

# West Midlands Cyclo Cross League

In association with



# EVENT ORGANISER'S WORKBOOK

## West Midland Cyclo Cross League Calendar 2014 – 2015

Round	Date	Venue	Organising Club	Organiser	Telephone
1	7th September 2014	Shrewsbury Sports Village	Mid Shropshire Wheelers	Mel Griffiths	07784 - 904954
2	14 <sup>th</sup> September 2014				
3	21stSeptember 2014				
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15					

League Coordinator –

Telephone -

Email –

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## Introduction

The history of cyclo-cross is built around off-road cycle racing, usually over a circuit 2 to 3 miles in length, where competitors cover a variety of terrain, including natural and man-made obstacles, where they have to dismount and carry their bikes.

However, the nature of cyclo-cross has changed in many ways since the end of the 1980s. At the highest level, on the international stage, the sport has reinvented itself to carve out an identity which is distinctive from the new rival discipline of cross country mountain biking. Regulations have been introduced to make courses faster, wider and more raceable, with the severity of obstacles and the need to dismount much reduced. The phrase “the formula one of cycle sport” was coined, and a World Cup series and World Ranking system introduced. Coupled with the move from separate professional and amateur codes to fully open racing, the sport has developed greatly at world level, setting new standards and dominated by a small core of cyclo-cross specialists.

At the same time many local events, and not only in Britain, have continued to be staged year after year virtually without change, sticking to a formula where the challenge of the terrain is equal to, or supersedes, the race between competitors. In Britain, in recent years, there has been much debate over the relative merits of old versus new, technical versus non-technical courses, mud plugging v criterium-like circuits etc. Much of this debate has missed the point. The real issue is how to make events more raceable, more attractive to both potential competitors and spectators, and ultimately more self-sustaining, whatever the style of circuit.

The West Midlands Cyclo Cross League (WMCCL), in proud association with its sponsors, Waldrons Solicitors, is committed to upholding these principles and driving for continual improvement in our League; both in terms of success and most importantly, enjoyment. We ask all of our event organisers to work with us to do the same and so, with these aims in mind, this pack has been put together for your use.

As always, we are very grateful to you and your band of volunteers for contributing towards the success of our League.

# D Miller

David Miller

Chairman of the WMCCL Committee

## 1. Venue

The first aim is to find a venue with terrain, which offers an appropriate challenge to competitors, and an interesting spectacle for spectators. In reality, your choice of venue is usually decided by a combination of three criteria: cost, suitability of terrain and access to supporting facilities.

**Cost:** The overriding factor in staging an event is undoubtedly cost. There may be charges for land use, either in the form of a flat fee or a per rider levy. There may also be charges for the use of supporting facilities, such as changing rooms and showers. Often, even if a venue is provided "free of charge", the landowner may have to meet the costs of a building caretaker or park ranger, and may naturally wish to pass these costs on to you. You are likely to have entries on the line, so you need to set your race budget with the number of likely entrants in mind. It is a useful idea to set two or three alternative budgets, according to different levels of participation. Budgets are discussed in more detail in section 6.

**Suitability of terrain:** A cyclo-cross course can be devised on a wide variety of terrain. Venues have included public parks, disused quarries, peripheries of sports centres, farms, fields and school grounds. It is not necessary to have severe inclines, or to employ every available climb and descent where the terrain is more severe - a successful cyclo-cross course can be devised on even the flattest terrain with a little ingenuity. Nor is a vast area of land required. By employing loops and double-backs, a course can be laid out on a relatively compact area of land, with the added advantage that spectators can view the racing a number of times each lap. Good drainage, for at least a good proportion of the proposed course, is an important factor. A venue, which seems ideal at a summer inspection, can be very different and perhaps even unrideable at a wet winter race meeting. Avoid clay soil and potentially boggy landscapes, which may become quickly saturated. The possibility of incorporating a section of tarmac road or other hard surface should also be considered: this is a particularly important factor in top-level events.

**Access to supporting facilities:** The provision of toilets, changing accommodation and, where possible, showers are seen as an essential part of the race organisation package, and they are certainly welcomed by competitors, especially after a cold and muddy event.

**Multiple-use facilities:** The use of facilities, which cater for a number of sports, can often be ideal for the needs of cyclo-cross, combining adjacent changing accommodation with a variety of terrain on the surrounding land. Multi-use cycling facilities are particularly appropriate and British Cycling's Facilities Strategy encourages the use and development of such facilities. Cyclo-cross events have been successfully staged on and around closed road circuits, outdoor tracks and at sports centres.

## 2. Course

A course should ideally comprise a circuit of 2,500 to 3,500 metres in length, which depending upon the nature of the terrain, the climatic conditions and the standard of the participants should produce a lap time for senior riders of around 6 to 8 minutes. For youth competitors a shorter circuit should be employed, usually by excluding a section or sections of the full course. A separate, simplified course should be devised for under 12s and under 10s.

Cyclo-cross courses can be planned in the most unlikely places by using imagination, initiative, improvisation and a few stakes and tape. Some may have limitations, but may be better than no course at all. At many venues, organisers face restrictions on the land they can utilise when building a course. They may be prohibited from crossing sports pitches or be confined to the perimeters of facilities. Sometimes features which you wish to incorporate may be some way apart, necessitating a long transfer from one section to another and thus extending the lap length. Using such features may also involve difficult or restricted access points where the course becomes unsatisfactorily narrow.

The guidelines below aim to outline best practice when devising a course. Not every element may be feasible at every venue, nor will every element be necessary. It is a good idea to devise the course with the help of an experienced cyclo-cross competitor and members of the Waldrons WMCCL Committee are also on hand to lend advice.

**Course Formation:** A clover-leaf or similar pattern will give a reasonably sized course within a comparatively small area. It will also enable race officials to monitor the race more effectively and allow commentators and spectators to see more of the race and to keep in touch with race leaders. This formation does have its drawbacks, however as it requires more and better course marking and more race marshals to secure and define the course.

**Course Width:** Cyclo-cross is a racing discipline, and courses should be sufficiently wide to allow overtaking at all points. The international regulations stipulate a minimum width of 3 metres, and this should be the goal for as much of the course as possible, including technical sections. "Single Track" should be avoided: it is not a feature of modern cyclo-cross, although it is still found on many courses. Woodland single tracks, with "rough-stuff" features such as exposed roots and excessively bumpy terrain are still popular with many competitors, but they are not conducive to fast racing. Also to be avoided are sections which, while nominally meeting the minimum width requirements, contain only a narrow racing line with unrideable sections to right and/or left. There will inevitably be a "best line" within the width of the course, but it should not be the "only line".

**Course Marking:** There are two reasons for marking out a course: firstly to unambiguously define the route for the competitors, and secondly to separate the competitors from officials and spectators for safety purposes. Plastic tape attached to wooden or plastic stakes is the norm for course marking (metal stakes should be avoided), but more robust fencing or crowd control barriers may be needed for key areas in bigger events. In small local races, obvious straightforward sections, which connect one technical feature to another, are often unmarked, with course marking restricted to indicating changes of direction. In many cases this is sufficient, but you should be wary of the occasional unscrupulous competitor who may use the excuse of an ambiguously marked course to cut corners. This creates problems for the race judges. However the most important role of course marking is to indicate to non-competitors that a cyclo-cross race is taking place. The extent and standard of such marking will depend upon the size of the event and the extent to which the venue is open to the wider public. If it is a small event at a private venue and is restricted to competitors, their helpers and officials then minimal course marking may be adequate. Otherwise the following minimum measures should be considered:

- Taping-off the course

- Barriers or more secure fencing at points where crowds may congregate, e.g. start and finish
- Marshals at points where public paths or regularly used routes cross the course
- Marshals at public access points to the course area

If a course is being planned in a public park or over common land where there are regularly used paths, it is best to minimise the number of crossings and to sensitively marshal those crossings which are used. People who go for daily walks or runs may easily become incensed if they find their usual route is affected by a cyclo-cross, even though permission has been granted.

**Ascents, Descents and Adverse Cambers:** The distribution of ascents and descents around a course can be the key to staging a good event. Try to intersperse these, along with other technical sections, with less demanding parts of the circuit that can be used as recuperative features. Cyclo-cross courses do not require a huge variation in elevation. Generally, uphill sections should be short but challenging: try to avoid long slow drags, which nowadays are more the province of cross-country mountain biking. If there is no alternative but to include a significant climb, it is better to break it up into sections if possible – don't look at a hill and think you must go straight up! Try to gain the height in stages interspersed with flat or even slightly downhill stretches. Some ascents are designed to be sufficiently severe to enforce a dismount and create a "run-up", although don't be surprised if the better riders can still reach the top without doing so. A well-designed "run-up" should allow either option, and the good technician can often dismount, run and remount faster than the competitor who opts to ride. Again such sections should be short and sharp. Care should be taken when devising descents to ensure that they are not excessively dangerous. "Extreme" features such as drop-offs to the side or "bomb-holes" should be avoided. Consideration must be given to providing safe "run-outs" at the immediate foot of steep descents, without sharp bends or potential hazards such as buildings or trees. Where the landscape is less severe but still undulating, technical sections can still be created by marking the course so that the circuit follows an adverse camber along the side of an incline. This may not look as spectacular as a steep descent, but is nevertheless a good test of a rider's skills. The course marking at the lower side of the adverse camber should be sufficiently robust to protect both rider and spectator.

**Artificial Obstacles:** Artificial obstacles are generally used either to break up particularly flat courses or sections or to force riders to dismount before an ascent and thus make them run rather than ride up the climb. In the past "natural" obstacles, such as fallen tree trunks, were utilised, but under current regulations obstacles are standardised, and should be in the form of planks across the course. The more technically proficient competitors are able to "bunny-hop" these obstacles without dismounting, and to discourage this, the height of obstacles at international level has been set at 40 cm. For domestic races this should be regarded as a maximum height. The following provisions should also apply to all obstacles:

- Cover the full width of the course
- Solid over their full height (i.e. no gap between the ground and the bottom of the obstacle)
- Should not be made of metal

**Road/Tarmac Sections:** Efforts should be made to include some road or tarmac sections on the circuit, both as a recuperative feature and to encourage more open and faster racing.

**Unusual Features:** The provisions outlined above should be sufficient to provide a varied and challenging course, however other features also occur, either naturally due to the nature of the terrain, or artificially to create more interest on an otherwise bland course. The examples below are not exhaustive and should be considered only with caution:

**Steps:** The ascent of steps is one way to ensure that even the strongest and most technically proficient rider must dismount and carry the bike. Wide, rustic style steps have been an exciting feature of some major events but have usually been specially constructed.

The temptation to utilise existing steps as a course feature should be examined carefully before proceeding. Concrete steps, and the descent of steps of any kind are forbidden.

*Sand:* Uncommon in Britain, but a regular feature in races in Belgium and Holland, where circuits are often devised on coastal dune sites. This is a useful addition if available, to give competitors a taste of the continental scene.

*Water/stream crossing:* Water crossings of any kind should be avoided. If it is impossible to transit from one section of the course to another without crossing water then efforts should be made either to construct a bridge (of sufficient width) or, where the crossing is narrow, oblige riders to dismount. Bear in mind that a negligible trickle at a summer inspection could become a raging torrent at a winter race.

*Ditches:* Ditches are acceptable where the depression is shallow and it is possible to ride in and out (and taking into account the provisions for water crossings if water is present). For narrower ditches, if unavoidable, competitors should be obliged to dismount.

*Indoor sections:* Major events in Belgium and Switzerland have sometimes taken the course through the beer tent! This is great for atmosphere at big events, but hardly practical for local promotions.

***The Starting Zone:*** The organisation of the starting zone probably causes more problems than any other single feature, especially where there is a large entry. The domestic cyclo-cross regulations specify that: *“The starting section shall be devised so that riders may safely progress onto the main circuit. The first narrowing or obstacle after the starting section may not be abrupt but shall allow the riders to pass easily. The first bend shall be less than a right angle turn.”* As the regulation suggests, it is common for the starting leg of a cyclo-cross race to be outside the course proper. The recommendation of the WMCCL is to employ a narrower starting zone, possibly on a leg outside the main course, but with the riders lined up in a number of shorter rows. The Commissaire will grid riders in rows of 8 riders based on their league ranking. This addresses the problem whereby slower riders inhibit the faster starters at the beginning of the race; something which can lead to accidents. The starting leg should be flat or uphill: a downhill start can bring the field too quickly to the first technical sections.

***The Finishing Zone:*** Judges and lap recorders will appreciate a fairly open finish area, so that riders can be seen approaching from some 150 – 200 metres and do not disappear around a bend immediately after crossing the finish line. There should, in any case, be sufficient braking space after the finish line to allow for a sprint finish. A downhill finish should be avoided. As spectators and photographers tend to cluster around the finish area, special consideration should be given to the course marking and fencing in this zone. An area for the judging team and other officials should be kept clear of spectators.

***Equipment Pits:*** In cyclo-cross, competitors have the opportunity to change onto a fresh bike if they have mechanical difficulty, or if their original bike is simply clogged with mud. The zones where bikes can be changed are called equipment pits, and where they are employed bike changes can only be made in these pits. In local events, where traditionally few competitors have a second bike, there is no obligation under the domestic regulations to have equipment pits, but they are obligatory in more important races (designated as category B or higher). The Waldrons WMCCL Committee’s preference is to have pits at all of the League rounds. There should be a maximum of two equipment pits on the circuit, judiciously placed so that they are evenly spaced. Where the formation of the course allows, one double pit can be installed which allows a rider to change bikes at the same pit from different parts of the course. The majority of riders dismount and mount to the left of their cycles, so pits should be placed on the right hand side of the course. The equipment pit is normally an open area at the side of the course.



## ***Equipment***

The provision of clear signage and course marking will add greatly to the look and feel of the event to both competitors and spectators alike. Below are items that will make your job easier.

### ***Equipment Checklist:***

- Plastic or wooden stakes for course marking (further stakes can be hired from the Committee)
- Course marking tape
- Event HQ / Course Road Signage
- Safety barriers or mesh fencing as required
- Signage for crossing points and key locations
- Paint/chalk for finish line/start grid
- Start equipment (whistle/klaxon/gun – supplied by the Committee)
- Chequered flag
- Lapboard
- Bell for last lap
- Marshals' tabards/whistles
- CB/FM radios for key officials
- Cash float for signing-on/catering/prize envelopes
- Signing on sheets (emailed to you by the League Secretary for printing and putting in folders)
- Race numbers and safety pins (provided by the League and passed on between organisers for on the day entries. League pre - registered riders will be given a number to keep for the season at their first event)
- Lap Score sheets, clipboards and pens for lap scoring
- PA system and Commentator provided by the WMCCL

### **3. Risk assessment**

It is increasingly common for the landowner of a proposed cyclo-cross venue to request that a risk assessment be carried out, either as a final requirement before the date of the event, or even before formal permission for use of the venue is granted. A formal risk assessment procedure allows you to better evaluate the course and venue in relation to the requirements of the regulations and the potential risks to competitors, officials, spectators and the general public.

The overriding aim of a risk assessment is to ensure that an event is run in as safe an environment as possible, both for competitors and non-competitors alike. Care must be taken to ensure that the course is not hazardous to the riders but at the same time is designed and marked out in such a way as not to present a hazard to spectators and other users of the venue. In the event of an accident, the injured party may seek to hold you responsible, your marshals, or the Commissaire for failing to anticipate that such injury could arise as a result of the race. It is essential therefore that all possible steps are taken to reduce this risk. We all enjoy the benefits of event insurance but the inconvenience and trauma associated with a court case are something to be avoided. Risk assessment is therefore not something to be taken lightly, nor is it something to be feared. It should combine common sense with practical solutions.

There are two steps to risk assessment. The first takes place well in advance of the event as soon as the venue is agreed and a course route is envisaged. You can often be too close to the event to see the hazards and it is recommended that a Safety Officer should be appointed at this stage. The Safety Officer should walk the course with you and look closely and independently at any hazards presented by the course. The time and day should as near as possible be the same as the race day, and it must be borne in mind that trees and other hazards may change with the season. The second is completion of the risk assessment document, which should not only cover the specific hazards of the course as far as the riders are concerned, such as tree roots and projecting branches, but also conflict points with other venue users, such as footpath crossings and access points to the venue. The report should also cover the more general areas such as first aid provision and car parking arrangements. Each hazard should be analysed and measures listed to deal with them and to reduce the hazard if possible.

This risk assessment should be available to the Commissaire in advance of the event so that he or she can ensure that the general provisions are in place. The Commissaire should then give sufficient time on the day to cover the course and to ensure that the identified hazards have been dealt with but also to identify any changes which may have taken place to change the original situation. At this stage both the organiser and the Commissaire should be adaptable enough to make changes to reflect the new situation and even to make changes during the race if circumstances so dictate.

The risk assessment documentation is included in Appendix 1.

#### **4. Marshalls and helpers**

Once the League confirms the event, it's time to start assembling a team of officials – it's never too early to do this. The main race official, the chief Commissaire, will be appointed by the Committee and he or she will contact you a week or two before your event to ensure everything is on track. The other important race official, the chief judge, will be your responsibility to appoint and it is vital that he or she has an adequate support team. Further details are in section 10 - lap scoring and results.

The other key positions are:

*Course Director:* responsible for all matters relating to the setting up of the course. It is likely that that this role may be undertaken by you and coupled with the role of Event Safety Officer.

*Chief Marshal:* A crucial post needed to co-ordinate the volunteer force in line with the risk assessment for the event.

*Signing-On Stewards:* A minimum of four people, preferably five, are required to take entry fees, league fees, day licence fees, issue numbers, issue electronic chips for timing, and to inspect and retain licences.

*First Aid Cover:* May be either a qualified first-aider or St. John's Ambulance/Paramedic cover depending upon the needs of the event.

*Assistant Commissaires:* Two further Commissaires will be appointed by the Committee to support the chief Commissaire, particularly to monitor the correct use of the pit areas.

*Lap scorers:* A minimum of four people (two pairs) per race to record the riders' numbers as they cross the line on each lap. The manual lap scoring sheets will be used to complete the result for each race, or used as a backup to the electronic chip timing in use. Further details are in section 10 – lap scoring and results.

*Announcer/Commentator:* For the 2012 – 13 season the WMCCL have purchased and will provide a PA and commentator if required. You are more than welcome to use your own regular commentator.

## 5. Budget

The cost of staging an event is a factor that will underpin your decisions at every stage of the planning process. If you will be staging a “self-funded” event, where little or no sponsorship is planned, then you will be heavily reliant upon support from your club/team plus income from entry fees to cover costs. Therefore, you will need to have a reasonable idea of the number of riders the event is likely to attract, even before the venue is confirmed. In practice, Committee members will be able to advise you on the level of expected participation and suggest possible.

Many organisers devise two or three different budgets, depending on different levels of participation, which can be constantly revised according to changes in expected costs and income. The suggested areas of income and expenditure are listed below but make no claims to be accurate or exhaustive; they are included to present some of the financial issues that you need to consider.

### *Income:*

- Entry fees
- Sponsorship
- Prize donation

### *Expenditure:*

- Venue hire
- First aid cover
- League registrations
- BC levies
- S/J/V/W/Y prizes
- Under 12s prizes (in kind – the Committee does not support cash prizes for any under 12s)
- Chip timing results service
- Commissaires fees
- Marshals and officials refreshments

## 6. Administration and fees

**Insurance:** There is no permit required to put on a cyclo-cross event, but a flat rate insurance fee of £10.00 per day is due when the event is registered.

