OFFICIALS EDUCATION
Endurance Level 1 – 3

LEVEL 3
Self-Taught Module
START and FINISH DIRECTOR

September 2024

START DIRECTOR: CONTENTS

- Roles and Responsibilities
- Resources
- Event Requirements
- Features of a good start
- Race Requirements
- Key Duties

Start Director - Roles & Responsibilities 1

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 and complete your answers on your Self-Taught Module Return Form.

Start Director - Roles & Responsibilities 2

Here are those we have identified:

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

Start Director - Roles & Responsibilities 3

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

a. **Who is the Start Director responsible to?**
b. **What experience do you think they should have?**
c. **Who do they work with in carrying out the role?**

Complete your answers on your Self-Taught Module Return Form.

Start Director - 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.**
- **They will work with the Race Director, Police, Race Administration, PA announcer, 'Chip Timing' company where provided, Race Referee, Starter, Chief Timekeeper and other key race personnel who are involved with the start.**

Start Director - Resources 1

- **Suitable clothing, depending on weather and activities to be undertaken; including high visibility (to BS EN 471) 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.**

Start Director - 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

Start Director - Resources 3

Depending on the particular circumstances of your race, other equipment, 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.**

Start Director - 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.

Start Director - Event Requirements 2

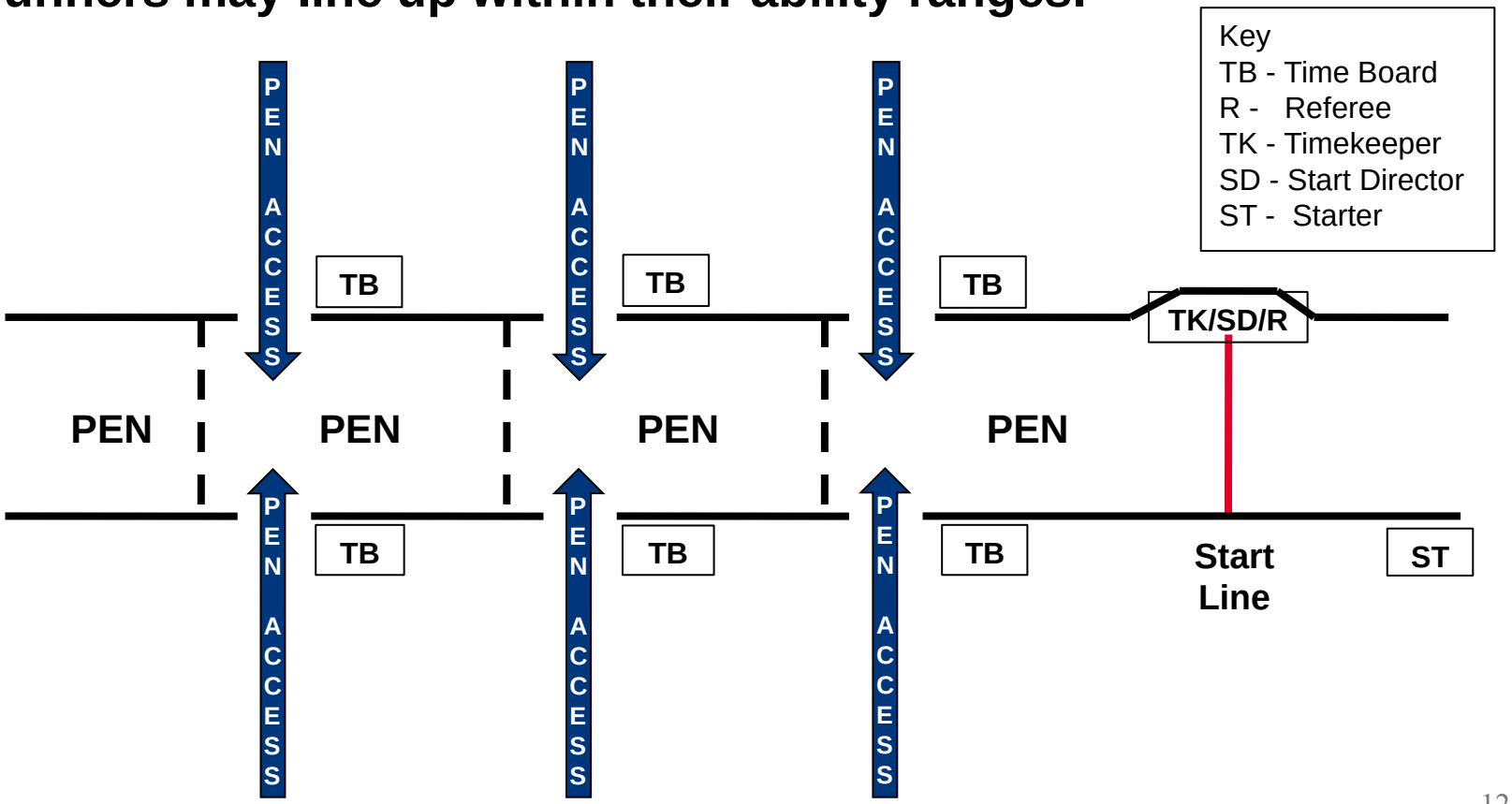
The Start Area

- **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 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.**

Start Director - Event Requirements 3

The Start Area

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



Start Director - Event Requirements 4

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.**

Start Director - Event Requirements 5

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.**
- **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.**

Start Director - Event Requirements 6

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 and / 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.**

Start Director - Event Requirements 7

- **Chip timing start equipment.**
- **Number 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.**

Start Director - 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 Race Director and Referee.**

Start Director - Features of a Good Start 2

Physical Characteristics:

- **Reasonable width – to accommodate anticipated number of runners.**
- **Straight Start – 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 or removed).**

Start Director - Features of a Good Start 3

