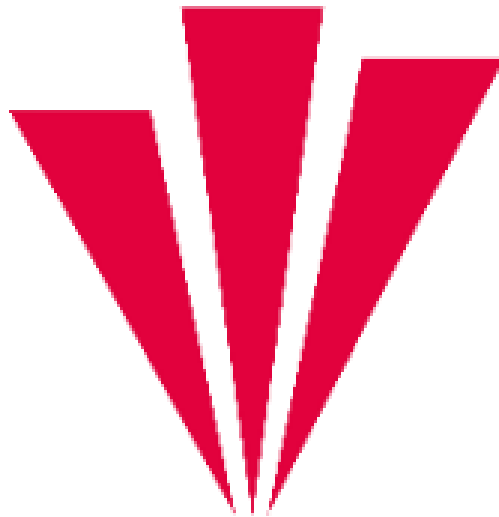


2026 WELSH ROAD RELAY CHAMPIONSHIPS - JUNIORS

Pembrey Country Park
Saturday 12th September



WELSH ATHLETICS
ATHLETAU CYMRU

EVENT PLAN

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1. INFORMATION

1.1 Event Information

The Welsh Road Relay Championships has been split to allow for two events annually. This one for Juniors each Autumn and an event for Seniors / Masters each Spring.

The event hosts two Primary School races followed by four Club Relay Races.

1.2 Venue

The races start / finish area will be located within the closed road cycling circuit, with races using the full loop of the cycling track and then using some of the closed roads within the park itself. The race infrastructure will be placed on the grass areas alongside the start / finish areas.

Substantial parking facilities are available at the park but there is another event on the day so **[please make sure you pay for your parking in advance using the parking app website: Parking & Annual Parking Permits - Pembrey Country Park and Beach](#)**

Toilet facilities will be provided at the event using Portaloo's

1.3 Event Organisers

The event will be organised by Welsh athletics

The main contact is Race Director Marcus Meyrick (marcus.meyrick@welshathletics.org , 07931835308)

Welsh Athletics is governed by UK Athletics and is in place to enforce the application of UK Athletics' rules of competition.

the event will also utilise a team of Welsh Athletics qualified officials and volunteer helpers from the local running community.

1.4 Financial Management

The finances for the event are provided by and from the Welsh Athletics Competition Budget and from event entry fees.

Entry fees are charged at £4 per runner for U12 athletes and £8 per athlete for each 3-person relay team (total £24)

Expenses will be kept to a minimum for this event.

1.5 Licencing & Public Liability Insurance

The event is staged under annual licence from the governing body UK Athletics with public & Products liability Insurance in place.

A Welsh Athletics' event licence, in conjunction with Welsh Athletics Ltd's governing body affiliation, includes Third Party Liability Insurance cover (Limit of Liability £50,000,000 and £5,000,000 on any one accident or occurrence).

1.6 Event Sponsors

There are no event sponsors for this event. Welsh Athletics' regular sponsors Brecon Carreg (Water supplier) will be providing bottled water for finishers.

1.7 Car Parking

Car Parking is available on site in the designated car park and will be clearly signposted at the park entrance. Please ensure that you pay for your parking before attempting to leave the park. **It is preferential to pay your parking using the official website in the days leading up to the event to prevent delays and queues leaving the Park.**

This information will be sent to all attendees.

Staff / Officials / Volunteers will be able to park in the field alongside the course.

2. EVENT ADMINISTRATION

2.1 Event Promotion

The event is promoted by Welsh Athletics.

Welsh Athletics will also be using their channels to promote the event.

2.2 Race Entries

Entries for this event will be taken by organisers using the Opentrack Event Portal;
<https://data.opentrack.run/en-gb/x/2025/GBR/warrjr/>

There will be a minimal entry fee of £8 per athlete and £4 for Primary School athletes will be in place.

A closing date of midday on Thursday 27th August will be upheld.

2.3 Race Registration

A Race registration / race HQ function will be in place on event day where Team Managers will be able to collect race numbers. Parents / Team Managers will be able to collect numbers for competitors in the Primary School Races. Registration will take place in the red Welsh Athletics Marquee.

Registration will open at 11:00 on event day.

2.4 Race Results

Races will be timed manually by a team of Welsh Athletics Officials. Results will then be produced by a Welsh Athletics member of staff.

2.5 Competitor Administration

All competitor queries generated following online entry will be directed to Welsh Athletics;
competitions@welshathletics.org

2.6 Competitor Information

The final competitor information will be sent following entries closing, approximately 4 days from the event.

3. EVENT PRODUCTION

3.1 Event Control

Event Control will be based at the Registration Marquee.

The Event Control function will be based there and managed by a Staff member at Welsh Athletics who will act as the Event Controller. The Race Director and other members of Welsh Athletics Staff team will also be listening to the radio communications. All radio communication will go through event control. There will only be a small provision in place for this event.

3.2 Event Schedule

Saturday 12th September:

8:00:	Event organisers arrive on-site
8:15:	Event build begins at the venue
9:30:	Course marking begins
9:50:	Event Opens
11:00:	First Aid (St John Cymru) arrives on-site
11:00:	Marshalls briefing at the start line
11:00:	Final course recce done by Course Manager
11:10:	Officials briefing at the start line
11:30:	Race 1 starts
11:45:	Race 2 starts
12:00:	Race 3 starts
12:30:	Race 4 starts
13:00:	Race 5 starts
13:45:	Race 6 starts
15:00:	Event closes
17:00:	Last event staff off-site

3.3 Course Marshals

Marshalls will be sourced from the local running community. Course Manager Andrew Jenkins will brief the course marshals at the designated event area at 11:00 on race day.

