

## GUIDE LINES FOR PROMOTING (HOST) CLUBS - 2023

### PRE –DAY

It is useful to have a team of people to organise the event. We suggest the following :-

- 1) A person responsible for co-ordinating the planning team /delegating the visit and the tasks. Communicating with other bodies, the league, local council, the clubs & sending out the event directions.
- 2) Chief Marshal – who is lead on Health & Safety /First Aid.
- 3) A course designer /Course set up .
- 4) Site Facilities.
- 5) Purchasing / inventory managing.

You may like to have an online collaboration platform via the club's Facebook for the above people.

### 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, make the decisions and carry out bookings for all facilities that will be used at the event.

It is worth inviting the Referee to visit the proposed course who will identify & assess any issues. You may wish to do a trial race with your club members checking for corner angles, racing lines and any possible hazards. Be aware of the number of stakes /rolls of tape needed. If you have insufficient consider is there a club in your division that would be willing to lend you some?

It is worth notifying the police an event is taking place.

The organiser of the promoting Club shall arrange for Marshals for each race. A Disc system of scoring may be provided by the Race Secretary.

A **WEEK** before it is worth a final check.

### FIRST AID

.Please **ensure you get written confirmation of First Aid cover and ensure the First Aiders are at least “First Person on the scene trained” (FPOS)** . Plus please ensure the vehicle provided is suitably equipped to access the course. 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 with the qualification the First Aiders hold.

**Marshals are requested to have a mobile /walkie talkie** . Before going to their positions please make sure they have the phone number of the first aider in case of any emergency.

Please note: Referees have been advised that they **MUST** cancel any fixture where there is no First Aid cover provided. .The name of your Referee:                      Licence no.                      Telephone:  
Email:

### PERMITS

I will be applying for all permits & will forward it to once I receive to all host clubs. Please ensure it is displayed on the day of the fixture.

### 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.

### TOILETS PROVISION

We recommend the following :- Hosting one race - 3 toilets plus a urinal.

Hosting two races - 4 toilets plus 2 urinals

Clubs need to assess what provision there is at their venue & order extra if the above is not meet. It is worth having some spare loo rolls. The league recommends the following companies when hiring portaloos :

Insite Loos , Ace Loos or Loos4doos.

### INFORMATION FOR CLUBS

1. Send out directions.
2. Give details about parking.
3. A map of the course.
4. Details where club tents may be erected.
5. A contact number for on the day.
6. Inform them of the number of car parking spaces.

