

Licence No: .....
Issued: .....
Deposit Paid: .....
Closed Event: .....

## \*ROAD RACE / \*MULTI-TERRAIN RACE LICENCE APPLICATION FORM

*\* delete as applicable*

EVENT \_\_\_\_\_ DATE OF EVENT \_\_\_\_\_

PROMOTING BODY \_\_\_\_\_

(The promoting body must be affiliated to the National Association.)

With the authority of and on behalf of the above named organisation, I apply for a Race Licence and for the above named event to be registered as approved by UK Athletics.

### PLEASE PROVIDE FULL DETAILS OF PROPOSED EVENT AS FOLLOWS

**HAS THIS RACE BEEN STAGED BEFORE? YES / NO\*** LAST YEARS LICENCE NUMBER [If applicable] \_\_\_\_\_

EVENT HEADQUARTERS \_\_\_\_\_

EXACT DISTANCE \_\_\_\_\_ START TIME \_\_\_\_\_

START LOCATION \_\_\_\_\_ FINISH LOCATION \_\_\_\_\_

NAME OF RACE REFEREE [This person appointed must not be a member of the Race Organising Committee] \_\_\_\_\_

The Referee should hold a UKA Endurance Officials licence.

REFEREE'S LICENCE NUMBER \_\_\_\_\_

BRIEF COURSE DESCRIPTION (A MAP MUST BE ENCLOSED)

### COURSE MEASUREMENT:

**Any registered road race which is advertised as being of a specific distance must be measured by a qualified UK Athletics Course Measurer.** This is not applicable for multi-terrain events.

If the title of your event mentions a distance then you **must** complete the relevant section of the accompanying Course Measurement form.

### MEDICAL PROVISION:

ARE YOU CLAIMING A SPECIFIC LEVEL OF MEDICAL COVER ON YOUR ENTRY FORM?

The medical levels are described on the Medical Level of Cover sheet that follows.

IF SO: WHAT LEVEL: **Basic (level 1)\* / Standard (level 2)\* / Enhanced (Level 3) \***

WHO ARE THE PROVIDERS? \_\_\_\_\_

IF NOT: WHAT QUALIFIED FIRST AID / MEDICAL COVER / FACILITIES WILL BE PROVIDED & BY WHICH ORGANISATION(S)?

### PLEASE COMPLETE THE FOLLOWING DETAILS IN FULL [\* delete as applicable]

#### IMPORTANT POLICE INFORMATION – This section must be completed fully and all questions answered

HAVE THE POLICE BEEN INFORMED **YES / NO \*** HAVE THE POLICE AGREED TO HELP **YES / NO \***

HAVE THE POLICE REFUSED TO HELP **YES / NO \*** HAVE THE POLICE APPROVED THE ROUTE **YES / NO \***

HAVE THE POLICE INDICATED SPECIFIC PROBLEMS WITH THE ROUTE OR ARRANGEMENTS \*\* **YES / NO**

POLICE STATION NOTIFIED \_\_\_\_\_

NAME OF POLICE CONTACT \_\_\_\_\_ TEL. NUMBER \_\_\_\_\_

ARE THE ROADS USED FOR THE ROUTE TO BE CLOSED TO TRAFFIC? **YES / NO \***

HAS THE LOCAL AUTHORITY BEEN NOTIFIED **YES / NO \*** HAVE THEY RAISED ANY OBJECTIONS \*\* **YES / NO \***

\*\* If YES to either question, please give details (continue on a separate sheet if required)

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TOTAL NUMBER OF ENTRANTS EXPECTED \_\_\_\_\_ NUMBER OF ENTRANTS LAST TIME EVENT HELD \_\_\_\_\_

ENTRY LIMIT \_\_\_\_\_ [If applicable] REASON FOR ENTRY LIMIT:

LOWEST AGE LIMIT OF COMPETITORS \_\_\_\_\_ (see Form LS2008 for details of age / distance limits for competitors)

PUBLISHED CLOSING DATE FOR ENTRIES \_\_\_\_\_ [If applicable]. ENTRIES ON DAY? **YES / NO \***

Entry fee: Affiliated Runner £ \_\_\_\_\_ Unaffiliated Runner £ \_\_\_\_\_ (Please note there should be £2 difference.)

