



# WMA NON-STADIA EVENTS CHAMPIONSHIP GUIDELINES

June 21, 2009 Edition

## HANDBOOK FOR BIDDERS/HOSTS OF WMA NON-STADIA CHAMPIONSHIPS

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This Handbook has been compiled to help bidders and event planners understand the requirements and standards of the WMA Non-Stadia Committee when staging WMA championships. It may also be helpful to those staging other more local non-stadia competitions.

Unless stated otherwise, the information in this Handbook should be considered as the minimum requirements and standards for a WMA Non-Stadia Championship. Bidders and hosts are encouraged to exceed these minimum standards. For non-championship events, the information in this Handbook should be considered as summarizing minimum best practice.



# ACKNOWLEDGEMENTS

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*This Handbook may be copied in whole or part, but not changed, provided the Handbook and the WMA Non-Stadia Committee are attributed as the source.*



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# 1 INTRODUCTION

This Handbook has been compiled to help bidders and event planners staging WMA championships better understand the requirements and standards of the WMA Non-Stadia Committee. It may also be used as a guide for planning and conducting other, lower-level non-stadia competitions.

“Non-Stadia” technically refers to athletic events held in whole or in part outside of a stadium. In principle this includes all running and race walking events held at least in part outside of a stadium: cross country, long distance, mountain races, road races, trail races, ultras, and other forms of running. Administratively the WMA treats all race walking in or out of a stadium as non-stadia. All events meeting this definition are non-stadia events, but only specific events are recognized by the WMA as Non-Stadia Championships.

This Handbook is designed to help those organizing a WMA Non-Stadia Championship to achieve four primary objectives:

- 1) To provide a top-class championship for the athletes.
- 2) To provide courses and venues in which the host city can take pride.
- 3) To provide adequate facilities for athletes, officials and spectators.
- 4) To provide a venue that is safe for all.

When bidding for and prior to staging a WMA Championship, the host city will be required to submit detailed plans of the start, the course, and finish areas, and the number of persons helping to conduct the championship.

The staging of a world championship brings together athletes from all continents. Consideration therefore must be given to language and culture, in addition to the athletes’ ages, when planning a non-stadia championship. It is recommended that all signage, announcements, and publications be provided in at least English, French, German, Spanish, and the host country’s language. Sufficient staff should be available who can speak these and any other needed languages and answer questions from athletes, officials, spectators, and volunteers before, during, and after the event.

A championship course should be interesting and challenging, with sufficient time allowed for all competitors, even the oldest age groups, to safely complete their events. Consideration should also be given to the climate, environmental, and geographic conditions when planning on-course and post-race refreshment and medical support.

The information in this Handbook applies to the non-stadia events conducted at the WMA Track and Field Championships as well as to Non-Stadia Championships conducted independently.



All WMA Non-Stadia Championships conducted independently or with other events must make provision for the following:

- Opening / Closing Ceremonies or Speeches
- Awards Ceremonies
- Championship Flag Hand Over
- Drug Testing
- Social Events
- Medical Provision
- Administration
- Protocol
- Technical Manuals

Other items may also be specified as part of the championship contract or in directives from the WMA.

## 2 ALL CHAMPIONSHIP EVENTS

WMA Non-Stadia Championships currently may include, but are not limited to, the following events:

### **Road Running**

10km, Half Marathon, Marathon, 50km, Relays (e.g., Ekiden marathon relay)

### **Cross Country and Cross Country Relays**

5km Cross Country, 8km Cross Country

### **Race Walking**

5km Track, 10km Road, 20km Road, 50km Road

### **Other**

Any specific events currently or in the future recognized as WMA Non-Stadia Championship events, including but not limited to WMA Mountain Championships, 100K Road Running World Championships, and certain optional WMA World Winter Throwing Championship events: Hammer Throw, Discus Throw, and Javelin Throw.

**This section sets out requirements and expectations that apply to all WMA Non-Stadia Championship events. This information is the minimal requirement unless otherwise stated.** Since most items apply to more than one event, the information is discussed in this section to avoid repeating every time a separate event is discussed. Any information given in this section “2 ALL CHAMPIONSHIP EVENTS” applies even if it is left out of discussion in a particular subsection. Information in a particular section that is in conflict with information in this section overrides information presented in this section.





*The WMA may at times recognize some non-stadia athletics championships not fully under its control as WMA Championships. These Championships may not always be fully aligned and compatible with all WMA rules and procedures at the time of recognition. This section indicates some of what is needed to become fully compatible with WMA rules and procedures and expectations.*

**The WMA Vice President Non-Stadia or their designated representative will be the final authority in case of questions concerning interpretation of requirements and rules. Only the WMA Vice President Non-Stadia or their designated representative can give approval of any deviation from the requirements or rules for a WMA Non-Stadia Championship.**

## **2.1 ENTRIES**

WMA Rule 142 Entries states the following: “Entries to all WMA World Championships may be submitted either through their national WMA Affiliate electronically directly to the Organizing Committee. An entry received electronically by the Organizing Committee must be validated by the entrant’s WMA Affiliate with <<hard>> copies. Each such Affiliate and the Host Organizing Committee shall inform the WMA Secretary of its method of validating entries. When a competitor comes from a country that does not have a WMA Affiliate then that competitor may enter directly, subject to the approval of the WMA Council. The Council may make an exception to this requirement for a specific WMA Affiliate. The WMA Secretary shall submit a list of all the WMA Affiliates to the Organizing Committee at least 120 days prior to the start of the Championship.... Entries shall not be subject to prior achievement of qualifying standards.”

## **2.2 AWARDS**

The location of the awards ceremonies will be at the discretion of the local organizing committee. All awards should be given soon after the event finishes, but time must be allowed for submission of protests. Presentations should be made on a dressed podium which is situated in a location conducive to photography and carried out in a planned, professional manner, and never later than 24 hours after the event has finished.

A timetable of awards ceremonies for individuals and teams must be supplied to the WMA Vice President Non-Stadia in advance for approval. All awards must meet WMA specifications.

The first three athletes and teams in each age group should receive medals.

Details on age groups can be found in section “2.13 Age Categories”.



Team awards are based on the combined time of a team's members, with the lowest aggregate time being the winner. Only if the WMA Vice President Non-Stadia or their designated representative agrees that time scores cannot be calculated, for example due to clock failure, can team results be determined by place. Athletes from an older age group can score in a younger age team provided both races are run together and the team manager has completed and submitted the necessary form before the start of the race. An athlete can win an individual medal in his or her correct age group and a team medal in a younger age group. Details on team composition can be found in section "2.14 Team Categories".

## **2.3 COMMUNICATIONS**

### **2.3.1 Communication Center**

All WMA Non-Stadia events must have a communication center in contact with the emergency services, local authorities, and key race personnel. It shall be staffed by a senior and experienced race official. The venue must be equipped with various sufficient and redundant forms of communication. The communications coordinator will at all times have access to at least the race director, a member of the organizing committee, and the WMA Vice President Non-Stadia or their designated representatives.

### **2.3.2 Public Address System**

A good public address system is essential for announcements, race commentaries and background music. As stated under the heading 'The Athletes', announcements should preferably be in English, French, German Spanish, and the host country's language. They should be clear, easily understood, and informative.

It is hoped that by providing a basic race commentary announcers can increase crowd participation and excitement. Race commentary shall be at least bilingual, with English as one of the languages. Commentators should be supported with up-to-date information from helpers, particularly athlete identification. An up-to-date database of competitors plus a lap top computer should be available for the assistant's use. The database should list all entrants both alphabetically and by bib number. This is very useful for the announcer and his helper trying to quickly identify athletes.

In walking events, the PA announcer must not announce information from the Disqualification (Red Card) Posting Board.

The public address system must be audible in all parts of the start/finish areas and the warm up areas. Background music between events is popular and enhances the event, but it must not be so loud as to distract from the event or its management. The commentary box and the entire public address area should



be constructed in such a way as to provide cover in adverse weather, be available to the medical services, and offer a first class view for the announcers.

### **2.3.3 Radios**

A two-way radio system must be used to ensure that organizers can communicate with marshals and medical staff on all parts of the course. Radio contact with any lead and broom vehicles should also be possible.

A list of radio users should be supplied to the WMA Vice President Non-Stadia or their designated representative, showing each user's name, job, course location, and radio frequency or channel. If an emergency telephone number system is being used, it is essential that all volunteers and staff are aware of the numbers.

## **2.4 COURSE MEASURING**

All road courses must be measured according to IAAF rule 240.3 and to AIMS standards. WMA will require three copies of the course measurements, which must show each kilometer point (mile points in addition are desirable but optional), the start and finish points, and for race walking the measurements of the bends and turning points. A copy of the course accuracy certificate must be published in either the program or the athletes' information booklet.

For marathons, it is essential that two finish lines be measured unless all finishes will occur in the stadium: the first being the finish line in the main stadium and the second in a suitable area outside the stadium. At WMA Stadia Championships, the WMA requires that the marathon finish be incorporated into the track program for a period of at least four hours. After that time the finish may, if necessary, be transferred to the second finish area outside the stadium.

## **2.5 COURSE VIEWING**

It is recommended that athletes be allowed to view the course one or two days prior to competition. Information provided to athletes prior to the competition should inform them of when the course will be available for viewing.

## **2.6 DOPING CONTROL**

WMA rules require drug testing at WMA world championships, but WMA can approve in advance an exception for a particular championship. At all WMA Non-Stadia Championships, the WMA Vice President Non-Stadia or their designated representative will be responsible for overseeing drug testing. Suitable facilities



for doping control tests must be provided if requested. In addition, the local organizer must supply sufficient helpers for doping control, including chaperons.

## 2.7 IAAF RULES

All WMA championships are conducted in accordance with the technical rules of the IAAF as modified by the WMA Constitution, Bye-Laws, and Rules of Competition. However, IAAF rule changes require endorsement by the WMA Council before they are applied in WMA competitions. Some IAAF rules particularly pertinent to WMA non-stadia events are these:

Rule 18	Advertising
Rule 118	Jury of Appeal
Rule 143	Clothing, shoes, and numbers
Rule 144	Assistance to athletes
Rule 146	Protests
Rule 230	Race Walking
Rule 240	Road Races
Rule 250	Cross-Country Races

IAAF rules apply except where WMA has made a specific exception.

## 2.8 JURY OF APPEAL

WMA rules require that the WMA President appoint the members of the Jury of Appeal based upon recommendations from the Non-Stadia Committee. The names of the jury members are published. They handle any appeal. Their decision is final with no further right of appeal. A pool of seven people should be named from which three will be selected for each appeal. The WMA Vice President Non-Stadia or their designated representative will act as the liaison with the WMA President in naming the jury members and selecting each panel.

## 2.9 SAFETY

Safety is an absolute priority in all WMA competitions. Event organizers must take all appropriate actions to insure safe competitions. Efforts should be made to anticipate, identify, and correct unsafe situations in advance of actual competition. Once competition has begun, resources should be in place to deal with any unsafe conditions that could arise. Information provided in "9 CRISIS MANAGEMENT/RISK ASSESSMENT" of this booklet can be used to help anticipate, avoid, and deal with potentially unsafe situations.

WMA will appoint safety officers to be present at all WMA Championships. They have full authority over any issues of course, event, or athlete safety. They observe the athletes and decide on the suitability of an athlete continuing in an event if the health of the athlete causes concern to the Chief Judge, medical officer, or any of their staff. The WMA Vice President of Non-Stadia or the acting head safety judge appointed by the WMA has full authority to stop an



event, postpone an event, or make course alterations for safety reasons. Some reasons for postponing or stopping a race may include but are not limited to lighting, heavy rain which makes streams hazardous in cross country and mountain races, frostbite (e.g., when high winds suddenly comes up on a cold day), heatstroke with multiple participants being affected, and similar emergency conditions. Full accreditation must be given to all safety judges.

Questions concerning possible safety concerns prior to an event should be directed to the WMA Vice President of Non-Stadia or their designated representative.

## **2.10 MEDICAL**

As part of safety, medical coverage of an event cannot be an afterthought. Athletes, officials, volunteers, and spectators at WMA events often require medical attention, ranging from minor first-aid to resuscitation. The local organizing committee (LOC) should be prepared to meet any foreseeable medical need. The medical team must be prepared for all types of medical emergencies and coordinate with the LOC and the WMA Vice President Non-Stadia, safety judges, and other event officials.

### **2.10.1 Responsibility**

A Medical Officer must be appointed to take full responsibility for the work of all physiotherapists, masseurs, chiropractors, osteopaths, or other medical personnel provided by the LOC, together with all emergency treatment needed by athletes. He or she should have background in working with athletes and in the treatment and handling of athletic conditions and injuries.

Treatment by appointment by physiotherapists, masseurs, chiropractors or osteopaths is desirable, but not essential. Emergency provision, however, is essential and required. A detailed plan of the venues showing the aid stations, ambulances, doctors, and medical staff must be submitted to the WMA Vice President Non-Stadia at least three months before the championships. Plans must provide for the treatment of all medical problems anticipated given the conditions that could be encountered (e.g. severe weather).

### **2.10.2 Charges**

The local organizing committee may if they wish charge for pre-race and post-race treatment. The WMA Non-Stadia Committee recommends, but does not require, that a charge be made. A charge shall not be made for emergency treatment. The WMA Non-Stadia Committee also recommends, but does not require, that the local organizers pay medical staff for their services.

### **2.10.3 Venue**



At least one ambulance must be stationed on the course throughout each race. A radio link with a local hospital for emergency cases is essential. It is expected that full resuscitation equipment will be available. The ambulance will remain on standby until the last competitor completes the event. If conditions warrant, coverage can be "scaled down" during the course of the event, but capacity must be in place to handle emergencies on any scale that may occur.

#### **2.10.4 Facilities**

A clearly identifiable covered area appropriate for first-aid use must be provided. The area must have a power supply, ice making facilities, and allow patients privacy if requested by the medical staff.

#### **2.10.5 Event Coverage**

The following items apply to the medical coverage during the competition along the race route:

- a) At least two cyclists with radios should, wherever possible, follow each race to inform the medical center of any emergencies occurring on the course. Where possible, motorized all terrain vehicles (ATV) or golf carts set up to provide some medical assistance or transport should be used instead of bicycles.
- b) Clearly identified first aid marshals should be strategically placed along the route of every race. It is left to the local organizing committee whether or not they wish the marshals to be qualified first-aiders or merely equipped with radios to contact the medical center.
- c) All personnel assisting with the medical welfare of competitors must hold qualifications recognized by professional medical organizations and carry the necessary certificates of insurance.
- d) Athletes who require medical aid will, where necessary, be assisted physically to the medical center.
- e) Interpreters must be available to assist competitors and medical staff as needed.

### **2.11 RACE OFFICIALS**

In view of the large numbers of officials required to support a WMA championship, organizers should consider appointing an officials coordinator who will gather sufficient, trained officials. This may involve organizing recognized training programs for officials in order to be able to provide sufficient, competent officials for the event.



Experienced, certified, graded officials should be used wherever possible. All officials should have expertise and proven experience in the conduct of the specific non-stadia event to insure that that event is conducted efficiently and safely.

Note that race walking judges for a world championship must each come from a separate country. If other events are being conducted, these foreign officials can help at other events if they are so qualified. Many officials are willing to come long distances to help conduct a world championship if their room and board is provided. Many are willing to cover their own travel expense to and from the event.

A pool of willing, experienced, and qualified officials is available to meet organizers provided they let their needs be known in advance, provide an understandable application process, and provide basic accommodation for officials during the championships.

When planning championships, organizers should keep in mind that officials need food, water, toilets, and rest periods during the actual competitions. Officials working in one place for long periods of time must be provided with shelter from rain and/or sun. Officials will require rest and changing areas. It is advisable to have all officials wearing either their own uniforms or those provided by the organizers, clearly identifying them to the athletes and the public. It is essential that all officials attend a briefing to ensure that they fully understand their responsibilities and the local situation.

## 2.12 VOLUNTEERS

Although a large number of officials are required to support a WMA championship, an even larger number of volunteers are normally needed to make championships successful. At various places in this Handbook, these volunteers may be identified as staff, workers, or with related terms. In some instances, these people may be handling jobs which might otherwise be handled or overseen by officials (e.g. marshals, registration, logistics, awards, etc.). Organizers should consider appointing a volunteers coordinator who will gather and organize sufficient volunteers and launch training programs to ensure sufficient, competent volunteers for the event. Persons that have previous experience in their volunteer job assignment are particularly valuable.

A pool of willing, experienced, and qualified volunteers is available to meet organizers provided they let their needs be known in advance, provide an understandable application process, and provide basic accommodation for officials during the championships. Many of these volunteers will be from the local area and will be excited to work with a world-class event. Many will find inspiration and reward in working with the championships. If their roles are made clear and training and direction are provided, many will do outstanding jobs for the championships. Without sufficient training and direction, the





volunteers will not do a good job and they will feel frustrated and not want to volunteer in the future.

When all the different types of volunteers are counted, many championships have more volunteers and officials involved over the course of the entire cycle of pre-championship, championship, and post championship activities than the number of athletes actually competing. Having a strong, trained, and dedicated volunteer base is essential to a successful championship. It is essential that all volunteers attend briefing meetings or training to ensure that they fully understand their duties and the situations they may face.

Like the officials, volunteers need food, water, toilets, and rest periods during the actual competitions. Volunteers working in one place for long periods of time must be provided with shelter from rain and/or sun. Volunteers will require rest and changing areas. It is advisable to have all volunteers wearing a uniform (perhaps a t-shirt) that is distinct from the uniform worn by officials, clearly identifying volunteers to the athletes and the public. The uniforms may designate the volunteers' roles (e.g. awards, marshal, translator, etc.). Most officials are accustomed to sharing their food and rest facilities with volunteers.

Volunteers sometimes work shorter shifts than officials. As a result, over the course of long events more volunteers are needed to meet the manpower requirements. In general, the more volunteers the better, provided they have had proper training.

## 2.13 RACE ACCOMMODATION

The accommodation required at the race site will vary in quantity and format at each venue, depending on the location of the course. The following should be provided for all WMA non-stadia events:

- Changing/shower facilities for athletes
- Registration/declaration center
- Results room
- A private room where protests can be adjudicated
- First aid/medical center
- Media/press area
- Covered area for officials at the finish
- Award ceremonies venue
- Athlete's kit storage (must be manned and secure)
- Toilets
- Refreshment/catering
- Athletes/officials covered rest area
- A private room for drug testing
- Race director's room
- Secure bag storage area for organizers, officials, and volunteers

In addition, a VIP hospitality area may be appropriate.





When a WMA non-stadia championship is being conducted in association with other events, race accommodations may be shared where feasible; however, all race accommodations listed must be close and readily available to the WMA non-stadia championship event. Where possible, accommodation should be in permanent or temporary buildings, but caravans, tents, and marquees are often acceptable.

Questions concerning the appropriateness, location, and adequacy of race accommodations should be directed to the WMA Vice President Non-Stadia or their designated representative during planning, well prior to the actual competition.

## 2.14 AGE CATEGORIES

WMA rules require that competition be conducted in the following age groups:

Age	Male age-group	Female age-group
35-39	M35	W35
40-44	M40	W40
45-49	M45	W45
50-54	M50	W50
55-59	M55	W55
60-64	M60	W60
65-69	M65	W65
70-74	M70	W70
75-79	M75	W75
80-84	M80	W80
85-89	M85	W85
90-94	M90	W90
95-99	M95	W95
100+	M100	W100

An athlete's age group is determined by his or her date of birth. Throughout any championships, each athlete competes in the age group for which he or she qualified on the first competition day and in no other, except as allowed by specific team and relay rules. Two or more age groups, men and women, may compete together, provided that separate results and awards are provided for each age group and sex. This separation of results and awards occurs regardless of the number of competitors that compete together and may exist in each age and sex category.

For a WMA Non-Stadia World Championship, any variation from the age and sex categories shown above resulting in different results and award classifications must be approved in advance by the WMA Vice President Non-Stadia or their designated representative, or through previous written agreement with the WMA. In the spirit of WMA competition, competitors may be put together for



competition but results and awards must be always be based on the standard 5-year age and sex grouping.

## 2.15 TEAM CATEGORIES

WMA Rule 151 states "When team competitions are included in road-races, cross-country races and road-walking races, there shall be three team awards on the basis that each Affiliate is entitled to count one team (best three to score) in each five year age division and the result shall be computed on a cumulative time basis.... In road races, cross-country races and road-walking races every athlete competes individually in his own age group. For team scoring athletes will only be permitted to drop to a lower age group to complete the required number for a team, provided that the following requirements are met:

- (i) the lower age group shall be in the same race as that in which the athlete competes individually,
- (ii) the athlete's country does not have a sufficient number of athletes in that age group to make up a full team in that age group,
- (iii) every team must submit a start list that shows the names and age group of all athletes competing in a particular age group,
- (iv) an athlete may only score in one team,
- (v) a maximum of two athletes from an older age group may be declared in a team not of their age group, and
- (vi) an athlete who joins a team of a lower age group will not lose his right to an individual medal in his age group as long as all of the above rules are followed.

Should it be found that an athlete has entered for the team scoring in a younger age group wherein the Affiliate has already sufficient athletes within the team's age group to make up a full team, the team will be disqualified."

To clarify, a team may consist of an unlimited number of athletes, provided they are the same sex and all their birth dates fall in that age group; however, only the best three performances score. Affiliates with less than three finishers meeting the criteria listed above are eliminated from the team scoring in that age group. Regardless of the number of persons initially entered, only the three scoring members of a team are recognized as the final "team" for purposes of scoring, team medals, and places. All individuals, whether on a team or not, are entitled to individual medals and places in the individual, non-team, competition.

At a WMA Non-Stadia World Championship, any variation from the team requirements shown above must be approved in advance by the WMA Vice President Non-Stadia or their designated representative, or through previous written agreement with the WMA.

## 2.16 RACE NUMBERS



In non-stadia events, each competitor wears race numbers on both the back and the front. The number must be printed on water resistant material and clearly indicate the competitor's age group and individual number. Various layouts are acceptable, provided that the race number and the age category are both clearly shown and the race number is larger than the age indicator.

Printed on the reverse of the race number should be a section where the competitor should list any medical conditions.

## **2.17 RACE ROUTE MAPS**

Maps of all courses should be readily available showing terrain, gradients, and facilities. Kilometer markers and refreshment points should be easily identifiable. An overview of the course should be included in the program and otherwise very available for competitors. All maps and site plans should show the scale - both linear and how many units on the earth's surface are equal to one unit on the map (i.e., representative fraction). North must always be shown.

Detailed maps of each approved event route must be submitted to the WMA Vice President Non-Stadia at least one month prior to the start of the championship. More detailed maps of the start and finish areas and courses with km and other markings will be required. Maps are required for any road race or cross country race, whether it is a running or walking, individual, relay, or a team race.

### **2.17.1 Start Area Map**

This map will show the location of the start gantry, the starting line, the assembly area, the timing clocks, the transponder mats, the placement of marshals, crowd control provisions before and after the starting line, the locations of public address system speakers, covered areas, any tented areas, and first aid stations.

### **2.17.2 Road Race Map**

For any races that in whole or part traverse any road or railroad, a map is required showing road closures, traffic management provisions, marshals' locations, police stations, first aid stations, crowd control, and ambulance positions, water stations, and toilets. The map or a separate map should show the start and finish lines and each kilometer point. Either the race or finish line map must specify where transponders (if used) will be reclaimed, and show any designated photography areas. The map should also indicate the location or direction to the closest hospital or other medical facility.

### 2.17.3 Cross Country and Road Relay Maps

Non-stadia races that do not cross roads, railroads, or the like need a map showing the start and finish lines, any hand over area, crowd control arrangements, the design of the start and finish areas, medical/first aid arrangements, drinks stations, the kilometer points along the route, marshals' locations, the transponder reclaim area, the public address system speakers, any photography area, and any tented areas. The map should also indicate the location or direction of the closest hospital or other medical facility.

### 2.17.4 Finish Area Map

A specific map of the finish area should be provided that shows crowd control, traffic management, the gantry, public address system speaker locations, the announcers' facilities, the timing mats and clocks, the layout of any funnels or chutes, transponder reclaim, first aid stations, refreshments, baggage reclaim, and transport facilities.

### 2.17.5 Distance Markers Information

The intended placement of distance markers should be shown on all maps where appropriate. For the actual cross country, road running, and race walking events all kilometer signs must be displayed at least 1.5 meters above the ground, although they may be supplemented by markings at ground level.



## 2.18 RACE RESULTS

With the exception of the marathon and longer race, a full set of provisional results for both individuals and teams must be displayed at the course within 90 minutes after the last competitor finishes. Final results should be available no later than three hours after the end of the competition. These final results must be certified as correct by the WMA Vice President Non-Stadia or their designated representative before being distributed, sold, or used by officials.



Any computer software used must be capable of accurately calculating team results.

Each team manager is entitled to receive one free copy of the results no later than the following day. Final official results must also be provided at no cost to the WMA Vice President Non-Stadia and the US publication *National Masters News*. Final results must also be available to the athletes, but the athletes may be charged for the cost of supplying their copies.

If possible, all results should also show age-grading. This allows athletes, media, and others to more easily identify comparative performances across the diversity of ages and sexes competing in a given race or across races. Age-grading provides a means to compare performances across all athletes.

## 2.19 TECHNICAL MANUAL

All WMA non-stadia events must have technical manuals available for all team managers. To help minimize misunderstanding, it is advised that much of the information in the technical manual also be readily available electronically or by other means to competitors as far as possible in advance of the competition. Once the manual has become established and its familiarity accepted, many problems with competitors and teams can be avoided and the time spent at team managers meetings can be reduced.

The content of the manual and the information available to competitors and team managers should include but not be restricted to the following topics:

### **Competition Sites**

The dates, locations, travel time from central hotels, facilities at the competition venues, and pre course viewing arrangements

### **Competition**

The location, procedure, and time for declarations should be indicated. Maps should be included showing course layouts and elevations. The starting routine should be specified. Team uniform requirements should be stated. Per WMA rules, "In WMA Championships all competitors must wear a singlet or vest that is approved by their national masters/veterans body. In WMA Championship races where team events are contested, it is mandatory for any athlete wishing to be considered for a team, to wear a uniform clearly identifying the country that he represents as accepted by the ... Referee."

### **Results**

The manual should indicate the planned timing method, the meet management and timing software being used, indicate where team composition will be displayed, and where results will be available.



### **Appeals**

The appeals procedure, forms and deposits, appeals location, and access to the event referee and Jury of Appeal should be clearly explained. It is recommended, but not required, that the person manning the protest table and initially receiving the protests should be an experienced official familiar with WMA and IAAF rules that can answer rules questions and can assist applicants in creating valid, written, rules-based protests when appropriate.

### **Administration**

The location and procedure for finding interpreters and announcers, changing age groups for team scoring, and team managers' accreditation must be stated.

### **First Aid**

The location and treatment options available together with costs should be stated. Any requirements for gathering medical information (e.g. having each athlete put medical information on the back of their competitors bib) should be explained.

### **Drug Testing**

The Technical Manual must state the following: "Anti-doping testing of competitors may be conducted at any time during the championships." This statement should be included even if for some reason drug testing will not be done. The means of identifying authorized drug testing personnel and the person or location capable of answering drug testing questions should be clarified.

## **2.20 TECHNICAL MEETING**

A technical meeting will form part of the team managers' meetings one day before each event takes place. Details for each start and finish areas, transport, medical help, protests, team scoring, awards, administration, and any other business will be discussed.

## **2.21 TIMETABLES**

The timetable will depend on several factors, including but not limited to these:

- 1) The number of competitors entered in each age group.
- 2) The location of the courses in relation to the main stadia and hotels.
- 3) The weather.

Per WMA practice, women should normally be scheduled to compete before men, and older age groups should normally compete before the younger ones.



Competitors must be advised, preferably in the program, of the reporting time for each event. No round or stage of any event can be started earlier than this announced time.

Events should be delayed or rescheduled to avoid severe or dangerous weather conditions.

In cross country meets, at least 90 minutes should be allowed for each race for those 50 years old and above, with at least one hour for all other age groups. These are minimum times between races. If possible extra time should be provided. At a minimum accommodation should be made to get the times and places of all competitors of every race: even if another race must be started prior to their finishing. Depending on the expected number of entries, the distances and the weather expected, races can be combined in different ways, such as the following:

- Women - all age groups 60 years old and above
- Men - all age groups 60 years old and above
- Women - 50-54, 55-59
- Men - 50-54, 55-59
- Women - 40-44, 45-49
- Men - 40-44, 45-49
- Women - 35-39
- Men - 35-39

The proposed and actual schedule, the event order, the age groupings, and the start times of all WMA non-stadia championships must be approved by the WMA Vice President Non-Stadia or their designated representative. Approval must be obtained before such details are published, announced or changed.

It is not absolutely essential that all cross country events or other non-stadia events be held on the same day at the same location. The same day and location is preferable, but not required if conditions warrant another scheduling. Any 10km, Half Marathon, and 50km at the same championships must be held on separate days. Acts of nature, civil unrest and other conditions can unexpectedly make conducting an event too difficult or even unsafe. Organizers are advised to have back-up plans in place to deal with such contingencies.

## 2.22 TIMING TRANSPONDERS

Timing chips have now been around for a long time and are universally accepted. Unless specifically exempted by the WMA Vice President Non-Stadia or their designated representative, the use of timing chips and the associated software is mandatory for world championships. A backup system must also be in place in case of failure of the timing chip system. The WMA Vice President Non-Stadia or their designated representative must be kept fully informed of all plans for the timing system and its use.



The following must also be in place:

- 1) A back-up system able to guarantee finish order and time records of all competitors in case of individual or mass chip failure.
- 2) A procedure for each competitor to test his or her chip prior to the start. Any difficulties experienced must be resolved before the race starts.
- 3) Athletes must be fully informed that a chip system will be used and have access to multi-lingual instructions.
- 4) All the requirements of IAAF Competition Rule 165.24 must be met.



The official time is measured between the firing of the starting gun and the athlete reaching the finish line (i.e. the gun time). The time measured from when the athlete crossed the start line can be published, but it must not be considered an official time.

## 2.23 TRAINING

The importance of volunteer and staff training in successfully staging a world championship cannot be over-emphasized. The role of each individual must be planned, and a training program devised to insure that everyone knows their role, responsibilities, and specific tasks. It is assumed that experienced officials, timekeepers and recorders, and race walking judges will be coordinated by an experienced chief judge. Volunteers' and officials' training should, nevertheless, include a general overview of the event, its locations, the timetable, emergency procedures, and communication arrangements. Officials who are very experienced in conducting local or national events may not have much experience conducting multi-national events with their different language, procedural, and other expectations.





If they have not already done so, a local organizing committee may find it advantageous to get its core group of volunteers and officials and conduct a local event or events some weeks or months prior to the championship to train people and to identify potential problems in advance. This can be regarded as part of the training program. Note, however, that what works for a local competition may not be adequate or appropriate for a world championship. A very large local event may be much easier to conduct than even a small world championship due to international and other complexities.

## 2.24 THE START AND START AREA

Unless noted otherwise, the impending start of each non-stadia event should be announced in English, French, German, Spanish, and the host country's language 5, 3, and 1 minute in advance.

A raised platform should be provided for the starter. The timekeepers and the referee should have a clear view of the start.

The start area should be totally secured by crowd control barriers. A single strand of tape is not sufficient. Only athletes and specifically accredited officials should be allowed in the start area.

The start area must be clearly identified by a scaffolding gantry displaying a 'Start' banner clearly showing the WMA name and the name of the event. The WMA name and logo must be central and the largest sized logo and name on the gantry.

A tape or other line 5 cm wide should indicate the exact start position on the ground surface, with an arrow to show the direction of the course. The start area, and ideally the entire course, should be a minimum of 10m wide, with a minimum of 400m from the start to the first turn. There may be a separate start lines for men and women.

The start area behind the start line must be at least 100m long to allow space for the athletes to assemble. A mass start area can be broken up by clear zones where no athletes will be allowed prior to the start. This can help alleviate the problem of athletes near the start being pushed forward. Timing mats must be placed on the start line and the athletes assembled behind the mats, NOT on the mats.

The diagram at the top of the next page shows a half marathon start, but the general layout is appropriate for other races with timing mats at the start.

The following facilities are required close to the Start Area.

### Timing Mats

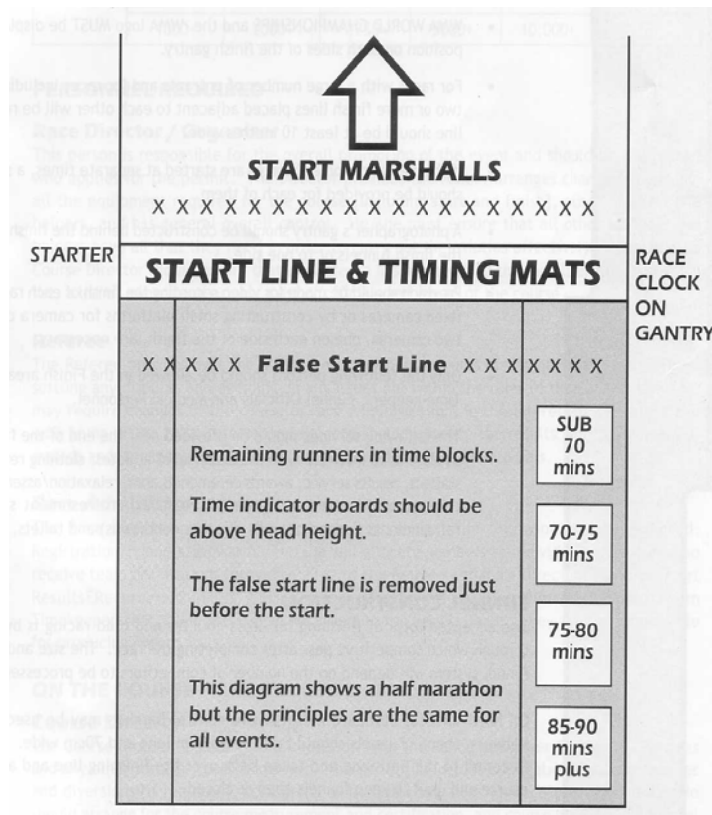
Timing mats must be placed on the start line with the athletes assembled behind the mats and NOT ON THE MATS.

### Toilets

Male - Seating 2 per 100 entrants, Urinals: 5 per 100 entrants.  
Female - 1 toilet per 40 entrants.

### Water Station

Water should be available prior to the start of the race.



### Baggage Storage

A controlled, monitored area is needed for the safekeeping of clothing and their transfer to the finish area if necessary.

### Rest Area

A building, tent, or other covered rest area for athletes.

### First Aid

First aid must be available prior to the start as well as during and after the race.



### **Officials Area**

A central meeting area must be identified and available for officials.

### **Public Address System**

The public address system must be adequate to cover the full start area, and adjacent areas if required.

## **2.25 FINISH AREA**

Unless stated otherwise in this Handbook, the following applies to all non-stadia finish areas.

The finish area should include traffic management, crowd control, a gantry, transponder timing mats, a timing clock, video cameras, first aid, refreshments, baggage reclaim, and a transportation pickup point. The layout of the finish area is most important.

- a. If possible there should be a straight run-in or walk-in prior to the finish line of at least 400m, and sufficient room behind the line for all the necessary equipment, officials, and services.
- b. In the case of a loop course with a turnaround near the finish, the finish line must be 20m or more beyond the turnaround point to allow space for finishers and non-finishers to diverge without interfering with each other. The race should never finish on the loop itself.
- c. With a loop course where competitors may lap each other and the laps completed need tracking, space prior to the finish line and turnaround point is needed to accommodate sufficient lap counters and/or equipment to track the laps covered by each competitor.
- d. The whole of the finish area, and if possible the last 200 meters of the course, should be separated from the spectators by strong barriers.
- e. The finish line should be clearly marked and placed just in front of the finish line gantry to assist judges and timekeepers and, if applicable, the photo-finish. The gantry should be high enough to allow the official timing clock to be suspended from it.
- f. There should be two finish banners, one facing the approaching athletes and the other facing the opposite direction (for photographic purposes).
- g. The name of the championships and the WMA name and logo must be displayed in a central and the largest position on both sides of the finish gantry.



- h. For races with a large number of entrants, and for races involving both men and women, two or more adjacent finish lines may be required. Each finish line should be at least 10 meters wide.
- i. If the men's and women's races are run simultaneously or happen to overlap, a different finish clock should be provided for each of them.
- j. A photographers' gantry should be constructed behind the finish line, either between the finish funnels or to one side. Only accredited photographers should be allowed to use the photographers' gantry.
- k. Provision should be made for video recording the finish of each race either by erecting fixed cameras, or by constructing small platforms for camera controllers. At least two cameras are necessary, with one recording from the front and the other from the side of the finish line.
- l. The following services should be provided near the outlet of the finish funnels, but not so close as to interfere with the dispersal of the athletes: clothing retrieval, medical help, chip retrieval, results, the awards ceremonies, a relaxation/assembly area (preferably covered and heated in inclement weather), refreshments (hot or cold depending on weather conditions) and toilets.
- m. Only the following persons should normally be allowed in the finish area: Referee, Judges, Time-keepers, Finish Video Personnel, Funnel Officials, and Medical Personnel.

An example of a typical finish line set up is shown at the top of the next page.

## 2.26 FUNNEL CONSTRUCTION

Cross country and road races normally finish in funnels through which competitors pass after completing the race. The size and extent of the finish funnel system will depend on the rate of finishers to be processed.

On hard surfaces, standard metal crowd control barriers may be used with taped spaces between them. Funnels should be at least 50m long and 70cm wide. Guidance ropes are fastened to the entrance and taken back over the finishing line and about 25m down the course to open and close the funnels.

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An example of the number of funnels required based upon the size and type of race is given below:

Race Distance	5km	10km	20km	Half Marathon	Marathon	Number of Funnels
	50	100	200	300	500	1
	100	200	400	500	1000	1
	200	450	750	1000	2000	2
	300	640	1100	1500	3200	3
Number	400	900	1500	2000	4300	4
Of	500	1200	1900	2500	5300	5
Finishers	600	1400	2200	3000	6500	6
	800	1800	3000	4000	8500	7
	1000+	2000+	3750+	5000+	10,000+	8



## 2.27 DRINKS / REFRESHMENT STATIONS

When planning refreshment personnel and equipment assume that every competitor will take at least one drink/sponge per station, plus at least one drink at the finish. All water must be 'still' (i.e. not carbonated) and either 150ml (6oz) cups or sealed bottles must be used, although cups are normally preferred. Water in sealed plastic bottles and should be sourced from a reputable supplier. Whether bottles or cups are used, it is essential that the water be kept cool throughout all the races. This can easily be achieved by



adding ice to the containers, but ice must not be added to the athletes' drinking water. To reduce the risk of infection, cups must not be recycled and used by other competitors. Sufficient large, covered storage bins must be available to hold the water. Mixed drinks must be prepared in the correct proportions. All containers and hoses must be sterilized before the event. Individual sponges, once discarded, should not be re-used.

It is essential that all staff be trained in the speedy, efficient serving of drinks. Sufficient persons are needed to man each station and 'clean up' as athletes are passing. Team members should all know the proper way to distribute refreshments, and also how to minimize interference with the athletes. A person experienced in working at drinks and refreshments stations under race conditions should be responsible for each station. Efforts must be made to keep plenty of cups appropriately filled with liquid, and to keep the course clean of dropped cups and bottles as the race progresses.

### **2.27.1 Drinks/Refreshment Stations Layout**

The same layout should be applied at each drinks/refreshment station.

- Sign posted 200m in advance.
- Set back off the line of the course.
- Not positioned at a split time point.
- Sufficient cups to supply every runner.

Where athletes have arranged special drinks, they must be clearly marked with the athlete's race number and the drink station stated. Where possible, three separate tables of drinks should be set up with the following layout:

<b>Personal Drinks</b>	<b>Mixed (Sports) Drinks</b>	<b>Water</b>
----------------------------	--------------------------------------	--------------

The tables should be at least 10m apart to minimize confusion and crowding. With large fields of athletes, more spacing may be required. Waste containers for dropped cups and bottles should be placed to facilitate on-going clean-up.

This information must be made available to the athletes prior to the race.

### **2.27.2 Road Running**

#### **Water Stations / Sponges**

IAAF rule 240.8 makes it mandatory to supply water/sponging at 2.5km intervals in all running events of 10km or longer. This 2.5km interval is the mandatory minimum and the frequency may be increased if weather conditions warrant. Water must be available at the start and finish for the entire field. A minimum



of 0.5 liters of water per competitor must be available at every drinks station. Additional supplies must be available if required in exceptional conditions.

For master's athletes, additional refreshments points should be added, particularly in hot or humid conditions. The use of hose-pipe sprinklers is advisable every 4 or 5km. Such sprinklers must cover no more than 33% of the course width and be off the direct racing line so that runners can stay dry if they wish.

For all events of 10km or longer, refreshment points must be provided at 5km and every 5km thereafter, plus at the start and finish for the entire field.

### **2.27.3 Walking**

The road walk circuit for a WMA championship may not exceed 2.5km, so one refreshment station can meet the minimum requirement. In addition, at least one drinking station must be provided approximately a half lap from the refreshment station. In practice, walks are often held out and back on a single carriageway, so this can be achieved by having a single station on the median serving both sides of the road.

### **2.27.4 Cross Country**

Water must be available at the start and finish, with drinking/sponging stations available every lap. Additional drinking/sponging stations can and should be added if weather conditions warrant.

## **3 ROAD WALKS**

The information in this section is specific to road walking events, which are any race walking events held in whole or in part outside of a stadium. Any difference between the information in this section and that given in section "2 ALL CHAMPIONSHIP EVENTS" should be resolved, in the case of road walks, by referring to this section. But for matters not discussed in this section, the information in "2 ALL CHAMPIONSHIP EVENTS" applies.

Race walks must always start and finish in daylight.

### **3.1 THE COURSE**

The course must be measured in accordance with IAAF Rule 240.3. All WMA World Championship walk courses less than 50km must be no shorter than 2km and no longer than 2.5km. For non-world WMA Championship walk competitions less than 50km the circuit shall be no shorter than 1km and no longer than 2.5km. For WMA 50km World Championship walks, the minimum loop is 2.5km





and loops of up to 5km can be approved by the WMA Vice President Non-Stadia or their designated representative if the situation warrants. Irrespective of the layout of the course, all roads must be closed to traffic in all directions.

As part of course measurement, the precise locations of the start and finish, and the layout of the turnaround points and dividers should be "permanently" marked on the road to insure their precise placement for the competition.

The road surface should be paved, smooth, in good repair (no potholes), and have only a slight camber. Dirt roads, gravel, and grassy surfaces cannot be used. The course must be as flat as possible given the situation, with no steep rises or dips. If the walk is starting and/or finishing in a stadium, the main loop should be within five minutes of normal strolling from the main stadium.

## 3.2 COURSE CONSTRUCTION

See "2.4 Course Measuring" for course measuring requirements. Information on start and finish areas can be found in "2.23 The Start and Start Area" and "2.24 Finish Area." For road walks, the course should have the following characteristics not specifically covered in "2 ALL CHAMPIONSHIP EVENTS":

### Turns

All turns should be 'sweeping' rather than 'tight' and constructed of barriers, traffic cones, rope, or tape. The traffic cones or other barriers must be at least 60cm high and not easily knocked over or moved. The 180 degree turns of an out and back course should have a tear drop shape with the "point" facing toward the approaching walkers. Barriers should be placed according to the "permanent" markings made during the course certification process discussed in "3.1 The Course."

### Timing Clock

A timing clock must be visible to finishing athletes, but placed so as not to cause any injury to officials or athletes. An additional clock should be placed at the end of the lap. Where possible, a clock should be visible to the lap counters from which they can record the time of each lap of the competitors for whom they are counting laps.

### Taping

The entire loop should be taped or secured with crowd control barriers ensuring that no spectators gain access onto the course. If a location cannot be blocked or access is needed, then marshals must be available throughout the race to control access.

### Distance Markers

Kilometer signs must be displayed at least 1.5 meters above the ground, clearly visible to all competitors, although the kilometers may also be marked on the ground surface.

## 3.3 COMMUNICATIONS

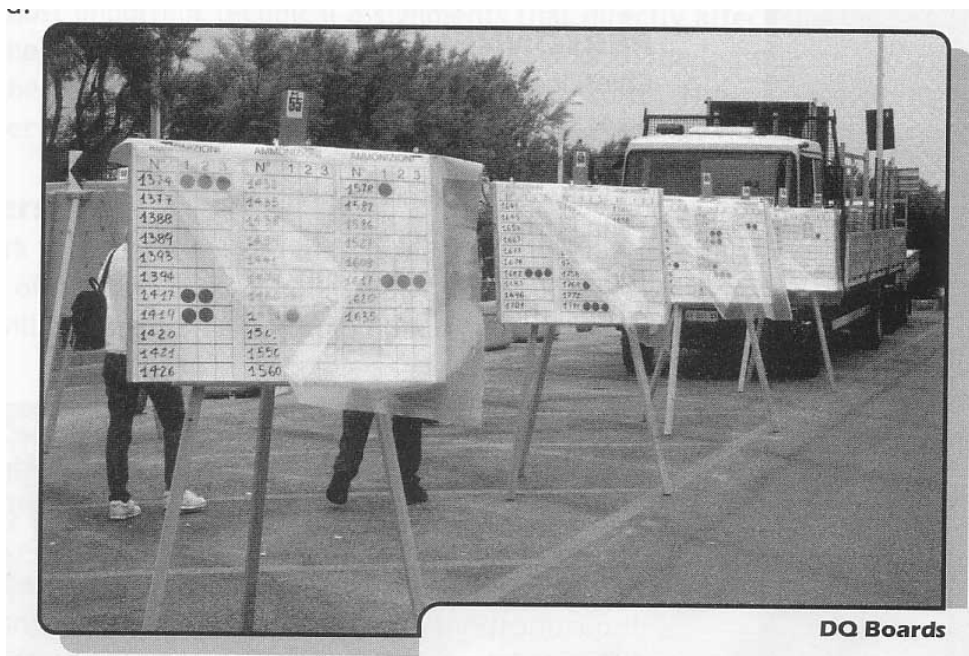
### 3.3.1 Public Address System

Public address system requirements are discussed in section "2.3.2 Public Address System", but for race walks, it should be emphasized that the PA announcers must not announce information from the Disqualification (Red Card) Posting Board.

### 3.3.2 Equipment

IAAF rules call for up to nine race walk judges in road walks. Nine two-way radios must be provided for the judges around the course, and four additional radios for the safety judges (a total of thirteen radios). Where possible, a communications official can work with each judge and operate the radio so the judge can focus on judging. Use of radios does not alleviate the need to have a person continually gathering judging cards from the judges and taking them to the Chief Judge.

Some of the other equipment needed includes but is not limited to record sheets for the Chief Judge and other judges, judging cards, lap recording sheets, pens and pencils, two bicycles, clipboards (preferably with waterproof shields), race clocks, large disqualification boards (white faced and mounted), lap counters, watches, warning paddles, refreshment gear, a large scale map of the course, refreshments, and black and red pens for the Disqualification (Red Card) Posting Board.





### 3.4 ROAD WALKING PERSONNEL REQUIRED

The following is a list of the number and types of personnel needed for each walking event held in whole or in part off a track. Typically on a road course, more competitors can compete in the same event. But the laps are longer than a track, so more race walk judges and other officials are required. Walks are lengthy, so events may need to be scheduled back-to-back with one starting soon after the previous ends. Some personnel will get fatigued and need breaks to minimize errors: judges, lap counters, even perhaps the cyclists. This requires extra personnel in order to have replacements for following races. The chart below suggests the personnel required for a race of 100 competitors. More lap counters are needed as the number of competitors increases.

Chief Judge (WMA approved)	1 Medical Attendant
8 Race Walk Judges (all different nations)*	3 Card Collectors on bicycles
1 Starter	4 Safety Judges
2 Chief Judge Recorders	2 Judges' Runners
1 Chief Timekeeper	2 Recorders
25 Lap Counters (1 per 4-6 walkers)	4 Marshals
2 Disqualification Board Officials	Aid Station Workers
Finish Recorders	2 Posting Board Officials

\*At least 3 of the race walk judges should have Area or International race walk judging qualifications.

The responsibilities of these officials are discussed in section "4.2 Personnel Responsibilities".

### 3.5 50KM WALK

When planning this event it is important to keep in mind the welfare of the athletes and the opportunity for error in recording laps and numbers. On a 2.5 km course, competitors will complete 20 laps. Lap counters must record a time for every competitor each lap. No lap counter may be responsible for more than six race walkers. Due to the wide variation in ability seen in masters competition and the mixed age groups, much lapping occurs in 50K walks. Where possible, lap counters should be responsible for fewer than six walkers, and a backup system should be in place to catch errors.

If timing chips are used, a mat placed before the finish line shall be used to facilitate counting, and the computer can indicate the laps remaining to each walker and identify finishers so they can be directed into the finish chute. Whether or not the computer system is indicating remaining laps, the mat should be used to record the lap times of each competitor. This record can be invaluable in case of a protest about incorrect lap counting. But chip timing does not alleviate the need for lap counters. The computer system could fail



overall or for a particular individual. Lap counters are essential and not a luxury.

Ample refreshments should be available and kept cool throughout the event. Sponges should be offered at regular intervals. The Chief Judge and the safety officers should be vigilant about the health of the athletes during the race. Due to the length of this event, shifts of officials may be needed. An accurate recording system is essential.

A 50km, like all race walks, must start and finish in daylight. The start must be scheduled to allow this for the slowest expected finisher.

### **3.6 OTHER**

Because of the extra personnel involved, in all race walks it is essential that the starter should not start each race until he or she has received the OK from the Chief Judge that he is satisfied that all timekeepers, recorders, lap counters and judges are in position.

### **3.7 MEDICAL REQUIREMENTS**

Here is a check list of minimum medical requirements, regardless of the number of entrants, for road walk races less than a half marathon distance. This list provides specific requirements to the more general requirements discussed in 2.9 Medical.

1. A proactive medical action plan.
2. First aid in the finish line area.
3. A large tent with beds.
4. First aid givers to attend in the tent.
5. A doctor or highly qualified first aid giver in charge.
6. Easily recognizable medical personnel stationed at the finish line.
7. A mobile defibrillator with a qualified operator.
8. Blankets, ice, bandages, splints, and related equipment.
9. At least one mobile medical team stationed on the course to attend with a cart or ambulance.
10. Radios or all.
11. An ambulance ready, with the hospital route part of the plan.
12. A large area where athletes can be inside in case of bad weather.
13. Water and refreshments.
14. A minimum of 6 toilets at the start, at least one at the finish area and one on the course.

## **4 TRACK WALKS**



All walks (in or outside a stadium) are treated as non-stadia events by WMA.

Many of the medical, communications, awards, administration, timetable, officials, equipment, safety judge and refreshment principles discussed in the previous section apply to track walks as well.

In addition, walks held solely on a track have the following additional requirements.

- A. All walk events must take place on the same track.
- B. One day is normally dedicated to the women's 5,000m walks and a separate day to the men's 5,000m event.
- C. A maximum of 25 athletes may compete at any one time.

## 4.1 PERSONNEL REQUIRED PER TRACK EVENT

The following is a list of the number and types of personnel needed for each walk held entirely on a track. With many competitors, events may be scheduled back-to-back, with one starting soon after the previous one ends. Some personnel will get fatigued and need breaks to minimize errors: the walking judges and the lap counters in particular. This requires more personnel in order to have replacements for subsequent races.

Chief Judge (WMA approved)	1 Medical Attendant
5 Race Walk Judges (all different nations)*	1 Card Collector
1 Starter	1 Safety Judge
1 Chief Judge's Recorder	2 Judges' Runners
1 Chief Timekeeper	2 Recorders
6 Experienced Laps Counters	4 Call Room Marshals
2 Disqualification Board Officials	Aid Station Workers
Finish Recorders	2 Posting Board Operators

\*At least 3 of the race walk judges must have Area or International race walk judging qualifications.

## 4.2 PERSONNEL RESPONSIBILITIES

An international championship increases the demands on officials. The officials must treat the competition as a world championship, and not as a low key get together of "old folks." The officiating must meet international standards of excellence. Officials need to be fair in applying the rules to insure that no athlete is allowed an unfair advantage or disadvantage compared to other athletes.

### 4.2.1 Chief Judge (WMA Approved)

The Chief Judge must be approved by WMA and acts as the supervising official for the competition. If needed, the Chief Judge may act as a race walking



judge, provided prior approval is given by the WMA Vice President Non-Stadia. In WMA championships, the Chief Judge is not limited to judging only in the special circumstance described in IAAF rule 230.3(a).

The Chief Judge will conduct a pre-race meeting to assign the judges to their respective judging areas, explain the judging procedures to be used, and to ensure that the judges have the correct judging materials. The Chief Judge will work closely with the recorders to ensure that all warning cards are completed correctly and notify the competitors of their disqualifications as soon as possible after verifying that three separate red cards from judges from three different nations have been recorded. The Chief Judge's other duties include insuring that the Disqualification (Red Card) Posting Board is used correctly during the race (e.g. posting the symbol of each offence and posting the third Red Card on it even if the competitor has not yet been informed), signing the summary sheet, and ensuring that the official results are correct. The Chief Judge will conduct a post race meeting with the judging panel and will submit to the WMA Vice President Non-Stadia a report on the competition, which should include the judging summary sheets and the judges' evaluation forms.

#### **4.2.2 Race Walk Judges**

For a WMA world championship, each race walk judge should be from a different country. All other officials helping with the race walk may be from the same country. At least three of the judges in each race should have Area or International ratings.

A walking judge's role is to ensure that no competitor is allowed to complete a race without complying with the specified definition of Race Walking in IAAF Rule 230.1. This means that the judges must be satisfied that no loss of contact occurs and that the competitor has straightened the support leg as required. The judges should be familiar with the application of race walk rules to master's competitions. Note that IAAF Rule 230.1 refers to "the advancing leg shall be straightened (i.e. not bent at the knee)". Due to age deformities some competitors knees may look bent when they are in fact straight. A judge must be able to differentiate between a knee that looks bent but is "straightened" and one that is bent. If a knee is bent, then the Judge must apply the rule and should not give any additional allowance for the competitor's age.

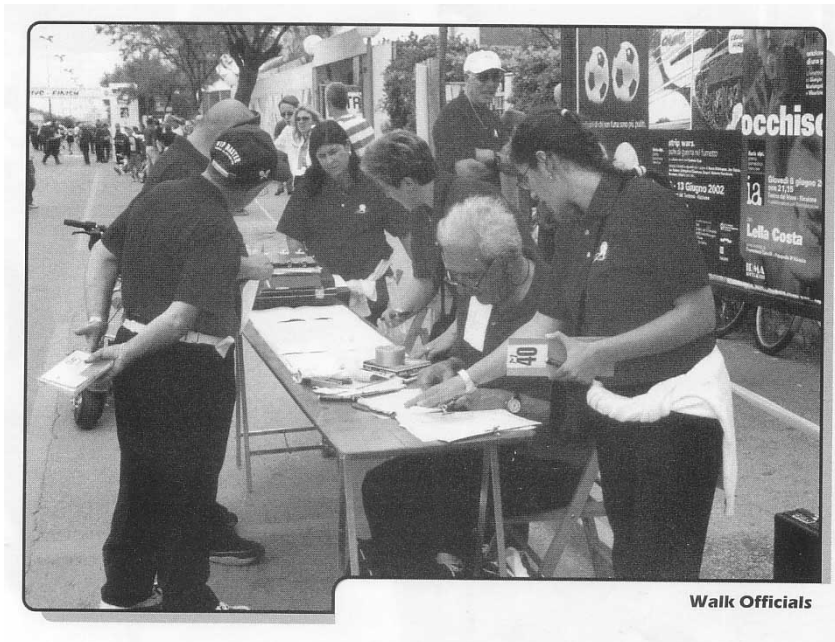
Should a judge decide that a competitor is in danger of not walking correctly he should properly caution the competitor using a yellow paddle with the appropriate symbol. When a judge observes an athlete failing to comply with Rule 230.1, he sends a Red Card to the Chief Judge.

#### **4.2.3 Recorders**

The main functions of the recorder are to receive cards from the judges on behalf of the Chief Judge and record them on the race judging summary sheet. They check to insure that the Red Cards are properly completed and, if a



problem exists, send them back to get the required information. The recorders check to insure that no other Red Cards have been issued by the same judge on the same competitor. If any of the judges are from the same country, the recorder must also check to ensure that only the first Red Card from a country is counted and any others from that country are ignored. The recorder informs the Chief Judge when a competitor has received three valid warning cards from three different judges from three different countries.



#### 4.2.4 Red Card Collectors

Collectors use bicycles on road courses and sometimes also on the track to collect judge's cards during the race. They take them to the recorder, who is stationed by the Disqualification (Red Card) Posting Board. If necessary, they receive Red Cards needing additional information from the recorder and take them back to the issuing judge to get the missing information. Several collectors are needed on road courses due to the distances involved, but even on the track, collectors must have the stamina to keep circulating quickly throughout the race.

#### 4.4.5 Posting Board Operators

Disqualification (Red Card) Posting Board operators are responsible for ensuring that the board is installed at the correct location and that adequate supplies exist of marker pens, table, and chairs. During the race they efficiently post the warnings on the board when they are received from the recorders. They must insure that the symbol of each offense for each competitor is indicated on the posting board.



#### **4.4.6 Lap Counters**

This is one of the most important technical assignments that directly affects the success of the competition. Masters competitions have mixed age groups and wide variations in ability, resulting in much lapping, especially in walks. Poor lap counting causes all kinds of problems and protests.

In track races, the lap counters should be positioned just prior to the finish line. They must be able to see a race clock, because lap counters for race walk events must record each athlete's time for every lap. Lap counters should be assigned a number of walkers that they can efficiently record, typically four. No lap counter may be responsible for more than six walkers. They must record the cumulative time after each lap on a recording sheet which lists each athlete by race number.

If chip timing is being used, a mat may be placed before the finish and the computer system may indicate laps remaining to the walker and to identify finishers. In the case of a question about a competitor doing too many laps, an accurate time will then be available in case of protest. But chip timing does not alleviate the need for lap counters. The computer system could fail overall or for a particular individual. Lap counters are essential and not a luxury.

#### **4.4.7 Finish Recorders**

These recorders work in cooperation with the lap counters to ensure that all athletes complete the correct number of laps and that when finishing their number is correctly recorded. Quite often a 'spotter' will be used to identify when the leader(s) and other finishers are approaching the finish. As previously mentioned, if chip timing is being used, the system can also help identify finishers. But there must be finish recorders to intervene in case of malfunction. Automated computer systems are not a substitute for finish recorders.

#### **4.4.8 Marshals**

The primary role of the marshals at track walks is to operate the call room and ensure that no athlete attempts to start in long pants. In race walking the knees must always be visible, and any disputes about apparel must be resolved in the call room before the athletes proceed to the starting line. This is facilitated if hip numbers are used for the walks, even if they are not being used in other events in the meet. Call room marshals can then verify that the numbers are stuck on shorts which reveal the knee.

In events of 20 km or more, an athlete may leave the track (usually to use the toilet) with the permission and under the supervision of a marshal. The marshal must ensure that by going off course the athlete does not lessen the distance to be covered, so in this situation the marshal is acting as an official.





Apparel and other rule violations must immediately be reported to the referee, so extra manpower must be available to cover the marshalling duties while this is done.

Marshals are not police. All police functions are the responsibility of local police authorities. Marshals, however, may work with the police to insure optimal vehicle and crowd control and event safety.

#### **4.4.9 Aid Station Workers**

If the event requires a water table, enough personnel must be available both to man the table and to keep the track clear of cups during the race. A person experienced in aid station work should instruct the workers how to properly provide refreshments without interfering with the race. The local organizing committee is responsible for having enough refreshments and the means to supply them to competitors and officials.

#### **4.4.10 Safety Judges**

As stated earlier in "2.9 SAFETY" the safety judges appointed by the WMA have the authority to withdraw from competition any athlete who is improperly performing the event or whose continued participation would, in their opinion, endanger the athlete's health or hinder the progress of other competitors. The Safety Judge may exercise his authority through deputies and both the Safety Judge and any deputies shall be clearly identifiable as such." The Safety Judge and his deputies will continually monitor the performance of all athletes and work with medical and others to insure the safety of all competitors.

#### **4.4.11 Starter**

Starters normally start a running race when the timers are ready. In race walks it is essential that the starter not start each race until the Chief Judge is satisfied that all timekeepers, recorders, lap counters and judges are in position.

## **5 ROAD RUNNING**

Most if not all of a road race course should be on a recognized road, not beside it on paths, trails or sidewalks. The road surface should be smooth and paved -- not cobblestones, gravel, or dirt. When necessary, parts of the course may be on a bicycle or footpath alongside the road, but not on soft ground such as grass verges or the like. The start and finish may be within an athletics facility.

### **5.1 SELECTION OF VENUES**



The venue is a key factor in providing the best possible competition for athletes, spectators, and the media. Venues should be selected which provide optimum race conditions, encourage spectator attendance and offer attractive, historic, or scenic locations. Whether a venue is suitable or not depends upon many factors, including but not limited to the following:

- The anticipated number of entries.
- Suitable areas for the 'Start' and 'Finish'.
- Suitable surface and gradient along the whole of the course.
- Potential problems obtaining road closures from the local authorities.
- Objections to the painting of a blue guide line.
- Suitability for spectators and television coverage where applicable.

## 5.2 THE COURSE

When selecting a course, the first concern is whether local authorities and the police are willing to close the roads on the course to traffic prior to, during, and after the race. It is appreciated, however, that roads may gradually re-open during the race with the slower athletes being confined to single carriageway and protected from traffic by cones isolating that carriageway for the entire remaining distance of the race.

Spectators should be separated by barriers from the course at the key areas such as the start, finish, bends, and refreshment points.

If possible, the full width of all roads should be available. If only one side is used, steps must be taken to ensure that athletes cannot reduce the distance by cutting corners. Barriers should be placed to prevent athletes cutting any corners by jumping across a curb on turns or corners. The course layout should not include places where athletes can easily cut through to another part of the course and shorten the distance they must cover. Measurement of a course must be within the road right-of-way, and barriers should be in place to ensure that athletes are directed to run the marked course.

A blue line should be painted along the route to assist the athletes. A continuous line is recommended on tight bends or where there may be confusion with regard to the correct route, but a broken line is usually enough on long, straight stretches. Ideally the line should be drawn to exactly follow the path used by the course measurer when determining its length.

There must be adequate officials clearly identified along the whole of the course, particularly at turning points, intersections, and pedestrian crossings. Areas where motorized vehicles can cross a course must be controlled by police or appropriate authorities. Athletes must be able to follow the marked course at all times without restrictions or obstructions. Uneven surfaces should be smoothed or covered with a suitable non-slip material.



## 5.3 ROAD RE-OPENING

For the safety of all participants and to insure unobstructed competition, it is essential that the roads remain closed for at least

- Six hours after the start of a marathon or 50km
- Three hours after the start of a half marathon
- Two hours after the start of a 10km.

Note that these times are minimums. For some older age groups, World Best Performance times are longer than the road closure times shown above. Planning should account for runners still on the road beyond these times, and traffic control must still be a priority. The time for reopening is determined by the running time of the last expected runner. The field will spread out as the race progresses. On a multiple lap course, all portions of the course may have to remain closed almost until the last competitor finishes. On a single loop course, parts of the course may be reopened progressively after the last runner has passed.

## 5.4 LAYOUT OF THE COURSE

Many alternative layouts are available and no set rules apply. Organizers, however, should carefully read all of this Handbook's discussion for items that impact the acceptability and practicality of a proposed layout. Much depends on the number of entries, the distance to be run, and other factors. Organizers may be required to change a course if entries received significantly exceed the number originally anticipated or its layout is unacceptable for other reasons. Courses that work or have worked for local competitions may not be acceptable for WMA world championships.

## 5.5 COURSE PROFILES

Information relating to road courses should be included in the program and the team managers' information packets. The profiles should clearly show the rise and fall for the full length of each course. IAAF Rule 260.28 specifies the criteria for a road course suitable for setting world records. The course must be laid out to meet these world record standards, including particularly any separation and elevation difference between the start and finish.

## 5.6 MEASUREMENT

The courses must be measured to IAAF/AIMS standards. The course must be measured well in advance of the race to allow for changes if necessary, and be measured by an "A" or "B" grade IAAF/AIMS measurer as defined in IAAF Rule 117. The measurer will need help during the measurement, ideally by a cyclist who is conversant with the course. Once the course has been measured, any



changes in the race route mean it must be re-measured, in whole or in part. Local police may need to be contacted if busy roads must be measured.

The course measurer must submit to the local organizing committee a series of photographs and description for each kilometer measured, and a measurer's certificate of accuracy. The certificate must be published in the program and displayed at the race venue. At all WMA championships, the course measurer should be present in the lead vehicle to confirm that the course run is the course that was measured. If not, the local official who accompanied the IAAF/AIMS measurer must undertake this task.

## **5.7 HALF MARATHON, MARATHON, AND 50 KM**

Throughout the planning and staging of these events, the health and safety of the athletes must always be a priority with due regard to the athletes' ages and the length of the race. Older age groups should not compete at times of the day when they will be exposed to extreme temperatures. In the marathon and 50km events it is essential that plenty of refreshments be available and that they be kept cool throughout the event. Safety judges and medical personnel must be present to ensure that athletes do not endanger their health.

## **5.8 OUTSIDE ORGANIZATIONS**

Road running events, more than any other, call for the involvement of organizations not normally involved with athletics. Such organizations include local authorities, police, fire and other emergency services, first aiders, radio operators and transport companies.

## **5.9 RACE CLOCKS**

A lead clock is required in all WMA championship events, and if possible, additional clock displays should be visible to the runners at intermediate split points, and certainly at the half way point. A clock at the finish line is obligatory. Where males and females are racing from separate starts, a separate finish clock must display the time for each event.

## **5.10 DISTANCE MARKERS**

For all events, markers should be placed every kilometer. The markers should be mounted at a height of approximately 1.5m, and be large enough to be seen by all competitors. An acceptable sign is shown in "2.16.5 Distance Markers Information".

## **5.11 VEHICLES ON THE COURSE**

The course must be free from traffic except for official vehicles. Often it is not possible to use the whole road, in which case half of the road should be



designated for the course with the competitors protected from the traffic by cones and, where necessary, by barriers. Police and/or marshals wearing clearly identifiable colored vests or armbands must be at all road junctions to control traffic onto or crossing the road.

The lead vehicle with the clock can transport the referee, the course measurer, a timing engineer, and a safety judge. Where possible, a second vehicle can be used to carry members of the press or VIPs, plus additional safety judges. Behind the last athlete and at intervals along the course, buses and ambulances should be available to transport retiring, injured, or ill competitors.

## 5.12 TOILETS

Adequate provision must be made for toilets at both the start and finish, and at intervals during long races. At the start, the following guide should be taken as a minimum.

- **Male** Toilet: 2 per 100 entrants.  
Urinals: 5 meters length or 5 units per 100 entrants
- **Female** Toilet: 1 per 25 entrants.

At the finish, the same toilets may be used if the start and finish are close to each other.

On the course, irrespective of the number of entrants, toilets should be placed at close to the following locations:

- **Half Marathon** 7.5km and 15km
- **Marathon** 15km, 22.5km, 30km, 37.5km
- **50km** Same as for a marathon, then at 42km, 48km.

## 5.13 ATHLETES NOT COMPLETING THE COURSE

The LOC must provide a system to transport to the finish area those athletes unable to complete the full course. It is highly recommended that an administrative system account for 'DNF' athletes to enable the organizer to accurately account for everyone. The LOC should conduct a "sweep" behind the last participant to pick up persons who have dropped out or otherwise need assistance and help them back to the finish area.

## 5.14 MEDICAL REQUIREMENTS

The general medical requirements are discussed in section "2.9 MEDICAL". To assist the LOC in insuring adequate medical coverage for road races, the following check list of specific minimum medical requirements is applicable,



regardless of the number of entrants, to road races shorter than a half marathon.

1. Proactive Medical Action Plan in place.
2. First aid at finish line area.
3. Large tent with beds.
4. First aid givers to attend in tent.
5. Doctor or highly qualified first aid giver in charge.
6. Easily recognizable Medical Aid givers stationed at finish line.
7. Mobile Defibrillator with qualified user.
8. Blankets, ice, bandages, splints, and related equipment.
9. At least one mobile medical team stationed on course to attend with cart or ambulance.
10. All staff radio equipped.
11. Ambulance ready for hospital transport with hospital route part of plan.
12. Large area where athletes can be inside in case of bad weather.
13. Water and refreshments.
14. Minimum of 6 toilets at start/finish area and one on course.

Although the requirements are very similar, they become more demanding beyond the half marathon distance. These requirements should also be applied when a race is run in temperatures which may exceed 30 degrees Celsius or 86 degrees Fahrenheit.

1. Proactive Medical Action Plan in place.
2. Large tent with beds.
3. First aid givers and volunteers to attend in tent.
4. Doctor or highly qualified first aid giver in charge.
5. A minimum of 2 mobile defibrillators with qualified users.
6. Blankets, ice, bandages, splints and related equipment.
7. At least two mobile medical teams stationed on course to attend with cart or ambulance.
8. All staff radio equipped.
9. Ambulance ready for hospital transport with hospital route part of plan.
10. Large area where athletes can be inside in case of bad weather.
11. Water and refreshments (2 cups per water station x number of laps x 2)
12. Minimum of 10 toilets at start/finish area plus 4 on course.

These lists show absolute minimums. If discussion elsewhere in this handbook indicates additional requirements, then those apply as well.

## 6 CROSS COUNTRY

Cross Country running is a sport in which runners compete over open terrain, which may consist of dirt, fields, golf courses, grass, meadows, mud, sports fields, woodlands, and water. By definition, cross country is not run over



artificial surfaces. As little as possible of a cross country course should involve surfaced pathways, roads, or tracks. Normally cross country runners compete both as individuals and as members of teams against each other and the course.

Cross Country Running should not be confused with Fell Running, Trail Running, Ultra Running, and other forms of running that also take place in whole or part off-roads and tracks. Ultra Running refers to any running event, regardless of the surface, longer than the traditional marathon length of 42.195 meters. Fell running (also known as Mountain Running and Hill Running) is the sport of running off road over upland country where the gradient climbed is a significant component of the difficulty. Trail running generally takes place on trails, such as bridle paths, hiking trails, and fire roads with narrow passages common. Often the terrain and inclines are steep and rough through hills, mountains, deserts, and forests, requiring hiking or scrambling. Cross Country running implies wider, less demanding passageways and terrain.

A cross country course may have hills, but they are not normally a significant component of the course's difficulty. A successful cross country course takes the natural characteristics of the venue into account. Cross country races are typically from 2 km to 12 km long. The athletes compete both as individuals and as members of teams, against each other and against the course.

## 6.1 THE COURSE

The cross country races at WMA world championships are 8km long for all age groups and for both men and women.

To quote IAAF Rule 250.3, "...the course must be designed on an open or woodland area, covered as far as possible by grass, with natural obstacles, which can be used by the course designer to build a challenging and interesting race course.... The area must be wide enough to accommodate not only the course but also all the necessary facilities." Any combination of dirt, fields (ploughed or meadow), golf courses, grass, mud, parkland, sports fields and water can make an acceptable course, but roads, paved pathways, sidewalks, and similar surfaces cannot be included unless fully covered by grass, earth, or appropriate matting.

From IAAF Rule 250.4: "Existing natural obstacles shall be used if possible. However, very high obstacles should be avoided, as should deep ditches, dangerous accents/descents, thick undergrowth and, in general, any obstacle which would constitute a difficulty beyond the aim of the competition. It is preferable that artificial obstacles should not be used but if such use is unavoidable, they should be made to simulate natural obstacles met within open country. In races where there are large numbers of athletes, narrow gaps or other hindrances which would deny athletes an unhampered run shall be avoided for the first 1500m." Unstable rock and gravel and similar conditions





should be avoided throughout the course. WMA world championship courses must not include artificially installed objects such as bales of hay, tree trunks, etc.

WMA World Championship Cross Country courses can include shallow streams and other water hazards, but they must be kept to a maximum depth of 70cm, should have a firm bottom, and provide for safe entry and exit. The course must have no barbed wire or other obstacles that could cause injury. Course setters should carefully examine all obstacles in detail for nails, splinters, and snags that could injure athletes. Natural obstacles which could cause injury, such as exposed tree roots, should ideally be painted or otherwise highlighted. If the natural obstacle is particularly dangerous, it should be taped off or have a barrier placed around it.

It is essential that the entire course be examined and any hazards dealt with once the course has been marked.

The course may include hills provided the gradients don't turn the race into a hill climb instead of a cross country race. The severity of the gradients is left to the discretion of the local organizing committee, subject to approval by the WMA Vice President Non-Stadia or their designated representative. Ideally the each loop of the course should include a total ascent of at least 10m.

An ideal WMA world championship cross country course will be a loop course of four laps of 2,000m each. No course requiring more than four laps (less than 2,000m per lap) will be acceptable. In extreme circumstances (e.g. where television coverage is guaranteed) variation in the style of the course and the number of laps may be approved by the WMA Vice President Non-Stadia or their designated representative.

Apart from the start and finish areas, the course must not contain any other long straight. A 'natural', undulating course with smooth curves and short straights, is best. Apart from the start and finish areas, the entire course should be at least five meters wide, although at least ten meters wide is preferred.

### **6.1.1 Taping and Course Barriers**

Critical areas must be heavily fenced, in particular the start area (including the warm-up area and the call room) and the finish area (including any mixed zone). The photo shows an acceptable system. Only accredited people will be allowed access to these areas.

The rest of the course must be taped on both sides with plastic mesh or have substantial barriers to block access. A single strand of tape is not sufficient. All hazards must be taped or coned.





### 6.1.2 Crossing Points

Points where spectators are allowed to cross the course should be clearly marked and must be controlled by at least one marshal on each side.

### 6.1.3 Start Area

Information on the start and the start area can be found in "2.23 The Start and Start Area."

Cross country courses may have separate starts for men and women. The starting area should be at least 50 meters wide for the first 400 meters, then at least 25 meters for the next 200 meters and 10 meters thereafter. These dimensions may not always be feasible or appropriate depending upon course restrictions and the expected number of competitors. These dimensions are wider than those listed elsewhere in this Handbook for a typical non-stadia event. Smaller dimensions, if needed, can be used but require approval of the WMA Vice President Non-Stadia or their designated representative.

### 6.1.4 Finish Area

Details on the finish area are covered in "2.24 Finish Area".

## 6.2 PERSONNEL REQUIRED FOR CROSS COUNTRY



The following list of officials is for guidance only, as the number of officials required will depend on the number of entrants and course characteristics:

Referee	Starter's Stewards
Starter	Chief Timekeeper
Judges	Timekeepers
Recorders	Judges
Announcers	Course Marshals
Lap Counters	Press Officer
Computer Liaison Officer	Funnel Controller
Funnel Control Stewards	Officials' Stewards
Clerk of the Course	Chief Competitors Steward
Competitors' Stewards	Medical Personnel

The duties of the staff needed to organize a cross country championship are very similar to those at road races. The responsibilities and duties of many of these personnel are discussed in sections "2 ALL CHAMPIONSHIP EVENTS", "4.2 Personnel Responsibilities", and "8 PERSONNEL REQUIRED".

Special attention is needed concerning lap counters (see also "4.4.6 Lap Counters").

Due to the wide variation in performance abilities at WMA world cross country championships a few competitors may be lapped while still running their first lap. Even if a computerized chip timing system is used with two independently powered timing systems, failures can occur for particular athletes and sometimes overall. Having a computer system in place does not alleviate the need for lap counters to ensure that each person runs the required number of laps, neither too many nor too few. No lap counter should be tracking more than 4 runners. In addition, chip timing does not alleviate the need to keep track of the order of finish at the finish line. Finishers should be funneled down chutes and their order of finish recorded independently of the computer system. Later the results can be compared and verified, and any system failures corrected.

Further advice about personnel and their duties is always available from the WMA Vice President Non-Stadia and his committee.

### **6.3 OPTIONAL CROSS COUNTRY EVENTS**

Although 8km is the WMA championship distance for men and women, 5km cross country races are also sometimes held. The general requirements for these races are exactly the same as for an 8km cross country, although the course length and layout are different.

### **6.4 MEDICAL REQUIREMENTS**



The importance of medical is discussed in section "2.9 MEDICAL" and other sections. Everything discussed in that section and elsewhere, unless otherwise noted, is a requirement. To assist the LOC in insuring adequate medical coverage for road races, the following check list of specific minimum medical requirement for cross country races regardless of the number of entrants may be used:

1. Proactive Medical Action Plan in place.
2. Large medical room or tent with beds.
3. First aid givers to attend in tent.
4. Doctor or highly qualified first aid giver in charge.
5. Easily recognizable medical aid givers stationed at finish line.
6. Mobile defibrillator with qualified user.
7. Blankets, ice, bandages, splints and related equipment.
8. At least one mobile medical team to attend on course with cart or ambulance able to reach any area of course.
9. All staff radio equipped.
10. Ambulance ready for hospital transport with hospital route part of plan.
11. Large area where athletes can be inside in case of bad weather.
12. Water and refreshments (two medium size cups per lap x number of laps for course, plus pre and post race usage).
13. Minimum of 6 toilets near start/finish area and one toilet on course.

## 7 ROAD AND CROSS COUNTRY RELAY RACES

In the past the WMA has authorized road and cross country relay races, always for both men and women and with competition in 5-year age groups. Mixed gender and multi-national teams may be allowed, but they must be non-scoring. Each athlete may only run one stage of a relay and only in one age group.

An Ekiden is a road relay held over the marathon distance of 42.195km. It has six stages run in the following order: 5km, 10km, 5km, 10km, 5km, and 7.195km. A course with a 5km and a 10km loop facilitates spectator viewing.

Changeovers in a road relay can be by touching hands or passing a sash between the incoming and outgoing athletes. The changeover zone is 20m long centered on the finish line for the leg, which should be 5cm wide. Athletes must change over within the zone. Touching or passing the sash elsewhere brings disqualification.

The timing systems must be capable of providing each team's cumulative time and individual team members' times. Age-graded individual times are also required.



The requirements for all other WMA Non-Stadia Championships discussed in section 2 of this Booklet apply to the Ekiden whenever it is held as a WMA Championship. The check list shown in section "5.14 Medical Requirements" for the Marathon apply to the Ekiden.

## **8 PERSONNEL REQUIRED**

The personnel needed to conduct various types of races have been detailed earlier in this handbook. Some personnel are needed that may not be directly present at the race but are necessary for its success. This section discusses the roles and responsibilities of some personnel not sufficiently explained earlier.

### **8.1 OVERALL RACE MANAGEMENT**

#### **8.1.1 Race Director/Organizer/Competition Director**

This person is responsible for the overall promotion of the event and should be the person who applies for the permit. The director arranges the venue and changing facilities, all the equipment required for the course (including start and finish), other officials and helpers, and has general overall control. He/she must ensure that all other officials and helpers have all that they need in order to carry out their duties effectively. In particular, the director should ensure that the referee has a copy of all the race literature, an entry list, a list of awards and prizes, a list of officials and a map of the course.

The person applying for the permit may, if they choose, appoint another person as Competition Director. The director plans the technical organization in cooperation with WMA, and then ensures that this plan is carried out. He is ultimately responsible for resolving any technical problems. He or she must remain in contact with all the officials throughout the event. If no one else is appointed, the person applying for the permit is the designated Competition Director. In any case, the person applying for the permit has ultimate responsibility for all aspects of the competition.

#### **8.1.2 Meet Manager**

The Meet Manager is responsible for the correct conduct of the competition. He or she checks that all officials have reported for duty, appoints substitutes when necessary and has the authority to remove from duty any official who is not abiding by the rules. Through the marshals, he arranges that only authorized persons are allowed in the competition area. For competitions longer than four hours, it is recommended that the Meet Manager has an adequate number of Assistant Meet Managers.

#### **8.1.3 Referee**



The Referee presides over the event, ensuring that the rules of competition are observed, settling any disputes and deciding on any issues not within the rules of the competition. He may require changes to the course or race administration in the interest of the safety and well being of the competitors. The Referee should approve the results and the winners of awards, and is responsible for filling any vacancies amongst the officials.

#### **8.1.4 Race Administration**

The Race Director or his designee (e.g. the Meet Manager) controls the race administration. Registration personnel, runners and stewards assist him/her. He/she allocates the numbers to individuals and teams and receives team declarations (providing a list to the Referee and Race Director before the start). Results recorders and runners transfer the results sheets from the Timekeepers, Recorders and Funnel Recorders to the results team. The results team also produces the awards lists.

### **8.2 ON THE COURSE**

#### **8.2.1 Course Director**

The Course Director is responsible for liaison with the police and other emergency services and any other statutory bodies involved. His/her duties include applying for road closures and diversions (if required), positioning the facilities, and all other facets of the course. He or she arranges for the course measurement and certification, and course marking. Additional duties include organizing the marshalling, spectator control, start and finish access, and possible access to all parts of the course by the emergency services.

The Course Director is responsible for anyone establishing, maintaining, monitoring the marshals and stewards and feeding and sponging station supervisors, and anyone else establishing, monitoring, or helping on the course.

#### **8.2.2 Marshals and Stewards**

These persons are responsible for indicating the route to competitors and, in conjunction with the police, assisting with on course control of spectators and traffic. They should also be aware of potential hazards or problems on the course and be able to deal with them.

#### **8.2.3 Feeding and Sponging Station Supervisors**

These people are responsible for the availability of drinks and sponges for the competitors at the designated points on the course. If provision has been made for individual special drinks, they should monitor this. They are responsible for the tidiness of the station and should ensure that the area is kept clean and safe for competitors and spectators. They are also responsible for cleaning up the station and its surroundings once all of the competitors have passed by.



## **8.3 THE START**

### **8.3.1 Start Director**

The Start Director is in control of all matters relating to the start of the race. This includes the design and layout of the entire start area, including crowd control, kit storage and assembly of runners into their starting positions, also all marshalling and security within the start area. He/she must liaise with the starter, referee, and police to ensure a fair start for all competitors.

### **8.3.2 Start Marshals**

These persons assist runners in locating kit storage and toilet facilities, and their correct starting areas. They should ensure that all competitors are in their correct places, that no individual or team gains any unfair advantage and that no one impedes the start.

### **8.3.3 Starter**

This person is responsible for ensuring a prompt, fair, and fully audible start to the race. Final instructions at the start must be given in the four WMA languages, and should be given in the host language. The start commands, however, are given in one language only (normally English), which should be specified in the competitor's handbook.

## **8.4 THE FINISH**

### **8.4.1 Finish Director**

The Finish Director is in control of all matters concerning the finish of the race. These include the construction of the finish area and the funnel system, and also the allocation of judges, timekeepers and their recorders, funnel controller, funnel stewards and marshals, finish marshals and security, and any other personnel required in the finish area. He/she is also responsible for collecting and checking recording and timekeeping sheets and passing them to the results team. The Finish Director decides when a race has finished.

### **8.4.2 Finish Judges**

These judges are responsible for placing runners in the funnel and maintaining the order in which they crossed the finish line until it has been recorded. They are also responsible for the quick passage of runners through the funnel system.

### **8.4.3 Funnel Controller**



This person is responsible for the operation of the funnel system. This includes directing funnel control stewards and allocating the funnel recording sheets to the funnel recording teams. The following persons report to the funnel controller:

#### **8.4.3.1 Funnel Control Stewards**

These stewards are responsible for the individual funnels under the direction of the funnel controller. This includes handling the guide ropes and guiding the runners through the system. They may also be used to take the place of any runner in distress in the funnel.

#### **8.4.3.2 Funnel Recorders**

These recorders are responsible for recording the order of the runners in their funnel, passing their recording sheets to the Chief Results Steward or Chief Recorder, as appropriate. If tear-off tags are used, the funnel recorders are responsible for collecting the tags and keeping them in order.

#### **8.4.3.3 Chip Retrievers**

If chip timing is used, these persons collect chips from the runners as each one exits the funnel system.

#### **8.4.3.4 Timekeepers and Timekeepers' Recorders**

The timekeepers are responsible for recording the time of each competitor to the nearest second and passing their recording sheets to the results stewards. Keeping track of times and order of finish is required even if chip timing is being used. At least one pair should be used to provide a record of 'spot times' and numbers taken at intervals as a crosscheck. In very large events such spot times may take the place of individual timings during high density finishing periods.

#### **8.4.4 Results Stewards**

The Results Stewards are responsible for collecting all funnel and timekeepers' record sheets, or timekeepers' rolls if printing stopwatches are in use, and delivering them to the results team promptly.

#### **8.4.5 Finish Marshals**

These marshals are responsible for ensuring that the finish area is kept secure to enable other staff to carry out their duties unhindered, and to assist the flow of runners through the finish area.

### **8.5 DRINKS / REFRESHMENT STATIONS**





A person experienced in working at drinks and refreshments stations under race conditions should be responsible for each station with sufficient help to setup, supply, maintain, operate, keep clean, and take down each station.

## 9 CRISIS MANAGEMENT/RISK ASSESSMENT

In an ideal world, non-stadia events would proceed smoothly for each participant and overall. In order to produce the best event possible, the LOC must try and anticipate what could go wrong and have plans in place:

- To prevent problems
- To deal with problems if and when they occur
- To reduce the impact of unfortunate occurrences.

Without doubt a major incident can, when in the hands of the media, cause anxiety for WMA, the LOC, and the athletes. Consideration must be given to media coverage, stopping an event, the welfare of the athletes and their families, and the competition program.

### 9.1 CRISIS MANAGEMENT CONSIDERATIONS

Not every crisis can be anticipated, but thought should be given to what crises could occur, how to avoid them, and what to do if they should occur. This section consists of a list of questions to facilitate anticipating and reacting to possible crises.

**What kinds of events can constitute a crisis?**

- 1) Danger to athletes: The danger can come from traffic on a "closed" road, an insufficiently coned road, insufficient water, insufficient marshals or police on the course resulting in traffic or the general public causing problems, insufficient medical support, insufficient light, and many, many other factors.
- 2) Incident on the course: This could be an accident on the course, emergency services requiring access, etc.
- 3) Major course obstruction: This could be from a traffic accident, people, hazards such as falling debris or stray cattle, a train blocking the course, etc.
- 4) Off course athletes: For whatever reason, athletes sometimes stray from the desired route.
- 5) Fatality: Athletes and officials do die during competitions.
- 6) Acts of God: Extreme weather conditions are the most common example.



### **What actions are needed upon learning of a crisis?**

- 1) Verify that the information received is accurate. Determine what information is to be shared and with whom.
- 2) Relay information about the emergency to the Meet Manager as soon as possible.
- 3) Assemble key personnel as quickly as possible.

### **What are some of the points to consider in dealing with a crisis?**

- 1) Manage the situation to cause the least disruption to the majority while respecting the needs of those most closely involved.
- 2) Advise all present at the event of the situation.
- 3) Decide if any rescheduling of events is necessary.
- 4) Maintain the ongoing safety of those present.
- 5) Weigh the need for a press release.

### **What are some considerations in case of a crisis?**

- 1) Whether to convene a meeting with key personnel.
- 2) Whether or not to inform team managers of the situation and, if deemed appropriate, family members and all others present of the situation. A short written statement should be prepared, e.g. "A medical emergency has occurred and the person(s) involved are receiving the best possible care."
- 3) Whether it is necessary to release any officials from their posts if they so request or if they are stressed.
- 4) Whether or not it will be necessary to appoint any replacement officials.
- 5) Liaise with the safety officers prior to recommencing the program.
- 6) Advise athletes and officials if any special ceremony is to be held.
- 7) Whether or not to appoint a designated spokesperson to coordinate with the media. Until this has been decided, the best comment is "No comment". If it is deemed appropriate to issue a press release, all key personnel should view it before release.
- 8) Whether it is necessary to arrange a debriefing meeting for key personnel.

### **What is the role of the Safety Officers in a crisis?**

As indicated in "2.9 Safety" the WMA appoints safety officers to be present at all championships and they have full authority over any safety issue. Details are shown in "2.9 SAFETY".

In case of a crisis, a safety judge must do these:

- 1) Ensure that adequate measures are taken to avoid any further dangerous situation.
- 2) Make a written report if the emergency situation arose under the officer's jurisdiction to allow safeguards for the future.



**What is the role of the organizing committee in case of a crisis?**

- 1) To meet with the Meet Manager.
- 2) To assist with transport, victim support, and logistics.
- 3) To make available a "crisis room" where an official is continually present to respond to enquiries.
- 4) To liaise with the families of any victims.
- 5) To keep sponsors informed if any major changes are necessary.

**When can an event be stopped?**

An event may continue as scheduled only after due consideration has been given to these:

- 1) Safety
- 2) Respect for those closely involved
- 3) The number of persons affected
- 4) The time of the emergency in the meet program (i.e., is it Day 1, the closing ceremony, a rest day?).

An event should only be stopped following agreement between representatives from the LOC, WMA, and medical staff (if emergency services are required). If agreement can not be reached the WMA Vice President of Non-Stadia, their designated representative, or the acting head safety judge has authority to stop or postpone an event for safety reasons.

## **9.2 RISK ASSESSMENT**

The LOC, when planning the routes for WMA events, must show that they have shown due diligence and care for the welfare of the athletes, spectators and the general public.

A risk assessment must be completed when planning any WMA non-stadia event.

Every course, venue, and event should be examined to identify and minimize possible risks.

The risk assessment process consists of four steps:

- 1) LOOK: see the possibilities
- 2) EVALUATE: assess the level and likelihood of risk
- 3) ACT: make preventive changes where possible
- 4) REVIEW: reconsider old and new risks based on the changes.


