

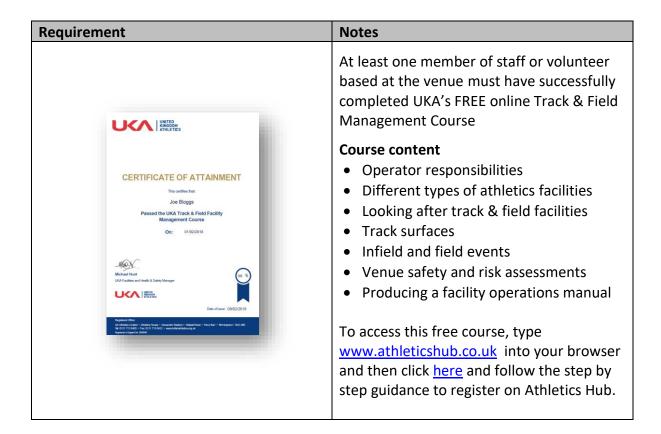
TRACKMARK GUIDANCE

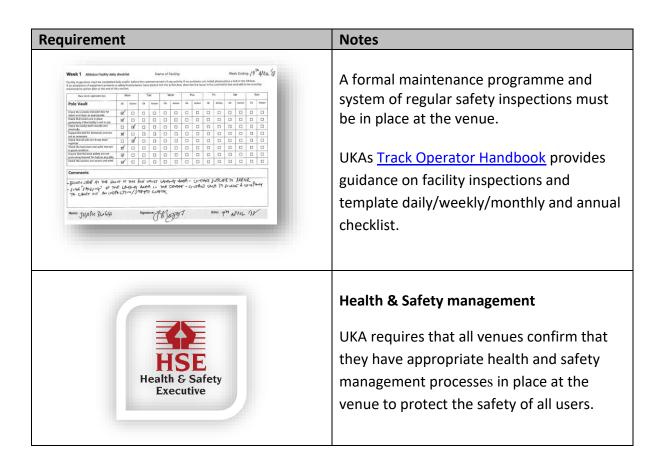
The following guidance has been produced to help facility operators understand the minimum standards required to achieve TrackMark Unit 4 accreditation.

UNIT 4 – OPERATIONS

Good facility maintenance and management help 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 safe and well maintained, venues must demonstrate that they have appropriate safety systems in place and trained staff in place to manage and implement both preventive and reactive maintenance plans for the facility. Confirmation of appropriate safety management systems and evidence of having conducted regular checklists and preventive maintenance work are required as part of Unit 4 submissions.





TRACKMARK EVIDENCE REQUIRED: UNIT 4 – OPERATIONS

Requirement 1	Notes
At least one member of staff or volunteer	A named person who is currently based at
must have successfully completed UKAs	the venue must have completed the online
FREE online Track & Field Management	course.
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.	The venue must be able to demonstrate that it has a proactive maintenance plan and budget in place. (This can be either external maintenance contract or an internal maintenance plan with appropriate budget provision.)

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	UKA's <u>Track Operator Handbook</u> provides
formal and documented system of facility	guidance on facility inspections and template
checklists in place.	daily/weekly/monthly and annual checklists.
	The venue must be able to demonstrate that it carries out regular facility inspections evidenced by examples of completed, signed and dated track & field facility and equipment checklists Note: checklists must be recent (completed within the past 3months)

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

Requirement 4	Notes
Does your venue comply with the safety principles laid out in the Health & Safety Executive guidance?	Click <u>here</u> to review The HSE's "Health & safety made simple" guidance