



WELSH ATHLETICS

ATHLETAU CYMRU

Welsh Athletics

Track & Field Competition Organisers Guide

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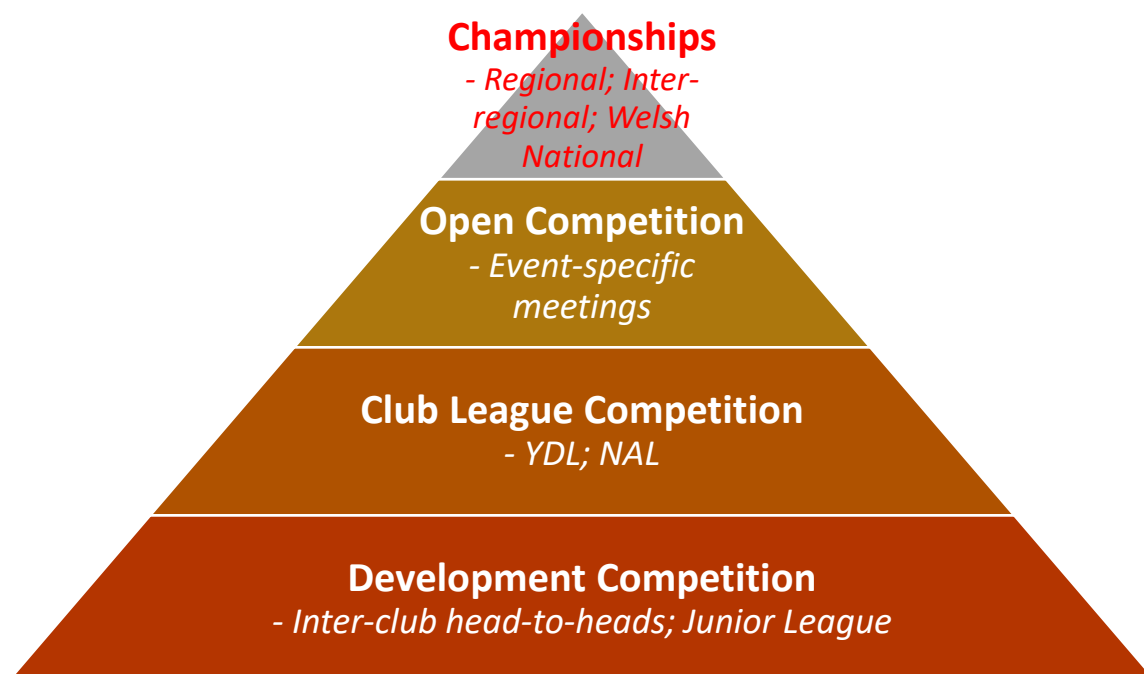
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INTRODUCTION

Welcome to the Welsh Athletics Guide to Track and Field Competition Organising. This document will help guide you through the steps and challenges of organising and managing a track and field competition from start to finish.

Welsh Competition Structure (club)



Timescale

Some events can take a long time to organise, so the sooner you can start planning your event, the better.

Questions to ask when planning an event can include:

- What is the purpose of the event?
- Is there a demand for this event?
- Who are we targeting with this event?
- Do we have the skillset to manage this event – who will lead the planning?
- When and where should this event be held – does it fit into the club and competition calendar, and is there an appropriate facility?

PRE-EVENT

Date Selection

Once you have identified an appropriate venue, you will need to decide on a date for your competition. To ensure that an appropriate number of officials, athletes and volunteers are available, clubs and organisers are encouraged to check the Welsh Athletics Calendar ([Competitions](#)). The calendar displays all licensed events in Wales including Club, Regional and National competitions. Licenses may not be granted for competitions which clash in the same region of Wales to ensure that our community of officials.

Competition Licensing

You will need to determine the most appropriate license level for your competition. If your event could be used for athletes to obtain qualifying standards for selection into National Teams, then your competition will need to hold a Level 2 license. If qualification marks are not of paramount importance, then apply for either a Level 1 or Development Level license.

A summary of the current license levels can be found below:

Level 2	License level required for performances to count towards international selection; issued by UKA only; event technology (PF, EDM etc.) is mandatory; significantly higher level of referees and judges required.
Level 1	Most commonly issued; issued by Welsh Athletics licensing officer; minimum requirements for officials' numbers and their levels of qualification.

