

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.	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 b) A copy of the UKA Rules for Competition will be available on race day (hard copy or electronic).
2.	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. b) If requested, the Local Authority, or other relevant authority, should be provided with all relevant information relating to the event.
3.	Observations made by the Local 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 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 start and finish will 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 marshalling arrangements will be suitable for the size of the field.
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.	The general public should only be allowed to cross the course in the early stages of a race at well-organised cross-over points, marshalled by stewards (adults, over 16).
10.	Marshals 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.
11.	All course marshals will wear distinctive tabards/bibs/tops (this includes start/finish areas).
12.	Marshals will remain on the course until released by the chief marshal or event control.
13.	The course will be cleared of race signs, debris, etc. as soon as reasonably practical.

Medical Support											
14.	<p>a) The First Aid and/or medical cover for the event will vary in line with the scale of the competition, but must meet the requirements of the minimum standards set out below:</p> <ul style="list-style-type: none"> i) The medical facility must be at the Finish, and open onto the inside of the fenced off-finishing area, at the far end of that area from the finish line. ii) The Finishing Area must not be enclosed within a loop of the course, such that an ambulance is unable to drive to and from the Medical HQ without crossing the course. iii) There must be a clear, unobstructed exit from the Medical HQ to the roads leading to the local A&E Dept. iv) The distance from the Start to the first corner shall be as long as is possible, and the first corner as gradual a bend as possible. <p>b) A Medical Risk Assessment will be undertaken and be made available for inspection before or post-race by scottishathletics upon request. The medical assessment can be incorporated within the overall risk assessment.</p>										
15.	The race organiser is required to confirm to scottishathletics when applying for a licence that adequate first aid cover is in place for the event.										
Drinks Stations											
16.	Water and other suitable refreshments shall be available at the start and finish of all races, in accordance with UKA Rule 250. For all events, a drinking/sponging station shall be provided every lap, if weather conditions warrant such provision.										
17.	<p>a) All drink stations will be under the control of adults (16 years +) 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											
18.	<p>There will be well-signed and adequate male, female, accessible and gender neutral (wherever possible) toilets within a reasonable distance of the:</p> <p>a) Race HQ b) Start c) Finish</p>										
19.	There will be sufficient parking provision for volunteers, officials, competitors and spectators on or near the event site, including access for buses/coaches if expected										
Miscellaneous											
20.	<p>a) Race numbers or athlete's name as issued by the event will be worn by all competitors on the front of their running top.</p> <p>b) Competitors will be advised that numbers must not be folded, cut or mutilated.</p>										
21.	<p>a) UKA Rule 141 S 3 regarding age groups will be observed. Maximum distances (on the day of the race):</p> <table border="1" style="margin-left: 20px;"> <tbody> <tr> <td>Seniors</td> <td>Under 20</td> <td>Under 17</td> <td>Under 15</td> <td>Over 11- Under 13</td> </tr> <tr> <td>Unlimited</td> <td>10km</td> <td>6.5km</td> <td>5km</td> <td>3.5km</td> </tr> </tbody> </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>	Seniors	Under 20	Under 17	Under 15	Over 11- Under 13	Unlimited	10km	6.5km	5km	3.5km
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22.	<p>The competition year for Cross Country runs from 1st October each year to the following September 30th.</p> <p>a) Competitors' age groups will be determined based on their age at the beginning of that year.</p> <p>b) Masters athletes must be 35+ years old on the day of the race. At Scottish Championships, however, Masters medals are awarded to athletes who are 40+ on the day of the race.</p>										
23.	An Event Support Officer will be available to provide advice for your event through contacting the scottishathletics Events Team.										

Risk Assessment	
24.	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.
25.	The Risk Assessment has taken account of the requirements of: <ul style="list-style-type: none"> i) The Health and Safety Executive’s guidance on Event Safety, as applicable to your event http://www.hse.gov.uk/event-safety/ ii) The Purple Guide to Health, Safety and Welfare at Events iv) Any relevant data protection legislation concerning the handling of personal data iii) Equality Act 2010. https://www.gov.uk/government/publications/equality-act-guidance iv) UKA guidance on Welfare and Safeguarding matters. http://www.uka.org.uk/governance/welfare-and-safeguarding/ All of the above legislation and guidance may have some effect on your event, and this list is not exhaustive
26.	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	
27.	Organisers will display: <ul style="list-style-type: none"> a) “Under UKA Rules” and either the scottishathletics Licence Number or “scottishathletics Licence Applied For”. b) The Course Measurement Certificate Number and Logo, if applicable. On: <ul style="list-style-type: none"> 1) Event website (if applicable) 2) Event Entry Form 3) All pre-race runner’s information 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.
28.	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. b) Registration status will be confirmed by requesting the entrants to provide their scottishathletics registration number on the event entry form.
29.	a) Runners who are not currently affiliated to scottishathletics may participate in a scottishathletics licensed cross country race. However, a levy of £2 per non-affiliated runner must be collected by the Event Organiser and paid to scottishathletics after the event. 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.
30.	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.
31.	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/