

Information for Race Organisers - The New Licensing process

Current system ends on 23 March 2012

New system begins on 1 April 2012

Background

Online licensing will be suspended for a week to allow for the installation of the new system. Following that, from 1 April we move to a new process whereby nine Regional Panels – East, East Midlands, London, North East, North West, South East, South West, West Midlands and Yorkshire and Humberside oversee the licensing process. The Regional Panels will comprise of a Chair and 4 – 5 members.

In time all races will be scrutineered by an Event Adjudicator (EA) The role of an Event Adjudicator is to fulfil a licence scrutineering role to ensure compliance with licence standards and only League, Championships at every level, and Inter County, Area or Country events will require a Race Referee. Should a race organiser wish to appoint a referee for a race type outwith those listed above they are perfectly entitled to do so.

The EA role will be filled by current Race Directors, CLO's, Race Referees, Endurance Officials and BARR officials.

EA's will send a race report by way of a checklist to their Regional Panel who will note the contents and contact the race organiser if there are any issues and decide on action on any future licence applications by that event or event organiser.

Applying for a licence from Jan 2012 to 23 March 2012

Pre-race: For licence applications up to 23 March, please apply for a licence as normal and in the referee field put "TBC". The IT system is currently being built, and is still to be fully tested, which will allow you to choose an Event Adjudicator from a drop down menu. In April when the Regional Panels are in operation you can liaise with the Chair of the Panel regarding appointing an Event Adjudicator.

Post race: Complete post race forms as normal and they will be processed through the new system.

Races that have already applied for 2012 Licence or will do so before 23 March

The new 2012 Road Race Licence Standards are now published and have taken effect from 1st January 2012.

Medical:

The new Medical Guidelines will be published online in February – as soon as they become available, we would ask you to familiarise yourself with the changes and ask you to implement these changes if not for your current event (only applicable if your Licence Application has been approved) then certainly for your next application

Any Race Referee or Event Adjudicator appointed for your race should be made aware of when you applied for your Licence (if prior to the 2012 changes) to ensure that they check your race against the appropriate standards

- Ensure that you make yourself familiar with the new medical guidelines
- The New Guidelines provide a series of Matrix Tables that will assist you and your medical provider to meet these guidelines and your event requirements
- There **could** be a financial implication for the provision of medical services at your event because of the increase in personnel competence and equipment needed at your event

Applying for a licence from 1 April 2012 onwards

The licence application system from your perspective is broadly similar to the current one. Choose an Event Adjudicator (EA) from a drop down list on the Race Director's Portal and contact the EA to check availability then enter the EA details in the relevant fields.

Some fields have been changed or moved but the information asked for is similar. We have attempted to make the form flow more easily and be more user friendly.

Event Adjudicator information and course measurement details are mandatory but you can still submit your licence application without those details, however if course measurement information has not been received by 14 days before the event you will not be issued with a full licence and your race will operate under a "restricted licence" which will preclude the results from being used for ranking purposes..

When you have entered all information click on submit payment and following that your application will be entered into the system of the relevant Regional Panel. Should all required information have been submitted and assuming that the race has had no previous issues then your licence will be approved and available to download.

We hope that you find this information useful but please contact glightwood@uka.org.uk should you require further information.