

# ORGANISING AN ATHLETICS EVENT

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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 under UKA rules will require a licence. To apply for a licence from **scottishathletics**, your organisation must be a member (either a registered club, associate member or event organisation member) and you need to complete a licence application form online.

### **Courses/Facilities**

For track & field competitions, all events must be held at certificated facilities, as registered with UK Athletics. Road races held over a specified distance must 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.

### **Permissions**

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

## **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. Additional guidance can be found on our website [here](#).

## **Health and Safety, Risk Assessment and Insurance**

A licence from **scottishathletics** ensures your event receives public liability insurance under the UKA master policy. Policy documents are linked [here](#).

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](#).

Also ensure that you are aware of any COVID-19 guidance that may impact on your event. Communicate to your attendees the importance of good hand-hygiene; whether face coverings are required at your event; and any other measures that may be in place on the day. Whilst there are no longer pandemic-related legal restrictions on events, plan appropriately to ensure that your event can be delivered safely.

## Entries

At road, cross country, hill and trail races, organisers must collect a £2 unaffiliated runners' levy from all entrants who are not current athlete members of **scottishathletics**. This levy applies to jogscotland members (number beginning JS) and anyone else who cannot provide a valid SA membership number on their entry: [remember to ask for scottishathletics numbers on your entry form](#). These levies must be paid to **scottishathletics** within 28 days after the event takes place. Events with an entry fee of £2 or below will not be required to pay levies.

As of 1<sup>st</sup> April 2021, this does not apply to track and field events or heavy throws events at Highland Games.

## 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 event 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 an 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 event 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 completed event return form (found within the licensing portal)
- any levies due from your event, as detailed in your event return form (road, cross country, hill and trail races only)
- A copy of your results (compulsory if you hosted a **scottishathletics** Championship; optional at all other events)

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.



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