



ORGANISING A VIRTUAL RACE

This document provides an overview of the main steps involved in hosting a virtual race.

PRE-EVENT

Communication on social distancing and running safely

Event Organisers should encourage runners to follow all relevant guidance from the government, police and our sport – particularly in relation to out-of-home exercise and social distancing. Runners should be encouraged to consider the time of day and period of time they exercise, carefully select their route, and apply social distancing to stay clear/give priority to pedestrians and people using public spaces.

First Aid

Event Organisers are not expected to provide first aid cover for their virtual event but must ensure that pre-race information contains guidance for runners in case of accident or injury. This could include reminding athletes to inform someone of where they are going and to check in with them on their return; to carry an ICE (in case of emergency) card with their details; or advice on any other appropriate arrangements they should make. Event Organisers must confirm that they have issued first aid instructions to their runners when applying for their race licence in the first aid section.

Courses/Facilities

At conventional events, it is the responsibility of the Event Organiser to ensure the facilities used for their event are suitable. In the case of virtual events, however, the Event Organiser's influence over the course could be limited.

Under the current Covid-19 conditions, it is preferable that participants should choose their own route. Guidance should be offered to participants on planning an appropriate route for their run, as well as any other factors runners should consider (elevation, access restrictions, etc.).

Where the Event Organiser sets the route for the virtual run (eg. a well-known loop in the local area, a Strava segment, etc.), they should ensure that the exact route is communicated clearly and is accessible to all participants who should be encouraged to consider the best time to run in order to meet social distancing requirements.

Insurance and Race Licensing

Home Country Athletics Federations affiliated club organised events receive public liability insurance under the UKA master policy. Policy documents can be found [here](#). Virtual race licences will be free of charge for affiliated clubs.

Risk Assessment

You should carry out a risk assessment ahead of your event, and ensure this can be made available to **relevant Home Country Athletics Federation** upon request. Participants should conduct their own assessment of their own route, but Event Organisers are still expected to have measures in place to ensure that participants in their event can take part safely, including guidance on planning a suitable route and procedures to follow in case of accident or injury. These should be outlined in your event plan and risk assessment.

DURING THE EVENT

Results

Pre-event, consider how you will compile the results of your event. There are a number of electronic systems available commercially to assist you with compiling results, or you can compile results manually. Determine how much information you require from participants (times, distances, elevation, detailed routes, route maps, etc.) and ensure this is communicated in advance to runners. If runners should use a specific method of tracking their performance (eg. a certain app), ensure this is readily available and provide support with its use if required.

There is no need for qualified officials to be involved in your event, but you may wish to contact officials at your local athletics club for assistance with race planning and/or results.

Race details (including link to race organisers website) will be added to the Powerof10/runbritainrankings fixtures list and once available, the race organisers official results URL will be published.

Please note, actual race performances will NOT be uploaded to athlete profiles or used for any rankings/handicap scoring purposes.

Emergencies

In planning your event, you should have identified potential issues through your risk assessment. Your event plan should also identify and describe procedures that should be followed in the event of an emergency and communicated to all relevant parties. Should any major accidents occur, they should be reported directly to UK Athletics using [this form](#).

POST-EVENT

Debrief

Following your event, it is good practice to hold a de-brief with your team. This will make you aware of any issues, feedback or incidents; reflect on the event itself; and to begin planning for next time. It is also beneficial to seek feedback from participants if you plan to hold a similar event again.