Rules and Constitution

OXL League Manual

Document Purpose

This document is intended to bring together all the information, guidance, and rules to deliver the Oxfordshire Cross Country League (OXL).

Overview

Open to EA affiliated clubs in Oxfordshire and neighbouring counties, the OXL is a 5-fixture cross country league. It provides athletes from the age of 8 up to masters an opportunity to test themselves on a variety of challenging courses. Member clubs pay an affiliation fee and commit to either host (or co-host) a fixture or provide 3 volunteers across the season to assist host clubs put on fixtures. EA affiliated athletes pay a league entry fee that allows them to race in all remaining races that season. Unaffiliated athletes are not permitted to enter. At the end of season, prizes are awarded to individuals based on athletes' best 4 of 5 results and to teams based on all 5 fixtures.

League Constitution

This is the formal constitution of the Oxfordshire Cross Country League (OXL). It should be reviewed and approved by member clubs at the AGM.

1.0 League Title

1.1. The League shall be called the Oxfordshire Cross Country League (OXL).

1.2. A sponsor's name may be prefixed to or substituted for the name of the League as appropriate.

2.0 Objective

2.1. To encourage and promote cross country running for all within the county of Oxfordshire and adjoining counties from the age of 8 years upwards.

3.0 Responsibility

3.1. The OXL shall be registered with England Athletics (EA).

3.2. Member clubs of the OXL shall be registered with the EA and conform to their rules as specified.

4.0 League Management

4.1. The officials of the League should include the League Manager, Secretary, Treasurer, and such other officials (e.g. Results Secretary, Race Referees) as shall be agreed by the Annual General Meeting (AGM) of the League.

4.2. These officials shall form the management committee of the League.

4.3. To avoid any conflict of interest no OXL Committee member shall be a currently serving member of their County AA.

4.4. All officials of the league shall be elected annually and serve until the end of the following AGM.

4.5. Written notice of intention to stand in accordance with article 6.2 must be given for League Manager, Secretary and Treasurer.

5.0 Membership

5.1. Membership of the OXL shall be open to all athletics clubs within the county of Oxfordshire that are affiliated to EA.

5.2. Membership is also open to such athletics clubs from counties adjoining Oxfordshire, subject to the approval of the AGM.

5.3. Clubs shall be given the opportunity to present their case at the AGM.

5.4. At least two-thirds of the member clubs at any time shall be Oxfordshire clubs.

5.5. Where a club is deemed to have failed to meet its obligations to the OXL, a proposal will be tabled at the end of season AGM for member clubs to vote on whether to allow the club to continue as a member of the OXL.

6.0 General Meetings

6.1. An Annual General Meeting (AGM) shall be held between seasons, following completion of the preceding season's accounts and ideally no later than 4 months prior to the following season.

6.2. The Agenda for the AGM, including any proposals tabled in accordance with this constitution, and the names of those standing for election as officials of the OXL shall be circulated to member clubs not less than 7 days prior to the meeting.

6.3. An independently audited annual financial statement shall be presented at the AGM.

6.4. An Extraordinary General Meeting (EGM) shall be called by the League Secretary upon receipt of a request signed by five member clubs and stating the object of the meeting, or upon being directed to do so by the Management Committee.

6.5. The League Secretary shall give at least four weeks' notice of such an EGM to all Affiliated Clubs and such notice shall state the object of the meeting.

7.0 Voting rights

7.1. Each club affiliated to the OXL shall be entitled to send one voting delegate to the AGM.

7.2. Non-voting delegates may attend and speak.

7.3. Vote shall be carried by a simple majority of the voting delegates.

7.4. Neither proxy voting nor postal voting will be accepted.

7.5. The meeting should normally be chaired by the League Manager, who may exercise a casting vote in the event of a tied vote. Otherwise league officials should not have a vote in that capacity.

8.0 Affiliation fees

8.1. Member clubs shall pay an annual affiliation fee to the OXL.

8.2. The affiliation fees for the forthcoming season shall be determined at the AGM.

9.0 Liability

9.1. The OXL accepts no liability for loss or damage to the property of any of its members nor for any personal injury sustained by any member received while participating or competing in any of the OXL's activities.

9.2 The OXL is affiliated to England Athletics and benefits from the public liability insurance cover provided through that affiliation, subject to the terms, conditions and exclusions of the applicable insurance policy.