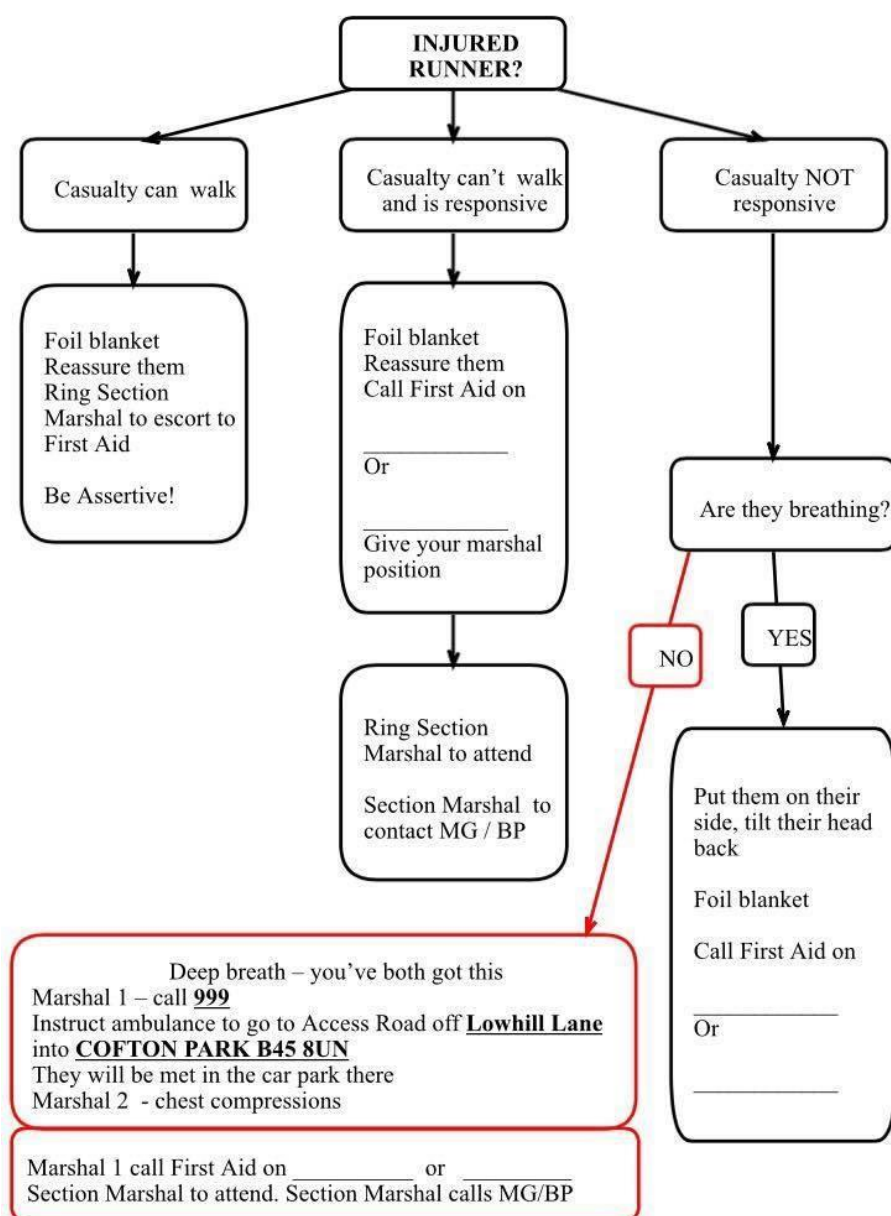
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### KIT LIST

You may like to set up a check list of all items that need covering e.g.

ITEM	QUANTITY	SOURCE	LOCATION	TRANSPORT
Stakes	100	club		Joe & team
Tent	1	in club house		Brian
Loo rolls	6	purchased by Gill		Gill
Mallet	2	provided by Jack		Jack

### First Aid Procedure for Marshals



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**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 Women's League fixture email : [roadandxc@mcaa.org](mailto:roadandxc@mcaa.org)
- To the MWCCCL email : [info.mwxcl@gmail.com](mailto:info.mwxcl@gmail.com) for publication on the MWCCCL website.
- 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](mailto: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). It would be a nice gesture would be to offer all Officials a drink & a small bite to eat. **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. Ensure the start line is clearly marked either by spray paint or sawdust.

**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, Race Secretary and Race Referee by 6 p.m. on the Friday evening prior to the race day. If also hosting a MWCCCL fixture please inform the League Secretary using the email : [info.mwxcl@gmail.com](mailto:info.mwxcl@gmail.com)

**ON THE DAY**

Ensure the course is ready for an inspection by the Referee by     if holding a joint fixture or by     if holding just the Men's race.

It is worth having two Marshals at each major point on the course wearing hi viz jackets. Ensure they have the contact details of the First Aiders.

Ensure the toilets are checked on a regular basis.

Display your permit.

Set up a time line for all jobs on the day including clearing up.

**AFTER THE DAY**

Return all borrowed equipment

**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, toilets, refreshments and for the cost of First Aid. This may be made to the full amount at the discretion of the Executive.

