

2018 UKA LICENCE STANDARDS for ROAD and MULTI-TERRAIN EVENTS

In order to obtain a UK Athletics (UKA) Race Licence, organisers of races must agree that their event will comply with the following standards. Events will be checked by an Event Adjudicator to ensure that standards as set out below are being applied.

Failure by a race organiser to comply with these standards may result in the refusal of future licence applications and the subsequent loss of UKA public liability insurance cover.

In Scotland, Event Support Officers and the scottishathletics Events Team will assist event organisers to meet these standards.

These Licence Standards do not apply to Trail, Fell, Ultra, Cross Country or any Triathlon/Duathlon event or adventure race.

Planning Consents	
1.	<p>a) UKA and IPC Rules will be applied, they can be downloaded from: http://www.uka.org.uk/competitions/rules/ http://www.paralympic.org/athletics/rules-and-regulations/rules</p> <p>b) A copy of the UKA Rules for Competition will be available on race day (hard copy or electronic).</p>
2.	<p>a) The Land Owner, Local Authority, 'Safety Advisory Group', [SAG] (or similar body), will be consulted with regard to the course and safety matters and all necessary consents will be obtained.</p> <p>b) If required, the Local Authority, "SAG" (or similar body), will be provided with all relevant information relating to the event.</p> <p>c) A Temporary Traffic Regulation Order (TTRO) will be applied for if the event is staged on the Public Highway and is subject to any closures and or placing of equipment (cones, barriers, stop/go boards etc) on the highway. A TTRO will not be required if the highways authority have confirmed they have no objections to the event being staged without closures etc. on the open highway in accordance with the Highway Code.</p>
3.	<p>Observations made by the 'Safety Advisory Group' (or similar body), Highways Authority, Police and emergency services with regard to the course or other aspects of the event will be carefully considered and, if not adopted, will be drawn to the attention of the relevant Home Country Governing Body at the time of this Licence application.</p> <p>Race Organisers in Northern Ireland must complete an 11/1 form and submit this to the Police/Parades Commission as Notice of intention to organise a public procession.</p>
4.	<p>Possible inconvenience to residents and other members of the public has been considered and minimised where reasonably possible.</p>
5.	<p>The venue for the <u>start and finish</u> will be <u>free from moving traffic</u> and be able to cope with expected numbers and conditions and that the course is adequate for the type of event being staged. Consideration will be given to participation of disabled participants (including those with physical, sensory and intellectual impairments) and any necessary reasonable adjustments that may need to be made to enable them to take part.</p>
The Course	
6.	<p>The course route and marshalling arrangements will be suitable for the size of the field.</p>
7.	<p>a) For road races, if an exact distance has been advertised, the course must be measured by a member of AUKCM (Association of United Kingdom Course Measurers) or IAAF for international races. After course measurement the relevant body will issue a course measurement certificate. A <u>measurement</u> remains valid for 10 years if the course remains unchanged. The course measurement <u>certificate</u> is only valid for one year and must be renewed annually.</p> <p>b) Course measurement details should be submitted as part of the licence process and in Scotland a copy of the certificate must also be submitted to scottishathletics at the time of application.</p> <p>c) The certificate will be available for inspection on race day and the race organiser shall verify that the course route will be laid out on race day in strict accordance with the</p>

