

scottishathletics Event Licences

1 Benefits to Licence Holders

All athletic events (track and field, road running, cross country, hill and fell running, trail running or Highland Games/heavy throws) organised within Scotland MUST hold a **scottishathletics** licence. **scottishathletics** will provide the following benefits to licensed events:

- **scottishathletics**, as a constitutional member of United Kingdom Athletics, will provide third person public liability insurance cover for the event. A schedule of insurance cover is available from the **scottishathletics** website under 'Organising an Event'.
- The event date, website link and organiser's contact details will be included in the **scottishathletics** online events calendar.
- The event entry form, or link to the online entry form, will be promoted on the **scottishathletics** website.
- **scottishathletics**, Power of 10 and Run Britain will only publish the results of licensed events held under UKA rules. Licensed events will have their results published on these sites, provided all of the below conditions are met.

2 Scope of Licence

- Event Organisers, as organisations, must be current affiliated members of **scottishathletics**
- Existing Event Organisers must have fully complied with the licensing process for previous events and be in good standing with **scottishathletics** and other National Governing Bodies.
- Only events, or components of events, operated under United Kingdom Athletics (UKA) rules are eligible for a licence. Therefore, events including multi-sport (pentathlon, triathlon, duathlon, aquathlon), orienteering, adventure racing, or events with obstacles (excluding hurdles), dogs, foam, dye or lights as the core feature of the event fall outside our remit and we cannot license nor insure them.
- It is essential that all event organisers carry out and keep a copy of a risk assessment for all of their events. To assist with this, there are downloadable documents and guidelines to assist you on the **scottishathletics** website. There may be other hazards that could present a 'risk' to your event that you should clearly identify in your risk assessment. **scottishathletics** does not require a copy of the completed risk assessment but reserves the right to request copies of risk assessments during the planning of the event or afterwards, and to conduct spot checks on events.
- As far as possible, licences will be issued in order to avoid clashes with similar events and **scottishathletics** Championship dates. In such circumstances, it may not be possible to grant a licence for the requested date.
- Event Organisers must advise all participants that they will share data and information with **scottishathletics**, including participant names and dates of birth. Event Organisers should ensure all aspects of their event comply with relevant data protection legislation.
- Athletes do not have to be members of **scottishathletics** to participate in a **scottishathletics** licensed event. However, full, up to date, members with membership numbers starting with SA (eg. SA12345) are entitled to a minimum £2 discount on entry fees at licensed events. **jogscotland** members with numbers starting with JS are not eligible for this discount but may still participate at full entry cost.

- All athletes who are not members of **scottishathletics** must pay a levy of £2 to enter and participate in each licensed event. Levy payments should be collected by event organisers through entries, and must be passed on to **scottishathletics** within 28 days of the event, also including payments for any entrants who did not start or did not finish on the day and so do not appear on results lists.
- Only members of **scottishathletics** may participate in **scottishathletics** Championships, except track and field, where members of other National Athletics Bodies may enter.
- Levies are not required to be collected for events with an entry fee of £2 or less.

3 Declaration

In holding a licensed event, an undertaking is hereby given to:

1. Adopt and comply with the UK Athletics Rules for Competition
2. Include the words “Under UK Athletics Rules” and “**scottishathletics** Licensed Event” upon all advertisements, programmes and other online or printed matter issued in connection with the meeting or event. A downloadable logo is available from **scottishathletics** for this purpose.
3. Submit a complete copy of the full results, entry list, completed medical and event return form(s) as appropriate from the event/meeting to **scottishathletics** within 28 days of the event taking place. Levies should also be received within 28 days of the event taking place.
4. Include no event on the day which is not listed on the licence, except by special permission of **scottishathletics**.
5. Inform **scottishathletics** of any changes to information contained in your licence application as soon as possible.
6. Display the licence(s) in a prominent position at the event/meeting.
7. Submit to **scottishathletics**, if called upon, any documents, vouchers, accounts, books, etc. dealing with the event/meeting for which the licence is sought.
8. Conduct a risk assessment, retain a copy of the completed risk assessment and be able to send a copy of this to **scottishathletics**, if requested.
9. Read and comply with the scope and guidance given, and to deliver the event as described.

Note:

For events held by an affiliated National or Regional Association, Federation or body; an affiliated Club, Organisation or Association; or an affiliated Home Country Schools Associations (England, Scotland, Northern Ireland and Wales) in respect of promotions and events down to and including County level, a licence may not always be necessary.

For insurance purposes, licences **are not required** for non-stadium running or walking events if the event:

1. Has fewer than 150 participants
 2. Does not take an entry fee
- and
3. Has only affiliated runners (with SA numbers) taking part

For results to be recognised by sites like Power of 10 or Run Britain, a licence will still be required even if the above conditions are met.