



December 2024

OUTDOOR Track and Field Licensing Guidance 2025

Contents	Overview of T&F Licensing / World Athletics Permits
1	New/additional info for 2025? (<i>in italics below</i>)
2	Where to apply
3	Useful links
4	Facilities
5	Level 1 Licence
6	UK Athletics Level 2 Licence WITH World Athletics Permit
7	Level 2 Licence WITHOUT World Athletics Permits
8	World Para Athletics (WPA) Endorsement & Approved Events
9	Licences are issued by?
10	Affiliation and Insurance
11	Risk Assessment
12	Rules
13	First Aid
14	Post Report Forms
15	Disciplines on applications
16	Power of 10
17	Floodlights after Dusk
18	Changes to licence: events/date/venue
19	UK Records
Appendix 1	Outdoor Officials & Equipment Requirements
Appendix 3	World Para Athletics Applications
Appendix 4	Anti-Doping Requirements (all competitions) – Updated June 2024

1. New/additional info for 2025? (*in italics below*)

- What are the additional requirements for a level 2 licence?
- Competition Providers affiliation requirements 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 Forms
- World Para Athletics Applications – more detailed info in appendix 3



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



2. 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/>

3. 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 \(worldathletics.org\)](#)

WPA (World Para Athletics) Calendar:

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

WPA Rankings:

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

4. Facilities

All competitions must be held at venues that have completed TrackMark accreditation units 1 to 4 appropriate to the event. Further information can be found here: <https://www.uka.org.uk/about/what-we-do/facilities/> or by contacting TrackMark@uka.org.uk

5. 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.

6. UK Athletics Level 2 Licence WITH World Athletics Permit

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 lists.

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.



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



The requirements for this higher level of competition:

- *Photo-finish*
- *EDM*
- *Higher level of officials, with a higher concentration of level 3+ qualifications – see appendix 1 below*
- *The facility must have a levels and measurement survey registered at UK Athletics for a standard level F Permit. For the higher-level Permit, World Athletics are yet to confirm their requirements for 2025.*

In line with the UK Athletics rule book, CR1 S1 (7), level 2 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.

For further information relating to WA Permits please see Appendix 2 below.

7. 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.
- A few additional competitions that 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.

8. World Para Athletics (WPA) Endorsement or Approved Events

Events seeking World Para Athletics (WPA) Endorsement or Approval must meet all the Level 2 licence requirements. This sanction enables UK Classified & IPC Licensed athletes to record performances on the World Rankings and qualification marks for European, World and Paralympic Games. Level 2 competitions that are Event Specific, and at Area and National Level are likely to attract para-athlete entries.

WPA Endorsement = competitions with both non-disabled and disabled athletes competing together or in parallel events. This applies to most UK competition. There is **no fee** for WPA Endorsement. Event organisers selecting 'WPA Endorsement' on the UKA Level 2 Licence application **8 weeks** prior to the competition will be submitted to World Para Athletics.

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

For more detailed information please see appendix 3.

9. 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



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



- **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 “*World Para Athletics (WPA)*” above.

10. 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>

11. 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>

12. 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 4 below for details.

13. First Aid

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

<https://www.thepurpleguide.co.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



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](#).

14. Post Report Forms

England:

England Athletics request that all competition providers granted one of their licences complete a post-event report form for all competitions. 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>.

Scotland:

Event organisers in Scotland are required to complete a post-event return form as part of the licensing process. This form can be found within your licensing portal immediately following your event. The form, along with payment of any levies due, should be submitted within 28 days of your event taking place. Further details can be found on the **scottishathletics** website here: <https://www.scottishathletics.org.uk/events/organising-an-event/event-returns/>

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

15. Disciplines on applications

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

16. 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/>

17. Floodlights after Dusk

For events that will start and/or finish after dusk then the following will apply. (NB. For clarity this applies to any events that start during hours of daylight but will not conclude until after dusk).

1. **Non-technical track events (i.e. excluding any hurdle/steeplechase events)**
 - Will be permitted as long as the venue has operational floodlighting
2. **All technical track events: (ALL field events, track hurdles, steeplechase)**
 - Will only be permitted after dusk if the venue can demonstrate that it has achieved ®minimum standards of floodlighting compliance (Class III).



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



For technical events dusk is defined as the period starting half an hour before local lighting up time as defined by venue postcode on "The Time and The Place" website: www.thetimeandplace.info/uk.
Contact ehunt@englandathletics.org for further information/guidance.

18. 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 will be reissued. For contacts see list above.

