

## LICENCE STANDARDS FRAMEWORK FOR LICENSED ATHLETICS COMPETITIONS IN THE UK

In order to obtain an Event Licence, organisers of athletics events in the UK must agree that their event will comply with the following standards (including those points relevant to their discipline). The **Home Country** Teams will be on hand to support event organisers with ensuring that their events meet the standards set out below.

**XC = Cross Country**

**HG = Heavy Throws**

**HR = Hill Race**

**ALL = All disciplines**

**RR = Road Race / MT**

**TF = Track and Field**

**TR = Trail/Ultra**

**VIR = Virtual Race**

**NS = Non-stadium (XC, HR, RR, TR)**

### THE STANDARDS

Planning and Consents		
1.	<p>a) UK Athletics, World Athletics and World Para Athletics (where appropriate) rules will be applied to the event, as well as any additional <b>HCAF</b> licensing requirements, codes of conduct and other relevant standards.</p> <p>UK Athletics Rules:  <a href="http://www.uka.org.uk/competitions/rules/">http://www.uka.org.uk/competitions/rules/</a></p> <p>World Athletics Rules:  <a href="https://worldathletics.org/about-iaaf/documents/book-of-rules">https://worldathletics.org/about-iaaf/documents/book-of-rules</a></p> <p>World Para Athletics:  <a href="http://www.paralympic.org/athletics/rules-and-regulations/rules">http://www.paralympic.org/athletics/rules-and-regulations/rules</a></p> <p>Scottish Athletics  <a href="https://www.scottishathletics.org.uk/events/organising-an-event/">https://www.scottishathletics.org.uk/events/organising-an-event/</a></p> <p>England Athletics  <a href="https://www.englandathletics.org/competitions-and-events/licensed-competitions/">https://www.englandathletics.org/competitions-and-events/licensed-competitions/</a></p> <p>Athletics Northern Ireland  <a href="https://athleticsni.org/Permits">https://athleticsni.org/Permits</a></p> <p>Welsh Athletics  <a href="https://www.welshathletics.org/en/page/licensing-an-event">https://www.welshathletics.org/en/page/licensing-an-event</a></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.	<p>Consideration will be given to the 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 will be implemented.</p>	ALL
3.	<p>Possible inconvenience to residents and other members of the public at / near the event site / stadium and surrounding areas will be considered and minimised where reasonably possible. This also includes consideration of the impact on local emergency services provision.</p>	ALL
4.	<p>a) UKA Rules T3 S1-5 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 18 years old (16 in Scotland)</p> <p>c) The event will meet UK Athletics' Welfare and Safeguarding requirements. For guidance refer to: <a href="http://www.uka.org.uk/governance/welfare-and-safeguarding/">http://www.uka.org.uk/governance/welfare-and-safeguarding/</a>            Note: PVG/ DBS / Access NI checks are not required for general race activities such as taking entries, handing out drinks, marshalling etc.</p>	ALL
5.	<p>a) Competitors' age groups shall be determined by UKA rules T3 S1-5</p>	ALL

	<p>b) Masters athletes must be 35+ years old on the day of the event, under UKA rules, or 40+ for trail events.</p> <p>In Scottish Road and Cross Country championships, Masters medals are typically awarded to athletes aged 40+ on the day of the race.</p>	
6.	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 C1 S2 (1) (ii).	TF
7.	<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) It is a statutory requirement that a Temporary Traffic Regulation Order (TTRO) 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. TTRO may not be required if the Highways Authority has confirmed that it has no objections to the event being staged without closures etc. on the open highway, in accordance with the Highway Code.</p>	NS
8.	Observations made by the local authority, highways authority, police and/or 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 the appropriate <b>Home Country Athletics Federation</b> at the time of the licence application.	NS
9.	The venue for a race's start and finish will be free from moving traffic and be able to cope with expected numbers and conditions, and the course adequate for the type of event being staged.	NS
<b>Licensing Matters</b>		
10.	<p>Organisers will display:</p> <p>1) "Under UKA Rules" and either the <b>Home Country</b> Licence Number –plus World Athletics Permit where applicable.</p> <p>2) The course measurement certificate number and logo, if applicable.on:</p> <p>1) Event website (if applicable)</p> <p>2) Event entry form (online and offline)</p> <p>3) All pre-event athletes' information</p>	ALL
11.	Event Organisers will record and report the number of Home Country registered members and non-members entering their licensed event by completing and submitting an event return form within 28 days following their event date.	ALL
12.	<p>a) It is a licensing condition to provide results to Power of 10</p> <p>Results should be sent to Power of 10 (admin@thepowerof10.info) for publication within 7 days and to enable the accurate recording of the distances please ensure that relevant course maps are included.</p> <p><b>scottishathletics</b> only:</p> <p>a)The event organiser may upload a full set of results for publication on the <b>scottishathletics</b> website through their licensing portal. Results will be published subject to meeting data protection requirements, and should be in a PDF format.</p> <p>b) If the event hosted a <b>scottishathletics</b> District or National Championship, results must be submitted within 28 days of the event taking place. It is not compulsory for non-championship events to submit results.</p>	ALL

