**Event Return Form**

As part of the licensing process, we ask that all event organisers complete and return an Event Return Form within 28 days of their event taking place. This form should be completed for events of any discipline, and for each individual event in a series. Once complete, it should be returned to [events@scottishathletics.org.uk](mailto:events@scottishathletics.org.uk) along with payment for any levies due from the event.

Event Name: Licence Number:

Discipline: Event Date:

**Entries and Levies**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Male | Female | Non-Binary  (if applicable) | Totals |
| No. of **scottish**athletics members |  |  |  |  |
| No. of non-**scottish**athletics members |  |  |  |  |
| Totals |  |  |  |  |
| Additional Information: | | | | |

For any Road (including multi-terrain), Trail, Ultra or Cross Country event, unaffiliated runner levies of £2 per non-**scottish**athletics-member should be paid to **scottish**athletics within 28 days of the event taking place. Any exceptions are outlined in the Event Organiser FAQs on our website.

If paying by BACS, please ensure you include the name and licence number of your event in your payment reference so we can identify it. BACS transfers should be made to: **account no. 00667222** **sort code 83-19-04**

Is your event being held as a fundraiser for a registered charity (club funds not included)? **Yes / No**

**Officials**

Track and Field:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Track | Field | Start | Timekeeping | Photofinish |
| Name of Chief/Ref |  |  |  |  |  |
| No. of Level 4 |  |  |  |  |  |
| No. of Level 3 |  |  |  |  |  |
| No. of Level 2 |  |  |  |  |  |
| No. of Level 1 |  |  |  |  |  |
| No. Ungraded |  |  |  |  |  |

Highland Games/Heavy Throws:

|  |  |
| --- | --- |
| Chief Judge/Referee |  |
| Number of additional judges |  |

All Other Disciplines:

|  |  |
| --- | --- |
| Race Director |  |
| Race Referee |  |
| Starter |  |
| Chief Timekeeper |  |

**Medical Information**

|  |  |
| --- | --- |
| Name of first aid provider (or event team member responsible for first aid) |  |
| Contact phone number |  |
| Contact e-mail address |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Overall Casualty Numbers | Medical | Trauma | Totals |
| Competitors |  |  |  |
| Volunteers (including event staff and contractors) |  |  |  |
| Spectators |  |  |  |
| Total Patient Contacts |  |  |  |

Medical conditions might typically include exhaustion, fainting, sickness, cardiac conditions etc. Trauma includes injuries such as blisters, abrasions, sprains, head injury etc. from trips, falls, traffic accidents etc.

Any fatality or serious accident which required medical treatment must be reported to UK Athletics’ Health and Safety Manager as soon as possible after the event. A UKA report form can be accessed at: <http://www.uka.org.uk/governance/health-safety/online-accident-incident-report-form/>

**Results**

If your event hosted a **scottish**athletics Championship, an electronic copy of your results must be submitted to the **scottish**athletics Events Team as soon as possible after the event.

Submitting results is no longer a compulsory part of the licensing process for non-Championship events. However, we will still publish results on our website if you would like to send us an electronic copy (pdf preferred). If you would like your results published on websites such as Power of 10 and RunBritain, it is your responsibility to submit results to these sites directly.

**Entries Lists**

**scottish**athletics no longer requires event organisers to submit a copy of their entries list with their event returns. However, an entry list, including SA membership numbers, must be made available upon request.

**Questions?**

If you experience any issues whilst completing this form, or if you are unsure what is expected, please visit our website for more information or contact us on [events@scottishathletics.org.uk](mailto:events@scottishathletics.org.uk)