



OFFICIALS EDUCATION Endurance Level 1 - 3 **START and FINISH DIRECTOR**

February 2021

Contents: Start Director

- Roles and Responsibilities
- Resources
- Event Requirements
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Roles & Responsibilities

The Start Director is responsible for the safe management of all activities concerning the start of the race.

List as many responsibilities as you can think of on paper and keep the answers in your Log Book as part of your course notes.

You have five minutes

Roles & Responsibilities 2

Here are those we have identified:

- Construction of the start area including any funnels.
- Ensuring a safe and fair start to the race.
- Allocation and positioning of the requisite race personnel.
- Liaison with the 'chip timing' personnel if provided.
- Ensuring efficient arrangements exist to enable the chip timing company and timekeepers to provide an accurate set of times from the start of the race.

Roles & Responsibilities 3

The Start Director is responsible for the safe management of all activities concerning the start of the race.

Who is the Start Director responsible to? What experience do you think he/she should have? Who does he/she work with in carrying out the role? Write your answers on paper and keep the answers in your Log Book as part of your course notes.

You have five minutes

Roles & Responsibilities 4

- The Start Director is responsible to the Race Director.
- The Start Director will have a reasonable amount of previous experience in race event management and for races in excess of 1000 participants then a UKA endurance licence, at least level 2, would be expected.
- He/she will work with the Race Director, the Police, race administration, the PA announcer, the 'chip timing' company where provided, the Race Referee, the Starter, Chief Timekeeper and other key race personnel who are involved with the start.

Resources 1

- Suitable clothing, depending on weather and activities to be undertaken (including high visibility (to BSEN) if working on or adjacent to an open highway).
- Transport for yourself, plus assistant (if required).
- Event passes (if required).
- Event radio, mobile phone (as applicable)
- Race day contact details for all key personnel, first aid and emergency services.

Resources 2

- Copy of the traffic management and marshalling plan
- Copy of the event safety plan and contingency plan
- Copy of the course route facilities plan (first aid, toilets, drinks/sponge stations, signage)
- Details of arrangements for refuse collection and disposal
- Details of any special arrangements to ensure access to/from adjoining properties.
- Keys required for access to land or property

Resources 3

Other equipment, depending on the particular circumstances of your race may include:

- Spare equipment for marshals, radios, radio batteries, signage, cones, barrier tape, loudhailers etc
- Equipment for competitors, space blankets, bottled water, energy drinks etc

Event Requirements 1

The Start Director, in conjunction with the Race Director and the referee, should:

- Decide the precise location of the start line.
- The location of all the facilities necessary at the start including warm up areas, assembly area and the route to the start.
- Agree the number of personnel and their location
- Ensure all start area personnel are properly briefed.

These requirements should be fully documented in the Risk Assessment Report and included in the start area diagram.

Event Requirements 2

The Start Area

- Ideally the start should be situated in a place which is closed to traffic, allowing free and easy access to all participants. A park or play area or closed roads are ideal locations.
- There is a need to ensure a safe and fair start for all runners, and whilst it will not be possible for all runners to stand on the Start Line it is important that all can start running as soon as possible without unreasonable hindrance.
- To this end the start should be as wide as possible and should run straight for as far as possible so as to limit the inevitable bunching effect caused at sharp bends.
- If the start is on an open road the problem of parked vehicles will need to be considered and evaluated.

