



**CYCLING
ULSTER**

***GUIDANCE FOR
LEISURE EVENT
ORGANISERS***

This guide is to help organisers with the pre-planning, on the day and post event requirements to ensure a successful and enjoyable event for all.

To become a Cycling Ireland approved leisure event and avail of full event insurance, organisers need to complete the following process as soon as possible.

PRE-EVENT

Event Application Process

1. Apply for a permit

Club officials need to apply for a permit via the club management area of your membership portal.

2. Event date approval

The Cycling Ireland Events Team will approve your permit date or be in touch with alternative options if necessary. The approval process will look at other events in the same locality.

Get your event ready for online entry

Once your permit has been approved you can start to prepare your event for accepting online bookings. Eventmaster is the online booking system that must be used to ensure your event has full Cycling Ireland event insurance. This system will negate the need to handle cash and will provide you with a list of entries prior to your event.

One day licenses for non-members will be collected at the time of entry and sign-on sheets will not be required.

3. Login to eventmaster

Event organisers can activate their account or (if you already have an account) go to login.

4. Add/amend your event description

When you login you will see your event in 'drafts'. If you do not see your event in drafts please contact us – DO NOT set up a new event. Select to edit your event and make any necessary amendments.

Get your event ready for online entry

5. Add entry options/additional purchases

You have the option of adding this yourself or complete and return this form to us and we can set up your entries/tickets. Ensure to add all options, prices and details on date and times you wish to open and close entries.

6. Publish your event

Cycling Ireland will publish your event. When the above is complete, we will send you a link to connect your stripe account. When stripe is connected, we will send you a public link for event entry.

7. Submit a risk assessment

A risk assessment for the event must be submitted no later than 30 days before your event. All sheets with green tabs need to be completed for the risk assessment to be approved. It is possible to publish events prior to submitting your risk assessment but full event approval is only granted when a risk assessment is uploaded and approved. Your event will not be insured without full event approval.

Get your event ready for online entry

Risk assessments need to be uploaded on the Cycling Ireland online portal. Select 'permit management' and locate your event. The event date must be approved so that you can 'upload risk assessment'.

Other pre-event considerations

Marketing

Generate a social media update that includes the title, website (if applicable), date, time, length of route(s), cost and share across social media channels like facebook, Instagram, twitter etc.

The Cycling Ireland logo should be included in any advertising or promotional material. Get in touch with the Cycling Ireland Events Team for the logo.

Tagging other clubs or groups is a great way to get this shared to a wider audience. Once you have set the online entry process you can share again with details on how to enter.

Information pack

All participants should be informed prior to the event, preferably by direct email, that:

- a. Helmets are compulsory
- b. A roadworthy bicycle is required
- c. Adherence to rules of the road
- d. No littering
- e. Written safety brief

By participating in the event, participants have agreed to adhere to all of the above.

Letters of Indemnity

Event organisers can apply to have a venue or facility that they are hiring indemnified against any claims made against it.

Effectively this means that the venue is covered by Cycling Ireland insurance for the time period stated on the indemnity letter.

There is a fee of €60 for this letter. If required, please complete an indemnity request form. Other relevant event insurance documents are available on the Cycling Ireland website.

Temporary Vehicle Insurance (TVI)

TVI for event promoters provides comprehensive insurance cover for any volunteer owned vehicles used in the running of an approved Cycling Ireland event. Cover is provided for when the vehicle is in use during the event. The cost per vehicle is based on the number of vehicles which require insurance:

- For 5 cars or less the cost is €35 per vehicle
- Between 6 and 10 cars is €25 per vehicle
- Over 10 cars is €20 per vehicle

Requests can be made online and need to be received no later than one week before the event, and payment must be received before the event otherwise insurance cover will not be provided.

Route check

A final check of the routes should be made the day prior or morning of the event. This is to ensure routes are still fit for purpose and safe to use. Changes may include road chippings, oil spills, debris etc that could cause potential dangers to cyclists.

Car parking, showers, toilets

Adequate car parking facilities are required for participant vehicles. It is useful to have an overflow contingency in place should the need arise. Some participants may travel long distances to take part in your event so it is recommended showers are available if at all possible. Toilets should be available at the event HQ and at food stations on longer routes.

EVENT DAY

Signage

Route signage should be placed in prominent positions, junctions etc to ensure all participants can clearly follow the designated route. If sprayed road signs are used, please ensure a sample is available at the registration area for participants to familiarise themselves.

Registration

A registration area should be available that provides details on the route(s), road signs, food stops and personnel present to answer any queries participants may have. Manual entries can still be taken on the day using manual payment methods at the discretion of the organisers/club.

Key emergency contacts should be provided either at registration stage or via email through the online booking system. A list of emergency numbers can be made available at the registration desk and participants asked to take a photograph on their device.

Safety briefings

Event organisers are required to provide a safety briefing to all participants before departure. This should include a sample of the road signs, emergency contact, obey rules of the road, details of lead/broom cars, whether the course will be marshalled or ride leaders present. Details of food stations and rough guide of routes should also be provided.

A safety briefing is also required for volunteers helping out on the day along the route and at food stations. Volunteers should be clearly identifiable with hi-vis vests where possible. Volunteers are a huge asset to running a successful event and should be remembered in catering numbers. All volunteers should be provided with a list of event contacts. Volunteers need to be clear on where they need to be and when and for how long so ensure this is clearly communicated to them on the day.

Refreshments

Cyclists love their food! Please ensure that there are enough refreshments on food stops and at the finish. Tea/coffee is always welcome at the end.

Clean up

Bins should be easily accessible and emptied when required. Mobile road signs should be removed.

POST EVENT

If you have accepted manual entries on the day, you must return the manual sign on sheets by email to the Cycling Ireland Events Team within seven days of the event. Any one day licence fees should be paid to Cycling Ireland within seven days as well.

Ensure signage is removed as soon as the event is over.

Don't forget to thank volunteers and sponsors for their valued contribution and participants for taking part.