

UK:ATHLETICS CROSS COUNTRY PERMITTING FORM
(permitting authority: Midland Counties Athletic Association)
PERMIT APPLICATION FORM

Event Title: Date of Event:

Promoting Body:

* Delete as necessary

I am instructed by the **Promoting Body** to make application, to register the above Event with the Midland Counties Athletic Association and to obtain a permit for the said Event. On behalf of the **Promoting Body**, I agree that the above Event shall be conducted in compliance with the 'rules for competition' of **uk:athletics** e.g. rules 1 - 24 and rules 500 – 511.

The **Promoting Body** undertakes to impose an additional entry fee of £2 to all unattached entrants, who are not members of uk:athletics affiliated clubs. The full amount of such additional entry fees will be remitted together with the full results of the event within 28 days of the completion of the race, to the permitting Officer. **Cheques made payable to Midland Counties Athletic Association (MCAA).**

Signed: Date:

Applicants Full Name: Position:

Applicants Address:

..... Postal Code:

Home Telephone No: Business No:

Event Information :

Type of Event: * CROSS COUNTRY / MULTI-TERRAIN

Venue of the Event:

Has Permission been sought and given by the Landowners / Local Authority: * YES / NO

Is the Event Sponsored: * YES / NO Sponsors Name (if applicable):

Are cash subventions to be paid to Individual competitors or Teams: * YES / NO

Has the Event been held before: YES / NO If so, please state last years Permit No.: MCAA/ /

Approximate distance/s of the Event/s: Previous Winner's time (if applicable):

Anticipated Numbers competing in the Event: Entry Limit:

Are there age group races?: *YES / NO Are there races for both genders?: *YES / NO

Proposed start time of your Event:

Please tick the table as appropriate.

Maximum Distances as per UK:A Rule 508.

Male	U13	U15	U17	U20	Senior
Max. Dist.	3,000m	4,500m	6,000m	10,000m	Unlimited
Female	U13	U15	U17	U20	Senior
Max. Dist.	3,000m	4,500m	5,000m	6,000m	Unlimited

Entry fees for the Event are: £ Unattached entries to include an additional £2 levy.

Have the Police been informed: * YES / NO Will the Police be in attendance: * YES / NO

Name of Event Referee: Grade:

Course Information:

Is it a lap course: * YES / NO If so, how many laps:

The course is to be run over the following types of land: (* Please delete as applicable)

Farmland	* YES / NO
Parkland	* YES / NO
School Playing Fields	* YES / NO
Local Authority, Recreation Grounds	* YES / NO
Forestry / Woodland	* YES / NO
Common Land	* YES / NO
Other (please state)	

Would you describe your course as: * FLAT / UNDULATING / HILLY

Would you describe your course to be: * FIRM / SPONGY / WET / HEAVY GOING

Does the course have Fences / Gates / Hurdles to negotiate?: * YES / NO

Does the course include stream crossings or other water obstacles?: * YES / NO

Does the course include Ploughed land?: * YES / NO

Does the course have any dangerous hazards?: * YES / NO
e.g. barbed wire, hidden tree roots, bricks in the bottom of stream crossings etc.

If the answer to the last question is YES, what action is to be taken to make this part of the course safe for competitors?:
.....

UK:A would remind Promoters that it is imperative that sufficient width is given to the start, for the number of competitors in the race. Also that the starting straight is long enough, before the first sharp turn or obstacle is approached, to avoid the possibility of the athletes piling up or coming to a stand-still.

At the finish it is recommended that for field of up to a hundred & fifty runners, a single funnel, at least 30 metres in length should be used. For greater numbers of finishers a multi funnel system may be required. It is recommended that the promoter study the UK:A Cross Country Handbook and decides on the number of funnels required; a good rule of thumb would be to have one funnel for every hundred competitors, up to a maximum of ten.

There should be adequate toilet facilities at the venue for both genders. Remember that there are spectators as well as competitors and officials to cater for.