Please Note:

All marshals will be in high-vis event bibs.

All marshals will have a course map/timetable and a job sheet.

All marshals will remain in position until the last competitor of the last race has passed and then report to the Course Manager.

3.4 Event Accreditation

Accreditation will not be necessary at the event except for the event photographers who will be identified by wearing a high-vis bib and will be signed in with Welsh Athletics Staff. An athlete's number will allow them entry into the start / finish area.

3.5 Officials and Event Staff

Officials are asked to be on site no later than 10:30. They will sign-in at the officials marquee at the race village and will receive a packed lunch. Further light refreshments will be available throughout the day. An official's briefing will take place at the finish line at 11:10.

This is led by the Race Director and the Race Referee

The following event staff and officials will be in place;

ROLE	Forename	Surname
Race Director	Marcus	Meyrick
Event Support	Rob	Campion
Race Adjudicator	Kay	Chapman
Race Referee	Peter	Anthony
Officials & Volunteers Co-ordinator	Zoe	Holloway
Chief Timekeeper	Andy	Kerr
Timekeeper Recorder	Jayne	Evans
Timekeeper	Steven	Grant
Timekeeper Recorder		
Judge	Carwyn	Evans
Judge Recorder	Firouz	Mal
Judge	Phil	Gooding
Judge Recorder	Judith	Gooding
Chief Change-over Steward		
Change-over Steward	Lesley	Stowe
Change-over Steward		
Number caller		
Start / Finish Manager	Graham	Finlayson
Starter	Chris	Berry
Registration / Admin	Jacqueline	Brace
Registration / Admin	Zoe	Holloway
Results	Darran	Williams
Results	Nathan	Jones
Presentations	Andrew	Jenkins

Presentations	Cath	Bingham
Comms	Owen	Smith
Retail	Sara	Shiel
Retail	Cath	Bingham
Photographer	Bill	Scriven
Announcer	Alex	Donald

	Position
Carl Nealon	M1
	M2
	M3
Chris Davies	M4
Richard Chapple	M5
Beth Williams	M6
Mari Rowlands	M7
Sarah Muirhead	M8
	M9
	M10
Lynne Watson	M11

Officials hold a relevant qualification from British Athletics and are used to ensure that the race is run to race licence standards.

4. HEALTH & SAFETY

4.1 Safety Management

Under relevant Health and Safety legislation the planning, organisation and delivery of an event of this nature is defined as a 'work activity' management of safety is primarily the responsibility of the event promoter and organiser, Welsh Athletics.

A comprehensive risk assessment is undertaken by the management team prior to each event in order to identify and manage potential hazards in accordance with relevant health and safety guidelines, with particular reference to the requirements and recommendations of UK Athletics 'Licence Standards', the Home Office 'Good Practice Guide to Small & Sporting Events on the Highway' and the UKA safety guidelines for Road Running events.

All contractors and suppliers engaged by the event, plus charity and commercial partners attending the event, and any respective subcontractors, will be required to provide risk assessments and method statements in respect of any hazardous activities, within the framework of the overall event safety plan, together with evidence of current public liability insurance.

Each contractor or supplier will be responsible for safe management of their own activities, including sub-contractors activities.

A series of de-briefing meetings are carried out after each year's event to assess problems experienced at the event and to review procedures where appropriate.

4.2 Evacuation Procedure

The Event Safety Officer (Race Director) is responsible for co-ordinating Event Evacuation.

The Announcer is responsible for informing the public that the event is to be halted upon the instruction of the Safety Officer.

In the event of an evacuation taking place, staff are responsible for stopping runners and clearing their zoned area of competitors and spectators in a safe orderly manner towards their designated exit.

In case of an evacuation the following announcement will be made on the PA system.

"This is an important announcement for all public including competitors. Please note that due to unforeseen circumstances, we have had to abandon today's event. Would you please leave the area immediately in a safe orderly manner through the appropriate exits as directed by stewards and marshals. We thank you for your co-operation in this matter."

This message will be repeated every minute for up to 10 minutes.

Marshals will meet emergency vehicles and direct them to where the problem is located where necessary.

The Safety Officer (Race Director) will then liaise with the emergency services to discuss the best course of action to follow.

4.3 Medical Provision

First aid cover is available on site. Any situation arising which requires first aid treatment, anywhere on the course, must be reported immediately to Event Control who will then summon first aid personnel.

Medical cover will be provided by St John Ambulance. They will operate using a team of first-aiders, an ambulance (as a static first aid post) and a rapid response vehicle.

An adequate provision has been put in place taking in to account the geography of the site, the likely casualties and UK Athletics standards and advice.

All participants are reminded of their duty of care for each other. If you suspect that anyone is in need of medical assistance, you must act appropriately.

The Course layout has been designed in line with first aid guidelines to locate the finish on the outside of the course close to the first aid control point, to allow best access and egress.