[The full UKA licensing standards \(Level 1 & Level 2\) for Track & Field can be found here.](#)

Level 1 licenses. These are issued by Welsh Athletics and Level 2 by UKA, however the application form is consistent. There is an opportunity to declare if you would like to be considered for a **Level 2 license**. Level 2 licenses are issued to experienced competition organisers and so you should expect some follow-up questions following your license application.

Events seeking World Para Athletics (WPA) endorsement must meet all Level 2 requirements (only appropriate for competitions with WPA/Classified athletes competing in Field Events and Track Events 400m+).

Any competition that is licensed will automatically be advertised on the Welsh Athletics fixture list, along with the event details supplied at the point of licensing. [Apply for a license.](#)

Risk Assessments

When applying for a license, you will be asked to confirm that a risk assessment has been carried out for your competition.

A risk assessment is one of the most important tools when planning your competition, as it ensures that you have thought about all the risks and how to mitigate them at each stage of the competition. The main aim of a risk assessment is to identify hazards at the competition and put measures in place to reduce that hazard.

N.B. it's likely that your risk assessment could change or be updated in the lead up to the event – this is normal practice. An up-to-date risk assessment should be on file on the day of the competition in case it is required.

Useful Links:

- [How to approach a risk assessment](#)
- [Guidelines and advice for a safe athletics competition](#)
- [Example risk assessment for an outdoor track & field competition](#)
- Blank risk assessment template can be found in Appendix 3

First Aid

All competition organisers should ensure they have sufficient first aid cover in place. If you are unsure what would be required for your competition, you can seek advice from a professional medical provider on recommended cover.

Taking Entries

Welsh Athletics are delighted to be able to extend the use of the OpenTrack platform to all clubs/organisations hosting Track & Field competitions in Wales free of charge (with the exception of Stripe processing fees, that are deducted from the total event income). **Clubs are encouraged to create their own Stripe account so they can manage events directly without going through Welsh Athletics finance.**

The platform can be used to just take entries or can be used to manage a competition in its entirety from start to finish.

Please contact competitions@welshathletics.org and one of the team will be happy to assist with the setup of your event.

Timetabling

When creating a timetable, you should consider how far officials and athletes are travelling to attend. Ensure officials have enough time to get there, set up any appropriate equipment and have their briefings. Ensure that athletes will have enough time to travel, register and warm up.

Where your competition is part of a league, it's likely that there may already be a pre-prescribed timetable to work from. If not, use the below as a rough guide: Open Track have pre-set automatic timing once a start time has been set they are shown in the heat column.

Distance	One Race	Heats
100m/200m	5 mins	3 mins
Sprint Hurdles	7 mins	3 mins
<i>Please allow 10 minutes between hurdle height changes</i>		
4x100m	10 mins	3 mins
400m	7 mins	5 mins
400m Hurdles	10 mins	5 mins
<i>Please allow 10 minutes between hurdle height changes</i>		
800m	5 mins	5 mins
1500m	10 mins	7.30 mins
4x400m	10 mins	5 mins
Steeplechase	15 mins	10 mins
3000m	15 min	12 min
5000m/10000m	20 min & based on pb's	20 min & based on pb's
10,000m	35/40 min based on pb's	35/40 min based on pb's

These times factor in officials moving from one start area to another and preparing themselves and the athletes for each different race.

For Junior events (75m, 150m etc.) use the time for the closest full-distance event as the reduced distance for younger athletes should take approximately the same time to run.

Depending on the event, you may be able to alter times due to other factors – e.g. an event for U11 & U13 athletes where blocks may not be used will not require as much time per race. Always consider the number of officials and volunteers delivering your timetable and whether what you are asking them to do is realistic within the timescale.

For a full day meeting, you will need to schedule breaks into the programme: 2-5 minutes can help to make up time if you fall behind. Ensure the time gaps are not significant enough to look like a gap in the programme. Officials will also need opportunity for a lunch break.

Field Events

Field events are more difficult to give an indication of completion time for. Wherever possible, base timings on previous similar events.

Similar to track, the time an event can take may also depend on how many officials/volunteers are there and how experienced they are.

Often, the below timings can be used as a guide:

- Throws – 1 min per throw.
- Long Jump, High Jump – 1 min per trial
- Triple Jump, Pole Vault – 90 secs per trial (if there are no changes required to TJ boards, 1 min per trial will be sufficient)

It is standard practice to consult with key officials when designing a field timetable. We recommend the Field Referee and Meeting Manger as a minimum.