Please note a map of the course MUST be attached to this permit application, for a permit to be awarded.

Medical Cover:

Please note no permit will be awarded unless medical cover has been arranged for your event. The extent of medical cover required will depend upon the size and status of the event. It is important to tell St John Ambulance or the Red Cross how many competitors and spectators you expect, so that they will arrange the appropriate cover.

The following Medical / First Aid cover has been arranged: (*Please delete as applicable) It is wise to always book your cover in writing and to keep a copy of the letter sent – ask for a reply in writing.	St John Ambulance Brigade with Ambulance Red Cross with Ambulance St John Ambulance (Foot Patrols) Red Cross (Foot Patrols) Para-Medic Cover with Ambulance Para-Medic Cover Doctor Other suitable First Aid Cover (Please specify)	* YES / NO * YES / NO * YES / NO * YES / NO * YES / NO * YES / NO * YES / NO
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I enclose the Following

1. Permit Registration Fee of £20. **Cheque made payable to Midland Counties Athletic Association (MCAA).**
This fee is not applicable to Clubs / Associations that are affiliated to uk:athletics.
2. A copy of the proposed Entry Form and Race Prospectus.
3. A Map of the Course.
4. A letter of permission from uk:athletics, if the event is to be Televised Nationally.
5. Permit Application Form.
6. Risk Assessment statement.

Please Note – Very Important

The above list of items must be sent to the MCAA Cross Country Permitting Officer at least **six weeks** prior to the event taking place.

Return to:

Mrs R Brownlie, Midlands CC Permitting Officer, 15 Three Oaks Road, Wythall, Birmingham, B47 6HG

RISK ASSESSMENT STATEMENT

Risk Assessment:

It is now recommended that promoters of events carry out a risk assessment of their promotion, to help with this the sport has drawn up a series of questions that when answered will serve as your risk assessment. These questions are printed on the attached sheet and must be completed prior to the commencement of the race(s).

It is in your interest to keep a copy of both the completed permit application and the Risk Assessment statement.

GUIDANCE TO CLUBS ON RISK ASSESSMENT FOR CROSS COUNTRY RACES

Health and Safety legislation recommends that a risk assessment is carried out before hosting a cross country race.

The following is guidance, which may be of use to help you carry out this assessment. It is suggested that this can be carried out by one of the following;

- a representative of host club,
- race referee,
- meeting manager,
- local authority or
- anyone else who you feel is competent to carry it out

This document is intended to help you stage a safe competition. No event is too large or too small for this process – accidents can occur anywhere. The nature of the sport means that athletes should expect to encounter surfaces that by their nature will be uneven, and will require the athlete to expect to have to look in some cases where he/she treads.

ISSUES THAT MAY BE INCLUDED IN THE RISK ASSESSMENT

Course - No course is ever totally safe, due to the nature of the event.

Checks will include:

- suitability for athletes, officials and spectators;
- access for medical attendance;
- wildlife;
- public access and rights of way;
- type of fencing to be used (barriers, no rough edges, protruding feet etc);
- start area and finishing funnels;
- scaffolding, hoarding and advertising etc (risk assessment to be carried out by providers);
- ground surface (rabbit holes, bricks, tree roots);
- overhanging trees, branches etc;
- adverse weather condition (water, ice, broken or frozen ground).

Permits / Insurance

Ensure a race permit (UK:A Rule 514) has been obtained and is available for inspection on the day by any runner or official. Insurance requirements will be jeopardised if a permit is not issued.

It is recommended that a notice, similar to the enclosed, is displayed in a prominent position together with the race permit.

Medical Support

- determine if medical cover is required, both for personnel and support facilities (medical centre and vehicles),
- liaise with local Accident and Emergency Department,
- ensure that all officials and marshals are aware of the first aid facilities if provided,
- where possible publish what first aid provision has been made,

- where a plan of the course is produced, it must show the location of first aid facilities if provided,
- if first aiders are in attendance, to be briefed by chief first aider.

