

**Return completed form to your Welsh Regional Licence Officer :**

**NORTH:** Mr Paul Brooks, 15 Llys Celyn, Leeswood, Mold CH7 4UQ  
Tel – 01352.770702 E:mail - [licences.north@welshathletics.org](mailto:licences.north@welshathletics.org)

**SOUTH:** Welsh Athletics, C.I.S.S, Leckwith Road, Cardiff. CF11 8AZ  
Tel – 02920 644 870 E:mail - [licences.south@welshathletics.org](mailto:licences.south@welshathletics.org)

**EAST:** Welsh Athletics, C.I.S.S, Leckwith Road, Cardiff. CF11 8AZ  
Tel – 02920 644 870 E:mail - [licences.east@welshathletics.org](mailto:licences.east@welshathletics.org)

**WEST:** Welsh Athletics, C.I.S.S, Leckwith Road, Cardiff. CF11 8AZ  
Tel – 02920 644 870 E:mail - [licences.west@welshathletics.org](mailto:licences.west@welshathletics.org)

Licence No: .....

Issued: .....

Deposit Paid: .....

Closed Event: .....

**UK Athletics & Welsh Athletics****\*ROAD RACE / \*MULTI-TERRAIN (TRAIL) RACE LICENCE APPLICATION FORM***\* delete as applicable*

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

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

(The promoting body must be affiliated to the National Association – “Welsh Athletics” in Wales.)

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 on page 6.

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 &amp; 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)**

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 LS2009 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.)

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

DETAILS OF ANY SUPPORTING RACES OR FUN RUNS (To include distances and age limits) – see Form LS 2009 below

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, Welsh Athletics, 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 – Welsh Athletics. There is a required deposit of £25 on application.**

The details below may be used for publication.

SIGNED		DATE	
APPLICANTS FULL NAME		POSITION	
APPLICANTS ADDRESS			
POST CODE		EMAIL	
DAY TEL No		EVENING TEL No	
FAX NUMBER		MOBILE 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 **Welsh Athletics Ltd.**

Note. UK Athletics Licences will only be granted to National Association affiliated organisations. If the organisation is not affiliated please contact Welsh Athletics.

A new requirement of the licence system is that race organisers undertake to promote the Run Britain website, [www.realbuzzrunbritain.com](http://www.realbuzzrunbritain.com) to its runners through a logo on the site or on promotional materials and offer a discount of at least £2.00 to registered club members.

**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 WELSH REGIONAL LICENCE OFFICER**

**REGIONAL ADMINISTRATION USE ONLY**

APPLICATION APPROVED BY \_\_\_\_\_ REGION \_\_\_\_\_ DATE \_\_\_\_\_

SIGNED \_\_\_\_\_ Regional Licence Officer.

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.

**Welsh Athletics Ltd, Cardiff International Sports Stadium, Leckwith Road, Cardiff CF11 8AZ**

Tel 02920644870 Fax 02920 342687 E:mail [office@welshathletics.org](mailto:office@welshathletics.org) Website [www.welshathletics.org](http://www.welshathletics.org)

# 2011 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 on a random basis to ensure that standards as set out below are being applied.

## THE STANDARDS

On behalf of the Promoting Body, I confirm the following in respect of the event for which the Licence Application is submitted.

*# indicates requirements that may not apply to all multi-terrain events.*

### Planning and Consents

1. a) UKA Rules will be applied. [Downloadable from: <http://www.uka.org.uk/competitions/rules/>  
b) As Organisers we have a copy of the 'Rules for Competition'. (current edition April 2010)  
c) A copy of the 'Rules for Competition' will be available for use on Race Day.
2. 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.  
b) The 'SAG' (or similar body), will be provided with all relevant information relating to the event.
3. Observations made by the 'SAG', 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.
5. The venues for the start and finish will be safe and able to cope safely with the expected numbers and conditions and that the course is safe and adequate for the type of event being staged.
6. Permission has been/will be obtained to cross any private land.

