



The Association of Running Clubs
RACE PERMIT APPLICATION FOR ASSOCIATE MEMBERS
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 charge 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 any fee due to ARC and submit a Post Race Report Form (ARC 005) within 30 days after the date of the event.
- Fees for Associate Member races are dependent on race entry numbers and are set out in the Fees Schedule which forms a part of this Application.
- 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 five 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

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 £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 initial permit fee of £25: (by cheque or BACS) for races with over 150 runners a further fee will be payable to ARC after the race as set out in the Fees Schedule.
(BACS - Association of Running Clubs, Sort Code 30-94-30 Account Number 02389634)
- 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 (Cheques payable to the Association of Running Clubs)

19 Sheepphouse Green, Wotton, Dorking, Surrey RH5 6QW

**FEES SCHEDULE FOR ASSOCIATE MEMBER RACES
AFTER 1st April 2013**

Number of Entries	Fee Deposit/payment on application	Total Fee	Amount to be paid after race
0-50	£25	£25	Nil
51-100	£25	£25	Nil
101-150	£25	£25	Nil
151-200	£25	£43	£18
201-300	£25	£64	£39
301-400	£25	£102	£77
401-500	£25	£132	£107
501-600	£25	£187	£162
601-700	£25	£221	£196
701-800	£25	£272	£247
801-900	£25	£315	£290
901-1000	£25	£357	£332
1001-2000	£25	£595	£570
2001-3000	£25	£948	£923

Form ARC 003B
Revised 24.06.13