Competitors

Competitors should be advised that they are responsible for own safety before, during and after competition. This includes the wearing of suitable clothing and footwear as appropriate for the conditions. Runners should have an up to date tetanus immunisation.

Changing Facilities

Where practicable UK:A Rule 104 (1 and 2), relating to dressing accommodation, should be complied with.

Child Protection

Promoters are reminded of UK:A Guidance relating to child protection

Course Marshals and Officials

Marshals should be identifiable to runners, i.e. fluorescent bibs/jackets. Identify the facilities you are making available: refreshments, toilets, provision for adverse weather conditions etc.

Communication

Identify the type of equipment to be used – radios, mobile phones, public address – and their durability. Ensure liaison with athletes, officials, spectators and medical support. Make sure that electrical cables are laid away from public thoroughfares, and that equipment is properly installed by a competent electrician.

Marquees, Large Tents and Scaffolding

Marquees, large tents and scaffolding, particularly when used to support advertising banners, must be erected by competent people with all supporting poles, frames, guys, stakes, anchors, fastenings etc checked regularly on site. They should be capable of withstanding bad weather conditions such as strong winds and heavy rain.

Reporting of Accidents

All accidents to be reported on UK:A Accident and Incident Report Form UKA/RF/1/2002. Some accidents or incidents should be reported to an appropriate authority.

Manual Handling

Where items need to be moved, consider what manpower is required for lifting, lowering, holding, pushing, pulling, carrying or moving an object or load, e.g. moving barriers.

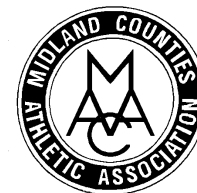
Car/Vehicle Parking

Vehicles should be routed, where possible, away from pedestrians and the course. Parking Marshals should wear fluorescent vests so that they can be easily seen.

Food Vendors

Food vending and provision of refreshments should be carried out in a safe and hygienic matter. If LPG is used then the means of storage should be considered.

Its is recommended that written records are kept of the risk assessment, and where relevant an information sheet is provided to Team Managers, Officials and other relevant people. It is suggested that the information sheet includes location of first aid and if provided, course map, relevant telephone numbers, location of emergency exits for emergency vehicles etc.



RISK ASSESSMENT FOR CROSS COUNTRY RACES

Event:

Assessment carried out by:

Venue:

Signed:

Date of Event:

Date of Risk Assessment:

STEP 1 - List the hazards identified

STEP 2 - Recommendations for
minimizing risk

STEP 3 – Action taken

COURSE <i>e.g. tree roots, streams (flooding)</i>	RECOMMENDATIONS <i>e.g. taping off area, rerouting course</i>	ACTION TAKEN
STRUCTURES <i>e.g. damaged barriers, guide ropes to tents frayed</i>	RECOMMENDATIONS <i>e.g. replace or remove</i>	ACTION TAKEN
COMPETITORS <i>e.g. changing facilities, toilets, out of bounds areas</i>	RECOMMENDATIONS <i>e.g. signage and advice</i>	ACTION TAKEN

COMMUNICATIONS <i>e.g. lack of signal for mobile phones</i>	RECOMMENDATIONS <i>e.g. use of two way radios</i>	ACTION TAKEN
OFFICIALS <i>e.g. adequate numbers, knowledge of course i.e. location of first aid</i>	RECOMMENDATIONS <i>e.g. briefing, signage, course map</i>	ACTION TAKEN
FIRST AID <i>e.g. adequate numbers, access onto and off course</i>	RECOMMENDATIONS <i>e.g. increase numbers, signage</i>	ACTION TAKEN
CAR PARKING <i>e.g. safe access, crossing course</i>	RECOMMENDATIONS <i>e.g. rerouting access, provide signage, fluorescent vests</i>	ACTION TAKEN

Dated May 2002

Review May 2003