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**WELSH
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RUNNERS
ASSOCIATION**

HANDBOOK FOR RACE ORGANISERS

JANUARY 2024

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1.0 Introduction

Welcome to the 2024 edition of the WFRA's Race Organisers' Handbook which sets out:

- the WFRA Committee's (the 'Committee') views on the ethos of fell running which has framed its safety requirements.
- the arrangements for registering races.
- specific mandatory requirements in relation to the organisation of races, and
- guidance to aid Race Organisers.

Race Organisers are at the heart of the Association and on behalf of WFRA members and competitors, the Committee would like to take this opportunity to thank you for your time and energy in organising races for the benefit of the wider fell running community – your efforts are much appreciated.

We hope you find this Handbook both informative and helpful but rest assured that committee members are here to help and provide whatever advice and guidance is required – all you have to do is ask.

The Committee is particularly concerned with encouraging new or less experienced race organisers who are considering organising a race. Individual committee members would be very willing to meet up with new Race Organisers and discuss relevant matters, such as the race route, logistics, race entry and timing requirements.

Our Race Registration and Safety Officer can advise on general race registration and safety related matters (Gareth Jaggard: gaz_jag@hotmail.com), with Craig Jones: craig@wfra.org.uk available to discuss specific matters relating to any proposed or current race in North Wales with Andrew Blackmore available to provide similar assistance for races in the South Wales area (andrew@wfra.org.uk).

Alternatively, please contact any member of the Committee (details are in the WFRA Calendar and on our website) or chat to them at a local race.

The Ethos of Fell Running and Racing

Fell running and racing remains a niche sport requiring a blend of athletic ability and 'mountain craft', and by its very nature presents runners with a range of inherent hazards not usually encountered in other athletic disciplines.

Consequently, the WFRA re-affirms its fundamental belief that in WFRA registered races, senior competitors, i.e., those 18 years or older on the day of competition are primarily responsible for their own safety and participate at their own risk. For junior competitors, i.e., those under 18 years of age at the time of the race a responsible adult, normally a parent or guardian, is required to sign the entry form on behalf of the junior competitor to evidence that they take responsibility for the safety of the junior competitor during the race.

Self-sufficiency and self-navigation (without the assistance of technologies such as GPS) are central to the ethos of fell running and especially fell racing. These beliefs and 'values' are pivotal to the WFRA's approach to framing and promoting fell racing. It therefore follows that Race Organisers are expected to share these values and organise races accordingly.

Further, the expectation is that races should be organised in a way that helps prospective competitors clearly understand the:

- characteristics of an individual race in terms of its technical difficulty and length.
- specific challenges presented by the weather and terrain, and
- extent to which specific navigational skills or fell running experience, over and above that required for any WFRA race, is essential.

The aim is to provide prospective competitors with sufficient information to enable them to assess their competence and capabilities before entering the race so that they may make an informed decision and, if they decide to enter the race, to give informed consent in relation to assuming responsibility for managing their own safety.

Nonetheless, each Race Organiser should take reasonable steps to assess whether individual entrants possess the necessary skills and experience to complete the race safely and within a reasonable time whilst giving due consideration to matters such as inclusivity. For example, this may be achieved by requesting information on what similar races they have completed in the recent past.

Whilst fell racing is clearly a competitive sport, it remains essential that all competitors treat others, whether they be other competitors, marshals, race volunteers and members of the public with courtesy and due respect. Competitors are expected to go to the aid of any individual in distress, even if this means forfeiting their race.

Only those races that *meaningfully* include ‘fell or mountain terrain’ may be registered with the WFRA, with all prospective races being reviewed by WFRA Officers to ensure that the overall nature and specific characteristics of the race are in accordance with the WFRA’s stated aim of supporting ‘grass-roots’ fell racing. Also, any race must be organised on a not-for-profit basis and otherwise in accordance with the WFRA’s race acceptance policy.

Whilst race entry fees are a matter for individual Race Organisers, (provided they fall within the bounds of the race acceptance policy, with particular reference to races being organised on a not-for-profit basis), the WFRA would politely request that consideration be given to offering a discount to WFRA members. This gesture would help recognise the important role played by members in funding the Association’s activities such as the purchasing of public liability insurance which is then made available free of charge to Race Organisers.

Please note that in respect of WFRA registered races it is not permissible to charge an affiliated/ unaffiliated race entry fee, (or offer any discount) in relation to any athletic body aside from the WFRA. The only exception is where a discount is offered to FRA members and this same offer is made to WFRA members.

Environmental Considerations

While the climate change and environmental impact of fell running is undoubtedly small, there is still a role for those involved in the sport to take responsibility and action where possible. Key areas relate to travel (to and from the event), race route planning so as to avoid environmentally sensitive areas, and littering. More generally, it is essential for everyone concerned with the sport to treat the countryside, its inhabitants, property and livestock with respect. For the avoidance of doubt, it is contrary to the sport for any competitor to cross any wall or fence except by means of a stile, gate or other reasonable crossing point, or to cause damage to any wall or fence in any way.

2.0 Registering your race with the WFRA

The WFRA will consider registering races across the UK, but given the geographical spread of its membership, the focus is on promoting fell races in Wales and the Border areas.

