



RACE ORGANISERS' HANDBOOK

FEBRUARY 2021

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1.0 Introduction

Welcome to the 2021 edition of the WFRA's Race Organisers' Handbook which sets out:

- the WFRA Committee's (the 'Committee') views on the ethos of fell running which has framed its safety requirements;
- the arrangements for registering races;
- specific mandatory requirements in relation to the organisation of races, and
- guidance to aid Race Organisers.

Race Organisers are at the heart of the Association and on behalf of WFRA members and competitors, the Committee would like to take this opportunity to thank you for your time and energy in organising races for the benefit of the wider fell running community – your efforts are much appreciated.

We hope you find this Handbook both informative and helpful but, in the event of any query please contact our Race Insurance and Safety Officer. Alternatively, please contact any member of the Committee (details are in the WFRA Calendar and on our website). Here's hoping for a better year than last.

1.1 The Ethos of Fell Running and Racing

Fell running and racing remains a niche sport requiring a blend of athletic ability and 'mountain craft', and by its very nature presents runners with a range of inherent hazards not usually encountered in other athletic disciplines.

Consequently, the WFRA re-affirms its fundamental belief that in WFRA registered races, senior competitors, i.e. those 18 years or older are primarily responsible for their own safety and participate at their own risk. For junior competitors, i.e. those under 18 years of age at the time of the race a responsible adult, normally a parent or guardian, is required to sign the entry form on behalf of the junior competitor to evidence that they take responsibility for the safety of the junior competitor during the race.

Self-sufficiency and self-navigation (without the assistance of technologies such as GPS) are central to the ethos of fell running and especially fell racing. These beliefs and 'values' are pivotal to the WFRA's approach to framing and promoting fell racing. It therefore follows that Race Organisers are expected to share these values and organise races accordingly.

Further, the expectation is that races should be organised in a way that helps runners clearly understand the:

- characteristics of an individual race in terms of its technical difficulty and length;
- specific challenges presented by the weather and terrain, and
- extent to which specific navigational skills or fell running experience, over and above that required for any WFRA race, is essential.

This is important in enabling prospective competitors to assess their competence and capabilities before entering the race and managing their safety on the day. Unfortunately, it is becoming increasingly necessary for Race Organisers to 'vet' whether individual entrants have the necessary skills and experience to complete a race safely and within a reasonable time.

Whilst fell racing is clearly a competitive sport, it remains essential that all competitors treat others, whether they be other competitors, marshals, race volunteers and members of the public with courtesy and due respect. Competitors are expected to go to the aid of any individual in distress, even if this means forfeiting their race.

All competitors are expected to treat the countryside, property and livestock with respect. For the avoidance of doubt, it is contrary to the sport for any competitor to cross and/ or damage any wall or fence except by means of a stile, gate or other reasonable crossing point.

Only those races that *meaningfully* include 'fell or mountain terrain' may be registered with the WFRA,

with all prospective races being vetted by WFRA Officers to ensure that the overall nature and specific characteristics of the race is in accordance with the WFRA's stated aim of supporting 'grass-roots' fell racing. Also, any race must be organised on a not-for-profit basis and otherwise in accordance with the WFRA's race acceptance policy.

2.0 Registering your race with the WFRA

The WFRA will consider registering races across the UK, however in recognition of the geographical spread of its membership, the focus is on promoting fell races in Wales and the Border areas.

To register a race with the WFRA, and hence take advantage of its insurance arrangements, a prospective race organiser is required to:

- apply to become a member of the WFRA and be a paid-up member of the Association at the time of the race;
- not be subject to any WFRA (or given our reciprocal arrangement any FRA), disciplinary process;
- complete and return the Race Declaration form as provided by the Race Insurance & Safety Officer, (see website for details).
- provide a suitably detailed narrative description of the race route, alongside a map of the route and additional relevant information on, for example the specific incumbent characteristics of the race and details on race registration, and
- confirm that reasonable steps will be taken to comply with the WFRA's rules, safety requirements and otherwise abide by the ethos and spirit of 'grass-roots' fell running. The remainder of this document provides further information on these requirements.

