



The Association of Running Clubs **Minimum Standards** of Race Organisation

In order to obtain an ARC permit and the associated insurance cover, Race Organisers must agree that the organisation of their event will conform to the following standards.

Authority Contacts and Permissions

1. Rules as recommended by ARC from time to time will be applied. See web site (www.runningclubs.org.uk) for current status.
2. The Police, Local Authorities and Emergency Services will be notified, at a suitable time in advance, that the event is taking place and all advice from those sources will be carefully considered. (Please note that you have a continuing duty to notify the Insurers via ARC of any circumstance that might prejudice your insurance cover).
3. If the course is on or crosses Private Land then appropriate permission will be obtained.
4. If the course crosses a railway line, via level crossing, swing bridge or any other mechanism that, if operating, could impede the progress of the race, then written confirmation will be obtained from the railway authority that it will not be in use for the duration of the race.
5. Race arrangements will be such as to minimize any possible inconvenience to residents or the general public.

Facilities

6. The Assigned Race HQ and/or venues for the start and finish will be able to cope safely with the anticipated numbers attending.
7. Adequate toilet facilities for both male and female competitors will be provided within easy access of the start and finish areas.
8. There will be provision for the storage of competitors' baggage, albeit at the owner's risk.

The Start

9. The starting arrangements will be suitable for the size of the field.
10. The Start area will be traffic free while runners are assembling, during the start and until after the whole field has left the area.

The Course

11. Where an exact distance is advertised for the event, this will have been/will be verified by a suitably qualified course measurer.
12. Course set up and clearance will be carried out with due regard to residents and the general public.
13. There will be a clearly visible vehicle or marshal preceding the field.
14. Course marking, signing and marshalling will be such as to prevent runners from going off course.
15. Marshals at all key points on the Course (e.g. intersections, junctions, crossings, significant changes of direction) will be adult.
16. Marshals will wear conspicuous tabards or similar so as to be clearly identifiable.
17. There will be a clearly visible "sweep" vehicle or marshal following the field.
18. Course arrangements (marshals, drinks stations, signs etc) will remain in place until the "sweep" vehicle/marshal passes.

Drinks Stations

- 19. Drinks will be provided on Course in races of 10K and above with not more than 5K between each drinks station.
- 20. Drinks stations will be clearly signed and positioned so as not to impede the runners.
- 21. Any equipment used at drinks stations (e.g. water butts) will be sterilised before use and used hygienically.

The Finish

- 22. The Finish arrangements will be suitable for the size of the field.
- 23. The Finish area will be traffic free and allow adequate access for first aid personnel
- 24. Arrangements will be made for the accurate recording and communication of results
- 25. An end of race drinks station will provide drinks for all finishers.

Officials.

- 26. A Referee, not connected with the Race Organisation, will be appointed and will be present throughout the race. The Referee is to be familiar with ARC Rules and have sufficient knowledge and experience for the permitted race.
- 27. The Organisers will ensure that all race officials (e.g. time keepers, recorders, etc) involved in the race organisation are fully competent through qualification and /or experience to carry out their allotted tasks.
- 28. Those acting as marshals and drink station personnel will also be competent for their tasks but in any case will be thoroughly briefed before the start of the race.

Medical

- 29. The Organisers will ensure that their Risk Assessment (see conditions on first page of Permit Application Form) includes an assessment of medical support required and that suitably qualified and trained medical/first aid personnel will be present at the Race Finish and on course, according to the race nature and distance, number of entrants, and weather conditions.
- 30. The reverse side of the race numbers will have provision for medical information and contact details to be inserted by the runner.

Other

- 31. The ARC race permit will be clearly displayed at the race for competitors and officials to see.
- 32. Race numbers will be issued to, and worn by, all competitors.
- 33. An appropriate minimum age limit for entrants will be published on the entry form.

Declaration

I, the undersigned, on behalf of the Promoting Body specified on the first page of the Permit Application Form, confirm that these Minimum Standards will be complied with in the organisation of:

Event name:

Date of event:

*Signed.....

Date:

* To be signed by the same person who signed on behalf of the Promoting Body on the first page of the Permit Application Form.