

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. Failure by a race organiser to comply with these standards may result in the refusal of future licence applications and the subsequent loss of UKA public liability insurance cover.

### 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 the event is staged 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.	<p>a) For road races, if an exact distance has been advertised, the course must be measured by a member of AUKCM (Association of United Kingdom Course Measurers) and co-ordinated by <b>scottishathletics</b>, or IAAF for international races. After course measurement, the relevant body will issue a course measurement certificate to both the event organiser and <b>scottishathletics</b>. A course measurement certificate is valid for <u>one year</u> and must be renewed annually. However, a measurement remains valid for <u>10 years</u> if the course remains unchanged.</p> <p>b) Please note that where a course has not been officially measured it can still be licensed but will be denoted on the <b>scottishathletics</b> event calendar as 'Not Officially Measured' (NOM), and recorded for any ranking purposes post-event.</p>

	<p>c) Where certificates exist, the certificate will be available for inspection on race day, and a copy must also be submitted to <b>scottishathletics</b> at the time of the licence application.</p> <p>d) The Race Organiser shall verify that the course route will be laid out on race day in strict accordance with the measurement record. (If the course as measured can't be undertaken as per the certificate then the Event Organiser will notify both <b>scottishathletics</b> and the competitors, and the results will not be validated for ranking purposes.</p>
9.	The course will be signed, taped and marshalled, where appropriate, with all turnings clearly indicated, to ensure runners keep to the approved route. Where possible, runners should be kept to the left-hand side of the highway.
10.	<p>Adults (16+ in Scotland) will marshal all participants, as well as any relevant road intersections, major junctions and changes of course direction as agreed after consultation with the Local Authority, Safety Advisory Group (or similar body), Highways Authority and Police.</p> <p>Note: Race marshals do not have legal authority to direct or to stop traffic unless accredited under the Police Reform Act 2002 and authorised by a formal road closure.</p>
11.	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.
12.	All course marshals will wear distinctive tabards/bibs/tops (this includes start/finish areas, and is applicable on both closed or open road events).
13.	There will be a conspicuous vehicle (bicycle acceptable) and/or marshal preceding the field.
14.	There will be a sweep vehicle (bicycle acceptable) and/or marshal following the field.
15.	Marshals will remain on course until released by the sweep vehicle, chief marshal or event control.
16.	The course will be cleared of race signs, debris, etc. as soon as reasonably practical.
<b>Medical Support</b>	
17.	<p>a) The First Aid and or medical cover for the event will meet the requirements of the recommended minimum standards contained in the Good Practice Guide for the Provision of First Aid &amp; Medical Services at UK Athletics Licensed Road Races. The race organiser is required to provide details and justification for any departures from the recommended minimum standards.</p> <p>b) A Medical Risk Assessment will be undertaken and must 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>
18.	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
19.	<p>a) A Medical Information Template will be printed on the reverse of the runner's number to gather emergency contact details, medication and/or any medical information.</p> <p>b) At declarations, or within final Instructions communicated to participants, Event Organisers will request all competitors to complete the template.</p>
<b>Drinks Stations</b>	
20.	Drinks Stations will be provided on the course for the duration of the event, in accordance with UKA Rule 240. For events of 10km or greater, drink stations must be provided at intervals of at least 5 km.
21.	<p>a) Drink Stations will not be situated on the running line.</p> <p>b) Drink Stations should be clearly signed in advance of the location wherever feasible (eg. 50 metres beforehand)</p>
22.	Drinks should be provided for the entire field at the end of the race.
23.	<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>

