



This guide is aimed at organisers of small, non-competitive one-day cycling events. It is not exhaustive but is a guide to some areas that Cycling UK considers best practice, in addition to the guidance we include in the Ride Leader Handbook. There is also lots of useful advice issued by the government at:

[www.gov.uk/government/publications/can-do-guide-for-organisers-of-voluntary-events](http://www.gov.uk/government/publications/can-do-guide-for-organisers-of-voluntary-events)

Note: Events lasting more than one day, or for a large number of people, may be classified as large events and don't fall with the remit of this checklist.

### General Guidance

#### Insurance:

- Events open to the public (non-members of your group) are covered by our Organisers' Liability insurance, as long as they are registered with us
- If they involve more than 200 participants, the event should be registered with Cycling UK using an Event Registration form
- Event organisers, marshals and other volunteers should also be registered with Cycling UK to be covered
- Full details of our insurance can be found at:

[www.cyclinguk.org/insurance](http://www.cyclinguk.org/insurance)

### General Guidance cont...

#### Health and Safety:

- Complete a risk assessment for every event you hold
- Risk assess and modify where necessary all possible hazards, particularly if the event is aimed at novices, including at the start/finish area of it, for example gazebos, stands and so on
- Keep a copy on file for your records in case of any claims
- Consider how you would deal with extreme weather on the day: if it is likely to be too severe to be able to guarantee the safety of your participants, you should be prepared to cancel, even at short notice
- Have a contingency plan in place should the unexpected occur, for example somewhere to shelter or a way of contacting all entrants

#### Volunteers:

- Consider how many people you will need to help with registration, catering, marshalling and so on and brief them well in advance
- Cycling UK may be able to help with recruiting volunteers so ask us



Photo: Graham Brodie, CTC South Devon

## Event base

It is a good idea to have an event base. Think about the following:

- A recognised start/finish area away from pedestrians and other traffic
- A signing in/out area
- Availability and proximity of public transport
- Cycle parking - dedicated stands or railings to which bikes can be locked securely
- Changing rooms and showers for longer, muddier rides
- Toilets, including disabled access
- Refreshments - water should be freely available, whether tap or bottled
- Any food provided should be clearly labelled to allow for allergies and intolerances
- Signage - to the venue and at the venue itself
- Car parking
- Proximity of emergency services or local hospital
- Obtain the venue postcode to provide to emergency services and/or use the what3words or OS Locate apps
- Mobile phone charging facilities
- Facilities for people with disabilities, which might include:
  - o priority car or cycle parking
  - o easy access to toilets and refreshments
  - o large signage with colour contrasts
  - o good lighting
  - o facilities for help dogs
  - o extra support from Ride Leaders or other officials
- If you're hiring a village or community hall, the Health and Safety Executive provide a Village and Community Hall Checklist to use at:

[www.hse.gov.uk/voluntary/village-halls.htm](http://www.hse.gov.uk/voluntary/village-halls.htm)

- Any flying flags, balloons, etc must be securely attached
- Gazebos or shelters must be firmly pegged and weighted down, particularly when it's windy
- Recycling facilities

## Cycling UK

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### Publicity

- In the run-up to an event, you can generate coverage by means of emailed or posted press releases followed up by phone calls to local newspapers, TV and radio stations
- Your press release should contain as much information as possible: names, dates, times, location, line-up, entry details, public transport, website address and contact name and phone number
- Such publicity serves the purpose of not only advertising your event to would-be participants but also notifying the local community that a cycling event is taking place
- Social media is also a powerful tool, of course, for spreading the word and increasing participation
- We can provide editable template posters to put in the event details



### Event Dressing

- To make an event feel like more of an occasion, you might like to put up posters, bunting, or other decorations that can be easily recycled
- Commemorative certificates and medals are always popular but must be ordered well in advance
- Cycling UK branded items such as flags and gazebos may also be available

## Additional Covid-19 Guidance

While there is still the threat of coronavirus circulating in the population, some additional measures may need to be put in place by event organisers.

Check the current local and national guidance for rides and events in your area and mitigate any hazards identified by your risk assessment by, for example:

- ensure there is sufficient space to socially distance at the start/finish area and consider staggered start/finish times
- provide hand sanitizer and encourage regular hand washing where possible
- limit the amount of people allowed indoors based on the venue's capacity
- make sure shared spaces are cleaned on a regular basis
- suggest masks are worn in crowded areas or when in enclosed spaces
- consider installing one-way systems and floor markings where necessary
- consider asking riders to collect medals/certificates/refreshments etc from a table, rather than being handed them in person
- encourage riders to be self-sufficient in terms of equipment and repairs
- minimise contact between participants and volunteers where possible
- consider displaying the Staying Safe poster