To register a race with the WFRA, and hence take advantage of its insurance arrangements, a prospective race organiser is required to:

- apply to become a member of the WFRA and be a paid-up member of the Association at the time of the race.
- not be subject to any WFRA (or given our reciprocal arrangement any FRA), disciplinary process.
- complete and return the Race Declaration form as provided by the Race Registration & Safety Officer, (see website for details).
- provide a suitably detailed narrative description of the race route, alongside a map of the route and additional relevant information on, for example the specific incumbent characteristics of the race and details on race registration, and
- confirm that reasonable steps will be taken to comply with the WFRA's rules, safety requirements and otherwise abide by the ethos and spirit of 'grass-roots' fell running. The remainder of this document provides further information on these requirements.

Please note that all applications for races to be registered by the WFRA will be subject to scrutiny by WFRA Officers who have the discretion to refuse to register a race or otherwise to make directions or impose restrictions on the race with which Race Organisers are required to comply with as a condition of registration. The WFRA reserves the right to withdraw a race's registration at any time.

The WFRA has a race acceptance policy which re-affirms the WFRA's purpose of being to promote 'grass-roots' fellracing. The term 'grass-roots' is understood to relate to the specific (non-commercial) characteristics of a fell race. The policy summary is set out here:

Race Acceptance Policy Extract

The WFRA is a not-for-profit organisation which promotes 'grass-roots' fellracing in Wales. The Association provides race organisers with a structure with regulations and a safety code. It arranges and provides insurance for race organisers and members. Races are accepted on the following basis: -

- *the Race Organiser is a current member of the WFRA and agrees to abide by the contents of this Race Organisers' Handbook.*
- *they are 'non-commercial'.*
- *they are not for profit for any individual or organisation.*
- *they are not organised for the primary purpose of raising money for charity, and*
- *they are not organised in order to promote any political party, faction or cause, or in support of any organised public demonstration.*

It is noted that races require financial planning, and it is accepted that there will often be some degree of surplus funds remaining once expenses are defrayed. Charitable donations from this remaining balance are acceptable provided there was no prior intention to raise excessive funds which would infer that the race was organised for that purpose. Although the Association exists to serve race organisers in Wales, it will accept races organised and taking place in other locations within the United Kingdom. Where there is a question of whether a race is suitable for acceptance a sub-committee of the Association shall make the final determination.

2.1 WFRA Insurance Policies

The WFRA has purchased a combined (public) liability insurance policy through Endsleigh insurance brokers which covers the period 1 January – 31 December 2024. The policy is underwritten (up to £15 million of cover) and offers financial protection in the event of a valid claim being made against those covered by the insurance policy.

Subject to conditions such as acting lawfully and reasonably, and complying fully with the WFRA's requirements, (including its safety requirements) the policy provides financial protection to WFRA Officers, Race Organisers, marshals, race officials and others involved in the promotion and organisation of WFRA registered races and events.

Please see the WFRA's website for contact details of the WFRA's Race Registration & Safety Officer who is able to advise on, for example insurance and registration matters. The Calendar Secretary is able to advise on matters relevant to race categorisation and publicity (printed calendar and website content).

3.0 Race Organisers' Responsibilities

Each Race Organiser is required to carry out the following actions, as a condition of the race registration being maintained.

Pre-race:

- a. With due regard given to the WFRA's Safety Requirements, (see 3.1.1 below), carry out an assessment of the range of risks relating to your race and take reasonable steps to mitigate those risks to an acceptable level given the inherent characteristics of fell racing.

Please note that it is a condition of registration that a formal risk assessment be undertaken, documented and maintained by the Race Organiser. It should be used to inform decisions about the planning and management of the race. A documented risk assessment is increasingly required by landowners (especially public bodies) to inform their approval as to whether a race route may use/cross their land with the increasing expectation that specific attention is given to addressing environmental concerns, e.g. erosion, litter and congestion. Similarly, a risk assessment document is essential in the event of an insurable or similar incident occurring.

A failure to document an appropriate risk assessment will invalidate your race registration and insurance cover. Please see section 3.1.2 below for further guidance on this important topic. Note – the Risk Assessment is a dynamic document, and risks should be continuously re-assessed and updated as necessary in the period leading up to the race.

- b. Categorise the race according to the criteria set out at 3.1.3 for distance, ascent and other relevant matters.
- c. Differentiate between adult and junior runners, and between all participating age groups of junior runners to ensure that the WFRA's maximum distance limits are met, see 3.1.4.
- d. Take note of the WFRA's policy on Transgender eligibility as set out in appendix 2.
- e. Take reasonable steps to contact race route landowners and others with an interest in the land prior to the race and consider their comments or requirements.
- f. Consider the broader environmental impacts of the race and how these may be managed or reduced. The number of competitors should be limited to a level which is reasonably and safely manageable, and acceptable in terms of environmental impact and any restrictions imposed by the relevant authorities. Consideration should also be given to traffic volumes and parking, avoiding the use of single use plastics (e.g., drinking cups), and recycling race bib numbers. Other examples include providing information about local public transport provision to prospective competitors.
- g. Consider planning a 'bad weather' race route and/or determine the circumstances under which the race should be postponed or cancelled, e.g., due to adverse weather conditions or other developments.
- h. In general publicity, state the nature of the race, the severity and type of terrain and the level of previous fell running experience required which is particularly important if the race is likely to attract novice fell runners. Where possible consider publishing an appropriate race route map well in advance so as to assist prospective competitors in assessing their ability to complete the event safely.
- i. Clearly stating kit requirements, any cut-off times and entry requirements such as 'you must have completed (at least x number of) Category A Long distance races' can be specifically helpful in allowing runners to judge their own abilities before entering.

