



The Association of Running Clubs

Minimum Standards

of Race Organisation for Cross Country and Trail Running Events

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. Where appropriate, 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 should be provided within easy access of the start and finish areas. If this is not practicable, competitors will be notified about alternative arrangements available for them, e.g. the location of toilet facilities in the vicinity of the start and/or finish areas.

The Start

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

The Course

10. The approximate distance of the race will be advised to competitors and officials prior to the event.
11. Course set up and clearance will be carried out with due regard to residents and the general public.
12. Course marking and use should avoid damage to the environment and follow 'The Countryside Code'.
13. Course marking, signing and marshalling will be such as to prevent runners from going off course, except where the race has been publicised as being along an unmarked route.

14. Except where the race has been publicised as being along an unmarked route, marshals will be positioned at all key points on the Course (e.g. intersections, junctions, crossings, significant changes of direction) and will be adult.

15. Marshals will wear conspicuous tabards or similar so as to be clearly identifiable.

16. Either there will be a clearly identifiable “sweep” marshal following the field, or suitable measures will be in place to ensure that the whereabouts of the last competitor is tracked by the race organisers.

17. Course arrangements (marshals, drinks stations, signs etc) will remain in place until the “sweep” marshal or the last competitor passes.

18. All signage and course markings should be removed as soon as possible after the race.

Drink Stations

19 Drink/refreshment stations will be provided in accordance with the Organiser’s Risk Assessment. Where provided they should be clearly signed and safely positioned.

The Finish

20. The Finish arrangements will be suitable for the size of the field.

21 The Finish area will be free of traffic obstructions and congestion and allow adequate access for first aid personnel.

22. Arrangements will be made for the accurate recording and communication of results.

Officials.

23. A Referee will be appointed and will be present throughout the race.

24. The Organisers will ensure that all race officials (e.g. referee, time keepers, recorders, etc) are fully competent through qualification and /or experience to carry out their allotted tasks.

25. 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

26. The Organisers will ensure that their Risk Assessment (see conditions on first page of Permit Application Form) includes an assessment of medical support required, taking into account the race nature and distance, number of entrants, and likely weather conditions. Medical support will be provided in accordance with that Risk Assessment.

27. The reverse side of the race numbers will have provision for appropriate medical information and contact details to be inserted by the runner.

Other

28. The ARC race permit will be clearly displayed at the race for competitors and officials to see.

29. Race numbers will be issued to, and worn by, all competitors.

30.. 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.