<b>Facilities</b>										
24.	There will be well-signed and adequate male, female, accessible and gender neutral (wherever possible) toilets within a reasonable distance of the: a) Race HQ b) Start c) Finish									
25.	There will be storage, and transportation if relevant, of competitors' baggage.									
<b>Miscellaneous</b>										
26.	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. b) Competitors will be advised that numbers must not be folded, cut or mutilated.									
27.	a) UKA Rule 141 S 3 regarding age groups will be observed. Maximum distances (on the day of the race):									
	U 9	9 & 10	11 & 12	13 & 14	15	16	17	17	18 & 19	20 +
	2K	3K	5K	6K	10K	15K	Half Marathon	25K	Marathon	Unlimited
	b) Parental or Guardian permission will be requested on the entry form for runners under 16 years old. 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 and marshalling etc].									
28.	Where under 9s are on the Public Highway, they will be supervised by adults. NB: Events for under 9 years should ideally be on fully closed roads or private roads / footpaths.									
29.	The competition year for Road Running runs from 1 <sup>st</sup> September each year to the following August 31 <sup>st</sup> . a) Competitors' age groups shall be determined based on their age at the end of that year. b) Masters athletes must be 35+ years old on the day of the race, under UKA rules. In Scottish road championships, Masters medals are typically instead awarded to athletes 40+ on the day of the race.									
30.	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(s) will not be in use for the duration of the race. The bridge(s) will be marshalled for the duration of the race. c) If Tramways are crossed then the system for managing this process should be detailed as part of the traffic management plan and agreed to by the tram operators. They should be manned by marshals and tram operators staff.									
31.	a) An Event Support Officer will be available to provide advice for your event through contacting the <b>scottishathletics</b> Events Team. b) The appointment of a UKA Licensed Race Referee is also recommended for races but not essential. Referees are required for National Championships, Inter- District/District Championships, or Leagues. For the appointment of Race Referees contact the <b>scottishathletics</b> Events Team <b>[NB: Persons appointed to these roles must not be a member of the Race Organising Committee].</b>									
32.	Under UKA Rule 240 S5 organisers may ban the use of entrants wearing Audio Devices and/or mobile phones from their event, the resultant sanction being disqualification. This if adopted should be made clear at the point of entry.									
<b>Risk Assessment</b>										
33.	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 as per item 16, have been appraised and planned accordingly.									

34.	<p>The Risk Assessment has taken account of the requirements of:</p> <ul style="list-style-type: none"> <li>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></li> <li>ii) The Purple Guide to Health, Safety and Welfare at Events</li> <li>iv) Any relevant data protection legislation concerning the handling of personal data</li> <li>iii) Equality Act 2010. <a href="https://www.gov.uk/government/publications/equality-act-guidance">https://www.gov.uk/government/publications/equality-act-guidance</a></li> <li>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></li> </ul> <p>All of the above legislation and guidance may have some effect on your event, and this list is not exhaustive</p>
35.	<p><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.</p>
<p><b>Licence Matters</b></p>	
36.	<p>Organisers will display:</p> <ul style="list-style-type: none"> <li>1) "Under UKA Rules" and either the <b>scottishathletics</b> Licence Number or "<b>scottishathletics</b> Licence Applied For".</li> <li>2) The Course Measurement Certificate Number and Logo, if applicable.</li> </ul> <p>On:</p> <ul 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> </ul> <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/RunBritain</b> subject to data protection requirements.</p>
37.	<ul style="list-style-type: none"> <li>a) <b>minimum discount</b> of £2.00 on the entry fee will be allowed to all entrants who hold a current <b>scottishathletics</b> membership/registration. This should also include members of other home country athletics federations as per UKA Rule 2S2.</li> <li>b) Membership status will be confirmed by requesting the entrants provide their <b>scottishathletics</b> registration number on the event entry form.</li> </ul>
38.	<ul style="list-style-type: none"> <li>a) Runners who are not currently affiliated to <b>scottishathletics</b> may participate in a <b>scottishathletics</b> licensed road race. However, a levy of £2 per non-affiliated runner must be collected by the Event Organiser and paid to <b>scottishathletics</b> after the event.</li> <li>b) Event Organisers must demonstrate the number of members and non-members taking part in their race(s) by 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.</li> </ul>
39.	<p>The Event Return Form and Medical Return Form should be submitted within 7 days of the event to <b>scottishathletics</b> Events Team. If applicable, payment for the levy balance should also be made at this time and must be received by <b>scottishathletics</b> within 28 days of the event.</p>
40.	<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>