FINISH

The finish area must be traffic free, with as long a run-in as practicable and sufficient room beyond the finish line for all the various ancillary services. There will be a need to control both competitors and spectators whilst providing the various officials, involved, with clear space in which to perform their duties.

Barriers may be made from stakes and ropes on soft surfaces, or various stand-alone barriers may be used on paved/solid surfaces. Whichever type is used they must be sufficiently robust to perform the job and secured so as to prevent damage or demolition by the elements, particularly wind. The barriers must also be erected with safety in mind.

The actual finish line should be clearly defined with a bold line. Any marking of a road surface should be done after consultation with the Local Authority. The finish should also be indicated with some vertical signage. If a gantry is used, to carry a race clock etc., the finish line is best situated slightly in front of the gantry so that race officials can judge the finish order better and runners will see their approximate time as they cross the line. Officials at the finish line will, at least, be Referee/Judge, if applicable, Timekeepers, Recorders, and the Funnel Controller. They should have a secure, reserved working space with uncluttered lines of sight along the finish straight. All race staff should be clearly identified.

In larger races it is essential that both the Primary (the area immediately in front of the finish) and the Secondary (immediately behind the line and the funnels) Finish areas are totally free of all unnecessary persons, runners, officials and spectators - and special passes should be considered for gaining access.

First Aid/Medical support should be located close to the Finish Line with easy access to the funnels, if being used. It is very important that emergency services vehicles have free routes of access to and from the Finish Area without having to cut across finishing runners.

There must be sufficient space for all post-race facilities. In order to avoid congregation around the exit from the Finish Area it is advisable to locate refreshment tables and goody distribution at a suitable distance from the exit so as to draw the runners away.

Other post race provisions, such as refreshments for sale, running gear stalls and other facilities may be provided after consultation with the Local Authority. Care should be taken to ensure that litter is cleared up.

A public address system may be used for general information and also as a means of communicating race progress. This facility must be situated so that it does not interfere with the efficiency of the race officials. A well-briefed commentator, with proper details of the main competitors and celebrities taking part, sponsors and charities involved, and some feedback from the course on the progress of the race, can enhance the event considerably.

If a baggage store is provided at the finish it must be properly administered and secure. Access should be restricted to runners and authorised race staff only. Ideally runners should be able to have their baggage located quickly and should at least have changing facilities available nearby.

FINISH FUNNELS

If used, the number and length of the finish funnel system will depend upon the number of expected finishers to be processed. The following table gives an indication of likely requirements. The figures are based on maximum numbers expected at peak flow times. On hard surfaces standard metal crowd control barriers may be used, with taped inter-spaces, or cones and plastic barriers. On grass an alternative is wooden stakes and tape or wooden paling. In both cases the funnels should be robust enough to stand being pushed against by suddenly collapsing runners. All stake tops should be protected to prevent possible injury

FUNNEL OPERATION - SMALL RACES

In small races, runners finish places can be recorded and managed by a five-person team. The Timekeeper and his Recorder must stand at the finish line. Their role is to record 'spot' times **and** numbers.

As each runner crosses the finish line the timekeeper calls the time, which the recorder writes on the recording sheet. In the case of close finishes by two or more runners a marshal guides them into the funnel in the appropriate order.
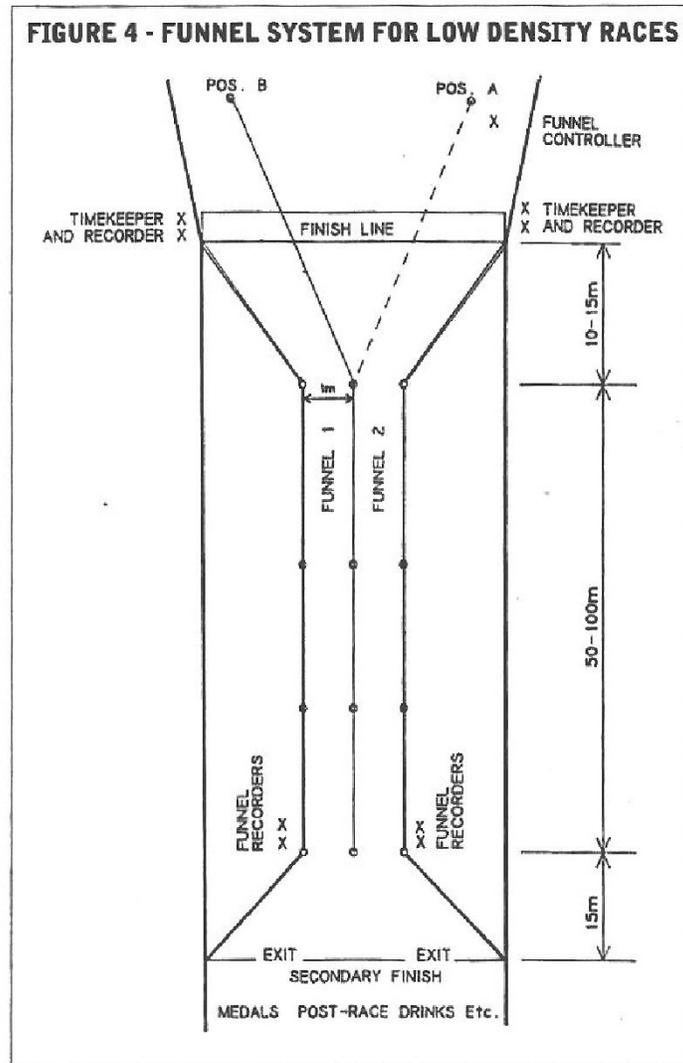
Figure 4