Set out information on ‘time outs’ i.e. whether competitors are required to reach a particular checkpoint by a prescribed time. Please consider how these time outs are calibrated to ensure that they don’t unreasonably discriminate against competent but slower than average runners. ‘Early starts’ are permissible and indeed encouraged where they can reasonably be accommodated.

- j. Consider publicising the extent of limitations in the provision of first aid mountain rescue personnel at the race noting that the intention here is to reinforce rather than reduce the importance of competitors taking responsibility for managing their own safety.
- k. Ensure that any advance entry system captures all the information, e.g., personal information, contact details and emergency contact, as per the WFRA standard race entry form and that a suitable declaration is also completed. The following declaration is included in the WFRA standard form for seniors and is strongly recommended to be adopted for all races.
 - I accept the hazards inherent in fell running and acknowledge that I am entering and running at my own risk.
 - I confirm that I am aware of the rules imposed on me by the Race Organiser and that I will comply with them. I confirm that I have read and will comply with, “Safety Requirements for Competitors” I acknowledge and agree that I am responsible for determining whether I have the skills, equipment and fitness to participate in this event.
 - I accept that neither the Race Organiser nor the Welsh Fell Runners’ Association shall be liable to me for any injury, loss or damage of any nature to me or my property arising out of my participation in this race (other than in respect of death or personal injury as result of negligence).
 - I consent to publication of my name, club, race category, race number, finishing time and race position in race pre-entry and results lists.

Safety Requirements

For WFRA registered races, senior competitors, i.e., those 18 years or older on the day of competition are primarily responsible for their own safety and participate at their own risk. For junior competitors, the responsible adult, i.e., the individual who signs the entry form on behalf of the junior competitor), assumes responsibility for the safety of that competitor during the race. Nonetheless, Race Organisers do have a ‘duty of care’ to ensure that reasonably foreseeable risks are mitigated as far as possible, and commensurate with the characteristics of a fell race.

Self-sufficiency and self-navigation (without the assistance of technologies such as GPS), are central to the ethos of fell running and especially fell racing. These beliefs and ‘values’ are pivotal to the WFRA’s approach to framing the following safety requirements.

Factors including weather and terrain mean that fell racing takes place in a potentially hazardous environment. The philosophy of fell running is that each competitor is responsible for their own safety and that they enter a race with this understanding and that they equip and conduct themselves accordingly.

It is therefore essential that competitors have appropriate experience in the conditions that may be encountered so that they can manage their own safety. It is primarily the responsibility of individual competitors to self-declare that they possess the appropriate fellrunning experience, but nonetheless race entry **must** be refused to those individuals who, in the view of the Race Organiser, do not have the appropriate kit, equipment, experience or navigational skills.

The WFRA has set out minimum safety requirements which **must** be complied with, i.e. these requirements are mandatory. The key points are that a competitor must:

- Comply with these safety requirements and with any additional matters mandated by the Race Organiser. Follow the procedures described by the Race Organiser if they fail to start or abandon the race.
- Obey all instructions from race officials.
- Be aware of the serious disabling consequences of hypothermia, dehydration and heat exhaustion

and act appropriately during the race.

- Take sufficient kit and equipment (as per bullets below), so as to be able to navigate and provide protection from hypothermia, dehydration and heat in the worst foreseeable weather conditions during the race, noting that rescue could take a long time.
 - **kit:** full body cover to include head (hat), legs (tights or trousers) and hands (gloves).
 - **Safety equipment** including a suitable map, (magnetic) compass and whistle, and
 - **Food and drink**
- Take note of the length and severity of the race and local weather forecast for the day and judge your capabilities accordingly.
- Consider how any health impairments may jeopardise your safety or of others and act accordingly.
- Take specific note of the Race Organiser's information on the nature of the terrain on the race route, checkpoints to be visited or course to be followed and any restrictions to route choice.
- Have the skills and experience required to comply with the Race Organiser's navigation and safety requirements, having assessed conditions on the day noting that the use of GPS devices for navigational purposes is prohibited.
- Take reasonable care not to create hazards that may cause harm to other people and support anyone in need of assistance, even if it means abandoning your race.

Risk Assessment

A suitably comprehensive Risk Assessment for each WFRA registered race is required to be completed, updated periodically and maintained by the Race Organiser.