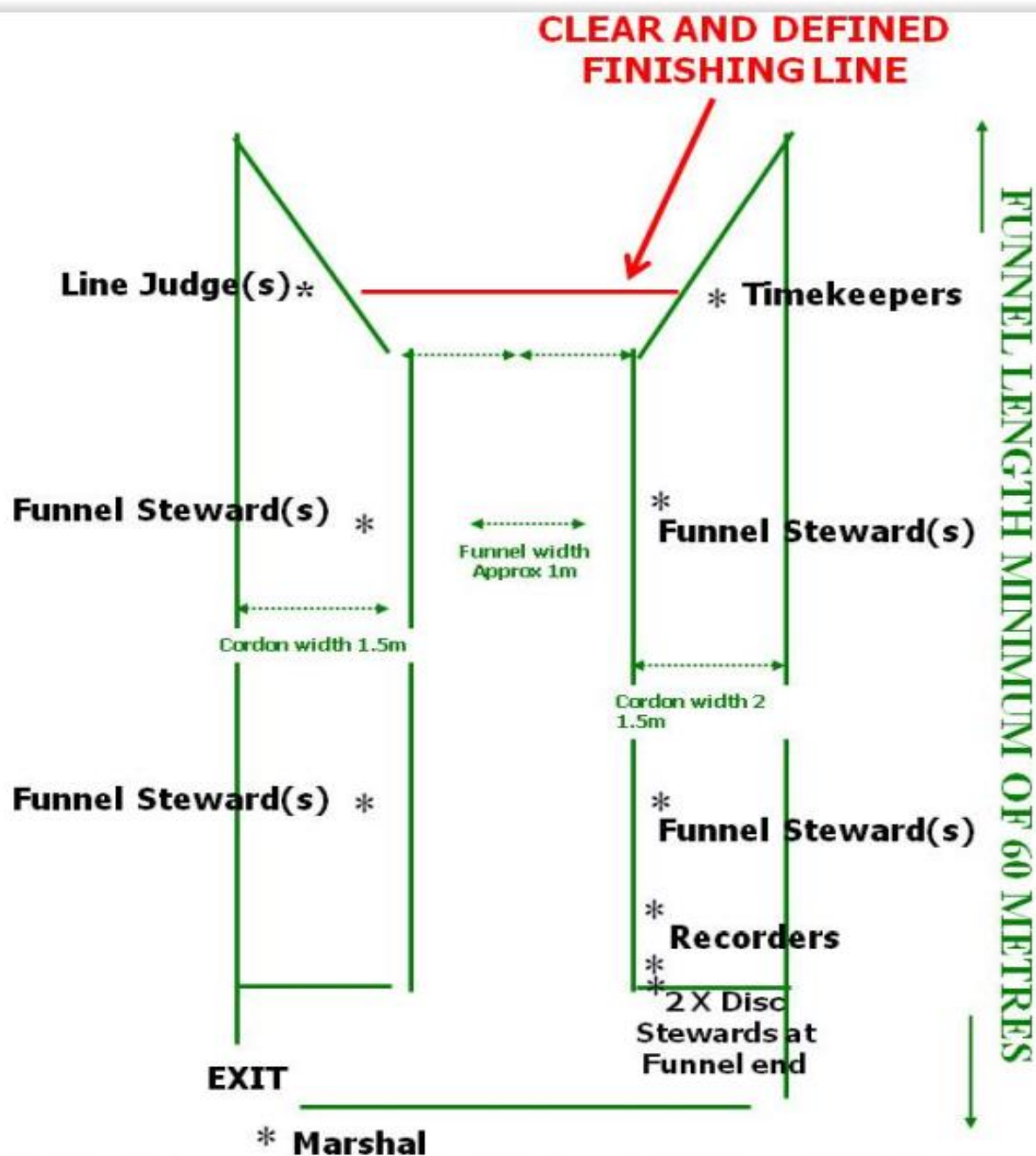
***Please take note that all promotion expenses must be with the Treasurer 28 days prior to the AGM. Failure to do this will result in the Club forfeiting its claim, and no payment will be made.***

***The Treasurer***  
***Daniel Jordan***

***TEL: 07765242281***

***Email: [danieljohnjordan@gmail.com](mailto:danieljohnjordan@gmail.com)***

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BIRMINGHAM & DISTRICT CC LEAGUE  
RECOMMENDED FINISH FUNNEL LAYOUT  
2017 VERSION



N.B. Please ensure a good, long length (60 metres) to the exit of the funnel to avoid unnecessary queuing in the funnel at the pinch points in the race