

CROSS COUNTRY LICENCE APPLICATION FORM

Name of Event: _____ Date of Event: _____

Promoting Organisation: _____

Is this organisation affiliated to England Athletics: *YES / NO

If your answer to this question is no, please confirm that insurance provision is in place; UK Athletics Public Liability Insurance can only be granted to affiliated organisations holding a licence for the event. Please advise competitors and officials of your insurance provision.

I am instructed by the Competition Provider to make application to register the above event and to obtain a licence for said event. On behalf of the Competition Provider I agree that the above event shall be conducted in compliance with UK Athletics Rules for Competition.

The Competition Provider agrees to apply UKA Licence Standards for Cross Country races and undertakes to impose an additional entry fee of £2 to all entrants in Senior competitions who are not registered members of UK Athletics affiliated clubs. The full amount of such additional entry fees must be remitted, together with the full results of the event, within 28 days of the completion of the race to the Cross Country Licence Officer. See the note at the end of the form for further details.

Applicant's Name: _____ Position: _____

Applicant's Address: _____

_____ Post Code: _____

Contact Telephone Number: _____ E-mail: _____

Signed: _____ Date: _____

Please submit the following documentation to support your application:

- The licence application form
- The event prospectus and entry form
- Course maps and information
- A fee of £20 if you are applying on behalf of a non-affiliated organisation
- Details of your insurance policy (non-affiliated organisations only)
- A letter of permission from UK Athletics, if the event is to be televised nationally

Your application must be sent to the Licence Officer at least **eight weeks** prior to the event with payments to Midland Counties AA, Northern Athletics or South of England AA as appropriate

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Venue: _____

Has permission been sought and given by the Landowners / Local Authority: * YES / NO

Is the event to be televised? * YES / NO

If the event is to be televised have you notified UK Athletics? * YES / NO

Is the Event Sponsored * YES / NO

Sponsors Name (if applicable): _____

Have the Police been informed: * YES / NO

Will the Police be in attendance: * YES / NO

Has the Event been held before * YES / NO

If so, please state date of last event and last Licence No.: _____

Anticipated Numbers competing in the Event: _____

Are there age group races? * YES / NO

Are there races for both genders? * YES / NO

Start Time of the First race: _____

Please indicate below the distances of your races (see UKA Rule 141 S3 for maximum licenced distances)

	Vets.	Senior	U20	U17	U15	U13	U11
Men							
Women							

Entry fees for the event are: £_____ (Unattached runners to be charged an additional £2 levy.)

Event Referee: _____ UKA Officials Ref: _____

Details of medical cover to be provided: _____

Any accidents must be reported to UK Athletics at <https://uka.org.uk/governance/health-safety/>

Has a risk assessment been done for your event? * YES / NO

The Risk Assessment statement is a working document that will be updated as event plans develop. This statement must be issued to the referee for reference before the day of the competition.

* delete as required

Additional Information: _____

Contact Information

The Licence Officers for cross country events in England are:

Midlands: Road & Cross Country Administrator, Midland Counties AA, Alexander Stadium, Walsall Road, Birmingham, B42 2LR. roadandxc@mcaa.org.uk

(West Midlands, East Midlands (Northampton, Nottingham & Leicester), Gloucester & Avon)

North: Northern Athletics, Unit 9g, Ponderosa Business Park, Heckmondwike, west Yorkshire, WF16 0PR. judith@northernathletics.org.uk

(North East, Yorkshire & Humberside, North West, Lincolnshire and Derbyshire)

South: Joe Mower, 188 Hadleigh Road, Ipswich, IP2 0DH. joseph.mower@ntlworld.com

(East, South East, London, South West except Gloucester & Avon)

Detailed information about the factors to be considered when planning a cross country event is contained in the UK Athletics Cross Country Handbook. This incorporates advice on course planning, risk assessment, spectator provision, officiating and medical cover and can be found at <http://uka.org.uk/competitions/useful-documents/>