Facilities:

- **Elite start area.**
- **Runners' assembly area with time boards, assembled 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.**

Start Director - Key Duties 1

- **Design the start area to ensure traffic free, with as long a run out, 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.**

Start Director - 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.**

Start Director - Key Duties 3

- **Ensure a fair and proper start to the race including appropriate checking of clothing, advertising material and race numbers.**
- **Plan for late arrivals going to the back of the race and not barging in from the front.**
- **Contribute towards the necessary sections of the Risk Assessment and ensure implementation.**
- **Good working knowledge of the event safety plan.**

FINISH DIRECTOR: CONTENTS

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

Finish Director - 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 and complete your answers on your Self-Taught Module Return Form.

Finish Director - Roles & Responsibilities 2

Here are those we have identified ….

- **Construction of the finish area including any funnels.**
- **Ensure a safe and fair finish to the race.**
- **Allocation of judges, timekeepers and recorders, funnel stewards and marshals, finish marshals, helpers associated with drinks and presentation packs, plus security staff.**
- **Liaison with the ‘chip timing’ personnel if provided.**
- **Ensure efficient arrangements exist to provide a full and accurate set of results.**

Finish Director - Roles & Responsibilities 3

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

a. **Who is the Finish Director responsible to?**

b. **What experience do you think they should have?**

c. **Who do they work with in carrying out the role?**

Complete your answers on your Self-Taught Module Return Form.

Finish Director - 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 at least a level 2 UKA Endurance Official's licence would be expected.**
- **They will work with the Race Director, Police, Race Administration, PA announcer, 'Chip Timing' company where provided, Race Referee, Medical providers, Chief Timekeeper and other key race personnel who are involved with the finish.**

Finish Director - Resources 1

- **Suitable clothing, depending on weather and activities to be undertaken; including high visibility (to BS EN 471) 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.**

Finish Director - 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.**

Finish Director - 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.**

Finish Director - 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 positioning of all facilities.**
- **Agree the number of personnel, their location and ensure all finish personnel are properly briefed.**
- **These requirements should be fully documented in the Risk Assessment and included in the finish area diagram.**

