



**Guidance for Leisure Event Organisers**

**Approved by the Board of Cycling Ireland 11<sup>th</sup> June 2010**





## Leisure (non-competition) – Guidance for Organisers

### 1. Background:

Cycling Ireland embraces all aspects of cycling from racing to leisure (i.e., non-competitive) participation events. To ensure that basic minimum standards pertain to such events the guidelines below have been adopted.

### 2. Guidelines:

- A leisure event is a non-competitive event and encompasses reliability trials, audax events, sportifs etc.
- To be an approved Cycling Ireland leisure event the event must be:
  1. promoted by either a Cycling Ireland affiliated Club, Province, Commission, Promotions Group, Sub-committee of Cycling Ireland or other group approved by the Board of Cycling Ireland;
  2. Of a cycling only nature and intended primarily for the domestic market;
  3. Notified to Cycling Ireland using the standard Event Application Form, this Form requires, among other details:

<u>Description</u>	<u>Essential</u>	<u>Desirable</u>
Notification to Garda/PSNI	✓	
Notification to Local Authorities	✓	
Notification to Parades Commission (Northern Ireland only)	✓	
Notification to AA Roadwatch		✓
Completed Risk Assessment/Safety Plan with a nominated Safety Officer	✓	
Preferred date and alternative date	✓	
Entry fee(s)	✓	
Distance(s) and advised	✓	
Age categories and distances by age categories	✓	
Promoter's details	✓	
Map of course	✓	
Directions to start	✓	
Adequately manned registration desks	✓	
Separate male/female toilet and changing facilities	✓	
Separate male/female shower facilities		✓
Directional arrows	✓	
On-course refreshments (if greater than 50 kms)	✓	
Post-event refreshments		✓
Controlled speed groups for varying abilities	✓	
Adequate car parking	✓	
"Goodie" bag		✓

- All entrants must sign (either electronically or otherwise) the standard disclaimer on Cycling Ireland sign-on sheets.
- Organisers must advise participants (either with their registration pack, through notices at registration, on the event website (if any)) of the following basic requirements:
  - Bicycle must be roadworthy;
  - Fitness level must be appropriate to the event;
  - Adequate refreshments should be carried;
  - Basic tools (spare tubes, tyre levers, pump etc.) should be carried;
  - Adherence to rules of the road and laws covering littering, public decency etc.
- Those under the age of 18 must have their entry forms signed a parent or guardian;
- Wearing of helmets is compulsory.
- Organisers must ensure that participants who are not Cycling Ireland members have the option to receive cycling relevant information from Cycling Ireland and share this information with Cycling Ireland;
- Event organisers must accomodate a Cycling Ireland presence at their event where requested;
- Event organisers must return to the Cycling Ireland office within seven days of the event date:
  - The sign-on sheets (manual A3/A4 sheets or electronic);
  - The appropriate surcharge (by cheque);
  - The Leisure Event Return.
- Any further queries please address to [admin@cyclingireland.ie](mailto:admin@cyclingireland.ie)

### **3. Insurance Cover and Pricing:**

Once the event has been approved by Cycling Ireland and the guidelines outlined above adhered to insurance is provided under Cycling Ireland’s policy as follows:

- All participants and the organisers are covered under Cycling Ireland’s public liability insurance (participants are also covered under Cycling Ireland’s personal accident insurance).
- Participants who are non-Cycling Ireland members are recognised as guest members for the duration of the event.
- If letters of indemnity are required the organisers should contact [admin@cyclingireland.ie](mailto:admin@cyclingireland.ie)

The pricing structure is as follows:

- Cycling Ireland members must be offered a 10% discount on the standard entry fee for non-charity events;
- Event Organisers will be charged as followed (this is in addition to a club/promotions group affiliation fee):
  - Where Cycling Ireland members are offered a discount on the entry fee – no charge;

- Where no discount is offered to Cycling Ireland members:
  - €0.50 per participant up to a maximum of €150 for events with less than 500 participants;
  - €0.50 per participant up to a maximum of €200 for events with between 500 – 1,500 participants;
  - €0.50 per participant up to a maximum of €300 for events with over 1,500 participants;
  - For each of the above a €1 rebate will be provided for each new member recruited to Cycling Ireland from the event, up to a maximum of €150.



**Leisure Event Return Form**

Event name:		
Event date:		
Promoting Club/Organisation:		
Contact person and contact details:		
Charities benefitting (if applicable):		
Describe briefly how event was advertised:		
<b>Participants Information</b>		
Total number of participants		
Number of male participants		
Number of female participants		
Number of participants < 18		
Number of participants who are CI members		
<b>Route Information</b>		
Distance(s) offered		
Entry fee(s)		
<b>Facilities Questionnaire</b>		
	<b><u>Yes</u></b>	<b><u>No</u></b>
Showers		
Toilets		
Car parking		
Refreshments		
Route markers		
Map of route		
First aid		
<b>Other Information</b>		
Please advise of any incidents/accidents that took place or other observations you wish to make		

**Please return along with sign-on sheets and appropriate surcharge to [info@cyclingireland.ie](mailto:info@cyclingireland.ie)**