

2014 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. **(This Licence does not apply to Trail, Fell, Ultra, Cross Country or any Triathlon/duathlon event)**

THE STANDARDS

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) Race organisers will have a current copy of the 'Rules for Competition'.</p> <p>c) Copy of the Rules will be available on race day.</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.	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 Governing Body at the time of this Licence application.
4.	Possible inconvenience to residents and other members of the public has been considered and minimised where reasonably possible.
5.	The venue for the <u>start and finish</u> will be free from moving traffic 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.
The Course	
6.	The course route and marshalling arrangements will be suitable for the size of the field
7.	<p>a) 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. The measurer has measured/will measure the course and issue a Certificate of Accuracy.</p> <p>b) The certificate will be available for inspection on race day and is valid for 10 years if the route has not been altered.</p> <p>c) The Race Promoter shall verify that the course route will be laid out on race day in strict accordance with the measurement record. (If the course as measured can't be undertaken as per certificate due to safety factors the promoter will notify UKA, the competitors and Event Adjudicator and the results will not be validated for record, Power of Ten or handicap standards).</p>
8.	The course will be signed, taped and marshalled, where appropriate, with all turnings clearly indicated, to ensure runners keep to the approved route.

9.	<p>Adults 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>This may vary among Home Countries.</p> <p>Note: Race marshals do not have legal authority to direct or to stop traffic unless accredited under the Police Reform Act 2002.</p>
10.	Marshals will be fully briefed before the start of the event. They are to receive written instructions as to their role, position, emergency procedures etc.
11.	All course marshals will wear distinctive tabards/bibs/tops (this includes start/finish areas and is applicable on closed or open road events).
12.	There will be a conspicuous vehicle and/or marshal preceding the field.
13.	There will be a sweep vehicle and/or marshal following the field.
14.	Marshals will remain on course until released by the sweep vehicle, chief marshal or event control.
15.	The course will be cleared of race signs, debris, etc. as soon as reasonably practical.
Medical Support	
16.	<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</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</p> <p>The race organiser is required to provide details and justification for any departures from the recommended minimum standards.</p>
17.	The race organiser is required to provide evidence of the confirmation from the medical provider that cover is in place to UK Athletics and local authority/land owner/Event Adjudicator on request.
Drinks Stations	
18.	<p>Drinks Stations will be provided on the course for the duration of the event, being in accordance with UKA Rules. ie. for events of 10km or greater, drink stations will be provided at intervals of approx 5 km / 3 ml. and fully comply with The Food Hygiene Regulations 2006.</p> <p>http://www.food.gov.uk/multimedia/pdfs/publication/hygieneguidebooklet.pdf</p>
19.	<p>a) Drink Stations will not be situated on the running line.</p> <p>b) Drink Stations will be clearly signed in advance of the location.</p>
20.	Drinks will be provided for the entire field at the end of the race.
21.	<p>Drinking water and energy drink supplies, and their method of handling must comply with the Food Hygiene Regulations 2006</p> <p>www.food.gov.uk/multimedia/pdfs/publication/hygieneguidebooklet.pdf</p> <p>Mains drinking water supplies must also comply with Water Supply (Water Fittings) Regulations 1999 www.wras.co.uk/</p>
22.	<p>a) All drink stations will be under the control of adults who will be well briefed. Where additional helpers are used they will be of a responsible age and always under full-time adult supervision.</p> <p>b) All drink stations personnel should wear distinctive tabards/bibs/tops.</p>
Facilities	
23.	<p>There will be well-signed and adequate male, female and accessible toilet facilities at:</p> <p>a) The Race HQ</p>

	b) The Start Area c) The Finish Area
24.	There will be storage, and transportation if relevant, of competitors' baggage.
Miscellaneous	
25.	a) Race numbers as issued by the event <u>will be worn by all competitors.</u> b) Competitors will be advised that numbers must not be folded, cut or mutilated. c) Race Numbers must be worn by the person who entered the event
26.	a) A Medical Information Template will be printed on the reverse of the runner's number to gather emergency contact details, medication and/or any medical conditions. b) Final Instructions will request all competitors to complete the Template.
27.	a) UKA Rule 207 regarding age groups will be observed. b) Parental or Guardian permission will be requested on the entry form for runners under 18 years old. c) The race will meet UK Athletic's Welfare and Safeguarding requirements. For guidance refer to http://www.uka.org.uk/governance/welfare-and-safeguarding/ [Note DBS checks are not required for general race activities such as taking entries, handing out drinks and marshalling etc].

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

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

29.	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.
30.	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. 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. 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.
31.	A UKA Licensed Endurance Official will be appointed before the event and attend throughout the race. Note: An Event Adjudicator will be appointed for every event. The appointment of a UKA Licensed Race Referee is also recommended for all races. 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. [NB: Persons appointed to these roles must not be a member of the Race Organising Committee].
Risk Assessment	
32.	A Risk Assessment is required for all events. Organisers must be able to demonstrate that sufficient consideration to Duty of Care and any risks associated with the event, including medical requirements , have been appraised and planned accordingly. (Add link to Fact Sheet 4)
33.	The Risk Assessment has taken account of the requirements of the: 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/ b) Equality Act 2010. https://www.gov.uk/government/publications/equality-act-guidance c) Food Hygiene Regulations 2006. http://www.food.gov.uk/multimedia/pdfs/publication/hygieneguidebooklet.pdf

	<p>d) UKA guidance on Welfare and Safeguarding matters. http://www.uka.org.uk/governance/welfare-and-safeguarding/</p> <p>Please note: All the above legislation will have some effect on your event, this list is not exhaustive.</p> <p><u>Note: Organisers may want to ban the use of entrants wearing Audio Devices and/or mobile phones from their event, the resultant action being disqualification. This if adopted should be made clear at the point of entry.</u></p>
34.	The final Risk Assessment will, if requested, be available for inspection before or post race by the Event Adjudicator, or BARR Scrutiniser and UKA upon prior request.
Licence Matters	
35.	<p>Organisers will display:</p> <ul style="list-style-type: none"> a) runbritain logo. b) “Under UKA Rules” and either the “Licence Number” or “Licence Applied For”. c) The Course Measurement Certificate Number and Logo, if applicable. <p>On:</p> <ul style="list-style-type: none"> 1) Event website (if applicable). 2) Event Entry Form. 3) All pre-race runner’s information. <p>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.</p>
36.	<p>a) A minimum discount of £2:00 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).</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>
37.	<p>Within one month after the event the Race Promoters Returns Form and Medical Return Form should be submitted through the Race Directors’ Club at www.runbritain.com. If applicable, payment for the Licence Fee balance should be made at this time</p> <p>The Event Adjudicators Report Form is submitted separately within 7 days of the event being staged.</p>
38.	<p>In addition race organisers are required to notify UK Athletics separately in the event of a fatality or any 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/</p>