First Aid Provision:

A first aid provision is in place with St John Ambulance as follows;

2 x First Responders
1 x Cycle Responder
1 x First Aid Post (Air Shelter or Ambulance)

4.4 Adverse Weather Conditions

Adverse weather conditions of wind or rain are possible in September. Hot weather conditions may pose a risk to competitor safety.

A Marquee will be provided for shelter in the event of poor weather conditions.

Water will be provided to competitor's post-race. In the event of very warm weather, more water will be provided.

In the event of very poor weather in the run up to the event, a decision will be made whether it is safe and practical for the event to go ahead.

This will then be relayed to all interested parties using social media, local press and the Welsh Athletics contact list.

Such a decision will only be made following a discussion between the Race Director, Race Referee and Welsh Athletics CEO.

4. Accident Reporting

As a condition of entry to the event, competitor's consent to allow release of personal contact details by the medical team to the event organisers to allow information to be passed to next of kin in the event of medical emergency.

Race numbers are individually allocated to each registered entrant and cannot be reallocated in the event of withdrawal due to injury or illness.
Fatalities or injuries caused by a runner collapsing during the event due to no fault on the part of the organiser (eg due to exhaustion or illness) are not reportable under RIDDOR.

Event Control will be responsible for liaison with the emergency services if required (police, fire & rescue and ambulance services).

The UK Athletics online accident reporting form will be used in the case of an accident or incident resulting in physical injury.

4.6 Risk Assessment

The course has been carefully planned to minimise injury potential. It has been walked by the event organisers on several occasions to help consider all possible situations and potential hazards and to consider all different weather conditions.

A final examination will be carried out by the Course Manager to check for potential hazards or remove any obstructions at 11:00 on race day.

Runners will be briefed regarding the course and advised to walk it prior to the event.

The event risk assessment will be available on race morning in the event folder and at event control and will be distributed to all interested parties.

A medical risk assessment will also be available for inspection.

5. ENVIRONMENTAL ISSUES

5.1 Competitor Refreshments

Water provided by Welsh Athletics' sponsor Brecon Carreg will be issued to competitor's post-race.

5.2 Waste Management

A very small amount of waste will be generated at this event.

The event organisers will be responsible for co-ordinating a litter pick after the event.

Additional waste generated will be taken away with the event organisers, Welsh Athletics.

5.3 Toilets

Toilets are provided via portaloos on site.

5.4 Event Power Supplies

A small generator (1kva) will be used to inflate a gantry. This will be managed by provider Graham Finlayson (Cardiff Cross Country & Road Events).

No other power supplies will be used.

6. CONTRACTORS

6.1 Contractors Contact List

There are only minimal contractors operating at the event;

Cardiff Cross Country & Road Events (Inflatable Gantry) - Graham Finlayson
St John Cymru (Medical Provision) – TBC
Altrad (Barriers), drop off only – Steve Picton

6.2 Caterers

There will be 2 catering vans on site and a coffee van to satisfy demand.

6.3 Retailers

No external retailer will be operating. Welsh Athletics will be retailing a selection of their own apparel.

6.4 Marquee Provision

Event organisers will install and properly tether the following marquees;

One 3m x 3m - Results
One 3m x 3m - Registration
One 3m x 6m - Officials and Volunteers

6.5 P.A. & Music

We will use our own battery powered small P.A. mainly for announcements, to relay the timetable of events and to make presentations.

7. EVENT COMMUNICATIONS

7.1 Communications

Event staff will be on the following mobiles:

Race Director	07931 835308	Marcus Meyrick
Registration	07773 468395	Jacqueline Brace

7.2 Radios

Welsh Athletics will provide their system of 15 radios for use at the event.

They will be used to ensure safe communications can be maintained between key event personnel.

In addition to the Welsh Athletics Staff / Officials / Marshals who require radios, they will also be issued to St John Cymru personnel.

Event control will monitor all radio communications.

