



September 2024

INDOOR Track and Field Licensing Guidance 2024/2025

Contents	Overview of T&F Licensing / World Athletics Permits
Appendix 1	Indoor Officials & Equipment Requirements
Appendix 2	World Athletics Permits – how / why?
Appendix 3	Anti-Doping Requirements (all competitions)

New this year? (*in italics below*)

- Level 2 licences. What are the additional requirements for this level of licence?
- Requirement for affiliation and links to the related insurance
- Risk Assessments and Code of Practice
- Additional First Aid guidance when the scheduled providers fail to arrive
- Floodlights, for events held after dusk
- Post Event Report Form request for England Athletics

Where to apply:

All licences: <https://www.mysporthost.com/TFEventLicence/>

Apart from Scottish Basic and Level 1:

<https://www.scottishathletics.org.uk/events/organising-an-event/licensing-and-returns/>

Useful links

England Athletics, organising an event:

<https://www.englandathletics.org/clubs-and-facilities/organising-an-event/>

Scottish Athletics, licensing an event:

<https://www.scottishathletics.org.uk/events/organising-an-event/licensing-and-returns/>

Athletics Northern Ireland, organising an event:

<https://athleticsni.org/Permits>

Welsh Athletics, competitions:

<https://www.welshathletics.org/en/page/track>

World Athletics Global Calendar:

[Global Calendar | Global Calendar \(worldathletics.org\)](https://www.worldathletics.org/global-calendar)

WPA (World Para Association) Calendar:

<https://www.paralympic.org/athletics/events> (filter by Great Britain)

WPA Rankings:

<https://www.paralympic.org/athletics/rankings>



Registered Office:

UK Athletics Limited | Athletics House | Alexander Stadium | Walsall Road | Perry Barr | Birmingham | B42 2BE

Tel: 0121 713 8400 | Fax: 0121 713 8452 | uka.org.uk

Registered in England No. 3686940



Level 1 Licence

Most competition licences issued in the UK will be Level 1, and results from these events will qualify for inclusion in the Power of 10 ranking lists. In line with UK Athletics rule CR1 S1 (7), licences should ideally be applied for at least 8 weeks before a competition. Applications submitted after this deadline will be evaluated on a case-by-case basis

UK Athletics Level 2 Licence WITH World Athletics Permit

In line with the UK Athletics rule book, CR1 S1 (7), licences should ideally be applied for at least 8 weeks before a competition. Licence applications submitted after this deadline will be evaluated on their individual merits.

Competitions that hold a UK Athletics level 2 licence with a World Athletics Permit will feature on the global calendar, and performances from these events will be eligible for inclusion in the World Athletics ranking list.

**Applications for the World Athletics Permit require a minimum of 30 days' notice.
All such competitions must adhere to the World Athletics Competition and Technical Rules.**

Competition providers seeking this recognition should apply for a UK Athletics level 2 licence and a World Athletics permit as early as possible, keeping the strict time limits in mind.

The additional requirements for this higher level of competition:

- *Photo-finish*
- *EDM on shot put and horizontal jumps*
- *Higher level of officials, with a higher concentration of level 3+ qualifications – see appendix 1 below*

Level 2 Licence WITHOUT World Athletics Permits

These are normally only be issued for the following competitions:

- Events that are World Para Athletics (WPA) Endorsed.
- Master's competitions with sufficient qualified officials for this enhanced level of licence to ensure relevant performances are acceptable for BMAF record purposes.

However, it is accepted that a few additional competitions are of a high-quality standard both in organisation and competitor experience and therefore deserve to be recognised as a level 2 competition. These will be issued on merit at the time of application.

World Para Athletics (WPA) Endorsement

Events seeking World Para Athletics (WPA) Endorsement must meet all the Level 2 licence requirements.

WPA Endorsement = competitions with both non-disabled and disabled athletes competing together or in parallel events.



Registered Office:

UK Athletics Limited | Athletics House | Alexander Stadium | Walsall Road | Perry Barr | Birmingham | B42 2BE
Tel: 0121 713 8400 | Fax: 0121 713 8452 | uka.org.uk

Registered in England No. 3686940



WPA Approved = Disabled athletes forming the majority of the entries / timetable. These must be registered at least 90 days prior to the competition date. There is a 200 Euro fee, plus travel / accommodation for an ITO appointed by WPA. World Para Athletics Competition and Technical Rules apply. In track events M & W should compete separately in distances 100m to 1500m. Results should be submitted to Power of 10 as usual, with classifications clearly marked.