Appointing Officials and Recruiting Volunteers

The level and number of officials at your competition will be a determining factor in the license level that is granted.

Welsh Athletics will include any competitions hosted by Welsh clubs/competition providers on their official's availability form that is circulated to officials before each season to assist with the process of appointing officials.

Please contact the [Officials and Volunteer Coordinator](#) to ensure that your event is included as part of these form submissions.

If we are not able to add your competition to this list, start by recruiting the officials at your club and within the local area. We recommend the reimbursement of travel expenses to volunteers so keeping the recruitment local can help to manage this expenditure.

Once you have explored local options, our [officials secretary](#) will be able to assist with recruiting the remaining roles that need to be filled.

Remember that it is not just officials that are needed to make a competition run smoothly – there are a variety of roles that are crucial to the running of the event and provide a range of different ways for volunteers to get involved:

- Entry desk (this may include selling tickets and programmes)
- Registration desk (athletes collect numbers & pins)
- Announcer (ensure sound system is functioning)
- Medal presentations (if applicable)
- Results (processing and inputting, 2 people)
- Marshall/stewards to direct athletes

Pre-Event Information

You should communicate regularly with your participants, volunteers and officials. They will need to know information such as:

- Car parking arrangements and venue layout
- Timetables
- Lunch and refreshment arrangements
- Facilities available onsite
- Registration information
- Opening heights, progressions, triple jump boards (if applicable)
- Any additional restrictions you have chosen to put in place

DURING THE EVENT

Event Set-Up

The competition organiser should be the first person to arrive onsite – you will be the go-to person for information and will need to direct people and suppliers appropriately. This should be delegated to someone who will be the central point of contact if you are unable to be onsite.

It is good practice to record everyone who arrives onsite who is a part of your event using a simple sign in sheet.

If Photofinish is used, ensure that it is set up in plenty of time to allow remarking of the finish line and a Zero Control Test.

You should make sure that each event station has all the equipment that the officials require to perform their roles. Your referees/chiefs will be able to assist you with recognising whether the correct equipment is in place.

Prior to the day, you will have ideally walked the journey of an athlete and an official through the venue to determine what signs are needed. The most important signs are:

- To direct everyone to the correct venue entrance(s)
- Registration (athletes & officials)
- Warm Up area if available to specific venues
- Call Room (if using)
- Toilets

You may wish to consider additional signage where external throws cages are used.

Officials and Volunteer Provisions

It is good practice to provide those who are officiating and volunteering at your competition with refreshments and beverages throughout the day.

Identify a suitable area (usually a room within the stadium building) to designate as the officials and volunteer room – this is where they can go to rest throughout the day, leave their belongings, and pick up food and drinks.

If your competition last more than 3 hours, we recommend providing packed lunches for all those volunteering. Tea, coffee, water and snacks should be available for the duration of the competition.

Take time throughout the competition to speak to your volunteers and find out about their experiences – this will help you to develop your competition and encourage them to return next time!

Communication on the Day

Give some consideration as to how you will communicate with individuals in key roles throughout the competition.

It's likely that certain official roles will need radios to communicate with one another on a regular basis (e.g. starters, track judges and photofinish). Other volunteer roles may be able to use methods such as WhatsApp but ensure that whichever method of communication you choose is effective.

POST-EVENT

Event De-Rig

Ensure you leave the venue as you found it. If de-rig is likely to require access to the venue the following day too, make sure you agree this with the venue operator. If De Rig takes place solely after the event many hands remaining will make light work.

Results

We recommend that results are published live during the competition (available through OpenTrack). If you are offering this service, ensure that the link is communicated to all participants via athlete information and any website/social media channels you have. Open Track have the option to create an individual QR code per event to post for live event information.

A full set of results can be printed/published after the event but is not so necessary as the results will be live through the days event.

For Level 1 and Level 2 licensed competitions, you will also need to submit your results to Power of 10 (athlete ranking site) using the email address admin@thepowerof10.info. OpenTrack provides results in a format ready to send straight to Power of 10 if you have used the platform for your event. Further guidance on how to present your results to Power of 10 can be found on the [Power of 10 Event Organiser page](#).

Photos and Marketing

Try to take some pictures at your event of athletes and volunteers (seeking appropriate permissions where athletes are ages under 18). This will give you promotional material for future competitions.

Ensure that anyone acting in an official photographer capacity can be identified as such (a high vis jacket), and ensure you have informed participants that a photographer will be on site.

