HARDLEY RUNNERS

Job Description – RR10 Captain

Post currently held by

Tamsin Roberts (2024/25)

What is the RR10 league?

The RR10 Race League consists of 10 events held throughout the Spring/Summer season on Wednesday evenings at or around 19:30. They are only open to the clubs which are members of the league.

Pre season:

Attend the RR10 AGM in January – dates are confirmed at this meeting. Ideally check in with the Cadland Estate ahead of this to ensure the date works for them (see below).

Ask and then submit any disclosed medical info of club members to medical cover. The league will remind you of this/ send details. Ensure this is kept confidential.

During season:

- Distribute information to club members on race details – RR10 have a Google email group in which info is distributed so ensure your email address is added, Alan Tulip of WRC currently administers this. In email to members arrange a time to car share from Applemore Gym.
- Bring/ arrange for flag and tent to go to each RR10 event
- Ideally arrange a team photo and write a race report for the website once the results have been published
- Encourage club members to attend/ answer any enquiries from club members. Make sure competing runners are registered and bring a parkrun barcode to events.

Hardley's Own Event

Our event (race admin, months-weeks ahead of event):

- Contact the Cadland Estate PA to ensure we have permission/ they are happy for us to run the race. They will require a course map and may arrange for you to attend a meeting with them a month ahead of the event at the office on Stanswood Road. Check in with them a week ahead of the race.
- Arrange a course between 4 & 5 miles long (*will attach 2024 route*)
- Identify hazards and write a risk assessment (*will attach 2024 assessment*)
- Ensure the RR10 league have arranged public liability insurance – a print out/ electronic copy of this should be provided by the league secretary. You'll need this when booking QE2 Rec and need to display this, the risk assessment and the route map at the race.

- Inform NFDC with plenty of notice that we are arranging a public event that will need to be approved and displayed on the local council event page. You'll need risk assessment and public liability insurance details https://www.newforest.gov.uk/article/1379/Planning-an-event
- Book QE2 Rec (via Gang Warily, Fawley Parish Council). State we need the field plus use of the facilities (toilets) but NOT the sports hall at the rec. Check in with them in the weeks ahead as they seem disorganised. They'll want the confirmation from NFDC we've registered the event and public liability insurance. Arrange for the treasurer to pay the invoice for use of QE2
- Send details of the race to Collingwood Medical Services/ medical cover. The league will organise the booking but you'll need to send details and give them details of access around the course. They'll probably want the risk assessment too. Ensure you have their number for cover on the night.

Our event (organisation in the month ahead of our race):

- Identify some lead marshals who are willing to organise a section of the marshals on the route on the day. Organise a social run around the course if possible – liaise with Adrian & Rob.
- Put a call out to marshals to help volunteer on the course! In previous years New Forest Runners are also meant to help with the marshalling of this event, liaise with them too with plenty of time. Also ask members to bring along cake for the post-race cakes!
- Notify other clubs of the race instructions via the RR10 distribution list and if possible RR10 social media (Facebook page). *Attached, 2024 instructions*
- Organise marshals into teams and with a week to go send out marshal instructions *(attached 2024 instructions)*
- Field enquiries!
- At the RR10 event before ours, arrange to collect the RR10 kit (megaphone and race tokens). You may need to stay until the end of arrange to collect it from the captains of the organising clubs (be aware if you've shared a lift there!!!). The race tokens will need sorting into order ahead of the race – allow time for this as it can take a while with 500 to sort.
- Make sure our race kit is available – start/ finish signs, tables for cakes etc, stakes to mark out finish, water containers, high viz jackets
- Notify local community of event: post on community groups, post a letter to Thornbury Avenue residents to warn them, if possible display a notice at QE2.

Our event (race day)

- Collect our kit from stores – tables, high viz, stakes. Bring RR10 kit too, don't forget the tokens. Have tape to stick down display the appropriate bit of paper (see above)
- Collect the keys for QE2 Rec from Gang Warily. Open the gates to the field to give access, open the QE2 building to give access to the building. Keep the sports hall locked. Give yourself plenty of time to do this, as they give a big bunch of keys and it takes a while to open everything up. Obviously the reverse of this for closing down post race – check the building is all ok.

