



MID LANC'S LEAGUE

Guidance for host clubs

• Cross Country

1. League fixtures are agreed at the Mid Lancs Annual Cross Country Meeting, usually held in June or July.
2. All member clubs affiliated for cross country must agree to host or co-host a fixture at least once every three years.
3. It is the responsibility of the primary host to arrange a safe and appropriate course for all age groups, including Under 11 boys and girls.
4. Host clubs must carry out a risk assessment for the course and obtain a UKA Cross Country licence (see [link](#)) which should be displayed on the day.
5. If, for any reason, a host club can no longer host a fixture on the agreed date, they must notify the league's Cross Country Secretary – or General Secretary Ron Scott on RonCoScott@aol.com whilst the position of Cross Country Secretary is vacant – as soon as possible.
6. All start and finish officials for the cross country fixture and the results team will be arranged by the League.
7. On the day of the fixture, the host and co-host clubs shall mark out the course early enough so that runners can walk the course before the first race. Clubs are expected to use their own course marking material.
8. The host club must appoint sufficient, adequately briefed marshals to ensure both the safety of the runners and that the correct routes are followed.
9. The host club must appoint appropriate and qualified first aiders, whose presence and whereabouts must be announced or signposted at the start of the meeting.
10. Two weeks before the fixture, course maps and any specific travel and parking directions should be sent to the League for posting on the League website.
11. The host club should provide a packed lunch and hot drink for officials.
12. After the conclusion of the fixture, host clubs can claim for the cost of facility hire, first aid and up to a £50 contribution towards the cost of officials' lunches etc. All claims must be made in writing, with copy invoices, to Steve Armer by email, with scanned invoices, to steve.armer17@gmail.com. The League shall not be liable to pay any claim made more than 12 months after the date of the fixture.

• Track & Field

1. League and medal meeting venues are agreed at the Mid Lancs Annual General and Track & Field Fixtures Meeting, usually held at the end of November.

2. All clubs with regular access to a properly certified track are asked to volunteer to host a meeting. Clubs must make sure that their track carries a current British Athletics certificate or TrackMark allowing all track and field events in the Mid Lancs T&F programme to be held.
3. Once dates and venues are agreed at the annual meeting, host clubs should confirm the booking of their track.
4. The League's Track & Field Secretary will obtain a permit for all the Mid Lancs T&F fixtures before the start of the season. Host clubs should obtain a copy for public display on the day of the fixture.
5. Host clubs should provide the local track facility management with a copy of the League's Order of Events and a listing of all equipment needed for the meeting. A copy of a suggested equipment listing is attached. The facility and all equipment must conform to health & safety standards.
6. All chief officials, starters, marksmen and a results team are appointed by the League. Host clubs should provide a Clerk of Course (Field) and, in addition to their normal requirement to provide officials, some additional helpers to assist with ancillary duties such as announcing, input of results and displaying results.
7. The host club must appoint appropriate and qualified first aiders, whose presence and whereabouts must be announced at the start of the meeting.
8. The host club should provide a packed lunch and refreshments for officials. Current guidance is for 75 lunches, plus any extra for the host club's ancillary helpers. A contribution of up to £130 can be claimed.
9. If, for any reason, a host club can no longer host a fixture or cannot include a particular event, they must notify the League's Track & Field Secretary – Norman Mitchell, norm_mitch@talk21.com , 01254 395043 – as soon as possible.
10. After the conclusion of the meeting, host clubs can claim for the cost of track hire, first aid and up to a £130 contribution towards the cost of officials' lunches etc. All claims must be made in writing, with copy invoices, to Steve Armer by email, with scanned invoices, to steve.armer17@gmail.com. The League shall not be liable to pay any claim made more than 12 months after the date of the fixture.

LIST of EQUIPMENT for a MID LANCS T&F MEETING

Starter's rostrum
 Finish line posts
 Lap marker, bell and break (green) flags for 800m races run in lanes
 6 Relay batons
 Starting blocks at 100m start
 3 sets of red & white flags for relay take over
 Set of flags for all long throws, triple and long jump
 Warning horns for all long throws
 Public address system for announcer
 Rakes, brushes, lifting hooks, rollers, plasticine, watering cans for long/triple jumps
 Shot: 7.26Kg, 6Kg, 5Kg, 4Kg, 3Kg, 2.72kg (at least 3 of each, marked with the weight)
 Discus: 2Kg, 1.75Kg, 1.5Kg, 1.25Kg, 1Kg, 75g (at least 4 of each)
 Javelins: 800Kg, 700Kg, 600g, 500g, 400g (at least 4 of each)
 Hammers: 7.26Kg, 6Kg, 5Kg, 4Kg, 3Kg (at least 3 of each)
 High Jump uprights and at least 3 bars
 Tape measures 2m for HJ, 20m for LJ/TJ, & Shot, 100m for long throws
 Sprint hurdles at selected meetings

NB No pole vault or steeplechase at this meeting.
 All throwing areas need to be roped off
 The League will provide EDM equipment for long throws