

# ATHLETIC ASSOCIATION OF IRELAND



## 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 sumitting to AAI**

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

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

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

Type of Event	Road Race	Cross Country	Track & Field	Race Walking
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Postal Details to which the Licence should be sent:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

Fee attached:	Cheque	Postal Order	Cash
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### **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 \_\_\_\_\_ Date \_\_\_\_\_  
Organising Committee Authorised Signatory

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

Athletics Ireland Affiliated Club Secretary \_\_\_\_\_ Date \_\_\_\_\_  
*(Not required in the case of Licence No. 4)*

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

Number of persons on Committee \_\_\_\_\_

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

Email Address \_\_\_\_\_

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. Will there be a Doctor present?

\_\_\_\_\_

6. Do you have access to a defibrillator?

\_\_\_\_\_

7. 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)?

\_\_\_\_\_

8. In the event of an accident, will the medical team be there under 2 minutes?

\_\_\_\_\_

Please return completed application form and appropriate fee to:


Deirdre Marley, AAI Office, 19 Northwood Court, Northwood Business Campus, Santry, Dublin 9

AAI Office use only:

Licence Number:

Date Received \_\_\_\_\_

Date Permit Issued \_\_\_\_\_



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 Primo- a safe and secure system that is already used by Athletics Ireland for a number of National Championships. A number of clubs also use the system. A transaction fee of 7% applies. This fee can either be attached to every individual entry or the event organiser can choose to pay it themselves.



Event organisers will be given their own log in details, which will enable them to keep abreast of entries. The primo 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 Primo 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 2017 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 [robbiewoodcock@athleticsireland.ie](mailto:robbiewoodcock@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

### Type of Permit required:

An Insurance Policy or letter of intent from Insurer/Broker indemnifying the AAI will be required when submitting all applications with **exception of AAI registered Clubs.**

Athletes must be 18 years of age to compete in events of 10,000m and over.

The recommended age groups for juveniles are:

Up to U11 – 1 mile: 12 – 13 2k: 14-15 3k: 16 – 18 5k.

**1 AAI Club Licence (Affiliated Clubs) Fee: €50.00**

All applications must be made through the County Board and forwarded to the Chair of Competition with the appropriate fee.

**This applies to events only & exclusively to benefit athletics club**

**2. Charitable / Organisation Licence  
(Proceeds exclusively Benefiting a recognised charity)**

**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.

**Evidence of Insurance required with this application**

**3. Commercial Licence.  
(Individual Group or organisation not affiliated to a club or charity as in category 1 or 2 above)**

**Fee: € 500.00.**

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

Name of Organiser: \_\_\_\_\_

Name of Charity: \_\_\_\_\_

Charity Number: \_\_\_\_\_

**4. International Licence International Licence covers events that include athletes from outside the jurisdiction affiliated to the IAAF.**

**Fee: € 500.00**

Applications must be made **directly** to the County Board.

## **(1) AAI Club Licence**

1. No athletic event shall be held under IAAF rules as published in the edition for the time being current of the IAAF handbook unless sanctioned by the Athletic Association of Ireland.
2. AAI athletes may **only** compete in events which have been sanctioned by the Athletic Association of Ireland.
3. All events where number of entrants is in excess of 1000 must be insured separately.
4. In the event of Property Damage there will be an excess of €500.
5. All Road Races must be measured by an Athletics Ireland certified Road Course Measurer in advance of application. (List attached)
6. Multiple road race distances within the one event are required to submit course measurement certificate for each distance.
7. 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.
8. Organisers must ensure that a medical plan is in place for all events.
9. The programme for a Track & Field meeting must include at minimum - Three **(3)** distinct race distances and two **(2)** field events or vice versa.
10. Athletes must be 18 years of age to compete in events of 10,000m and over. The recommended age groups for juveniles are: Up to U11 – 1 mile: 12 – 13 2k: 14-15 3k: 16 – 18 5k.
11. Results should be made available on request to AAI.
12. Ensure that the rules of IAAF are complied with and will as far as possible be resident in the area of the event.

## **(4) International Licence**

### **All above rules in addition to;**

1. The organisers must in the first instance obtain the approval of the County Board with jurisdiction in the area where event will take place.
2. The name of all foreign entrants must be notified to the AAI prior to the event. No athlete not in good standing with his/her National Federation or under suspension by the IAAF can be invited or allowed to participate.
3. The organisers may not engage the services of Agents not approved to represent athletes by the athletes Federation.
4. The organisers must at their own expense, provide facilities to enable persons appointed to collect, within IAAF rules, samples for the purpose of dope control.
5. The organisers must indemnify the AAI against all losses or claims arising out of any aspects of the event and show proof of such insurance. A copy of the Organising Bodies Insurance Policy must be submitted indemnifying the AAI.
6. A full set of accounts including all income and expenditure must be forwarded within 30 days of the event to the Chair of Finance, Athletics Ireland