

# Spokes-CTC Part of Cycling UK

## EVENT LEADERS PACK

This pack is intended to support Event Leaders. Not all the documents will be needed for every event.

	<b>Document</b>	<b>Intended Purpose</b>
1	Event Leader Checklist	Checklist of actions to be performed by the Event Leader.
2	Event Leader's Role on Rides	Guidelines for the Event Leader in preparing and participating on rides held during their event.
3	Notes for cyclists	Reminder sheet to practice safe cycling – to be given to all participants and drivers of support vehicles.
4	List of Participants	To maintain accurate record of all participants on event. Assuming willingness to share, this may be useful to distribute amongst participants.
5	Personal Information Form	For completion by participants and maintained by the event leader, to be used in the event of an emergency.
6	Rider's Checklist	Checklist of personal and cycling items – particularly useful for events outside the UK and for inexperienced travellers.
7	Accommodation List	List of Accommodation used to include addresses, telephone numbers, to be given to all participants.
8	Support vehicle Checklist	Checklist of items for the Support Van. Some items may only be necessary for activities outside the UK.
9	Event Balance Sheet.	Spreadsheet for maintaining financial records of the event. This balance sheet need only be completed where the leader is collecting monies for accommodation, ferry costs etc.

## ACTIVITY DOCUMENT PACK

Pack contains those documents that need to be made available to all organisers of a Spokes activity.

The pack contains:

	<b>Document</b>	<b>Intended Purpose</b>
ADP1	Approved Ride Leaders	List of club appointed Ride leaders with contact details.
ADP2	Guidelines for Ride Leader and Assistant Ride Leader	Outlines the basic working arrangements that should govern the relationship between the Ride Leader and the Assistant Ride Leader.
ADP3	Assessing the Risks	Guidance on assessing the risks for club rides.
ADP4	Generic Risk Assessment For Day Rides	Generic Risk Assessment to cover club rides. Risk assessment form for identifying and evaluating the level of risks. Document listing many common risks involved in cycling the preventative measures taken during club rides. This demonstrates the risks to be acceptable. A supplementary page is available allow additional hazards and control measures to be added, if applicable. To be made available to any member requesting a copy and for use by both participants and organisers of activities