At the other end of the funnel the Funnel Recorders note the running numbers of the competitors on the recording sheets. Marrying up the Timekeepers and Recorders Sheets gives the race result.

If additional personnel are available it is useful to have a second team at the finish line. Their role is to record 'spot' times and numbers at regular intervals (e.g. every tenth runner) to give a check on time & places.

Manpower can be saved by the use of electronic printer timers which will record the time on a paper roll each time the record button is pressed.

The tendency for runners to cluster about the finish making inquiries about their finish times, and thus interfering with the officials can generally be avoided if a digital race clock is used.

Funnels should always be monitored to ensure that runners are moving through smoothly. Marshals will be needed to progress competitors who are feeling weary. Polite, encouragement can be useful.

Operation of a two-funnel finish is illustrated in Figure 4. With the Funnel Controller standing at position 'A' holding a tape or strong rope the leading runners are directed into Funnel No 1, as their times are recorded. They then proceed down the funnel, their race numbers being recorded at the end. When the funnel is full the Funnel Controller, choosing a suitable gap in finishing runners, moves to position 'B', thus directing runners into funnel No 2. The process is repeated with the Funnel Controller alternating between positions 'A' and 'B' as the funnels fill up.

FINISH OF A LARGE RACE
The finish of a large race can be the most demanding part of race organisation and does need some experience. Inexperienced organisers are strongly advised to attend an established event before they try to duplicate the method explained below, Figures 5 (i) & (ii) are the relevant diagrams. The layout shows a six-funnel system, with a central channel for officials. A 'V' shaped wedge is constructed from a point 2-3 metres ahead on the funnels to block off this central channel so that runners do not enter it by mistake. A small gap is left on either side to allow funnel stewards to enter the system. A single strong guide rope is fixed to the apex of the 'V' so that it ends just short of the finish line. In operation a Rope Controller who assumes sole responsibility for its control holds the rope.

The dimensions suggested have been tested in operation. If more than six funnels are required it is advised that an officials channel is provided between each pair of funnels.

At the rear there should be a secure area from which runners can leave the area. This should not be accessible to spectators. The runners should be drawn from the area by refreshments and the distribution of other items.

OPERATING THE FUNNEL SYSTEM
Each side of the funnel system will have a Controller responsible for its overall operation. In addition each funnel will have a team of One Funnel Blocker, Two Funnel Recorders and, if tear-off tags are being used, Two Number De-taggers. Batch Separators are also required one per funnel, plus Funnel Marshals.

Each side of the funnel system will have a set of numbered Discs (or Pins if tear-off tags are used) assigned to it; one set numbered 1, 3, 5, 7, etc., the other 2, 4, 6, 8, etc. These are located on a board at the head of the central Officials Channel, under the control of a Disc (or Pin) Controller.

