

<https://www.mysporthost.com/TFEventLicence/>

The Competition Provider application form process

The application system is now available for use. It leads you through the process of applying for a track and field licence.

This is the first page anyone who wishes to access the form will see. It lays out the rules and regulations and gives guidance. By clicking on the link or button will open the actual form.

The screenshot shows the 'Track and Field Event Licensing' website. At the top, there is a dark blue header with the text 'Track and Field Event Licensing' and the UKA logo (United Kingdom Athletics). Below the header, the main title is 'Track and Field Licensing Outdoor 2020'. The content area contains a paragraph explaining the cancellation of all Track & Field Licences for the 2020 Outdoor season and the introduction of an online application process. This is followed by a bulleted list of key points regarding application submission, review, and event requirements. Below this list, there are sections for 'Significant issues to note include:' and 'The following conditions will continue to apply:', each with their respective bulleted details. At the bottom of the content area, there is a 'Start' button and contact information for queries. The footer of the page features logos for England Athletics, Athletics Northern Ireland, Scottish Athletics, and Welsh Athletics, along with the text 'Powered by MB SOLVE'.

Track and Field Event Licensing UKA UNITED KINGDOM ATHLETICS

Track and Field Licensing Outdoor 2020

Following the cancellation of all Track & Field Licences for the 2020 Outdoor season and recognising the need to introduce a licence application process that can enable rapid consideration of applications for events, we are introducing an online process to accommodate and licence events that meet the guidelines issued by your National Association and any restrictions determined by Government. The main points to note are:

- Applications should be submitted electronically using the form [here](#) or by clicking the start button at the bottom of this page. Applications submitted in any other way may be delayed. Applications for events in Scotland should be submitted direct to Scottish Athletics using their forms.
- The rule requiring submission of applications not less than 8 weeks prior to the event is temporarily suspended.
- Detailed information about the nature of the promotion including the range of events and age groups along with how the event will be managed to meet distancing and group size regulations must be uploaded to support the application.
- Applications submitted on the online form will be reviewed manually to determine if the application will be approved or rejected.
- In England applications will be reviewed in the first instance by a Regional representative and secondly by a National Officer who will issue licences. Applications for Level 1 events in other National Associations will go direct to the appropriate Officer in the usual way; Level 2 events will be issued through UKA.
- The number and levels of Technical Officials appointed will be determined by the events promoted and the number of competitors allowed in each event but a Level 2 licence will only be issued if all conditions indicated in the Licensing Guidelines published in October 2019 are applied.
- Your programme may include non-standard events.

Significant issues to note include:

- The safety of all participants is of paramount importance and for the 2020 outdoor season ALL licensed events (both level 1 and level 2) must be held at venues that have achieved or are actively working towards TrackMark accreditation. For further information on UKA's TrackMark Facility accreditation scheme visit: <https://www.uka.org.uk/governance/facilities/>
- Additionally, from the 4th April 2020 it became mandatory for all Licence level 2 competitions involving Hammer, Discus or Weight Throw that they should only take place at venues with a throws cage that meets the intent of the World Athletics specification (i.e. from a cage with a hammer danger zone of no more than 56° and a discus danger zone of no more than 69°). Contact ehunt@englandathletics.org for further information / guidance.

The following conditions will continue to apply:

- Competitions must be delivered under UKA Rules for Competition or World Athletics Rules.
- All Results, in the appropriate format, must be sent directly to Power of 10 as agreed by UKA and the National Association.
- All events applied for must correspond with the specific UKA Rules for each age group, noting that the Competition Year for Track & Field events in 2020 is extended to 31st October.


Please contact tandfeventlicensing@uka.org.uk with any queries.

Start

ENGLAND ATHLETICS ATHLETICS NORTHERN IRELAND SCOTTISH ATHLETICS WELSH ATHLETICS
Powered by **MB SOLVE**

The Form
CONTACT SECTION

Track and Field Event Licensing



Track and Field Event Licence - Application

Section 1 - Contact Details

Contact Name: *

Contact Address: *

Post Code: *

Email Address: *

Telephone Number:

Mobile Number: *

Please ensure you enter the correct email address. This will be used to send you confirmation and further correspondence.

COMPETITION SECTION

Section 2 - Competition Details

Type: *
 Indoor Outdoor

Event Name: *

Competition Provider: *

National Governing Body: *

Event Type: *

Event Date: *

Event Venue: *

Venue Confirmation Document:
 No file chosen

Age Group Range: *

Events: *

Paralympic events included?: *
 Yes No

Prospectus:
 No file chosen

Entry Conditions (if applicable):

The Competition Provider must be currently affiliated to one of the four Home Country National Associations to ensure that UKA Public Liability insurance cover applies to the event.

Please select the Country where this event will take place.