Finish Director - 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.**

Finish Director - Features of a Funnel Finish 1

- **The requirement for finish funnels will depend upon whether manual recording or chip timing is to be used.**
- **The size and extent of the finish funnel system will depend upon the number of expected finishers to be processed, the following table applies to manual recording and gives an indication of likely requirements. These figures are based on maximum numbers expected at peak flow times.**
- **On hard surfaces, standard metal crowd control barriers with taped inter-spaces may be used, or cones and plastic barriers.**
- **On grass an alternative is stakes and tape.**
- **In both cases the funnels should be robust, to withstand a day's heavy use and misuse, with stake tops protected to prevent possible injury.**

Finish Director - Features of a Funnel Finish 2

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

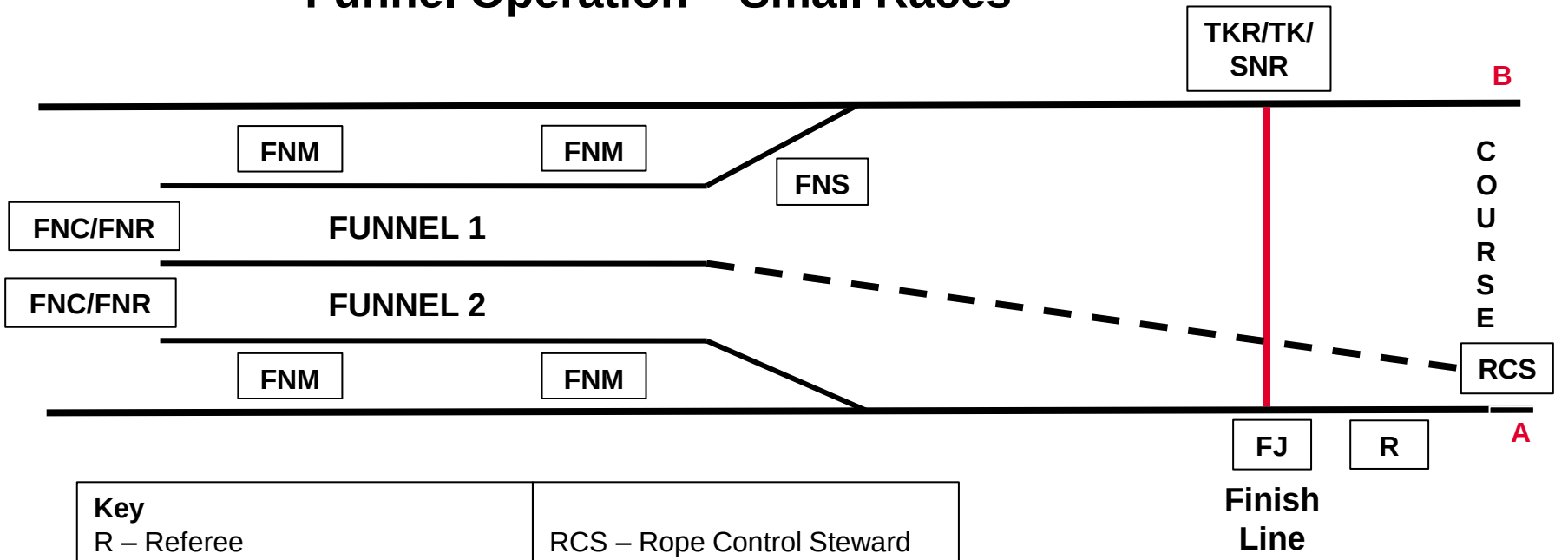
Finish Director - Features of a Funnel Finish 3

Funnel Operation – Small Races

- **A two-funnel finish is illustrated on the following slide.**
- **With the Rope Control Steward standing at position 'A', holding a tape or strong rope attached to the end of funnel divider, the leading runners are directed into Funnel No 1.**
- **Finishers times are recorded as they cross the finish line.**
- **The finishers then proceed down the funnel and their race numbers recorded at the end.**
- **When the funnel is full, the Rope Control Steward, choosing a suitable gap in finishing runners, moves to position 'B', thus directing runners into funnel No 2.**
- **The process is repeated with the Rope Control Steward alternating between positions 'A' and 'B' as the funnels fill.**