An anonymised, completed Risk Assessment template *illustrating* the type of considerations to be included is shown at appendix 1. The format is not prescribed, and Race Organisers may adapt this template to meet their specific requirements. The template aims to:

- Identify the key hazards/risks
- Describes those actions and/or measures you have already (or intend) to put in place
- Assess each hazard/risk assuming the aforementioned actions or measures have been implemented in terms of their **severity** and **likelihood** of occurrence. This is clearly a subjective assessment but can nonetheless help Race Organisers in determining whether further actions are required. For **severity**, this is described in terms of being 'Major', 'Moderate' or 'Minor', i.e. think to yourself if the identified hazard/risk were to occur, how significant an issue would it be for you to deal with? Similarly think to yourself how **likely** is it that the hazard/ risk will occur – this is described in terms of it being 'probable', 'possible' or 'remote'.
- It is by considering how significant a particular risk is and its anticipated likelihood of occurrence, can you then decide whether some further actions may be required. You should describe these actions in the final column of the risk assessment template.

Please note that there is no one 'right' or 'wrong' way to assess risks – the key here is to use all of your fell running and race organisation expertise to come up with a reasonable assessment of those risks. To reiterate, the WFRA Committee is here to advise on completing the risk assessment – we would be very willing to help.

The Risk Assessment should consider a broad range of risks associated with the fell race. Essentially the Risk Assessment should consider those hazards, issues or other matters which could potentially result in people (competitors, marshals and race helpers as well as members of the public) being injured or their safety compromised, property being damaged or breaches of relevant legislation, regulation or other obligations.

It is important to note that you are not required to eliminate all risk but are expected to protect people (competitors, marshals and members of the general public), and property, (the land over which the race takes place and other facilities used by competitors), to the extent that is reasonably practicable. In very simple terms, you need to identify the key risks and then state what actions are being taken to mitigate the identified

risk – this to help develop your Race Safety Plan and provide confidence that the race can be held safely and in accordance with the WFRA’s mandatory requirements.

It is our expectation that authorities such as Natural Resources Wales, the National Parks, the National Trust, landowners and trustees of facilities such as village halls used for race registration will expect Race Organisers to complete and share a risk assessment document to evidence that risks to competitors, locals, general public, the natural environment (and potentially wildlife), have been adequately considered and mitigated. It is also important to note that as a consequence of the increase in commercial, large-scale races and the associated adverse environmental impacts, the WFRA, and the races it registers, has been subject to heightened scrutiny by various public bodies. To maintain the enviable reputation that Race Organisers have gained for organising safe, enjoyable, environmentally responsible and well regarded fell races, it is now necessary to document those risks which Race Organisers are instinctively familiar with and have successfully managed in the past.

The WFRA Committee is here to provide whatever advice and guidance you require to complete your Risk Assessment template.

Race Categories

WFRA fell races are categorised according to length and severity as follows:

Race Length Categories:

Long (L)	Medium (M)	Short (S)
20 kilometres or over	Over 10 but under 20 kilometres	10 kilometres or less
12.4 miles or over	Over 6.2 but under 12.4 miles	6.2 miles or less

Severity/climb categories

Category A	Category B	Category C
<p>Race should:</p> <ul style="list-style-type: none"> • average not less than 50 metres climb per kilometre • include a reasonably significant amount of genuine ‘fell terrain’ • not have more than 20% of the race distance on road • Should be at least 1.5 kilometres in length 	<p>Race should:</p> <ul style="list-style-type: none"> • average not less than 25 metres climb per kilometre • include a reasonable amount of ‘fell terrain’ • not have more than 30% of the race distance on road 	<p>Race should:</p> <ul style="list-style-type: none"> • Should average not less than 20 metres climb per kilometre • Should not have more than 40% of the race distance on road • Should contain some genuine ‘fell terrain’

Please note that the WFRA does register a small number of ‘mountain marathon’ type events requiring on-sight navigation and are categorised as ‘O’. The relevant Race Organiser will specify the approximate length and severity of the course in the publicity for the event.

Race Descriptions

Within the annual calendar, WFRA uses initialisms to summarise specific characteristics of the race over and above the route length and severity. These codes are set out below and Race Organisers are strongly

encouraged to ensure their races are categorised in accordance with these codes, as they provide prospective competitors with consistent information on the skills and experience required to compete safely in the race.

Limited Experience Required, 'LER' – denoting that the race has been deemed suitable for those newer to the sport, with limited off-road running experience and/or lack confidence in route finding.

Experience Required, 'ER' – denoting that some prior experience of fellrunning is required.

Significant Experience Required, 'SER' - denotes that specific, additional experience as a fell runner (over and above that required for any WFRA race), is required as a condition of entry.

Navigational Skills, NS' - denotes that navigational skills have been specifically highlighted as being essential as competitors must find their own way round the course. 'Following the runner in front' or use of GPS devices are not substitutes for traditional navigational skills, noting that the use of GPS devices for navigational purposes is not allowed.

Local Knowledge, 'LK' - signifies that the race involves a degree of route choice and competitors would benefit from having a good understanding of the route options

Partially Marked, 'PM' - designation, signifies that a small, usually very limited, part of the course may be marked so as to avoid any unusual hazards, promote fair competition or to prevent environmental damage.