### The Course

7. The course route & marshalling arrangements will be safe & suitable for the size of the field in accordance with the 2006 Home Office Good Practice Safety Guide for Sporting Events on the Public Highway.  
<http://www.runbritain.com/rdp/race-organisers-guide/event-organisation-order-2/>
8. a) If an exact distance has been advertised, an AUKCM Measurer has measured/will measure the course to obtain a Certificate of Accuracy.  
b) The certificate will be displayed and is dated within the past 10 years.
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 'SAG', Highways Authority and Police.
11. Marshals will be fully briefed before the start of the event.
12. All course marshals will wear conspicuous 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 or marshal.
16. The course will be cleared of race signs, debris, etc. as soon as is practical.

### Start and Finish

17. The area of the start will be traffic free for the duration of the runners' 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

### Drink Stations

23. 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 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. a) Drink Stations will be situated off the running line.  
b) Drink Stations will be clearly signed in advance of the location.
25. Drinks will be provided for the entire field at the end of the race.
26. Any equipment used for drinks (eg. containers and hoses) will be clean and hygienic.
27. 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.  
b) All drink stations personnel will be issued with high visibility tabards/bibs and suitable protective gloves.

### Facilities

28. There will be well-signed and adequate male and female toilet facilities near to:  
a) The Race HQ  
b) The Start Area  
c) The Finish Area

29. There will be reasonable secure storage, and transportation if relevant, of competitors' baggage.

#### Miscellaneous

30. 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.
31. a) A Medical Information Template will be printed on the reverse of the runner's number.  
b) All competitors will be requested to fill in the Template in the Final Instructions.
32. 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 <http://www.uka.org.uk/governance/welfare-and-safeguarding/>  
[This is not required for people taking entries, handing out drinks, marshalling etc]

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	5K	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 must be on fully closed roads or private roads / footpaths.
35. **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 will not be in use for the duration of the race. The bridge will be marshalled for the duration of the race.**
36. A UKA licensed Endurance Official will be appointed as referee 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:
- a) Home Office Good Safety Guide to Sporting Events on the Public Highway.  
<http://www.runbritain.com/rdp/race-organisers-guide/event-organisation-order-2/>
- b) Disability Discrimination Act (DDA) 1995/2004. [www.opsi.gov.uk/acts/acts1995](http://www.opsi.gov.uk/acts/acts1995)
- c) Food Hygiene Laws 2006. [www.food.gov.uk](http://www.food.gov.uk)
- d) Children Act 1989/2004 relating to duty of care. [www.opsi.gov.uk/acts/acts2004](http://www.opsi.gov.uk/acts/acts2004)
- e) UKA guidance on Welfare and Safeguarding matters <http://www.uka.org.uk/governance/welfare-and-safeguarding/>

Please note: All the above Legislation will have some effect on your event.

39. a) The final Risk Assessment will be available for inspection before, during or post race by the Race Referee, County Licence Officer or BARR Scrutineers upon request.  
b) Copies of correspondence relating to First Aid/Medical Providers and Police will be made available to UKA and/or the licence issuing authority, the race referee and BARR Scrutineers upon request.

#### Licence Matters

40. As Organisers we will undertake to promote runbritain and will display:
- a) runbritain logo.  
b) "Under UKA Rules" and either the 'Licence Number' or 'Licence Applied For'  
c) The Course Measurement Certificate Number and logo, if applicable  
on:  
1) Event Website (if applicable),  
2) Event Entry Form,  
3) All pre-race runners' information.
41. The Race Licence will be displayed in a prominent place on race day for competitors to read.
42. a) A minimum discount of £2 off the entry fee will be allowed to all entrants who hold a current Home Country Governing Body Competition Licence.  
b) Registration status will be confirmed by requesting that runners provide their Home Country Governing Body Competition/Registration number on the event entry form.
43. Within one month after the event a completed Race Promoter's Returns Form, Medical Return Form and Race Referees Report Form will be sent to the County Licence Officer, and if applicable, a payment for the Licence Fee balance.



# WELSH ATHLETICS/UKA COURSE MEASUREMENT SCHEME

Contact - [coursemeasurer@welshathletics.org](mailto:coursemeasurer@welshathletics.org)



**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 \_\_\_\_\_ U/A or Welsh Region 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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Welsh Athletics 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 Regional 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 Regional Road Running Licence Officer, whose name and address can be found above on page 1. **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 Regional Licence officer can provide a list of Measurers in your locality, or contact [coursemeasurer@welshathletics.org](mailto:coursemeasurer@welshathletics.org) 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 certificate must be renewed annually using the form with the Licence application, however the course does not need to be remeasured if it remains unchanged..