10.0 League season

10.1. The league season will normally run between November and March and will normally consist of 5 races.

11.0 Venues

11.1. Race venues for the following season will be determined by the League Manager in accordance with any views expressed at the latest AGM.

11.2. In any one season the aim shall be for the majority of the fixture venues to be within the County of Oxfordshire. Bearing in mind the requirement to ensure a variety of courses over the course of a season, that should not preclude the selection of venues outside Oxfordshire, if deemed necessary.

12.0 Constitution

12.1. No alterations or additions may be made to the Constitution except at the AGM, or at any EGM called for the purpose.

12.2. Proposals to change this constitution may only come from member clubs and shall be sent to the League Secretary not less than 28 days before the meeting.

12.3. This Constitution was approved and adopted at the AGM held on Wednesday, 26th June 2024.

Club Affiliation

As stated in Section 5 of the OXL Constitution, membership of the OXL is open to all clubs in Oxfordshire and to clubs in neighbouring counties subject to AGM-approval.

Requirements & Expectations

All member clubs must be affiliated to the national governing body, England Athletics (EA). Affiliation fees are payable as detailed in the Club Fees section below. OXL fixtures are organized by member clubs (aka "host clubs") with support from the OXL Committee. Multiple clubs can co-host a fixture. Subject to AGM budget approval, the OXL looks to reward host clubs with a financial donation. All non-hosting clubs agree to provide a volunteer on 3 occasions over the course of the season to assist host clubs to ensure there are sufficient volunteers to put on the fixtures safely & successfully. Every member club is required to nominate a Team Manager who will be the main point of contact between the club and the OXL.

Club Fees

The Club Affiliation Fee for the League is based on the number of participants in the previous season as follows: Participants Affiliation Fee Up to 25 £96.00 25–79 £156.00 80 or more £216.00 Note: The Club Affiliation Fee for new member clubs in their first season is that for "Up to 25 participants". Any changes to fees will be put to membership vote at an AGM. Following confirmation of the next season's fees, a request for payment will be issued by the OXL Committee to member clubs with payment details and date for payment.

Member Clubs

A list of current member clubs, is below:

Club	OXL Code	OpenTrack Code	Oxfordshire Club
Abingdon AC	Abi	ABN	Y
Alchester Running Club	Alc	ALCH	Y
Banbury Harriers AC	Ban	BANBH	Y
Benson Striders Running Club	BnS	BENSN	Y
Bicester AC	Bic	BIC	Y
Cherwell Runners & Joggers	Chw	CHERJ	Y
Didcot Runners	Did	DIDCT	Y
Eynsham Roadrunners	Eyn	EYNRR	Y
Great Milton AC	GtM	GMILT	Y
Harwell Harriers Running Club	HwH	HARWH	Y

Headington RoadRunners	Hea	HEAD	Y
Highworth Running Club	Hig	HIGHW	N
Hook Norton Harriers	HkN	HOOK	Y
Kidlington RC	KIDRC	KIDRC	Y
Newbury AC	New	NEWB	N
Oxford Brookes Running & Athletic Club	OxB	OXBRO	Y
Oxford City AC	OxC	OXFC	Y
Oxford Tri Club	OTC	OXTRI	Y
Radley AC	Rad	RAD	Y
Reading AC	READ	READ	N
Swindon Harriers	SwH	SWINH	N
Swindon Striders	SwS	SWINS	N
Team Kennet Athletics & Triathlon Club	TKT	TKTRI	N
Thame Runners	THAMR	THAMR	Y
White Horse Harriers AC	WHH	WHH	Y
Witney Roadrunners	Wit	WITRR	Y
Woodstock Harriers AC	Wds	WOODH	Y
Proportion of member clubs in Oxfordshire (67% required):		78%	21/27

League Season

As stated in Section 10 of the OXL Constitution, the league season will normally run November to March and will normally consist of 5 races.

