

In this document you can find guidance relating to athlete registrations and how to work in a practical way to comply with the UKA Rules for Competition for:

- **Membership secretaries**
- **Team managers**
- **Coaches**
- **Event organisers**

Guidance for club membership secretaries

The process for registering athletes remains unchanged. The Club Affiliation section of the England Athletics website includes details on how the club portal can be used. This includes details on the recently added functionality to enable clubs to take online club membership (and athlete registration) payments.

Note – the online payment functionality will mean that athletes paying their club membership and registration fee through this system will show as registered as soon as payment is made (the club membership part of the payment will go straight to your club's account).

We also recommend:

- You make your **athletes (and their parents)** aware of the importance of paying their club membership fees and England Athletics registration fee
- Agreeing a process with **team managers** for them to check athlete registrations – it is possible to export lists of athletes (including their URNs - also sometimes referred to as licence or England Athletics number) so they can check athlete statuses and know their URNs
 - Ask them to check that athletes who they believe to be currently active are registered and are aware of the guidance to athletes
 - Supply updated lists on a regular basis, particularly before they are likely to be entering teams
 - You can carry out different types of exports – work out what works best for you as a club
- Encourage **athletes (and parents)** to check that their details are correct, they know their URN/licence number (also also sometimes referred to as licence or England Athletics number) and that they have an up to date email address
 - Encourage them to check that they can log in at www.EnglandAthletics.org/myprofile and to keep their own profile up to date
 - If necessary you can amend their details
- Encourage **club coaches** to support you in this process:
 - Ask them to check the athletes they know are currently active are registered and aware of the guidance to athletes

Guidance for team managers

It is important to ensure that athletes you enter in competitions are registered and that you know their details – first name, surname, date of birth and URN/licence number (also sometimes referred to as England Athletics number) – as they appear

on the athlete/club portal (Trinity) to ensure that entries you make are valid and easily validated.

Be particularly aware of athletes who have a first name that can be abbreviated or have changed their surname.

We recommend:

- Speak to your club **membership secretary** to ensure you get **regular updates** on:
 - **which athletes are registered**
 - **their details** – first name, surname, URN (also sometimes referred to as licence number or England Athletics number), date of birth
 - (It is possible for exports of athletes to be carried out from the club portal that give these details)
- Where necessary **remind athletes** of the need to be registered and for them to be aware of the **Guidance for athletes**. In particular do this in advance of key dates – such as:
 - **1 April** when the affiliation year begins
 - **30 June** when the renewal period ends (athletes not renewed by 30 June will show as unregistered)
 - Before you need to make entries for **key competitions**
- **Ask club coaches** to support you in this process:
 - Ask them to check that the athletes they know are currently active are registered and aware of the guidance to athletes
- If you know the name and date of birth of your athletes are correct on the portal (Trinity) you can also use these details at www.englandathletics.org/licencechecks to find their URN (also sometimes referred to as licence number or England Athletics number)

Guidance for coaches

We recommend that you:

- Speak to your club **membership secretary** and **team managers** to ensure they are aware of your active athletes
- Work with them to get **regular updates** on which **athletes are registered**
- (It is possible for exports of athletes to be carried out from the club portal that give these details – if these are being produced for team managers check the registration status of your athletes)
- **Remind athletes of the need to be registered** and for them to be aware of the **Guidance for athletes**. In particular do this **in advance of key dates** – such as:
 - **1 April** when the affiliation year begins
 - **30 June** when renewals are due (athletes not renewed by 30 June will show as unregistered)
 - Before they need to enter **key competitions**
- If you know the name and date of birth of your athletes as they appear on the portal (Trinity) you can also use these details at www.englandathletics.org/licencechecks to find their URN (also sometimes referred to as licence number or England Athletics number)

Guidance for Event organisers

To ensure that you or others are registered prior to competition an athlete's registration status can be confirmed at www.englandathletics.org/licencechecks. Competition providers can also upload spreadsheets of entrant/competitor details for automated checks.



We also recommend you:

- **Remind entrants** of the rules around registration and that checks, including spot checks, are carried out
- **Ask athletes for their URNs** (also referred to as licence number or England Athletics number) at entry – this makes eligibility checks much easier
- Use www.englandathletics.org/licencechecks to carry out bulk or individual checks
- Where possible use entry systems such as www.runbritain.com for road races which carry out registration checks at point of entry
- **Check registrations as early as possible** (for example at point of entry) to enable those not registered to get their registration in order before the competition date
- Note that, the rules allow scope for retrospective registration of athletes for up to one week following the competition, after which it will be deemed the rule has been broken
 - This does not remove your right to require athletes are registered at point of entry, by time of competition or in accordance with other rules you may have in place for your competition or league. Stating clearly your requirements will help athletes, team managers and others in meeting registration requirements
- If you require further advice or guidance please contact us. If you require advice or support contacting us in advance of taking entries or making checks on entrant/ participants will help us give you the advice or support in good time
- Please use the email of licencecheck@englandathletics.org to contact us – note this is specifically for permitted/ licenced event organisers to use with regards queries around athlete registration