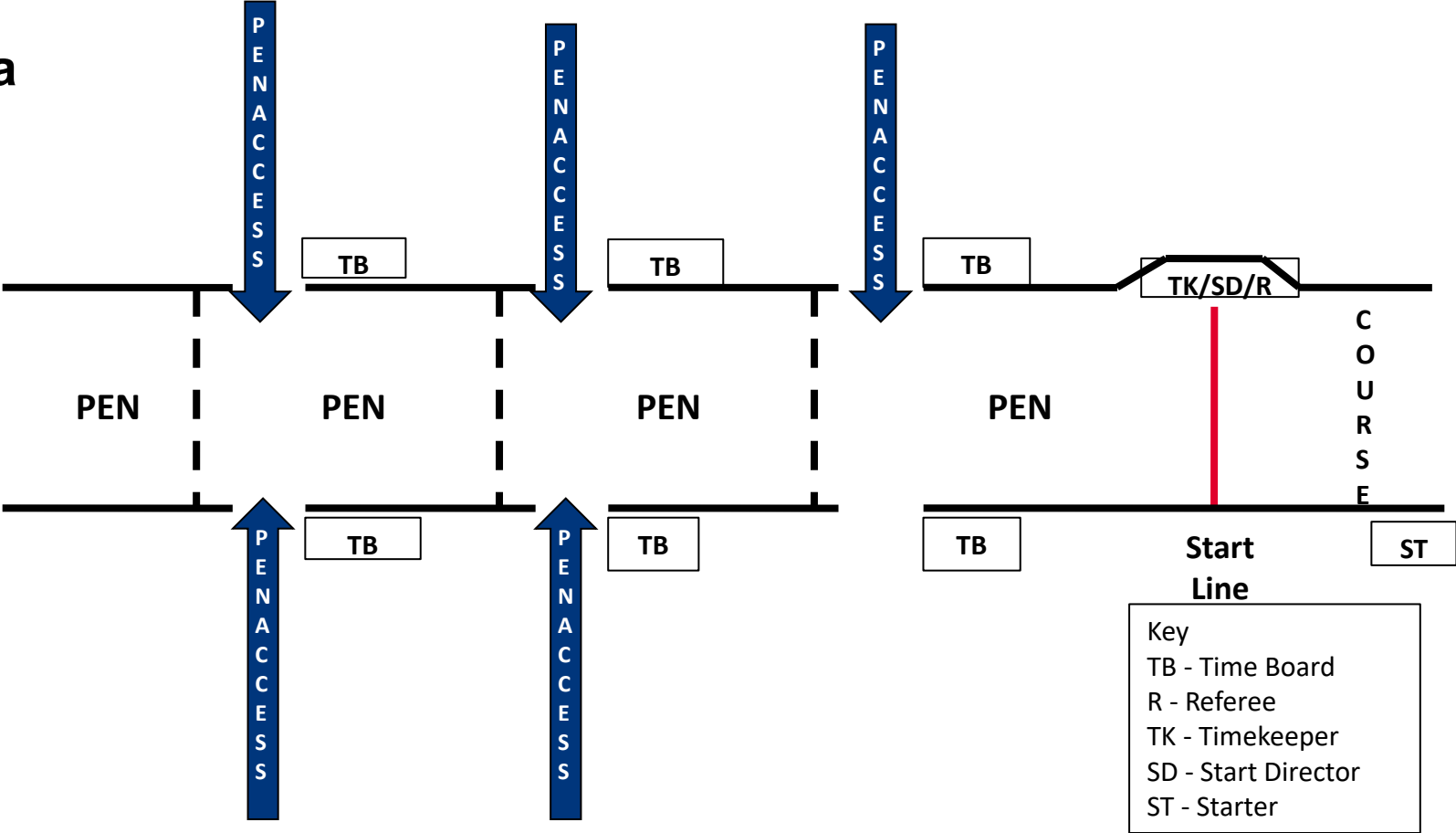
Event Requirements 3

The Start Area

In a large field it is usual to allocate start line 'Zones' so that runners may line up within their ability ranges.

Event Requirements 4

The Start Area



Event Requirements 5

The Start Area

- Facilities such as changing and toilets should be close to hand.
- The start area should be well marked and the use of a Public Address system is essential.
- If space and resources allow the start may be fully controlled with restricted access to the whole area: barriers, gantries etc.



Event Requirements 6

The Start Area

- Even if this is done some will nevertheless try to start on the front line when they should start further back. Polite requests usually deter such hopefuls.
- Although in an ideal world everyone would start on the same line, the problems with slow runners impeding faster ones following an initial dash are well recognised and should be avoided if possible.
- In order to ensure that the correct start line is used, and to avoid the necessity of trying to push a huge crowd of runners back to a line many organisers set up a 'dummy' line from which the runners are walked forward to the official line at a pre-designated time.