Please note that all applications for races to be registered by the WFRA will be subject to scrutiny by WFRA Officers who have the discretion to refuse to register a race or otherwise to make directions or impose restrictions on the race which race organisers are required to comply with as a condition of registration. The WFRA reserves the right to withdraw a race's registration at any time.

The WFRA has an approved race acceptance policy which re-affirms the WFRA's purpose of being to promote 'grass-roots' fellracing. The term 'grass-roots' is understood to relate to the specific (non-commercial) characteristics of a fell race. The policy summary is set out here:

Race Acceptance Policy Extract

The WFRA is a not for profit organisation which promotes 'grass-roots' fellracing in Wales. The Association provides race organisers with a structure with regulations and a safety code. It arranges and provides insurance for race organisers and members. Races are accepted on the following basis: -

- *the race organiser is a current member of the WFRA and agrees to abide by the contents of this Race Organisers' Handbook;*
- *they are 'non-commercial';*
- *they are not for profit for any individual or organisation;*
- *they are not organised for the primary purpose of raising money for charity, and*
- *they are not organised in order to promote any political party, faction or cause, or in support of any organised public demonstration.*

It is noted that races require financial planning, and it is accepted that there will often be some degree of surplus funds remaining once expenses are defrayed. Charitable donations from this remaining balance are acceptable provided there was no prior intention to raise excessive funds which would infer that the race was organised for that purpose. Although the Association exists to serve race organisers in Wales, it will accept races organised and taking place in other locations within the United Kingdom. Where there is a question of whether a race is suitable for acceptance a sub-committee of the Association shall make the final determination.

2.1 WFRA Insurance Policies

The WFRA has purchased a combined liability insurance policy through Endsleigh insurance brokers which covers the period 1 January – 31 December 2021. The policy is underwritten by Sportscover, (up to £15 million) and offers financial protection in the event of a valid claim being made against those covered by the insurance policy.

Subject to conditions such as acting lawfully and reasonably, and complying fully with the WFRA's requirements, (including its safety requirements) the policy provides financial protection to WFRA Officers, Race Organisers, marshals, race officials and others involved in the promotion and organisation of WFRA registered races.

Please see the WFRA's website for contact details of the WFRA's Race Insurance & Safety Officer and Calendar Secretary.

3.0 Race Organisers' Responsibilities

The Race Organiser is required to carry out the following actions, as a condition of the race registration being maintained.

3.1 Pre-race:

1. With due regard given to the WFRA's Safety Requirements, (see 3.1.1 below), carry out an assessment of the risks relating to your race and take reasonable steps to mitigate those risks to an acceptable level given the inherent characteristics of fell racing. This risk assessment should also include consideration of those relating to infectious diseases, (specifically Covid-19) and relevant health protection restrictions in place at the time. Make a **written record of your assessment** and actions taken to mitigate identified risks and update this document as the race date draws closer and/or circumstances change.

Please note that it is a condition of registration that a formal risk assessment be undertaken, documented and shared with the WFRA's Race Insurance and Safety Officer **no later than 4 weeks before the race takes place**. A failure to do so will invalidate your race registration and insurance cover. Please see section 3.1.2 below for further guidance on this important topic. Note – the Risk Assessment is a dynamic document, and risks should be continuously re-assessed and updated as necessary in the period leading up to the race.

