

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.

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](#).

Entries

Currently, event entrants in cross country, road, multi-terrain, hill, trail and ultra races who are not current athlete members of **scottishathletics** are required to pay a £2 unaffiliated runner's levy on top of their entry fee. These levies must be paid by the event organiser to **scottishathletics** within 28 days of the event taking place. From 1st April 2023, organisers of licensed athletics events of ALL disciplines must collect the £2 unaffiliated athletes' levy. The 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** membership numbers on your entry form. Events with an entry fee of £2 or below or that are open only to athletes aged U17 and below will not be required to collect levies.

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](#).

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, and more details of the minimum numbers and qualifications of officials for licensed events are available from our website [here](#). As a minimum, all off-track events are expected to appoint a race referee (level 2+ Endurance official), a qualified starter and a qualified timekeeper or timing contractor. Track and field events must meet the minimum numbers set out in the UKA guidance linked above for the licence level of their event.

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 also be reported directly to UK Athletics using [this form](#).

Post-Event

Debrief

Following your event, it is good practice to hold a debrief with your event team 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
- 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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