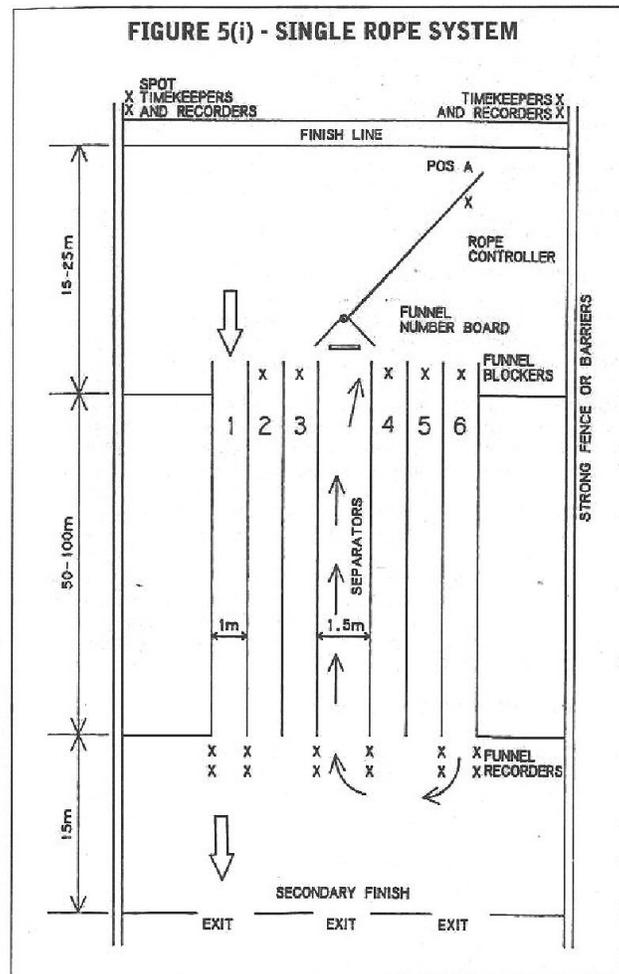As the first runner approaches the Rope Controller will be at 'A', Figure 5(i)

Figure 5(i)

Funnel Blockers will close funnels 2 and 3 to approaching runners. Only Funnel 1 will be open. The Disc Controller gives the first Disc to a Separator. The Separator then enters Funnel 1 to await the arrival of the first runners. When the Separator reaches the Funnel Recorders he tells them the current Funnel Number as shown on the Disc. This tells the recorders to start a new Funnel Recording Sheet, with the Disc number being written on the top of the sheet. If tear-off tags are being used the Separator must then continue down the funnel and give the pin to the Number De-taggers. The Separator then returns to the head of the funnels via the central channel, ready to enter the system again.

When the first funnel is full the Rope Controller moves to position 'B', Figure 5(ii). Funnel Blockers, leaving Funnel 4 as the open funnel close funnels 5 and 6. The Disc Controller now gives the second Disc to a Separator who leads the next runner into the open funnel, ensuring that the Disc number is recorded on a fresh recording sheet. When this funnel is full the Rope Controller moves back to position 'A', Funnel Blockers close off Funnels 1 and 3 and a Separator with a Disc leads the runners into funnel 2.
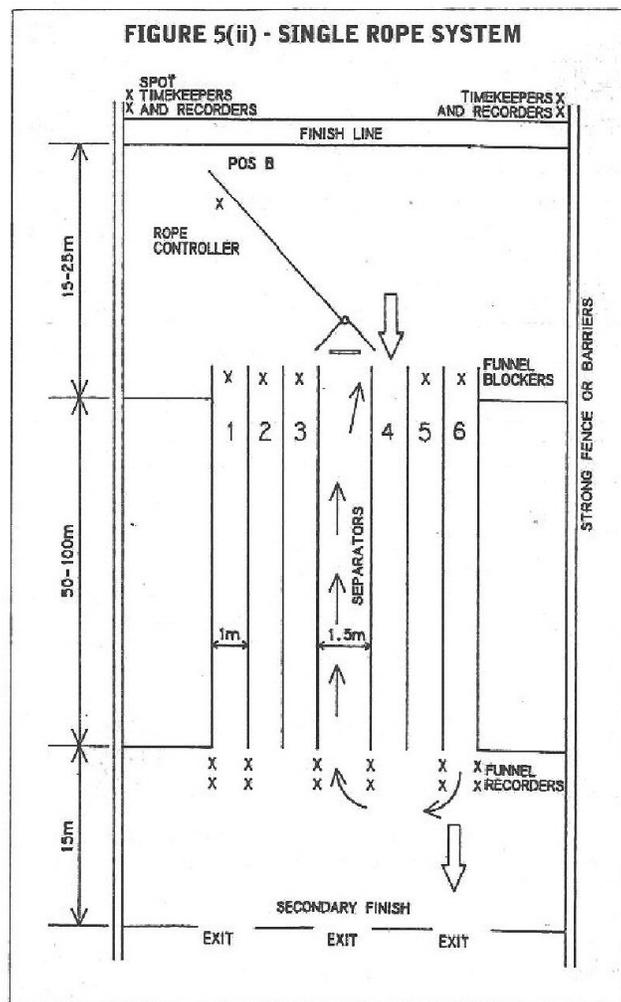