2. Categorise the race according to the criteria set out at 3.1.3 for distance and ascent.
3. Differentiate between adult and young runners, and between all participating age groups of young runners to ensure that the WFRA's maximum distance limits are met, see 3.1.4.
4. Take reasonable steps to contact race route landowners and others with an interest in the land prior to the race and consider their comments or requirements.
5. Limit the number of competitors to a level which is reasonably and safely manageable, and which is acceptable in terms of environmental impact and any restrictions imposed by the relevant authorities.
6. Consider planning a 'bad weather' race route and/or determine the circumstances under which the race should be postponed or cancelled, e.g. due to adverse weather conditions or other developments.
7. In general publicity, state the nature of the race, the severity and type of terrain and the level of previous fell running experience required – this is particularly important if the race is likely to attract novice fell runners. Clearly stating kit requirements, any cut-off times and entry requirements such as 'you must have completed (at least x number of) Category A/ Long distance races' can be specifically helpful in allowing runners to judge their own abilities before entering.
8. Ensure that any advance entry system captures all the information, e.g. personal information, contact details and emergency contact, as per the WFRA standard race entry form and that a suitable declaration is also completed. The following declaration is included in the WFRA standard form and is strongly recommended to be adopted for all races.
 - I accept the hazards inherent in fell running and acknowledge that I am entering and running at my own risk.
 - I confirm that I am aware of the rules imposed on me by the Race Organiser and that I will comply with them. I confirm that I have read and will comply with, "Safety Requirements for Competitors" I acknowledge and agree that I am responsible for determining whether I have the skills, equipment and fitness to participate in this event.
 - I accept that neither the Race Organiser nor the Welsh Fell Runners' Association shall be liable to me for any injury, loss or damage of any nature to me or my property arising out of my participation in

- this race (other than in respect of death or personal injury as result of negligence).
- I consent to publication of my name, club, race category, race number, finishing time and race position in race pre-entry and results lists.

3.1.1 Safety Requirements

For WFRA registered races, senior competitors, i.e. those 18 years or older are primarily responsible for their own safety and participate at their own risk. For junior competitors, the responsible adult, i.e. the individual who signs the entry form on behalf of the junior competitor) assumes responsibility for the safety of that competitor during the race. Nonetheless, Race Organisers do have a ‘duty of care’ to the extent that reasonably foreseeable risks are mitigated to the extent practicable, and commensurate with the characteristics of a fell race.

Self-sufficiency and self-navigation (without the assistance of technologies such as GPS) are central to the ethos of fell running and especially fell racing. These beliefs and ‘values’ are pivotal to the WFRA’s approach to framing the following safety requirements.

Factors including weather and terrain mean that fell racing takes place in a hazardous environment. The philosophy of fell running is that the competitor is responsible for their own safety and that they enter a race with this understanding and that they equip and conduct themselves accordingly.

It is therefore essential that competitors have appropriate experience in the conditions that may be encountered so that they can manage their own safety. Race entry **must** be refused to those prospective competitors who do not have the appropriate kit, equipment, experience or navigational skills.

The WFRA have set out minimum safety requirements which **must** be complied with, i.e. these requirements are mandatory. The key points are that a competitor must:

- Comply with these safety requirements and with the Race Organiser’s specific health protection related requirements. Follow the procedures described by the Race Organiser if they fail to start or if you abandon the race.
- Obey all instructions from race officials.
- Be aware of the serious disabling consequences of hypothermia, dehydration and heat exhaustion and act appropriately during the race.
- Take sufficient kit, e.g. head, full body and leg cover, safety/navigation equipment, food and drink to be able to navigate and provide protection from hypothermia, or dehydration and heat in the worst foreseeable weather conditions during the race, noting that rescue could take a long time.
- Take note of the length and severity of the race and local weather forecast for the day and judge your capabilities accordingly.
- Consider how any health impairments may jeopardise your safety or of others and act accordingly.
- Take specific note of the Race Organiser’s information on the nature of the terrain on the race route, checkpoints to be visited or course to be followed and any restrictions to route choice.
- Have the skills and experience required to comply with the Race Organiser’s navigation and safety requirements, having assessed conditions on the day noting that the use of GPS devices for navigational purposes is prohibited.
- Take reasonable care not to create hazards that may cause harm to other people and support anyone in need of assistance, even if it means abandoning your race.