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IS THE EVENT A RECOGNISED CHAMPIONSHIP OR OTHERWISE RESTRICTED TO TEAM COMPETITION BETWEEN ATHLETIC CLUBS AFFILIATED TO UK ATHLETICS? **YES / NO \***

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DETAILS OF ANY SUPPORTING RACES OR FUN RUNS (To include distances and age limits) – see Form LS 2008

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I undertake on behalf of the promoting body that the race will be conducted in conformity with the Rules and licence standards. [Standards of Organisation as set out in the Licence standards document] of the Governing Body, UK Athletics, and relevant National Legislation.

I understand that a Risk Assessment appraisal is a mandatory requirement and will have been undertaken by the date of the race.

In signing this declaration your attention is drawn particularly to the rule that requires the Promoting Body to allow a minimum of £2 discount from the general entry fee. This discount must apply for all entries accepted from club members who are registered to the National Governing Body. There is a required deposit of £25 on application.

The below details may be used for publication.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

APPLICANTS FULL NAME \_\_\_\_\_ POSITION \_\_\_\_\_

APPLICANTS ADDRESS \_\_\_\_\_

\_\_\_\_\_ POST CODE \_\_\_\_\_ EMAIL \_\_\_\_\_

DAY TEL No \_\_\_\_\_ EVENING TEL No \_\_\_\_\_ FAX No \_\_\_\_\_

WEBSITE ADDRESS \_\_\_\_\_

**This application must be accompanied by:**

1. A copy of the proposed entry form.
2. A map of the course – to include the location of course marshals and mile/km points - and race instructions if available
3. A completed UK Athletics Course Measurement Form
4. Evidence of National Governing Body affiliation status or alternative insurance cover provided.
5. £25 payable to Athletics Services.

Note. UK Athletics Licences will only be granted to National Association affiliated organisations. If the organisation is not affiliated to The National Association please contact Athletics Services for further information.

UK Athletics is planning to launch a "virtual club" to promote the sport of road running in the UK. As a condition of the licence, race organisers will be required to promote this club to its runners, and offer a discount of at least £2.00 to its paying members. Details will follow at a later date.

**AFFILIATED ORGANISATIONS HAVE PUBLIC LIABILITY INSURANCE UP TO A MAXIMUM LIABILITY OF £20,000,000 ON ANY ONE OCCURRENCE FOR ANY EVENT FOR WHICH UK ATHLETICS LICENCE IS ISSUED. AN EXCESS OF £250 IS PAYABLE ON THE FIRST AND EACH SUBSEQUENT CLAIM MADE FOR PROPERTY DAMAGE UNDER THE LIABILITY INSURANCE.**

***WHEN COMPLETED, THIS FORM SHOULD BE SENT TO THE RELEVANT COUNTY LICENCE OFFICER***

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**COUNTY ADMINISTRATION USE ONLY**

APPLICATION APPROVED BY \_\_\_\_\_ COUNTY \_\_\_\_\_ DATE \_\_\_\_\_

SIGNED \_\_\_\_\_ County Licence Officer.

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Athletics Services will process the data provided by you in this form for the sole purpose of the proper administration of the UKA Road Race Licence Scheme. Athletics Services will process the data in accordance with the Data Protection Act and in so doing Athletics Services may hold the information you provide on a database.

## LICENCE STANDARDS

In order to obtain a UK Athletics Race Licence, Organisers of Races must agree that their event will comply with the following standards. An event may be checked on a random basis to ensure that standards as set out below are being applied.

### THE STANDARDS.

On behalf of the Promoting Body detailed on page 1 of the Licence Application Form, I confirm the following in respect of the event for which the Licence Application is submitted. (\* Delete where applicable).