## OFFICIALS

Welsh Athletics 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 Region 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 Welsh Registration number and 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 Regional Officer.

## LICENCE STANDARDS

The minimum standards now required for a Licence to be issued are detailed in the "Licence Standards" form LS2009. 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 Welsh Regional Licence Officer, contact details for whom can be found above or on the UKA website <http://www.ukathletics.net/road-running/race-permit-forms/>. If you are not an affiliated organisation then you must contact the Welsh Athletics Office ( tel 02920.644870 or [www.welshathletics.org](http://www.welshathletics.org) ) or 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 Welsh Athletics 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 advertise the race entry fee with the £2 levy included and to provide a £2 discount to all affiliated runners. 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 Welsh Regional 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

## RACE / EVENT PROMOTERS RETURNS FORM

RACE NAME ..... LICENCE No .....

RACE DATE ..... REGION .....

PLEASE COMPLETE THIS FORM AND FORWARD **WITHIN ONE CALENDAR MONTH** OF THE DATE OF THE RACE TOGETHER WITH THE FOLLOWING

- (1) COPY OF A COMPLETED UKA RACE MEDICAL RETURN
- (2) A COMPLETE LIST OF RACE ENTRIES
- (3) A COPY OF THE FULL RACE RESULT SHEET
- (4) A CHEQUE FOR THE LICENCE FEE LESS THE £25 DEPOSIT. (BANDS ARE SHOWN OVER LEAF)

PLEASE GIVE DETAILS OF **ENTRIES** RECEIVED FOR YOUR RACE:

	MEN	WOMEN	TOTAL
TOTAL NUMBER OF ATTACHED RUNNERS	.....	.....	.....
NUMBER OF UNATTACHED RUNNERS	.....	.....	.....

TOTALS

**PLEASE ENCLOSE A CHEQUE MADE PAYABLE TO “WELSH ATHLETICS LTD” FOR THE LICENCE FEE FOR ALL ATHLETES THAT ENTERED YOUR RACE. LESS £25 DEPOSIT.**

IS YOUR RACE TO BE HELD AGAIN NEXT YEAR **YES / NO / NOT YET DECIDED**

PLANNED DATE OF NEXT YEARS RACE .....

CONTACT NAME FOR NEXT YEARS RACE Mr/Mrs/Miss .....

(If no race is planned for next year you must still give a contact name & address so that the levy receipt can be sent)

ADDRESS .....

EMAIL ADDRESS ..... POST CODE .....

EVENING TEL No. .... DAYTIME TEL No. ....

PLEASE RETURN THIS FORM AND REQUESTED PAPERWORK TO YOUR REGIONAL LICENCE OFFICER

- NORTH:** Mr Paul Brooks, 15 Llys Celyn, Leeswood, Mold CH7 4UQ  
Tel – 01352.770702 E:mail - [licences.north@welshathletics.org](mailto:licences.north@welshathletics.org)
- SOUTH:** Welsh Athletics, C.I.S.S, Leckwith Road, Cardiff. CF11 8AZ  
Tel – 02920 644 870 E:mail - [licences.south@welshathletics.org](mailto:licences.south@welshathletics.org)
- EAST:** Welsh Athletics, C.I.S.S, Leckwith Road, Cardiff. CF11 8AZ  
Tel – 02920 644 870 E:mail - [licences.east@welshathletics.org](mailto:licences.east@welshathletics.org)
- WEST:** Welsh Athletics, C.I.S.S, Leckwith Road, Cardiff. CF11 8AZ  
Tel – 02920 644 870 E:mail - [licences.west@welshathletics.org](mailto:licences.west@welshathletics.org)



**CONFIDENTIAL WHEN COMPLETED**

## RACE / EVENT MEDICAL RETURN FORM

<b><u>EVENT NAME</u></b>	<b><u>LICENCE</u></b>
EVENT DATE	<b>No</b>
EVENT DISTANCE	REGION
COURSE LOCATION	START TIME
PROMOTING BODY	

APPROXIMATE NUMBER OF ENTRIES	TOTAL:	MEN:	WOMEN:
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WAS A SPECIFIC LEVEL OF MEDICAL COVER ADVERTISED ? <small>(see accompanying sheets for details)</small>	<b>Y / N</b>	IF YES	LEVEL 1 / LEVEL 2 / LEVEL 3 <small>Please circle level advertised</small>
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**PROMOTERS PLEASE NOTE:**