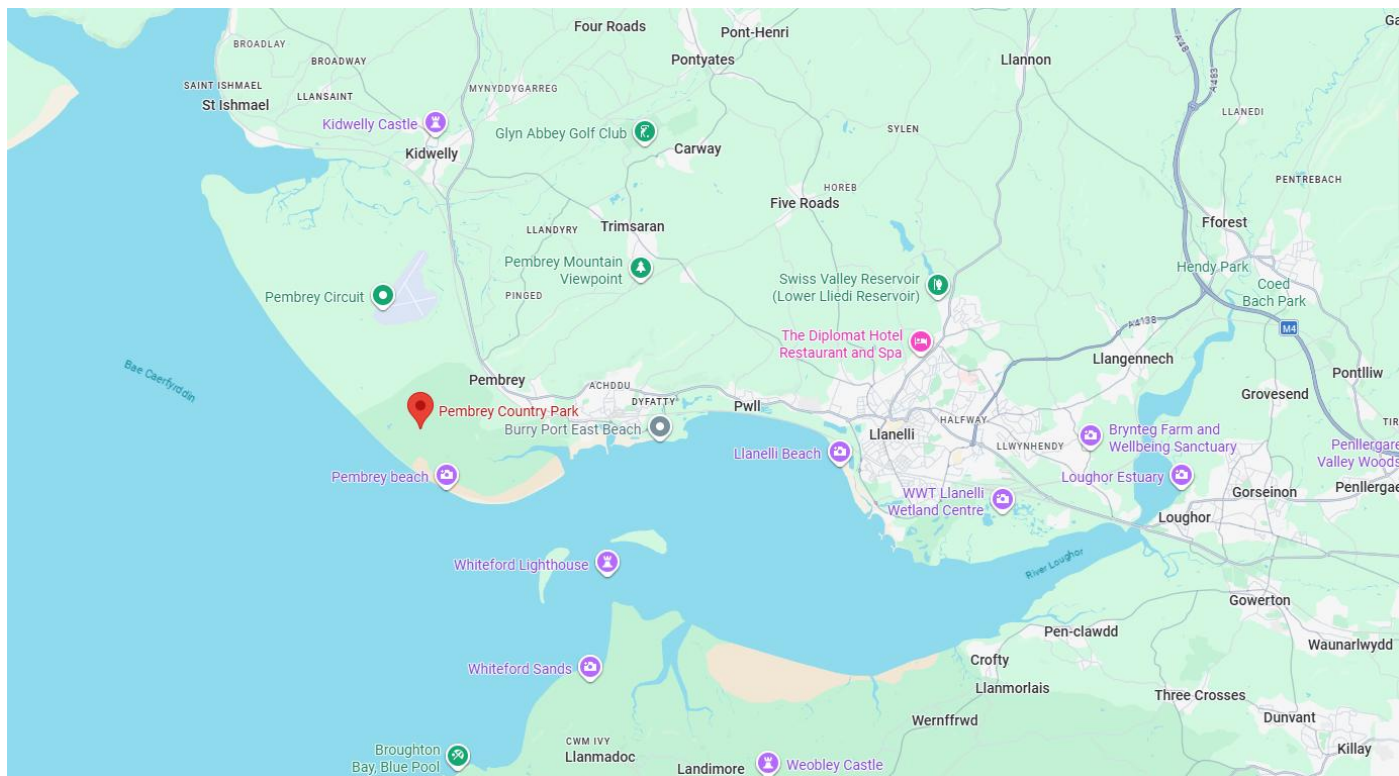
7.3 Media

All media enquiries will be administered by the Welsh Athletics Comms Officer, Owen Smith: owen.smith@welshathletics.org A Photographer will attend; Bill Scriven.

Appendix A: Course Map / Site Plan

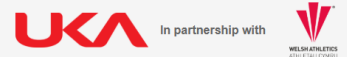


Appendix B: Event Location



Appendix C: Race Licence

Welsh Athletics
Road Race Licence



Licence Number: 26RRWA00391	Licence Status: Approved	Race: Closed Race - Welsh Road Relay Championships - Juniors	Entry Limit: 500	Event Date: 12th September 2026
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This is to certify that the above race has been approved as a Race that will be held under UK Athletics Rules for Competition and in accordance with the Licence Requirements.

Event: **Welsh Road Relay Championships - Juniors**

Race: **Welsh Road Relay Championships - Juniors**

Signed:  (For and on behalf of UK Athletics)

Date issued: **3 September 2026**

This licence, in conjunction with your governing body affiliation, includes Third Party Liability Insurance cover (Limit of Liability £50,000,000 any one accident or occurrence). For further details please contact UKA, Athletics House, Alexander Stadium, Walsall Road, Perry Barr, Birmingham, B42 2BE. Telephone 0121 713 8400

THE LICENCE NUMBER MUST BE QUOTED ON ALL RACE ADVERTISING AND CORRESPONDENCE

Appendix D: Insurance

16 March 2026

To whom it may concern

Dear Sirs

CONFIRMATION OF INSURANCE – Name of Policyholder:

UK Athletics Limited and/or England Athletics Limited and/or Welsh Athletics Limited and/or Scottish Athletics Limited and/or Athletics Northern Ireland (2008) and/or Mary Peters Track Ltd and/or Personal Best Foundation and/or Athletics Trust Scotland and/or Power of 10 Limited and/or subsidiary companies and/or all affiliated National and Regional Associations, Federations and bodies and all affiliated clubs and associations

As requested by the above client, we are writing to confirm that we act as Insurance Brokers to the Policyholder above and that we have arranged insurances on its behalf as detailed below:

PRIMARY PUBLIC/PRODUCTS LIABILITY

INSURER: Intact Insurance UK Limited

POLICY NUMBER: YMM902056

PERIOD OF INSURANCE: 1st April 2026 to 31st March 2027 both days inclusive

LIMITS OF LIABILITY:

GBP 5,000,000 any one occurrence unlimited in the period of insurance for **Public Liability** and in the aggregate in the period of insurance for **Products Liability**

Pollution Sudden and Accidental: GBP 5,000,000 All incidents considered to have occurred during the Period of Insurance in respect of pollution and contamination of buildings or other structures of water or land or of the atmosphere

EXCESS: In respect of third party property damage only: GBP 250 each and every claim or series of claims arising out of one occurrence in respect of claims made by any member coach, official, athletics club or athletics association of the Insured, increasing to GBP 750 each and every claim or series of claims arising out of one occurrence in respect of any other claims.