Age Categories

Age categories for **seniors** is at the date of the race itself except in respect of the WFRA Championships, South Wales and North Wales Series where the relevant age category is determined by reference to their age as of 1 January 2024 – this to avoid competitors claiming different age categories during the race series.

Minimum age limits and junior age categories

All Race Organisers (ROs) are required to stipulate minimum age limits for their races for safety reasons. However, age categories/limits have been known to cause confusion for ROs and we're hoping this section clarifies things. To start with, it's helpful to distinguish two types of races, to avoid ROs getting bogged down in detail that may be irrelevant for their race:

- A) Races that are primarily adult races (though they may permit under 18s), including junior races run as an 'add on' to adult races and which don't form part of a junior series. The majority of races in the WFRA calendar fit into this category.
- B) Junior specific races, especially those forming part of a junior series (even if run on the same day as an adult race, or where some age categories run with the adults).

A: races primarily for adults (which may include junior courses as an 'add-on')

- 1) For simplicity, ROs can set the minimum age as 'age on the day'(OTD) so there is no requirement to use the age categories specified in table 3.1.4. Minimum ages quoted in the calendar are OTD unless stated otherwise.
- 2) Minimum ages should be set primarily with safety in mind. While ROs could consult this section as an approximate guide, distance is only one factor in safety: ROs should also consider height gain, ruggedness of the terrain, remoteness, time of year, density of markers and marshals, probability and consequences of getting lost or injured, and the way in which these factors may compound each other.
- 3) ROs must obtain parental consent for any runners <18 years old OTD. This can include consent by someone acting in loco parentis (e.g. a coach) or can be obtained in advance (e.g. through online entry). We strongly recommend using or adapting the WFRA Junior Consent Form, available from the WFRA website.

Note: there is also no limit to the distance that 18-year-olds can run (even if they are technically in the u19s age group in table 3.1.4). So once a runner is 18 years old, they are an adult and should be treated as any other senior competitor.

Other points to note for ROs considering allowing u18s to run

More comprehensive guidance is available in the ‘Organising Junior Fell Races’ document, available from the WFRA website.

While ROs owe a certain duty of care to all competitors, this duty of care is elevated in the case of minors, and ROs should be aware of the various extra considerations with respect to juniors, i.e. those less than 18 years of age (see the separate ‘Organising Junior Fell Races’ document). Therefore, while the WFRA is very keen to develop opportunities for junior runners (and the Junior Coordinator is very happy to help and advise ROs), we recognise that doing so does bring extra complexity, and there is no obligation on ROs to set a minimum age lower than 18 years old on the day, no matter how short or easy the race is.

ROs may set additional requirements for under 18s, with regard to prior experience (e.g. ‘must have recently completed three Category A fell races’) and/or skills (e.g. ‘must be a competent navigator’) and if so, this should form part of the parental consent form (i.e. the parent should sign to say their child has whatever experience/skills are required). This can be a good way to open more fell races to appropriately experienced under 18s.

In some circumstances, particularly longer/more remote races or ‘mountain marathon’ style events, it may be appropriate to require juniors to run with an appropriately experienced adult (see Table 3.1.4).

ROs are encouraged to have prize categories and keep record times for youth categories but that is at the discretion of the RO.

B) Junior-specific races, especially those forming part of a WFRA Junior Series

For these races, the age categories in table 3.1.4 must be used to ensure consistency across all the races in the same series/year. These are the same age categories as used by the FRA in England.

Distances: the distances in the table are guidelines not absolute maximums, but ROs should carefully consider time of year, remoteness, technicality/ruggedness, and the probability and consequences of getting lost when planning courses. More detailed guidance on planning junior courses is provided in the separate ‘Organising Junior Fell Races’ document.

Please note that age categories are at year end, i.e. **31 December 2024** for the 2024 season.

Table 3.1.4: Junior age categories for Junior Series

Note: There is no requirement to have separate courses for every age group, for example u17s and u19s could both run an approximately 7km race together.

Category (age at 31/12/24)	Under 7s	Under 9	Under 11	Under 13	Under 15	Under 17	Under 19
Birth Year	2018+	2017, 2016	2015, 2014	2013, 2012	2011, 2010	2009, 2008	2007, 2006
Age (years) on race day	6*	6, 7 or 8	8, 9 or 10	10, 11 or 12	12, 13 or 14	14, 15 or 16	16, 17 or 18
Guideline max distance (Km)	1	1	2	3	5	7	10
Guideline max. distance (miles)	0.6	0.6	1.2	1.9	3.1	4.3	6.2

*For WFRA Fell Races the minimum age for competition is six years. Runners under six years of age on the day may be permitted at ROs discretion but must be accompanied by a parent or guardian.

For paired Mountain Marathon style orienteering events, over one or two days, where one of the two runners is under 18, the other runner must be over 20 and must also be the parent or legal guardian of the junior runner. The minimum age for the junior runner is 14 and the following maximum straight-line distance limits apply for each day of the event.