3.1.2 Risk Assessment

A suitably comprehensive Risk Assessment for each and every WFRA registered race, including protocols for Covid-19 related matters, is required to be completed, updated periodically and shared with the WFRA’s Race Insurance & Safety Officer.

An anonymised, completed Risk Assessment template *illustrating* the type of considerations to be included is shown at appendix 1. The format is not prescribed and Race Organisers may adapt this template to meet their specific requirements. The template aims to:

- Identify the key hazards/ risks
- Describes those actions and/ or measures you have already (or intend) to put in place
- Assess each hazard/ risk assuming the aforementioned actions or measures have been implemented in terms of their **severity** and **likelihood** of occurrence. This is clearly a subjective assessment but can nonetheless help Race Organisers in determining whether further actions are required. For **severity**, this is described in terms of being ‘Major’, ‘Moderate’ or ‘Minor’ –,i.e. think to yourself if the identified hazard/ risk was to occur, how significant an issue would it be for you to deal with. Similarly think to yourself how **likely** is it that the hazard/ risk will occur – this is described in terms of it being ‘probable’, ‘possible’ or ‘remote’.
- It is by considering how significant a particular risk is and its anticipated likelihood of occurrence, can you then decide whether some further actions may be required. You should describe these actions in the final column of the risk assessment template.

Please note that there is no one ‘right’ or ‘wrong’ way to assess risks – the key here is to use all of your fell running and race organisation expertise to come up with a reasonable assessment of those risks.

To re-iterate, whilst mitigating Covid-19 related transmission risks are *currently* very important, this is anticipated to reduce as we move through 2021 and beyond so please take a proportionate approach to assessing and documenting such risks. The Risk Assessment should consider a broad range of risks associated with the fell race. Essentially the Risk Assessment should consider those hazards, issues or other matters which could potentially result in people being injured or their safety compromised, property being damaged or breaches of relevant legislation and regulation.

It is important to note that you are not required to eliminate all risk but are expected to protect people (competitors, marshals and members of the general public) and property, (the land over which the race takes place and other facilities used by competitors) to the extent that is reasonably practicable. In very simple terms, you need to identify the key risks and then state what actions are being taken to mitigate the identified risk – this to help develop your Race Safety Plan and provide confidence that the race can be held safely and in accordance with the WFRA’s mandatory requirements.

It is our expectation that authorities such as Natural Resources Wales, the National Parks, the National Trust, landowners and trustees of facilities such as village halls used for race registration will expect Race Organisers to complete and share a risk assessment document to evidence that risks to competitors, locals and the general public have been adequately considered and mitigated. It is also important to note that during 2020, the WFRA, and the races it registers, has been subject to heightened scrutiny by various public bodies. To maintain the enviable reputation that Race Organisers have gained for organising safe, enjoyable and well regarded fell races, it is now necessary to document those risks which Race Organisers are instinctively familiar with and have successfully managed in the past.

The WFRA Committee are here to provide whatever advice and guidance you require to complete your Risk Assessment template.

Covid-19

Given the fluidity of the current situation and frequent changes in legislation and the Government’s guidance, it is challenging to set out appropriate information in this Handbook, but a few comments below:

- The risk of droplet transmission during a fell race is considered low
- By controlling the flow of participants and maintaining good personal hygiene, the risk can be kept manageably low.
- PPE - It is recommended face coverings are worn by race event staff and participants where physical distancing is difficult and cannot be maintained, such as indoor registration and at the start / finish.

- Gloves are not recommended and considered unnecessary. Regularly washing (sanitising) your bare hands offers more protection against catching Covid-19 than wearing rubber gloves.
- If you are using handheld timing devices which means you may transfer to/contact someone else, then gloves are advisable.
- PPE should not be considered a replacement for keeping people 1m+ apart and avoiding spending time in crowded places or in groups.
- Consider marking social distancing at appropriate points, such as the Registration queue or Start line, with temporary chalk marks on the floor.

