



## **LOCAL ORGANISING COMMITTEE**

### **CROSS COUNTRY HOST**

### **ADDITIONAL INFORMATION REQUEST**

- **2025**

- **Sat 18<sup>th</sup> January – Day 1**
- **Sat 25<sup>th</sup> October – Day 2**
- **Sat 8<sup>th</sup> November – Day 3**
- **Sat 29<sup>th</sup> November – Day 4**

**NOTE: Saturday is the preferred day, but consideration will be given to Sunday if this better suits venue requirements**



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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 entrance (please state in metres)	
Please confirm that there will be a minimum of 600 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.	
Maps attached? (YES/NO)	

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



## Zone 2 – Tented Village

Zone 2 will comprise of the following areas:

- Entrance
- Registration
- Club Tents
- Toilets
- Catering
- Merchandise

### Entrance

Please include map from car park to the course entrance.

### Registration

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

### Club Tents

Club tents will have a designated area after passing the Registration Tent (YES/NO)	
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### Toilets

How many portaloos will be provided?	
Are toilets located beyond the Club tents and on the opposite side to the catering area? (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.	

## **Merchandise**

Will a dedicated area be provided for the Athletics Leinster merchandise vendor? (YES/NO)	
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## **Zone 3 – Area inside the crowd control barrier**

This area must be clearly marked out and an orange mesh barrier erected to exclude spectators.

Zone 3 will comprise the following areas:

- Start/Finish Area
- Finish Line
- Chip Timing
- Results
- First Aid
- Medal Presentation
- Warm-Up Area



## Start Line

Will the start line have a minimum width of 41m with orange mesh barriers around this area? (YES/NO)	
Will there be posts and barriers in place separating athletes for minimum 20 pens (2m width), as can be seen in image 01? (YES/NO) – <i>note: Image 01 below shows 5 pens for demonstration only</i>	
Please confirm that there will be 200m of a straight before the first bend of the course (YES/NO)	

## Finish Line

Will the finish area be a minimum 17m in width, with a 3m width for the athlete finish line to facilitate chip timing? (YES/NO) – <i>see Image 02 below</i>	
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## Presentation Area

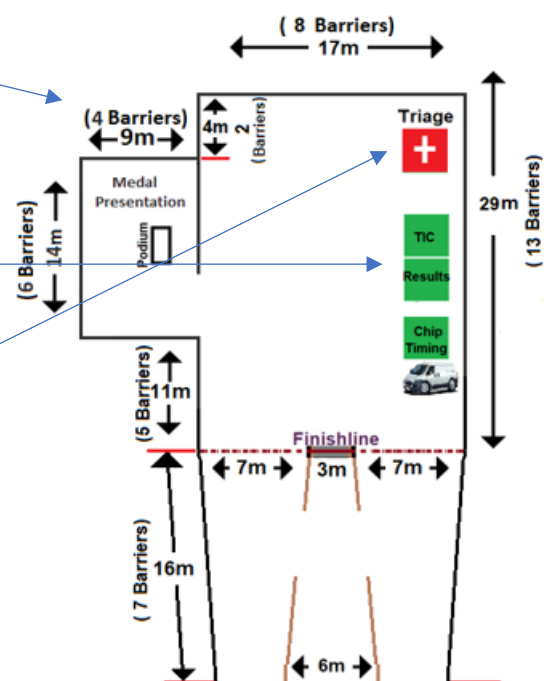
The presentation area is to be located to one side directly after the finish line with minimum dimensions **9m x 14m**.

## Results Area

The results area is to be located to one side directly after the finish line with minimum dimensions **6m x 3m**.

