Cycling Group Event Organiser’s Toolkit



**Cycling UK – The cyclists’ champion**

**Parklands**

**Railton Rd**

**Guildford**

**Surrey**

**GU2 9JX**

**Tel: 01483 238300  
Fax: 0844 736 8454  
Email:** [**groups@cyclinguk.org**](mailto:groups@cyclinguk.org)

**Introduction**

The position of a cycling group **Event Organiser** is an important one but it need not take up large amounts of precious cycling time. Cycling UK has compiled a series of invaluable resources to help make the job as easy as possible so you can enjoy more riding with likeminded people in our wonderful landscapes, with the peace of mind that comes from belonging to an organisation that has been around for nearly 140 years and are experts in delivering safe, pleasurable, social cycling activities.

Thank you for the part you play in making this possible.

**What are the main tasks of a cycling group Event Organiser?**

The **Event Organiser**:

* decides on a time, date and meeting point for the event;
* registers the event with Cycling UK using the group publicity page or an Event Registration form;
* keeps track of who is taking part in the event via a Signing on Sheet or Guest Registration forms;
* reports any incidents during the event to the Group Secretary using an Incident Report form;
* carries out a risk assessment prior to the event and keeps a record of it;
* maintains good order at the event, in accordance with our Event Organiser’s checklist;
* ensures the Publicity Officer promotes the event;
* ensures all event officials are registered with Cycling UK for insurance purposes

**Note**: for Cycling UK purposes, an event is a ride or cycling activity open to members of the public held on an occasional basis, whereas a ‘ride’ is a regular group activity put on for members of the group.

In order to fulfil these tasks, we have compiled all the documents (policies, guidance and forms) you may need into this handy toolkit.

The documents are grouped according to their function and colour-coded for ease of use. Key: P = Policy, G = Guidance, F = Form

Documents for use by the Ride Leader:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Version | Date | Page |
| **Event Registration form (F)** |  |  |  |
| **Guidance Note 2 – Organiser’s Liability Cover (G)** |  |  |  |
| **Law and Liability for Cycling Activity Providers (G)** |  |  |  |
| **Event Organisers’ Checklist (G)** |  |  |  |
| **Guest Registration form (F)** |  |  |  |
| **Sample Signing on Sheet (F)** |  |  |  |
| **Incident Report form (F)** |  |  |  |
| **Risk Assessment form (F)** |  |  |  |
| **Participation Policy for Children and Young People (P)** |  |  |  |
| **Safeguarding Policy – a guide (G)** |  |  |  |

Other toolkits available:

|  |  |  |
| --- | --- | --- |
| **Toolkit** | **Version** | **Date revised** |
| Secretary |  |  |
| Treasurer |  |  |
| Registration Officer |  |  |
| Welfare Officer |  |  |
| Publicity Officer |  |  |
| Ride Leader |  |  |