Layer 1 EXCESS PUBLIC/PRODUCTS LIABILITY

INSURER: Chubb European Group SE

POLICY NUMBER: UKCASD32396

PERIOD OF INSURANCE: 1st April 2026 to 31st March 2027 both days inclusive

LIMITS OF LIABILITY: GBP 10,000,000 any one occurrence in excess of Underlying Primary GBP 5,000,000

Layer 2 EXCESS PUBLIC/PRODUCTS LIABILITY

INSURER: Sompo International

POLICY NUMBER: I0AJG8Y26A0V

PERIOD OF INSURANCE: 1st April 2026 to 31st March 2027 both days inclusive

LIMITS OF LIABILITY: GBP 10,000,000 any one occurrence in excess of Primary GBP 5,000,000 and Excess Policy Limit GBP 10,000,000

INSURANCE COVER FOR EVENT ORGANISERS/PROMOTERS

Who is Insured?

As an organisation that has affiliated to UKA for the express purpose of promoting / organising athletic events you are automatically provided with Public Liability and Third Party insurance cover.

This information sheet tells you what insurance cover is provided and what to do if you ever need to make a claim. *Any additional cover required will be your own responsibility.*

PUBLIC LIABILITY INSURANCE

Covering	This policy relates to legal liability of Event Organisers/Promoters, in respect of those activities mentioned above. Public Liability: Legal liability in respect of third party bodily injury and third party property damage occurring during the period of insurance and arising in connection with the activities. Products Liability: Legal Liability in respect of third party bodily injury and third party property damage occurring during the period of insurance and arising in connection with any commodity, article, goods or item manufactured, sold, supplied, installed, erected, repaired, altered or treated.
Geographical Limits	The policy covers activities anywhere in the world, provided that claims are brought in Great Britain, Northern Ireland, the Isle of Man or the Channel Islands
Limit of Liability	Public Liability: GBP50,000,000 any one occurrence Products Liability: GBP50,000,000 any one occurrence and in the aggregate in the period of insurance
Excess	GBP750 each and every claim or series of claims arising out of one occurrence in respect of third party property damage.
Examples	The following are examples of where cover would apply, subject to legal liability being proven: ▪ Bodily injury caused by your negligence to a third party (including athletes, spectators etc) ▪ Injury caused as a result of incidental first aid administered.



	▪ Accidental damage caused by your negligence to material property belonging to a third party, for instance damage caused to fences on land being used for a cross country race. ▪ Injury caused through the sale of food and drink as part of associated activities
General Points to Note	▪ This is a legal liability policy and it is the injured party's responsibility to prove negligence for injury or damage. ▪ This is not a personal accident policy (if an athlete trips over their own shoelaces and breaks an arm, there is no automatic compensation) ▪ There is no age limit applied to the cover ▪ Injury arising from medical or physiotherapy treatment is not covered by this policy and should be insured by the practitioners' own insurance policy. ▪ If injury or damage is caused by a deliberate act or omission there is no cover. ▪ Damage to or loss of an organisers'/promoters' own property is not covered by this policy, they should make separate insurance arrangements for any property they own (Property Damage Policy). ▪ The policy does not provide cover for any loss or damage incurred through the use of a motor vehicle whilst subject to the Road Traffic Acts and therefore a matter for a claim against the relevant motor vehicle insurance policy. ▪ Hazardous Activities Exclusion – this policy does not apply to liability arising out of hazardous activities which increase the risk of bodily injury or damage to property. This includes but is not limited to amusement rides, bonfires, bouncy castles, fairground rides, fireworks, inflatables.
How to make a claim	▪ Report all incidents of injury or property damage to third parties as soon as possible regardless of whether a claim is likely. ▪ Do not negotiate, deny or admit any claim. Never admit liability or make an offer of payment to third parties. ▪ Forward any third party correspondence or solicitor's letters or legal documents immediately upon receipt. ▪ All incidents/claims should be reported to: Contact: Insurance Department Tel: 0121 713 8400 Email: insurance@uka.org.uk



	▪ When making a claim it is your duty to disclose all material facts to Insurers. Failure to disclose all material facts could prejudice your claim.
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This document is issued as a matter of information only and confers no rights upon the document holder other than those provided by the policy. This document does not amend, extend or alter the coverage afforded by the policy or policies as described herein.

Notwithstanding any requirement, term or condition of any contract or other document with respect to which this document may be issued or pertain, the insurance afforded by the policy (policies) described herein is subject to all terms, conditions or exclusions of such policy (policies). Limits shown may have been reduced by paid claims.

WHAT TO DO IN THE EVENT OF A DANGEROUS INCIDENT OR AN ACCIDENT

In the case of either a dangerous incident or an accident, please complete the UK Athletics Accident & Incident Report Form at <http://www.uka.org.uk/governance/health-safety/> to notify Michael Hunt, UK Athletics Health & Safety Manager. If this is not available then collect the following information:

- Date & time of accident/incident.
- Details of the injured person.
- Name of event and promoter.
- Description of accident/incident with diagrams and/or photographs if possible.
- Nature of injuries.
- Details of any first aid given and named of first aid representatives.
- Names of other persons present.
- Details of reporting person.

All information collected should be sent to the Health & Safety Manager at UKA at the address below.

In the event of the theft or disappearance of property or valuables, these should additionally be reported to the local organiser and the local police.

