



Big 'O' Broad Oak Road Race
Hatfield Broad Oak P.T.A. & F.
St Mary's C of E Primary School
High Street
Hatfield Broad Oak
Herts. CM22 7HH



37th Annual Race on
27th May 2024



Statement of Intent for Manual

The objective of this manual is to provide a complete assessment of the HBO 10K Road Race 2024 for use of Race Officials, BARR Adjudicator, UKA and any other authority granting licences in connection with the race.

It aims to capture all aspect of the race, to assess associated risk and consider potential options.

It is a working manual under continuous review with the intention that it is developed and improved year on year building on the collective experience gained by each race committee.

Licences Granted to the HBO 10K Road Race Include:-

- UKA Certificate of Affiliation
- UKA Road Race Licence - #27810
- BARR Gold Rating
- BARR Membership - #614
- UKA Certificate of Course Accuracy - #16/087 (valid to 2026)
- Road Closure Order - #7638/24

Organisational Structure

The HBO10K Race Committee is a sub-committee of the HBO St Mary's School PTA Committee.

Responsibilities of the Race Committee are as follows (Role on Race Day in BOLD):-

Cat McCabe	Online Application System Active Training World liaison RACE HQ Director
Gemma Staines	Risk Assessments Licence Applications (UKA / BARR)
Tracy White	Child Protection Officer
Rob Marsh/Trident Medical	Medical Director Race Finish Director Race HQ Director Website
Keith Artus	Chief Marshal Marshal Appointments – CAR Park, Water Station, Route Marshals Marshal Briefing Set up / Take down
Ruth Baugh	Fun Run Director
Gemma Staines	Race Director Committee Chair Equipment
Martin Stevens	Local Authority – road closure
Caroline Staines	Finance Manager Medical Trident Medical Liaison
Karen Healey	Water Station Marshal