

# 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 each year as per the UKA calendar.
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** Duties are:

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 to the Cross-Country Secretary and 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. 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.
  - iii) Ensure that the Radio's and Hi Vis are booked from the County Equipment Officers for the Day.

## 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 for 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 where possible.
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. Sample Timetable (Approx. Distances)

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
12.50pm	Under 17 Women	5Km
13.05pm	Under 20 Women	6Km
13.05pm	Under 17 Men	6Km
13.30pm	Senior Men	10Km
14.30pm	Senior Women	8Km
14.30pm	Under 20 Men	8Km

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.

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## CONDITIONS OF ENTRY TO THE EVENT

- 1 **Qualifications for Entry in the Suffolk Cross Country Championships**
  - I) Teams of First Claim members of any English Cross Country Club or Individual First Claim Member of any English Cross Country Club are eligible to compete in the Championships provided they meet County Qualifications.
  - II) Full Time Education members of a recognised School Association will represent the school if they enter a team otherwise, they can represent their Club.
  - III) The team scoring the least number of points, according to the positions in which the members of the team finish, whose positions are to count, shall be the winning team. The positions of the non-scoring members of a team whether if finishes all of its members or not, shall be scored in computing the totals of the other teams. In the event of a tie on points, the team whose last scoring member finishes nearest first place shall determine the result.
- 2 Entry Fees will be reviewed each year to reflect the expenses incurred by County Association.
- 3 **Distances**

Under 11 Girls & Boys	2Km		
Under 13 Girls & Boys	3Km	Under 15 Girls & Boys	4Km
Under 17 Women	5Km	Under 17 Men	6Km
Under 20 Women	6Km	Under 20 Men	8Km
Senior Women	8Km	Senior Men	10Km
- 4 **Entries**
  - i) All entries must include the Full Name & Address, DOB, England Athletics License Number and their registered Club.
  - ii) Non-Club members will be accepted, provided they meet the requirement as laid down in the UKA Rule book Rule G2.S6 (Qualification).
- 5 **Disqualifications**

All affiliated club members competitors **MUST** wear club colours. Failure to do so will lead to disqualification. Unless agreed by the referee at his/her discretion.
- 6 **Age Groups**
  - i) Age groups for Cross Country shall be taken as at Midnight 31<sup>st</sup> August / 1<sup>st</sup> September at the beginning of the competition year for the for the following groups  
Under 11 Girls & Boys (9/10 years old, on reaching the age of 9 on the day of competition)  
Under 13 Girls & Boys (11/12 years old) Under 15 Girls & Boys (13/14 years old)  
Under 17 Women & Men (15/16-year-old)
  - ii) Age groups for Cross Country for the Under 20 and Senior Women & Men will be as per IAAF Rule which is on 31<sup>st</sup> December in the year of competition. Under 20 Women & Men (18/19 years old) Senior Women & Men (20years plus)
- 7 **Awards**
  - i) Individual awards will be presented to **first three finishers** in each race i.e. First, Second and Third overall. If a Master in any category were to finish in any of the first three positions, they be awarded their age category award as well as the overall position award.
  - ii) Team awards in all races from Under 13's to the Under 20's (both sexes) it will be the first three athletes to finish constitutes as **one team only**.
  - iii) Seniors Men teams will be the first four to Finish, with Senior Women being the first three. There is NO longer a requirement for pre-race team declarations. Again, each club may only medal once.
  - iv) All club teams **MUST** be affiliated to Suffolk AA to count as a team.
  - v) Masters age categories are,  
Female F40, F45, F50, F55, F60, F65 & F70  
Male M40, M45, M50, M55, M60, M65 & M70.
  - vi) All masters age categories are taken as age on the day of the race.