

Cycling UK Event Organiser and Ride Leader Checklist

Cycling UK has a long history of delivering excellent rides and events. This guide is based on the best practice that Cycling UK, its clubs, groups and instructors have accumulated over the years. The 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.

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.

If you wish to be covered by Cycling UK insurance, please ensure you read this guide and adhere to the terms of any insurance cover you obtain through us.

Event Organiser Checklist

1. Insurance cover

Cycling UK provides Organisers' Liability insurance for events that are open to the public (including non-members of your group), as long as they are formally registered by Cycling UK Member Groups, Affiliate Groups, organisations, individuals, or charities through the appropriate Cycling UK registration forms and group publicity pages.

Events involving more than 200 participants must be registered with Cycling UK using an [Event Registration Form](#).

To be covered by this insurance, we recommend event organisers, marshals, and all other volunteers are [registered with Cycling UK](#).

Full details of our insurance cover are available at: www.cyclinguk.org/insurance

Additionally, Cycling UK provide cover to organisations, individuals, charities or groups who register rides and events as part of the following initiatives:

- Big Bike Revival
- Bike Week
- Women's Festival of Cycling

If you are organising an event

Before organising any event, please check the event has been accurately registered with Cycling UK and is valid for the cover you have requested.

Please note, with regards to Cycling UK initiatives Big Bike Revival, Bike Week and Women's Festival of Cycling, there are specified dates for which cover applies and your event must fall within these dates to be considered for cover.

Please ensure you also read Cycling UK '[Guidance Note 5 – Special events](#)' for the details of the insurance cover.

We have helpful guides and resources on our [website here](#) to help you further.

2. Health and Safety checks

You must complete a Risk Assessment for every event you hold and keep a record for reference. You can use the template found on our [resources page](#) here as a guide:

- 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
- Your group or organisation may also have its own health and safety policies which should also be followed.
- Consider how you would deal with extreme weather on the day. If the weather is too severe to be able to guarantee the safety of your participants, you should cancel or curtail your event, even at short notice.
- Have a contingency plan in place should the unexpected occur.
- Make sure to advertise a landline as well as a mobile phone number for emergency use
- If you're hiring a village or community hall, the Health and Safety Executive provide a [Village and Community Hall Checklist to use](#).
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- Be aware of any equipment that could be hazardous, such as gazebos or shelters which should be firmly pegged or weighted down, especially if it's windy.

3. 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

4. Event base checks

For larger events or rides, it is a good idea to have an event base. Think about the following when choosing a venue:

- A location that provides a recognised start and finish area away from pedestrians and other traffic
- A signing in/out area
- The availability and proximity of public transport
- The availability of cycle parking, such as dedicated parking or railings to which bikes can be locked securely
- Access to toilets, including disabled access
- Access to changing rooms and showers for longer, muddier rides
- Supply of refreshments; please note water should be freely available, whether tap or bottled. Remember any food should be clearly labelled to cater for allergies and intolerances
- Ability to put up 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 thewhat3words or OS Locate apps
- Ability to charge mobile phones or other types of communication, like WiFi access
- Recycling facilities

Accessibility checks

Facilities needed by people with disabilities might include:

- Priority car or cycle parking
- Easy access to toilets and refreshments
- Large signage with colour contrasts
- Good lighting
- Facilities for help dogs
- Extra support from ride leaders or other officials

5. 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

6. 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

Ride Leader Checklist

1. Leading a ride check

You must make sure you find out the names of everyone on your ride; not just for insurance purposes but it's also friendlier. Please ask all riders to complete a signing on sheet (A template can be found on our [resources page here](#)).

- Young people under 18 years old must have signed parental consent as outlined on the signing on sheet. Under 13s must not ride unaccompanied by either a parent or guardian.
- Enlist the help of any experienced riders to keep an eye on newer ones; act as backmarkers; lead a second group; act as 'human signposts' at junctions or gates.
- Explain at the start how you will lead the ride: any jargon and hand signals you might use; when and where you will wait for stragglers; how you will deal with traffic and so on but remind each rider they are responsible for their own safety.
- Point out any likely hazards in advance. In the unlikely event of an incident, please complete a [Cycling UK Incident Report Form](#) as soon as possible
- Avoid blocking roads and trails – choose stopping points carefully.
- Keep the ride flowing smoothly but do stop occasionally and give stragglers a rest.
- You have a duty of care to the riders and the public, so if you think someone may endanger themselves or others, have a quiet word; if their behaviour persists, you are entitled to ask them to leave the ride.
- You should lead by example and remain courteous and considerate to all road users and fellow riders.
- Ensure anyone who wishes to leave the ride is happy to make their own way home.

2. Items to carry checks

It's a good idea to carry a few essential items such as:

- Maps or GPS unit
- Selection of small tools, inner tubes, tyre levers and a puncture repair kit
- A mobile phone
- A supply of: Cycling UK's Incident Report Forms; sign on sheets; risk assessments.

For more information on organising events and rides check out Cycling UK's Ride Leader Handbook found on our [resources page here](#).