog)!
- **No buggies are allowed** – it can lead to an advantage and presents an unnecessary hazard to other competitors (as well as being quite uncomfortable for the occupant)
- **No headphones are allowed** – This was included in the pre-race information pack and was announced at the start of the race – for those who heard it! We are aware that the rule is applied at the discretion of race organisers and some competitors may think that because other races allow headphones it should be OK at ours. If marshalling near the start of the course, do **allow competitors the chance to remove their headphones** before disqualification. However our risk assessment is such that we must be able to communicate with competitors at road junctions on safety. Disqualification applies from where competitors exit the Hoburne Park site. The only exception is for those who require hearing assistance devices.

The objectives of the organisers are to provide our runners a **fair, safe and positive experience**. If any competitor acts in a way to adversely affect any other competitor from these objectives the organisers are able to note the incident(s) and provide details to the participants, their club or coach (if applicable) and to the governing body in order that good standards of behaviour are upheld and the sport continues to benefit the majority. Further action may also be taken, if appropriate.

INFORM AND ASSIST THE PUBLIC

Marshals are often the only contact that members of the general public have of our event. The race organisers must keep the public on-side, as bad feedback to public authorities and the media will soon prevent not just our race but other similar events in the area from taking place, even if it is inaccurate or unfair.

Your attitude to the public will help to ensure the event runs smoothly and that the sport continues to benefit everyone involved.

Good knowledge of the event should help you to respond positively; knowing the reasons for it taking place, the distance, what charities are being supported (if any), how many competitors, when the event is likely to have finished.

Even politely responding to those expressing opinions which may not be particularly well informed can make a big difference to our success.

About the race:

This event, the Hoburne **5 mile** road race, has happened once a year **since 2003**. Starts and finishes at **Hoburne Park**, start 11am, **normally finished just after mid day**. Hoburne Parks, along with **BAE Systems**, have provided virtually all of the facilities and financial backing needed for this race to take place.

It is **not a fun run**. The race is organised according to rules laid down by the UK governing body for running. The distance and times are accurately measured and the event has approval both from the governing body (RunBritain) and the local authority (Christchurch Council).

Provision is made for **up to 350 competitors** including runners from all ages and abilities. In previous years, the **youngest was 15, oldest 92**). Most are members of running clubs but individuals can also take part. People travel from as far away as Yorkshire to take part. The course records are: Men: Steve Way (Bournemouth AC) 25 min 26 seconds (2012) and Ladies: Andrea Woodvine (Aldershot and Farnham District) 27 min 24 sec (2009)

This race has always been **organised entirely by volunteers**. No company or organisation (including the running club) makes **any** profit from the event. **All proceeds (after costs) are distributed to local charities**. This year we expect to donate around £1000 in total.

Unfortunately the **Running Tree Series** (set of five local races, of which this was one, who all similarly raised money for local charities and good causes) ended in 2013. Some races continue and the series may be revived in the future.

This year's charities are **Bournemouth Leukaemia Fund** and **Cancer Research UK (Kids and Teens)**.

Any further questions should be directed to the race organisers; Christchurch Runners, who are based at the East Christchurch Sports and Social Club in Grange Road. The best way to contact is via email (see website, or **chairman@christchurch-runners.org.uk**)

USE THIS SPACE TO NOTE DOWN DETAILS OF ANY INCIDENTS THAT HAPPEN IN YOUR MARSHALLING AREA:

Event: **Hoburne 5, 25 September 2016**

Marshal Location:

Name:

Contact details:
