



RACE ORGANISERS' HANDBOOK

EFFECTIVE FROM 1 JANUARY 2019

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WFRA INSURANCE POLICY

The WFRA public liability insurance policy has been arranged through Endsleigh insurance brokers. The policy is underwritten by Sportscover, (up to £10 million). The policy offers financial protection in the event of those covered by the insurance policy becoming legally liable to pay for compensation in respect of damage to third party property or injury or death to third party persons as a result of the administration, organisation and promotion of WFRA throughout the United Kingdom and all associated activities. Further information is set out below.

Public Liability .	Accidental bodily injury to third parties and/or damage to third party property arising out of the insured activities. Includes: <ul style="list-style-type: none"> • Indemnity to principals • Liability for damage to leased, hired, or borrowed premises 	£10m any one occurrence
Professional Indemnity	Loss (financial or otherwise) arising out of errors and omissions.	£5m any one occurrence
Directors & Officers	Personal legal protection in respect of mismanagement, including protection for the insured persons against employment wrongful acts .	£1m any one period (costs inclusive)

This policy covers Race Organisers, who are members of the WFRA and organise races in accordance with the WFRA's Safety Requirements, exercise reasonable care and act lawfully. Protection is extended to officials and marshals at these races. The policy also covers both WFRA members and non-members when competing in a WFRA race.

Insurance procedure:

- Apply to become a member of the WFRA
- Complete and return the Declaration form (which will be supplied by the Race Insurance & Safety Officer: Helen Brown, helen@wfra.org.uk)
- Provide a copy of the Race Route. This only needs to be done the first time you apply to insure your event with WFRA, unless there are changes to the route.
- Insurance is a benefit of WFRA membership, subject to meeting the WFRA's safety requirements

Contact details for race insurance and safety queries:

Helen Brown, helen@wfra.org.uk, Tel: (07885) 576225

Contact details for calendar related queries:

Calendar & Fixtures Secretary: Linda Edmondson

wfracal@gmail.com Tel: (07961) 034716

ORDNANCE SURVEY LICENCE (Licence No. 100043657).

The WFRA has a licence to copy OS paper Maps. Race Organisers may copy and distribute maps but cannot be charged for. The following acknowledgement should be put on any maps copied:

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Or where space does not permit it is permissible to use: *Crown Copyright (insert year of publication of the Ordnance Survey paper map). All rights reserved. Licence number 100043657.*

INCIDENT NOTIFICATION GUIDELINES

Please read this section carefully and follow these guidelines if any incident occurs. Please contact the Race Insurance & Safety Officer. The Race Insurance & Safety Officer keeps an Accident Book. In the event of an incident, please forward the information set out below to the Race Insurance & Safety Officer as soon as possible.

It is important that all incidents that may give rise to an insurance claim are reported to the Race Insurance & Safety Officer and insurance company as soon as possible after the event. This will enable Insurers to carry out investigations at an early stage whilst information relating to the claim remains fresh in the mind. This will also ensure that you are complying fully with your policy terms and conditions.

The insurance company requires that they be immediately notified of any incident that involves:

- a fatal accident.
- an injury involving either referral to or actual hospital treatment.
- any allegations of libel/slander.
- any allegations of Professional Negligence i.e. arising out of tuition, coaching or advice given.
- any investigation under any child protection legislation.
- any circumstance involving damage to third party property.

An injury is defined as:

- any head injury that requires medical treatment (Doctor or Hospital).
- any fracture other than to fingers, thumbs or toes.
- any amputation, dislocation of the shoulder, hip, knee or spine.
- loss of sight (whether temporary or permanent).
- any injury resulting from electrical shock or burn, leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
- any other injury leading to hypothermia, heat induced illness or to unconsciousness which requires resuscitation or admittance to hospital for more than 24 hours.
- loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent.

Please note the above list is not exhaustive and if you are unsure as to whether an incident should be reported. In NO circumstances should you admit liability or agree to pay for any damage caused as this may prejudice the position of Insurers and COULD result in the withdrawal of any indemnity.

Finally, please note that this is a liability policy where Insurers decide if negligence attaches to you. Therefore, any payments you make to any third parties will not necessarily be reimbursed.

Incident Recording Guidelines

A register should be kept of accidents or incidents occurring during any WFRA race. Records must be kept for at least 3 years. Names and addresses of any possible witnesses should also be recorded. Current legislation does not specify the format of an accident register but the Accident Book BI 510 obtainable from HMSO is frequently used.

The register must contain the following information relating to all reportable accidents or dangerous occurrences: date and time of accident; the full name of individuals involved, their age and nature of injury; place where accident occurred; a brief description of the circumstances and the method by which the accident was reported.

WFRA REQUIREMENTS FOR RACE ORGANISERS

The RO shall carry out the following actions, as a condition of registering a race with the WFRA:

1. Consider, and take appropriate steps to minimise, foreseeable risks where this is reasonably practicable and where the risks are not inherent in fell running.
2. Differentiate between Seniors and Juniors, and between all participating age groups so that steps can be taken to mitigate foreseeable risks.
3. Take reasonable steps to contact landowners/tenants on the race route prior to the event and take their comments or requirements into account where reasonable to do so.
4. Limit the number of competitors to a level which is reasonably manageable, and which is acceptable in terms of environmental impact.
5. Use the WFRA, or similar, entry form. The form must be completed by all competitors admitted into the race, or by an adult on behalf of juniors. Entrants must sign the form to agree to the stated conditions and rules.
6. Publicise beforehand, and display information about the race at the race HQ, essential information about the race including:
 - a. The nature of the race, the severity and type of terrain and the suitability or otherwise for novices. The nature of any Junior category races.
 - b. The route, the kit/ equipment to be carried and a local weather forecast for the day.
 - c. Specific Race Rules covering course requirements (such as 'out of bounds' areas or unusual obstacles), retirement procedures, closing times for checkpoints and for the finish.
7. Decide beforehand the criteria for abandonment of the race, or for the use of a pre-planned alternative 'bad weather route'.
8. Require competitors to have the necessary skills and experience and to carry kit and equipment commensurate with the length and severity of the race and likely weather conditions to be encountered.
9. Use an appropriate system for counting race starters and finishers.
10. Run the race in accordance with the WFRA's requirements and with any specific information or assurances given to the WFRA.
11. Put in place an appropriate team of helpers to meet these requirements. If your personal availability is not possible a Deputy must be appointed.
12. Report to the WFRA's Safety Officer any accident, incident or breach of safety rules or other matter which the WFRA would reasonably expect to be notified of.

ROs are required to organise their races in accordance with the WFRA's requirements. If requirements are not met, the WFRA may withdraw insurance cover for a particular race or impose other sanctions.

WFRA RULES FOR COMPETITION

Fell Races shall be categorised according to severity and length as follows:

Severity/climb categories

Category A	Category B	Category C
<ul style="list-style-type: none"> • Should average not less than 50 metres climb per kilometre • Should not have more than 20% of the race distance on road. • Should be at least 1.5 kilometres in length 	<ul style="list-style-type: none"> • Should average not less than 25 metres climb per kilometre. • Should not have more than 30% of the race distance on road. 	<ul style="list-style-type: none"> • Should average not less than 20 metres climb per kilometre. • Should not have more than 40% of the race distance on road. • Should contain some genuine fell terrain

Race Length Categories

Long (L)	Medium (M)	Short (S)
20 kilometres or over	Over 10 but under 20 kilometres	10 kilometres or less
12.4 miles or over	Over 6.2 but under 12.4 miles	6.2 miles or less

Race Descriptions

Within the annual calendar, WFRA uses abbreviations (codes) to summarise specific characteristics of the race over and above the route description and other information provided by the Race Organiser. These codes are set out below and Race Organisers are expected to ensure their races are categorised in accordance with these codes, as they provide prospective competitors with consistent information on the skills and experience required to compete safely in the race.

- **Experience Required, 'ER'** - denotes that specific, additional experience as a fell runner, (over and above that required for any WFRA race) is required as a condition of entry.
- **Navigational Skills, NS'** - denotes that navigational skills have been specifically highlighted as being essential as competitors must find their own way round the course. 'Following the runner in front', or use of GPS devices are not substitutes for traditional navigational skills, noting that the use of GPS devices for navigational purposes is not allowed.
- **Local Knowledge. 'LK'** - signifies that the race involves a degree of route choice and competitors would benefit from having a good understanding of the route options
- **Partially Marked, 'PM'** - designation, signifies that a small, usually very limited, part of the course may be marked so as to avoid any unusual hazards, promote fair competition or to prevent environmental damage.

Age Categories

Race Organisers must stipulate age limits for their events.

The following **maximum** distance limits for juniors must be observed.

Ages as on the day of the race, (not on 1st January). For WFRA Fell Races the minimum age for competition is six years.

Age	Under 8	Under 10	Under 12	Under 14	Under 16	Under 18
Kilometres	1	2	3	5	7	10
Miles	0.6	1.2	1.8	3.1	4.3	6.2

For paired Mountain Marathon style orienteering events, over one or two days, where one of the two runners is under 18, the other runner must be over 20 and must also be the parent or legal guardian of the junior runner. The minimum age for the junior runner is 14 and the following straight-line distance limits must apply for each day of the event.

Age	Under 16	Under 18
Kilometres	20	25
Miles	12.4	15.5

SAFETY GUIDELINES FOR RACE ORGANISERS

1. INTRODUCTION

If you organise a race registered by the WFRA you are required to comply with the WFRA Requirements for Race Organisers (RO) using the guidance below to help you implement your detailed safety management arrangements.

2. RACE SAFETY INFORMATION

The RO should prepare a Race Information Sheet to inform competitors (marshals and other helpers) of the main details of the race. It may be used by the RO in general race publicity. The race Information should contain the following:

- Race details. These should include the start time, distance, ascent and any category (if relevant) of the event. If there are multiple races and/or junior events each race should be specified and the age group applicable to each race.
- A route description, any checkpoints, and any alternative in the race of bad weather; recommended maps that would assist the competitors on race day, and in the planning and preparation leading up to the event; a description of the route indicating the type of terrain and severity of the route, highlighting any unusual characteristics of the race which may be important for the safety of competitors. Areas that are restricted except on race day should be described.
- The level of experience required and any qualifying conditions that the RO may set as entry criteria.
- First Aid cover and emergency response available at the event.
- A clear list of minimum personal safety kit / equipment to be carried by competitors.
- The level of navigational skills needed during the race and advice on the type and extent of any course markings that will be in place.
- Information for competitors concerning all race rules, retirement procedures, safety equipment to be carried and (where applicable) checkpoint number recording and checkpoint closing times.
- Any other safety information that may be useful to competitors on race day that may be particular to the event, e.g. appropriate duty of care arrangements or local weather forecast.
- The race information should be sufficient to allow competitors to establish their competence to safely complete the race by carrying out a reconnaissance of the route.

3. RACE SAFETY PLAN

ROs should put together a Race Safety Plan to cover all safety related aspects of the race. The plan will prove a valuable tool in helping the RO take all reasonable measures to provide a safe and well organised race. That plan should deal with:

3.1 Size of Field

Give consideration to:

- the maximum number of competitors that the race organisation can monitor and control
- local facilities to safely handle the anticipated number of visitors
- environmental aspects

3.2 Course Design

Race information should accurately reflect the nature of the course. Ensure any exceptional hazards which can be identified in advance are accurately described. It is to the RO's benefit to highlight the risks and obstacles that competitors might not anticipate from normal experience. Details of the type and extent of any course markings should be included in the race information.

3.3 Adverse Weather Conditions

Should weather conditions be so severe that the monitoring of the race could be extremely difficult or impossible, the RO should consider using an alternative bad weather low level route, or in extreme conditions, cancelling the event. This should be the RO's decision and should be taken as early as possible on race day. If a safer bad weather alternative can be pre-planned, then it would be helpful to identify it in advance.

3.4 Qualifying Criteria

If asking for any qualifying criteria or experience, please ensure that this is outlined in the race information, and also that there is a way of gathering the relevant information through the entry procedure. The responsibility is on the competitor to declare their information accurately. No-one has the absolute right to enter an WFRA insured race and the RO may refuse entry on any grounds including doubting that a competitor can safely complete the event and/ or in a reasonable time.

3.5 Runner Identification

It is the RO's responsibility to have an accurate record of the number of competitors starting the race and the number finishing. A simple "head count" at the finish against the number of starters is not an adequately secure system alone. The race finish team should have a reference list of all competitor names with their numbers to allow rapid identification of unaccounted runners at the end of the race. Race numbers are a popular and convenient way of fulfilling the RO's obligation to identify competitors. If using numbers RO must provide instructions on how to make them visible during the race and how they should be communicated to marshals (if applicable). Other systems for monitoring runners such as clip cards, wrist bands and dibbers may also be considered.

3.6 Race Monitoring

It is important that the RO:

- can accurately identify the competitors on the start line and those who complete the race.
- can accurately account for those that abandon the race or did not start after collecting their race identification.
- has a plan for the timescale and method of trying to account for missing persons efficiently and a rapid response procedure for initiating search and rescue.

- considers, where practicable, the use of radio, telephone or other wireless methods of communication.
- monitors the safe return of competitors from an uphill-only or downhill-only race.

3.7 First Aid

It is good practice for there to be to some first aid provision available at the race start/finish point, at the very least a basic first aid kit. Competitors should be advised of their personal safety obligations and their self-evacuation obligations.

3.8 Marshals

It is important that when an RO places a marshal in position to fulfil a particular role that they have the appropriate fitness, skills, experience, equipment and understanding of the duties and responsibilities of their role. In some circumstances the demands are unlikely to be met by a single person. ROs should consider whether to place multiple marshals at certain marshal points. It is the WFRA's view that the prime purpose of marshals and other race monitoring arrangements is to ensure 'fair competition'. In all instances, competitors are individually responsible for ensuring their own safety.

3.9 Retirement Procedures

These should be set out in the race information circulated to competitors before and on the day of the race. Each race will have its specific characteristics and ROs should advise competitors as to what is expected of them for reporting their retirement, whilst also accepting that the marshals, first aid and emergency services also have a role to play in such reporting, especially when a competitor needs assistance.

3.10 Personal Safety Equipment

The RO should specify minimum safety kit requirements for their race based on their experience and conditions on the day. But it is the responsibility of the competitor to wear/carry such additional kit as is essential for their welfare.

The RO should carry out full or random kit checks to ensure that whatever requirements they specify on the day are met. The RO should disqualify any competitor judged to be in breach of the race safety rules and report the infringement to WFRA where appropriate.

The RO should note that the WFRA emphasises that it is for the competitor to abide by all race rules. Should they fail to do so, the responsibility for that lies with the competitor. It is the RO's responsibility to comply with the WFRA Requirements for Race Organisers. Failure to do so will lead to the race registration being annulled resulting in the withdrawal of insurance cover.