

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</p> <p>b) A copy of the UKA Rules for Competition will be available on competition day (hard copy or electronic).</p>
2.	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.
3.	The maximum time allowed for a track and field competition held under a UKA licence will be 8 hours, unless more than one set of officials is used, in line with UKA rule 2 S2 (1) (ii)
The Venue	
4.	All events seeking a level two licence must be held on UKA certificated and registered facilities. Events held on other facilities may still receive a level one licence, which will ensure the event can be insured by UKA, but results will not be formally recognised for ranking purposes.
5.	Event organisers should take care to ensure a clear route for athletes and spectators to follow around the venue (for example, from the declarations area to the warm up area to the competition area for athletes). Spectators will not be allowed in the competition area during the competition.
6.	There will be well-signed and adequate male, female, accessible and gender neutral (wherever possible) toilets within a reasonable distance of the competition location, for use by athletes, volunteers, event staff and spectators.
7.	There should be sufficient parking provision for volunteers, officials, competitors and spectators at or near the competition site, including access for buses/coaches if expected.
Medical Support	
8.	A medical risk assessment will be undertaken by the event organiser, and made available for inspection before or post-event by scottishathletics upon request. This medical risk assessment can be incorporated within the overall risk assessment.
9.	The Event 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	
10.	<p>a) UKA rules for young athletes (Rule 141 S 2) will be observed, and event organisers will not offer events unsuitable for specific age groups.</p> <p>b) Parental or Guardian permission will be requested on the entry form for athletes under 16 years old.</p> <p>c) The event will meet UK Athletics/scottishathletics' Welfare and Safeguarding requirements. For guidance refer to http://www.uka.org.uk/governance/welfare-and-safeguarding/</p>

	[Note PVG checks are not required for general event activities such as taking entries, handing out drinks and marshalling etc].
11.	The competition year for Track and Field runs from 1 st September each year to the following August 31 st . This applies to both indoor and outdoor meetings. a) Age groups are based on the age of the athlete at the end of the competition year. b) Masters athletes must be 35+ years old on the day of the competition
12.	An Event Support Officer will be available to provide advice for your event through contacting the scottishathletics Events Team.
Risk Assessment	
13.	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.
14.	The Risk Assessment has taken account of the requirements of: 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
15.	scottishathletics reserves the right for the final risk assessment and medical risk assessment to be made available for inspection pre- or post-event.
Licence Matters	
16.	Organisers will display: "Under UKA Rules" and either the scottishathletics Licence Number or " scottishathletics Licence Applied For". On: 1) Event website (if applicable) 2) Event Entry Form 3) All pre-event athlete information The Event Organiser will forward a full set of results for all events to scottishathletics within seven days of the competition. These results will be used for ranking and handicap purposes and published by scottishathletics subject to data protection requirements.
17.	a) Athletes who are not currently affiliated to scottishathletics may participate in a scottishathletics licensed track and field competition. (Alternative entry conditions may apply to scottishathletics Championship events.) b) Event Organisers must demonstrate the number of members and non-members taking part in their event by completing an event return form and providing scottishathletics with a copy of their entries list, including athletes' membership numbers (eg. SA12345) within 7 days of the date of their event.
18.	In addition, within 48 hours of the event, 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/