4.3.2 Cross Country Event Manual

One month before the event familiarize yourself with the course and have a walk over it. This will enable you to adequately mark the course, locate checkpoints and any obstacles and safety concerns encountered on the course. Contact relevant authorities to ensure that vehicular access close to the event exists. If necessary have signs guiding parents/spectators to the event. Talk to previous organiser(s) about courses used previously.

Equipment needed:

1. **Witches hats or barricade tape for marking the course.**
   Different coloured witches hats, and/or flags (if possible) and/or barricade tape (the tape for the most tricky parts) should be used to identify the different courses for age categories (one colour per group).

2. **Stop watches - usually N/A**
   One for each timekeeper (if timing – not usually needed).

3. **Note pads and pencils for recorders.**

4. **Sticky labels or pin-on labels and textas**
   Write competitor’s name, house/school, age/year.

5. **First Aid equipment**
   Ensure that the kits are well stocked and that they are located on the course as well as the start and finish line.

6. **Chairs for course marshals**

7. **Water and cups**
   Ensure that water is available on the course and at the completion of the course to prevent dehydration.

**Markers on the Course**

For the race itself always assume that students have not run the course before and put more markers than you think necessary. Even if there is no alternative route for a student to follow, running for long periods without markers can often put doubt in the runner’s mind. Most organizers arrange for all competitors to collectively walk the course beforehand so as to familiarise with it.

**Officials**

1. Marshals
2. Starter
3. Course Officials
4. Judge/s
5. Recorders

**Placement of Marshals**

Ensure that marshals are placed on parts of the course that are particularly confusing. This is important on courses that cross over themselves. Make a course map available at the start/finish area for students so they have an idea of where they will be running before the race begins.

**Finish of the Race**

Ensure there are enough recorders so participants are not kept waiting. It is often best to have three/four recorders, even in small schools, as often competitors will finish close together. A finishing “chute” or “funnel” is also advisable. Keep first 10 (or desired number for recording purposes) together and ensure they are kept in their finishing order as they proceed to recorders with judges slips.