

LRRL Race Organiser Procedures

- Locate course with adequate parking and start/finish facilities (or use existing course).
- Draw up initial risk assessment (RA), including any road closures or restrictions (TTRO) that will be required* along with course maps and send these to the TTRO coordinator (currently John Skevington) who will forward to the Safety Advisory Group (SAG) at Leicestershire County Council, this must be at least 20 weeks before the race is due to take place. You must also copy in your local council and parish council at the same time.

*This should include any roads where runners enter from a side road or cross roads, especially at the start, any blind bends or where runners may impact upon or be impacted upon by the flow of traffic. A signage schedule for each race must also accompany the application.

- Send a copy of all documentation to the TTRO coordinator to add to the LRRL blanket order with the council, by the specified deadline. The TTRO must be in the hands of the SAG 6 months in advance of the first race shown on the order. So, for example, an application for a winter league TTRO must be in by early June of the preceding year even though some races may not be until May. Any races that require their own TTRO may be liable to a charge of a minimum of £600, plus advertising costs which may be up to a further £1000 depending on the complexity of the order.
- Have course measured (if not already done). The Run Britain licence application procedure will highlight who these are at the current time or you can contact the AUKCM (Association of UK Course Measurers).
- Apply for race licence/permit with Run Britain or ARC.
- If you decide to apply for an ARC permit you must nevertheless strictly follow the procedures and systems used with a Run Britain licence (see Run Britain website/portal for information), including:
 - Providing RA to SAG and receiving approval
 - Advising Police Traffic Management at Police HQ
 - Advising Local Authority (with copy of RA and route maps indicating any road closures required). This should happen automatically through the TTRO; however it is essential that these should also be submitted independently.
 - Appointing an event adjudicator and referee who will report back to the licence/permit issuer following Run Britain standard report questions.
- Check that the medical cover that is being provided is adequate for the size of your race; see Run Britain race matrix. Send a copy of RA / medical RA to Red Cross or other first aid provider. You should be able to demonstrate to League Officers that the medical

provider is an agreement with your provision.

- Check that facilities are adequate for your size of race and whether on course water is required (Run Britain handbook/ UKA rulebook).
- Respond to any feedback from SAG/Local Authority, either individually or through the TTRO coordinator. Any individual conversations with SAG should be noted to the coordinator.
- Ensure that adequate compliant signage is available (a stock of common items will be available from LRRL). Provision of non-TTRO signage is the responsibility of the organising club.
- If there are road closures or traffic management, ensure that an adequate number of Chapter 8 trained marshals are available for the race.
- If there is a TTRO in place for your race you will be responsible for putting up TTRO notices, removing them after the race and notifying residents etc., as specified. All signs MUST be erected in accordance with the signing schedule which should accompany the TTRO. Failure to do this may render your insurance null and void.
- Keep LRRL Officers informed of progress and provide early warning of any issues that may threaten the staging of, or conduct of, the race.