For all Endorsed competitions with 30+ para-athletes and all approved events, SDMS results template should be submitted to Jan Richards within 5 days post-event. jrichards@britishathletics.org.uk

Licences are issued by:

Level 1 licences issued by:

- England Athletics - applications will be reviewed by a Regional Council representative and then a National Officer will issue the licence. Contact: tandfeventlicensing@uka.org.uk
- Scottish Athletics, contact: Events@scottishathletics.org.uk
- Welsh Athletics, contact: darran.williams@welshathletics.org
- Athletics Northern Ireland, contact: info@athleticsni.org

Level 2 licences

- Issued by UK Athletics – contact: tandfeventlicensing@uka.org.uk

World Athletics Permits

- Issued by World Athletics, after approval by UK Athletics – see appendix 2 below.
- WPA endorsement/approval – see above.

Affiliation & Insurance

All competition providers (such as organisations or clubs, not individual applicants) must be affiliated with one of the Home Country Athletics Federations. This affiliation ensures that all competitions are covered by UK Athletics Insurance. For details about the coverage, please refer to the information provided here:

<https://www.marshsport.co.uk/ngb-schemes/uka.html>

Risk Assessment

All competition providers must undertake a written risk assessment that identifies the significant hazards to all affected by the event(s) and make it available if requested: This includes any temporary structures and the identification of a responsible person, and training where required:

A guide to Safe Athletics can be found here:

<https://www.britishathletics.org.uk/wp-content/uploads/health-and-safety/Safe-Athletics-Competition-Printer-Friendly.pdf>



Registered Office:

UK Athletics Limited | Athletics House | Alexander Stadium | Walsall Road | Perry Barr | Birmingham | B42 2BE
Tel: 0121 713 8400 | Fax: 0121 713 8452 | uka.org.uk

Registered in England No. 3686940



Rules

Competitions must be conducted in accordance with UKA Rules for Competition or World Athletics Technical Rules, and where appropriate, World Para Athletics Rules will also apply. For Northern Ireland, AAI Rules will be followed for each age group championship. There are mandatory requirements relating to UK Anti-Doping; please refer to Appendix three below for details

First Aid

Appropriate first aid provision must be made. If in doubt, please refer to the 'Purple Guide':

<https://www.thepurpleguide.co.uk/>

Should your first aid provider be late or cancel, as the organiser, you must satisfy yourself that first aid requirements have been met before proceeding with the event.

Some useful information is included [here](#).

Post Report Forms

England Athletics kindly request that all competition providers granted one of their licences complete a post-event report form for all indoor competitions over the winter. The information gathered will help them to identify opportunities to support competition providers in our continuously evolving sport and society. The form can be accessed here: <https://www.englandathletics.org/tf-feedback>.

Competition providers from Scotland, Wales, and Northern Ireland may be asked to complete a similar form tailored to their specific demographics.

Disciplines on applications

Please indicate on the licence application which disciplines are provided for all athletes, including classified, that are provided in your competition. This information will help promote your event via the "Competition Finder" which can be found here: <https://fixtures.myathletics.uk/>

Power of 10

All results from licensed competitions are eligible for Power of 10 inclusion. Exclusions may occur if the UK Athletics rule book has not been followed or if the numbers of qualified officials in attendance falls below the minimum standard required. Occasionally spot checks are made to ensure this has happened. Power of 10 have a section in their HELP tab to assist with results presentation: <https://www.thepowerof10.info/>

Event restrictions

All events applied for within the Competition Licence Application Form, must correspond with the specific UKA Rules for each age group and be appropriate for the age and ability of the athlete.



Registered Office:

UK Athletics Limited | Athletics House | Alexander Stadium | Walsall Road | Perry Barr | Birmingham | B42 2BE
Tel: 0121 713 8400 | Fax: 0121 713 8452 | uka.org.uk

Registered in England No. 3686940



UNITED
KINGDOM
ATHLETICS



Changes to licence: events/date/venue

Any changes to event licences must be notified to the issuing body before the competition so that the application can be amended and if necessary, the licence reissued. For contacts see list above.