	<p>measurement record. (If the course as measured can't be undertaken as per certificate then the promoter will notify UKA, the relevant Home Country Governing Body, the competitors and Event Adjudicator and the results will not be validated for ranking purposes.</p> <p>d) Please note that where a course has not been officially measured it can still be licenced, but will be denoted in England/Wales as "Unmeasured Road" and in the scottishathletics event calendar as 'Not Officially Measured' (NOM), and recorded for ranking purposes post-event as not officially measured.</p>
8.	<p>The course will be signed, taped and marshalled, where appropriate, with all turnings clearly indicated, to ensure runners keep to the approved route. Where possible, runners should be kept to the left-hand side of the highway.</p> <p>For Welsh races, where possible all signage should be available in both Welsh and English.</p>
9.	<p>Adults (18+ in England/Wales; 16+ Northern Ireland/Scotland) will marshal all participants, any relevant road intersections, major junctions and changes of course direction as agreed after consultation with the Local Authority, "SAG" (or similar body)', Highways Authority and Police.</p> <p>Note: Race marshals do not have legal authority to direct or to stop traffic unless accredited under the Police Reform Act 2002 and authorised by a formal road closure.</p>
10.	<p>Marshals will be fully briefed before the start of the event. They will receive written instructions as to their role, position, emergency procedures and race information.</p> <p>Where marshals cannot read in English, appropriate adjustments must be taken to ensure the marshal(s) fully understand their role and emergency procedures.</p>
11.	<p>All course marshals will wear distinctive tabards/bibs/tops (this includes start/finish areas and is applicable on both closed and open road events).</p>
12.	<p>There will be a conspicuous vehicle (bicycle acceptable) and/or marshal preceding the field.</p>
13.	<p>There will be a sweep vehicle (bicycle acceptable) and/or marshal following the field.</p>
14.	<p>Marshals will remain on course until released by the sweep vehicle, chief marshal or event control.</p>
15.	<p>The course will be cleared of race signs, debris, etc. as soon as reasonably practical.</p>
16.	<p>Race organisers must ensure that the race does not exceed its agreed capacity under which the licence was granted.</p>
Medical Support	
17.	<p>The First Aid and or medical cover for the event will meet the requirements of the recommended minimum standards contained in the Good Practice Guide for the Provision of First Aid & Medical Services at UK Athletics Licensed Road Races. The race organiser is required to provide details and justification for any departures from the recommended minimum standards.</p> <p>A link to the UKA Road Race Medical Guidelines can be found in the "Useful Downloads" section within the Race Directors Club at www.runbritain.com</p> <p>Access/Egress to the venue must be identified. Communications between the organiser and medical provider must be agreed and shared. The number and types of vehicle to access casualties from all parts of the course must be agreed.</p> <p>A Medical Risk Assessment will be undertaken and must be made available for inspection before or post-race by the Event Adjudicator/Event Support Officer, BARR Scrutineer, UKA or the relevant Home Country Governing Body upon request.</p>
18..	<p>The race organiser is required to provide evidence of the confirmation from the medical provider that medical cover is in place to UK Athletics (England/Wales) and Athletics Northern Ireland/ scottishathletics as well as local authority/land owner/Event Adjudicator/Event Support Officer on request.</p>
19.	<p>a) A Medical Information Template will be printed on the reverse of the runner's race bib to gather emergency contact details, medication and/or any medical information.</p> <p>b) At declarations, or within Final Instructions communicated to participants, Event Organisers will request all competitors to complete the template.</p>

Drinks Stations	
20.	As required under UKA Rule 240 S2 - Drinks Stations will be provided on the course for the duration of the event, being in accordance with UKA Rules. For events of 10km or greater, drink stations will be provided at intervals of approximately 5 km.
21.	a) Drink Stations will not be situated on the running line. b) Drink Stations should be clearly signed in advance of the location wherever feasible (e.g. 50 metres beforehand).
22.	As required by UKA Rule 240 S2, drinks will be provided for the entire field at the end of the race.
23.	Drinking water and energy drink supplies, and their method of handling must comply with The Food Hygiene Regulations:2013. http://www.food.gov.uk/multimedia/pdfs/publication/hygieneguidebooklet.pdf and in Scotland, Food Standards Scotland regulations: http://www.foodstandards.gov.scot/business-and-industry/safety-and-regulation/regulation-legislation Mains drinking water supplies must also comply with Water Supply (Water Fittings) Regulations 1999 www.wras.co.uk/ , The Water Supply (Water Fittings) Regulations (Northern Ireland) 2009 and The Water Supply (Water Fittings) (Scotland) Byelaws 2014.
24.	a) All drink stations will be under the control of adults (18+ in England/Wales; 16+ in Northern Ireland/Scotland) who will be well briefed. Where additional helpers are used they will be of a responsible age and always under full-time adult supervision. b) All drink stations personnel should wear distinctive tabards/bibs/tops
Facilities	
25.	There will be well-signed and adequate male, female, accessible and gender neutral (wherever possible) toilets within a reasonable distance of the: <ul style="list-style-type: none"> • Race HQ • Start • Finish
26.	There will be storage, and transportation if relevant, of competitors' baggage.
Miscellaneous	
27.	a) Race numbers or athletes' name bibs as issued by the event <u>will be worn by all competitors on the front of their running top.</u> b) Competitors will be advised that numbers must not be folded, cut or mutilated.
28.	a) UKA Rule 141 S3 regarding age groups will be observed. b) Parental or Guardian permission will be requested on the entry form for runners under 18 years old in England and Wales and under 16 in Northern Ireland and Scotland. c) The race will meet UK Athletics Welfare and Safeguarding requirements. For guidance refer to: http://www.uka.org.uk/governance/welfare-and-safeguarding/ Additional guidance on Scottish requirements will be available in early 2018. Note DBS/PVG (Scotland) checks are not required for general race activities such as taking entries, handing out drinks and marshalling. d) Under UKA Rule 240 organisers may ban the use of entrants wearing Audio Devices and/or mobile phones from their event, the resultant sanction being disqualification. This if adopted should be made clear at the point of entry.