Event Requirements 7

The Start Area

- Timekeepers, the Referee and the Starter should have a clear view of the start.
- The Starter should be adjacent to the start preferably on a raised platform. Starting gun, flag, air-horn; the method used should depend on the best way of making sure the maximum number hear or see the signal.
- It is important that if a local dignitary is asked to start the event then there is a backup starter, because the runners will, on any signal, run, and calling back a few thousand for a false start can be difficult.

Event Requirements 8

- Chip timing start equipment.
- No of entrants and any guidance on the allocation of numbers.
- Start gantry, control barriers, cones rope and tape.
- Time boards / wave control barriers.
- Start line marker.
- Whistles / loud hailers / hooters / horns / flags.

Features of a Good Start 1

General:

- Start line/Gantry/signage
- Chip timing mats/scanners
- Direction of runners
- Spectator Free
- Traffic free
- Road closure order effective
- Published cut off times.
- Starter and timekeepers are visible to each other and in contact with RD and referee

Features of a Good Start 2

Physical Characteristics:

- Reasonable width –for anticipated number of runners
- Straight road – ideally 100 metres before any tight turns dependent on size of field
- Early bends should be gradual
- Avoid downhill starts and street furniture (any street furniture to be highlighted)

Features of a Good Start 3

Facilities:

- An elite start area
- Runners assembly area with time boards
- Assemble in expected finish times
- Staggered start times/wave starts
- Runners only joining from rear
- Baggage depository
- Good P.A. system and announcer
- Accommodate the media
- Lead vehicle/sweeper vehicle

Key Duties 1

- Design the start area ensuring to be traffic free, with as long a run out and free of spectators and obstacles such as street furniture
- Delineate clearly the start line
- Ensure an effective system for the control, direction and segregation of competitors, officials and spectators
- Control access to the start area
- Ensure officials have a reserved area with sufficient space to perform their duties
- Ensure race staff can be readily identified

Key Duties 2

- Ensure equipment and machinery is safe and secure
- Ensure emergency vehicles have ready routes of access to and egress through the start area in the event of an emergency
- Ensure proper arrangements exist, as far as practical, for the assembly of the fastest runners at the front
- Walk the runners to the start
- Brief police about the start of the race and obtain their approval to start the race

Key Duties 3

- Ensure a fair and proper start to the race including checking as appropriate clothing, advertising material and race numbers
- Make arrangements so that late arrivals go to the back of the race and not barge in from the front
- Contribute towards the necessary sections of the Risk Assessment report and ensure it is implemented
- Good working knowledge of the event safety plan

Contents: Finish Director

- Roles and Responsibilities
- Resources
- Race Requirements
- Event Requirements
- Features of a funnel finish
- Operating the funnel
- Key Duties

Roles & Responsibilities 1

The Finish Director is responsible for the safe management of all activities concerning the finish of the race.

List as many responsibilities as you can think of on paper and keep the answers in your Log Book as part of your course notes.

You have five minutes

Roles & Responsibilities 2

Here are those we have identified

- The construction of the finish area including any funnels.
- Ensuring a safe and fair finish to the race.
- The allocation of judges, timekeepers and recorders, funnel stewards and marshals, finish marshals, helpers associated with drinks and presentation packs and security staff.
- Liaison with the 'chip timing' personnel if provided.
- Ensuring efficient arrangements exist to provide a full and accurate set of results.

Roles & Responsibilities 3

The Finish Director is responsible for the safe management of all activities concerning the finish of the race

Who is the Finish Director responsible to?

What experience do you think he/she should have?

Who does he/she work with in carrying out the role?

Write your answers on paper and keep the answers in your Log Book as part of your course notes.

