

Wharfe Valley Primary School Cross Country League

Event checklist

PRE RACE DAY	WHO
Compile school race packs – this must include school, year and gender specific race slips for completion by each school e.g. Westville School, Reception Boys	Host school
Send out letter to other schools	Host school
Send out letter to own school	Host school
Prepare finishing numbers (check previous year's total numbers to work out approximately how many numbers will be required per race)– please ensure any numbers that could be transposed e.g. 6 & 9 are clearly marked to avoid any discrepancy in children's race position	Host school
Obtain stakes and tape in week leading up to event – Shirley Wood is happy to loan these to each school, please contact her directly and arrange pick up. Shirley@ilkleyharriers.org.uk	Host school
Recruit raceday team – to include older child / adult to act as front runner for minimum Reception and KS1 races PLUS sweeper for ALL races to encourage all the last runners irrespective of school. We suggest a minimum of 3 adults on the finish line and funnel to ensure there is no overtaking within this area, an adult at the start line ensuring a minimum of creeping forward by children and setting the race off, a marshall at each 'bend' within your course to ensure all runners are behaving appropriately ie not barging each other and to encourage all runners. Please ensure Race Starter briefs all runners to run a 'clean' race ie no pulling or pushing another runner ie this is running not rugby / football.	Host school
Recruit First Aider – this should not be a marshall	Host school
Find marshal vests	Host school
Liaise with refreshments team – ensure all runners have access to a free drink and biscuit at the end of their race.	Host school
Ensure 'data person / persons' recruited. Their contact details (email and phone number should be sent to Debbie Nicholson at wharefedalex@gmail.com at least 5 days prior to race taking place) PLUS access to a fully charged laptop on the day.	

RACE DAY	
Lay out course ready for Ilkley Harriers to check at 8.30am	Host school
Issue school race packs to 12 participating schools	Host school
Brief Marshalls	Host school
Brief Finishing team	Host school
Brief Results team	Host school
Run races and prizegiving as scheduled ! NB all races must run at published times to ensure maximum number of children can participate	Host school
If a PA system is employed please ensure that all children irrespective of school are encouraged equally	Host school
Send results to Debbie Nicholson by midday Sunday at latest post your race taking place	Host school
Hand out certificates to top 3 x runners per race run and top 3 x teams per race run. Presentation times are built into host school's running order and are generally run with a Presentation to Reception, KS1, a second presentation to Years 3,4 and lastly a presentation to years 5,6.	Host school to run presentation, League organisers to provide printed certificates in relevant school colours to each host school prior to their first presentation.

Race day team – these are minimum suggestions based on info supplied above
First aider
Race Starter
Marshalls 1 for route
Marshall 2 for route
Marshall 3* for route
Finishing funnel 1
Finishing funnel 2
Finishing funnel 3
Number dispenser
Results team 1
Results team 2
Results team 3
Prize giver
Prize giver helper
*number of route Marshalls course specific