

## Draft YCRC Race Manager Instructions – November 2018

### **Before the Day of the Event**

The Committee and the Y office will arrange all course approvals. However there may be specific conditions for your race, so check the course information.

Organise beforehand who will be marking the course. It is important to check the course not long before the race (maybe the week before), to make sure it is still able to be used eg . that a new fence or some other obstruction hasn't blocked the course. While looking at the course, work out where you will need course markers (ie how many cones or arrows etc you will need), and if you will need a marshal to look after a turn-around point or road crossing. Make a note of any areas you may need to warn runners about such as rocky areas or muddy patches. Also try to assess how long it will take to mark the course. The [course information](#) may already contain this information, but make sure the course has not changed since this listing.

### ***Helpers***

Liaise with your helpers, and the roster manager (currently Dave Osmond) to make sure you will have enough helpers. Note that it is the roster manager who is responsible for assigning helpers to each race, and will assist in getting the helpers in contact with the race manager, though the race manager is responsible for confirming the helpers' attendance.

Tell your helpers when and where they will be needed – preferably by email.

Spring, Summer and Winter Series events will normally need at least 3 or 4 helpers, with 1 or 2 doing check-in, memberships and recording, 2 doing timing and 1 doing place card handing out. Note that one of the helpers doing timing can help with taking memberships until the race is about to begin. Often the race manager can do one of those tasks, with place card handing out being a popular choice. You may need additional helpers to be course marshals.

There will be a Committee member present who will help with making sure money, registrations and results are all taken correctly, and who will also manage any issues raised about safeguarding children and young people (SCYP). They may also undertake an additional role.

Make sure your helpers have received a copy of the race volunteer instructions (available on the Club's [website](#)), and that you have read them yourself.

A first aid volunteer will be allocated to all events by the roster manager. Make sure you know who is on duty for the event. They can also undertake other responsibilities, but may need back up if they have to leave to attend a medical situation.

## ***Equipment***

If managing a relay event, make sure that there are result forms for relays in the race day box.

Collect the race equipment at the previous race or from the equipment store (this normally fits in most cars, unless you have a sedan in which the rear seats cannot be folded down). If that is the case, liaise with the equipment officers (currently Paul Mahony or David Hobson) to ensure that the gear is delivered to the race venue in time for set-up.

## **On the day of the event**

### ***Extreme weather conditions***

It is the responsibility of the race manager, in consultation with relevant committee members, to determine if the events should be cancelled or modified due to extreme weather conditions. While this is a very rare occurrence (and has only been done on a few occasions in the past 50 years), the safety of participants and officials at Club events is the major priority.

Particular weather conditions that may make it unsafe to hold an event include:

- extreme heat, as per the Sports Medicine Australia [guidelines](#). In particular, events should not be conducted if the ambient temperature is above 36C, or is likely to be during the event.
- extreme cold, particularly if combined with wet or windy conditions. Specific risks include the possibility of icy paths causing slip hazards, particularly on bridges, and fog which may mean that the course is difficult to navigate or to adequately monitor junior runners.
- electrical storms with a risk of lightning strikes
- high fire risk
- hail or heavy rain, particularly if the course is subject to flooding, and
- severe winds that may cause trees or power-lines to fall.

Other considerations include:

- the duration of the event
- the nature of the course – exposure, risk of flooding etc
- whether there are young or inexperienced runners participating, and
- the ability to abandon the event if conditions worsen (eg a multi-lap or restricted area course).

In addition to cancellation, other options may include altering the course to avoid areas of high risk, or shortening an event (in hot or cold conditions for example).

If sufficient warning can be given, members should be advised by an email, a notice on the Club website and Facebook. Otherwise, members should be advised when they turn up for the events.

### ***On arrival at the venue***

The first task is to mark the course, or make sure that you have a helper mark it for you. Set up tables for registration/results. If conditions require it, set up a tent over these tables.

Explain to your helpers what their role will be, and make sure they know how to do it. If they haven't read their race volunteer instructions, then provide them with a copy to read before starting.

**All volunteers will need to sign on (including the Race Manager, Committee representative and First Aid officer).** They should be issued with a reflective vest. Make sure any marshals who are away from the start/finish area have your mobile phone details, or a two-way radio if required.

Note that it is Club policy that any participant under 6 years old needs to be accompanied by a responsible adult. In the unlikely event that a child under this age is on the start line without an attendant adult, you will need to remove them from the event.

Approximately 15 minutes before your event, make an announcement mentioning:

- that the race is due to start in due to start in 15 minutes;
- Make clear which race is to start, and when the other races are to start;
- Remind runners to check in if they are members, or fill in a membership form if not; and
- Tell runners where the start line is and which direction the course goes if it is not obvious.

The above messages should be repeated between 5 and 10 minutes before the start.

Approximately 2-3 minutes before, call runners over to the start line and make some more announcements.

- Clearly state which race is to start, and tell runners when any other races are to start if there are other races (eg this race is 5km - the 2km race will start 2 minutes after this race starts);
- Provide a brief course description, and in particular describe the turn-around if the course has a turn-around, or any complicated sections of the course (eg there will be a person in a reflective vest standing next to a cone in the middle of the path at the turn-around point). Also note if there are any potentially hazardous areas eg rough ground, slippery conditions.
- Tell people to take their place card over to the recording table once they have finished.
- Emphasise that anyone pulling out of the event must report to the finish so that they can be accounted for.

### **During the Event**

At all times, but particularly during the events, the race manager must be alert to anything that might cause a disruption. This might be an injury to a participant or an external issue such as a

vehicle entering the course. Contact with marshals should be maintained through whatever method has been agreed for the day.

A minor injury should be referred to the rostered first aid officer while 000 should be called for a life-threatening injury. There are basic supplies in the first aid kit for cuts and abrasions. An incident report will be required to cover any significant injury. The incident book will be in the race box, and a copy should be provided to the participant, and one forwarded to the YMCA office.

If a participant is considered a danger to themselves (eg by attempting to continue in the event while seriously injured or distressed) or to other participants (eg through inappropriate behavior) the Race Manager has the right to make the decision to remove them from the course (preferably in consultation with the Committee representative and/or the First Aid officer as appropriate). The safety of all participants is the primary concern. In the unlikely event that a participant is removed from the course, the incident should be documented and reported to the YCRC Committee.

In the event that an issue is reported relating to the safeguarding of children or young people, this should be referred to the Committee representative who will report the incident.

### **After the Event**

The race manager is responsible for ensuring that all course markings and equipment are collected, rubbish is disposed of correctly and the equipment is transferred to the next race manager or taken to the lock-up by one of the equipment officers.

All volunteers need to sign off before leaving the event. If they forget then write in an estimated finish time for each volunteer. The completed volunteer registration sheet should then be forwarded to the YCRC admin officer. This can generally be done by giving it to a Committee member.

It is recommended that the race manager send their helpers an email thanking them for their assistance.

See if the [course information](#) needs updating (eg tips for race managers, recommendations for how long it takes to mark the course etc.). Also notify the roster manager if helpers did not show up, or other people assisted who were not rostered on.

If there were any injuries or other incidents during the race, make sure any reports are filed appropriately.