29. AGE / MAXIMUM DISTANCES APPLICABLE FOR ROAD RUNNING (NB: Age on day of race)

Under 9	9 & 10	11 & 12	13 & 14	15	16	17	17	18 & 19	20 +
2K	3K	5K	6K	10K	15K	Half Marathon	25K	Marathon	Unlimited

30.	Where under 9's are on the Public Highway they will be supervised by adults. NB: Events for under 9 years should ideally be on fully closed roads or private roads / footpaths.
31.	<p>a) If the course crosses a railway level crossing written confirmation will be obtained from the appropriate Authorities that the crossing(s) will not be in use for the duration of the race. The railway level crossing will be marshalled for the duration of the race.</p> <p>b) If the course crosses a swing or opening bridge, written confirmation will be obtained from the appropriate Authorities that the bridge(s) will not be in use for the duration of the race. The bridge(s) will be marshalled for the duration of the race.</p> <p>c) If Tramways are crossed then the system for managing this process should be detailed as part of the traffic management plan and agreed to by the tram operators. They should be manned by marshals and tram operators staff.</p>
32.	<p>An Event Adjudicator will be appointed for every English and Welsh event.</p> <p>Athletics Northern Ireland will work with race organisers to allocate Event Adjudicators to selected races.</p> <p>scottishathletics Event Support Officers supported by the scottishathletics Events Team are available to all Race Organisers for advice and support to meet these licence standards in Scotland.</p>
33.	<p>The appointment of a UKA Licensed Race Referee is also recommended for all races.</p> <p>England: Referees are required for Championships, Inter County, Area and County events or Leagues. For the appointment of Race Referees contact your County Endurance Officials Secretary.</p> <p>Wales: Referees are required for Welsh, Inter Regional and Regional Championships or Leagues. For the appointment of Race Referees contact either the WA Licence Officer, or Endurance Officials Secretary or appropriate Regional Licence Coordinator.</p> <p>Northern Ireland: Referees are required for Championships and Leagues. For the appointment of referees contact Athletics NI Events Department.</p> <p>Scotland: Referees are required for National Championships, Inter- District/District Championships, or Leagues. For the appointment of Race Referees contact the scottishathletics Events Team.</p> <p>Persons appointed to these roles must not be part of the Race Organisation.</p>
Risk Assessment	
34.	A Risk Assessment is required for all events. Organisers must be able to demonstrate that suitable and sufficient consideration to Duty of Care and any risks associated with the event, including medical requirements as per item 16 and a communication plan, have been appraised and planned accordingly.
35.	<p>The Risk Assessment has taken account of the requirements of the:</p> <p>a) Home Office Good Safety Guide to Sporting Events on the Public Highway. http://www.runbritain.com/rdp/race-organisers-guide/event-organisation-order-2/</p> <p>b) The Health and Safety Executive's guidance on Event Safety, as applicable to your event http://www.hse.gov.uk/event-safety</p> <p>c) The Purple Guide to Health, Safety and Welfare at Events</p> <p>d) Any relevant data protection legislation concerning the handling of personal data</p>