Finish Director - Features of a Funnel Finish 4

Funnel Operation – Small Races



Key	
R – Referee	RCS – Rope Control Steward
FJ – Finish Judge	FNS – Funnel Steward
TK – Timekeeper	FNM – Funnel Marshal
TKR– Timekeepers' Recorder	FNC – Finish Number Caller
SNR– Spot Number Recorder	FNR – Finish Number Recorder

Finish Director - Features of a Funnel Finish 5

Funnel Operation – Small Races

- **The Timekeeper and Timekeeper Recorder stand at the finish line.**
- **As each runner crosses the finish line the timekeeper calls out the time and the recorder writes it on the recording sheet.**
- **In the case of close finishes by two or more runners, their order is indicated by the Finish Judge and guided into the funnel in the appropriate order by a Funnel Steward.**
- **In very small races, runners finishing places can be recorded and managed by a minimum five-person team.**

Finish Director - Features of a Funnel Finish 6

Funnel Operation – Small Races

- **Funnels Marshals ensure that runners move through the funnels smoothly. Assistance may be needed to progress competitors who are feeling weary or distressed. Verbal encouragement helps.**
- **At the end of the funnel the Finish Number Caller calls the finishers numbers, which are noted by the Finish Number Recorder on the recording sheets.**
- **Marrying up the Time and Place Recorders Sheets gives the race result.**

Finish Director - Features of a Funnel Finish 7

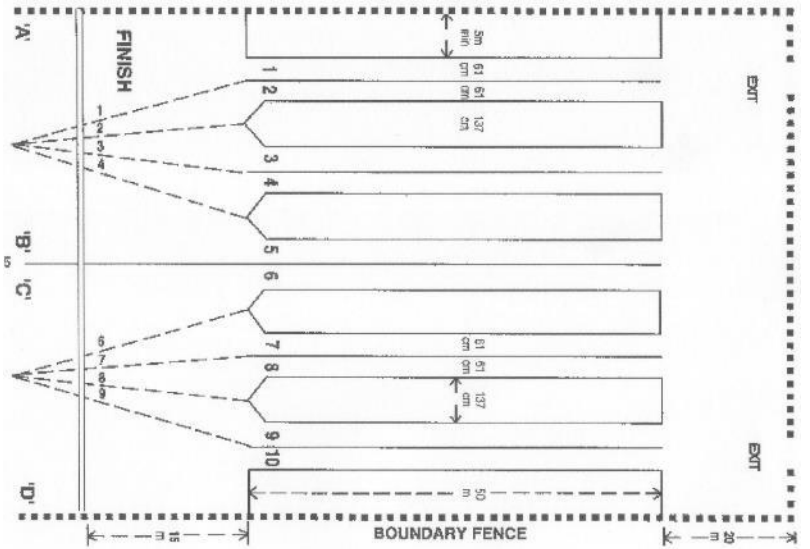
Funnel Operation – Small Races

- **If additional personnel are available, it is helpful to have a second recording team at the finish line. Their role is to record spot times and numbers at regular intervals (e.g. every tenth runner) to provide backup to the other recorders.**
- **Runners may cluster about the finish making enquiries about their finish times and thus interfering with the officials. This issue can generally be avoided if a digital race clock is used.**

Finish Director - Features of a Funnel Finish 8

Funnel Operation – Large Races

- **Large race finishes can be the most demanding part of race organisation and does need some experience.**
- **Prior to chip timing, mass participation events commonly used multiple Funnel Finishes e.g. ten-funnel system illustrated opposite.**



- **With chip timing, these complex arrangements are generally no longer necessary, although, depending on the number and density of finishers, similar multiple Funnel Finish principles may still be required for larger manually timed races.**

