

SUFFOLK CROSS COUNTRY CHAMPIONSHIPS

SPECIFICATIONS FOR THE EVENT

1. The Cross Country Championships shall be held within the County of SUFFOLK.
2. The Championships shall be held on the Sunday in Week No. 1 in each year.
3. A Cross Country Secretary shall be elected at the County AGM. Also a Cross Country sub-committee to be formed.
4. The Cross Country Secretary will call a Sub-Committee meeting to appoint the following;
 - a) **Meeting Manager**
 - b) **Race Referee**
 - c) **Venue and Promoting Club**
5. **Race Referees** Responsibly
Oversee all aspects of the Championships.
6. **Meeting Manager** is responsible for;
 - i) The first point of contact for all queries regarding the organisation of the Championships.
 - ii) On-Line Entry system is in place
 - iii) Race Numbers are available in different numbered sequences for the various age groups.
 - iv) All returnable trophies are returned and available on the day, order any other trophies / medals as required.
 - v) Ensure that all trophies are signed for so that they can be collected the following year if not returned.
 - vi) Ensure that a results team is available to deal with the results.
7. **The Promoting Club** is responsible for;
 - i) Agreeing any expenditure with the County Treasurer before incurring any expenses.
 - ii) Booking the Venue as agreed by the Sub-Committee
 - iii) Propose a course at the venue consisting of various laps of 2Km, 3Km and 4Km. in length.
 - iv) Appoint a Clerk of the Course who shall be responsible for laying out the course, advising on the marshalling and keeping the course in good order during the championships.
 - v) Arrange changing facilities and baggage storage if the car parking is too greater distance from the course. Competitors will be advised to come ready changed in their own transport.
 - vi) Arrange suitable toilet facilities for both male and female and disabled.
 - vii) Book the First Aid Providers for the event and obtain a MEDICAL Risk Assessment from them.
 - viii) If possible, arrange for, or providing refreshments for the athletes, and spectators to purchase.
 - ix) Book a public address system if deemed necessary.
 - x) If possible, arrange for, or providing refreshments for the officials, these being paid for by the County.
 - xi) Provide detailed course maps giving details of marshalling positions, this being superimposed with a grid reference for inclusion in the race program.
 - xii) Give a legend with the lap with all marshalling positions that is required to complete the laps required.
 - xiii) If possible arrange covered facilities for the results team. The results team to arrange a race program.
 - xiv) CONDUCT A RISK ASSESSMENT for the WHOLE EVENT not just the COURSE.

8. **Chief Marshal**

- i) On receipt of a list of all available marshals provided by the Meeting Manager will assign them to the various marshalling posts around the course.
- ii) Ensure that a comprehensive Course Map is provided to all marshals, showing all marshalling positions and is overlaid with a Reference Grid so an accurate location of any incident can be identified accurately.

9. **Course Marking**

1. With permission from the landowner mark out as much of the course on the previous day to the championships, leaving the taping up to race day.
2. As much of the course to be double taped i.e. both side of the running line, long straight sections can be marked with flags. All inside turns to be marked with stakes and tape. With more stakes preceding the turn. Stakes and tape must be used on long curving section to ensure that no short cuts can be taken.
3. The start must be suitable for 200? Competitors and the first 200m should be straight before any corners.
4. The finish shall consist of two funnels, separated down the middle with a centre control rope and constructed from stakes and tape. The length of the funnels must be at least 25m.
5. The start / finish must be constructed in such a way to minimise the potential for injury to competitors, officials and spectators and any member of the public when they have access to the course. The layout of the course shall be that the maximum number of laps shall not exceed 3. If different laps are being used then the shortest lap must be run first
6. The course should be laid out so that the starts can take place without interfering with finishing athletes.
7. Due to the wide range of abilities in the county events and the need to keep the duration of the championships to a minimum time span, it is often required to start a race while another is still in progress. This should be borne in mind when designing the course to meet local conditions and timetable. Variations to the timetable are acceptable to meet local conditions if agreed in advance with the Sub-Committee through the Meeting Manager

10. **Basic Timetable**

11.30am	Under 11 Boys & Girls	2Km
11.45am	Under 13 Girls	3Km
12.00pm	Under 13 Boys	3km
12.15pm	Under 15 Girls	4Km
12.35pm	Under 15 Boys	4Km
12.55pm	Under 17 Women	5Km
13.10pm	Under 20 Women	6Km
13.10pm	Senior Women	8Km
13.50pm	Under 20 Men	8Km
13.50pm	Senior Men	12Km
14.40pm	Under 17 Men	6Km

After the race, clear up everything, ensuring that nothing is left behind that could reflect on the promoting club or the Suffolk County Athletic Association.

Submit final list of expenses to the County Treasurer.