You have five minutes

Roles & Responsibilities 4

- The Finish Director is responsible to the Race Director.
- The Finish Director will have a reasonable amount of previous experience in race event management and for races in excess of 1,000 participants then a UKA Official's endurance licence, at least level 2, would be expected.
- He/she will work with the Race Director, the Police, race administration, the PA announcer, the 'chip timing' company where provided, the Race Referee, medical providers, Chief Timekeeper and other key race personnel who are involved with the finish.

Resources 1

- Suitable clothing, depending on weather and activities to be undertaken (including high visibility (to BSEN) if working on or adjacent to an open highway).
- Transport for yourself, plus assistant (if required).
- Event passes (if required).
- Event radio, mobile phone (as applicable)
- Race day contact details for all key personnel, first aid and emergency services.

Resources 2

- Copy of the traffic management and marshalling plan
- Copy of the event safety plan and contingency plan
- Copy of the course route facilities plan (first aid, toilets, drinks/sponge stations, signage)
- Details of arrangements for refuse collection and disposal
- Details of any special arrangements to ensure access to/from adjoining properties.
- Keys required for access to land or property.

Resources 3

Other equipment, depending on the particular circumstances of your race may include:

- Spare equipment for marshals, radios, radio batteries, signage, cones, barrier tape, loudhailers etc
- Equipment for competitors, space blankets, bottled water, energy drinks etc

Race Requirements 1

The Finish Director, in conjunction with the Race Director and the police, should:

- Decide the precise location of the finish line in relation to the Finish Area.
- Plan the position of all the facilities.
- Agree the number of personnel and their location and ensure all finish personnel are properly briefed.
- These requirements should be fully documented in the Risk Assessment Report and included in the finish area diagram.

Race Requirements 2

- Chip timing area
- Number of finishers
- Type of medical provision
- Finish gantry, control barriers, cones rope and tape
- Nature of memento or goody bag
- Finish tape
- Sawdust or similar material
- Whistles/loud hailers

Features of a Funnel Finish 1

The size and extent of the finish funnel system will depend upon the use of either chip timing or manual recording and the number of expected finishers to be processed. The following table applies to manual recording and 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 stakes and tape or wooden paling.

In both cases the funnels should be robust enough to withstand a day's heavy use and misuse. All stake tops should be protected to prevent possible injury.

Features of a Funnel Finish

Race Distance	5km	10km	10 mile	Half Mara	Mara	No. of Funnels
Field size	50	100	200	300	500	1
	100	200	400	500	1000	1
	200	450	750	1000	2000	2
	300	650	1100	1500	3200	2
	400	900	1500	2000	4200	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

Features of a Funnel Finish 2

Funnel Operation – Small Races

Operation of a two-funnel finish is illustrated in the following slide.

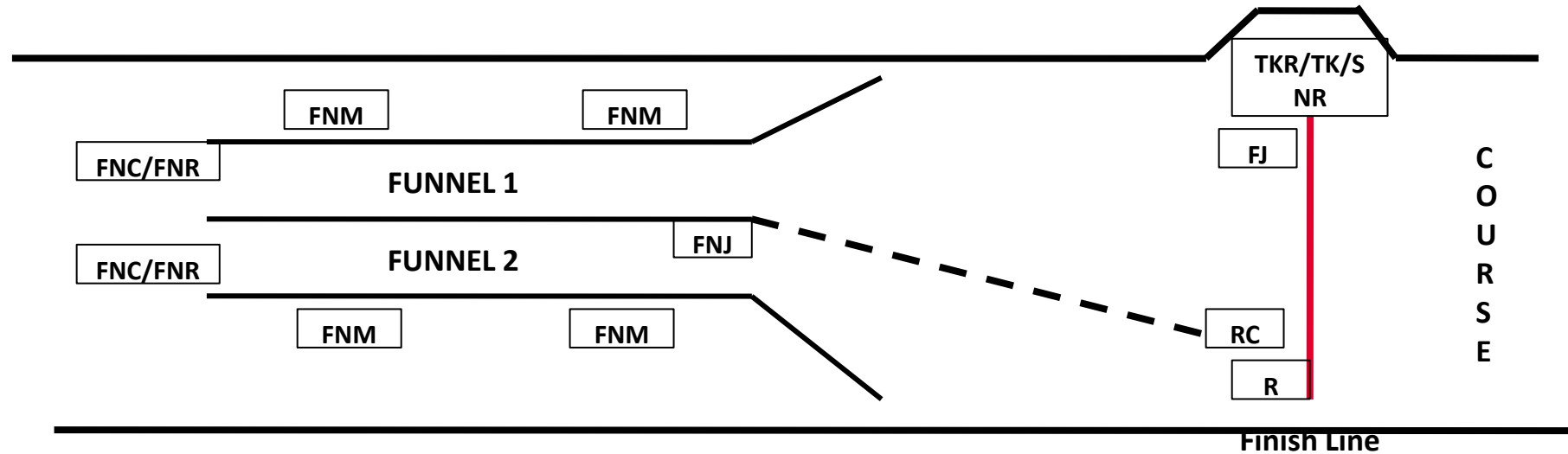
With the Funnel Controller standing at position 'A' holding a tape or strong rope the leading runners are directed into Funnel No 1, as their times are recorded.