Race Schedule & Distances

The following race day schedule will apply to each of the 5 fixtures:

Race Number	Age Group	Start Time	OXL Target Distance	UKA Max Distance	Team Size
1	U10 Boys & Girls	09:55	1200m	1600m*	3
2	U12 Boys & Girls	10:05	1500m	2000m*	3
3	U14 Boys & Girls	10:15	3000m	3500m	3
4	U16 Boys & Girls	10:30	4500m	5000m	3
5	U18 Boys & Girls	10:55	6000m	6500m	3
6	U20/Senior/Veteran Men	11:20	7-9000m	10000m**	7

7	U20/Senior/Veteran Women	11:50	7-9000m	10000m**	4

* Distances for U10 and U12 age groups are recommended maximums ** Distances for U20 age groups are limited to 10,000; Seniors are unlimited

In the event the fixture schedule needs to be altered, as much notice will be given as possible.

Event Cancellation

When a fixture is threatened by bad weather or other factors, the OXL Committee will aim to provide up-to-date information to clubs and participants via a 'news' item posted on the website & social media in the lead-up to the fixture, and will aim to publish a final decision to go ahead or cancel by the Saturday lunchtime directly prior to the fixture date.

Venue Selection

As stated in Section 11 of the OXL Constitution, the aim is to hold most fixtures at venues within Oxfordshire. Venues in neighbouring counties are permitted. The OXL Committee will liaise with member clubs to identify suitable venues with the aim of having more than 5 suitable venues so there is some flexibility should venues become unavailable. In conjunction with host clubs, the OXL Committee will look to select venues on a rotational basis where possible to ensure no one club or venue is over-used. Host clubs will be asked for rough cost estimates so that a budget for the following season can be presented at the AGM.

Venues

Below are the venues used by the OXL over the last 10 seasons:

Venue	County	Last Used	Available
Finmere	Oxon/Bucks	Mar-26	Yes
Moredon Sports Hub	Wilts	Dec-25	No
Henley Showground	Oxon	Mar-25	Yes
Cotswold Farm Park	Glos	Feb-25	Yes
Horspath Stadium, Oxford	Oxon	Jan-25	Yes
Cirencester Park	Glos	Dec-24	?
Cornbury Park Estate	Oxon	Nov-24	?
Newbury Showground	Berks	Nov-22	?
Bicester Heritage	Oxon	Nov-21	No
Lawns Park, Swindon	Wilts	Feb-20	No
Bo Peep Farm, Adderbury	Oxon	Jan-20	No
Kilkenny Country Park, Carterton	Oxon	Dec-17	No
Hill End Centre, Farmoor	Oxon	Mar-17	No
RAL, Harwell	Oxon	Feb-17	No
Culham Park	Oxon	Dec-15	No
Ascott-under-Wychwood	Oxon	Nov-15	No

Athlete Entries

The following section includes all the details around athlete entries for the OXL.

EA Affiliation

All athletes must be a member of an EA-affiliated club. Unattached athletes are not permitted to run. All athletes in the U12 age group and above must have an active EA registration. Registration is optional for U10 athletes, although member clubs are encouraged to register U10 athletes where possible, as this will also mean they appear in OpenTrack and make entries easier.

First/Second Claim

An athlete's first claim club status takes precedence. No athlete may compete for his/her second claim club, while his/her first claim club is a member of the League. Legitimate second-claim athletes can register at any point of the season, subject to all other league rules. No competitor may compete for more than one club during a season. Any competitors switching between clubs within the League during the season will keep individual and team scores prior to the club switch but will be treated as guest runners thereafter, i.e. they will not score further in either the individual or team competitions.

Guests

'Guest' athletes may be permitted to run with the prior permission of the League Manager provided they are a member of an EA affiliated club and are registered as paid–up EA affiliated athlete, but will not be eligible for prizes. A 'Guest' athlete is non–scoring in that they will not appear in the team results, or take any score in their respective individual race category.

The information we will need for guest athletes is: - First Name - Last Name - Date of Birth - Gender - URN - Club

Please also confirm that payment will be made to the League using the following bank details: - Sort Code: 54-21-23 - Account No: 50527355 - Account Name: Oxfordshire Cross Country League

Please use the narrative: athlete name Guest.

Entry Fees

The Athlete Entry Fees are on a pro rata basis as follows:

Entry Prior To	U10-U18 Fees	U20+ Fees
Round 1	£15	£20
Round 2	£12	£16
Round 3	£9	£12
Round 4	£6	£8
Round 5	£3	£4

Changes to athlete fees will be proposed as part of the following season budget presented at AGM.