Feedback

It is good practice to seek feedback from everyone who attended your event. There are various methods for this, but we recommend online feedback forms.

If you are emailing participants, please ensure you BCC email addresses to comply with data protection laws.

Appendices

Appendix 1 – Competition Organiser Checklist

General Planning

- Consult the fixtures calendar to ensure your date does not pose any significant clashes for athletes or officials.
- Secure an appropriate venue for your competition.

Pre-Competition

- Apply for a competition license.
- Inform Welsh Athletics of your competition date and Officials requirements so that it can be advertised through the officials' availability form.
- Book first aid for the competition.
- Hire in any necessary technology (photofinish, EDM, start system etc.)
- Book any catering for the public, officials and volunteers.
- Liaise with the venue operator to ensure they have all the necessary equipment for your event.
- Appoint volunteer and ancillary roles (registration, results, announcer etc.)
- Open entries and set a closing date that will give you enough time to develop and distribute a timetable.
- Order bib and leg numbers (if using)
- Conduct a risk assessment that takes set up, event day and de-rig into consideration.

Competition Day

- Set up the following areas:
 - Registration
 - Officials/volunteer rest room
 - Presentation (if applicable)
- Put up any signage necessary to clearly direct people through the event.
- Check that each event area has the necessary equipment for officials to perform their roles.
- Ensure you are contactable throughout the event should any queries need resolving.

Post-Competition

- The venue must be restored to its original state unless agreed otherwise with the venue management.
- Submit results to Power of 10 (where the applicable license level is in place) and ensure a full copy of results is available for athletes.
- Consider conducting event feedback (from athletes and officials) to find out what went well and what can be improved for next time.

Appendix 2 – Example Expenses Claim Form

EVENT:		DATE:	
venue location		VENUE postcode	
Your Duty / Role			
passenger duty			
YOUR NAME:			
home address			
		HOME postcode	
email address			
EXPENSES	Maximum of 300 miles per event, reimbursed at 30p/mile +5p / volunteer passenger		
MILEAGE – Total number of miles	@	p/mile	£ claimed
EVENING MEAL allowance £15.00 (up to) (with accom) (attach receipt)			£ claimed -
LUNCH MEAL allowance £4.00 (up to) (attach receipt)			£ claimed
ACCOMMODATION as approved in advance (attach receipt)			£ claimed -
Car PARKING / Bridge TOLLS (attach receipt)			£ claimed
RAIL / COACH fare, Taxi – if approved in advance (attach receipt)			£ claimed
FEES / SALARY payments for work completed MUST be submitted via PAYROLL claim forms ONLY			
TOTAL AMOUNT CLAIMED		TOTAL £	
SIGNED: type name if sending via email			
* ATTACH RECEIPTS TO REAR OF THIS FORM or PHOTOGRAPH IF SENDING VIA EMAIL			

BANK DETAILS	Please enter your bank details carefully to avoid delays		
Account Name		Bank Name	
Account Number (8 digits)		Sort Code (6 digits)	

Completed claim forms may be handed to the Meeting Manager			
Authorising Signature		BUDGET CODE	
Date			

Appendix 3 – Blank Risk Assessment Template

Event Name		Event Date		Expected Attendance	
Assessor		Event Venue		Date of RA	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Risk Rating	What else can you do to control the risk?	Resultant Risk Rating	Who is responsible for actioning?
A hazard is a specific thing that could cause harm. This ranges from vehicle collisions in the car park to collisions between runners to a fire in the registration building. Hazards will have different levels of likelihood and severity.	Consider who could be affected by a hazard and what could happen to them. This could be general (all runners) or specific (the Starter), and consequences could vary from bruises and strains to major injuries or fatality in worst case scenarios.	Are any controls already in place at the event venue? If your event requires a complete build, this column may be fairly empty, but even measures like reduced-speed signage in the local area could be an existing control		<p>What else can you do to reduce risk?</p> <ol style="list-style-type: none"> 1. Can the hazard be eliminated? Is the piece of equipment, for example, essential? 2. Can you substitute a risky piece of equipment for another with less risk? 3. Can you isolate the risky area (eg. fence off the area to spectators)? 4. Is there any signage in place to warn of the hazard? 		<p>Many actions will be down to you as the event organiser, but will others in your team be able to help? Use the person's role/title (eg. project manager, health and safety officer) to allocate duties.</p>