Table: Guideline straight line distances for paired Mountain Marathon style events

Age	Under 17	Under 19
Age (yrs.) on race day	14, 15 or 16	17 or 18
Kilometres	20	25
Miles	12.4	15.5

Race Day:

With the exception of mountain marathon type events, Race Organisers should provide accurate race route descriptions (ideally an appropriate map) in sufficient detail for runners to plan their routes (ideally well in advance of race day). Maps may be provided, noting that the WFRA has a licence to copy Ordnance Survey paper maps. Race Organisers may copy and distribute maps to competitors but are not permitted to charge for this. The following acknowledgement should be put on any maps copied:

Reproduced from (insert name and scale of paper map) by permission of Ordnance Survey on behalf of the Controller of her Majesty's Stationery Office. Crown Copyright. All rights reserved. Licence number 100043657.

Or where space does not permit it is permissible to use *Crown Copyright (insert year of*

publication of the Ordnance Survey paper map). All rights reserved. Licence number 100043657.

In line with the WFRA's ethos, Race Organisers must not provide downloadable routes such as GPX files (or equivalent) or Strava 'traces'.

The prohibition of GPS devices for navigational purposes has been in force for quite some time now and appears to have been broadly accepted. It may be helpful here to summarise the key details, namely:

- All WFRA races strictly prohibit the use of electronic devices using aids such as GPS for navigation or position fixing, even momentarily (i.e. Race Organisers do not have any discretion).
 - The use of such a device to display distance travelled, time, speed or altitude is allowed (at the discretion of the Race Organiser), as is recording of an actual route for post-race analysis. The use of devices (except in any emergency) is not commensurate with the ethos of fell racing. For the avoidance of doubt, such devices may of course be used in an emergency, but the competitor is expected to declare this to the Race Organiser who is then obliged to disqualify the individual concerned.
1. On race day, Race Organisers must be present at the race to ensure the event takes place as planned and to manage any incidents that arise. In order to respond rapidly and authoritatively to any incidents the Race Organiser is not permitted to run in his/her own race unless an appropriate Race Director has been appointed and this is notified in advance to the WFRA's Race Registration & Safety Officer. The Race Director assumes responsibility for all decision making during the period that the Race Organiser is unavailable.
 2. Take reasonable care to confirm that competitors understand the nature, length and severity of the race, the relevant safety requirements, the availability/ non-availability of any first aid provision and that they have suitably judged their capabilities to complete the race safely and within a reasonable time.
 3. Use a robust system for accounting for individual race starters and finishers. The Race Organiser must ensure that every individual runner is accounted for.
 4. Put in place and direct a team of competent helpers to assist in ensuring fair competition.
 5. Ensure that mandatory checkpoints and crossing points are clearly marked and appropriately visible.
 6. Inform all competitors that if they retire from the race they must report to the race finish, even if they report their retirement to a marshal on the course (note the importance of capturing comprehensive contact information on the race entry form or on-line equivalent).

After the race:

1. It is desirable that Race Organisers publish race results as soon as practicable and share a copy of these with the WFRA, ideally via email: results@wfra.org.uk
2. Promptly notify the WFRA's Registration and Safety Officer of any competitor suspected of breaching the WFRA's Safety Rules, specific requirements specified by the Race Organiser or in respect of any other reasonable requirement. The clear expectation is that each and every competitor must comply with all relevant rules and requirements and conduct themselves in a manner which does not bring discredit to the sport, the race or WFRA more generally.
3. In the unlikely event of an incident occurring which could potentially give rise to a claim under the

combined liability insurance policy or a complaint under the WFRA's disciplinary arrangements, it is important to ensure that the following requirements are adhered to and, as appropriate seek guidance from the WFRA's Race Registration & Safety Officer.

4. The golden rule here is that any and all (potential or actual) incidents which may give rise to an insurance claim under the combined liability policy and/ or disciplinary matter must be documented and communicated to the Race Registration and Safety Officer as soon as practicable (and in any case within 48 hours). A failure to do so may invalidate or limit the protection offered by the insurance policies in place. It is much better to err on the side of caution and report any potential incident which could give rise to a claim.

The purpose of prompt reporting is to allow the Insurers to carry out investigations at an early stage whilst information relating to the claim remains fresh in the mind and therefore hopefully reduce costs (and worry for all concerned).

The Race Registration & Safety Officer will promptly notify the insurance company of any incident which could give rise to a claim. To illustrate what is required here, the *insurance company requires that they be immediately notified of any incident that involves:*

- a fatal accident
- an injury involving either referral to or actual hospital treatment
- any allegations of libel/slander
- any allegations of inappropriate behaviour or contact
- any allegations of professional negligence, i.e. arising out of advice given on the race route or weather conditions
- any investigation under any child protection legislation.
- any circumstance involving damage to third party property.

The WFRA has been made aware of several incidents in the recent past where injuries to runners and other relevant matters have not been properly notified. The WFRA requires that Race Organisers be diligent in reporting such matters.

An injury is defined as:

- any head injury that requires medical treatment (doctor or Hospital).
- any fracture other than to fingers, thumbs or toes.
- any amputation, dislocation of the shoulder, hip, knee or spine.
- loss of sight (whether temporary or permanent).
- any injury resulting from electrical shock or burn, leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
- any other injury leading to hypothermia, heat induced illness or to unconsciousness which requires resuscitation or admittance to hospital for more than 24 hours.
- loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent.