Entry Process & Deadlines

All athlete entries are to be made by the Team Manager through the OpenTrack platform: https://data.opentrack.run/leagues/oxl/ . A guide to the process is available on OpenTrack here: https://docs.opentrack.run/league/roadxc/oxl/ . All entries to be paid for when they are made. No entries can be accepted without payment. Team Managers need to be logged in to OpenTrack to enter athletes. If you require a log in, contact the OXL Committee to arrange one. Team Managers can make online entries via OpenTrack for all EA registered first-claim athletes at any time, subject to the athlete being available in OpenTrack and the club having available numbers in their allocation. However, it is recommended to enter athletes by the entry deadline mentioned below to ensure time is available for the Committee to work through any queries with the Team Manager: Entries for Round 1 are to be received by 23:59 on the Sunday, 13 days prior to the fixture. Entries for other rounds are to be received by 23:59 on the Sunday, 6 days prior to each subsequent fixture. PLEASE NOTE: Any second claim or U10 athletes who are not registered with EA must be submitted to the Committee prior to the above deadlines due to any additional admin required.

Entering Second Claim Athletes

Second claim athletes need to be registered and should appear if they have been registered as Second Claim with England Athletics. Should you have issues with this system, please email the committee for help. These will then be manually entered and allocated to your club. We again do not guarantee such entry requests if they are made later than 7 days before a given fixture.

Information we would need for these second claim athletes is: - First Name - Last Name - Date of Birth - Gender - URN - Club

Please also confirm that payment will be made to the League using the following bank details: - Sort Code: 54-21-23 - Account No: 50527355 - Account Name: Oxfordshire Cross Country League

Please use the narrative: clubname Second Claim.

Age Date & Categories (& any age-related exceptions)

For juniors, the age category for the season is determined by the athlete's date of birth in accordance with the England Athletics age-group rules. The competition year runs from 1 October to 30 September, with athletes competing in the same age category throughout the cross country, road and track and field seasons. For age groups U10 to U18, the age qualification date is 31 August within the relevant competition year (for cross country, this would be the second part of the season, so in 2026-27 season, it is the 31st August 2027).

The following table sets out the age categories used by the League and the corresponding dates of birth for each competition year.

Race No.	Age Category	Age at Age Date
1	U10 Male/Female	8 years (on day of race) or 9 years
2	U12 Male/Female	10 – 11 years
3	U14 Male/Female	12 – 13 years
4	U16 Male/Female	14 – 15 years
5	U18 Male/Female	16 – 17 years
6	U20 Male	18 – 19 years
6	Senior Male	20 – 39 years
6	V40 Male	40 – 49 years
6	V50 Male	50 – 59 years
6	V60 Male	60 – 69 years
6	V70 Male	70+ years
7	U20 Female	18 – 19 years
7	Senior Female	20 – 39 years
7	V40 Female	40 – 49 years
7	V50 Female	50 – 59 years
7	V60 Female	60 – 69 years
7	V70 Female	70+ years

U10 Note: Athletes must be 8 years of age on the day of the race in order to run. No entries will be accepted on the day for any athletes. All competitors aged 12 years of age and upwards on the day of the race must wear club vests or club t–shirts. No club vest or club t–shirt – no score. Note: Athletes aged 8 to 11 years on the day of the race are not required to wear club vests or club t–shirts. Athletes must run and compete in their correct age category.

Race Numbers

All competitors must wear an OXL race number for the current season. All race numbers will automatically be assigned from pre–allocated club blocks of race numbers that will be

supplied in the Team Manager's club race pack at the first fixture. Just one complete set of race numbers will be issued from Round 1 onwards, each with an electronic chip attached for timing purposes. All race numbers incorporate a medical information form on the reverse side to assist medical services in attending to an athlete. Any athlete who has a pre–existing medical condition is requested to complete the form on the back of the race number prior to the start of his/her race. All athletes must retain their season's race number for use at each fixture. An athlete must not run wearing another athlete's race number under any circumstances. Doing so will result in disqualification.