## First Aid

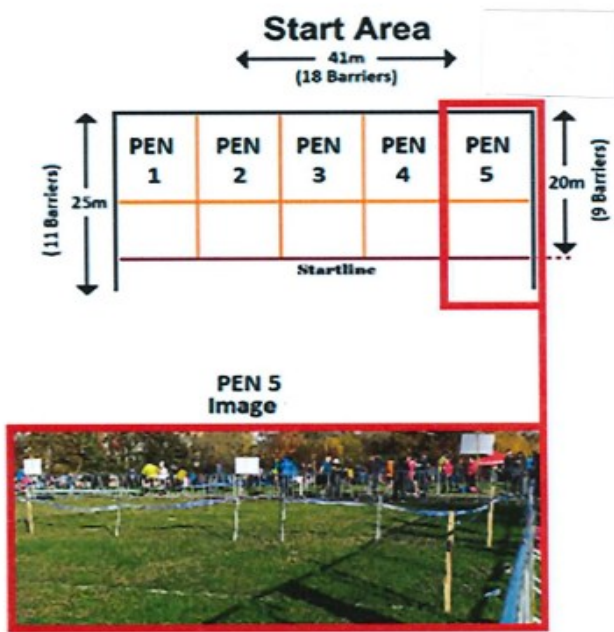
### Finish Area



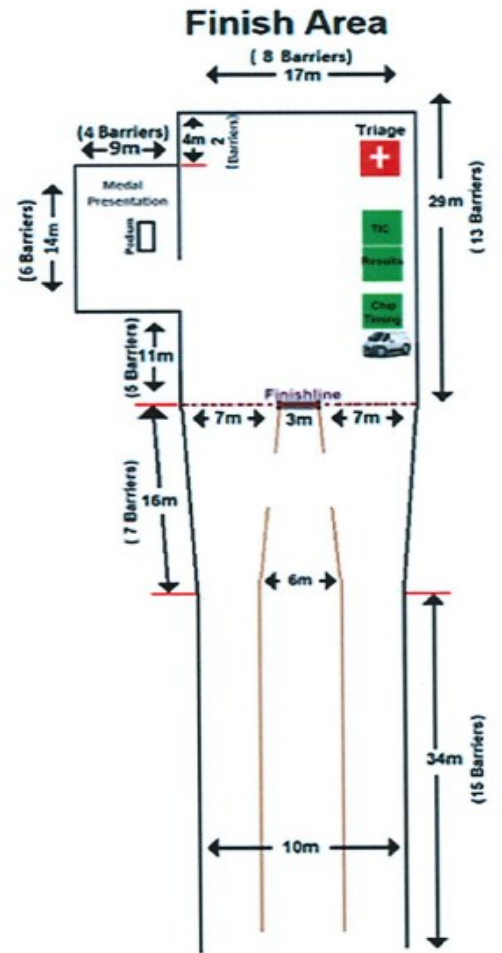
There shall be a clear way to allow access for an ambulance to get in and out of the venue and access to all areas of the venue.



**Image 01 – Start Area**



**Image 02 – Finish Area**





## Warm-Up Area

Will a dedicated warm-up area be provided, clearly signed and in close proximity to the course? (YES/NO)	
Will this be in a safe location free from traffic? (YES/NO)	

## Barriers / Public Address

Orange mesh barriers will be required around the start and finish areas; please detail the source and cost for these.	
An adequate PA system shall be provided; please detail the source and cost for this.	

## **Zone 4**

Zone 4 will comprise:

- Check in area
- Course

## 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)	
Will the course be minimum width 6m throughout? (YES/NO)	





## Volunteers/Officials required for Athletics Leinster Cross Country Event

(indicative numbers only – to be agreed)

	Provided by Athletics Leinster	Provided by Local Organising Committee
<b>Leinster Coordinator</b>	1	
Local Coordinator		1 (independent of other duties)
<b>Stewards to patrol</b>		2
Course Officials	10	5
<b>Admission</b>	2	2
<b>Registration</b>	4	
<b>Starts:</b>		
Recall/False Start	1	
Starters	2 (to include marksman)	
Assembly	4	1
<b>Finish</b>		
Funnel Closure	1	
Rope Control	1	1
Fallers	2 male and 2 female	
Line Judge	1	
Chief Finish Judge	1	
<b>First Aid</b>		St. John's / Order of Malta / Other
<b>Public Address</b>	1	
<b>Health and Safety</b>	1	
<b>Children's Officer</b>	2	
<b>Presentations</b>	3 (minimum)	
<b>Disputes</b>	3 (independent of other duties)	
<b>Referee</b>	1 (independent of other duties)	
<b>Meet Director</b>	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)	
Will phone signal/WiFi be available at the course? (YES/NO)	

## Contact Details

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

Please email the completed form to [athleticsleinsterxcsec@gmail.com](mailto:athleticsleinsterxcsec@gmail.com)

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