

# ASSOCIATION OF RUNNING CLUBS

## PERMIT APPLICATION PROCESS FOR RACES OVER A SPECIFIED DISTANCE



### REQUIREMENT

ARC will not issue race permits to race organisers which have not complied with the following requirement.

**“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)”.**

### TO OBTAIN AN ARC PERMIT FOR A RACE OVER A STATED DISTANCE

1. Select a course and measure it as accurately as you can.
2. Prepare a course map
3. Notify the police and follow any safety recommendations
4. Contact an accredited measurer (details of measurers in your area can be found at [www.coursemeasurement.org.uk](http://www.coursemeasurement.org.uk) and **make an appointment for a measurement**. Send him the map so he can plan the measurement.
5. There is a scale of charges for all course measurements the event will be responsible for payment of this cost. Charges and expenses for measurement services are a matter for agreement between race organisers and the measurer, and should be discussed at the first contact.
6. The Measurer will forward a copy of the measurement report to the Area Certifier and to the Race Director.
7. Download a permit application form and course measurement form from the ARC website or request hard copies from the ARC secretary.
8. Submit the permit application and the course measurement form to the ARC secretary. Permit applications should be submitted at least 6 months before the race day.
9. After the permit is issued, the permit number and the number of the Certificate of Course Accuracy can then be shown on the race entry form. Runners will be aware the course is accurate and the race and organisers are covered by the ARC insurance.
10. **Provided an appointment for measurement has been made, the permit may be issued in advance of completion of the course measurement.** If subsequently a Certificate of Course Accuracy is not obtained then the permit is liable to be withdrawn.

Note: A race, which does not mention a distance (e.g. some county relays) or one that is multi-terrain and so can not be measured accurately, can obtain a permit without having a measurement certificate.

## **TO RENEW AN ARC CERTIFICATE OF COURSE ACCURACY**

1. If the course has not changed at all, and there are no changes to start or finish, nor at any corner or in the section of road available to runners, then you may apply for renewal of certificates not more than 10 years old. (i.e. certificates issued in 2007 will not be renewed for races to be held in 2017.)
2. To renew a certificate go to [www.coursemeasurement.org.uk](http://www.coursemeasurement.org.uk). Click "Renew your certificate of course accuracy on-line". You will need your Current Certificate of Course Accuracy No. Also the 6 digit code attached to your Certificate of Course Accuracy
3. The renewed Certificate of Course Accuracy must be on display to runners and officials on race day.
4. For certificates more than ten years old, either a re-measurement should be arranged, or a measurer with first hand knowledge of the course should examine the original measurement report and if he can confirm to the area measurement secretary no course changes have taken place, then a new certificate will be issued.
  - o Note: The race director must be in possession of a copy of the original race measurement report and consult it each year. Experience shows that if a race organisation relies on memory, changes can sometimes unfortunately creep in which may result in short courses. Copies of the original race measurement report are held on file by the area Course Measurement Secretary and possibly also by the original measurer.

## **THE FOLLOWING CRITERIA WILL APPLY IN DETERMINING WHETHER A RACE IS DEEMED MULTI-TERRAIN**

A firm off-road surface such as smooth grass or dirt can be measured with an accuracy of about 1% using a calibration done on a road surface.

The maximum amount of such off road surface which could be used and still retain the overall accuracy of measurement of a road race is:

- o Up to 10k - 10% off-road allowed
- o Amount over 10k - 5% off-road allowed

For a number of popular race distances this gives the following amounts of off-road surface:

- o 5k - 0.5 km
- o 10k - 1 km
- o 10 miles - 1.3 km
- o Half marathon - 1.6 km
- o 20 miles - 2.1 km
- o Marathon - 2.6 km

For races which exceed the above amounts of off-road surface it may be impossible to issue a certificate of course accuracy. These races should therefore be classed as multi-terrain on the permit application form.