Competitions will be granted a licence in line with the published Home Country National Association competition framework.

dd/mm/yyyy - If your event is part of a series, please add all the series dates in this field.

During this shortened season and with restrictions on venues across the country, to assist with your license application we ask that you upload written confirmation that your venue has been successfully provisionally booked.

Include a "-" (dash) to separate Age groups. For example "Juniors - Seniors - Veterans."

Include a "-" (dash) to separate Events.

Please note any conditions or qualification necessary for entry.

If England is chosen as NGB.

The system has a structure to allow local regions to initially review the forms which arrive which relate to their area. These forms are checked and the area/region calendar checked to ensure the event could take place when they are requesting it.

National Governing Body: *
England

Region: *

Event Type: *

insurance cover applies to the event.
Please select the Country where this event will take place.
England Only.

If Scotland is chosen we provide additional guidance regarding the use of this form vs contacting Scotland directly.

National Governing Body: *
Scotland

Please note: Applications for events in Scotland have to be made via Scotland's forms. Please refer to the Scottish Athletic Website for more details. If the competition is believed to be Level 1, please complete this online form.

Event Type: *

insurance cover applies to the event.
Please select the Country where this event will take place.

TECHNICAL OFFICIALS SECTION

Section 3 - Technical Officials

	Starter	Track	T/keeper	Photofinish	Field
Level 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Level 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Level 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Level 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

In accordance with the licensing guidelines, if you are seeking a level 1 or higher competition, please provide written confirmation from all officials partaking in roles deemed 'essential' on the UKA licensing guidance. Failure to upload these documents initially could lead to delays issuing your Track and Field license.

Official Acceptance Confirmations:
 No file chosen

Please provide documentation from all Technical Officials confirming that they have agreed to work at the competition.

EQUIPMENT SECTION

Section 4 - Equipment

Photo Finish Timing: *
 Yes No Not Required

Wind Gauges at all appropriate Sprints and Jumps: *
 Yes No Not Required

Electronic Distance Measurement: *
 Yes No Not Required

Throws cage meets current UKA standards: *
 Yes No Not Required

ADDITIONAL REQUIREMENTS SECTION

Section 5 - Additional Requirements

I agree we have appointed a Covid-19 Coordinator: *
 I Agree

I agree we have completed a Risk Assessment: *
 I Agree

I agree we have read the appropriate Home Country competition guidance: *
 I Agree

TERMS SECTION

Section 6 - Terms and Conditions

I agree that:

1. UK Athletics Rules for Competition, as supplemented by specific local competition requirements, will be applied and fully accredited Technical Officials must be appointed.
2. Power of Ten may reject results if requirements for minimum numbers of Technical Officials are not achieved.
3. The UK Athletics Code of Practice for the safe conduct of Track & Field Events, including comprehensive risk assessments, will be operated at all times.
4. No event will be scheduled for longer than 8 hours on any one day unless additional Technical Officials are appointed.
5. National Government conditions / regulations on Covid 19 as appropriate to athletics competition will be applied.

Your Name: *

Office Held with Competition Provider: *

Permission to promote will be confirmed by the issuing of a licence applicable to the specific application.

I agree to the Terms and Conditions: *

I Agree

If there are missing mandatory information, this is highlighted as follows.

Missing required fields (marked by *)

Section 1 - Contact Details

Contact Name: *

Missing required field

Contact Address: *

Missing required field

Post Code: *

Missing required field

Email Address: *

Missing required field

Telephone Number:

Mobile Number: *

Missing required field

Section 2 - Competition Details

Type: *

Indoor Outdoor

Missing required field

Event Name: *

Missing required field

Competition Provider: *

Missing required field

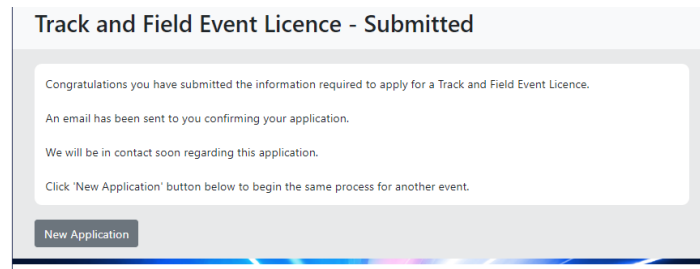
The cur Ho to v

Once complete press submit.

Confirm Submission?

Are you sure you wish to submit? You will not be able to edit this form once you've submitted it.

If confirmed, a message is shown plus an opportunity to start a new application for a further event if required. If cancel is hit, you are returned to the form.



Other useful information

There is the facility to upload relevant information within the form.

The system will accept Word (.doc and .docx), Text files (.txt) and PDF files (.pdf).

It will also allow you to upload a maximum of 5 files, each no larger than 2mb.

Additional info can be emailed direct to tandfeventlicensing@uka.org.uk