Figure 5(ii)

The process continues with Funnels 3, 5 and 6, after which the whole system is repeated. As long as the Rope Controller is able to change position from 'A' to 'B' before the runners entering the funnels 'backup' to the finish line a free flow over the finish line can be maintained for the duration of the race. The Recorders' Sheets are placed in Disc Number order to obtain the race result.
The only officials required between the finish line and the Rope Controller is the Referee, a Judge and the Finish Director. All other personnel must be excluded.

Timekeepers and their Recorders are stationed at the finish line and should aim to record individual times for as long as this is feasible. If the finish rate becomes too rapid then they should then record times and running numbers of selected runners at appropriate intervals.

At large events, 'substitutes' should be available. These persons take the place of any runners incapacitated in the funnels, reporting their numbers to the Funnel Recorders.

A separate side funnel is sometimes used to cater specifically for women runners, as long as they can be separated from the mass. This improves the speed of production of results for the women. A Marshal/Official needs to be used to warn approaching women that they should go towards the correct funnel. This funnel will need its own Timekeeper and Recorders.

FINISH FLOW DENSITY CHART

Race Distance	5 km	10 km	10 ml	H Mar	Mar	No of funnels
	50	100	200	300	500	1
	100	200	400	500	1000	1
Field	200	450	750	1000	2000	2
Size	300	650	1100	1500	3200	2
	400	900	1500	2000	4300	4
	500	1200	1900	2500	5300	4
	600	1400	2200	3000	6500	6
	800	1800	3000	4000	8500	6
	1000+	2000+	3750+	5000+	10000+	8

AWARDS

Pre-race literature should have given the general awards structure. The aim should be to ensure that all those who will be required to attend the presentation ceremony should have an idea that they might be involved especially age group and team winners.

The awards structure is very much up to the promoter.

With limited budgets being the norm organisers will generally try to balance things fairly - but fair depends on your point of view.

Equality between the sexes or prize values split according to the entry proportions; veterans taking open and veteran awards; veterans scoring in open and veteran teams. These are probably the three most contentious issues on the subject and provoke virtually endless debate in the athletics media. It is worth taking some time to consider which of these options you wish to employ and your justification, before you are hassled at the prize presentations.

In Fun Runs, if awards are given, ALL finishers must receive the same prize, e.g. T/Shirt, Medal/Certificate etc.

PRESENTATIONS

The aim is to thank those concerned with the event, both sponsors and helpers, and to distribute the awards. Most of those attending will be thinking of the journey home, and perhaps be a little tired. You need to recapture their attention for a short while so that they will take an active part by applauding. They will not appreciate long speeches, however witty, and will expect a fairly rapid distribution of awards.

The results team, if properly briefed, should have filled in the list of prize-winners, and if the prizes are laid our properly the whole thing can be done efficiently.

In order to stop the natural drift, which occurs when awards are distributed in strict age order, leaving the V70 alone in the arena until called; it is worth thinking about giving out category prizes in reverse age order and reverse finishing order.

TEAM RACES

Inter-club competitions are often held in conjunction with open road races.

There are a wide variety of options as to how team competitions are organised and calculated, the organiser deciding upon which method is most appropriate. In all cases, however, it is important that all concerned are made aware of the scoring system employed before the start of the race, via the entry form and reiterated in the pre-race literature.

Either all individuals entered in the race may be automatically scored in the team event, or separate entries and declarations may be required. It is also possible to score only those actively involved in the team event, excluding others from the calculations

Scoring commonly involved teams of three or four but other numbers may be used. Most popular is the simple method of scoring by finish position, the winner being the team with the lowest aggregate score. This may be varied by scoring only positions in the team race, deleting any runners not in teams in the race. In women's or veterans races the organiser may decide to score either by the whole race position or by position in the appropriate category. It can be argued that the latter is fairer. It is also at the discretion of to the organiser as to whether veteran runners are allowed to score as members of 'senior' teams.

In the case of a tie in points the most usual method of resolution is to rank the tying teams in order of the position of their last scorers – 'count back'.

An alternative, more commonly used in longer races, is to aggregate the times of the scoring runners to decide the team awards.

RELAYS

Relay races place some extra organisational burdens on promoters but they do provide special interest to the runners.