13.	<b>Home Country Athletics Federations</b> reserve the right to request a copy of the entry list from any licensed event. Lists must be received within 28 days of the request being made.	ALL
14.	<p>Within 48 hours of any licensed event, race organisers are required to notify <b>Home Country Athletics Federations</b> 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: <a href="https://www.uka.org.uk/governance/health-safety/online-accident-incident-report-form/">https://www.uka.org.uk/governance/health-safety/online-accident-incident-report-form/</a></p> <p><i>In the event of an insurance claim the licensing body have the authority to claim back the full or part of the insurance excess.</i></p>	ALL
15.	<p><b>scottishathletics</b></p> <p>a) Organisers are required to collect an <b>unaffiliated runner levy of £2</b> per entry from any entrant who is not a member of <b>scottishathletics</b> or their own national governing body for athletics. Levies collected must be paid to <b>scottishathletics</b> within 28 days following the event date.</p> <p>b) Membership status will be confirmed by requesting the entrants provide their six-digit <b>scottishathletics</b> membership number, beginning SA, (SA123456) at the point of entry. To qualify, the athlete must hold an athlete membership, not a coach, official, jog<b>scotland</b> etc. membership.</p> <p>c) Levies do not need to be collected when the full entry fee is £2.00 or less; the event is open only 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)</p> <p><b>England Athletics</b></p> <p>a) Cross Country Organisers are required to collect an <b>unaffiliated runner levy of £2</b> per entry from any entrant who is not a member of <b>England Athletics</b> or their own national governing body for athletics. Levies collected must be paid to <b>England Athletics</b> within 28 days following the event date.</p> <p>b) Membership status will be confirmed by requesting the entrants provide their seven-digit <b>England Athletics</b> membership number, at the point of entry. To qualify, the athlete must hold an athlete membership.</p> <p>c) Levies do not need to be collected when the full entry fee is £2.00 or less; the event is open only 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). In the case that the event hosts all age groups, the levy is only relevant to athletes U20 or above.</p> <p>d) Please contact England Athletics for BACS payment details.</p> <p><b>Welsh Athletics</b></p> <p>Organisers are required to collect an <b>unaffiliated runner levy of £2</b> per entry from any entrant who is not a member of <b>Welsh Athletics</b> or their own national governing body for athletics. Levies collected must be paid to <b>Welsh Athletics</b> within 28 days following the event date.</p> <p>b) Membership status will be confirmed by requesting the entrants provide their seven-digit <b>Welsh Athletics</b> membership number, at the point of entry. To qualify, the athlete must hold an athlete membership, not a coach, or official. membership.</p>	ALL

	<p>c) Levies do not need to be collected when the full entry fee is £2.00 or less; the event is open only 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)</p> <p><b>Athletics Northern Ireland.</b> Please check with ANI directly</p>	
16.	Open road events must offer a minimum discount of £2.00 on the entry fee to all entrants who hold a current <b>Home Country Athletics Federation</b> membership where the entry fee exceeds £2. This should also include members of other Home Country Athletics Federations, in line with UKA rules. Membership status will be confirmed by requesting that entrants provide their <b>Home Country</b> membership number at the point of entry.	RR
<b>Event Facilities</b>		
17.	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
18.	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. This may include on-street parking in suitable areas. Exceptions may apply for non-stadium events in city locations. Parking arrangements will be outlined within the event's suitable and sufficient Traffic Management Plan, which may be a standalone document, or included within the wider Event Management Plan as appropriate.	ALL
19.	There should be provision for clubs/teams to erect tents wherever suitable for the scale and location of the event.	XC
20.	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
21.	All events seeking a track and field licence must be held on TrackMark-certificated facilities. Events held in non-TrackMark-certificated facilities may receive a basic licence in Scotland only, which will ensure the event can be insured by UKA (provided all other conditions are met) but results will not be formally recognised for ranking and record purposes.	TF
22.	Where possible there will be storage, and transportation if relevant, available for competitors' baggage.	RR
<b>The Course</b>		
23.	<p>The course route and marshalling arrangements will be suitable for the size of the field.</p> <p>Road: TR55 S1 XC: TR56 S1 Fell/Hill/Mountain/Trail: TR57 S1</p>	NS

