

In order to obtain a **scottishathletics** Event Licence, organisers of hill and fell 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

<b>Planning Consents</b>	
1.	<p>a) UKA and IPC Rules will be applied to the event, as well as any additional <b>scottishathletics</b> licensing requirements. Rules can be downloaded from:  <a href="http://www.uka.org.uk/competitions/rules/">http://www.uka.org.uk/competitions/rules/</a>  <a href="http://www.paralympic.org/athletics/rules-and-regulations/rules">http://www.paralympic.org/athletics/rules-and-regulations/rules</a>  <a href="http://www.scottishathletics.org.uk/events/organising-an-event/">http://www.scottishathletics.org.uk/events/organising-an-event/</a></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 any part of the event site is 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 <b>scottishathletics</b> 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 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.
<b>The Course</b>	
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. Where route markings are intentionally not used, a clear description or map of the course will be available to all participants.
9.	Adults (16+ in Scotland) will marshal all participants, as well as any relevant crossing points on the course for use by spectators
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.	The course will be cleared of race signs, debris, etc. as soon as reasonably practical.								
<b>Medical Support</b>									
13.	<p>a) The First Aid and or medical cover for the event will meet the requirements of the recommended minimum standards contained in the Scottish Hill Runners' Safety Guidelines for Competitors in Hill Races.</p> <p>b) A Medical Risk Assessment will be undertaken and be made available for inspection before or post-race by <b>scottishathletics</b> upon request. The medical assessment can be incorporated within the overall risk assessment.</p>								
14.	The race organiser is required to provide evidence of the confirmation from the medical provider that cover is in place to <b>scottishathletics</b> when applying for a licence.								
<b>Drinks Stations</b>									
15.	It is recommended, but not essential, that drinks be provided for the entire field at the end of the race.								
16.	<p>a) All drink stations, where provided, 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>								
<b>Facilities</b>									
17.	There will be well-signed and adequate male, female, accessible and gender neutral (wherever possible) toilets within a reasonable distance of the: <p>a) Race HQ   b) Start   c) Finish</p>								
18.	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.								
<b>Miscellaneous</b>									
19.	<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>								
20.	<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" data-bbox="284 1267 1359 1361"> <tr> <td>Under 12 on competition day</td> <td>3km (2 miles)</td> <td>Under 14 on competition day</td> <td>5km (3 miles)</td> </tr> <tr> <td>Under 16 on competition day</td> <td>7km (4 miles)</td> <td>Under 18 on competition day</td> <td>10km (6 miles)</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'/<b>scottishathletics</b>' Welfare and Safeguarding requirements. For guidance refer to <a href="http://www.uka.org.uk/governance/welfare-and-safeguarding/">http://www.uka.org.uk/governance/welfare-and-safeguarding/</a> [Note: PVG checks are not required for general race activities such as taking entries, handing out drinks, marshalling, etc].</p>	Under 12 on competition day	3km (2 miles)	Under 14 on competition day	5km (3 miles)	Under 16 on competition day	7km (4 miles)	Under 18 on competition day	10km (6 miles)
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21.	An Event Support Officer will be available to provide advice for your event through contacting the <b>scottishathletics</b> Events Team.								
<b>Risk Assessment</b>									
22.	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.								
23.	<p>The Risk Assessment has taken account of the requirements of:</p> <p>i) The Health and Safety Executive's guidance on Event Safety, as applicable to your event <a href="http://www.hse.gov.uk/event-safety/">http://www.hse.gov.uk/event-safety/</a></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.</p>								

	<p><a href="https://www.gov.uk/government/publications/equality-act-guidance">https://www.gov.uk/government/publications/equality-act-guidance</a></p> <p>iv) UKA guidance on Welfare and Safeguarding matters.  <a href="http://www.uka.org.uk/governance/welfare-and-safeguarding/">http://www.uka.org.uk/governance/welfare-and-safeguarding/</a></p> <p>All of the above legislation and guidance may have some effect on your event, and this list is not exhaustive</p>
24.	<b>scottishathletics</b> reserve the right for the final risk assessment and medical risk assessment to be made available for inspection pre- or post-race.
<b>Licence Matters</b>	
25.	<p>Organisers will display “Under UKA Rules” and either the <b>scottishathletics</b> Licence Number or “<b>scottishathletics</b> Licence Applied For”.</p> <p>On:</p> <ol style="list-style-type: none"> <li>1) Event website (if applicable)</li> <li>2) Event Entry Form</li> <li>3) All pre-race runner’s information</li> </ol> <p>The race organiser will forward a full set of results for all races (Fun Runs exempt) to <b>scottishathletics</b> within seven days of the race. These results will be used for ranking and handicap purposes and published by <b>scottishathletics</b>/RunBritain subject to data protection requirements.</p>
26.	<p>a) Runners who are not currently affiliated to <b>scottishathletics</b> may participate in a <b>scottishathletics</b> licensed hill race. (Alternative rules may apply to <b>scottishathletics</b> Championship events).</p> <p>b) Event Organisers must demonstrate the number of members and non-members taking part in their race(s) by completing an event return form and providing <b>scottishathletics</b> with a copy of their entries list, including runners’ membership numbers (eg. SA12345) within 7 days of the date of their event.</p>
27.	<p>In addition, within 48 hours of the event, race organisers are required to notify <b>scottishathletics</b> 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 <a href="http://www.uka.org.uk/governance/health-safety/what-to-do-in-the-event-of-an-accident-or-dangerous-incident/">http://www.uka.org.uk/governance/health-safety/what-to-do-in-the-event-of-an-accident-or-dangerous-incident/</a></p>