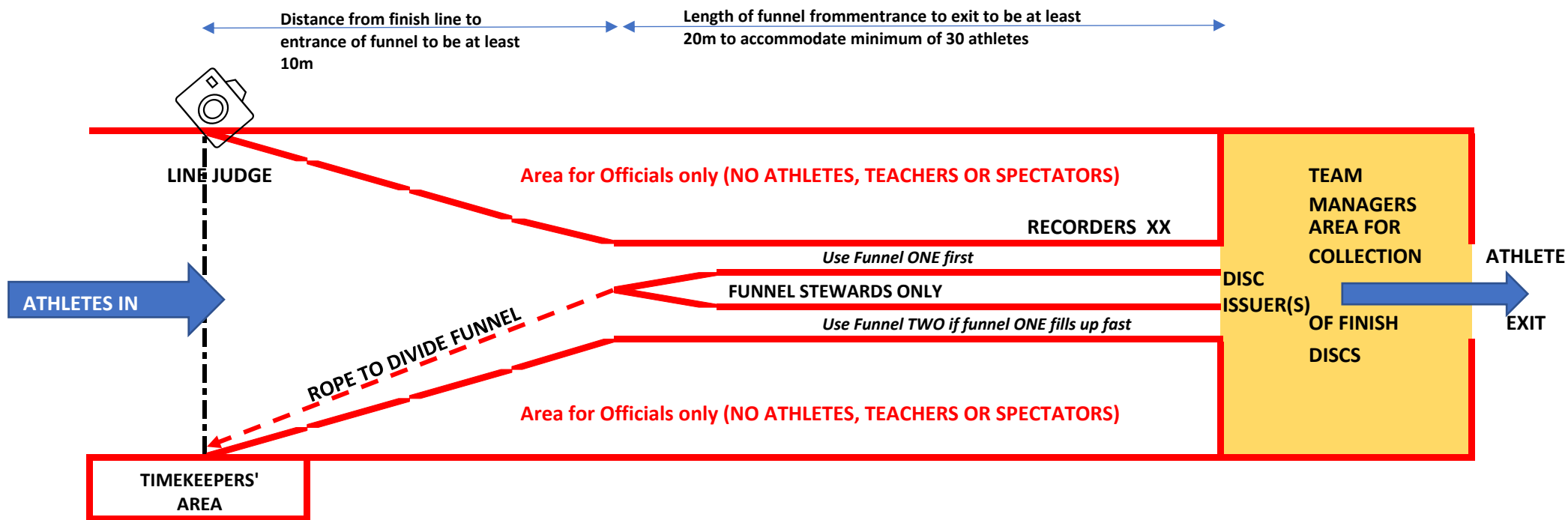


**RECOMMENDED DESIGN FOR ESAA CROSS COUNTRY CUP COMPETITION FINISH AREAS AT LOCAL AND REGIONAL FINALS**



- ROPED AREAS**
- MOVEABLE ROPE TO CLOSE FUNNELS**
- FINISH LINE MINIMUM OF 5m WIDE**
- RECOMMENDED POSITION FOR A CAMERA IF USED**

Please use a 3 funnel system with the middle funnel used exclusively by officials. Use a rope to direct finishers into the correct funnel.

- Funnels should be 50cms in width**
- Funnel Stewards' Area should be 90cms in width**
- Distance from finish line to start of funnel to be at least 10m**
- Distance from start of funnel to exit to be at least 20m**



## **English Schools' A. A. Cross Country Cup** **A Guide to Staging Local and Regional Races**

### **The Course**

1. When devising a course it is essential to consider the natural terrain and to bear this in mind when setting the distances.
2. Race distances must within those laid down in the current ESAA Handbook:  
Junior Girls: 2000m – 2500m  
Inter Girls/Junior Boys: 2500m – 3000m  
Inter Boys: 4000m – 4500m  
Senior Girls: 3500m – 4000m  
Senior Boys: 5000 – 5500m
3. Organisers must complete a Risk Assessment exercise and reduce any high risks to low risks. Lookout for exposed roots, overhanging trees, stoney ground etc. and take appropriate action
4. Check the course again on race day prior to the event.
5. Warn runners and teachers in advance of the meeting of any unusual features and advisable footwear for the course.
6. Make the start as wide as possible (25-30m), with as long an outrun as possible from the start to the first bend.
7. The finish run in should be as straight as possible into the finish. The distance from the last corner to the finish line should be 100-150m.
8. If possible avoid any downhill running at the start and/or finish.
9. On multi-lap courses always run the shorter laps first to reduce the possibility of lapping.
10. If marking the course with flags avoid sharp turns, unless a natural feature such as a hedge, wall or fence prevents corner-cutting. If there is a particular reason for a sharp turn (eg. To keep the course round the outside of a football pitch) if possible use plastic posts and tape on both sides of the course.
11. When marking the course use as many flags, plastic posts and tape as possible to prevent runners taking the wrong course. Remember that many runners, especially in the Junior races, will be very inexperienced.
12. Assign marshals to any points of the course where different races take different routes or where runners may find it difficult to follow marker flags. Marshals should if possible wear a distinctive bib and should make it clear to the runners (by voice and hand signals) the route to follow as soon as the leading runners first come into view.
13. If marshals, especially those at the furthest points on the course, have mobile phones or two-way radios, you and they will be better able to cope with the unexpected. Check that you have their numbers and they yours before they disperse to their posts or that they are on the same channel!
14. DUTY OF CARE: ESAA Safe Guarding Guidelines must adhered to at all times. Advice can be obtained via your County Schools' Association or directly from ESAA.

