

## 2013 LICENCE STANDARDS for ROAD and MULTI-TERRAIN EVENTS

In order to obtain a UK Athletics (UKA) Race Licence, Organisers of Races must agree that their event will comply with the following standards. Events will be checked by an Event Adjudicator to ensure that standards as set out below are being applied. **(This Licence does not apply to Trail, Fell, Ultra, Cross Country or any Triathlon/duathlon event)**

### THE STANDARDS

Planning Consents	
1.	<p>a) UKA Rules will be applied [Downloadable from: <a href="http://www.uka.org.uk/competitions/rules/">http://www.uka.org.uk/competitions/rules/</a>]</p> <p>b) As organisers we have a copy of the 'Rules for Competition' 2012</p> <p>c) Copy of the Rules will be available on Race Day.</p>
2.	<p>a) The Local Authority, 'Safety Advisory Group', [SAG] (or similar body), will be consulted with regard to the Course and safety matters and all necessary consents will be obtained.</p> <p>b) If required, the Local Authority, "SAG" (or similar body), will be provided with all relevant information relating to the event.</p> <p>c) A Temporary Traffic Regulation Order (TTRO) will 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. A TTRO will not be required if approval has been received from the highways authority to stage the event without closures etc. on the open highway in accordance with the Highway Code.</p>
3.	Observations made by the 'Safety Advisory Group' (or similar body), Highways Authority, Police and emergency services with regard to the course or other aspects of the event will be carefully considered and, if not adopted, will be drawn to the attention of the Governing Body at the time of this Licence application.
4.	Possible inconvenience to residents and other members of the public has been considered and minimised where reasonably possible.
5.	The venue for the start and finish will be free from traffic and be able to cope with expected numbers and conditions and that the course is adequate for the type of event being staged.
6.	Permission has been/will be obtained to cross private land.
The Course	
7.	The course route & marshalling arrangements will be suitable for the size of the field in accordance with the Home Office Good Practice Guide for Sporting Events on the Public Highway. <a href="http://runbritain.com/rdp/race-organisers-guide/event-organisation-order-2/">http://runbritain.com/rdp/race-organisers-guide/event-organisation-order-2/</a>
8.	<p>a) If an exact distance has been advertised the course must be measured by a member of AUKCM (Association of United Kingdom Course Measurers). The measurer has measured/will measure the course to obtain a <b>Certificate of Accuracy</b>.</p> <p>b) The certificate will be available for inspection on race day and is dated within the past 10 years.</p> <p>c) The Race Promoter 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 can't be undertaken as per certificate due to safety factors the promoter will notify UKA, the competitors and Event Adjudicator and the results will not be validated for record, Power of Ten or handicap standards).</p>
9.	The course will be signed, taped and marshalled, where appropriate, with all turnings clearly indicated, to ensure runners keep to the approved route.

10.	Adults will marshal all participants, any relevant road intersections, major junctions and changes of course direction as agreed after consultation with the Local Authority, "SAG" (or similar body), Highways Authority and Police. This may vary among Home Countries.
11.	Marshals will be fully briefed before the start of the event. They are to receive written instructions as to their role, position, emergency procedures etc.
12.	All course marshals will wear high visibility tabards/bibs.
13.	There will be a conspicuous vehicle and/or marshal preceding the field.
14.	There will be a sweep vehicle and/or marshal following the field.
15.	Marshals will remain on course until released by the sweep vehicle, chief marshal or event control.
16.	The course will be cleared of race signs, debris, etc. as soon as reasonably practical.
<b>Start and Finish</b>	
17.	Provision will be made for the accurate recording and display of results. (Fun Runs being exempt).
<b>Medical Support</b>	
18.	<p>The First Aid and or medical cover for the event will meet the requirements of the recommended minimum standards contained in the Good Practice Guide for the Provision of First Aid &amp; Medical Services at UK Athletics Licensed Road Races. Access/Egress to the venue must be identified. Communications between the organiser and medical provider must be agreed and shared. The number and types of vehicle to access casualties from all parts of the course must be agreed.</p> <p>A link to the Home Office Good Practice Safety Guide can be found here <a href="http://events.runbritain.com/static/pdfs/rdp/event-safety-guide.pdf">http://events.runbritain.com/static/pdfs/rdp/event-safety-guide.pdf</a></p> <p><b>A Medical Risk Assessment will be undertaken</b></p> <p>Please provide details and justification for any departures from the recommended minimum standards.</p> <p>A link to the UKA Road Race Medical Guidelines can be found here - <a href="http://events.runbritain.com/static/pdfs/RoadRaceMedicalServicesrevised1201Jan21rev.pdf">http://events.runbritain.com/static/pdfs/RoadRaceMedicalServicesrevised1201Jan21rev.pdf</a></p>
19.	Copies of correspondence relating to First Aid/Medical Providers and Police will be made available to UK Athletics and/or the licence issuing Authority on request.
<b>Drinks Stations</b>	
20.	Drinks Stations will be provided on the course for the duration of the event, being in accordance with UKA Rules. i.e. for events of 10km or greater, drink stations will be provided at intervals of approx 5 km / 3 ml. and fully comply with The Food Hygiene Laws 2006. <a href="http://www.food.gov.uk">www.food.gov.uk</a>
21.	<p>a) Drink Stations will not be situated on the running line.</p> <p>b) Drink Stations will be clearly signed in advance of the location.</p>
22.	Drinks will be provided for the entire field at the end of the race.
23.	Any equipment used for drinks (e.g. containers and hoses) will be clean and hygienic.
24.	<p>a) All drink stations will be under the control of adults who will be well briefed. Where additional helpers are used they will be of a responsible age and always under full-time adult supervision.</p> <p>b) All drink stations personnel will be issued with high visibility tabards/bibs.</p>
<b>Facilities</b>	
25.	There will be well-signed and adequate male and female toilet facilities at:

	a) The Race HQ b) The Start Area c) The Finish Area
26.	There will be storage, and transportation if relevant, of competitors' baggage.

