

# Spokes-CTC Part of Cycling UK

## Event Leader's Checklist

1. Before the Event submit an Event proposal to the Committee for their approval, detailing, type of event, distances, and an estimation of costs. Once agreed these details will be published on the Club Website.
2. You will receive an Event Leader's Pack which will help you plan your event. NB. Not all documents may be relevant for your event.
3. As the Event Leader you are responsible for, as far as possible, identifying and ensuring all participants are aware of any risks. Please detail any actions to reduce or eliminate these risks and highlight them in the Route Guidance Notes. The Generic Risk Assessment (ADP4) should be reviewed and, if applicable, any additional items added to it together with the risk rating, hazard reduction measures and residual risk rating. If the residual risk rating is not acceptable then the routes for the event should be changed.
4. Any issues of concern from the Risk Assessment should be raised with the committee in advance of the event.
5. Approach a **Ride Leader** who will assist you during and/or in the planning of your event. On other occasions this may only be possible nearer the day of the ride. Different **RLs** may be selected for different rides on the event.
6. After your event please submit a breakdown of your expenditure and receipts to the treasurer.
7. NB: You are not providing a 'package tour'. Participants will be asked/be expected to book many of the facets themselves.

	Item	Action	Notes
1	Cost Estimate	<p>Provide a cost estimate on the basis of price pp and total expected outlay. At the end of the Event a full cost statement is expected within 4 weeks.</p> <p>Important – you must price each service separately and not offer any discounts if more than one service selected.</p> <p>Participants are free to select any combination of service.</p>	<p>Please allow 5-10% for contingencies Participants can always be refunded later.</p> <p>See example 1 below.</p>
2	Itinerary and dates.	<p>Provide a route guide and estimated cycling distances per day. Provide a list of overnight accommodation/s. Include dates.</p>	<p>Avoid busy roads and long daily distances. Bear in mind an average speed of 10mph (depending on overall distance, and type of activity) and daylight hours available.</p>
3	List of Entrants	<p>Provide a list of names of participants including any support.</p>	<p>All participants <b>must</b> be members of Spokes-CTC and Cycling UK. If unsure check with The Secretary.</p>

## Spokes-CTC Part of Cycling UK

4	Support Arrangements	Provide support team information if you are using vehicles as part of the event.	Ensure any hire vehicles are covered by adequate insurance. Always allow for a rider to be a back up support driver.
5	Risk Assessment	Review the Generic Risk Assessment (ADP4) and, if applicable, add additional items. Raise any items of concern with the to the Committee.	Always have safety issues first in your planning.
6	Route Guidance Notes	Prepare these after “the recce”	Ensure that dangers are highlighted.  Ask your RL to bring all necessary paperwork.
7	Emergency Contact Numbers	Provide at least 2 numbers which can be used by anyone to contact the group.	
8	Checklist & Notes for cyclists	Send these to the riders before the activity.	
9	Personal Information Form (PIF)	<b>All participants &amp; support to complete the Personal Information Form &amp; submit before the ride.</b>	The form to be destroyed after the event. <b>NB.</b> Your form should be given to another member of the group for the duration of the event.
10	Travel insurance	It is the individual’s responsibility to ensure they have adequate insurance to participate in any event	<b>All participants to complete the Personal Information Form (PIF) prior to event.</b> To include Insurance details.
11	Event Balance	Complete and send to The Treasurer after the event	
12	Learning points	Consider any learning points from yourself and other participants for future events	Inform the committee of any significant learning points

**Keep the Committee informed at all stages and if there is a cause for concern then ensure that the course of action is agreed before proceeding.**

### Example 1

The event is planned to include a support vehicle and accommodation pre booked for the group.

# Spokes-CTC Part of Cycling UK

The estimated cost is £20 per person for the support vehicle and £100 per person for the accommodation. Participants are invited to say whether they wish to purchase one or both services. No discounts to be made available for a package arrangement. If a participant chooses to purchase one or more services then a single payment can be made to cover the total cost.