19. 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



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 - 2025 Outdoor Officials & Equipment Requirements

Equipment	Level 1	Level 2
<p>Essential:</p> <p>Desirable:</p>	<p>Equipment for checking throws implements.</p> <p>Photo-finish EDM Wind Gauges</p>	<p>Photo Finish EDM Wind Gauges Equipment for checking throws implements.</p> <p>Radios Start Information System* *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</p>
FIELD JUDGING TEAM	Level 1 Licence	Level 2 Licence
<p>Field Referee:</p> <p>Additional qualified Field officials:</p> <p>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.</p>	<p>Level 2+ (Essential)</p> <p>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.</p> <p>Each individual event:</p> <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. 	<p>Level 3+ (Essential) (Level 4 for UK records)</p> <p>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.</p> <p>Each individual event:</p> <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>



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 – Updated April 2024		
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
OFFICIALS – TRACK TEAM		
Track Referee:	Level 2+ (chief)	Level 3+ (chief) (Level 4 for UK records)
Track Judges required	Plus, at least three or more qualified Judges / umpires	Plus, up to seven or more qualified Umpires dependent on the nature of the event. This must be sufficient to cover umpiring duties around the track as well as judging duties at the finish. For most events a team of 8 will be adequate
TIMEKEEPERS WITH PHOTO-FINISH (For UK Records see rule C35 S1 of rule book)		
Chief Timekeeper:	Level 2+ (chief)	Level 3+ (chief) (UK records not applicable without photo-finish below 800m)
Additional qualified Timekeepers:	Plus at least 3 qualified timekeepers. (For 800m+ only competitions, without sprints the chief + 2 acceptable.) <i>However, if insufficient timekeepers, times can only stand for Power of 10</i>	Plus at least 3 qualified timekeepers (For 800m+ only competitions, without sprints the chief + 2 acceptable.) <i>However, if insufficient timekeepers, times can only stand for Power of 10</i>



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



	<i>purposes if the electronic timing works.</i>	<i>purposes if the electronic timing works.</i>
TIMEKEEPERS WITHOUT PHOTO-FINISH		
Chief Timekeeper:	Level 2+	Not applicable
Additional qualified timekeepers	Plus at least 3 qualified timekeepers (For 800m+ only competitions, without sprints the chief + 2 acceptable.)	
PHOTO-FINISH	(Level 1 Optional)	(Level 2 Essential)
	Level 2+ or 2 level 1+ photo-finish operators	Level 3+ (Level 4 for UK records) Plus at least 1 qualified photo-finish operator
ADDITIONAL STAFFING FOR LEVEL 2 LICENSED EVENTS		
DEPENDENT ON EVENT, NOT PART OF LICENSING REQUIREMENTS		
<ul style="list-style-type: none"> • 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 Global Calendar [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 a few additional days to ensure sufficient time.
 - World Athletics age groups are even, i.e., U18/U16 as opposed to our U17/U15 – please enter as best you can.
 - Ignore upgrade to level E and the uploading of a facility certificate unless previously discussed with the UK Athletics - as a nation we only have a limited number per year, and these are allocated early in the season.
 - *For World Athletics level E permits and above. We are waiting for confirmation from World Athletics whether this enhanced level of permit will require one of their own facilities surveys.*

What does it cost?

There is a fee of **€25** 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 - World Para Athletics Applications

World Para Athletics Endorsement / Approval?

The benefits:

- Performances appear in the World Para Athletics ranking Lists.
- Performances recognised for major championship qualification.
- Advertising literature should confirm the event is WPA Endorsed / Approved

Note: in 2024 there were 172 GB athletes with an IPC Licence, with 67 WPA Endorsed & 2 WPA Approved competitions promoted nationally. This covered most area & national championships, HC internationals etc.

How much notice?

WPA Endorsement at least **8 weeks** before the Competition.

WPA Approved at least **90 days** prior to the competition date.

How/where to apply?

WPA Endorsement

- For all UKA competition with Event Specific, or Area, National or International standard
- If you are seeking entries from [Licensed para-athletes](#) i.e. national and international standard
- Select 'WPA Endorsement' on the UKA Level 2 licence form
- No other forms, fees or paperwork required
- Submit results to Power of 10 as usual
- For events with 30+ para entries, please submit the results on the [SDMS template](#) to Jan Richards

WPA Approval

- This only applies to **Para only** domestic and international competition
- Contact Jan Richards at the earliest opportunity jrichards@britishathletics.org.uk
- Application form must be submitted to WPA at least 90 days before the competition
- Apply for your UK Athletics level 2 licence as usual, ticking 'WPA Approval'
- Submit results to Power of 10 as usual
- Submit results on the [SDMS template](#) to Jan Richards

What does it cost?

WPA Endorsement = no cost to the competition organiser

WPA Approval = €200, plus travel / accommodation for an ITO appointed by World Para Athletics.
These fees are payable to UKA c/o Jan Richards jrichards@britishathletics.org.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



Rules?

All World Para Athletics Endorsed or Approved events held in the UK under relevant [World Para Athletics](#) and UK Athletics rules. This should include:

- WPA implement weights and Wind Speeds for all
- M & W competing separately on the track, except for 5000m and above
- M & W may be combined on the field, ideally separate cards
- Classifications can be combined on Track and Field
- Para-Athletes can compete alongside non-disabled athletes

Any European and World Records that are broken will only be ratified if UKAD testing is in attendance and undertaking tests. The DCO will need to sign the record form. Testing of the record-breaking para-athlete is not a requirement for ratification. It is good practice to complete the [WPA Record Forms](#) in case UKAD attend a latter part or day of the competition. Please submit any forms to jking@britishathletics.org.uk

Appendix 4 - 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 agreement is as follows:



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



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:

“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.”



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