# Indicates requirements that may not apply to all multi-terrain events. Please delete where not applicable

#### Planning and Consents.

1. UK Athletics Rules will be applied.
- 2 The Police have been consulted with regard to the Course and safety matters.
- 3 Observations made by the Police 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. Local Authorities and Emergency Services have been informed of the event and all necessary consents obtained.
5. Possible inconvenience to residents and other members of the public has been considered and minimised.
6. The venue for the start and finish will be safe and able to cope adequately with expected numbers and conditions.
- 7\*. Permission has been/will be\* obtained to cross private land.

#### The Course.

8. \* An exact distance has been advertised and an UK Athletics Course Measurer has measured/will measure\* the course to obtain a Certificate of Accuracy.
9. The Course will be signed, taped, and marshalled, 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 Police.
11. Marshals will be fully briefed before the start of the event.
12. All marshals will wear conspicuous tabards/bibs.
13. # There will be a conspicuous vehicle or marshal preceding the field.
14. There will be a " sweep " vehicle or marshal following the field.
15. Marshals will remain on course until released by the sweep vehicle marshal.
16. The course will be cleared of race signs, debris, etc. as soon as practical.

#### Start and Finish.

17. The area of the Start will be traffic free for the duration of the runner's assembly and start.
18. The Finish area will be traffic free until the last runner finishes or the cut off time (if one has been published) elapses.
19. The start and finish arrangements will be suitable for the size of the field.
- 20.\* Provision will be made for the accurate recording and display of results. (Fun Runs being exempt).

#### Medical Support.

21. The First Aid/Medical provider has confirmed that all First Aid/Medical personnel will be suitably qualified and will be available at the start, on the course and at the finish - according to the severity and nature of the route, distance, size of field and likely temperature
- 22 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.

### Drink Stations.

23. Drinks Stations will be provided on Course for the duration of the event, being in accordance with UK Athletics Rules. i.e. for events of 10 km or greater, drink stations will be provided at intervals of approx 5 km / 3 ml. and fully comply with The Food Hygiene Laws 2006. [[www.food.gov.uk](http://www.food.gov.uk)]
24. Drinks will be provided for the entire field at the end of the race.
25. Drink Stations will be clearly signed in advance and not situated on the running line.
26. Any equipment used for drinks (eg. containers and hoses) will be clean and hygienic.
27. 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.

### Facilities.

28. There will be well-signed and adequate male and female toilet facilities, near the start and finish areas
29. There will be storage, and transportation (where relevant), of competitors' baggage

### Miscellaneous.

30. Race numbers as issued by the event will be worn by all competitors. Competitors will be advised that numbers must not be folded, cut or mutilated.
31. There will be provision for medical information and contact details on the reverse of the race number for completion by the runner.
32. The relevant UK Athletics Rule regarding Age Limits will be observed.

33. 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 +
2K	3K	4K	6K	10K	16.1K	25K	Marathon	Unlimited

34. **Where under 9's are on the Public Highway they will be supervised by adults**  
NB: Events for under 9 years should ideally be on fully closed roads or private roads / footpaths
35. a)\* **The Course DOES NOT cross a Railway Level Crossing or Swing Bridge. [\* Delete a) if not applicable]**  
b)\* **The Course DOES cross a Railway Level Crossing\* and/or Swing Bridge\* [\* Delete as applicable']**  
**Written confirmation will be obtained from the appropriate Authorities that the crossings will not be in use ON RACE DAY.**
36. **A Referee will be appointed before the event and attend throughout the race.** [NB: The person appointed must not be a member of the Race Organising Committee].

### Risk Assessment.

37. **As organisers, we will 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.**
38. **The Risk Assessment has taken account of the requirements of the Disability Discrimination Act (DDA) 1995/2004, [[www.opsi.gov.uk/acts/acts1995](http://www.opsi.gov.uk/acts/acts1995)], The Food Hygiene Laws 2006, [[www.food.gov.uk](http://www.food.gov.uk)] and where applicable the Children Act 1989/2004 relating to duty of care'. [[www.opsi.gov.uk/acts/acts2004](http://www.opsi.gov.uk/acts/acts2004)]**
39. **The final RISK ASSESSMENT will, if requested, be available for inspection before, during or post race.**