24.	<p>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 in road races.</p> <p>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.</p> <p>Trail routes will be marked in such a way that athletes receive sufficient information to complete it without deviating from it, but the course does not need to be continuously marked.</p> <p>Virtual runners are expected to plan their route in advance of setting out; ensure that it is suitable for solo-running; and appropriate for their ability and current level of fitness.</p>	NS
25.	<p>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 AIMS for international races, and certified for the race date. An AUKCM course measurement certificate is valid for the date specified on the certificate and must be renewed each time the course is run. However, the measurement itself remains valid for 10 years if the course remains unchanged.</p> <p>b) The course measurement certificate will be available on race day, and a copy submitted to the <b>Home Country Athletics Federation</b> at the time of the licence application.</p> <p>c) 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 cannot be undertaken as per the certificate, the event organiser will notify their course measurer, the <b>Home Country Athletics Federation</b> and the competitors, and the results will not be validated for ranking purposes.</p>	RR
26.	<p>Multi terrain, although not a discipline recognised on its own within UKA Rules for Competition, is closely aligned to road running and licensed under a multi terrain road licence. Multi terrain races are defined as those up to and including marathon distance, run over at least 40% tarmac, concrete, paved or semi-sealed surfaces or designated footpaths and bridleways. Multi-terrain races do not require a certificate of course accuracy, but organisers are encouraged to submit a statement of course measurement, issued by AUKCM, within their licence application.</p> <p>A virtual road race will usually be considered to be multi-terrain. Times recorded in a virtual race will not be validated for ranking purposes as neither road nor multi terrain.</p>	RR
27.	<p>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.</p> <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 during a race, the system for managing this process should be detailed as part of the traffic management plan and agreed to by the tram operators. The tramways crossed should be manned by marshals and tram operator staff throughout the race.</p>	RR TR HR
28.	<p>Events for athletes under 9 years old should take place on fully closed roads or private roads/footpaths wherever possible. Where under 9s are on the public highway, they will be supervised by adults at all times.</p>	RR

29.	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. 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.	TR
30.	The course will be cleared of all race signs, debris, etc. as soon as reasonably practical.	NS
<b>Officials and Marshals</b>		
31.	a) Any track and field or (heavy throws <b>scottish</b> athletics only) event organiser must ensure that enough officials of the appropriate grading are appointed to deliver their meeting, including sufficiently qualified and experienced Chiefs and Referees. b) The appointment of a UKA Licensed Race Referee is required for off-track races, with support from other suitably qualified endurance officials. Note: Persons appointed to Chief/Referee roles should not be a member of the organising committee. Officiating requirements for events at all levels are published by UKA seasonally.	ALL
32.	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. In a cross country event, particularly in the early stages of a race, the general public should only be allowed to cross the course at well-organised cross-over points, marshalled by stewards. Note: race marshals do not have the legal authority to direct or to stop traffic, unless accredited under the Police Reform Act 2002 and authorised by a formal road closure.	NS
33.	Marshals will be fully briefed before the start of any event. They should receive written instructions as to their role, position, emergency procedures and race information. All instructions, including, but not limited to, role descriptions and emergency procedures must be understood by everyone.	NS
34.	All course marshals will wear distinctive tabards/bibs/tops at all times whilst on the course (this includes start/finish areas, and is applicable on both closed or open road events).	NS
35.	Marshals will remain on the course until released by the sweep vehicle, chief marshal or event control.	NS
36.	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.	RR

<b>Medical Support</b>		
37.	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, etc.). The race organiser is required to provide details and justification for any departures from the recommended minimum standards. b) A Medical Risk Assessment will be undertaken by an appropriately competent person and must be made available for inspection before or post-race by the <b>Home Country Athletics Federation</b> upon request. The medical assessment can be incorporated within the overall risk assessment if appropriate.	ALL