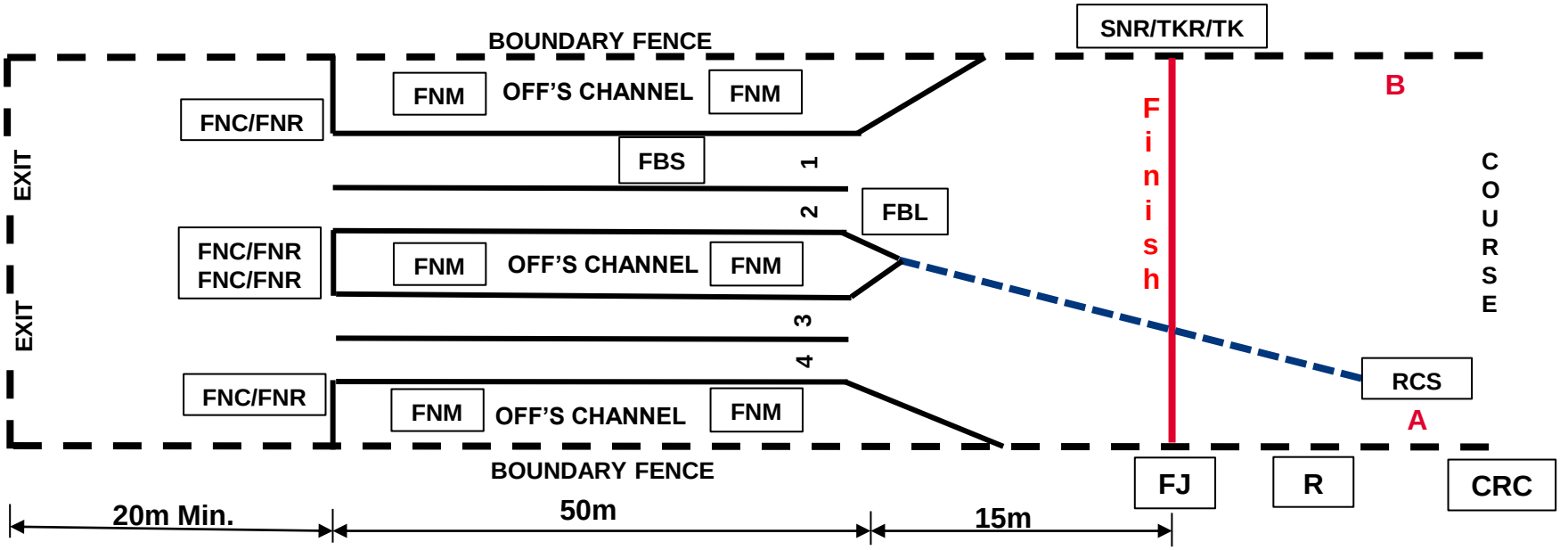
Finish Director - Features of a Funnel Finish 9

Funnel Operation – Large Races

- **Inexperienced organisers are strongly advised to attend an established event before they try to duplicate this method.**
- **A four-funnel finish is illustrated on the following slide.**
- **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 end on the funnels there should be a secure zone from where runners leave the finish area. This should not be accessible to spectators and will require additional Marshals to aid clearance.**
- **The runners are drawn from the area by refreshments and the distribution of other items, commemorative medals, etc.**

Finish Director - Features of a Funnel Finish 10

Funnel Operation – Large Races (Four-Funnel Example)



Key	
R – Referee	CRC – Chief Rope Controller
FJ – Finish Judge	RCS – Rope Control Steward
TK – Timekeeper	FBL – Funnel Blocker
TKR – Timekeepers' Recorder	FBS – Funnel Batch Separator
SNR– Spot Number Recorder	FNM – Funnel Marshal
	FNC – Finish Number Caller
	FNR – Finish Number Recorder

Officials' Channel widths
- 3m Minimum (Outer)
- 137cm (Intermediate)