UK Records

If UK Records are likely to be set, any Record Application must be signed by Referees or Chiefs in the relevant disciplines who are Level 4. For more information see UKA rule book C35 S1. Applications forms can be found here:

https://www.uka.org.uk/wp-content/uploads/2020/03/ukrecord_form1.pdf

For Appendix 1, 2 & 3 please see below



Registered Office:

UK Athletics Limited | Athletics House | Alexander Stadium | Walsall Road | Perry Barr | Birmingham | B42 2BE
Tel: 0121 713 8400 | Fax: 0121 713 8452 | uka.org.uk

Registered in England No. 3686940



Appendix 1 – 2024/25 Indoor Officials & Equipment Requirements

EQUIPMENT		Level 1	Level 2
Essential:	Equipment for checking throws implements.		Photo-finish & EDM Equipment for checking throws implements Radios Start Information System*
Desirable:	Photo-finish EDM		*SIS is desirable for record and qualification/selection purposes, but it is recognised that the equipment is not universally available and creates the need for additional Officials
FIELD JUDGING TEAM		Level 1 Licence	Level 2 Licence
Field Referee:	Level 2+ (Essential)		Level 3+ (Essential) (Level 4 for UK records)
	Field referee (or event lead if this is not possible) to give briefing to all officials, at the start of the competition that must include any relevant H&S points. This may be in written format for late arrivals.		Field referee to give briefing to all officials, at the start of the competition that must include any relevant H&S points. This may be in written format for late arrivals.
Additional qualified Field officials:	Each individual event: <ul style="list-style-type: none"> • Qualified Level 2+ lead <ul style="list-style-type: none"> ○ <i>HJ/LJ/TJ may be led by an experienced level 1 official</i> • One additional qualified official, who may be a newly qualified level 1. 		Each individual event: <ul style="list-style-type: none"> • Qualified Level 3+ lead • Minimum 4 qualified officials (high jump & pole vault may be 3) <ul style="list-style-type: none"> ○ <i>Of those 4 (or 3), only one may be a newly qualified level 1</i>
Note: Additional help as required, and this can be qualified or trainee/assistant officials who must be overseen by a licensed official at all times.			



Registered Office:

UK Athletics Limited | Athletics House | Alexander Stadium | Walsall Road | Perry Barr | Birmingham | B42 2BE
Tel: 0121 713 8400 | Fax: 0121 713 8452 | uka.org.uk

Registered in England No. 3686940



OFFICIALS STARTER TEAM		
Chief Starter:	Level 2+ For 2025 flexibility will be afforded. A Level 1 official may be appointed as the Chief Starter as long as they can demonstrate experience in this area and that they are working towards a level 2 qualification.	Level 3+
Starter's Assistant:	Level 1+	Level 3+
Additional starters/assistants:	As required	As required
	Level 1	Level 2
OFFICIALS – TRACK TEAM – (200m Track)		
TRACK TEAM		
Track Referee:	Level 2+ (chief)	Level 3+ (chief)
Track judges:	Plus at least 3 qualified track judges	(Level 4 for UK records) Plus at least 5 qualified track judges
TIMEKEEPERS		
Chief Timekeeper:	Level 2+ (chief)	Level 3+ (chief)
Timekeepers:	Plus at least 3 qualified timekeepers. (For 800m+ only competitions, without sprints the chief + 2 acceptable.)	(UK records not applicable without photo-finish below 800m) Plus at least 3 qualified timekeepers (For 800m+ only competitions, without sprints the chief + 2 acceptable.)
PHOTO-FINISH		
	(Optional)	(Essential)
	Level 2+ or 2 level 1+ photo-finish operators	Level 3+ (chief) (Level 4 for UK records) plus at least 1 photo-finish operator



Registered Office:

UK Athletics Limited | Athletics House | Alexander Stadium | Walsall Road | Perry Barr | Birmingham | B42 2BE
Tel: 0121 713 8400 | Fax: 0121 713 8452 | uka.org.uk

Registered in England No. 3686940



STRAIGHT TRACK ONLY, WITH PHOTO-FINISH – OPTIONAL (see above for manual timing)

On the understanding that only electronic times will be valid **

TRACK TEAM

Track Referee	Level 2+ Plus at least one qualified track official	Level 3+ (Level 4 for UK records) Plus at least one qualified track official
----------------------	--	--

TIMEKEEPERS

	**Optional (see note above) Training of new timekeepers encouraged.	**Optional (see note above) Training of new timekeepers encouraged
--	--	---

PHOTO-FINISH

(Essential)

(Essential)