Registration - Registration should ideally be done beforehand. Collection of race numbers can be done on the day, ideally outdoors either distanced via a volunteer or using a method for participants to self-retrieve safely. Participants and marshals should remain 2m from each other or otherwise 1m+ with face coverings.

Pre-race brief - This should be done prior to the day by email to bring the participants' attention to key information. Clearly, competitors should not attend the race if they have Covid-19 symptoms or have been in close contact with individuals with the virus.

Please ask competitors to report to you if they show any Covid-19 symptoms and/or a positive test within 72 hours following your race.

Checkpoints - Checkpoints should be contactless and ideally outdoors. Marshals should enforce the use of personal hygiene (use of hand sanitiser) and Race Organisers should look to provide hand sanitiser at entrance and exit.

Finish/ presentation- The finish line should be contactless. Participants should disperse as soon as possible after finishing. A gathering for prize presentation is not allowed.

Marshals/Volunteers - All marshals should keep a minimum of 1m from participants at all times and whenever possible more than 2m. Marshals less than 2m from participants to wear face covering. All marshals should carry a small container of sanitising hand gel and bring a face covering (a doubled-up neck gaiter will suffice).

3.1.3 Race Categories

WFRA fell races shall be categorised according to length and severity as follows:

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

Severity/climb categories

Category A	Category B	Category C
<p>Race should:</p> <ul style="list-style-type: none"> • average not less than 50 metres climb per kilometre • include a reasonably significant amount of genuine ‘fell terrain’ • not have more than 20% of the race distance on road • Should be at least 1.5 kilometres in length 	<p>Race should:</p> <ul style="list-style-type: none"> • average not less than 25 metres climb per kilometre • include a reasonable amount of ‘fell terrain’ • not have more than 30% of the race distance on road 	<p>Race should:</p> <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’

Please note that the WFRA does register a small number of ‘mountain marathon’ type events and are categorised as ‘O’. The relevant race organiser will specify the approximate length and severity of the course in the publicity for the event.

Race Descriptions

Within the annual calendar, WFRA uses initialisms to summarise specific characteristics of the race over and above the route length and severity. These codes are set out below and Race Organisers are strongly encouraged 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.

3.1.4 Age Categories

Race Organisers are required to stipulate minimum age limits for their races with the following **maximum** distance limits for juniors requiring to be observed. Please note that ‘ages’ as are at **31 December 2021**, i.e. the end of this year. For WFRA Fell Races the minimum age for competition is six years.

Age categories for seniors is at the date of the race itself except in respect of the WFRA Championships and other WFRA promoted series of races where the relevant age category is determined by reference to their age as at the date of the **first** race counter – this to avoid competitors claiming different age categories during the race series.

Category (years)	Under 9	Under 11	Under 13	Under 15	Under 17	Under 18
Age (years) as at 31/12/2021	6, 7 or 8	9 or 10	11 or 12	13 or 14	15 or 16	17
Max. distance (KM)	1	2	3	5	7	10
Max. distance (miles)	0.6	1.2	1.9	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 16 (by 31 December 2021) and the following maximum straight-line distance limits must apply for each day of the event.

Age	Under 17	Under 18
Age (yrs.) as at 31/12/2021	16	17
Kilometres	20	25
Miles	12.4	15.5

3.2 Race Day:

1. With the exception of mountain marathon type events, Race Organisers should provide accurate race route descriptions in sufficient detail for runners to plan their routes (ideally well in advance of race day). Maps may be provided, noting that the WFRA has a licence to copy Ordnance Survey paper maps. Race Organisers may copy and distribute maps to competitors but are not permitted to charge for this. The following acknowledgement should be put on any maps copied:

Reproduced from (insert name and scale of paper map) by permission of Ordnance Survey on behalf of the Controller of her Majesty's Stationery Office. Crown Copyright. All rights reserved. Licence number 100043657.

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.*

In line with the WFRA's ethos, Race Organisers must not provide downloadable routes such as GPX files (or equivalent) or Strava "traces".

