ORGANISING A VIRTUAL RACE

scottishathletics

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This document provides an overview of the main steps involved in hosting a virtual race. Further guidance is also available from our website.

PRE-EVENT

Licensing

All athletics events taking place in Scotland should apply for a **scottish**athletics licence: virtual races included. To apply for a licence from **scottish**athletics, your organisation must be a member (either a registered club, associate member or event organisation member) and complete a licence application form online. Virtual races should apply for a Road/Multi-terrain licence, and confirm within the application that the race will take place virtually.

First Aid

Event Organisers are not expected to provide first aid cover for their virtual event but must ensure that pre-race information contains guidance for runners in case of accident or injury. This could include reminding athletes to inform someone of where they are going and to check in with them on their return; to carry an ICE (in case of emergency) card with their details; or advice on any other appropriate arrangements they should make. Event Organisers must confirm that they have issued first aid instructions to their runners when applying for their race licence in the first aid section of the application form.

Courses/Facilities

At conventional events, it is the responsibility of the Event Organiser to ensure the facilities used for their event are suitable. In the case of virtual events, however, the Event Organiser's influence over the course could be limited. Where the Event Organiser sets the route for the virtual run (eg. a well-known loop in the local area, a Strava segment, etc.), they should ensure that the exact route is communicated clearly and is accessible to all participants. Where participants should choose their own route, guidance should be offered to participants on planning an appropriate route for their run, as well as any other factors runners should consider (elevation, access restrictions, etc.). When applying for a licence for a virtual event, the Event Organiser will be able to select 'Virtual Race' in the address box when asked for the race's location; and should select 'N/A – Multi-Terrain Race' in the course measurement field. Select 'Not on public roads' when asked to confirm consultation with the local authority and police – this is not required for virtual events as runners will not be in large groups.

Entries

Organisers must collect a £2 levy from entrants who are not current **scottish**athletics athlete members. This applies to jog**scotland** members (number beginning JS) and anyone else who cannot provide a valid SA membership number: remember to ask for **scottish**athletics numbers on your entry form. These levies must be paid to **scottish**athletics within 28 days after the event takes place. Events with an entry fee of £2 or below will not be required to collect levies.

Insurance

A licence from **scottish**athletics ensures your event receives public liability insurance under the UKA master policy. 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 **scottish**athletics upon request. Participants should conduct their own assessment of their own route, but Event Organisers are still expected to have measures in place to ensure that participants in their event can take part safely, including guidance on planning a suitable route and procedures to follow in case of accident or injury. These measures should be outlined in your event plan and rick assessment. Guidance on conducting a risk assessment can be found on our website here

DURING THE EVENT

Rules

All events issued a licence by **scottish**athletics must be held under UKA rules, and the words "Under UK Athletics Rules" and "**scottish**athletics Licensed Event" included in all event materials. Copies of the UKA rulebook can be found here. Any additional rules set out by the Event Organiser must be communicated clearly to all participants at the point of entry.

Results

Pre-event, consider how you will compile the results of your event. There are a number of electronic systems available commercially to assist you with compiling results, or you can compile results manually. Determine how much information you require from participants (times, distances, elevation, detailed routes, route maps, etc.) and ensure this is communicated in advance to runners. If runners should use a specific method of tracking their performance (eg. a certain app), ensure this is readily available and provide support with its use if required.

There is no need for qualified officials to be involved in your event, but you may wish to call on officials at your local athletics club for assistance with race planning and/or results: they're the experts!

Event Organisers and athletes must be aware that results from virtual races will not be eligible for ranking purposes as race times and distances cannot be verified.

Emergencies

In planning your event, you should have identified potential issues through your risk assessment. Your event plan should also identify and describe procedures that should be followed in the event of an emergency, and communicated to all relevant parties. Should any major accidents occur, they should be reported directly to UK Athletics using this form.

CONTACT US

scottishathletics
Caledonia House
South Gyle
Edinburgh
EH12 9DQ

Telephone: 0131 476 7335
events@scottishathletics.org.uk
www.scottishathletics.org.uk/events

POST-EVENT

Debrief

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

Reports and Returns

After your event, ensure you return to **scottish**athletics:

o your completed event return form (available within your licensing portal)
o any levies due from your event, as detailed in your event return form

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