



The Association of Running Clubs

RACE PERMIT APPLICATION

Road/ Cross Country/ Multi Terrain/Trail (delete as applicable)

Important - Conditions

It is a condition of the permit, and the associated Insurance, that Race Organisers must:

- Carry out a written Risk Assessment prior to the date of the event for which the permit is issued. The written Risk Assessment must cover the whole event including ancillary activities e.g. fun run. In signing this application the Organiser agrees that a written Risk Assessment will be prepared and will be made available for inspection, if requested, by any authorised representative of ARC, the emergency services or the local authority on the day of, or prior to, the event. A copy will be retained by the Organiser for 3 years after the event.
- Ensure that the event complies with the Minimum Standards set out on the attached Form (Arc 004) which is an integral part of this application and which the Organiser should sign separately
- Impose an additional entry fee of £2 for all entries accepted from unattached runners who are not current members of Clubs affiliated either to ARC or UK Athletics. The organiser must remit 25% of these additional entry fees to ARC together with a Post Race Report Form (ARC 005) within 30 days after the date of the event.
- If a Road Race advertises a specific distance in its race literature the course must have been measured by an accredited course measurer using an approved measurement device (Jones Counter).
See Application for Course Measurement.

EVENT:

DATE OF EVENT:

PROMOTING BODY:

On behalf of the Promoting Body, I apply for a Race Permit and agree to abide by the four conditions written above.

Signed:

Date:

Applicant's name:

Position:

Postal Address:

Phone number/s:

Email address:

Event web site:

Event details

Is this a new event: If not, when last staged: Number of entrants then:

Event HQ (location, address):

Event Distance:

Start Time:

Entry Limit:

Nature of Course (e.g. urban, country, flat, hilly etc.):

Please enclose a Course Map

(continued overleaf)

Please provide the following additional information.

POLICE/ LOCAL AUTHORITIES

You must notify the police about your event.

Name and address of police officer notified:

Please note below any concerns or objections that the Police have advised:

Will there be a Police presence at your race:

Have you notified the Local Authority? Y/N

Have they expressed any concerns or objections? If so please give brief details

MEDICAL/ FIRST AID

Give brief details of medical facilities and who is providing them:

OTHER INFORMATION

Proposed Entry Fees: Attached £ Unattached (including additional £2 levy):
(Attached means entrant belongs to either an ARC affiliated or UK Athletics affiliated club).

Minimum age limit: Name of Race Referee:

Public liability insurance up to a maximum of £10,000,000 on any one occurrence is automatically given to any race for which an ARC Permit is issued. An excess of £250 is payable on each claim made under the liability insurance for property damage claims. There is no excess for injury claims.

Please complete and return this application, together with

- The permit fee of £10 (events up to 500 entrants) or £20 (events over 500 entrants). (Delete as applicable).
- A signed Minimum Standards Form (ARC 004)
- A map of the Course
- The race entry form (if currently available)
- A completed Course Measurement form (ARC 007) for road races advertising a specific distance

to: Michael White
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