Any athlete seen wearing a race number for the wrong season or for another event in an OXL race will automatically be disqualified from the race. Any athlete finishing without a number (– either worn or held visibly) will be excluded from the results. If an athlete loses or forgets his/her race number a replacement will be chargeable at a cost of £5.00 . The Team Manager should contact the OXL Committee or delegate with the replacement fee to obtain a replacement number. Registered 'Guest' athletes will be issued with standard race numbers for which the same rules as above will apply. The above rules will be enforced on the day by the Race Referee in conjunction with the League Manager. Numbers to be collected by Team Manager at Round 1, along with a corresponding Team Sheet, from the Finish Area. Team Sheets for future rounds are to be downloaded by Team Managers directly from OpenTrack.

Results, Scoring & Standings

This section explains the details of producing the results, scoring rules and standings.

Publishing Results

Following the introduction of chip timing in the 2024-25 season, results are compiled by the chip timing company live. The data will then subsequently be uploaded to OpenTrack & the OXL website where the results and standings are shown. Preliminary results will be uploaded as soon as possible so Team Managers can review and submit any clarifications and amendments.

Scoring Rules

The winner of each race will score 1 point, the 2nd finisher 2 points, and so on. The individual or team scoring the lowest number of accumulated points will be the winner.

Individual Standings Calculation

The points scored in a race will equal the athlete's finishing position within their individual age group category within that race, irrespective of whether the athlete competes in a single or combined age group category. Counting performances are based upon the following formula: Total Number of Races - 1 Only one non–counting result will be permitted during the season, otherwise an athlete will automatically drop out of the overall standings. A non–counting performance will be deemed to be the athlete's worst finishing position, be that a highest positional score, failure to complete a race or race non–appearance. The overall winner will be the athlete with the lowest overall individual points score. In the event of tied overall standings the final overall individual athlete standings will be based (in order of priority) upon: Head–to–head results between the athletes concerned over the course of the season. In the event head–to–head results fail to separate the athletes, the non–counting result will take precedence, with a lower non–counting result ranking above a higher non–counting result and any non–counting result ranking above no non–counting result (i.e. athlete non–appearance).

Team Standings Calculation

The points scored by each team will equal the total of the individual finishing positions of the first 3 athletes (juniors), first 4 athletes (women) or first 7 athletes (men). Any incomplete A team result will be calculated by adding the requisite number of scores to make up a full team score based upon the following formula: Last Finisher + 1 Any team that has no finishers will automatically drop out of the standings and will automatically be relegated at the end of the season.

The same method of scoring will apply to all other (i.e. B, C, etc.) teams, with the exception that all such teams will require a minimum of 2 finishers (juniors or women) or a minimum of 4 finishers (men) to qualify for a team to count in the results. The overall winner will be the team with the lowest overall team points score. In the event of a tie the final overall team

standings will be based upon head–to–head results between the teams concerned over the course of the season. In the event head–to–head results fail to separate the teams, the combined total of each team's last scoring athletes in each race will take precedence, with a lower last scoring athletes total ranking above a higher last scoring athletes total.

Divisions, Promotion & Relegation

The team standings for Women & Men are split into three divisions. As approved at the 2018 AGM team promotions/relegations for the season–end 2018–19 results onwards will operate on a straight 2 up/2 down basis (i.e. in each division the top two clubs will be promoted and the bottom two relegated irrespective of points scored) at the end of each season.

For the 2025-2026 season, following a vote at the Oxfordshire XC league AGM, a new division system will be implemented for the team competition. This applies to the senior competitions. Junior team scores are not in divisions and so remain unchanged.

All teams from the same club (A, B, C and so on) will race in the same division, based on the performance of that club's A team. Promotion and relegation will remain as 2 up and 2 down, again based on a club's A team performance.

Prizes & Presentations

Overall individual prizes are awarded based on the best four out of five results achieved by each competitor – i.e. to qualify, competitors must complete at least four of the five rounds. Overall team prizes are awarded based on the results achieved at all five rounds. In the event of a fixture cancellation the overall individual prizes will be awarded based upon the best three out of four results achieved by each competitor. In the event of a fixture cancellation the overall team prizes will be awarded based on the results achieved at all four rounds. End of season prize presentations will be made, where possible, at the final fixture of the season. Presentations should be held ideally indoors or in an area with some degree of shelter from the elements. Timings of presentations for each age group will be confirmed prior to the last fixture of the season.