### Licence Matters.

40. \* **Under UK Athletics Rules the "Licence Number" or " Licence Applied For ", and if applicable the "Course Measurement Certificate Number" will appear on all final printed race literature.**
41. **The Race Licence will be displayed in a prominent place on race day for competitors to see.**
42. **A minimum discount of £2 on the entry fee will be allowed to all entrants who are club members registered with a National Association. Registration status will be confirmed by requesting the National Association registration number on the event entry form.**
43. **Within one month after the event a completed Race Promoters Returns Form, Medical Return Form, a cheque for the Licence Fees (less deposit already paid), a list of entrants and a copy of the results will be sent to the Licence Secretary.**



# UK ATHLETICS COURSE MEASUREMENT SCHEME

**RACE ORGANISERS - DOES THE RACE YOU ARE ORGANISING HAVE THE AUTHORITY TO DISPLAY THE ABOVE LOGO CERTIFYING THE DISTANCE CLAIMED IS ACCURATE?**

**UKA WILL REFUSE LICENCE APPLICATIONS FOR ROAD / MULTI-TERRAIN RACES THAT ADVERTISE OR OTHERWISE CLAIM TO BE RUN OVER A SPECIFIC DISTANCE WHEN THIS CONDITION IS NOT SATISFIED.**

There is only **one** method of course measurement recognised by the IAAF and therefore acceptable for measuring road race courses, and that is the calibrated cycle (or Jones Counter) method in the hands of a fully trained and accredited course measurer. This uses the consistently accurate Jones Counter device fitted to the hub of the cycle in conjunction with an accurately measured calibration distance and a standard procedure for judging the shortest route. It has been clearly shown that the surveyor's wheel and other methods of measurement do not produce the necessary level of accuracy, especially when in the hands of an inexperienced road race course measurer.

## **PLEASE PRINT THE NAME & ADDRESS OF THE RACE DIRECTOR**

NAME \_\_\_\_\_ E-MAIL \_\_\_\_\_

PROMOTING BODY \_\_\_\_\_

ADDRESS \_\_\_\_\_

POST CODE \_\_\_\_\_ TEL NO. \_\_\_\_\_

## **YOU MUST COMPLETE ONE SECTION BELOW AND SIGN**

### **SECTION A NEW MEASUREMENT** *(You can apply for the Licence as soon as a name and date for measurement are known)*

The course to be used for the (name of race) \_\_\_\_\_

To be held on (race date) \_\_\_\_\_ is a new course or contains changes to that previously measured

I have arranged for (name of Course Measurer) \_\_\_\_\_

to officially measure the course on (date agreed with measurer) \_\_\_\_\_

SIGNED \_\_\_\_\_ RACE DIRECTOR

### **SECTION B MULTI-TERRAIN EXEMPTION**

The course to be used for the (name of race) \_\_\_\_\_

To be held on (race date) \_\_\_\_\_ is Multi-Terrain and cannot be measured by the approved method

SIGNED \_\_\_\_\_ RACE DIRECTOR

### **SECTION C APPLICATION FOR A RENEWAL CERTIFICATE** *(see also note below)*

Race Name \_\_\_\_\_

Date of Race \_\_\_\_\_ County in which race held \_\_\_\_\_

Current certificate of course accuracy No. \_\_\_\_\_

I request a renewal certificate for the above race. The course to be used is **EXACTLY** that measured by

Name of Course Measurer \_\_\_\_\_ on (date of original measurement) \_\_\_\_\_

SIGNED \_\_\_\_\_ RACE DIRECTOR

**Note:** The issuer reserves the right to require re-measurement of any course where the certificate of course accuracy is over 10 years old

**THIS FORM MUST BE COMPLETED AND RETURNED WITH THE LICENCE APPLICATION**

## **UKA ROAD RUNNING: LEVELS OF MEDICAL COVER**

Event organisers must be able to demonstrate that sufficient consideration to duty of care, and any risks that may be associated with the event, including medical requirements, have been appraised and planned accordingly within the risk assessment.

Suitably qualified First Aid/ Medical personnel must be available at the Start, the Finish and on the Course according to the severity, nature of the course, distance, size of field and likely temperature.

