

TRACKMARK PRE- APPLICATION GUIDANCE

The following guidance has been produced to help facility operators understand the minimum standards required to achieve TrackMark Unit 3 accreditation.

UNIT 3 – ANCILLARY

Research has shown that the environment in which people participate in sport is vitally important to their enjoyment and safety. Unit 3 accreditation assesses the quality of the “wrap around” ancillary facilities that support track and field provision.

Whilst appreciating that all track and field facilities are different, UKA considers that the provision of accessible, well maintained changing rooms, toilets and car parking is a minimum requirement for accreditation.

Any additional ancillary facilities available at the facility must be noted within the online portal and will be assessed as part of the Unit 3 accreditation process.

The examples and illustrations contained in the following section are not exhaustive and are merely intended to provide facility operators with a better understanding of the rationale that UKA Facility assessors will apply when reviewing submissions.

CHANGING FACILITIES

Changing facilities should aim to meet the requirements stipulated in [Sport England Athletics Design Guide \(page 17\)](#) and the [Activity Alliance - Sport Access for All: Opening Doors Guidance \(pages 37-38\)](#)

All changing areas must be accessible and clean with adequate bench seating or similar. Shower areas must be accessible and clean, and all showers and taps must be in working order. Any unsafe or exposed edges in tiled areas are likely to render the facilities ineligible for accreditation.

CHANGING ROOMS [1]

Good Practice – meets minimum standards	Fails to meet minimum standards
	
	
	
	
	



TOILET FACILITIES

Toilet facilities should aim to meet the requirements stipulated in [Sport England Athletics Design Guide \(page 19\)](#) and the [Activity Alliance - Sport Access for All: Opening Doors Guidance \(pages 33-37\)](#)

Toilet provision should be located close to the main track/field facilities and suitable for all users. Toilets must be clean, adequately illuminated with clear signage and should be permanently plumbed into the main drainage disposal system.

Hand washing provision and drying facilities are essential and portable toilet modules are not considered adequate for accreditation purposes.

TOILETS [1]



Good Practice – meets minimum standards	Fails to meet minimum standards
	

CAR PARKING

Refer to Sport England car parking [design guidance](#) and [Activity Alliance - Sport Access for All: Opening Doors Guidance \(pages 7-8\)](#)






There should be ample, well-lit car parking spaces within proximity of the athletics facilities. Parking should include provision for disabled users.

CAR PARKING [1]

Good Practice – meets minimum standards	Notes
	<p>Space should be allowed for convenient car parking for all user groups and the number of visitors at peak times should be considered.</p> <p>In addition, accessible car parking, cycle and motorcycle parking, coach and mini-bus parking, and a 'drop off' point should be considered.</p>
	<p>The provision of conveniently located, accessible parking bays</p> <p>Provide at least the minimum number of specifically reserved, accessible car parking spaces for people with disabilities appropriate to the scale of the facility.</p> <ul style="list-style-type: none">• Bays must be clearly laid out and signed, both on the surface of the bay and by means of a vertical sign.• Bays are located as close as possible to the main entrance of the facility.• The car park surface is smooth and even.• Kerbs have dropped sections at all points where wheelchair users may wish to cross.

STORAGE

Storage should be light, airy, temperate and dry. Refer to [Sport England Athletics Design Guide](#) (pages 20-21) for guidance

Good Practice – meets minimum standards	Notes
	<p>Adequate, secure storage space must be available for the full range of outdoor and/or indoor equipment - javelins, shot, discus, landing mats, nets, overlay rollout strips, and so on, and the associated transport carts and trolleys.</p>
	<p>Secure storage for tractors, mowers and other maintenance equipment.</p>
	<p>Ample storage space for hurdles and bulky equipment is essential, and ideally should be additional to separate accommodation supplied for the groundsman's equipment.</p>
	<p>Training items should be stored separately from competition equipment and there may be a need for separate storage for schools and community groups.</p>
	<p>High Jump and Pole Vault landing areas storage areas/roll over cover to keep landing areas dry and clean when not in use.</p>

TRACKMARK EVIDENCE REQUIRED: UNIT 3 - ANCILLARY

Requirement 1	Notes
It is a requirement of TrackMark that the venue has at least one accessible changing room complete with shower and toilet.	All changing rooms must be heated, well ventilated, have non-slip floors, be free from damp and secure.

Upload images of changing areas to the relevant section of the TrackMark self-assessment portal

Requirement 2	Notes
It is a requirement of TrackMark that the venue has at least one unisex accessible toilet within the facility. If there is not a dedicated unisex accessible toilet there must be a viable alternative policy in place to overcome this.	There must be appropriate and adequate toilet facilities for all persons using the facility. There must be at least one washbasin in each toilet facility.

Upload all images of toilet areas/accessible toilet to the relevant section of the TrackMark self-assessment portal

Requirement 3	Notes
Functional car parking facilities should be available at the venue and this should include reserved/accessible car parking spaces.	The venue should provide at least the minimum number of specifically reserved, accessible car parking spaces as per Sport England Accessible Facilities guidance (2010) page 13 Table 2 and Figure 1).

Upload images of car parking areas to the relevant section of the TrackMark self-assessment portal

Requirement 4	Notes
As per Sport England guidance (see page 75) there should be adequate, secure and convenient storage facilities located on site for the full range of track and field athletics equipment.	Storage should be light, airy, temperate and dry. Racks should be provided for bulky items and doorways should be large enough to accommodate the largest equipment. Ample storage space for hurdles and bulky equipment is important.

Upload images of all storage facilities to the relevant section of the TrackMark self-assessment portal