Please note the above list is merely illustrative – if you are unsure as to whether an incident should be reported, err on the side of caution. Under no circumstances should you (the Race Organiser), admit liability for any injury or damage caused or agree to pay for any damage caused as this may prejudice the position of Insurers and may result in the withdrawal of any indemnity.

Finally, please note that this is a liability policy where Insurers decide if negligence attaches to you. Therefore, any payments you make to any third parties will not necessarily be reimbursed.

Incident Recording Requirements

A Race Organiser should maintain a register of **any** accidents or incidents occurring during any WFRA

registered race and this must be kept for at least three years. Names and addresses of any possible witnesses should also be recorded. This will assist in future race planning and risk mitigation.

The register must contain the following information relating to all reportable accidents or dangerous occurrences: date and time of accident; the full name of individuals involved, their age and nature of injury; place where accident occurred; a brief description of the circumstances and the method by which the accident was reported. Please record as much information as possible and, if appropriate, consider recording photographic evidence.

Forward Planning

Please keep the WFRA calendar secretary (wfracal@gmail.com) informed as to your plans for the following year's event. You will be contacted by the secretary in September with a form for you to log the details. However, it is really helpful to let the WFRA know of proposed dates etc in advance of this. It makes it easier to structure the calendar and avoid clashes etc. Please also make contact should significant details about your race change once the calendar has been published (e.g. race date, race cancelled, race entry procedure changed). This enables us to keep the website up to date.

4.0 Guidelines for Race Organisers

4.1 Introduction

This section sets out guidance to assist Race Organisers in putting in place suitable arrangements for their races.

Race Information

It is good practice to prepare and make available a Race Information Sheet to inform competitors (marshals and other helpers) of the main details of the race. It may be used in general race publicity and should contain the following:

- This should include the start time, distance, ascent and race categorisation in terms of technical difficulty. If there are multiple races and/or junior events each race should be specified and the age group applicable to each race.
- A route description, any checkpoints, and any alternative route in the event of bad weather; recommended maps that would assist the competitors on race day, and in the planning and preparation leading up to the race; a description of the route indicating the type of terrain and severity of the route, highlighting any unusual characteristics of the race which may be important for the safety of competitors. Areas that are restricted except on race day should be described.
- The level of experience required and any qualifying conditions that the Race Organiser has set as entry criteria.
- First Aid cover and emergency response available at the race.
- A clear list of minimum personal safety kit / equipment to be carried by competitors. It is best to err on the side of caution in a bid to ensure competitors bring appropriate kit and equipment to race registration – this is particularly important if, for example, full waterproofs may be required which is generally understood to mean full body cover with taped seams.
- The level of navigational skills needed during the race and advice on the type and extent of any course markings that will be in place.
- Information for competitors concerning all race rules, retirement procedures, safety equipment to be carried and (where applicable) checkpoint number recording and checkpoint closing times.
- Information on ‘time outs’ i.e. whether competitors are required to reach a particular checkpoint by a prescribed time. Please consider how these time outs are calibrated to ensure that they don’t unreasonably discriminate against competent but slower than average runners. ‘Early starts’ are permissible and indeed encouraged where these can reasonably be accommodated.
- Information in relation to, for example, whether pet/ service dogs or walking/ racing poles are permitted.
- Any other safety information that may be useful to competitors on race day that may be particular to the race, e.g. appropriate duty of care arrangements or local weather forecast.

The race information should be sufficient to allow competitors to assess their competence to complete the

race safely and in a reasonable time. Race Organisers may consider offering to lead reccies well in advance of race day so as to allow prospective competitors to familiarise themselves with the race route but also to allow individuals to gauge their abilities more precisely.

Race Safety Plan

Race Organisers should document a Race Safety Plan to address all safety related aspects of the race. The plan will prove a valuable tool in helping to ensure that all reasonable measures have been taken to facilitate a safe and well organised race. That plan should deal with:

Size of Field

Give consideration to:

- the maximum number of competitors that the race organisation can monitor and control
- local facilities to safely handle the anticipated number of visitors
- environmental aspects

Course Design

Race information should accurately reflect the nature of the course. Ensure any exceptional hazards that can be identified in advance are accurately described. It is in the interests of Race Organisers to highlight the risks and obstacles that competitors might not anticipate from normal experience. Details of the type and extent of any course markings should be included in the race information.

Adverse Weather Conditions

Should weather conditions be so severe that the monitoring of the race could be extremely difficult or impossible, the Race Organiser should consider using an alternative bad weather low level route, or in extreme conditions, cancelling the race. This must be the Race Organiser's decision and should be taken as early as possible on race day – the golden rule here is that, if there are safety concerns, the race should be cancelled. If a safer bad weather alternative can be pre-planned, then it would be helpful to identify and communicate this in advance.

Qualifying Criteria

If asking for any qualifying criteria or experience, please ensure that this is outlined in the race information, and also that there is a way of gathering the relevant information through the entry procedure. The responsibility is on the competitor to declare their information accurately. No-one has the absolute right to enter an WFRA registered race and the Race Organiser may refuse entry on any grounds including doubting that a competitor can safely complete the race and/or in a reasonable time. Please notify the WFRA if any prospective competitor is rude or abusive to anyone involved in race organisation.