- Make sure marshals are ok and send them off with plenty of time to get to their spots around the course. Make sure they're all in high viz – something that was mentioned in the 2024 debrief, including the tail runner
- Ensure you have medical cover on site – they have your number and you have theirs
- Race briefing – cover hazards, use the megaphone, start the race.
- Be around to monitor how all is going as race director
- Arrange for RR10 kit to go to the next club.
- Make sure the scanners have submitted the results to Alan Tulip via email ASAP as he likes to process the results very quickly
- Enjoy it – hopefully most of the work was done pre-event!

Our event (post event)

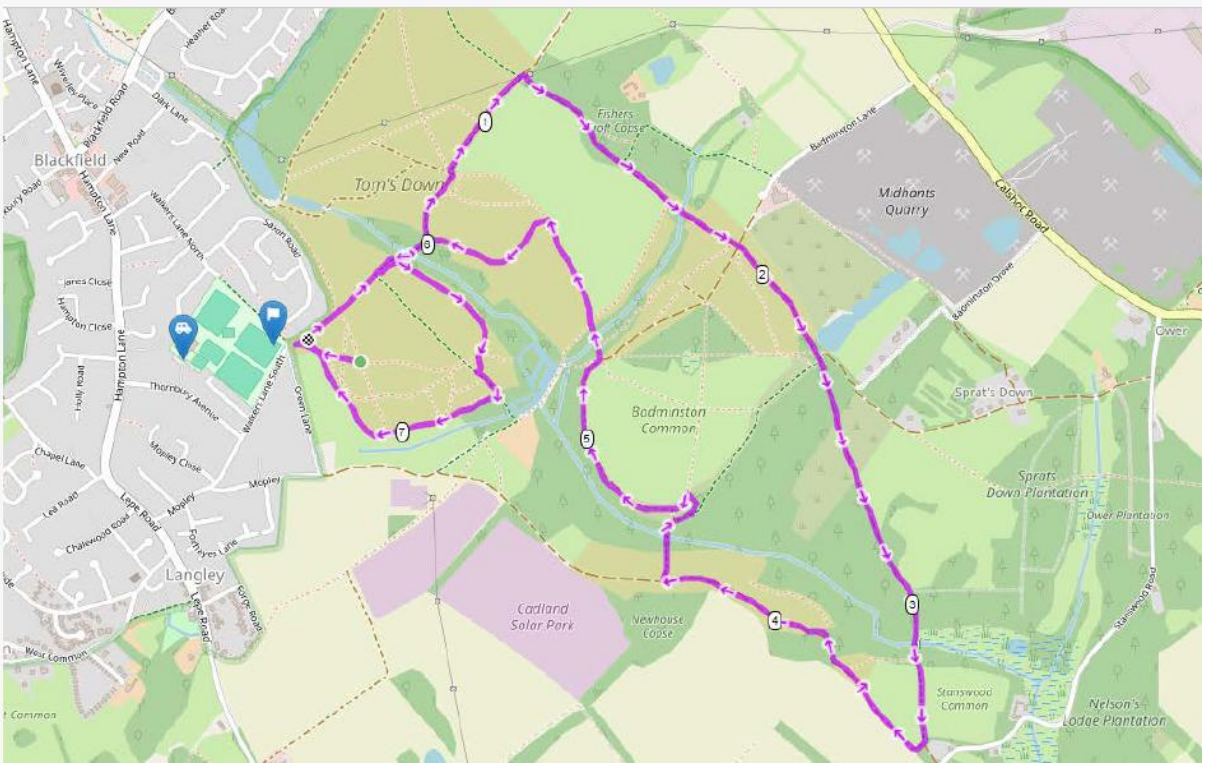
- Send a debrief report to the league secretary – they emailed me for this, especially any incidents
- Thank marshals and ask for any feedback
- Thank the Cadland Estate – I sent them a card in the post in 2024.