Disputes

Competitors with a grievance must approach the Race Referee and/or League Manager, not the marshals in the finish funnel or the chip timing company. Any approach must be made through the club Team Manager. Competitors or parents expressing a grievance in the absence of their club Team Manager will be asked to return with the said person. It is the duty of the Race Referee to enforce the rules in the event of dispute. Any disputes relating to complaints about athletes, coaches and team managers, and any decisions that may lead to an athlete being disqualified must be dealt with by the Race Referee in liaison with the League Manager. Any disputes relating to the organisation of the event or the results are to be directed to the League Manager. The League Manager will seek advice from the OXL Committee and/or Officials as required. If an official is asked to arbitrate on a member of his or her own club, the official must find an alternative adjudicator, acceptable to both the League and the complainant.

Officials & Other Volunteers

Without Officials and Volunteers there would be no OXL so huge thanks go to everyone involved. All volunteers must wear hi-vis bibs/jackets to indicate their volunteer role in the hosting of the fixture. All volunteers shall, where possible, provide their mobile phone numbers to the Host Club ideally in advance, if not, on the day before the start of the event.

Legal Position for Volunteers

For reassurance about the legal position as volunteers at a XC event please refer to The Legal Position section on pages 36-37 of the UKA - Cross Country Event Organisation Guide: https://www.uka.org.uk/wp-content/uploads/2020/03/Cross-Country-Guide.pdf

Oxon AA Officials & Finish Volunteers

Following the introduction of chip timing in the 2024-25 season qualified officials from Oxfordshire Athletics Association will supplement volunteers from the host and non-hosts clubs alongside the chip timing company.

Role	People	Provided By
Fixture Referee	1-2	Oxon AA
Race Starter	1-2	At least 1 from Oxon AA
Finish Area Marshals can be supplemented by Oxon AA	2-3	Host or non-host clubs,
Total from Oxon AA	2-5	
Total from Host or non-host clubs	2-4	

A total of 4-7 volunteers are required for the start/finish area.

Finish Volunteer Positioning

The finish can be a chaotic place but with the introduction of chip timing in the 2024-25 season it should make the volunteers' job easier. The Referee on the finishing line will watch for any issues as runners cross the finish line. Finish Marshals are deployed after the finish line to ensure runners move away from the finish line. A section just after the finish line should be cordoned off from spectators to allow the athletes to move through the finish unhindered. Briefing of Finish Volunteers carried out by a member of the OXL Committee or delegate. In the event of any issues please notify the OXL Committee and/or Fixture Referee as soon as possible.

Hares & Sweepers

'Hares' as well as 'Sweepers' are a requirement for the U10 and U12 races . Each of those races require 1 hare, to lead the athletes round the course, and 1 sweeper to ensure no athlete is left behind and indicate the end of the race to the officials.

It is also a requirement to have a 'Sweeper' for the final race of the day to ensure the course marshals are relieved of their position only after the final athlete has passed them. Hares and sweepers must wear hi-vis to make them easy to differentiate from runners.

Course Marshals

A marshal position is required to be covered for the duration of the races for which that course section is used. Positions where marshals are only required for early races or late races will be determined by the Host Club. More than one club volunteer may be provided to cover a marshal position where a volunteer wishes to run in one of the races. Marshals will need to be provided with the following information

* Emergency Telephone Number

* Nearest Medical Provision at venue in relation to each position

* Nearest Accident/Emergency Hospital Details Any runner seen wearing ear-plugs/headphones during a race is to be reported to Race Director and League Manager (race number and club vest/t-shirt colour required) immediately following the race.

Parking Marshals

Host Clubs need to assign volunteers to manage the flow of traffic and parking activities during fixtures. The numbers required will be dependent on the facilities available.

Non-Host Club Volunteers

The OXL Committee will allocate marshals to be supplied by the non-host member clubs. This will be dependent on the number of member clubs and the number of clubs involved in hosting fixtures. In the 2023-24 season, seven of the 24 clubs were involved in hosting fixtures so that meant 51 volunteers were to be supplied from non-host clubs – the

equivalent of 10 volunteers per fixture. These volunteers can be allocated by the host club into any volunteer position at the finish, on the course or with car parking. More than one club volunteer may be provided to cover a marshal position where a volunteer wishes to run in one of the races. The following details are required for each of the volunteer(s): Name, Email Address, Mobile Number. All volunteer details must be submitted to the OXL Committee by the Sunday preceding the allocated fixture to allow information to be circulated in good time.

