



# ORGANISING AN ATHLETICS EVENT

## Pre-Event

- Licensing
- Courses/Facilities
- First Aid
- Permissions
- Entries
- Insurance
- Risk Assessment

## Event Day

- Rules
- Officials
- Emergencies

## Post-Event

- Debrief
- Reports and Returns



If you organise an athletics event, be it a track and field meeting, road race, cross-country event, hill race, trail race, ultra-distance event or highland games, there are several steps to follow in planning and delivering it.

This document provides an overview of the main steps involved. Further practical guidance is available from our [website](#) and should also be observed.

## PRE-EVENT

### Licensing

Athletics events taking place in Scotland will require a licence. To apply for a licence from **scottishathletics**, your organisation must be a member (either a registered club, associate member or corporate member) and complete a licence application form online.

### Courses/Facilities

For Track & Field Competitions, all events must be held on certificated facilities, as registered with UK Athletics. Road Races held over specified distances should have their route measured by a registered [AUKCM Course Measurer](#). It is the responsibility of the Event Organiser to ensure the facilities used for their event are suitable, and any additional provisions are in place at the venue.

### First Aid

All Event Organisers should ensure they have sufficient first aid cover in place for their event, and note that licence applications will not be approved until this has been confirmed. If you are unsure what would be required for your event, you can seek advice from a professional medical provider on recommended cover. For guidance on minimum first aid cover required for road races, see [here](#).

## Permissions

For non-track events, it may be necessary to gain permission from landowners, police or your local authority to use a specific site. You should ensure you do this before applying for a licence.

## Entries

For Road, Cross Country and Trail Races, organisers must offer a £2 discount on entry fees to **scottishathletics** members at the point of registering, and pay **scottishathletics** a levy of £2 per non-affiliated entrant after the event. Remember to ask for **scottishathletics** numbers on your entry form. This discount does not apply to Jog Scotland members (number beginning JS). Events with an entry fee of £2 or below will not be required to pay levies. This does not apply to track and field events, hill races or heavy throws events at Highland Games.

## Insurance

A licence from **scottishathletics** ensures your event is insured. Policy documents can be found [here](#).

## Risk Assessment

You should carry out a risk assessment ahead of your event, and ensure this can be made available to **scottishathletics** upon request. Guidance on conducting a risk assessment can be found here:

[UKA Risk Assessment Template \(All events\)](#)

[Cross Country Risk Assessment](#)

[Road Race Risk Assessment](#)

## EVENT DAY

### Rules

Events issued a licence by **scottishathletics** must be held under UKA rules, and this should be advertised with the words “Under UK Athletics Rules” and “**scottishathletics** Licensed Event” on all materials. Copies of the UKA rulebook can be found [here](#). The IPC rule book for para-athletics can be found [here](#).

Specific rules also apply to specific event types, and further guidance on each of these can be found on our website [here](#).

### Officials

To ensure the integrity of each competition, qualified officials should be in attendance at your event. Requirements vary, depending on the type and size of your event, so for further guidance, please contact the officials at your local athletics club or the **scottishathletics** events team on [events@scottishathletics.org.uk](mailto:events@scottishathletics.org.uk) if you are unsure of what is expected.

### Emergencies

In planning your event, you should have identified potential issues through your risk assessment and ensured you have first aid cover in place before the event. Your event plan should also identify and describe procedures that should be followed in the event of emergency, and communicated to all of your officials, marshals, event staff and volunteers on the day. Should any major accidents occur, they should be reported directly to UK Athletics using [this form](#).

## POST-EVENT

### Debrief

Following your event, it is good practice to hold a de-brief with your staff and volunteers. This will enable you to become fully aware of any issues, feedback or incidents; reflect on the event day itself; and to begin planning for next time. It is also often beneficial to seek formal feedback from participants and spectators if you plan to hold a similar event again.

### Reports and Returns

After your event, ensure you return to **scottishathletics**:

- your results
- your completed [event return form](#) (available to download from our website for each event-type, or found below)
- your entries list (including **scottishathletics** membership numbers)
- any levies due from your event, as detailed in your event return form (road, cross country and trail races only)
- any medical or accident forms required (essential for [Road Races](#))

If your event is part of a series, the above should be returned for each individual event/meet in the series within 28 days of each separate event day. Levies should be paid after each individual race/competition, NOT at the end of the complete series, nor annually.



### CONTACT US

**scottishathletics**

Caledonia House

South Gyle

Edinburgh

EH12 9DQ

Telephone: 0131 476 7335

[events@scottishathletics.org.uk](mailto:events@scottishathletics.org.uk)

[www.scottishathletics.org.uk/events](http://www.scottishathletics.org.uk/events)

## RACE DISTANCES

Under UKA Rules for Competitions, maximum distances may be permitted for junior runners:

### Road Running

Maximum distances for Road Races (UK Athletics Rules for Competition Rule 141 S 3 (3)):

Age on day of competition						
Seniors & Masters	Over 18 -Under 20 years	Aged 17 years	Aged 16 years	Aged 15 years	Over 13 -Under 15 years	Over 11 - Under 13 years
Unlimited	Marathon	25km	15km	10km	6km	5km

These distances will also apply to multi-terrain events.