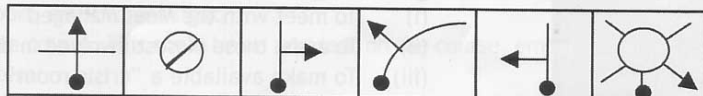

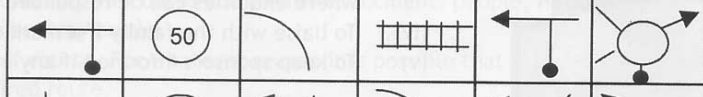
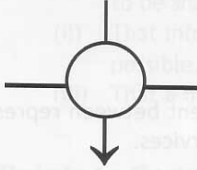

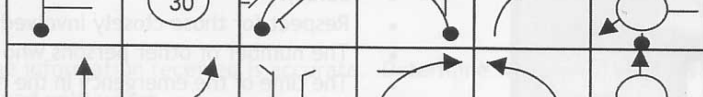
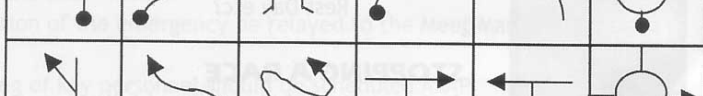
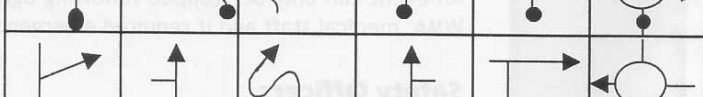
During the evaluation step, it is important to

- 1) Examine the entire course
- 2) Identify all risks
- 3) Identify how each of the high risks can be reduced to low risks
- 4) If this does not seem possible, look for an alternative route.

When examining the course, look for hazards which might affect

- 1) The competitors
- 2) Officials
- 3) The general public.

To document the risks associated with an event route, a series of symbols could be used to clarify the race course and potential risks. A chart of representative symbols is shown below:

<b>RISK ASSESSMENT - SYMBOLS</b>	
<p><b>DIRECTION OF ROUTE</b></p> 	
<p><b>ROADS ADJOINING ROUTE</b></p> 	
<p><b>ROUNDAABOUT</b></p> 	
	
	
	

Regardless of other risks, traffic is always a risk. The whole of every course must be subject to a road closure order or procedures must be in place to protect competitors and workers from traffic.

Once the risks have been established and recorded with symbols, the next step is to show what preventative measures will be taken. Points 1-8 in the table on the next page are generic, apply to the entire course, and should always be used. Points 9-30 are variable.

The specific form or format of the risk management assessment is not critical, but the information and identification of actions being requested is mandatory. Organizers can use an approach for documenting their risk management process that works for them provided all the information requested in the risk management section of this Handbook is covered in a clear, understandable way.

## LOOK - EVALUATE - ACT - REVIEW

<b>GENERIC RISK ASSESSMENT CODES</b>							
<p><b>COLUMN A</b></p> <p>Hazard Risk Rating Level</p> <p>H = HIGH</p> <p>M = MEDIUM</p> <p>L = LOW</p>	<p><b>COLUMN C</b></p> <p>Measures to reduce risk to low.                      Items 1-8 to be included in ALL events, and the whole course.</p> <ol style="list-style-type: none"> <li>1 Code of Practice advanced signing on approach to course.</li> <li>2 Code of Practice safety signs every mile.</li> <li>3 Safety briefing to all competitors.</li> <li>4 Safety briefing to all competitors.</li> <li>5 Compliance with traffic law by Competitors/Officials/Marshals.</li> <li>6 All marshals to wear Hi-Vis clothing.</li> <li>7 Advanced liaison with interested parties.</li> <li>8 Event vehicles to be identifiable.</li> </ol>						
<p><b>COLUMN B</b></p> <p>PERSONS AT RISK</p> <p>A. Competitors</p> <p>B. Spectators</p> <p>C. Organisers/ Marshals</p> <p>D. On Coming Traffic</p> <p>E. Passing Traffic</p> <p>F. Crossing From Right</p> <p>G. Crossing From Left</p> <p>H. Others - Specify</p>	<ol style="list-style-type: none"> <li>9 Road closure.</li> <li>10 Additional approach signs.</li> <li>11 Junction to be marshalled by - <input style="width: 50px; height: 15px;" type="text"/> Number of marshals.</li> <li>12 Traffic signals to be manually controlled.</li> <li>13 Traffic signals to be marshalled.</li> <li>14 Motorcycle Police escort.</li> <li>15 Motorcycle safety marshal.</li> <li>16 Pedestrian crossings to be marshalled.</li> <li>17 Marshals to have method of communication.</li> <li>18 Officials to be identifiable.</li> <li>19 Not open during event.</li> <li>20 Establish time of other events and review.</li> <li>21 Protective barriers in front of spectators.</li> <li>22 Physical protection (e.g straw bales)</li> <li>23 Signposted for competitors.</li> <li>24 Protected by Traffic Coning.</li> <li>25 Protect access/egress for emergency vehicles.</li> <li>26 Uniformed Police/Traffic Warden.</li> <li>27 Marshal with authority to place mandatory road closed sign.</li> </ol> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 15%;">28 Specify -</td> <td style="width: 85%;"><input style="width: 95%; height: 20px;" type="text"/></td> </tr> <tr> <td>29 Specify -</td> <td><input style="width: 95%; height: 20px;" type="text"/></td> </tr> <tr> <td>30 Specify -</td> <td><input style="width: 95%; height: 20px;" type="text"/></td> </tr> </table>	28 Specify -	<input style="width: 95%; height: 20px;" type="text"/>	29 Specify -	<input style="width: 95%; height: 20px;" type="text"/>	30 Specify -	<input style="width: 95%; height: 20px;" type="text"/>
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**EXAMPLE**

Whole event codes (1-8) 1-2-3-4-5-6				A	B	C
ID No .	Kms from start location	Details of Hazard		Risk rating level	Persons at risk from hazard	Additional measures to reduce risk to LOW
1	2.3	↑	Cross Roads	M	A	11, 23



## **APPENDIX A: WMA BLOOD-BORNE VIRUS PRINCIPLES**

### **DEFINITIONS:**

#### **Human Immunodeficiency Virus (HIV)**

This is a virus which attacks the immune system. People with HIV become less resistant to developing certain infections or some cancers, which normally could be resisted by the body.

#### **Acquired Immune Deficiency Syndrome (AIDS)**

This is the most severe clinical expression of infection with HIV. Diagnosis is according to established clinical criteria.

#### **Hepatitis B**

This is a viral infection of the liver. It is transmitted through close contact with blood or other body fluids of a person infected with the disease. This can happen through close physical contact, sexual intercourse, by sharing of injection needles by drug users, by tattooists using non sterile needles and during the birth process. Hepatitis B is a vaccine preventable disease.

#### **Hepatitis C**

This is a blood-borne viral disease affecting the liver. Hepatitis C is transmitted through close contact with infected blood. This can occur through the sharing of contaminated injection equipment and contaminated skin piercing when tattooing and body piercing.

### **WMA PRINCIPLES:**

**1) The health status of athletes should not affect their right to compete or assist at athletic events. Those working within athletics should support athletes and administrators with a blood borne virus so that they can continue in the sport to the extent that their health allows.**

**2) In dealing with injury, all persons should be treated as if they have a blood-borne virus. It will not always be known if a person who is bleeding is infectious. It is therefore important that anyone who treats a bleeding person follow established safety procedures. All blood should be treated as infectious.**

**3) All persons have a right to privacy. Strategies should be developed to deal with any adverse publicity that could arise if it**





becomes known that an athlete or official with HIV/AIDS is at a meet.

## **APPENDIX B: ROAD RACE CHECK LIST**

### **Pre Event**

Directional road signs to venue  
Car parking  
Registration for last minute number collection  
Toilets on course  
Cabins for result team and first aid  
Marquees for medical treatment and massage  
Marquees for enquiries, lost property, drinks  
System for baggage reclaims  
System for baggage transportation  
Transportation pickup area

### **The Course**

Road signs in place  
Blue line  
Kilometer markers  
Start and finish gantry complete with banners  
Crowd control barriers, cones, taping  
Time zones  
Start and finish lines  
Funnels for finish  
Press and media enclosure  
Tables at finish  
Power supply to start and finish areas  
Enclosed area for PA system

### **Refreshments**

Vehicles to carry supplies  
Drinks, water, sponges, tables, chairs, black bags, signs, personal drinks, cups  
Umbrellas (for heat or rain) or shade  
Drinks at start and finish areas

### **Personnel**

Race Director  
Course Director  
Referee  
Start Director and Finish Director  
Timekeepers and Timekeepers Recorders  
Registration Stewards  
Result Recorders/Runners  
Marshals  
Feeding and Sponging Supervisors  
Feeding and Sponging Marshals  
Start Marshals





Starter  
Finish Judges  
Funnel Controller  
Funnel Stewards  
Funnel Recorders  
Finish Marshals  
Results Team  
Result Stewards  
Announcers  
Spotters  
Awards Team  
Drivers for lead and sweep car and trucks

**Transport**  
Trucks to distribute refreshments  
Officials' meals  
Lead car(s)  
Sweep car  
Vehicles for baggage transportation  
Vehicles to transport officials

**First Aid**  
Ambulances  
Helpers on course  
Helpers at finish  
Qualified doctor

**Communication System**  
Public address  
Personal radios  
Dedicated radios for key personnel

**Results System**  
Power  
Computer, printer, photocopier & paper  
Interconnecting cables  
Tables and chairs  
Refreshments  
Race clocks (at least three)  
On course timing (if possible)

**Awards**  
Timetable of ceremonies  
Backdrop  
Podium  
Cushions or trays for carrying medals  
Medals  
Flags  
PA system announcements and fanfare



Sashes  
Canopy if needed  
List of presenters

**Administration**

Registration staff  
Results distribution staff  
Enquiries staff  
General staff  
Protest sheets  
Start lists  
Team change forms

**Miscellaneous**

Vantage point for race commentary personnel  
Background music  
Marshals' bibs  
Identification armbands



## APPENDIX C: CROSS COUNTRY CHECK LIST

### Pre Event

- Directional road signs to the venue
- Car parking
- Registration for last minute number collection
- Toilets near the course
- Cabins for the results team and first aid
- Marquees for medical treatment and massage
- Marquees for enquiries and lost property
- Marquee for drinks

### The Course

- Start and finish gantries complete with banners
- Crowd control barriers
- Taping or barriers on both sides of the course
- Start and finish lines
- Funnels
- Press and media enclosure
- Tables at the finish
- Power supply to the start and finish areas
- Enclosed area for the PA system
- Crossing points for spectators
- Hazards have been taped
- Course has been cleaned

### Refreshments

- Drinks at the finish

### Personnel

- As described in this handbook
- Results Stewards
- Announcers
- Spotters
- Awards team

### First Aid

- Ambulances
- Helpers on course
- Helpers at the finish
- Qualified doctor



## **Communication System**

Public address

Personal radios

Dedicated radios for key personnel

## **Results System**

Power

Computer, printer, photocopier & paper

Interconnecting cables

Tables and chairs

Refreshments

Race clocks at the finish

## **Awards**

Timetable of ceremonies

Backdrop

Podium

Cushions or trays for carrying medals

Medals

Flags

PA system announcements and fanfare

Sashes

Canopy if needed

List of presenters

## **Administration**

Registration staff

Results distribution staff

Enquiries staff

General staff

Protest sheets

Start lists

Team changes forms

## **Miscellaneous**

Vantage point for race commentary personnel

Background music

Marshals' bibs

Identification armbands

Safety tape

Barrier tape

Wooden stakes



## **APPENDIX D: ROAD WALK CHECK LIST**

### **Pre Event**

Directional road signs to the venue  
Car parking  
Registration for last minute number collection  
Toilets near the course  
Cabins for the results team and first aid  
Marquees for medical treatment and massage  
Marquees for enquiries, lost property and drinks

### **The Course**

Road signs in place  
Start and finish gantries complete with banners  
Crowd control barriers, cones, taping  
Start and finish lines  
Finish funnel set up  
Press and media enclosure  
Tables at the finish  
Power supply to the start and finish areas  
Enclosed area for the PA system  
Disqualification (Red Card) posting board  
Bikes or other transportation for obtaining red cards from the judges

### **Refreshments**

Drinks at the start and finish

### **Personnel**

As per the guidelines in this handbook  
Results team  
Result Stewards  
Announcers  
Race commentators  
Spotters  
Awards team

### **First Aid**

Ambulances  
Helpers on course  
Helpers at the finish  
Qualified doctor



## **Communication System**

Public address system  
Personal radios  
Dedicated radios for key personnel

## **Results System**

Power and interconnecting cables  
Computer, printer, photocopier & paper  
Tables and chairs  
Refreshments  
Race clocks on the lead car and at the finish

## **Awards**

Timetable of ceremonies  
Backdrop  
Podium  
Cushions or trays for carrying medals  
Medals  
Flags  
PA system announcements and fanfare  
Sashes  
Canopy if needed  
List of presenters

## **Administration**

Registration staff  
Results distribution staff  
Enquiries staff  
General staff  
Protest sheets  
Start lists  
Team changes forms  
Judges' record sheets  
Judging summary sheets

## **Miscellaneous**

Vantage point for race commentary personnel  
Background music  
Marshals' bibs  
Identification armbands  
Equipment as stated in this handbook