Host Club Guidance

This section outlines what is required for Host Clubs to put on a fixture and includes links to important websites and documents to assist with what is involved.

Expectations

The Host Clubs are expected to:

* apply for a UKA event licence

* liaise with the venue/landowner for their approval and agreement

* plan the courses & marshaling requirements. And provide course maps.

* arrange (& initially pay for) venue hire, medical cover & toilets. To be reimbursed by the league.

* plan adequate parking (at least 500 cars)

* arrange for refreshment provision

* provide, co-ordinate & brief the event volunteers (non-host clubs will provide a number of volunteers to assist, see Non-Host Club Volunteers section above)

As a thank you for the Host Clubs' efforts the OXL looks to reward host clubs with a financial donation, subject to AGM budget approval.

Paperwork & Reference Documents

The current UKA portal to apply for a Cross Country Event License is: https://cc-event-licensing.myathletics.uk/ .The event permit should ideally be applied for at least 8 weeks prior to the scheduled fixture date. As it is a requirement of the League that all its member clubs and competing athletes of 10+ years of age are affiliated to England Athletics the event permit will automatically provide the benefit of £50,000,000 third-party public liability insurance cover under the UKA policy. Note: The policy does not include personal accident cover, property insurance (unless damaged in a third-party incident) or cancellation insurance. Host clubs are required to carry out both an Event Risk Assessment and a Medical Risk Assessment for the scheduled fixture. Copies of each of the aforementioned documents are to be sent by email to the OXL Committee at least one week before the scheduled fixture date. Each of the above documents (UKA Cross Country Event Licence, Event Risk Assessment and Medical Risk Assessment) must be displayed/made available for the general public to see. The Race Director for the fixture is responsible for ensuring that the three above-mentioned documents are seen by the Race Referee on-the-day prior to the commencement of the fixture. Other important reference pages and documents that should be reviewed by the Fixture Director:
https://www.uka.org.uk/competition/useful-documents/
https://www.uka.org.uk/wp-content/uploads/2020/03/Cross-Country-Guide.pdf

Costs

No parking charge shall be imposed by the OXL or the Host Club(s) for attendance at a fixture. However, where the only suitable parking arrangement is a public or third-party managed facility, any parking charge set by that operator may apply and should be notified in the fixture information. As agreed at the 2022 AGM, the main fixture costs of venue hire, medical services and portable toilet provision are to be paid by the League from the season's member club affiliation fees and athlete fees received. The Host Club(s) should aim to work within a target budget of £2,000 - £2,400 (or less if possible) to cover the primary fixture costs of the venue hire, medical services and portable toilet provision. Potential venues that may cost more than this target budget should be discussed with the OXL

committee as it may still be viable. All sundry fixture costs (barrier tape, stakes, signs, etc.) are to be covered by the host club(s) reward – £800.00 for a single club hosting a fixture; £400.00 each for two clubs co-hosting a fixture. Should the anticipated costs exceed the budget, the host club should notify the OXL committee as soon as possible to agree the course of action. Costs for the fixture venue hire, medical services and portable toilet provision are to be emailed to the OXL Treasurer as soon as possible prior to the fixture. The subsequent invoices for the fixture venue hire, medical services and portable toilet provision are to be emailed to the OXL Treasurer for payment as soon as possible after the completion of the fixture. All invoices for the primary fixture costs are to be made out to "The Oxfordshire Cross Country League."

Venue Liaison

The Host Club must liaise with the venue to ensure permission and the appropriate booking & payment have been made for the relevant fixture date. It is recommended to maintain regular contact with the venue to ensure all is in place for a successful fixture, especially leading up to the fixture date. Visits to review the courses should be taken to ensure no surprises on course setup day.

Course Design

Courses should ideally be as close as possible to the OXL target distances and must not exceed the UKA maximum distances. The lap length of a particular course should not be so short that slower competitors are lapped more than once. Consideration should also be given to, where possible, avoid the lead of a race catching the tail of a preceding race. Course maps are to be provided a week before the fixture that indicate the following:

* Race Routes (including Start & Finish locations) Note: If the routes have changed since the previous hosting of the fixture this needs to be clearly marked on the maps.

