

Preparing for Your TrackMark Inspection

A successful TrackMark inspection begins with good preparation. Many venues find it helpful to work closely with their local athletics club in the lead-up to the inspection.

Clubs often have experienced coaches, officials and volunteers who are familiar with setting up athletics equipment for training and competition and are usually more than willing to support venue staff in preparing the facility. Their knowledge can be invaluable in ensuring that field event equipment is assembled correctly, throwing cages and landing systems are erected safely, and all event areas are presented exactly as they would be for a competition.

Working together not only helps the inspection run smoothly but also strengthens the partnership between the facility and its local athletics community.

PRE INSPECTION CHECKLIST

Critical Requirement

All equipment must be out and set up exactly as it would be for competition

The TrackMark inspection is a physical inspection of facilities and equipment.

Any equipment that is not available, assembled and ready for inspection will not be inspected.

Important – Equipment Not Presented = Equipment Not Accredited

For a TrackMark inspection, all athletics equipment and facilities that the venue wishes to have accredited must be fully assembled, positioned and set out exactly as they would be for an athletics event.

Any equipment that is not available for inspection, not assembled, or not set out on the day will not be inspected.

This may result in restrictions being placed on the venue's TrackMark accreditation, including limitations on the disciplines or competitions that can be hosted.

If it can't be inspected, it can't be accredited.

TrackMark Inspection Preparation Checklist

Before the Inspection

Venue Access

- Provide access to all athletics areas, stores and plant rooms as required.
- Ensure a responsible venue representative is available throughout the inspection.
- Have copies of maintenance records, inspection records and relevant certificates available.

Track & Surface

Track Inspection

- Track cleaned and free from debris.
- Lane markings visible and in good condition.
- Kerbs secure and continuous.
- Drainage channels and covers accessible.
- Any known defects identified to the inspector.

Field Event Facilities – MUST BE SET OUT

All field event equipment must be fully assembled and positioned for inspection

This includes all equipment required for the disciplines the venue wishes to have accredited.

High Jump

- Uprights erected.
- Crossbar available.
- Landing area assembled.
- Protective pads in place.

Pole Vault

- Uprights erected.
- Crossbar available.
- Landing area fully assembled.
- Plant box accessible.
- Protective padding in place.

Long & Triple Jump

- Take-off boards installed.
- Plasticine indicators available (where required).
- Sand pits prepared and raked.
- Measuring points accessible.

Shot Put

- Circle clean and accessible.
- Stop board installed.

Discus & Hammer

- Circle accessible.
- Cage fully erected.
- Gates operational.
- Netting installed and tensioned.

Javelin

- Runway accessible.
- Arc visible.

Track Event Equipment – MUST BE AVAILABLE

The following track event equipment must be available for inspection

Steeplechase Barriers

- Barriers set out.
- Water jump available

Lighting (if applicable)

Lighting

- Lighting system operational.
- Control systems available.
- Any lighting certificates available.

Documentation

- Maintenance schedules.
- Equipment inspection records.
- Repair records.
- Surface cleaning records.
- Previous TrackMark reports (if applicable).

Final Venue Check

Before the inspector arrives, confirm that:

- All field event equipment is assembled and positioned.
- All throwing cages are erected.
- All landing areas are in place.
- All steeplechase barriers are available.

- All facilities you wish to have accredited can be physically inspected.

Any discipline or equipment not presented for inspection may be excluded from the TrackMark accreditation.

This may restrict the level or range of competitions that the venue can host.

Remember: If it can't be inspected, it can't be accredited.

Recommended Final Step

24-hour pre-inspection walk-through

UK Athletics recommends that venues carry out a full competition-style set-up and walk-through 24 hours before the TrackMark inspection to confirm that all facilities, equipment and event areas are available and operational.