

THE RACE LICENCE APPLICATION

The Race Licence Application should be submitted to the County Licence Officer 6 months prior to your event and after talking with the Police, Local Authority and Land Owners etc.

Licence Applications should be submitted with a Course Map marked with marshalling positions and a Draft Copy of the race entry form. EA Affiliated Clubs and Associations should also submit a cheque made out to Athletics Services for £25-00 (£10-00 if entry numbers are expected to be below 50). Evidence of Affiliation should be forwarded with your application. If your organisation is not affiliated to EA please apply via UKA Athletic Services or contact your County Licence Officer for advice.

If your event has a distance in the Title of the event it needs to be measured by an accredited UKA Course Measurer, contact CLO for advice or visit www.devoncountyaa.co.uk

A Race Referee needs to be named on the application. They need to be a UKA Licence Endurance Official whose Licence Number must be inserted on the application. The referee must not be a member of the Event Organising Committee.

A brief Course Description is required.

Medical support for the event must named on the application.

The police should be contacted even if the event is not on the highway, they should be made aware that the event is on for traffic management issues in the area.

The form must be signed and dated.

In applying for the Licence Application Race Organisers agree to carry out an event Risk Assessment, allow a minimum £2-00 discount on the entry fee for EA Affiliated Competition Licence Holders and meet the Licence Standards listed within the licence Application form. The Organiser also undertakes to close out the event within one month of it taking place by returning all required paperwork and any outstanding Licence Fees.

NB – The Risk Assessment, a live document, is the property of the event Organiser and is not required by the CLO.

If the event has the authority to display a Course Accuracy Certificate the Course Measurement Scheme Form needs to be completed and submitted. The Course Accuracy Certificate and Race Licence should be displayed at the event.

Please ensure before submission that all the relevant parts of the Application Form are filled in correctly and the correct supporting documents and fee are enclosed.