UK Athletics Limited · Athletics House ·
Alexander Stadium · Walsall Road · Birmingham · B42 2BE
www.uka.org.uk

Registered in England No.3686940



LICENCE STANDARDS FRAMEWORK FOR LICENSED ROAD, MULTI-TERRAIN AND ULTRA DISTANCE EVENTS IN WALES

In order to obtain an Event Licence, organisers of road/multi-terrain/ultra events in Wales must agree that their event will comply with the following standards. The Welsh Athletics team will be on hand to support event organisers with ensuring that their events meet the standards set out below. Events will be checked by an Event Adjudicator to ensure that standards as set out below are being applied. Failure by a race organiser to comply with these standards may result in the refusal of future licence applications and the subsequent loss of **UKA** public liability insurance cover.

THE STANDARDS

Planning and Consents	
1.	UKA and WPA (where appropriate) rules will be applied to the event, as well as any additional Welsh Athletics licensing requirements, codes of conduct and other relevant standards. http://www.uka.org.uk/competitions/rules/ http://www.paralympic.org/athletics/rules-and-regulations/rules Welsh Athletics https://www.welshathletics.org/en/page/licensing-an-event
2.	Consideration will be given to the participation of disabled participants (including those with physical, sensory and intellectual impairments) and any necessary reasonable adjustments that may need to be made to enable them to take part will be implemented.
3.	a) UKA Rules T3 S1-5 regarding young athletes will be observed, and event organisers will not offer events unsuitable for specific age groups. b) Parental or guardian permission will be requested on the entry form for athletes under 18 years old. c) The event will meet UKA Welfare and Safeguarding requirements. For guidance refer to: http://www.uka.org.uk/governance/welfare-and-safeguarding/ Note: DBS checks are not required for general race activities such as taking entries, handing out drinks, marshalling etc.
4.	a) Competitors' age groups shall be determined by UKA rules T3 S1-5 b) Masters' athletes must be 35+ years old on the day of the event, under UKA rules, or 40+ for trail events.
5.	For non-stadium events: a) The landowner, local authority and any other relevant body will be consulted with regard to the course and safety matters, and all necessary consents will be obtained. b) If requested, the local authority, or other relevant authority, should be provided with all relevant information relating to the event. c) It is a statutory requirement that a Temporary Traffic Regulation Order (TTRO) 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. TTRO may not be required if the Highways Authority has confirmed that it has no objections to the event being staged without closures etc. on the open highway, in accordance with the Highway Code.

6.	Observations made by the local authority, highways authority, police and/or emergency services, S.A.G. (or similar body) regarding the course or other aspects of the event will be carefully considered and, if not adopted, will be drawn to the attention of Welsh Athletics at the time of the licence application.
7.	The venue for a race's start and finish will be free from moving traffic and be able to cope with expected numbers and conditions, and the course adequate for the type of event being staged.
8.	Possible inconvenience to residents and other members of the public at / near the event site / stadium and surrounding areas will be considered and minimised where reasonably possible. This also includes consideration of the impact on local emergency services provision.
9.	Organisers will display: 1) The 'Licensed by Welsh Athletics' logo. This can be accessed from: https://www.welshathletics.org/en/page/branding-assets 2) "Under UKA Rules" and Welsh Athletics logo displayed. Organisers will display or make available: 3) The course measurement certificate number and logo, if applicable. To be displayed on: a) Event website (if applicable) b) Event entry form (online and offline)
10.	Event Organisers will record and report the number of Home Country registered members and non-members entering their licensed event by completing and submitting an event return form within 28 days following their event date.
11.	The race organiser will forward a full set of results (Fun Runs exempt) to Welsh Athletics within 7 days. It is a licensing condition to provide results to Power of 10.
12.	Welsh Athletics reserve the right to request a copy of the entry list from any licensed event. Lists must be received within 28 days of the request being made.
13.	Within 48 hours of any licensed event, race organisers are required to notify Welsh Athletics and UK Athletics separately in the event of any fatality or any resuscitation, hospitalisation, serious incident, accident or circumstances which might reasonably be expected to give rise to an insurance claim. See: https://www.uka.org.uk/governance/health-safety/online-accident-incident-reportform/
14.	Open road events must offer a minimum discount of £2.00 on the entry fee to all entrants who hold a current Home Country Federation membership where the entry fee exceeds £2. A levy of £2 per non-affiliated runner must be collected by the event organiser and paid to Welsh Athletics within 28 days of the event taking place. Membership status will be confirmed by requesting that entrants provide their Home Country membership number at the point of entry.
Event Facilities	
15.	There will be well-signed and adequate male, female, accessible and gender neutral (wherever possible) toilets within a reasonable distance of the: • Race HQ • Start • Finish, or within the stadium