Chief Photo-finish	Level 2+ or 2 level 1+ photo-finish operators	Level 3+ (Level 4 for UK records) Plus at least 1 photo-finish Operators
---------------------------	--	--

ADDITIONAL STAFFING FOR LEVEL 2 LICENSED EVENT

(DEPENDENT ON EVENT, NOT PART OF LICENSING REQUIREMENTS)

- Meeting Manager.
- Technical Manager (Level 3+) plus a sufficient number of Clerks of Course, dependent on the programme of events. The team will cover both track and field events.
- National Technical Delegate (or local equivalent) (Level 4)
- Call Room
- Seeders
- Technical Information Centre
- Announcers



Registered Office:

UK Athletics Limited | Athletics House | Alexander Stadium | Walsall Road | Perry Barr | Birmingham | B42 2BE

Tel: 0121 713 8400 | Fax: 0121 713 8452 | uka.org.uk

Registered in England No. 3686940



Appendix 2 - World Athletics Permit Applications

World Athletics Permit?

The benefits:

- Performances appear in the World Athletics ranking Lists.
- Performances recognised for major championship qualification.
- Advertising literature may carry the WA logo as an approved event.
- Once the permit application has been approved by UK Athletics and World Athletics it will appear on the WA [here](#).

How much notice?

Currently 30 days, with no flexibility.

How/where to apply?

- Register and be approved as a competition organiser at World Athletics here: <https://globalcalendar.worldathletics.org/>
 - Note: Country, search for Great Britain, not United Kingdom
- Apply for your UK Athletics level 2 licence.
- At the same time, register your competitions at World Athletics to complete at least 30 days prior to the competition.
 - The process can take a few days to work its way through the process, so please allow for this when applying
 - World Athletics age groups are even, i.e., U18/U16 as opposed to our U17/U15 – please enter as best you can.
 - Disregard any upgrade to level E and the submission of a facility certificate unless this has been previously discussed with UK Athletics. As a nation, we have a limited number available each year, and these are allocated early in the season.

What does it cost?

There is a fee of 25 Euros payable to World Athletics, and this is paid online through their platform.

Rules?

All World Athletics permitted events held in the UK but be held under relevant World Athletics and UK Athletics rules.

Continental Tours, Label Races, Race Walking, Combined Event Tours

If a World Athletics or Area Permit has already been granted, it is not necessary to reapply.



Registered Office:

UK Athletics Limited | Athletics House | Alexander Stadium | Walsall Road | Perry Barr | Birmingham | B42 2BE
Tel: 0121 713 8400 | Fax: 0121 713 8452 | uka.org.uk

Registered in England No. 3686940



Appendix 3 - UK Anti-Doping Process

The Home Nation Athletics Federations (HCAF) have slightly different guidelines for Clean Sport and organisers are advised to contact England Athletics, Welsh Athletics, Scottish Athletics and Athletics Northern Ireland respectively for advice.

The UK Athletics Anti-Doping Rules can be found here: <https://www.uka.org.uk/wp-content/uploads/2021/05/210507-UKA-AD-Rules-3-combined-final.pdf>

In summary the points that impact on competition providers and clubs are as follows:

- The Anti-Doping Rules affect all licensed competition held in the UK (track & field, indoor, cross country, road, multi terrain etc), but excludes in house fun type of events.
- Track & field athletes competing in league competitions are covered by their membership to their individual HCAF.
- All organisers of championship/open/school events must include a statement on entry forms so an athlete is aware that by entering a competition they are agreeing to the UK Athletics Anti-Doping Rules and World Anti-Doping Agency (WADA) Code – this can be by tick box for online entries. For on the day entries, this must be included on entry forms or at the top of an entry list to include a place for the athlete/parent/carer to sign.

The wording that all competing athletes must agree to is as follows:

All entrants shall be deemed to have made him/herself/themselves familiar with, and agree to be bound by the UKA Anti-Doping Rules and to submit to the authority of UK Anti-Doping in the application and enforcement of the Anti-Doping Rules.

The UKA Anti-Doping Rules apply to entrants participating in the sport of Athletics, for 12 months from the [date of entry], whether or not the entrant is a citizen of, or resident in, the UK.



Registered Office:

UK Athletics Limited | Athletics House | Alexander Stadium | Walsall Road | Perry Barr | Birmingham | B42 2BE
Tel: 0121 713 8400 | Fax: 0121 713 8452 | uka.org.uk

Registered in England No. 3686940