Contact me if you have any questions or need any help

Updated September 2024

Appendix:

Contents below:
2024 map, race info for participants, injured runner info for marshals, marshal role list, 2024 risk assessment.TR has electronic copies.



Hardley Runners - RR10 Race 9

Wednesday 7th August 2024 – Cadland Estate, Blackfield, Start Time 7:00pm

Dear All,

Hardley Runners & New Forest Runners are pleased to invite you to our RR10 event. Please see below for further details:

Date of Event: Wednesday 7th August 2024, 7pm prompt

Location: Queen Elizabeth II Recreation Ground, Thornbury Ave, Blackfield, SO45 1YQ

Car Parking: As ever, we expect parking to be tight, so please car share where possible. Please do not arrive before 5.45pm as the gate will not be open. Drive around to the left as you enter the recreation ground and continue onto the field and park as directed by marshals. Please be aware QE2 Rec is in a residential area.

The Course: One lap of approximately 4.6 miles (7.4km). We recommend trail shoes; the course is mainly dry and on gravel & grassy tracks, with ruts and roots and one or two sticky spots of mud.

There are slight tweaks from previous years. Please be aware of the footbridge and two kissing gates towards the middle of course, enter these in single file and take care as you do!

Traffic: Please allow plenty of time to arrive - the A326 will be busy with traffic in the evening.

Water: As usual, please bring your own drinks for refreshments, there will be a limited amount of water to top up bottles.

Cakes: It's why we all turn up isn't it?

Other Info: We do not have sole access to the grounds, which are popular with dog walkers, cyclists, horse riders and other users, so please be considerate to the local residents; our agreement with the landowner depends on not upsetting our community. Please be aware there are cattle grazing next to the course on Badminston Common (they are behind a fence!)

Toilets: A small number of toilets can be found in the QE2 Rec Ground Centre. Please factor a queue into your arrival time!

The Start: Please pitch club tents/ flags in the top corner of the field. The start is off the field through a gate, it will take some time for everyone to file through to the start so again allow time for this!

Any further questions, please let us know. We look forward to seeing you all next week!

Tamsin & Meghan (Hardley Runners)

Hardley RR10 Event – 7th August 2024 - Injured Runner Info

Please save this to you phone OR print this off and take with you on the day.

We hope that all the runners will complete the course without incident, but in case of accident, injury or a distressed runner, it is important that you are aware of what to do.

There is medical cover in attendance, and they will be based at the start/finish area.

If they are needed, please call Tamsin Roberts .

If a runner is injured or unwell and needs to be seen by the on-site medics then please call Tamsin, giving the runner's location and the nature of the injury or condition.

If a runner is seriously injured or seriously unwell and requires an ambulance then please call 999 immediately and then contact Tamsin, giving the runner's location and the nature of the injury or condition.

Keep calm and reassure the runner if there is an issue, please do not give them anything to eat or drink unless instructed by medical cover/ the emergency services. Runners may have medical info on their wrist/ jewellery on neck, please pass on all relevant info if calling for help/ advice.

We also need to be considerate to other users of this public area, such as dog walkers and horse riders. Please warn members of the public that 400+ runners are on route. Horses are likely to be very scared by seeing so many runners so explain the situation to riders and encourage away from the route.

If you have any concerns whilst out on the course, please speak to Tamsin or one of the lead marshals.

If you are unable to marshal on the day due to illness etc please let Tamsin know by phone or text.

Tamsin Roberts 07905 115938

Lead Marshals

Rob Wells– Lead Marshal on 1st part of course/ end of course – Red Team

Adrian Mudle– Lead Marshall on 2nd part of course – Yellow Team

Martin Loveless – Lead Marshall on 3rd part of course – Blue Team

Any feedback after the race is appreciated as safety is paramount and we have a 'duty of care' to runners, marshals and members of the public.