16.	There will be sufficient parking provision for volunteers, officials, competitors and spectators on or near the event site, including access for buses/coaches if expected. This may include on-street parking in suitable areas. Exceptions may apply for non-stadium events in city locations.
17.	Parking arrangements will be outlined within the event's suitable and sufficient Traffic Management Plan, which may be a standalone document, or included within the wider Event Management Plan as appropriate.
18.	Where possible there will be storage, and transportation if relevant, available for competitors' baggage.
The Course	
19.	The course route and marshalling arrangements will be suitable for the size of the field. Road: TR55 S1 Hill/Mountain/Trail: TR57 S1
20.	The course will be signed, taped and marshalled, where appropriate, with all turnings clearly indicated, to ensure runners keep to the approved route. Where relevant and possible, runners should be kept to the left-hand side of the highway in road races. Where route markings are intentionally not used (hill, fell or trail), a clear description or map of the course will be available to all participants. Virtual runners are expected to plan their route in advance of setting out; ensure that it is suitable for solo-running; and appropriate for their ability and current level of fitness.
21.	a) For road races, if an exact distance has been advertised, the course must be measured by an accredited member of AUKCM (Association of United Kingdom Course Measurers), or AIMS for international races, and certified for the race date. An AUKCM course measurement certificate is valid for the date specified on the certificate and must be renewed each time the course is run. However, the measurement itself remains valid for 10 years if the course remains unchanged. b) The course measurement certificate will be available on race day, and a copy submitted to Welsh Athletics at the time of the licence application. c) The race organiser 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 cannot be undertaken as per the certificate, the event organiser will notify their course measurer, Welsh Athletics and the competitors, and the results will not be validated for ranking purposes.
22.	Multi terrain, although not a discipline recognised on its own within UKA Rules for Competition, is closely aligned to road running and licensed under a multi terrain road licence. Multi terrain races are defined as those up to and including marathon distance, run over at least 40% tarmac, concrete, paved or semi-sealed surfaces or designated footpaths and bridleways . Multi-terrain races do not require a certificate of course accuracy, but organisers are encouraged to submit a statement of course measurement, issued by AUKCM, within their licence application. A virtual road race will usually be considered to be multi-terrain. Times recorded in a virtual race will not be validated for ranking purposes as neither road nor multi terrain.
23.	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. c) If tramways are crossed during a race, the system for managing this process should be detailed as part of the traffic management plan and agreed to by the tram operators. The tramways crossed should be manned by marshals and tram operator staff throughout the race.
24.	Events for athletes under 9 years old should take place on fully closed roads or private roads/footpaths wherever possible. Where under 9s are on the public highway, they will be supervised by adults at all times.
25.	The course will be cleared of all race signs, debris, etc. as soon as reasonably practical.
Officials and Marshals	
26.	a) The appointment of an Event Adjudicator is required for road/multi-terrain/ultra races. b) The appointment of a Race Referee is required for county championship or above or for races where national records are likely to be set or where an organiser has the ambition of achieving a national record. Note: Persons appointed to Event Adjudicator/Referee roles should not be a member of the organising committee. Officiating requirements for events at all levels are published by UKA seasonally.
27.	Adults (18+) will marshal all participants, as well as any relevant road intersections, major junctions and changes of course direction, as agreed after consultation with the local authority, safety advisory group (or similar), highways authority and police. Note: race marshals do not have the legal authority to direct or to stop traffic, unless accredited under the Police Reform Act 2002 and authorised by a formal road closure.
28.	Marshals will be fully briefed before the start of any event. They should receive written instructions as to their role, position, emergency procedures and race information. All instructions, including, but not limited to, role descriptions and emergency procedures must be understood by everyone.
29.	All course marshals will wear distinctive tabards/bibs/tops at all times whilst on the course (this includes start/finish areas, and is applicable on both closed or open road events).
30.	Marshals will remain on the course until released by the sweep vehicle, chief marshal or event control.
31.	There will be a conspicuous vehicle (bicycle acceptable) and/or marshal preceding the field at any road race (wherever possible and safe to do so), and a sweep vehicle (bicycle acceptable) and/or marshal following the field.
Medical Support	
32.	a) The first aid and or medical cover for the event will meet the requirements of the recommended minimum standards for their discipline (eg. contained in the Good Practice Guide for the Provision of First Aid & Medical Services at UK Athletics Licensed Road Races, etc.). The race organiser is required to provide details and justification for any departures from the recommended minimum standards. b) A Medical Risk Assessment will be undertaken by an appropriately competent person and must be made available for inspection before or post-race by Welsh Athletics upon request. The medical assessment can be incorporated within the overall risk assessment if appropriate. c) A Medical Operations plan is a helpful tool for ensuring suitable first aid cover across the whole event and is a required document for road/multi-terrain/ultra races licensed by Welsh Athletics
33.	The event organiser is required to provide confirmation that adequate first aid cover is in place when applying for a licence and to the local authority / landowner / event adjudicator on request.

