



# **OFFICIALS EDUCATION**

## **Endurance Level 1 – 3**

### **LEVEL 3**

### **Self-Taught Module**

### **COURSE DIRECTOR**

September 2024



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## **Roles & Responsibilities 1**

**The Course Director role is not one that is covered in L1 Endurance Officials' training, but it is a role that Officials must work with. This module provides an understanding of the Course Director's duties.**

**The Course Director is responsible for the safe management of all activities on the course.**

***List as many responsibilities as you can think of on your Self-Taught Module Return Form.***



## **Roles & Responsibilities 2**

**Here are those we have identified ....**

- **Setting out the course - according to the Course Measurement Record.**
- **Erection (and subsequent removal/recovery) of course route signage.**
- **Checking the course route is clear of obstructions.**
- **Briefing of sector (course route) marshals.**
- **Supervising traffic management (where appropriate), managing interactions between competitors and vehicles and/or pedestrians and other road users.**



## Roles & Responsibilities 3

Here are those we have identified ....

- **Implementation of action points (or control measures) specified for the course route in the event Safety (or Management) Plan, arising out of the event Risk Assessment.**
- **Ensuring competitors follow the marked course, avoiding both shortcuts and diversions.**
- **Supervising the setting up, staffing and break down of on course drink (and sponge) stations.**



## **Roles & Responsibilities 4**

**Here are those we have identified ....**

- **Managing course route communications.**
- **Supervising course route clearance, recovery of equipment, litter picking, refuse collection.**
- **Monitoring the deployment of on course first aid and medical resources.**
- **Liaison with police deployed on the course route – if applicable.**



## Roles & Responsibilities 5

- In most races implementation of specific tasks will be **delegated** to individual marshals (or contractors as appropriate), leaving the Course Director responsible for overall supervision and co-ordination.
- In smaller races the tasks of the Course Director may be carried out by the Race Director and sector marshals or individual marshals, without any one person being designated to carry out this specific role.



## **Roles & Responsibilities 6**

- **In larger races the tasks of the Course Director may be divided between mobile units travelling in advance and behind, sector marshals, separate event Traffic and Medical Controls and facilities teams.**
- **There are significant benefits in having a single person with overall responsibility for all activities on the course route. Even if specific tasks are delegated to designated marshals, volunteers or contractors a need for overall co-ordination remains.**





## **Roles & Responsibilities 7**

- **The Course Director will need a detailed understanding of all course route activities, team briefings, event timings and safety measures plus contact details for all key personnel and background knowledge of other event activities (e.g. start/finish or ancillary events, fun run, etc.).**
- **Clear communications and reporting structures plus contingency plans should be agreed in advance for key events such as readiness for race start, monitoring progress of runners and stand down of volunteers, plus accident reporting and emergency procedures.**
- **Previous knowledge of the event (for instance as a sector marshal or shadowing the course director in previous years) and/or experience of working in similar capacity at other events will be valuable.**



## 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.**
- **Copy of the course measurement report.**



## 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.**



## Phases of Preparation 1

We will look at the preparation in three phases:

- Pre-Event
- Race-Day
- Post-Race

*Draw up a list of what you think will fall into each category on your Self-Taught Module Return Form.*



## Phases of Preparation 2

### Pre-Event

- **Liaise with Race Director. Familiarising yourself with the course route, traffic conditions, traffic management, marshalling, facility (first aid, toilets, drinks/sponge stations, signage, refuse collection/disposal) event Safety and Contingency Plans, including welfare arrangements (toilets, food and shelter) for volunteers, plus de-brief notes from previous years.**
- **Ensure that liaison has been carried out with the highways and Local Authority, police and adjoining property owners. Where keys are required for access to land or property these should be collected before race day if possible. Special arrangements may have been made to ensure access to adjoining properties.**



## Phases of Preparation 3

### Pre-Event

- Obtain race day contact details for all key personnel, first aid and emergency services.
- Supervise the briefing of sector marshals, on course drinks/sponge stations, course route signage erection / recovery and refuse collection/disposal, plus arrangements for delivery of essential equipment – signage, barriers, cones, radios, loudhailers etc.
- Check the course-wide communications to identify ‘dead spots’ for mobile phone and/or radio reception. Where repeater stations are used to overcome radio ‘dead spots’ these should be set up and tested in position before race day. Note that atmospheric conditions and the presence of large crowds can adversely affect radio transmissions on race day.



