

## GUIDE LINES FOR PROMOTING (HOST) CLUBS - 2015

### BOOKING THE FACILITY

Once acceptance of the promoting club's intention to promote has been agreed at the AGM it is the responsibility of the promoting club to begin its preparations for hosting the fixture as soon as possible. Whichever venue is intended to be used the Club should carry out all the necessary enquiries and make the decisions and carry out bookings for all facilities that will be used at the event.

The Hon. Secretary of the promoting Club shall arrange for Marshals for each race. A Disc system of scoring (provided by the Race Secretary) shall be used except for the 1<sup>st</sup> race of the season.

### FIRST AID

The Hon Secretary will liaise with each host club regarding the provision of first aid cover. Where possible a block booking will be arranged. **For those clubs who are asked by the Secretary to book their own First Aid please ensure you get written confirmation of First Aid cover.** A postcode for access to the course is needed in the information provided to the medical provider and must also be notified to the Hon Secretary. Please note: Referees have been advised that they should cancel any fixture where there is no First Aid cover provided. However once the lack of first aid is explained to the athletes it will be their responsibility to proceed.

### PERMITS

At least a month before the event, host clubs must obtain a permit application form. This can be downloaded from the cross-country page of the Midland Counties website. This must be filled in and returned to the designated Midland Counties AA office to gain a UK Athletics cross country permit for the event **which must be displayed on the day.**

Midland Permit Contact: MCAA Office, Alexander Stadium, Stadium Way, Walsall Road, Birmingham, B42 2LR

Name of referee: \_\_\_\_\_ Licence no. \_\_\_\_\_

### RISK ASSESSMENT

Completing the cross-country permit form obliges the promoting club to carry out a risk assessment before the day of the race. This should be reviewed continuously until the day of the event. It should also be available for inspection by the Race Referee and any other organisations that may want to see it.

### NOTIFICATION OF THE FIXTURE INCLUDING TRAVEL DIRECTIONS AND VENUE DETAILS BY POST AT LEAST 14 DAYS IN ADVANCE

- To the Divisional Secretary
- To the MCAA office (if also hosting a Womens League fixture)  
*Alexander Stadium, Walsall Road, Perry Barr, Birmingham, B42 2LR*
- all Clubs in your Division including an accurate postcode for the venue
- all Race Officials in your Division ***Hosting clubs are asked to put the information in a named envelope to hand out at the previous meeting & those not handed out to be put in the post.***
- the President
- the Hon Secretary
- Bryan Mills - email *brymills@gmail.com* for web publication

Host Clubs will be liable to forfeit their League expenses if they fail to comply with the above instructions.

**IMPORTANT:** A space / room / area (preferably with table & chair) should be provided at the host venue for the Divisional Secretary to deal with the arrival of officials, registration and processing the results after the race(s). **If also hosting a ladies race please ensure there is sufficient space for both sets of administration to operate.**

**MARKING / LAYING OUT THE COURSE:** Please avoid using blue marking tape / rope and ensure all corners are clearly marked. Please refer to the diagram below when setting out the finishing funnel.

### IN THE EVENT OF RACE CANCELLATION

In case of inclement weather where the host club feels it is advisable to cancel the fixture they must notify the Hon. Secretary, Assistant Secretary, Race Secretary and Race Referee by 6 p.m. on the Friday evening prior to the race day.

### MAKING AN EXPENSES CLAIM AFTER THE EVENT

To receive these expenses Clubs must furnish the Hon. Treasurer with photocopies of the invoices of costs incurred by the Club in the promotion of their League race.

Reimbursement will only be for the hire cost of facilities and for the cost of First Aid. This may be made to the full amount at the discretion of the Executive.

***Please take note that all promotion expenses must be with the Treasurer 28 days prior to the AGM. Failure to do this will result in the Club forfeiting its claim, and no payment will be made.***

**RECOMMENDED FINISH FUNNEL LAYOUT  
2015 VERSION**

**CLEAR AND DEFINED  
FINISHING LINE**

