



LOCAL ORGANISING COMMITTEE

ROAD RACE HOST

ADDITIONAL INFORMATION REQUEST

- **2025**
 - **Day 2 – Novice and Masters**



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Club Details

Club Name		County	
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Zone 1 – Parking and Traffic Management

Parking and Traffic Management

Car park proximity to course start (please state in metres)	
Will there be adequate car park spaces available? (Yes/No)	
Is there more than one parking area? (Yes/No)	
Does a “park and ride” facility need to be put in place? (Yes/No)	
Is additional transport needed to facilitate this? (Yes/No)	
Please include a map and link to Google Maps and Eircode for the location of the car park	
Are maps attached? (Yes/No)	

Please outline below the plan for vehicles entering and exiting the venue:



Zone 2 – Registration, Toilets and Catering

Registration

Registration is located close to the start and well signed (Yes/No)	
Will the local organising committee provide a building / tent for this purpose? (Yes/No)	

Toilets

How many portaloos will be provided?	
Are toilets located near start and finish areas? (Yes/No)	
Please provide details of the company providing the toilet facilities.	
Please state the distance, in metres, that the toilets are located from the course.	

Catering

How many units/stalls will be providing catering?	
Please list who will be providing the catering.	
Will the catering area cater for both officials and athletes/spectators separately? (Yes/No)	
Will a tent be provided by the catering company to provide shelter for customers?	
Please detail the range of food that will be on offer in relation to catering.	



Zone 3 – Start Area, Finish Line / Chip Timing and First Aid

Start Line

Please confirm that there will be 200m of a straight before the first bend of the course (Yes/No)	
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Finish Line

Will the finish area be taped off, with a 3m width for the athlete finish line to facilitate chip timing? (Yes/No)	
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First Aid

There shall be a clear way to allow access for an ambulance to get in and out of the venue and access to all areas of the venue.	
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Zone 4 - Check In Area, Course and Public Address

Check-In Area

Will the check in area be within 80m of the finish line? (Yes/No)	
Will there be building or large tent sufficient to accommodate 2 tables and 4 chairs? (Yes/No)	
Will this area have a hard floor or surface? (Yes/No)	

Course

Will the course be mapped out using colour codes for the various distances? (Yes/No)	
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Public Address

An adequate PA system shall be provided; please detail the source and cost for this.	
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Volunteers/Officials required for Athletics Leinster Road Race (indicative numbers only – to be agreed)

	Provided by Athletics Leinster	Provided by Local Organising Committee
Leinster Coordinator	1	
Local Coordinator		1 (independent of other duties)
Stewards to patrol		2
Course Officials	2	12
Registration	4	
Starts:		
Recall/False Start	1	
Starters	2 (to include marksman)	
Assembly	4	1
Finish		
Funnel Closure	1	
Rope Control	1	1
Line Judge	1	
Chief Finish Judge	1	
First Aid		St. John's / Order of Malta / Other
Public Address	1	
Health and Safety	1	
Children's Officer	2	
Presentations	3 (minimum)	
Disputes	3 (independent of other duties)	
Referee	1 (independent of other duties)	
Meet Director	1 (independent of other duties)	

Requirements for the Local Organising Committee (LOC)

Can you confirm that the LOC will have the required numbers to aid in the setting up and taking down of all areas? (Yes/No)	
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Contact Details

Name of Local Co-Ordinator		
Position in Club		
Contact Details	Email:	
	Phone:	
	Date:	/ /

Please email the completed form to athleticsleinsterxcsec@gmail.com

For any queries, please contact **Martin J Heery** (Cross Country and Road Secretary)
using the email above