The prohibition of GPS devices for navigational purposes has been in force for quite some time now and appears to have been broadly accepted. It may be helpful here to summarise the key details, namely:

- All WFRA races strictly prohibit the use of electronic devices using aids such as GPS for navigation or position fixing, even momentarily (i.e. Race Organisers do not have any discretion).
 - The use of such a device to display distance travelled, time, speed or altitude is allowed (at the discretion of the Race Organiser), as is recording of an actual route for post-race analysis. The use of devices (except in any emergency) are not commensurate with the ethos of fell racing. For the avoidance of doubt, such devices may of course be used in an emergency, but the competitor is expected to declare this to the Race Organiser who is then obliged to disqualify the individual concerned.
2. On race day, Race Organisers must be present at the race to ensure the event takes place as planned and to manage any incidents that arise. In order to respond rapidly and authoritatively to any incidents the Race Organiser is not permitted to run in his/her own race unless an appropriate Race Director has been appointed and this is notified in advance to the WFRA's Race Insurance & Safety Officer. The Race Director assumes responsibility for all decision making during the period that the Race Organiser is unavailable.
 3. Take reasonable care to confirm that competitors understand the nature, length and severity of the race, the relevant safety requirements and that they have suitably judged their capabilities to complete the race safely and within a reasonable time.
 4. Use a robust system for accounting for individual race starters and finishers. The Race Organiser must ensure that every individual runner is accounted for.
 5. Put in place and direct a team of competent helpers to assist in ensuring fair competition.
 6. Ensure that mandatory checkpoints and crossing points are clearly marked and appropriately visible.
 7. Inform all competitors that if they retire from the race they must report to the race finish, even if they report their retirement to a marshal on the course (note the importance of capturing comprehensive contact information on the entry race form).

3.3 After the race:

1. It is desirable that Race Organisers publish race results as soon as practicable and share a copy of these with the WFRA, ideally via email: results@wfra.org.uk
2. Promptly notify the WFRA's Insurance and Safety Officer of any competitor suspected of breaching the WFRA's Safety Rules for Competitors or additional specific requirements specified by the Race Organiser. The clear expectation is that each and every competitor must comply with all relevant rules and requirements and conduct themselves in a manner which does not bring discredit to the sport, the race or WFRA more generally.
3. In the unlikely event of an incident occurring which could potentially give rise to a claim under the combined liability insurance policies, it is important to ensure that the following requirements are adhered to and, as appropriate seek guidance from the WFRA's Race Insurance & Safety Officer.
4. The golden rule here is that any and all (potential or actual) incidents which may give rise to an insurance claim under the combined liability policies must be documented and communicated to the Race Insurance and Safety Officer as soon as practicable (and in any case within 48 hours). A failure to do so may invalidate or limit the protection offered by the insurance policies in place. It is much better to err on the side of caution and report any potential incident which could give rise to a claim.

The purpose of prompt reporting is to allow the Insurers to carry out investigations at an early stage whilst information relating to the claim remains fresh in the mind and therefore hopefully reduce costs (and worry for all concerned).

The Race Insurance and Safety Officer will promptly notify the insurance company of any incident which could give rise to a claim. To illustrate what is required here, 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 advice given on the race route or weather conditions.
- any investigation under any child protection legislation.
- any circumstance involving damage to third party property.

The WFRA has been made aware of several incidents in the recent past where injuries to runners have not been properly notified. The WFRA recommends that race organisers be diligent in reporting such matters.

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 merely illustrative – if you are unsure as to whether an incident should be reported, err on the side of caution. Under no circumstances should you (the Race Organiser) admit liability for any injury or damage caused or agree to pay for any damage caused as this may prejudice

the position of Insurers and may 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 Requirements

A Race Organiser should maintain a register of any accidents or incidents occurring during any WFRA registered race and this must be kept for at least three years. Names and addresses of any possible witnesses should also be recorded.

