

In order to obtain a **scottishathletics** Event Licence organisers of races in Scotland must agree that their event will comply with the following standards. Events will be supported by the **scottishathletics** Events Team and **scottishathletics** Event Support Officers to ensure that event organisers have all the relevant support to meet standards as set out below.

THE STANDARDS

Planning Consents	
1.	<p>a) UKA and IPC Rules will be applied to the event, as well as any additional scottishathletics licensing requirements. Rules can be downloaded from: http://www.uka.org.uk/competitions/rules/ http://www.paralympic.org/athletics/rules-and-regulations/rules http://www.scottishathletics.org.uk/events/organising-an-event/</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 and any other relevant body will be consulted with regard to the course and safety matters, and all necessary consents will be obtained.</p> <p>b) If requested, the Local Authority, or other relevant authority, should be provided with all relevant information relating to the event.</p> <p>c) A Temporary Traffic Regulation Order (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. A TTRO will be applied for if the any part of 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.</p>
3.	Observations made by the Local Authority, 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 scottishathletics at the time of the 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 Start and Finish will be free from moving traffic and be able to cope with expected numbers and conditions, and the course is adequate for the type of event being staged.
6.	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	
7.	The course route and any marshalling arrangements will be suitable for the size of the field.
	Trail races may be of any length, and their length and total climb should be measured using accurately-scaled maps or GPS systems.
8.	Trail races shall take place on a variety of terrain within a natural environment in open country that is mainly off-road. Sections of macadamised surfaces or concrete are acceptable but should be the minimum possible for the desired course and must not exceed 20% of the total distance of the race.
9.	The course will be marked in such a way that athletes receive sufficient information to complete it without deviating from it.

10.	Adults (16+ in Scotland) will marshal all participants, as well as any relevant crossing points on the course for use by spectators.												
11.	Any marshals positioned on the course will be fully briefed before the start of the event. They should receive written instructions as to their role, position, emergency procedures and race information. Where marshals cannot read in English, appropriate adjustments must be taken to ensure the marshal(s) fully understand their role and emergency procedures.												
12.	All course marshals, is used, will wear distinctive tabards/bibs/tops (this includes within start/finish areas).												
13.	The course site will be cleared of any race signs, debris, etc. as soon as reasonably practical.												
Medical Support													
14.	<p>a) As trail running is based on self-sufficiency, each athlete shall be autonomous between aid stations in relation to clothing, communications, food and drink. Accordingly, aid stations shall be sufficiently spaced out so as to respect the autonomy of athletes but taking into account health and safety.</p> <p>b) A race specific plan for health, safety and rescue will be undertaken by the event organiser, and be made available for inspection before or post-race by scottishathletics upon request. This plan and medical risk assessment can be incorporated within the overall risk assessment.</p>												
15.	The race organiser is required to provide evidence of the confirmation from the medical provider that cover is in place to scottishathletics when applying for a licence												
Miscellaneous													
16.	<p>a) UKA Rule 141 S 5 regarding age groups will be observed. Maximum distances (on the day of the race):</p> <table border="1" data-bbox="284 958 837 1099"> <tr> <td>Under 12</td> <td>3,000m</td> <td>Under 14</td> <td>5,000m</td> </tr> <tr> <td>Under 16</td> <td>6,000m</td> <td>Under 17</td> <td>10,000m</td> </tr> <tr> <td>Under 18</td> <td>25,000m</td> <td>Under 20</td> <td>45,000m</td> </tr> </table> <p>b) Parental or Guardian permission will be requested on the entry form for runners under 16 years old.</p> <p>c) The race will meet UK Athletics/'scottishathletics' Welfare and Safeguarding requirements. For guidance refer to http://www.uka.org.uk/governance/welfare-and-safeguarding/ [Note PVG checks are not required for general race activities such as taking entries, handing out drinks and marshalling etc].</p>	Under 12	3,000m	Under 14	5,000m	Under 16	6,000m	Under 17	10,000m	Under 18	25,000m	Under 20	45,000m
Under 12	3,000m	Under 14	5,000m										
Under 16	6,000m	Under 17	10,000m										
Under 18	25,000m	Under 20	45,000m										
17.	Where under 9s 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.												
18.	The competition year for Trail Running runs from 1 st October each year to the following September 30 th . Masters athletes must be 40+ years old on the day of the race												
19.	<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>												
20.	An Event Support Officer will be available to provide advice for your event through contacting the scottishathletics Events Team.												
Risk Assessment													
21.	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, have been appraised and planned accordingly.												
22.	The Risk Assessment has taken account of the requirements of:												

	<p>i) The Health and Safety Executive's guidance on Event Safety, as applicable to your event http://www.hse.gov.uk/event-safety/</p> <p>ii) The Purple Guide to Health, Safety and Welfare at Events</p> <p>iv) Any relevant data protection legislation concerning the handling of personal data</p> <p>iii) Equality Act 2010. https://www.gov.uk/government/publications/equality-act-guidance</p> <p>iv) UKA guidance on Welfare and Safeguarding matters. http://www.uka.org.uk/governance/welfare-and-safeguarding/</p> <p>All of the above legislation and guidance may have some effect on your event, and this list is not exhaustive</p>
23.	scottishathletics reserve the right for the final risk assessment and medical risk assessment to be made available for inspection pre- or post-race.
Licence Matters	
24.	<p>Organisers will display:</p> <p>a) "Under UKA Rules" and either the scottishathletics Licence Number or "scottishathletics Licence Applied For".</p> <p>b) The Course Measurement Certificate Number and Logo, if applicable.</p> <p>On:</p> <p>1) Event website (if applicable)</p> <p>2) Event Entry Form</p> <p>3) All pre-race runner's information</p> <p>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.</p>
25.	<p>a) minimum discount of £2.00 on the entry fee will be allowed to all entrants who hold a current scottishathletics membership/registration. This should also include members of other home country athletics federations as per UKA Rule 2S2.</p> <p>b) Registration status will be confirmed by requesting the entrants to provide their scottishathletics registration number on the event entry form.</p>
26.	<p>a) Runners who are not currently affiliated to scottishathletics may participate in a scottishathletics licensed trail race. However, a levy of £2 per non-affiliated runner must be collected by the Event Organiser and paid to scottishathletics after the event.</p> <p>b) Event Organisers must demonstrate the number of members and non-members taking part in their race(s) by providing scottishathletics with a copy of their entries list, including runners' membership numbers (eg. SA12345) within 7 days of the date of their event.</p>
27.	The Event Return Form should be submitted within 7 days of the event to scottishathletics Events Team. If applicable, payment for the levy balance should also be made at this time and must be received by scottishathletics within 28 days of the event taking place.
28.	In addition, within 48 hours of the event, race organisers are required to notify scottishathletics 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 an insurance claim. See http://www.uka.org.uk/governance/health-safety/what-to-do-in-the-event-of-an-accident-or-dangerous-incident/