### **The Start**

1. A distinctive start line at least 20 metres wide between 2 cones or white posts.
2. Make sure that the start-line is wide enough to accommodate all the runners. Use 75cms wide starting pens if necessary.
3. Check that all schools are at the start and count the number of starters .
4. Start races with Starting pistol, whistle or horn. If you use a qualified Starter please confirm with the Starter two weeks before the event supplying all details and a parking space close to the start as possible.

### **The Finish**

1. The finish will be set up by in accordance with the ESAA guidance diagram..
2. Set up the finish funnel with wooden or plastic posts and tape/rope. These should start at the finish line, which should if possible be marked and should then narrow into a funnel.
3. Allow enough space between the finish line and the funnel entrance for runners to decelerate, but not so much that you needlessly increase the chance that runners will swap positions between the finish and the funnel entrance 10 metres should be quite enough.
4. The finish area should be fenced off from spectator access with posts and rope/tape.

### **Officials at the Finish**

Whenever possible organisers are advised to appoint a UKA Qualified Endurance Official (Level 2 or above) as Race Referee. It is suggested that you use at least 5 officials at the Finish. We strongly recommend that you use a double system for results (recording and disc distribution), so that if something goes wrong on one the results can still be worked out by means of the other. The use of a camera at the finish line is a great help to confirm number order and when adjudicating complaints.

**2x Recorders:** Two people. One to call runners' numbers as they come through the funnel, the other to write them down on the recording sheet. The caller needs a loud, clear voice and the writer needs to write legibly. They should stand, both on the same side

of the funnel, well back from the entrance – if an athlete has to be stopped because the number is not immediately readable there must still be room for the runners behind to get into the funnel. It will help the caller to see the runners' numbers and be heard if on the side spectators can be kept away from the edge of the funnel. If a runner finishes with no number the recorders should record the runner's school, or if that is impossible leave a space on the recording sheet at the correct point..

1 x **Disc Distributor** Should stand at the funnel exit and give each runner a disc/ticket which shows their finishing position in the race. The runner should be instructed to **"take the disc/ticket to your teacher."**

### **2 x Finish Line Judges / Funnel controllers**

Ideally you should also have at least two judges, judge 1 on the finish line to adjudicate on the Finish line any close finishes between 2 or more runners and shouts the information to Judge 2 (e.g. 'blue then red') to a colleague, judge 2, standing at the funnel entrance ensure that the runners enter the funnel in the order which they crossed the finish line (as called by judge1). It is advisable to use a male and female judge.

### **2 x Timekeepers**

For the preliminary rounds it is not necessary to take the athletes' times (though of course you may do so); for the regional round we ask you to take at least the leading runners' times so that these can appear in the results in the media in publicity for the final. If the timekeeper does not have a watch that can store and then reproduce all the times you will also need to provide a recorder to write them down as called.

If additional officials are available then they can supervise the runners as they come through the funnel, making sure that they stay in order and do not leave early.

### **Results**

The results should be carefully checked and presented to Team Managers before being uploaded to the ESAA website.

### **Regional Finals will use a disc system**

1. Team Managers should be given a pre-printed envelope for each race. They write the number, name and position of each of their runners and the team score, before handing in their envelope, with their runners' discs/tickets enclosed, to the results stewards.
2. Results Stewards should also collect the recorders' sheets as soon as the race has finished and cross-check that the sheet has got the same position for each school's runners as the school's envelopes. The two systems should provide identical results.
3. Check the calculated team scores on the envelopes as mistakes can easily be made.
4. If there are discrepancies between the envelopes and recording sheets a more careful check is needed; perhaps one runner has been missed by the recorders, failed to get a disc or did not hand one in to their team manager. Team scores may change as a result which could alter the final positions
5. If the problem is more serious the Referee must adjudicate.

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