

# ATHLETIC ASSOCIATION OF IRELAND



## CHARITY/ORGANISATIONAL LICENCE APPLICATION FORM

19 Northwood Court,  
Northwood Business  
Campus,  
Santry,  
Dublin 9

Phone: 01 886 9933

Email: [deirdremarley@athleticsireland.ie](mailto:deirdremarley@athleticsireland.ie)

Web: [www.athleticsireland.ie](http://www.athleticsireland.ie)

**AAI athletes may compete only in events which has been  
sanctioned by the Athletic Association of Ireland**

**Please ensure all aspects are completed before submitting to AAI**

### **Details of Applicant for all Categories**

Name of Organising Body: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date of Event \_\_\_\_\_ Start Time \_\_\_\_\_ Venue \_\_\_\_\_

Type of Event      Road Race      Cross Country      Track & Field      Race Walking

Distance: \_\_\_\_\_

Email Address & Phone Number to which the Licence should be sent to: (this information will also go on our fixtures list)

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Fee attached:      Cheque      Postal Order      Cash

**Charitable / Organisation Licence**  
**(Proceeds exclusively Benefiting a recognised charity/small organisation)** ☐

**Fees: € 100 - up to 1000**

Applications must be made through a local club in the area of the event, and then approved by the County Board.

#### **Guarantee:**

On behalf of the Organising Body, I guarantee that the event will be organised and conducted in accordance with the Rules of the Athletics Association of Ireland and the International Association of Athletic Federations.

Signed \_\_\_\_\_  
Organising Committee Authorised Signatory

Date

Telephone \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

Name of Affiliated Club \_\_\_\_\_

Athletics Ireland Affiliated Club Secretary \_\_\_\_\_ Date \_\_\_\_\_

Number of members on Organising Committee \_\_\_\_\_

Number of AAI registered persons on Committee \_\_\_\_\_

Designated AAI member Name: \_\_\_\_\_



This application has been sanctioned by the \_\_\_\_\_ County Board

Signed \_\_\_\_\_ Hon. Sec.                      Date \_\_\_\_\_

Course Measurer Name \_\_\_\_\_ Certificate No. \_\_\_\_\_

Phone no. \_\_\_\_\_

Reasonable costs associated with Race measurement and designated person are the responsibility of the organising body. Course measurement is **valid for 5 years** unless the route is changed.

### **Medical Requirements:**

1. What medical cover will you have on hand for the day? (Red Cross, St John Ambulance, Civil Service etc?)

\_\_\_\_\_

2. What level of qualifications will these personnel have? What level of service will they provide?

\_\_\_\_\_

3. Will they have facilities to cope with dehydration?

\_\_\_\_\_

4. Will there be an ambulance present and necessary personnel to convey a person to hospital if required?

\_\_\_\_\_

5. Do you have access to a defibrillator?

\_\_\_\_\_

6. Where will the medical personnel be situated around the course? Will there some medical personnel on bicycles depending on the nature of the course and terrain (Road races)?

\_\_\_\_\_

Please return completed application form to:

Deirdre Marley, Unit 6, Block 8, Blanchardstown Corporate Park 1, Ballycoolin, Dublin 15

AAI Office use only:    Licence Number:

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Athletics Ireland now offers Online Registration facilities. Please see below if details of you wish to avail of this. There is also information on the Running4All program.

### **Online Registration:**

The Online Registration system used by Athletics Ireland is designed and maintained by Eventmaster.

Event organisers will be given their own log in details, which will enable them to keep abreast of entries. The Eventmaster system also allows event organisers set up discount codes which they may choose to offer out to people, as well as offering a pricing structure like 'Early Bird'. The Eventmaster system is also synced with the Athletics Ireland Members database, which gives event organisers the opportunity to offer discounts to Athletic Ireland Members. All events that use the Athletics Ireland Online Registration will be featured at least once in the Athletics Ireland monthly E-zine 'Running News' which is sent to a database of 44,000 individuals. Athletics Ireland are proud to announce that MyRunResults are the preferred recreational running timing partner for the 2019 Road Racing Season. This partnership will allow event organisers have a package tailored to their own individual needs. If clubs avail of this partnership they can make savings of up to €500 depending on their needs.

For more information regarding Online Entry please contact [johnholian@athleticsireland.ie](mailto:johnholian@athleticsireland.ie)

### **Running4All program**

In 2016 European Athletics launched the Running4All program. This program was launched to enable European Athletics set official safety and quality standards for road races across the continent. This is a free service and allows race organisers rate their event using a 1 star, 3 star or 5 star rating. The star rating is determined by meeting certain criteria. In turn race participants are allowed review the event they took part in and provide feedback on their experience that had at the event.

For more information regarding European Athletics Running4all program log onto [www.european-running4all.org](http://www.european-running4all.org)



# Licence Application Form Under AAI/IAAF Rules

## AAI Charity/ Organisation Licence

### Road Race permits are offered under the following conditions:

- 1 To enter a maximum distance of 5K, the minimum entry age for Run, Jog, Walk road permitted events is 13 years on the day of the event.
- 2 To enter a distance of over 5K and up to maximum distance of 10K the minimum entry age for Run, Jog, Walk road permitted events is 15 years on the day of the event.
- 3 No athletic event shall be held under IAAF rules unless sanctioned by the Athletic Association of Ireland.
- 4 AAI athletes may **only** compete in events which have been sanctioned by the Athletic Association of Ireland.
- 5 This application does not include Public Liability insurance. For Public Liability insurance, please contact McMahon Galvin 01-8363326.
- 6 Athletics Ireland DO NOT cover Ultra Marathons or any distance over a Marathon
- 7 More than 1000 entrants, please contact McMahon Galvin, our insurance Brokers 01-8363326 for further details.
- 8 **In the event of Property Damage there will be an excess of €500.**
- 9 All Road Races must be measured by an Athletics Ireland certified Road Course Measurer in advance of application. (List attached)
- 10 Multiple road race distances within the one event are required to submit course measurement certificate for each distance.
- 11 All advertisements, entry forms, programmes or other printed matter issued in connection with the event shall incorporate either: [a] Under AAI Rules: [b] Sanctioned by AAI: [c] Approved by AAI.
- 12 **Organisers must ensure that a medical plan is in place for all events.**
- 13 Results should be made available on request to AAI.

### In addition for Track & Field Permits:

- 14 The programme for a Track & Field meeting must include at minimum - Three **(3)** distinct race distances and two **(2)** field.