

## UKA LICENCE STANDARDS FOR CROSS COUNTRY EVENTS 2019 – 2020

Cross Country Event Licences are issued either by your Home Country National Association or their appointed Officers, referred to here as the Licensing Authority. Contact details can be found at the end of this document.

Competition Providers must apply for a licence using the appropriate process and agree that their event will comply with the following standards. A Technical Delegate may be appointed to assess the application of Licence Standards.

Failure to comply with these standards may result in the refusal of future licence applications and the subsequent loss of UKA public liability insurance cover.

Guidance on the organisation of a Cross Country event can be found at <https://www.uka.org.uk/competitions/useful-documents/>

### THE STANDARDS

<b>Planning Consents</b>	
1	<p>a) UKA and/or IAAF Rules will be applied to the event. Rules can be downloaded from: <a href="http://www.uka.org.uk/competitions/rules/">http://www.uka.org.uk/competitions/rules/</a></p> <p>b) A copy of the UKA Rules for Competition will be available on race day (hard copy or electronic).</p>
2	<p>a) The Land Owner, Local Authority, and other appropriate organisations, will be consulted regarding the course and safety matters. All necessary consents must be obtained.</p> <p>b) If requested, the Local Authority, or other relevant authority, should be provided with all relevant information relating to the event.</p>
3	Observations made by the Local Authority, Police, emergency services or other appropriate organisation about the course or other aspects of the event will be carefully considered and, if not adopted, will be drawn to the attention of the Licensing Authority at the time of the Licence application.
4	Possible inconvenience to residents and other members of the public will be considered and minimised where reasonably practicable.
<b>The Course</b>	
5	<p>a) The licence application must provide detail on the planned course and should include a map showing the routes to be used, the distance of each race and the timetable of races.</p> <p>b) The course should be designed as a multi-lap course to accommodate each age group race.</p> <p>c) The lap length should be such that slower competitors are not lapped more than once.</p> <p>d) The finish should be outside the lap to allow:</p> <ul style="list-style-type: none"> <li>i) Medical evacuation of a casualty if necessary</li> <li>ii) a second race to start before the previous race has been completed if required.</li> </ul> <p>e) Consideration will be given to the participation of athletes with a disability (including those with physical, sensory and intellectual impairments) and any necessary reasonable adjustments that may be made to enable them to take part.</p>
6	<p>a) The course and marshalling arrangements will be suitable for the size of the field.</p> <p>b) The course should normally be suitable for spiked shoes and should not include road or other hard surfaces. Events other than championships may include sections that make the course more suitable for studs. Where hard surfaces must be crossed, the areas should be covered by grass, bark, earth, mats or other suitable material.</p>
7	<p>a) The start, course and finish will be clearly marked with tape, on both sides if practicable, with all turnings clearly indicated, and be suitable for the expected competitors and conditions.</p> <p>b) The course must be appropriate for the type of event being staged.</p> <p>c) The distance from the Start to the first corner or potential hazard shall be as long as is possible, and the first corner as gradual a bend as possible</p> <p>d) Spectators should only be allowed to cross the course at planned cross-over points, marshalled by stewards.</p> <p>e) Adults (16+) will marshal all relevant intersections and changes of course.</p>