## Phases of Preparation 4

### Pre-Event

- **Check the course route against the Course Measurement Record - the detailed description of the measured course prepared by the course measurer when the original measurement is prepared, usually in a map and text form.**
- **Where road closures and/or parking suspensions and tow aways are to be employed the local authority will normally require erection, weekly inspection and certification of advance warning signs. In some cases, this can be done by event volunteers, other authorities will require qualified highways contractors\* if permitted by LA. Advance-warning leaflets may also need to be delivered to adjoining properties.**

*\* See slide 20.*





## Phases of Preparation 5

### Pre-Event

- **Check that the course route is clear of obstructions, parked vehicles (where applicable), builders skips, roadworks, etc. in the weeks and days before the event.**
- **Liaise with the highways authority, contractors, property owners etc. regarding the removal of any obstructions discovered or ensuring that protection/ diversions are provided around the remaining obstructions.**



## Phases of Preparation 6

### Race Day

- **Report your arrival to the designated person. This may be the Race Director or event control. Collect any essential equipment – radio, loudhailer, etc.**
- **In some cases, it may be appropriate for the Course Director to be deployed in a lead vehicle, or safety car travelling ahead of the race leaders, returning in a sweeper vehicle behind the last competitor. It is good practice for the Course Director to have an assistant to delegate immediate tasks, or handle phone/radio calls when the Course Director is engaged on other duties.**
- **Supervise the setting out of the course - according to the Course Measurement Record.**
- **Supervise the erection (and subsequent removal / recovery) of course route signage.**



## Phases of Preparation 7

### Race Day

- **Carry out a final race day inspection of course route for obstructions, arranging either for obstructions to be removed or for protection and/or diversions to be provided around remaining obstructions. This should continue to be monitored throughout the event. Including delivery of essential on-course equipment – signage, barriers, cones, toilets, etc.**
- **Check the attendance of the sector and course route marshals (plus delivery/collection of essential equipment) and confirm their readiness for implementation of road closures or traffic management (where relevant), stewarding/directing of runners (and spectators / pedestrians) around the course prior to race start.**
- **Arrange re-deployment of marshals as necessary to resolve shortfalls in attendance or additional hazards/measures arising. Sufficient time should be allowed for final course sign off so that notification of any delay can be given to runners before they assemble for the race start.**



## Phases of Preparation 8

### Race Day

**\*Note: the term ‘traffic management’ refers to a variety of temporary traffic arrangements to ensure safe segregation of competitors, motorists, pedestrians and other highway users (cyclists, horses, etc).**

- **Measures include full road closures, partial (i.e. lane) closures, temporary traffic lights, one-way traffic etc, effected by a combination of diversion signage, cones, barriers, etc.**
- **In some cases, these measures will be implemented by volunteer marshals; other highways authorities may insist on the use of qualified highways contractors.**
- **‘Highways’ include roadways, pavements, footpaths, bridleways, etc.**



## Phases of Preparation 9

### Race Day

- **Supervise the setting up of the on-course drink (and sponge) stations, toilets, entertainment points etc., if no separate managers employed. Course Director is still responsible for ensuring any managers are in attendance & stations properly set up.**
- **Monitor the deployment of on course first aid and medical resources.**
- **Liaise with police deployed on the course route – if applicable.**
- **Ensure the implementation of any special arrangements agreed prior to the event to ensure access to adjoining properties, pedestrian crossing points, etc.**
- **Manage the course route communications (mobile phone and/or shortwave radio and decision making on the day.**



## Phases of Preparation 10

### Race Day

- **Supervise the monitoring and reporting on progress of the race, the implementation and lifting of traffic and crowd / pedestrian management (where relevant), standing down marshals and medical teams, leading to final sign off after the last finishers.**
- **Supervise the course route clearance, recovery of equipment, litter picking, refuse collection, etc.**
- **Maintain a log of incidents and timings occurring during the event (plus photos/video where appropriate), to assist the de-brief process and any formal accident/incident reports.**
- **Confirm your stand down to the designated person and return any equipment before departure.**



## Phases of Preparation 11

### Post Race

- **Ensuring the collation and return of attendance records, debrief reports and expenses claims for all course route volunteers (and contractors) if applicable.**
- **Provide a post-race debrief report on the course route management, including a review of the course route safety measures identified in the event risk assessment.**



## Course Director Questions 1

**End of module questions must be completed by the candidate, with answers inserted on your Self-Taught Module Return Form.**

*You may need to complete some additional research to assist you in answering the questions for this module.*





## Course Director Questions 2

1. What are the main differences between the role of the Course Director from smaller races to larger races?
2. What detailed knowledge of the race does the Course Director require?
3. What resources do you require to fulfil this role?
4. Which of following is not part of the pre-race preparation for a Course Director?
  - a. Supervising sector marshal briefings.
  - b. Checking course wide communications.
  - c. Ensuring collation of final attendance records.
  - d. Checks on the course route against the course measurement.
5. What does LA stand for?
6. What is the correct protocol to follow where road closures and/or parking suspensions and tow-aways are to be employed?



## Course Director Questions 3

7. When setting out the course, what should be used to ensure this is accurately completed?
8. What does traffic management refer to?
9. Which aspects of the event management plan apply to the Course Director?
10. Detail 4 of the key roles and responsibilities of the Course Director.
11. Throughout the module, many of the key interfaces for the Course Director are identified, list 3 you have come across in your study of the module.
12. What spare equipment should a Course Director be prepared with in the event of part of the course markings being breached?
13. How do you ensure that all directional arrows and mile/kilometre markers are in the correct place?