	c) A Medical Operations plan is a helpful tool for ensuring suitable first aid cover across the whole event.	
38.	<p>The event organiser is required to provide confirmation that adequate first aid cover is in place when applying for a licence.</p> <p>We recommend your medical provider is detailed in your Risk Assessment this should include the name of an employed first aid provider or the number and qualifications of any individuals from within the organisation who will act as first aiders during the event.</p> <p>For virtual races, event organisers must confirm on their licence application that they have advised runners of the expected steps to take in the event of accident/injury since direct medical care cannot be provided.</p> <p>Note: a UKA coaching qualification (which includes a first aid module) is not a sufficient level of qualification to provide first aid at a licensed event.</p>	ALL
39.	<p>It's good practice across all events to know participants' emergency contact details and medical information, this can be provided on the back of bib numbers.</p> <p>For road races, a medical information template will be printed on the reverse of each runner's number to gather emergency contact details, medication and/or any medical information. At declarations, or within instructions communicated to participants, event organisers will request that all competitors complete the template.</p>	RR
<b>Refreshments</b>		
40.	Any drinks or catering provided at the event will fully comply with current food hygiene regulations.	ALL
41.	<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 TR55.8 / TR55 S2 at road races and TR 56.8 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 aged under 16 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
42.	As trail running can be based on self-sufficiency, each athlete shall usually 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, safety and emergency response.	TR
<b>Risk Management</b>		
43.	<p>A risk assessment is a legal requirement for all events. Organisers must be able to demonstrate suitable and sufficient consideration to duty of care and that any risks associated with the event, including medical requirements, have been appraised and planned accordingly. The risk assessment will evaluate the significant risks to participants, spectators, event staff, volunteers and members of the general public.</p> <p>UKA Risk assessment template link: <a href="https://www.uka.org.uk/governance/health-safety/safety-codes-of-practice-and-safety-guidance/officials/">https://www.uka.org.uk/governance/health-safety/safety-codes-of-practice-and-safety-guidance/officials/</a></p>	ALL

	The risk assessment has taken account of the requirements of the Health and Safety Executive's guidance on event safety, as applicable to your event: <a href="http://www.hse.gov.uk/event-safety/">http://www.hse.gov.uk/event-safety/</a> , as well as any other relevant guidance and legislation.	
44.	For virtual events, event organisers are still expected to conduct a risk assessment. Participants should conduct their own assessment of their own route, but event organisers are 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.	VIR
45.	<b>Home Country Athletics Federations</b> reserve the right for the final risk assessment and medical risk assessment to be made available for inspection pre- or post-race.	ALL
46.	Planning for the event will also take account of: a) Any relevant data protection legislation concerning the handling of personal data: <a href="https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/">https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/</a> b) Equality Act 2010: <a href="https://www.gov.uk/government/publications/equality-act-guidance">https://www.gov.uk/government/publications/equality-act-guidance</a> c) UKA guidance on Welfare and Safeguarding matters: <a href="http://www.uka.org.uk/governance/welfare-and-safeguarding/">http://www.uka.org.uk/governance/welfare-and-safeguarding/</a> All of the above legislation and guidance may impact on your event, and this list is not exhaustive.	ALL
<b>Miscellaneous</b>		
47.	Under Rule TR55 S5 & TR 56 S3 (3) The wearing of headphones, or similar devices, other than those being used following a medical diagnosis supported by a recommendation from a medically qualified professional, is not permitted on any shared usage courses. This includes, but is not limited to, open roads, parks, recreation grounds, seafront promenades, public footpaths and other such areas where those not participating in the race may be present. Competition Providers of races held entirely on roads closed to traffic or on routes entirely closed to all but the competitors, may apply this condition where appropriate to local circumstances. Headphones that work by conducting sound through bones and do not sit in or on the ears are acceptable but must leave the ear clear of obstructions to hearing. A Competition Provider may determine that they cannot be used in their race even on a closed road or course subject to their safety assessment. The event organiser's approach should be made clear at the point of entry and justified in the event risk assessment.	RR
48.	a) Race numbers/bibs as issued by the event will be worn by all competitors on the front of their top, or front and back for track events. b) Competitors will be advised that numbers must not be folded, cut or mutilated.	ALL
50.	All participants (including athletes and athlete support personnel) in any licensed event are bound to UK Athletics' anti-doping rules and must make themselves familiar with these rules. Organisers of licensed events are expected to cooperate with UK Anti-Doping with regards to any code-compliant anti-doping investigations and proceedings linked to their event or participants in their event, and to include the following statement regarding anti-doping compliance, provided by UKAD, within their event registration process:	ALL



	<p>“An entrant shall be deemed to have made himself/herself/themself, familiar with, and agreed 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 entering the event, whether or not the participant is a citizen of, or resident in, the UK.”</p>	
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