


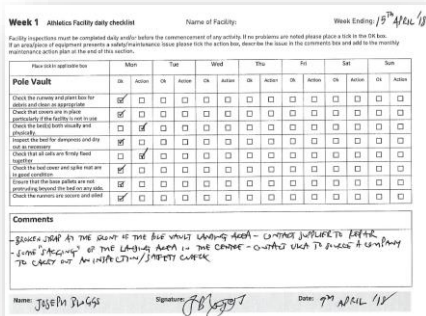
TRACKMARK PRE- APPLICATION GUIDANCE

The following guidance has been produced to help facility operators understand the minimum standards required to achieve TrackMark Unit 4 accreditation.

UNIT 4 – OPERATIONS

Proper facility maintenance helps to ensure the safety of all users and the provision of competent venue maintenance staff (whether paid or as part of a volunteer role), is essential for overseeing periodic inspections, preventive maintenance measures, and repairs; all of which directly contribute to the safe operation of athletic facilities.

To ensure that facilities are adequately maintained, venues must demonstrate that they have trained staff who manage and implement scheduled preventive and reactive strategic maintenance plans for the facility. Evidence of having conducted regulator checklists and preventive maintenance work will be required as part of Unit 4 submissions.

Requirement	Notes
	<p>At least one member of staff or volunteer must have successfully completed UKA's FREE online Track & Field Management Course</p> <p>Course content</p> <ul style="list-style-type: none"> • Operator responsibilities • Different types of athletics facilities • Looking after track & field facilities • Track surfaces • Infield and field events • Venue safety and risk assessments • Producing a facility operations manual
	<p>A formal maintenance programme and system of regular safety inspections must be in place at the venue.</p> <p>UKA's Track Operator Handbook provides guidance on facility inspections and template daily/weekly/monthly and annual checklist.</p>

TRACKMARK EVIDENCE REQUIRED: UNIT 4 – OPERATIONS

Requirement 1	Notes
At least one member of staff or volunteer must have successfully completed UKA's FREE online Track & Field Management Course	A named person who is currently based at the venue must have completed the online course.

Enter details of the person(s) who have completed the course into the relevant section of the TrackMark portal.

Requirement 2	Notes
The venue must demonstrate that it has a maintenance plan in place.	An online facility management and maintenance presentation and Track Operator Handbook are available online to support venues in the development of proactive maintenance plans.

Examples of recent maintenance plans and any commissioned maintenance work must be uploaded to the relevant section of the TrackMark self-assessment portal

Requirement 3	Notes
The venue must demonstrate that it has a formal and documented system of facility checklists in place.	UKA's Track Operator Handbook provides guidance on facility inspections and template daily/weekly/monthly and annual checklists. For TrackMark purposes submitted checklists must have been carried out recently (within the last 3months) signed and dated by a Senior Manager/Club Officer

Examples of facility checklists carried out within the past 3months must be uploaded to the relevant section of the TrackMark self-assessment portal