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. Please record as much information as possible and, if appropriate, consider recording photographic evidence.

4.0 Safety Guidelines for Race Organisers

4.1 Introduction

This section sets out guidance to assist Race Organisers in putting in place suitable safety arrangements for their races.

4.2. Race Safety Information

It is good practice to prepare and make available a Race Information Sheet to inform competitors (marshals and other helpers) of the main details of the race. It may be used in general race publicity and should contain the following:

- This should include the start time, distance, ascent and race categorisation in terms of technical difficulty. 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 race; 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 Race Organiser has set as entry criteria.
- First Aid cover and emergency response available at the race.
- A clear list of minimum personal safety kit / equipment to be carried by competitors. It is best to err on the side of caution in a bid to ensure competitors bring appropriate kit and equipment to race registration – this is particularly important if, for example, full waterproofs may be required which is generally understood to mean full body cover with taped seams.
- 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 race, e.g. appropriate duty of care arrangements or local weather forecast.

The race information should be sufficient to allow competitors to assess their competence to complete the race safely.

4.3. Race Safety Plan

Race Organisers should document a Race Safety Plan to address all safety related aspects of the race. The plan will prove a valuable tool in helping to ensure that all reasonable measures have been taken to facilitate a safe and well organised race. That plan should deal with:

4.3.1 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

4.3.2 Course Design

Race information should accurately reflect the nature of the course. Ensure any exceptional hazards that can be identified in advance are accurately described. It is to the Race Organiser'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.

4.3.3 Adverse Weather Conditions

Should weather conditions be so severe that the monitoring of the race could be extremely difficult or impossible, the Race Organiser should consider using an alternative bad weather low level route, or in extreme conditions, cancelling the race. This must be the Race Organiser's decision and should be taken as early as possible on race day – the golden rule here is that, if there are safety concerns, the race should be cancelled. If a safer bad weather alternative can be pre-planned, then it would be helpful to identify it in advance.

4.3.4 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 registered race and the Race Organiser may refuse entry on any grounds including doubting that a competitor can safely complete the race and/or in a reasonable time. Please notify the WFRA if any prospective competitor is rude or abusive to anyone involved in race organisation.

4.3.5 Runner Identification

It is the Race Organiser'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 obligation to identify competitors. If using numbers, the Race Organiser 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.

4.3.6 Race Monitoring

It is important that the Race Organiser:

- can accurately identify the competitors on the start line and those who complete the race.
- can accurately account for those who 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 people 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 (noting that the WFRA has purchased two way radios which are available to be loaned to Race Organisers).
- monitors the safe return of competitors from an uphill-only or downhill-only race.

4.3.7 First Aid

It is good practice for there to be 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.

4.3.8 Marshals

It is important that when a Race Organiser places a marshal in position to fulfil a particular role that he/she has the appropriate fitness, skills, experience, equipment and understanding of the duties and responsibilities of his/her role. In some circumstances the demands are unlikely to be met by a single person. Race Organisers 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, senior competitors are individually responsible for ensuring his/her own safety.

4.3.9 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 Race Organisers 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.

4.3.10 Personal Safety Equipment

Race Organisers should specify minimum safety kit requirements for their race based on their experience and conditions on the day, noting the WFRA's Safety Requirements. But it is the responsibility of the competitor to wear/carry such additional kit as is essential for their welfare.

Race Organisers should carry out full or random kit checks to ensure that whatever requirements they specify on the day are met. Race Organisers should disqualify any competitor judged to be in breach of the race safety rules and report the infringement to WFRA where appropriate. A failure to do so brings the sport into disrepute and erodes overall levels of compliance with these safety requirements.

The Race organiser 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 Race Organiser's responsibility to take reasonable care to comply with the WFRA's race registration requirements. A failure to do so will result in the race registration and insurance cover being withdrawn.

Appendix 1 – Risk Assessment

See standalone pdf and excel versions of the document.