



**MIDLAND COUNTIES  
ATHLETIC ASSOCIATION**

**AUGUST 2006**

## **APPLYING FOR ROAD AND MULTI-TERRAIN RACE EVENT PERMITS**

### **INFORMATION AND GUIDANCE FOR PROSPECTIVE ORGANISERS AND PROMOTERS**

From 1 January 2002 the MCAA has been complying with the mandatory requirements under the UKA Permits Standards requirements that were implemented on 1 January 2001 and again in April 2006.

These requirements cover an increased need for organisers (legally under the Health and Safety Act) to seriously consider and ensure the following factors are addressed:

- That adequate medical cover is provided with due consultation and recommended advice from the appropriate medical authorities – St Johns Ambulance, Red Cross, NHS etc
- That a risk assessment of their event has been or will be carried out prior to their event
- That the Police and local authorities have been informed of your event taking place

Race organisers now have a legal “duty of care” to event entrants, spectators and supporters and before a permit is issued for an event, the above factors/provisions on the completed permit application forms will be carefully checked before the permit is finally granted.

The MCAA county permit secretaries hold copies of the latest race permit application forms and template versions of a suggested UKA risk assessment form. They are also there to provide first line guidance and support on road and multi-terrain matters to race organisers.

### **PERMIT APPLICATION SUBMISSIONS TO BE AT LEAST SIX WEEKS IN ADVANCE !**

You will need to **SUBMIT YOUR EVENT PERMIT APPLICATION** form to your relevant county permit secretary **NO LATER THAN 6 WEEKS BEFORE THE DATE AND TIME OF YOUR EVENT. THE ENDORSED APPLICATION FORM HAS GOT TO BE IN MY HANDS AT LEAST FOUR WEEKS BEFORE THE EVENT DATE ITSELF !** This is to allow the permit application process (i.e a validation and scrutiny of the details in the permit application) ensure that permit requirements/standards have been met. Any submissions sent later than 6 weeks before the event may result in the permit being delayed or deferred and the event may not subsequently have the public liability insurance cover automatically provided by the permit !

Please ring the Midland Counties office on **0121 456 1896** for details of your particular county secretary.

### **ADEQUATE MEDICAL COVER**

Sufficient **medical cover must always be provided.** More than just the provision of a first aid kit is required. Depending on the type and size of any event the recommended medical cover will vary. St John’s Ambulance and other relevant medical bodies will provide advice & guidance on this aspect.

### **RISK ASSESSMENT**

There has been and there will still be much debate on this important health and safety factor. The “duty of care” already mentioned does make the organiser responsible for the overall health and safety of his/her event. The race organiser must thus do his/her best to ensure that the event and course/route has been carefully reviewed, and all possible risks and dangers minimised or removed so that it can take place in reasonable safety. All this should be common sense and is already no doubt carried out by race organisers. All that is required now is for organisers to write the results of their event/course analysis down. The UKA form is one recommended way of doing it but this is by no means the only way of doing it. Other sports’ promoting bodies and organisations have their own versions.

## **IMPORTANT NOTE – NO PERMITS ISSUED WITHOUT RISK ASSESSMENT SIGNATURE !**

Permits will not be issued for applications that do NOT have a signed risk assessment declaration section. All FOUR pages of the permit application form must be returned. The risk assessment section on the new form is now mandatory and a signature acknowledging the risk assessment is mandatory on the permit being given. THE MCAA DOES NOT REQUIRE TO SEE THE RISK ASSESSMENT AT APPLICATION TIME but it must be kept by the event promoting body in case the MCAA, Police or local authority have a query on any aspect of the event and may ask for a copy of it.

## **THE NEED TO INFORM BOTH THE POLICE AND LOCAL AUTHORITIES**

Even if there is no requirement for either the Police or the local authority to play a part in your event you must inform them that your event is taking place. We exist in a world that is increasingly becoming subject to litigation for accidents/incidents to participating members of the public. If you promote an event of which these authorities have no knowledge and a serious incident occurs and the police and emergency services are called in, you may have very little legal defence against a determined claimant.

## **PERMIT APPLICATIONS, PLEASE, ON THE LATEST VERSION PERMIT APPLICATION FORMS ONLY**

YOU MUST SUBMIT YOUR RACE PERMIT APPLICATION ON THE LATEST VERSION FORM ONLY. These have a date stamp effective from 1 October 2005 and are available in hard copy from the MCAA office, or from the Midland Counties AA website in PDF format at [www.midlandathletics.org.uk](http://www.midlandathletics.org.uk).

**N.B. Any applications submitted using earlier versions of the form and received by me will be returned directly to the event promoter who, after due notification, will be subsequently invoiced for any postage costs incurred in handling the second application on the correct form !**

## **MIDLANDS ROAD & MULTI-TERRAIN RACE EVENT CALENDAR**

If received early enough the race event data received by me will be published regularly in a Midlands race calendar form subject to the agreement of the race promoter. Thus, if I get enough notice and information about your event early enough it can be available on the Midland web pages as an additional race advert and possible source of additional entries to your event.

However please be reassured that all information received will be treated with the appropriate confidence. A **Midland Counties fixtures database** and **current list of permits issued so far** will be available periodically and published on the MCAA web pages.

The fixtures database will allow organisers to see other road and MT race events across the region and can highlight potential date clashes and provide organisers with a yearly view of events.

**Dave McNamee**  
**MCAA Road Permits Secretary.**