### Cross Country

Maximum distances for Cross Country (UK Athletics Rules for Competition Rule 141 S 3 (3)), based on age of competitors by 31<sup>st</sup> August prior to the start of the competition year:

Age on day of competition				
Seniors	Under 20	Under 17	Under 15	Over 11- Under 13
Unlimited	10km	6.5km	5km	3.5km

### Hill Running

Hill Running (UK Athletics Rules for Competition Rule 141 S 4): Race Organisers must stipulate age limits for their events and the following limits for younger runners must be observed:

Under 12 on competition day	3 km (2 miles)	Under 14 on competition day	5 km (3 miles)
Under 16 on competition day	7 km (4 miles)	Under 18 on competition day	10 km (6 miles)

### Trail Running

Maximum distances for Trail Running (UK Athletics Rules for Competition rule 141 S 5, in line with HUE 'Adventure Activity Licensing Regulations' for youths under 18:

Under 12	3,000m	Under 14	5,000m
Under 16	6,000m	Under 17	10,000m
Under 18	25,000m	Under 20	45,000m

N.B. UK Athletics Rules do not specifically cater for athletes under the age of 11 years. This does not necessarily preclude provision by organisers of competitions for events for athletes younger than 11 years, with correspondingly reduced distances to be run.

## EVENT RETURN FORM

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_ Licence Number: \_\_\_\_\_

Please complete this form and forward **within 28 days** of the date of your event, together with the following:

- A complete list of entries (including athletes' SA membership numbers)
- A copy of the full event results
- Medical Return form
- A BACS transfer for levies generated by your event  
(Levies of £2 per non-**scottishathletics** member apply to road/multi-terrain, cross country and trail/ultra races only)

Please give details of **entries** received for your event:

	Male	Female	Totals
No. of <b>scottishathletics</b> members			
No. of non- <b>scottishathletics</b> members			
No. of Jog <b>scotland</b> members (if known)			
Totals			

Did you charge an entry fee for your event? **Yes** **No**

If yes, did your entry fee (per race/field event) exceed £2? **Yes** **No** **N/A**

\*Levies should still be collected from jog**scotland** members – only **scottishathletics** members are not expected to pay this fee.

Forms and payments should be sent to the **scottishathletics** Events Team at [events@scottishathletics.org.uk](mailto:events@scottishathletics.org.uk) or by post to **scottishathletics**, Caledonia House, South Gyle, Edinburgh, EH12 9DQ. BACS transfers should be made to:

**account no. 00667222 sort code 83-19-04**

Please ensure you include the name and licence number of your event on each form and in your payment reference so we can identify it.

## POST-ROAD/MULTI-TERRAIN RACE MEDICAL RETURN FORM

CONFIDENTIAL WHEN COMPLETED

---

Event Name		License No.	
Event Date		Start Time	
Event Distance(s)			
Course Location		County	
Promoting Body	scottishathletics		

### Section 1 - Weather conditions on race day

Details of race day weather conditions can be obtained from the BBC Weather website <http://www.bbc.co.uk/weather/> or the Met Office website <http://www.metoffice.gov.uk/public/weather/observations>

Ambient temperature (°C)	
Wind speed (mph)	
Other (eg relative humidity; sunny/overcast/raining). Please state any relevant information	

### Section 2 - First Aid or Medical Provision on race day

Provision numbers	Numbers
First aiders – external provider	
First aiders – event volunteers	
Cycle/motorcycle responders	
Ambulances	
Response cars	
Paramedics	
Doctors	
Defibrillators	
Nurses	
On-course first aid posts	
Other, please state (eg physiotherapist)	

Details of first aid/medical provider	
Name of first aid provider (or event team member responsible for first aid)	
Contact phone number	
Contact email address	

### **Section 3 - Casualty Details**

Note – before your event, inform your first aid or medical provider that you will be required to provide a casualty report to the licencing authority after the event in the format below

Overall casualty numbers	Medical *	Trauma *	Totals
Competitors			
Spectators			
Volunteers (staff and contractors)			
<b>Total patient contacts</b>			

\*Medical conditions might typically include exhaustion, fainting, sickness, cardiac conditions etc

Trauma includes injuries such as blisters, abrasions, sprains, head injury etc. from trips, falls, traffic accidents etc.

Serious Casualties	
Hospital transfers	
Serious collapses	
Defibrillation – number carried out	
Deaths	
Other comments For serious collapses requiring removal to hospital please state cause of collapse (eg cardiac, physiological, underlying condition, trauma) and location by distance on course (eg <i>1 x collapse due to suspected cardiac condition at mile 2, or finish</i> )	

### **Section 4 - Fatalities or Serious Accident Report Form**

In addition to the post-race medical return above, the Race Director must also report any fatality, or serious accident which requires medical treatment to UK Athletics' Health & Safety Manager as soon as possible after the event using the on-line accident and incident report form at:

<http://www.britishathletics.org.uk/governance/health-safety/what-to-do-in-the-event-of-an-accident-or-dangerous-incident/online-accident-incident-report-form/>

---