* Race Start Times and Course Distances

* Marshal Positions

* Area for Club Tents

* Medical Services Provision Location

* Access Route for Emergency Vehicles

* Gated Access - that is to be manned

* Catering Provision Location

* Toilet Provision Location

* Areas that are restricted or out-of-bounds

Start & Finish

The start should be wide enough to permit each team a space on the line for at least one runner and sufficiently far from the first corner/obstacle to allow each runner to negotiate that corner/obstacle without being impeded by other competitors. The OXL will provide the Feather Flag on the day of the fixture to mark the Start line. Tape and stakes should be used to create an "athlete-only" start pen directly behind the start line to ensure spectators, coaches and other athletes are kept clear of the start. As far as practicable, please ensure that all competitors are wearing their club vest/ t-shirt with race number securely fastened, clearly visible and not disfigured in any way to allow the recording of the race numbers both manually and digitally. It is strongly advised that the finish area is sited on the outside of the course, adjacent to a road where possible, to ensure that emergency medical services are able to have easy access to the area without having to cross the course. It is recommended to use tape and stakes to create a funnel ahead of the finish line that helps to guide runners to the finish as well as keeping spectators clear. An area after the finish line should be taped to keep spectators back and allow finishers to move away from the finish. The OXL will provide the Feather Flag on the day of the fixture to mark the Finish line.

Medical Cover

The Host Club is responsible for arranging adequate medical provision at the venue on the scheduled fixture date. Please ensure that medical staff are located close to the finish area and are easily visible and contactable. A copy of the medical provision booking confirmation for the fixture is to be sent by email to the OXL Committee as soon as it is available. Note: A medical form on the reverse of the race number has been provided for athletes with a pre-existing medical condition to complete to assist the medical support services in attendance in treating any athlete.

Toilets

The Host Club is responsible for providing suitable toilet provision to cope with the growing number of participants. For the 2023-24 season it was suggested 8-10 cubicles along with a urinal block were adequate. Portable toilets/urinals should be located as reasonably close as possible to the Start Area, at a suitable distance from any catering facilities that will be in place. Consideration should be given to place toilets allowing enough space for queues and, particularly with urinals, a degree of privacy.

IMPORTANT: To ensure the future use of venues it is imperative that all possible measures are taken to warn all parties present, that peeing/defecating in public will not be tolerated.

Parking

No car parking fees are to be levied by the OXL or the Host Club(s), as the costs of the fixture are to be covered by member club affiliation fees and athlete entry fees as agreed at the 2022 AGM. Ensure adequate parking provision been made available for the number of vehicles that are likely to attend the fixture and sufficient marshals been allocated to manage the flow of traffic both into and out of the venue. Consider how any vehicles that become stuck can be recovered. Identify, where possible, alternate and/or overflow parking facilities should they be required.

Refreshments

The Host Club should arrange, either directly with the venue or with another provider, to have a facility to provide refreshments, preferably at least including hot drinks. Confirmation of the event facility provision is to be sent to the League Manager at least two weeks before the scheduled fixture date.

Post Event Cleanup

The Host Club is ultimately responsible for leaving the venue in an orderly state, removing all litter, clothing and any other material belonging to the event or left behind by athletes or clubs. The Host Club(s) should contact the landowner immediately following the event to ensure no issues arose from the fixture. The OXL Committee is to be advised straightaway if there are any issues. Appropriate action should be taken immediately to resolve any issues to the satisfaction of the landowner and to ensure the venue may continue to be used for future fixtures.

Event Cancellation

The above-mentioned risk assessments should already incorporate how the circumstances that could cause the cancellation of a fixture will be dealt with, particularly on the day of the event. The ultimate responsibility for cancellation of any fixture or race remains the responsibility of the event Race Director. The Race Director can expect full support from the OXL Committee. When a fixture is threatened by bad weather, the League Management will aim to provide up-to-date information to clubs and participants via a 'news' notice posted on the website & social media in the lead-up to the fixture, and will aim to publish a final decision to go ahead or cancel by the Saturday lunchtime, immediately prior to the fixture. The normal method for fixture cancellation is to post a notice on the OXL website & on social media platforms along with an email to Team Managers.