

In order to obtain a **scottishathletics** Event Licence, organisers of athletics events in Scotland must agree that their event will comply with the following standards (including those points relevant to their discipline). The **scottishathletics** Events Team will be on hand to ensure that event organisers have all the relevant support to meet standards as set out below.

XC = Cross Country
RR = Road Race / MT

HG = Heavy Throws
TF = Track and Field

HR = Hill Race
TR = Trail/Ultra

ALL = All disciplines
NS = Non-stadium (XC, HR, RR, TR)

THE STANDARDS

Planning and Consents		
1.	<p>a) UKA and IPC (where appropriate) 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 http://www.scottishathletics.org.uk/events/organising-an-event/</p> <p>b) A copy of the UKA Rules for Competition will be available on the day of the event (hard copy or electronic).</p>	ALL
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.	ALL
3.	Possible inconvenience to residents and other members of the public at / near the event site / stadium and surrounding areas has been considered and minimised where reasonably possible.	ALL
4.	<p>a) UKA Rules 141 S2-5 regarding young athletes will be observed, and event organisers will not offer events unsuitable for specific age groups nor throws implements of weights above the advised maximum.</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/ [Note PVG checks are not required for general race activities such as taking entries, handing out drinks and marshalling etc].</p>	ALL
5.	<p>a) Competitors' age groups shall be determined by UKA rules 141 S1-5</p> <p>b) Masters athletes must be 35+ years old on the day of the race, under UKA rules, or 40+ for trail events. In Scottish Road and Cross Country championships, Masters medals are typically Awarded to athletes aged 40+ on the day of the race.</p>	ALL
6.	An Event Support Officer will be available to provide advice for your event through contacting the scottishathletics Events Team.	ALL
7.	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).	TF
8.	<p>For non-stadium events:</p> <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</p>	NS

	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.	
9.	Observations made by the Local Authority, Highways Authority, Police and emergency services regarding 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 the licence application.	NS
10.	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.	NS
Licence Matters		
11.	Organisers will display: 1) "Under UKA Rules" and either the scottishathletics Licence Number or " scottishathletics Licence Applied For". 2) The course measurement certificate number and logo, if applicable. on: 1) Event website (if applicable) 2) Event Entry Form (online and offline) 3) All pre-event athletes' information	ALL
12.	Event Organisers must record and report the number of scottishathletics members and non-members taking part in their licensed event by completing and submitting an event return form within 28 days following their event date.	ALL
13.	a) The event organiser may forward a full set of results (Fun Runs exempt) to scottishathletics for publication on the scottishathletics website. Results will be published subject to meeting data protection requirements, and should be in an Excel or pdf format. b) If the event hosted a scottishathletics District or National Championship, results must be submitted within 28 days of the event taking place. It is not compulsory for non-championships to submit results.	ALL
14.	scottishathletics reserve the right to request copies of entries lists from any licensed event as required. Entries lists must be received within 28 days of the request being made.	ALL
15.	Within 48 hours of the event, race organisers are required to notify scottishathletics and UK Athletics separately in the event of any fatality or any 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/	ALL
16.	a) Organisers are required to collect an unaffiliated runner levy of £2 per entry from any entrant who is not a member of scottishathletics or their own national governing body for athletics. Levies collected must be paid to scottishathletics within 28 days following the event date. b) Membership status will be confirmed by requesting the entrants provide their six-digit scottishathletics membership number, beginning SA, (SA123456) at the point of entry. To qualify, the athlete must hold an athlete membership – not a coach, official, etc. membership c) Levies do not need to be collected when the full entry fee is £2.00 or less; the event is open to athletes in the U17 age group and below; or the event is open to school pupils or students only (athletes must represent their educational institution in this case).	ALL
17.	a) Open road events must offer a minimum discount of £2.00 on the entry fee to all entrants who hold a current scottishathletics membership. This should also include members of other home country athletics federations, in line with UKA rules. b) Membership status will be confirmed by requesting that entrants provide their scottishathletics membership number (SA123456) at the point of entry.	RR

Facilities		
18.	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, or within the stadium	ALL
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. Exceptions may apply for non-stadium events in city locations.	ALL
20.	There should be provision for Clubs/Teams to erect tents wherever suitable for the scale and location of the event.	XC
21.	For events held within a stadium, 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.	TF
22.	All events seeking a track and field licence must be held on UKA certificated and registered facilities. Events held on other facilities will receive a level one licence, which will ensure the event can be insured by UKA, but results may not be formally recognised for ranking and records purposes.	TF
23.	There will be storage, and transportation if relevant, of competitors' baggage.	RR
The Course		
24.	The course route and marshalling arrangements will be suitable for the size of the field.	NS
25.	The course will be signed, taped and marshalled, where appropriate, with all turnings clearly indicated, to ensure runners keep to the approved route. Where relevant and possible, runners should be kept to the left-hand side of the highway. Where route markings are intentionally not used (hill, fell or trail), a clear description or map of the course will be available to all participants Trail routes will be marked in such a way that athletes receive sufficient information to complete it without deviating from it, but do not need to be continuously marked.	NS
26.	a) For road races, if an exact distance has been advertised, the course must be measured by an accredited member of AUKCM (Association of United Kingdom Course Measurers), or IAAF for international races, and certified for the race date. A course measurement certificate is valid for <u>the date specified on the certificate</u> and must be renewed each time the course is run. However, the measurement itself remains valid for <u>10 years</u> if the course remains unchanged. b) Where certificates exist, the certificate will be available for inspection on race day, and a copy must also be submitted to scottishathletics at the time of the licence application. 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 their course measurer, scottishathletics and the competitors, and the results will not be validated for ranking purposes).	RR
27.	Multi terrain, although not a discipline recognised within UKA Rules for Competition, is closely aligned to road running and licensed under a level 1 road licence. Multi terrain races are defined as those up to and including marathon distance, run over at least 40% tarmac, concrete or paved surfaces. Multi-terrain races do not require a certificate of course accuracy, but are encouraged to submit a statement of course measurement, issued by AUKCM, within their licence application.	RR
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.	RR
29.	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.	RR TR HR