	<p>e) Equality Act 2010. https://www.gov.uk/government/publications/equality-act-guidance</p> <p>f) The Food Hygiene Regulations 2013. http://www.food.gov.uk/multimedia/pdfs/publication/hygieneguidebooklet.pdf</p> <p>g) UKA guidance on Welfare and Safeguarding matters. http://www.uka.org.uk/governance/welfare-and-safeguarding/ (additional Scotland-specific guidance to follow in early 2018)</p> <p>Please note: All the above legislation will have some effect on your event, this list is not exhaustive.</p>
36.	The final Risk Assessment and Medical Risk Assessment must be made available for inspection before or post-race by the Event Adjudicator, BARR Scrutineer, relevant Home Country Governing Body or UKA upon request.

Licence Matters – pre event.	
37.	<p>Organisers will display:</p> <p>a) England/Wales: runbritain logo. This can be accessed from www.runbritain.com Logo for races licenced through Welsh Athletics can be accessed from http://welshathletics.org/media/1271309/walogo_colour.png Northern Ireland: Athletics NI logo. This logo and information can be accessed through marketing@athleticsni.org Scotland: scottishathletics licenced event logo. Available from events@scottishathletics.org.uk</p> <p>b) “Under UKA Rules” and either the “Licence Number” or “Licence Applied For”.</p> <p>c) The Course Measurement Certificate Number and Logo, if applicable.</p> <p>On:</p> <ol style="list-style-type: none"> 1) Event website (if applicable). 2) Event Entry Form. 3) All pre-race runner’s information. <p>To comply with the Data Protection Act, race organisers should include the following wording on race entry forms: <i>“You agree that we may publish your Personal Information as part of the results of the Event and may pass such information to the governing body or any affiliated organisation for the purpose of insurance, licences or for publishing results either for the event alone or combined with or compared to other events. Results may include (but not be limited to) name, any club affiliation, race times, occupation and age category.”</i></p>
38.	<p>a) England/Wales/Northern Ireland: A minimum discount of £2 on the entry fee will be allowed to all entrants who hold a current Home Country Governing Body Competition Licence. (This may vary by each Home Country). Scotland: a levy of £2 per non-affiliated runner must be collected by the Event Organiser and paid to scottishathletics within 28 days of the event taking place.</p> <p>b) Registration status will be confirmed by requesting the entrants to provide their Home Country Governing Body Competition/Registration number on the event entry form.</p>
Licence Matters – post event.	
39.	England/Wales: The race organiser will forward a full set of results for all races (Fun Runs exempt) to runbritain with seven days of the race. These results will be used for ranking

	and handicap purposes and published by runbritain subject to data protection requirements. Scotland: The race organiser will forward a full set of results for all races (Fun Runs exempt) to scottishathletics within seven days of the race. These results will be used for ranking and handicap purposes and published by scottishathletics/runbritain subject to data protection requirements.
40.	England/Wales: The Race Promoters Returns Form and Medical Return Form should be submitted within 28 days of the event through the Race Directors' Club at www.runbritain.com. If applicable, payment for the Licence Fee balance should be made at this time. Northern Ireland: Returns Forms should be submitted within 28 days post-race date along with fees to Athletics NI. Scotland: A copy of the race entry list, including runners' membership numbers, and a Medical Return Form should be submitted to scottishathletics Events Team within seven days of the date of their event. If possible, payment for the levy balance should also be made at this time.
41.	In addition within 48 hours of the event race organisers are required to notify UK Athletics separately in the event of a fatality or any death, resuscitation, hospitalisation, serious incident, accident or circumstances which might reasonably be expected to give rise to a claim. See http://www.uka.org.uk/governance/health-safety/what-to-do-in-the-event-of-an-accident-or-dangerous-incident/

Useful Links

Details on producing Risk Assessments and a Communication Plan together with many other key elements of organising an event can be found in the runbritain Race Directors' Handbook which can be accessed from the Race Directors' Club at www.runbritain.com

Association of UK Course Measurers (AUKCM) - <http://coursemeasurement.org.uk/>

scottishathletics - <http://www.scottishathletics.org.uk/events/organising-an-event/>