8	<p>a) Marshals will be fully briefed before the start of the event. They should receive written instructions as to their role, position, emergency procedures and race information. Where marshals cannot read in English, appropriate adjustments must be taken to ensure the marshal(s) fully understand their role and emergency procedures.</p> <p>b) All marshals should wear distinctive tabards/bibs/tops. Marshals should be either supplied with 2-way radios or have a mobile phone with a list of numbers to contact in case of emergency.</p> <p>c) Marshals will remain on the course until released by the Clerk of the Course, Chief Marshal or Event Control.</p>
9	The course will be cleared of posts, tape, signs and other debris, etc. as soon as reasonably practical.
10	<p>a) A course map will be produced and at least one copy will be displayed at Race HQ on race day.</p> <p>b) Competition Providers must ensure that the race does not exceed its agreed capacity under which the licence has been granted.</p>
<b>Medical Support</b>	
11	<p>a) The First Aid and / or medical cover for the event must be suitable for the number of competitors, spectators and level of the event. Guidelines on minimum cover can be found in the UKA Athletics Cross Country Event Organisation Guide at <a href="https://www.uka.org.uk/competitions/useful-documents/">https://www.uka.org.uk/competitions/useful-documents/</a></p> <p>b) Where practical the following arrangements will be applied:</p> <ol style="list-style-type: none"> <li>i) The medical facility must be at the Finish, and open onto the inside of the fenced off-finishing area, at the far end of that area from the finish line.</li> <li>ii) The Finishing Area must not be enclosed within a loop of the course, such that an ambulance is unable to drive to and from the Medical HQ without crossing the course.</li> <li>iii) There must be a clear, unobstructed exit from the Medical HQ to the roads leading to the local A&amp;E Dept.</li> </ol> <p>c) A Medical Risk Assessment will be undertaken and be made available for inspection before or post-race by the licensing authority upon request. The medical assessment can be incorporated within the overall risk assessment.</p> <p><u>Note</u></p> <ol style="list-style-type: none"> <li>i) Minimum standards contained in the Good Practice Guide for the Provision of First Aid &amp; Medical Services at UK Athletics Licensed Road Races may also be observed and agreed in consultation with your medical provider. A link to the UKA Road Race Medical Guidelines can be found in the "Useful Downloads" section within the Race Directors Club at <a href="http://www.runbritain.com">http://www.runbritain.com</a></li> <li>ii) Access/Egress to the venue must be identified. Communications between the organiser and medical provider must be agreed and shared. The number and types of vehicle to access casualties from all parts of the course must be agreed.</li> </ol>
12	The race organiser must confirm to the licensing authority that adequate first aid cover is in place for the event when applying for a licence and provide details and justification for any departures from the recommended minimum standards.
<b>Refreshments</b>	
13	Any drinks or catering provided at the event will fully comply with current Food Hygiene Regulations.
<b>Facilities</b>	
14	<p>There will be well-signed and adequate numbers of male, female, accessible and gender neutral (where possible) toilets within a reasonable distance of:</p> <p>a) Race HQ    b) Start    c) Finish</p>
15	<p>a) 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. Exceptions may apply for courses in city locations.</p> <p>b) There should be provision for Clubs/Teams to erect tents. Additional changing/baggage areas should be provided if necessary depending on the size or importance of the Event.</p>
<b>Rules Issues to Note</b>	
16	<p>a) All competitors will wear an athlete's bib showing either the race number or athlete's name on the front of their running top, unless other appropriate options are operated by the Competition Provider.</p> <p>b) Competitors will be advised that numbers must not be folded, cut or mutilated.</p>

	<p>c) A Medical Information Template may be printed on the reverse of the runner's bib to gather emergency contact details, medication and/or any medical conditions.</p> <p>d) Final Instructions will request all competitors to complete the Template.</p>												
17	<p>a) UKA Rule 141 S3 regarding age groups will be observed (Under 11 for guidance only). Maximum distances:</p> <table border="1"> <tr> <td>Seniors</td> <td>Under 20</td> <td>Under 17</td> <td>Under 15</td> <td>Over 11- Under 13</td> <td>Under 11</td> </tr> <tr> <td>Unlimited</td> <td>10km</td> <td>6.5km</td> <td>5km</td> <td>3.5km</td> <td>2km</td> </tr> </table> <p>b) Parental or Guardian permission will be requested on the entry form for runners under 16 years old.</p> <p>c) The race will meet UK Athletics' Welfare and Safeguarding requirements. For guidance refer to <a href="https://www.uka.org.uk/governance/welfare-and-safeguarding/guidance-documents-and-policy/">https://www.uka.org.uk/governance/welfare-and-safeguarding/guidance-documents-and-policy/</a> or in Scotland <a href="https://www.scottishathletics.org.uk/about/welfare/">https://www.scottishathletics.org.uk/about/welfare/</a> [Note DBS / PVG checks are not required for general race activities such as taking entries, handing out drinks and marshalling etc].</p>	Seniors	Under 20	Under 17	Under 15	Over 11- Under 13	Under 11	Unlimited	10km	6.5km	5km	3.5km	2km
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18.	<p>a) The Competition Year for Cross Country runs from 1<sup>st</sup> October each year to the following September 30<sup>th</sup>.</p> <p>b) Competitors' age groups will be determined based on their age on the 31<sup>st</sup> August / 1<sup>st</sup> September immediately prior to the competition year, unless IAAF Rules apply to the event. Masters' age groups are based on age on the day of the race.</p>												
19	The appointment of UKA Licenced Endurance Officials to cover all duties is required for all Cross Country events. Assistance on identifying suitable Officials is available from either your National Association or your County Endurance Officials' Secretary.												
20	The use of any headphones, audio devices or mobile phones is not permitted in any Cross Country event (Rule 250 S2(3)), the resulting sanction being disqualification.												
<b>Risk Assessment and Regulatory Issues</b>													
21	<p>a) A Risk Assessment is required for all events. Organisers must be able to demonstrate that suitable and sufficient consideration to Duty of Care and any risks associated with the event, including medical requirements as defined above, and a communication plan, have been appraised and planned accordingly.</p> <p>b) The Risk Assessment has taken account of the requirements of:</p> <ul style="list-style-type: none"> <li>i) The Health and Safety Executive's guidance on Event Safety, as applicable to your event <a href="http://www.hse.gov.uk/event-safety/">http://www.hse.gov.uk/event-safety/</a></li> <li>ii) The Purple Guide to Health, Safety and Welfare at Events</li> </ul> <p>c) The Risk Assessment and Medical Risk Assessment must be made available for inspection before or post-race by the Event Referee, Technical Delegate, relevant Home Country Governing Body or UKA upon request.</p>												
22	<p>Planning for the event has taken account of:</p> <ul style="list-style-type: none"> <li>a) Any relevant data protection legislation concerning the handling of personal data</li> <li>b) The Equality Act 2010: <a href="https://www.gov.uk/government/publications/equality-act-guidance">https://www.gov.uk/government/publications/equality-act-guidance</a></li> <li>c) UKA guidance on Welfare and Safeguarding matters: <a href="http://www.uka.org.uk/governance/welfare-and-safeguarding/">http://www.uka.org.uk/governance/welfare-and-safeguarding/</a></li> </ul> <p>All of the above legislation and guidance may have some effect on your event, and this list is not exhaustive.</p>												
23	An Event Plan should be completed and adhered to. It will be made available to the Race Referee, Landowner, SAG, Licensing Authority or UK Athletics if requested.												
24	<p>To comply with Data Protection Laws, race organisers should include the following wording on the race entry forms:</p> <p>"You agree that we may publish your personal information as part of the results of the event and may pass such information to the governing body or any affiliated organisation for the purposes of insurance, licences or for publishing results either for the event alone or combined with or compared to other events. Results may (but not be limited to) name, any club affiliation, race times and age categories".</p>												