	<p>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.</p> <p>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.</p>	
30.	<p>Trail races shall take place on a variety of terrain within a natural environment in open country that is mainly off-road. Courses of up to marathon distance must be composed of at least 60% trail terrain.</p> <p>If hosting a Championship, the course must be at least 60% trail if the race is 40+ miles, 70% if 20-40 miles and 80% if less than 20 miles.</p>	TR
Officials and Marshals		
31.	<p>a) Any track and field or heavy throws event organiser must ensure that enough officials of the appropriate grading are appointed to deliver the meeting, including sufficiently qualified and experienced Chiefs and Referees.</p> <p>b) The appointment of a UKA Licensed Race Referee is required for off-track races, with support from other suitably qualified endurance officials.</p> <p>[NB: Persons appointed to Chief/Referee roles should not be a member of the Organising Committee].</p>	ALL
32.	<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), Highways Authority and Police.</p> <p>At a cross country event, the general public should only be allowed to cross the course in the early stages of the race at well-organised cross-over points, marshalled by stewards.</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>	NS
33.	<p>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.</p>	NS
34.	<p>All course marshals will wear distinctive tabards/bibs/tops (this includes start/finish areas, and is applicable on both closed or open road events).</p>	NS
35.	<p>Marshals will remain on course until released by the sweep vehicle, chief marshal or event control.</p>	NS
36.	<p>The course will be cleared of race signs, debris, etc. as soon as reasonably practical.</p>	NS
37.	<p>There will be a conspicuous vehicle (bicycle acceptable) and/or marshal preceding the field at any road race, and a sweep vehicle (bicycle acceptable) and/or marshal following the field.</p>	RR
Medical Support		
38.	<p>a) The First Aid and or medical cover for the event will meet the requirements of the recommended minimum standards for their discipline (eg. contained in the Good Practice Guide for the Provision of First Aid & Medical Services at UK Athletics Licensed Road Races; the UKA Athletics Cross Country Event Organisation Guide; the Scottish Hill Runners' Safety Guidelines for Competitors in Hill Races, etc.). 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 scottishathletics upon request. The medical assessment can be incorporated within the overall risk assessment.</p>	ALL
39.	<p>The race organiser is required to provide confirmation to scottishathletics that adequate first aid cover is in place when applying for a licence</p>	ALL

40.	<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>	RR
41.	As trail running is based on self-sufficiency, each athlete shall be autonomous between aid stations in relation to clothing, communications, food and drink. Accordingly, aid stations shall be sufficiently spaced out so as to respect the autonomy of athletes but taking into account health and safety.	TR
Refreshments		
42.	Any drinks or catering provided at the event will fully comply with current Food Hygiene Regulations.	ALL
43.	<p>Drinks Stations will be provided on the course and/or at the start/finish for the duration of the event, in accordance with UKA Rule 240 at road races and 250 at cross country events.</p> <p>a) Drink Stations will not be situated on the running line of a road race.</p> <p>b) Drink Stations should be clearly signed in advance of the location in a road race wherever feasible (eg. 50 metres beforehand)</p> <p>c) 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>d) All drink stations personnel should wear distinctive tabards/bibs/tops.</p>	RR XC
Risk Assessment		
44.	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.	ALL
45.	<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 http://www.hse.gov.uk/event-safety/</p> <p>ii) The Purple Guide to Health, Safety and Welfare at Events</p> <p>All of the above legislation and guidance may have some effect on your event, and this list is not exhaustive</p>	ALL
46.	scottishathletics reserve the right for the final risk assessment and medical risk assessment to be made available for inspection pre- or post-race.	ALL
47.	<p>Planning for the event has taken account of:</p> <p>a) Any relevant data protection legislation concerning the handling of personal data</p> <p>b) The Equality Act 2010: https://www.gov.uk/government/publications/equality-act-guidance</p> <p>c) UKA guidance on Welfare and Safeguarding matters: http://www.uka.org.uk/governance/welfare-and-safeguarding/</p> <p>All of the above legislation and guidance may have some effect on your event, and this list is not exhaustive.</p>	ALL
48.	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 and justified in your risk assessment.	RR
Miscellaneous		
49.	<p>a) Race numbers/bibs as issued by the event will be worn by all competitors on the front of their running top, or front and back for track events.</p> <p>b) Competitors will be advised that numbers must not be folded, cut or mutilated.</p>	ALL
50.	SGA athletes competing in SA-licenced events must declare their SGA registration number, eg. John Smith (SGA) 1234 (Perth) and should wear plain vests compliant with IAAF regulations on advertising on clothing. SGA athletes competing under UKA rules will be restricted to individual events only	HG