

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.	<p>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.</p> <p>http://www.uka.org.uk/competitions/rules/</p> <p>http://www.paralympic.org/athletics/rules-and-regulations/rules</p> <p>Welsh Athletics https://www.welshathletics.org/en/page/licensing-an-event</p>
2.	<p>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.</p>
3.	<ul style="list-style-type: none"> 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/ <p>Note: DBS checks are not required for general race activities such as taking entries, handing out drinks, marshalling etc.</p>
4.	<ul style="list-style-type: none"> 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.	<p>For non-stadium events:</p> <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> 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.	<ul style="list-style-type: none"> 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.

	<p>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.</p> <p>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.</p>
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.	<p>a) The appointment of an Event Adjudicator is required for road/multi-terrain/ultra races.</p> <p>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.</p> <p>Note: Persons appointed to Event Adjudicator/Referee roles should not be a member of the organising committee.</p> <p>Officiating requirements for events at all levels are published by UKA seasonally.</p>
27.	<p>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.</p> <p>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.</p>
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.	<p>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.</p> <p>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.</p> <p>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</p>
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.

	<p>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.</p> <p>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.</p> <p>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.</p>
34.	<p>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.</p> <p>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.</p>
Refreshments	
35.	Any drinks or catering provided at the event will fully comply with current food hygiene regulations.
36.	<p>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.</p> <ul style="list-style-type: none"> 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.	<p>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.</p> <p>UKA Risk assessment template link: https://www.uka.org.uk/governance/healthsafety/safety-codes-of-practice-and-safety-guidance/officials/</p> <p>The risk assessment has taken account of the requirements of the;</p> <ul style="list-style-type: none"> 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.	<p>Planning for the event will also take account of:</p> <ul style="list-style-type: none"> 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-generaldata-protection-regulation-gdpr/ c) Equality Act 2010: https://www.gov.uk/government/publications/equality-actguidance d) UKA guidance on Welfare and Safeguarding matters: http://www.uka.org.uk/governance/welfare-and-safeguarding/ <p>All of the above legislation and guidance may impact on your event, and this list is not exhaustive.</p>
Miscellaneous	
41.	<p>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.</p>
42.	<p>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.</p>
43.	<ul style="list-style-type: none"> 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.	<p>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.</p>
45.	<p>AGE / MAXIMUM DISTANCES APPLICABLE FOR ROAD/MULTI-TERRAIN RUNNING (NB: Age on day of race)</p> <ul style="list-style-type: none"> 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** has 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>