A COMPLETED COPY OF THIS FORM SHOULD BE RETURNED TO THE LICENCE ISSUING BODY AT THE SAME TIME AS THE RACE PROMOTERS RETURNS FORM (N.B: within 1 month of the actual race)

**WHERE DEATH HAS OCCURRED, OR OTHER INCIDENT (MEDICAL OR OTHERWISE) TAKEN PLACE THAT COULD LEAD TO AN INSURANCE CLAIM, A UKA ACCIDENT REPORT FORM MUST BE COMPLETED AND THE INSURANCE BROKERS CONTACTED AS SOON AS POSSIBLE AFTER THE EVENT** (for report forms email information@ukathletics.org.uk)

**MEDICAL RETURN** (ideally this should be completed by the Race Medical Officer / Lead Clinician / Lead First Aider)

**WEATHER** (please circle)

Temperature: very cold / cold / warm / hot / very hot	Sunny / overcast / light rain / heavy rain
Wind: Light / medium / strong / very strong	Other (please specify) :

NUMBER OF INCIDENTS REQUIRING MEDICAL / FIRST AID INTERVENTION	Total <small>only include competitors</small>	<b><u>Breakdown by Sex and Age (if known)</u></b>					
		Male			Female		
		Under 20	20 - 39	40 & over	Under 20	20 - 39	40 & over
Defibrillated							
Hospitalisation							
Death							
Total							

**MEDICAL PROVISION (ACTUAL ON DAY)**

Doctors No:	Nurses No:	Ambulances No:	
Paramedics No:	Physios No:	Defibrillators No:	
First Aiders No:	Organisation:	Contact Tel. No:	
Other			

Race Medical Officer / Lead Clinician	Contact Tel. No.
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**COMMENTS / FURTHER INFORMATION**



## RACE / EVENT REFEREE / REGION RACE REPORT WELSH ATHLETICS ATHLETAU CYMRU

Name of Race ..... Licence No .....

Date of race .....200..... Venue .....

1. **Road Race Licence**  
(a) Was it displayed and in a conspicuous place? \*YES / \*NO
2. **Risk Assessment**  
(a) Was the risk assessment available for Inspection on the day? \*YES / \*NO
3. **Start Area**  
(a) Was area well marked? \*YES / \*NO  
(b) Was area well supervised? \*YES / \*NO  
(c) Was area free from traffic hazards? \*YES / \*NO  
(d) Did the race(s) start on time? \*YES / \*NO
4. **Course Signage**  
(a) Were you aware of any problems with the signing of the Course \*YES / \*NO
5. **Race Supervision**  
(a) Was there a lead vehicle? \*YES / \*NO  
(b) Was there a 'sweep' vehicle? \*YES / \*NO
6. **Police**  
(a) Were Police in attendance \*YES / \*NO
7. **Course Marshals**  
(a) Were they suitable \*YES / \*NO  
(b) Were they wearing high visibility clothing? \*YES / \*NO  
(c) Were they all positioned at appropriate locations on the course? \*YES / \*NO
8. **Water/Feeding Stations**  
(a) Were they provided at appropriate locations on course and at the finish? \*YES / \*NO
9. **Finish Area**  
(a) Was the area in a safe location? \*YES / \*NO  
(b) Was the area well marked? \*YES / \*NO  
(c) Were there sufficient marshals to ensure correct finishing order? \*YES / \*NO  
(d) Were there sufficient Timekeepers & Recorders? \*YES / \*NO
10. **First Aid**  
(a) Give details of qualified Medical / First Aid actually present :-
11. **Weather Conditions** (please describe):-
12. **Toilet Facilities**  
(a) Were they available in adequate numbers at start and finish? \*YES / \*NO

**Please supply any additional information details of any relevant incident or problem on a separate sheet**

### Race Referee / \*Regional Appointed Observer.

Please complete this report of completion of the race (before you leave) and return to the Region Licence Officer.

Your Full Name In capitals Please.....

Address .....

Telephone Number ..... Signature ..... Date .....

### Regional Licence Officer.

Name ..... Tel No .....email .....

Address .....

Seen & Noted: Signature ..... date .....