The course must be chosen carefully, to ensure that it is capable of being used continually for the duration of the event. Ideally the course should be a loop on a closed circuit, parks generally being preferred. Point-to-point relays have tended to die out due to the problems caused by controlling a very extended event and the congestion caused by team vehicles on the course. A solution has been reached by some events in that they start each leg as a separate race, beginning as the previous stage winner arrives. This restricts the length of the race at any one stage but does require careful and detailed organisation.

Changeover design is important. There are three alternatives.

The first is a simple box with two lines 20 metres apart across the course, the first being the start/finish line. The sides should be secured to allow access only to waiting runners and officials. No runners should be allowed on that part of the course immediately before the finish. As the incoming runner crosses the finish line a marshal from the far end of the box releases the outgoing runner. There is no need for the runners to touch hands.

The second option splits the boxed area by employing a diagonal barrier across the box, positioned so that the incoming runners are filtered off to one side as they cross the finish line giving the outgoing a clearer exit.

The third option is that employed for 'simple hand touch' changes-over which uses the same 20 metres box. The incoming runner makes a hand touch of the out-going runner.

Each option requires the use of experienced and forceful marshalling staff.

Relay Race administration must be competent. Any specific rules with regard to team composition and declarations should be included on the entry forms. It must be ensured that team declarations can be handled prior to the event, and the results system must be capable of yielding the split times of each leg.

Runner's numbers should indicate the team and also the leg or stage being run. This may be done either by allocating a block of numbers so that, for instance, 301 - 306 indicates team '30' with the third digit showing the leg run. The other usual method is to use a mixture of numbers and letters with numbers identifying the team and letters the stage. In this case 30B would be second stage for team 30. Ideally numbers should be worn front and back.

ULTRA DISTANCE EVENTS

Ultra distance events are defined as being any races in excess of the standard marathon distance of 26 miles 385 yards.

Standard, internationally recognised distances, are 100 km, 24 hours and six days, but there are a whole host of others with some world famous events attracting large fields. Races are usually held over short road loops or on standard running tracks.

The Road Runners Club has fostered and organised this section of the sport for many years and has helped to formulate the rules.

a) TRACK OR SHORT LOOP RACES

It is essential that a complete set of lap times be recorded for each competitor, in order to validate any performances. It is possible for one recorder to record the lap times of more than one runner, but for any extended period two runners is more than enough for one person. Any departures from the

course should be noted as 'out' and 'back' times on the scoring sheets. Care must be taken to ensure that the runner exits from and returns to the track at the same place.

As it may be necessary to photocopy recording sheets at a later date a black pen is the preferred writing instrument.

At a track race the recorders are best situated outside the track, preferably under cover. They should have a clear view of the track, the runners and the digital clock if one is used. To avoid confusion any refreshment stations should not be placed within 30 metres of the start/finish line and all refreshments should be served from the outer track, to avoid impedance.

b) RACES ON A LONGER LOOP

If the race is held over a loop longer than 1 km. Individual lap recorders are not needed but it is still necessary to record all the lap times of all the runners. Lap split times should be calculated as a check against missed laps. A backup timing/ recording system is a necessary check against runners being missed by the initial recorder.

c) OTHER COURSE FORMATS.

On shorter out-and-back routes and large loops (over 10 km) times and numbers must be recorded at a turnaround point or at the furthest point of the loop from the start, as a safeguard against cutting the course. On longer out-and-back courses and on point-to-point courses times and numbers must be recorded at regular intervals (e.g. 10 km or 10 M); these points should be clearly marked.

d) ADDITIONAL REQUIREMENTS

Organisers usually impose a time limit in ultra distance events, and may also use cut-off times at intermediate distances. Any limits imposed should take into consideration the quality of the field and the race conditions.

It is normal to insist on suitable conditions for acceptance of entries. This usually takes the form of asking potential entrants to confirm that they have achieved certain standards in order to be satisfied as to their potential to complete the course within any set time limit.

It is customary, especially in races in excess of 100 km, for runners to have their own support personnel. There are no restrictions on the amounts of refreshments taken, clothing may be changed and medical assistance given. There may, however, be restrictions on when such support may be rendered. Support personnel may not give direct assistance by pushing or holding up and must not interfere with other runners or officials.

A Medical Officer should be appointed to the race, with the responsibility of advising both the Race Director and runners on injuries and other medical problems. The Medical Officer shall have the power to withdraw a runner from the race if he/she is of the opinion that the runner is unfit to continue, The published results should include all intermediate times recorded.