<b>Miscellaneous</b>	
27.	a) Race numbers as issued by the event will be worn by all competitors. b) Competitors will be advised that numbers must not be folded, cut or mutilated.
28.	a) A Medical Information Template will be printed on the reverse of the runner's number. b) Final Instructions will request all competitors to complete the Template.
29.	a) UKA Rule 207 regarding age groups will be observed. b) Parental or Guardian permission will be requested on the entry form for runners under 18 years old. c) Any person associated with the event and having significant dealing with minors will be CRB checked. 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> [This is not required for taking entries, handing out drinks and marshalling etc]

### 30. AGE / MAXIMUM DISTANCES APPLICABLE FOR ROAD RUNNING (NB: Age on day of race)

Under 9	9 & 10	11 & 12	13 & 14	15	16	17	18 & 19	20 +	Yes	No
2K	3K	5K	6K	10K	16K	25K	Marathon	Unlimited		

31.	Where under 9's are on the Public Highway they will be supervised by adults. <b>NB: Events for under 9 years should ideally be on fully closed roads or private roads / footpaths.</b>
32.	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. 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.
33.	A UKA Licensed Endurance Official (Race Referee and Event Adjudicator) will be appointed before the event and attend throughout the race. Note: An <b>Event Adjudicator</b> will be appointed for <b>every event</b> . The appointment of a UKA Licensed Race Referee is also recommended for all races. For the appointment of Race Referees contact your County Endurance Officials Secretary. <b>[NB: Persons appointed to these roles must not be a member of the Race Organising Committee].</b>
<b>Risk Assessment</b>	
34.	A Risk Assessment is required for all events. Organisers must be able to demonstrate that sufficient consideration to Duty of Care and any risks associated with the event, including medical requirements, have been appraised and planned accordingly.
35.	The Risk Assessment has taken account of the requirements of the: a) <b>Home Office Good Safety Guide to Sporting Events on the Public Highway.</b> <a href="http://www.runbritain.com/rdp/race-organisers-guide/event-organisation-order-2/">http://www.runbritain.com/rdp/race-organisers-guide/event-organisation-order-2/</a> b) <b>Equality Act 2010</b> <a href="http://www.opsi.gov.uk/acts/acts1995">www.opsi.gov.uk/acts/acts1995</a> c) <b>Food Hygiene Laws 2006,</b> <a href="http://www.food.gov.uk">www.food.gov.uk</a> d) <b>Children Act 1989/2004 relating to duty of care.</b> <a href="http://www.opsi.gov.uk/acts/acts2004">www.opsi.gov.uk/acts/acts2004</a>

	<p>e) 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>  <b>Please note: All the above legislation will have some effect on your event, this list is not exhaustive.</b></p>
36.	a) The final Risk Assessment will, if requested, be available for inspection before or post race by the Event Adjudicator, Race Referee or BARR Scrutineer and UKA upon prior request.
<b>Licence Matters</b>	
37.	<p>As Organisers we will undertake to promote <b>runbritain</b> and will display:</p> <p>a) <b>runbritain</b> logo.  b) "Under UKA Rules" and either the "Licence Number" or "Licence Applied For".  c) The Course Measurement Certificate Number and Logo, if applicable.</p> <p>On:</p> <p>1) Event website (if applicable).  2) Event Entry Form.  3) All pre-race runner's information.</p>
38.	<p>a) A <b>minimum discount</b> of £2:00 on the entry fee will be allowed to all entrants who hold a current Home Country Governing Body Competition Licence. (This may vary by each Home Country)</p> <p>b) Registration status will be confirmed by requesting the entrants to provide their Home Country Governing Body Competition/Registration number on the event entry form.</p>
39.	<p><b>Within one month after the event a complete the Race Promoters Returns Form, Medical Return Form, will be sent via the Race Directors' Portal at <a href="http://www.runbritain.com/rdp">www.runbritain.com/rdp</a>.</b> The Event Adjudicators Report Form is submitted separately within 7 days of the event being staged. If applicable a cheque for the Licence Fee balance will be sent to England Athletics Membership Services. (for events post 1<sup>st</sup> April only a flat rate fee of £25.00 is required to be paid by Affiliated Clubs) For affiliated organisations the process remains the same as currently operated.</p>
40.	<p><b>In addition race organisers are required to notify UK Athletics separately in the event of a fatality or any serious incident, accident or circumstances which might reasonably be expected to give rise to a claim. See <a href="http://www.uka.org.uk/governance/health-safety/what-to-do-in-the-event-of-an-accident-or-dangerous-incident/">http://www.uka.org.uk/governance/health-safety/what-to-do-in-the-event-of-an-accident-or-dangerous-incident/</a></b></p>