NB. All First Aid/Medical provision must be compliant with any statutory requirements that may be in force at the time of the Risk Assessment being undertaken.

The following Levels are part of a voluntary system of medical grading introduced in 2006

***Provision equivalent to Level 1 is the minimum required for the issue of a UK Athletics Road Race Licence***

### **LEVEL 1 (Basic “1 star” level)**

- Personnel - first aiders. The number to be determined by the race organisers.
- Lead first aider - nominated person who liaises with race organiser
- Ability to contact emergency services for medical support
- Communication between on site first aid team and with race marshals
- Ambulance - not required but may be present
- ALS - defibrillator not required but may be present

### **LEVEL 2 (Standard “2 star” level)**

- Personnel – Level 1 standards plus a mix of appropriately skilled paramedics and/or doctors and/or nurses. The exact number and mix to be determined by event circumstances.
- Nominated person - person from within the medical team who has the necessary competencies for the organisation and deployment of medical resources
- Lead clinician - doctor or paramedic or nurse from within the medical team who takes charge of clinical care.
- Ambulance - ambulance cover on site. Number and site determined by the nominated person according to race requirements and conditions.
- ALS - automated defibrillators available. Number and site determined by nominated person.
- Communications - Control centre with equipment for communication between race officials, medical personnel, nominated person, lead clinician and other agencies.
- Treatment Centre(s) - Site and number dependent on the local circumstances and number of runners.
- Physiotherapists - not compulsory but welcome
- Podiatrists - not compulsory but welcome

### **LEVEL 3 (Enhanced “3 star” level)**

- Personnel – Level 2 standards plus first aiders, nurses, other paramedical clinicians with ALS/ATLS/BASICS training.
- Medical Director - the medical director will be responsible for the strategic planning of the medical support services. They would determine overall policy and Level of resources for the event but not be responsible for the tactical implementation of the strategy. Reporting to the race medical director would be another medical officer who implements the strategy and ensures that the resources are most effectively deployed. There may be more than one of these medical officers dependent upon the complexity and size of the event.
- Reporting to this (these) medical officer(s) would be medical team personnel deployed in locations within the event. In the event of an emergency this medical officer would manage the incident but keep the other medical officers informed as necessary. There may also be other specialist expertise deployed with certain equipment that could respond to specific incidents. (This principle is based upon a typical St John Ambulance command structure for such an event).
- Ambulance - ambulance cover on site. Number and site determined \*by the medical director according to race requirements and conditions.
- ALS - automated defibrillators available. Number and site determined by medical director.
- Communications - Control centre with equipment for communication between race officials, medical personnel, nominated person, lead clinician and other agencies.
- Treatment Centre(s) - Site and number dependent on the local circumstances and number of runners.
- Physiotherapists - recommended but not compulsory
- Podiatrists - recommended but not compulsory
- Sports Medicine doctors - recommended but not compulsory

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# ROAD RACE LICENCE APPLICATIONS - NOTES FOR GUIDANCE

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Your Region requests the co-operation of your Club or organisation to ensure the smooth running and future planning of road races. Please read the following guidelines which will help you to complete the Licence application and course measurement forms.

## ARRANGING A SUITABLE DATE

After the previous race you will have sent the promoter's returns form back with the proposed date of the next race written in. If this date has to be changed, or it is a new event, you should first check with your County Licence officer as it helps no-one to have two races of similar distances being run near each other on the same day. You should then complete and return the Licence application and course measurement form to the County Road Running Licence Officer, whose name and address can be received by emailing [Licences@athleticsservices.org.uk](mailto:Licences@athleticsservices.org.uk).

## THIS MUST BE DONE 6 MONTHS BEFORE RACE DAY

## POLICE

Close liaison with the police is essential and you must consult with them before fixing a date. You should notify them of the intended course and take advice on traffic management and runner safety. There is no requirement for the Police to act as Marshals (your organisation MUST provide these) or they may make prohibitive charges for their services.