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.

Features of a Funnel Finish 3



Key	
FJ – Finish Judge	FNM – Funnel Marshal
FNC – Finish Number Caller	FNJ – Funnel Judge
FNR – Finish Number Recorder	SNR– Spot Number Recorder
R – Referee	TKR– Timekeeper’s Recorder
TK – Timekeeper	RC – Rope Controller

Features of a Funnel Finish 4

Funnel Operation – Small Races

In small races, runners finishing places can be recorded and managed by a five-person team.

The Timekeeper and his Recorder must stand at the finish line.

As each runner crosses the finish line the timekeeper calls out the time which the recorder writes on the recording sheet. In the case of close finishes by two or more runners their order is indicated by a Judge who guides them into the funnel in the appropriate order.

Features of a Funnel Finish 5

Funnel Operation – Small Races

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 times and numbers at regular intervals (e.g. every tenth runner) so as to give a backup to the other recorders.

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.

Features of a Funnel Finish 6

Funnel Operation – Small Races

Runners may cluster about the finish making enquiries about their finish times, and thus interfering with the officials can generally be avoided if a digital race clock is used.

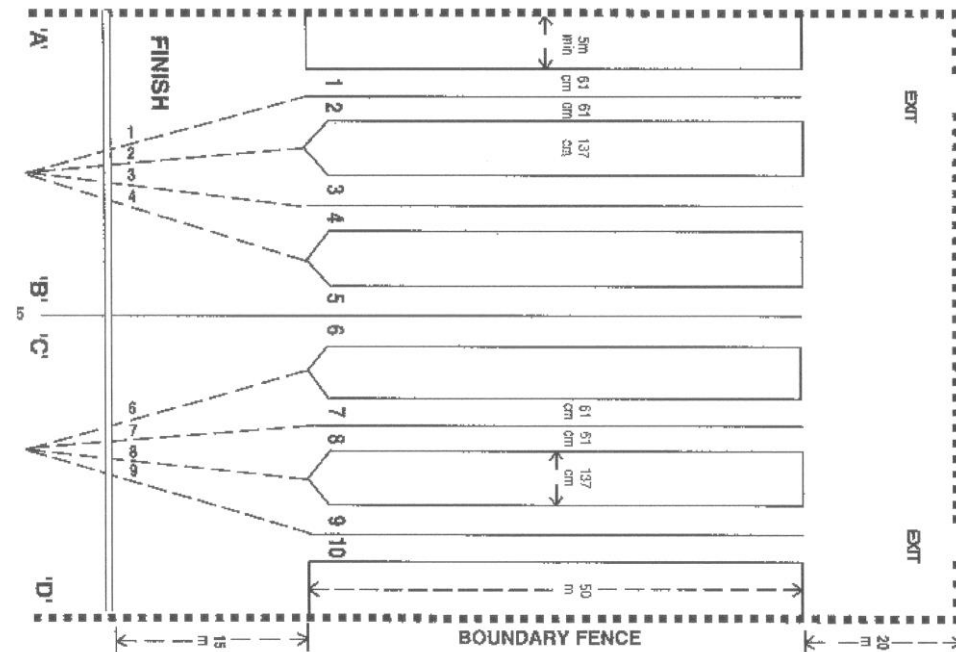
Funnels should always be monitored to ensure that runners are moving through smoothly. Assistance may be needed to progress competitors who are feeling weary. Some verbal encouragement can be useful.