Runner Identification

It is the Race Organiser's responsibility to have an accurate record of the number of competitors starting the race and the number finishing. A simple "head count" at the finish against the number of starters is not an adequately secure system alone. The race finish team should have a reference list of all competitor names with their numbers to allow rapid identification of unaccounted runners at the end of the race. Race numbers are a popular and convenient way of fulfilling the obligation to identify competitors. If using numbers, the Race Organiser must provide instructions on how to make them visible during the race and how they should be communicated to marshals (if applicable). Other systems for monitoring runners such as clip cards, wrist bands and dibbers may also be considered.

Race Monitoring

It is important that the Race Organiser:

- can accurately identify the competitors on the start line and those who complete the race.
- can accurately account for those who abandon the race or did not start after collecting their race identification.
- has a plan for the timescale and method of trying to account for missing people efficiently and a rapid response procedure for initiating search and rescue.
- considers, where practicable, the use of radio, telephone or other wireless methods of communication (noting that the WFRA has purchased two-way radios which are available to be loaned to Race Organisers).
- monitors the safe return of competitors from an uphill-only or downhill-only race.

First Aid

It is good practice for there to be to some first aid provision available at the race start/finish point; at the very least a basic first aid kit. Competitors should be advised of their personal safety obligations and their self-evacuation obligations.

Marshals

It is important that when a Race Organiser places a marshal in position to fulfil a particular role that he/she has the appropriate fitness, skills, experience, equipment and understanding of the duties and responsibilities of his/her role. In some circumstances the demands are unlikely to be met by a single person. Race Organisers should consider whether to place multiple marshals at certain marshal points. It is the WFRA's view that the prime purpose of marshals and other race monitoring arrangements is to ensure 'fair competition'. In all instances, senior competitors are individually responsible for ensuring his/her own safety.

Retirement Procedures

These should be set out in the race information circulated to competitors before and on the day of the race. Each race will have its specific characteristics and Race Organisers should advise competitors as to what is expected of them for reporting their retirement, whilst also accepting that the marshals, first aid and emergency services also have a role to play in such reporting, especially when a competitor needs assistance.

Personal Safety Equipment

Race Organisers should specify minimum safety kit requirements for their race based on their experience and conditions on the day, noting the WFRA's Safety Requirements. But it is the responsibility of the competitor to wear/carry such additional kit as is essential for his/ her welfare.

Race Organisers should carry out full or random kit checks to ensure that whatever requirements they specify on the day are met. Race Organisers should disqualify any competitor judged to be in breach of the race safety rules and report the infringement to WFRA where appropriate. A failure to do so brings the sport into disrepute and erodes overall levels of compliance with these safety requirements.

The Race Organiser should note that the WFRA emphasises that it is for the competitor to abide by all race rules. Should they fail to do so, the responsibility for that lies with the competitor. It is the Race Organiser's responsibility to take reasonable care to comply with the WFRA's race registration requirements. A failure to do so will result in the race registration and insurance cover being withdrawn.

Appendix 1 – Risk Assessment

See standalone pdf and excel versions of the document.

Appendix 2: Transgender Eligibility

A Joint Statement on Transgender Eligibility by the following Fell/Mountain Running Associations:

- **The Fell Runners Association (FRA)**
- **Welsh Fell Runners Association (WFRA)**
- **Northern Ireland Mountain Running Association (NIMRA)**

On 31st March 2023, UK Athletics (UKA) issued a 'Principle Statement' on transgender eligibility in athletics, which in turn followed a similar announcement made by World Athletics. The Statement announced that from midnight on that date UKA would apply the World Athletics Transgender Regulations.

We agree with the aims of this 'UKA Principle Statement' and remain committed to ensuring that fellrunning continues to be welcoming, inclusive, fair, and safe for everyone.

Consequently, we are taking further steps to ensure inclusion and fairness by protecting the female category in sporting competition and therefore from 1st January 2024 the following policy will be adopted for all races, championships, and other competitions which we license and/or register:

Category	Eligibility
Female	1. Female athletes who are recorded as female from birth.
	2. Transgender female athletes who can prove to the race organisers that they meet the criteria set out in Regulation 3.2 of the 'World Athletics Eligibility Regulations for Transgender Athletes'.
Male/ Open	3. Male athletes who are recorded as male from birth.
	4. Transgender male athletes and athletes who cannot satisfy the terms of bullet point 2.

This Policy will be reviewed periodically by each fell/mountain running body to account for scientific and other developments.

A set of Frequently Asked Questions (FAQs) will follow this announcement to support safe and fair competition.

Fell/mountain running is an amateur, non-commercial sport, primarily organised on a not-for-profit basis by volunteers. We do not have the resources to engage on matters of an individual's sex or gender. We rely on competitors' and race organisers honesty and goodwill. Any persons found to be acting/behaving in a way which risks bringing the sport into disrepute will be subject to the relevant body's disciplinary regulations. Any other incidents in relation to this policy will be dealt with by the respective fell/mountain running body's current Incident Reporting arrangements.