

## 2011 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 on a random basis to ensure that standards as set out below are being applied.

### THE STANDARDS

On behalf of the Promoting Body, I confirm the following in respect of the event for which the Licence Application is submitted.

*# indicates requirements that may not apply to all multi-terrain events.*

### Planning and Consents

1. a) UKA Rules will be applied. [Downloadable from: <http://www.uka.org.uk/competitions/rules/>]
1. b) As Organisers we have a copy of the 'Rules for Competition'. (current edition April 2010)
1. c) A copy of the 'Rules for Competition' will be available for use on Race Day.
2. a) The 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.
2. b) The 'SAG' (or similar body), will be provided with all relevant information relating to the event.
3. Observations made by the 'SAG', 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.
5. The venues for the start and finish will be safe and able to cope safely with the expected numbers and conditions and that the course is safe and adequate for the type of event being staged.
6. Permission has been/will be obtained to cross any private land.

### The Course

7. The course route & marshalling arrangements will be safe & suitable for the size of the field in accordance with the 2006 Home Office Good Practice Safety Guide for Sporting Events on the Public Highway.  
<http://www.runbritain.com/rdp/race-organisers-guide/event-organisation-order-2/>
8. a) If an exact distance has been advertised, an AUKCM Measurer has measured/will measure the course to obtain a Certificate of Accuracy.
8. b) The certificate will be displayed and is dated within the past 10 years.
9. The course will be signed, taped, and marshalled, where appropriate, with all turnings clearly indicated, to ensure runners keep to the approved route.
10. Adults will marshal all participants, any relevant road intersections, major junctions and changes of course direction as agreed after consultation with the 'SAG', Highways Authority and Police.
11. Marshals will be fully briefed before the start of the event.
12. All course marshals will wear conspicuous tabards/bibs.
13. # There will be a conspicuous vehicle and/or marshal preceding the field.
14. # There will be a sweep vehicle and/or marshal following the field.
15. Marshals will remain on course until released by the sweep vehicle or marshal.
16. The course will be cleared of race signs, debris, etc. as soon as is practical.

### Start and Finish

17. The area of the start will be traffic free for the duration of the runners' assembly and start.
18. The finish area will be traffic free until the last runner finishes or the cut off time (if one has been published) elapses.
19. The start and finish arrangements will be suitable for the size of the field.
20. Provision will be made for the accurate recording and display of results. (Fun Runs being exempt).

### Medical Support

21. The First Aid/Medical provider has confirmed that all First Aid/Medical personnel will be suitably qualified and will be available at the start, on the course and at the finish - according to the severity and nature of the route, distance, size of field and likely temperature

## **Drink Stations**

23. Drinks Stations will be provided on the course for the duration of the event, being in accordance with UKA Rules. i.e. for events of 10 km or greater, drink stations will be provided at intervals of approx 5 km / 3 ml. and fully comply with The Food Hygiene Laws 2006. [www.food.gov.uk](http://www.food.gov.uk)
24. a) Drink Stations will be situated off the running line.  
b) Drink Stations will be clearly signed in advance of the location.
25. Drinks will be provided for the entire field at the end of the race.
26. Any equipment used for drinks (eg. containers and hoses) will be clean and hygienic.
27. 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.  
b) All drink stations personnel will be issued with high visibility tabards/bibs and suitable protective gloves.

## **Facilities**

28. There will be well-signed and adequate male and female toilet facilities near to:  
a) The Race HQ  
b) The Start Area  
c) The Finish Area
29. There will be reasonable secure storage, and transportation if relevant, of competitors' baggage.

## **Miscellaneous**

30. a) Race numbers as issued by the event will be worn by all competitors.  
b) Competitors will be advised that numbers must not be folded, cut or mutilated.
31. a) A Medical Information Template will be printed on the reverse of the runner's number.  
b) All competitors will be requested to fill in the Template in the Final Instructions.
32. 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) Any person associated with the event and having significant dealing with minors will be CRB checked..  
For guidance refer to <http://www.uka.org.uk/governance/welfare-and-safeguarding/>  
[This is not required for people taking entries, handing out drinks, marshalling etc]

### **33 AGE / MAXIMUM DISTANCES APPLICABLE FOR ROAD RUNNING (NB: Age on day of race)**

<b>Under 9</b>	<b>9 &amp; 10</b>	<b>11 &amp; 12</b>	<b>13 &amp; 14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18 &amp; 19</b>	<b>20 +</b>
<b>2K</b>	<b>3K</b>	<b>5K</b>	<b>6K</b>	<b>10K</b>	<b>16.1K</b>	<b>25K</b>	<b>Marathon</b>	<b>Unlimited</b>

34. Where under 9's are on the Public Highway they will be supervised by adults.  
NB: Events for under 9 years must be on fully closed roads or private roads / footpaths.
35. 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 will not be in use for the duration of the race. The bridge will be marshalled for the duration of the race.

- 36 A UKA licensed Endurance Official will be appointed as referee before the event and attend throughout the race.  
[NB: The person appointed must not be a member of the Race Organising Committee]

### **Risk Assessment**

37. As Organisers, we will 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.
- 38 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) **Disability Discrimination Act (DDA) 1995/2004.** [www.opsi.gov.uk/acts/acts1995](http://www.opsi.gov.uk/acts/acts1995)
  - c) **Food Hygiene Laws 2006.** [www.food.gov.uk](http://www.food.gov.uk)
  - d) **Children Act 1989/2004 relating to duty of care.** [www.opsi.gov.uk/acts/acts2004](http://www.opsi.gov.uk/acts/acts2004)
  - e) **UKA guidance on Welfare and Safeguarding matters**  
<http://www.uka.org.uk/governance/welfare-and-safeguarding/>
- Please note:** All the above Legislation will have some effect on your event.
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- a) The final Risk Assessment will be available for inspection before, during or post race by the Race Referee, County Licence Officer or BARR Scrutineers upon request.
  - b) Copies of correspondence relating to First Aid/Medical Providers and Police will be made available to UKA and/or the licence issuing authority, the race referee and BARR Scrutineers upon request.

### **Licence Matters**

40. As Organisers we will undertake to promote **runbritain** and will display:
- 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
- on:
- 1) Event Website (if applicable),
  - 2) Event Entry Form,
  - 3) All pre-race runners' information.
41. The Race Licence will be displayed in a prominent place on race day for competitors to read.
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- a) A minimum discount of £2 off the entry fee will be allowed to all entrants who hold a current Home Country Governing Body Competition Licence.
  - b) Registration status will be confirmed by requesting that runners provide their Home Country Governing Body Competition/Registration number on the event entry form.
43. Within one month after the event a completed Race Promoter's Returns Form, Medical Return Form and Race Referees Report Form will be sent to the County Licence Officer, and if applicable, a payment for the Licence Fee balance.