

ROAD RACE LICENCE APPLICATIONS - NOTES FOR GUIDANCE

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 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) 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.