Thank you for helping,

Tamsin & Meghan

Hardley Runners - RR10 Risk Assessment

Organiser: Hardley Runners **Details of Gathering:** RR10 Trail Run / Cross Country Event **Revision:** 1
Assessment Carried out by: Tamsin Roberts (RR10 Club Co- Captain) **Date of Risk Assessment:** 05-07-24
Date of Event: 07-08-24

What is the Hazard:	What is the risk & to whom:	Control Measure:	Further Control Required:	Level of risk after control measure	Action by Whom:	Date Completed:
Uneven ground, tree roots, overhanging vegetation	Slips, trip & falls to participants or spectators	Marking of any obvious hazards. Marshals in place to warn runners of any upcoming hazards. Recce runs of the course ahead of the event date to ensure any hazards identified	None	Medium	RR10 Captains, course marshals	
Other path users meeting event runners	Possible collision or injuries to dog walkers & horse riders frequenting the event area, race participants, marshals	Forewarn local community ahead of event with signs/ posters. Course well marshalled and briefed to warn members of the public that runners will be present on the course. Runners briefed in pre-race email & pre race briefing	None	Low	RR10 Captains, course marshals	
Losing a runner	Distress/ upset to participant	Course well marshalled and good briefings to runners. Presence of a tail runner/ sweeper	None	Low	RR10 Captains, course marshals	
Medical incident/ injury	Possible injury or health incident affecting anyone on the course.	Medical cover provided by Collingwood to help deal with any medical incidents on site. Participating clubs should have submitted medical info to Collingwood. Marshals briefed on what to do should a medical emergency arise and duty of care stressed. Runners asked not to participate if feeling unwell.	Possible delay in getting help to anyone in need due to nature of the course (trail run, off-road). Identify access routes to Collingwood ahead of race.	Medium	RR10 Captains, course marshals	
Transmission of COVID-19/ other viruses	Illness to participants	Runners encouraged not to participant if feeling unwell. Good hygiene at water station/ cake stand. Alcohol hand gel available at water station/ cake stand.	None	Medium	RR10 Captains, course marshals	
Adverse weather - hot/ wet/	Illness or injury to participants/ risk of falling or flying	Race director to take note of weather forecast and conditions ahead of race and again on the day. If adverse weather forecast circulate reminders	None	Low	RR10 Captains	

Page 1

Hardley Runners RR10 Event - Volunteer Roles

	Lead Marshall - Red Team	Lead Marshall - Yellow Team	Lead Marshall - Blue Team
	Rob Wells	Adrian Mudle	Martin Loveless
	Marshalls - Section 1	**Marshalls - Section 2**	**Marshalls - Section 3**
1	Aleks Burlinson	Simon Ibbotson	Tracy Hickson
2	Linda Nokes	Danii Bundy-Marsh	Grace Worthy
3	Ray Nokes	Jenny Bundy	Will Baker
4	Guy	Kev Day	Richard Bingham
5	Jeremy Barber	Dave Wilson	Ian Ordish
6	Jane Hodge	Paul Newby	Karwan Moutasim
7	Jo Blackmore	Andy Simpson	Andrew Vaughan
8	Steve Blight	Sarah Herman	Ben Parmenter
9	Mark Lee	NFR TBC	NFR TBC
10	NFR TBC	NFR TBC	NFR TBC
11	NFR TBC	NFR TBC	NFR TBC
12	NFR TBC		
13			
14			
15	Don't forget the cakes/ baked goods :)		

Page 1

Barcode Scanning (please remember phone with app!)	Hayley Coates, Mark Coates, James Peckham, Yaz Casey
Refreshments (cakes!):	Sarah Fitton & granddaughter, Sarah Parmenter

Finish Tokens/ Funnel Managers:	**Car Parking:**	**Tail Runner:**
Chris Harris	Mark Coates	Daniel Parker-Hales
Paddy Butler	Hayley Coates	
Emma Shepherd	Emma Shepherd	
	James Peckham	

Race Organisers		
Tamsin Roberts RR10 Captain	(Race Director)	