More comprehensive information on Ultra Distance running may be obtained from the IAU Ultra Marathon Race Handbook.

WHEELCHAIR ATHLETES

Wheelchair racing is one of the most dynamic sports and to a great extent bears much more similarity to cycling than to running. Wheelchair Athletes are far more efficient than runners on the flat, and even more so downhill. Conversely the wheeled machines tend to lose out on ascending sections. Aerodynamics plays a large part in wheelchair racing. Slipstreaming or 'drafting' is far more effective in wheelchairs than it is in running. Wheelchair athletes tend to race in lines one behind the other, to take advantage of the 'draft' cut by the leader. The front wheeler tends to be working the hardest, then after a while pulls off the front and drifts to the back, allowing another to take the work. With the group sharing periods of hard work and rest they often travel much faster than an individual.

Wheelchair racing has developed dramatically. Both the wheelchair and the pushing technique have advanced. The tyres are not solid, but lightweight and tubular. Most wheelchairs now have only three wheels, with the rear wheels cambered inwards slightly to allow clearance for the upper arm and to improve stability. The front wheel is held straight by a damper, which is attached to an adjustable lever. Handlebars allow front wheel steerage and the sprung damper returns the wheel to the set position. Adjustment of the 'compensator' allows the front wheel to steer in any preset direction e.g. to compensate for road camber or the bend of a track.

At the speeds attained by modern wheelchair athletes it is not appropriate to grab the wheel push rim. This would slow the chair. The most efficient technique is to wear highly padded gloves to protect the hands and stroke the rim. Contact is made at about 12 O'clock, pushing the rim between the thumb

and first two fingers. Rain causes problems due to reduced friction, therefore dry conditions are preferred.

Wheelchairs racing often causes concern for organisers. Once you understand more about them there is little to fear. The maintenance of the chair is left to the individual and since 1992 the wearing of a crash helmet is compulsory in any BWRA sanctioned event. Because of the way in which a competitor sits in a chair if a crash occurs it is the shoulder and then the head, which hit the ground. Quite often the arm cannot be brought round to break the fall in time.

As far as possible it is better to allow the wheelchair division to have a few minutes start on the runners. This allows them time to spread out and makes it easier for the runners to pass. With wheelchairs starting after the race it means that the chairs have to work their way through the back end runners.

Because of varying course gradients wheelchairs do not progress as evenly paced as runners. It is worth considering this in deciding when the wheelchairs will start.

Another important factor is that wheelchairs and runners do not see the same ideal running lines; it is important that both remain aware of this at all times. Additionally wheelchairs cannot come to an immediate stop as can most runners.

Drinks stations can cause problems, and because of this wheelchair competitors are advised to carry their own refreshments. Convenient bottle designs enable pushing and drinking to be combined. The design of the gloves generally precludes grabbing cups and wetting the wheel push rims slows the chairs so thrown sponges are not welcome.

Athletes who are racing have to carry their own spare tyres etc. Although they can have assistance from others for repairs many do not bother with repairs in important races because the time lost means that effectively they are out of the race.

As a guide you may expect the following times from top wheelchair athletes:-

5 km   Men 12 min - Women 14 min
10 km   Men 24 min - Women 26 min

Half Marathon
Men 49 min   Women 55 min

Marathon
Men 1h.40 min   Women 2.00 hrs

However, many wheelchair competitors may take considerably longer.

EVENT CLEAR-UP
This actually starts before the race finishes. It is important that a course is left as it was found. This means that ALL signs, banners, cups, sponges, litter etc. are removed from the course.

POST RACE

RESULTS
A comprehensive list of results, including all finishers, should be produced and distributed promptly. Included should be each competitor's position, name, club, category and time. Team results should also be included. You may make a charge for results, which may cover the costs of production and postage, but all competitors are entitled to know their own result. Most race results are now posted on a Web Site. Event organisers, who do not provide this facility, should consider issuing results in manner.

EVENT DEBRIEFS.
All race staff should be encouraged to report on how their job went on the day, and to suggest improvements. It is worthwhile recording such suggestions for inclusion in the race file for the next event.

POST RACE ADMINISTRATION
Reports and results should be sent to local press and the athletics media.
Any monies collected or due to charities or voluntary organisations should be paid promptly.
A Sponsors Pack, with results, photographs and copies of media reports should be sent to all of your sponsors.

THE RACE LICENCE FEE
The UKA Race Licence requires the payment of a Fee as described in the Licence Fee structure document.
The Fee should be promptly returned to your County Licence officer along with the 3 returns forms.

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