	Your medical provider must be detailed in your Risk Assessment this should include the name of an employed first aid provider or the number and qualifications of any individuals from within the organisation who will act as first aiders during the event. For virtual races, event organisers must confirm on their licence application that they have advised runners of the expected steps to take in the event of accident/injury since direct medical care cannot be provided. Note: a UKA coaching qualification (which includes a first aid module) is not a sufficient level of qualification to provide first aid at a licensed event.
34.	A medical information template will be printed on the reverse of each runner's number to gather emergency contact details, medication and/or any medical information. At declarations, or within instructions communicated to participants, event organisers will request that all competitors complete the template. Organisers must provide a list of medical conditions to their medical provider for use on race day. GDPR regulations must be followed. This allows for legitimate use of the data in connection with the race, but must not be held by the medical provider beyond the date of the event.
Refreshments	
35.	Any drinks or catering provided at the event will fully comply with current food hygiene regulations.
36.	Drinks stations will be provided on the course and/or at the start/finish for the duration of the event, in accordance with UKA Rule T55 S2 at road races. This is approximately every 5k for races equal to or exceeding 10k. a) Drink stations will not be situated on the running line of a road/multi-terrain/ultra race. b) Drink stations should be clearly signed in advance of the location in a road/multi-terrain/ultra race, wherever feasible (eg. 50 metres beforehand) c) All drink stations will be under the control of adults (16 years+) who will be well briefed. Where additional helpers aged under 16 are used, they will be of a responsible age and always under full-time adult supervision. d) All drink station personnel should wear distinctive tabards/bibs/tops.
Risk Management	
37.	A risk assessment is a legal requirement for all events. Organisers must be able to demonstrate suitable and sufficient consideration to duty of care and that any risks associated with the event, including medical requirements, have been appraised and planned accordingly. The risk assessment will evaluate the significant risks to participants, spectators, event staff, volunteers and members of the general public. UKA Risk assessment template link: https://www.uka.org.uk/governance/healthsafety/safety-codes-of-practice-and-safety-guidance/officials/ The risk assessment has taken account of the requirements of the; a) Health and Safety Executive's guidance on event safety, as applicable to your event: http://www.hse.gov.uk/event-safety/ b) The Purple Guide to Health, Safety & Welfare at Events c) Any relevant data protection legislation concerning the handling of personal data d) Equality act 2010
38.	For virtual events, event organisers are still expected to conduct a risk assessment. Participants should conduct their own assessment of their own route, but event organisers are expected to have measures in place to ensure that participants in their event can take part safely, including guidance on planning a suitable route and procedures to follow in case of accident or injury.
39.	Welsh Athletics reserve the right for the final risk assessment, medical risk assessment, medical operations plan and event management plan to be made available for inspection pre- or post-race.

40.	Planning for the event will also take account of: a) Any relevant data protection legislation concerning the handling of personal data: b) https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/ c) Equality Act 2010: https://www.gov.uk/government/publications/equality-act-guidance d) UKA guidance on Welfare and Safeguarding matters: http://www.uka.org.uk/governance/welfare-and-safeguarding/ All of the above legislation and guidance may impact on your event, and this list is not exhaustive.
Miscellaneous	
41.	Under UKA Rule T55 S5 organisers may ban entrants from wearing headphones whilst taking part in their event if they wish, with the resultant sanction being disqualification. The event organiser's approach should be made clear at the point of entry and justified in the event risk assessment.
42.	No headphones other than bone conducting headphones are permitted in any race where the route is shared with other users. This includes, but is not limited to, parks, seafront promenades, footpaths, bridleways, roads and open spaces. Routes fully closed to everyone except those competing may allow any type of headphones but is at organiser discretion.
43.	a) Race numbers/bibs as issued by the event will be worn by all competitors on the front of their running top (and the back also if the race organiser stipulates). b) Competitors will be advised that numbers must not be folded, cut or mutilated.
44.	All participants in any licensed event are bound to UK Athletics' anti-doping rules and must make themselves familiar with these rules. Organisers of licensed events are expected to cooperate with UK anti-doping with regards to any code-compliant antidoping investigations and proceedings linked to their event or participants in their event.
45.	AGE / MAXIMUM DISTANCES APPLICABLE FOR ROAD/MULTI-TERRAIN RUNNING (NB: Age on day of race) Under 9 – maximum 2K Age 9 & 10 – maximum 3K Age 11 & 12 – maximum 5K Age 13 & 14 – maximum 6K Age 15 – maximum 10K Age 16 – maximum 15K Age 17 – maximum Half Marathon or 25K Age 18 & 19 – maximum Marathon Age 20 plus – Unlimited

A road, ultra or multi-terrain race licence application may not be accepted by **Welsh Athletics** due to previous actions of a race organiser which are deemed unacceptable, or where EA has concerns of any nature regarding the grant of the licence.

Welsh Athletics shall be under no obligation whatsoever to approve an application and grant a licence if an application is made and is received for consideration.

The following are examples of behaviour which **Welsh Athletics** treats as unacceptable, although it should be noted that what may amount to unacceptable actions (which can include a failure to act) will be determined at the sole and

unfettered discretion of **Welsh Athletics** If they have any concern as to any such behaviour, **Welsh Athletics** shall be entitled to reject the race licence application submitted by that race organiser. This list is not exhaustive. Examples include:

- Being abusive to **Welsh Athletics** personnel or representatives or race officials.
- Deliberately publishing misleading information for previous events.
- Cancelling an event and not offering refund/deferral to entrants.
- Any other reason (without limitation) whether amounting to action, inaction or any concern generally as to the applicant or application.

Should **Welsh Athletics** refuse to accept a licence whether due to previous actions of the race organiser, they shall be under no obligation to provide written reasons for refusal.

The approval of a licence application on any one occasion shall not create a precedent or create any expectation that an application may be approved in future.

A licence granted may be revoked or suspended at any time if **Welsh Athletics** has any concern as to the staging of the race or any matter connected to the race, if the applicant has not satisfied any concern(s) in relation to the same.

Useful Links

A selection of support resources can be found in the licensing section of the Welsh Athletics Website;
<https://www.welshathletics.org/en/page/licensing-an-event>

A library of useful reference documents can be found at; <https://www.welshathletics.org/en/page/event-licensing-resources>