

Registration	09:30 – 10:00
Introductions and Housekeeping	10:00 – 10:30
1. Venue	10:30 – 11:15
a. Access/Egress	
b. Facility Provision	
c. Dedicated Emergency Services Access Point	
d. Segregation – Athletes/Spectators	
e. Calculations	
COFFEE BREAK	11:15 – 11:30
2. Relationship with Local Authority and Highways	11:30 – 12:15
3. Event Plan	12:15 – 13:00
LUNCH	13:00 – 13:30
4. Risk Assessment	13:30 – 14:30
5. Race Licensing	14:30 – 15:30
a. Terms and Conditions/UKA Licence Standards/Licence Fee Structure	
b. Licence/Affiliation/Insurance	
c. Role of Event Adjudicator – Flags	
d. Medical Guidelines	
e. Post Race Reports/Reporting Accidents and Incidents	
f. Course Measurement	
g. Rules of Competition/Ranking	
h. Online Entry System	
6. Other Material	15:30 – 15:45
a. Race Directors Handbook	
b. Fact Sheets	
c. The Purple Guide	
d. 1996 Home Office “Good Practice Safety Guide for Small and Sporting Events on the Highway”	
e. Safe Sport Away (NSPCC)	
f. England Athletics Guide Race Organisers – Athletes with disabilities	
7. Feedback/Questions	15:45 – 16:00