Licence Matters	
25	<p>a) Organisers will display:  “Under UKA Rules” and either the “Licence Number” or “Licence Applied For”.</p> <p>On:</p> <ul style="list-style-type: none"> <li>i) Event website (if applicable).</li> <li>ii) Event Entry Form.</li> <li>iii) All pre-race runners’ information.</li> </ul> <p>b) The race organiser will forward a full set of results for all races to the Licensing Authority within one month of the race.</p>
26	<p>a) An additional £2.00 (Additional Unattached Entry Fee, (Rule 2 S2(3)) is payable by any entrant who is not a member of an affiliated Club and / or does not hold a current National Association membership / registration.</p> <p>b) Registration status will be confirmed by requesting the entrants or team managers to provide their registration number (URN) on the event entry form or system.</p> <p>Note: UKA Rule 21 S1 requires that for team competition, all competitors in Club Cross Country teams must be registered with their National Association.</p>
27	<p>a) Competition Providers must report the number of members and non-members taking part in their race(s) by submitting to the Licensing Authority a copy of the entries list, including runners’ registration numbers within one month of the date of their event.</p> <p>b) Any Additional Unattached Entry Fees collected are payable within 28 days if the event.</p> <p>c) The Licensing Authority may require submission of a Referee’s report and / or a Medical report.</p>
28	<p>As soon as is reasonably practical, Competition Providers are required to notify <b>UK Athletics</b> separately in the event of a fatality or any death, resuscitation, hospitalisation, serious incident, accident or any circumstances which might reasonably be expected to give rise to an insurance claim. See <a href="http://www.uka.org.uk/governance/health-safety/what-to-do-in-the-event-of-an-accident-or-dangerous-incident/">http://www.uka.org.uk/governance/health-safety/what-to-do-in-the-event-of-an-accident-or-dangerous-incident/</a></p>

### Notes applying to specific National Associations

#### Scotland

Events will be supported by the **scottishathletics** Events Team and **scottishathletics** Event Support Officers to ensure that event organisers have all the relevant support to meet standards as set out below.

#### Wales

Events will be checked by an Event Adjudicator to ensure that standards as set out below are being applied.

### Licensing Authority Contact Information

England Midlands:	Road & Cross Country Administrator, Midland Counties AA, Alexander Stadium, Walsall Road, Birmingham, B42 2BE. <a href="mailto:roadandxc@mcaa.org.uk">roadandxc@mcaa.org.uk</a>
England North:	Northern Athletics, Unit 9g, Ponderosa Business Park, Heckmondwike, West Yorkshire, WF16 0PR. <a href="mailto:judith@northernathletics.org.uk">judith@northernathletics.org.uk</a>
England South:	Joe Mower, 188 Hadleigh Road, Ipswich, IP2 0DH. <a href="mailto:joseph.mower@ntlworld.com">joseph.mower@ntlworld.com</a>
Northern Ireland	Athletics Northern Ireland, Old Coach Road, Belfast BT9 5PR. <a href="https://athleticsni.org/Permits">https://athleticsni.org/Permits</a>
Scotland	scottishathletics, Caledonia House, South Gyle, Edinburgh, EH12 9DQ, <a href="https://www.scottishathletics.org.uk/events/organising-an-event/licensing-and-returns/">https://www.scottishathletics.org.uk/events/organising-an-event/licensing-and-returns/</a>
Wales	Welsh Athletics, Cardiff International Sports Campus, Leckwith Road, Cardiff, CF11 8AZ. <a href="https://www.welshathletics.org/en/page/licensing-an-event">https://www.welshathletics.org/en/page/licensing-an-event</a>