

January 2018

Dear Colleague,

### **Guidelines and Principles for Track and Field Licensing 2018**

The nature of granting authority to promote track and field competitions has changed significantly since the permitting process was introduced in 2011. Consequently the process has been reviewed and changes are being introduced to take effect for the 2018 Outdoor season whilst retaining the principle that we should make every effort to minimise fixture congestion and avoid overuse of younger age groups. Licence applications will be approved in line with the published fixture calendar and clear clashes of interest will be avoided.

Changes that are being introduced include:

- Apply the term “licence” rather than “permit” to achieve consistency across the sport’s various disciplines.
- Reduce the number of licence levels to two for domestic competition with a third level for IAAF standard events.
- Introduce a table of requirements for levels 1 and 2 including detail on Officials and equipment required.
- From 2019 we will apply TrackMark standards to licensing – a new system of approving track and field facilities for competition.
- Level 1 licences will be issued by the four National Associations and Level 2 by UKA.
- Licence applications must be submitted at least 8 weeks prior to the event,
- An online post-event reporting process will be introduced following a pilot to be conducted in Scotland
- A new email address has been introduced – [tandfeventlicensing@uka.org.uk](mailto:tandfeventlicensing@uka.org.uk) but the previous one will continue to work.

The following conditions will continue to apply:

- Competitions must be delivered under UKA Rules for Competition or IAAF Rules.
- The competition must meet the criteria as per the level assigned to it.
- All Results, in the appropriate format, must be sent directly to Power of 10 as agreed by UKA and the Home Country.
- All events applied for within the competition Licence Application Form, must correspond with the specific UKA Rules for each age group.
- All UK Stadia will, as per UKA’s requirements, require evidence that the Competition Provider has been awarded the relevant Permit. Please note that this information has been sent to the Competition Venues.
- Events seeking IPC accreditation must meet all Level 2 Licence requirements.

Competitions should provide appropriate opportunities that complement the long term development of all athletes regardless of age and ability. When organising any competition the provider should consider whether the format is appropriate for the age and ability of the athlete.

The relationship between Power of Ten and the licensing process has been established and strengthened to the point where Power of Ten will accept athletes' performances at licensed events but results may be questioned where apparent discrepancies occur. In such circumstances where an event has not been delivered to the standard indicated in the licence application the licence may be withdrawn retrospectively. Licences will not be issued retrospectively and any unlicensed event submitting results to Power of Ten will be required to present full details of the event and the Officials on duty.

Two appendices at the end of this document show the criteria that will be applied when determining the level of a licence and which level an event will be allocated if criteria are achieved.

Licences will not be issued until all matters have been resolved. If there are any outstanding issues, the date is not awarded until you receive the licence. Dates agreed at the annual Fixture Planning will take precedence in all cases.

Please do not hesitate to contact me for any further clarification you may require and again, may I take this opportunity to thank you for your cooperation. It is essential that we work together to create a competition pathway which demonstrates that we have the welfare of the athletes at the centre of our decision making in relation to fixture and pathway planning.

Yours sincerely



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## TRACK & FIELD LICENSING CRITERIA

### Appendix 1

	Level 1	Level 2	Comments
<b>Rules</b>	UKA	IAAF / UKA	
<b>Facility</b>	Risk Assessment	UKA Facility TrackMark Risk Assessment	
<b>Equipment (Essential)</b>		Photo Finish EDM Wind Gauges	False Start equipment will be essential for record and qualification / selection purposes but it is recognised that the equipment is not universally available and creates the need for additional Officials
<b>Equipment (Desirable)</b>	Wind Gauges	False Start Radios Equipment for checking throws implements	
<b>Officials – Starter (Essential)</b>	Starter & Starter's Assistant (Level 1)	Chief Starter & Chief Starter's Assistant (Level 3 minimum)	
<b>Officials – Starter (Desirable)</b>		Start Referee (Level 4) Additional Starters & Assistants as necessary	
<b>Officials - Track</b>	Referee (Level 2) plus four or more Judges / Umpires (fewer may be acceptable for middle distance only events or for 6 lane tracks as opposed to 8 lane tracks)	Referee (Level 3 minimum) plus up to ten or more Umpires dependent on the nature of the event. (eg a competition limited to Sprints races may require more than Middle/Long Distance event events or for 6 lane tracks as opposed to 8 lane tracks) Clerk of Course	
<b>Officials - Timekeepers</b>	Chief Timekeeper (Level 2 minimum) plus four or more Timekeepers (fewer may be acceptable for middle distance only events or for 6 lane tracks as opposed to 8 lane tracks)	Chief Timekeeper (Level 3 minimum) plus six or more Timekeepers	
<b>Officials - Photofinish</b>		Chief Photofinish (Level 3 minimum) plus three PF Operators	

<b>Officials – Field (Essential)</b>	Referee (Level 2 minimum) plus at least two Officials per event running at any one time. Additional Helpers acceptable (but not to replace required Officials) A minimum of two qualified Officials must operate on each field event and for Long Throws and Pole Vault one of those must be at Level 2 or above	Referee (Level 3 minimum) plus at least four Officials per event running at any one time. Clerk of Course	
<b>Officials – Field (Desirable)</b>		Technical Manager (Level 3 minimum) National Technical Delegate (or local equivalent) (Level 4)	

### Notes

- Licences at Level 2 will only be issued if all requirements are achieved
- The level of licence is determined by the resources available at the event rather than the event title: inclusion of the term “Championship” will not grant automatic Level 2.
- The criteria shown in the table will be applied to licence applications. Other duties will be required dependent on the event, eg Call Room, Technical Information Centre, Announcers, Seeders, but will not be a factor in the licence application.
- The number of qualified Officials recommended at the various levels is always a subject for debate given that the nature of events can vary so much. The basic objective is that published results can be guaranteed to be accurate and confirmed by suitably qualified Officials.
- The numbers of Officials at British Championship and televised events are not included as that will be determined by the event requirements
- Other Officials levels shown are a minimum requirement.
- Referees and Chiefs appointed at Licence level 1 must be at Level 2 or higher.
- Referees and Chiefs appointed at Licence level 2 must be at Level 4 with other lead Officials at Level 3 and 4.
- TrackMark will be piloted in 2018 and introduced fully in 2019 when it will be compulsory for a licence at Level 2 and licences awarded only where the specific TrackMark module(s) is (are) in place

**EVENT STRUCTURE FOR TRACK AND FIELD LICENSING LEVELS**  
**Appendix 2**

<b>Level 1</b>	<b>Level 2</b>	<b>Major</b>
Open Meetings Local, County and Area Leagues Trophy Meetings County Championships BMC Academy & Regional Events Youth Development League Inter County Individual & CE Meetings	Area Championships Scottish District Championships BUCS Championships BMC Elite & Grand Prix Celtic Cup HC Championships CAU Championships HC Age Group Championships LEAP Loughborough Match National School Championships Schools International UK School Games Celtic International	British Championships TV Events
<b>Levels to be allocated as determined by the application</b>		
BAL and UKWAL Divisions Event Specific Festivals Scottish National Leagues BIG English Schools Cup Final		