## COURSE MEASUREMENT

Any race which is advertised as being of a specific distance **MUST** be measured by an approved Course Measurer. There is no fee for this service but the promoter should reimburse the measurer's out of pocket expenses. Your County Licence officer can provide a list of Measurers in your locality, alternatively you can visit the course measurement website <http://www.coursemeasurement.org.uk/>. You must complete either section A, B or C on the relevant part of the form. After the measurement a certificate will be sent. This must be renewed annually using the form with the Licence application.

## OFFICIALS

Your County has a list of qualified road race officials who may be able to assist at your event. Early planning is essential as many officials are committed to events months in advance. Your County will need to approve the Referee.

The referee must be independent of the race organising committee, but he can be invited to meetings as an observer.

## ENTRY FORM , PROSPECTUS & ADVERTISING

The entry form and all promotional literature for your event **MUST** quote the Licence no. / that the event is run under UKA rules / minimum age for male and female entries / the name of the runner's affiliated athletic club, where applicable.

If the event is not suitable for wheelchairs, prams, pushchairs, etc., this should be stated in the entry form and the justification for this covered in your risk assessment. This will help you stay within the relevant disability legislation

In view of these requirements it is important that a draft entry form and other literature are submitted with your Licence application prior to printing to allow for checking by the County.

## LICENCE STANDARDS

The minimum standards now required for a Licence to be issued are detailed in the "Licence Standards" form LS2008. This is distributed with the Licence Application Form and must be agreed to.

## THE LICENCE

When you have completed the Licence application and course measurement form you should send it together with the necessary papers to your County Licence Officer, contact details for whom can be found on the UKA website <http://www.ukathletics.net/road-running/race-permit-forms/>. Licences are issued free of charge to affiliated clubs. If you are not an affiliated organisation then you must contact Athletics Services for further information. You will be sent the Licence which must be available for inspection on race day.

Following the event you must complete and return **WITHIN ONE MONTH** copies of the promoters returns form, the medical returns form plus a list of all entrants, the full race results and a cheque made payable to Athletics Services for the balance of any Licence fee / charge due.

## NEW LICENCE PAYMENT STRUCTURE

The new pay structure is replacing the unattached levy payment. There is a requirement for all events to provide a £2 discount to all affiliated runners, this is retained by the event promoters. The new payment is on a sliding scale as shown over leaf & covers all entries including unattached & attached. This is paid in two parts: £25 deposit on application, with the balance of the fee paid post race.

## RISK ASSESSMENT

To comply with HSE Legislation event organisers need to conduct a risk assessment, and your attention is drawn to the declaration the applicant signs on page 1 of the Licence application Form. In practice all organisers already conduct a risk assessment when they are looking at the suitability of a route, start and finish areas, when they decide where they need marshals, signs, cones, tapes, barriers, road closures etc., and when they decide what medical cover they need to provide. This has to be recorded.

## NOTE

This information contains only guidelines regarding obtaining your Licence and certificate of course accuracy and assisting your County in the planning and regulation of events in its area. Your County Licence Officer may also be able to offer advice regarding organising and planning your event.

NUMBER OF ENTRIES	FEE PER RACE		
	Deposit	Balance Due (post race)	Total Fee
0 - 50	£10	£0	£10*
51 - 100	£25	£0	£25
101 - 150	£25	£9	£34
151 - 200	£25	£25	£50
201 - 300	£25	£50	£75
301 - 400	£25	£95	£120
401 - 500	£25	£130	£155
501 - 600	£25	£195	£220
601 - 700	£25	£235	£260
701 - 800	£25	£295	£320
801 - 900	£25	£345	£370
901 - 1000	£25	£395	£420
1001 - 2000	£25	£675	£700
2001 - 3000	£25	£1,090	£1,115
3001 - 4000	£25	£1,475	£1,500
4001 - 5000	£25	£1,815	£1,840
5001 - 10000	£25	£2,975	£3000
10001 - 15000	£25	£4,975	£5,000
15001 - 20000	£25	£6,975	£7,000
20001 - 25000	£25	£8,975	£9,000
25001 - 30000	£25	£10,975	£11,000
30001 - 35000	£25	£12,975	£13,000
35001 - 40000	£25	£14,975	£15,000