Funnel widths
- 61cm

Finish Director - Features of a Funnel Finish 11

Funnel Operation – Large Races

- **'V' shaped wedges are constructed from a point 2-3 metres ahead on the funnels, to block off the Officials' Channels so that runners do not enter them by mistake.**
- **Small gaps are left on either side of Officials' Channel to allow officials to enter / leave the system.**
- **A strong guide rope is fixed to the apex of the central 'V' so that it ends just short of the finish line.**
- **The rope is held by the Rope Control Steward, who assumes sole responsibility for its control.**

Finish Director - Operating the Funnel 1

- **The funnel system will have a Chief Controller responsible for its overall operation.**
- **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, they then revert to taking spot times, by record times and bib numbers of selected runners at appropriate intervals.**
- **Each funnel will have a team of:**
  - **Batch Separator.**
  - **Funnel Blocker.**
  - **Finish Number Caller and Finish Number Recorder.**
  - **If tear-off tags are being used, Two Number De-taggers.**
  - **Funnel Marshals.**

Finish Director - Operating the Funnel 2

- **The funnel system will have a set of numbered Discs (or Pins if tear-off tags are used) assigned to it. These are located on a board at the head of the central Officials Channel, under the control of a Disc (or Pin) Controller.**
- **As the first runner approaches, the Rope Control Steward will be at 'A'.**
- **Funnel Blocker closes Funnels 2 to approaching runners. Only Funnel 1 will be open.**
- **The Disc Controller gives the first Disc to Separator.**
- **The Separator enters Funnel 1 to await the arrival of the first runners.**

Finish Director - Operating the Funnel 3

- When the Separator reaches the Finish Recorders, they tell them the current Funnel Number as shown on the Disc.
- The recorders start a new Funnel Recording Sheet, with the Disc number written at the top.
- 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 returns to the head of the funnel via the officials' channel, ready to enter the system again.
- When Funnel 1 is full, Funnel Blocker closes the funnel.

Finish Director - Operating the Funnel 4

- **Rope Control Steward moves to position 'B', Funnel Blocker closes Funnel 4, leaving Funnel 3 as the open funnel.**
- **Disc Controller gives second Disc to Separator, who leads the next runner into open Funnel 3 and ensures that the Disc number is recorded on a fresh recording sheet by the Finish Recorders.**
- **When Funnel 3 is full, Blocker closes the funnel, Rope Control Steward moves back to position 'A', Funnel Blocker closes off Funnel 1 while Separator with next Disc leads the runners into open Funnel 2.**

Finish Director - Operating the Funnel 5

- **The funnel rotation is completed with the Rope Control Steward moving back to position 'B', Funnel Blocker closing off Funnel 3, while Separator with next Disc leads the runners up Funnel 4.**
- **Thereafter, the process repeats itself.**
- **As long as the Rope Control Steward can 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.**

Finish Director - Operating the Funnel 6

- **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.**
- **At large events, ‘substitutes’ should be available. These stewards take the place of any runners incapacitated in the funnels, reporting their numbers to the Funnel Recorders.**
- **The Place Recorders’ sheets are placed in Disc Number order and married up with the Time Recorders’ sheets to give the race result.**

Finish Director - Key Duties 1

- **Contribute towards the necessary sections of the Risk Assessment report.**
- **Have a good working knowledge of the event safety plan.**
- **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 to ensure that all finishers move swiftly through the finish area and avoid queuing around the finish line.**

Finish Director - Key Duties 2

- **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.**
- **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 available at the finish area.**
- **Decide when the race is over, including taking advice from the sweeper vehicle / bicycle.**

Start 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.

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**

Start Director Questions 2

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 be employed to avoid a build-up of runners at the finish area looking to find out finish times.**
6. **List all of 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?**
   a. **As a memento for finishing the race.**
   b. **To order race finishers.**
   c. **To identify athletes from spectators.**

9. **What should be done if the finish rate of runners becomes too rapid?**

10. **What should the recorders do when the Separator reaches the Finish Number Recorders?**