Features of a Funnel Finish 7

Funnel Operation: Large Races

The finish of a large race can be the most demanding part of the race organisation and does need some experience.

Inexperienced organisers are strongly advised to attend an established event before they try to duplicate the method here.



Features of a Funnel Finish 8

Funnel Operation: Large Races

The layout shows a ten-funnel system, with central channels 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 the rope is held by a Rope Controller, who assumes sole responsibility for its control.

Features of a Funnel Finish 9

Funnel Operation: Large Races

The dimensions suggested have been tested in operation.

Where multiple funnels are required, an officials channel must be 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 1

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.

Operating the Funnel 2

As the first runner approaches the Rope Controller will be at 'A'

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.

Operating the Funnel 3

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'. Funnel Blockers, leaving Funnel 4 as the open funnel close funnels 5 and 6.

Operating the Funnel

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.

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.

Operating the Funnel

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 are 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.

Operating the Funnel 4

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.

Key Duties 1

Design the finish area ensuring it is traffic free, with as long a run in as practical and sufficient room beyond the finish line for all the various ancillary services.

Clearly delineate the finish line.

Ensure there is an effective system for the control, direction and segregation of competitors, officials and spectators.

Make arrangements so that all finishers move swiftly through the finish area and avoid queuing around the finish line.

Ensure officials have a reserved area, sufficient space to perform their duties and as appropriate have clear sight lines and noise is kept to a minimum.

Key Duties 2

Ensure all race staff can be readily identified.

Ensure all equipment and machinery is safe and secure.

Ensure emergency vehicles have ready routes of access to and egress from the finish area.

Ensure safe custodial arrangements where kit bag storage is at the finish area.

Decide when the race is over including taking advice from the sweeper vehicle/bicycle.

Contribute towards the necessary sections of the Risk Assessment report.

Have a good working knowledge of the event safety plan

Start Director Questions

End of module questions must be completed by the candidate, with answers inserted into your level 2 Logbook. You may need to complete some additional research to assist you in answering the questions for this module.

1. Detail the typical features of a safe start area.
2. How many metres should be left from the start line before any turns in the course?
3. Which of the following start situation is the best to adopt and why;
 - a. A start which is flat or up hill
 - b. A start that flows downhill
4. Discuss the positioning of the following officials at the start of the race;
 - a. Starter
 - b. Timekeeper
5. How can you avoid bunching of runners during the start of a race?
6. For what reasons would time boards be utilised at the start of the race?
7. What would the employing of zones in a start area allow a start director to do?
8. What should the start director do in the presence of street furniture in the start area?

Finish Director Questions 1

1. What are the key duties of the finish director?
2. What are the size and extent of the finish funnels dependent upon?
3. List the equipment and tools that should be available to construct a safe funnel system at a local cross country event, where the finish is located in a clearing of a local wood.
4. Describe the positioning of the timekeeper and their recorder when recording finishing competitors position and times.
5. Describe the methods that can employed to avoid a build up of runners at the finish area looking to find out finish times.
6. List all if the resources, personnel and equipment you would expect to see at the finish.

Finish Director Questions 2

7. Detail 2 of the differences between funnel operations for smaller and larger races.
8. Why are discs or pins given to race finishers crossing the finish line;
9.
 - a. As a memento for finishing the race.
 - b. To order race finishers
 - c. To identify athletes from spectators
10. What should be done if the finish rate of runners becomes too rapid?
11. What should the recorders do when the Separator reaches the Funnel Recorders?