**Event Registration Form:** This needs to be completed and returned to League Treasurer together with the insurance fee. We need this to ensure that your event is logged on the system and is covered for public liability insurance purposes.

**Entry Fees and Race Levies:** All entry fees must allow for an insurance levy of £1.50. An additional race levy of £1.50 also applies to all competitors above the youth age category (i.e. junior, senior & under 23, veterans, and women). There is also an additional Area levy of 50p. It is national policy that under 12s races are free of charge to entrants, and therefore no levy applies.

Riders in the junior, senior & under 23, veterans and women’s categories should be able to produce a valid BC membership card. Non-members, or those unable to produce a card, are still able to ride in the majority of events\*, but are subject to an additional event surcharge fee of £3.00. £1.00 of this fee is retained by the promoting club, and the remaining £2.00 forwarded to the Area Treasurer together with the general levies.

## **7. Prizes**

In terms of awarding prizes at all League rounds, The Committee support full compliance with the BC Cyclo Cross Handbook rules:

- There will be a minimum prize list for each main category from 12 years and over, i.e. seniors, juniors, veterans, women and youth, based on one prize for every five entrants.
- The total number of prizes must not be less than one fifth of the total number of competitors.
- Prize values, to a minimum of 75% of the entry fee taken from youth riders, should be awarded in the youth event.
- Within the youth category there will be a sub class for 'under 14s' with a separate prize list (a minimum of one prize will be provided).
- Any prize must be collected within 14 days, and the responsibility for such collection shall lie solely with the competitor.

In addition, The Committee expects all 'under 12' competitors to receive a small non-financial prize upon completing their race.

Appendix 2 has been designed to assist you in calculating your possible prize list from a typical number of entrants in each category.

## **8. Publicity**

The Committee will promote your event via the Waldrons WMCCL website and we now have our own Press Officer, who will take photos on the day and liaise with Snowdon Sports to ensure race reports are posted promptly on the BC website.

In addition, you can generate further publicity leading up to your event in three ways: the first designed to attract participants, the second to encourage spectators, and the third to acknowledge the support of sponsors. Whatever the level of event, publicity shouldn't be ignored: don't just put the event on and expect the riders to turn up. A modern cyclo-cross, particularly in an urban location, has the potential to draw spectators from the cycling world and the wider public if the event is properly advertised. This increases the potential for generating income from refreshment sales, raffles etc. and has a major bearing on sponsorship potential. A few simple suggestions:

- Handbook advert - catches the eye of committed cyclo-cross riders
- Cycling Magazines
- Local Press - Essential contact with sports editor and possible sponsorship help
- Posters - Clubrooms, bike shops etc., other locations with permission
- Handbills - Event details for riders, map and directions etc. to make it easy to find a new event
- Websites - Area association and various cyclo-cross specific – don't forget the BC website and email news service for updates and reminders

## **9. Signing on**

To be completed once the Committee have decided their AGM proposals for League registrations and chip timing

## **10. Lap scoring and results**

The WMCCCL have successfully employed a computerised chip timing company for the 2012 – 13 season but in case of breakdown or query it is necessary to have a manual backup. Ideally two pairs of helpers make for a smooth and easy result. Each pair consists of one number caller and one person writing the numbers down on the attached sheet (Appendix 3). A rider's number should be called each time a rider crosses the finish line. Each time the leader crosses the finish line, the person writing the numbers down should begin a new sheet. When the winner crosses the finish line at the end of the last lap, it is particularly important that every rider finishing behind him/her is captured in the order they cross the finish line. The lap scoring finishes when the last rider has crossed the finish line.

To obtain a result use the summary result sheet attached. Firstly tick each lap the rider is recorded on. Secondly, copy the final lap record onto the summary sheet. Mark the overall position of 1st to the first person who crossed the line (he/she will have completed the maximum number of laps).

Second place is the next rider to complete the same number of laps as the winner, third place is the next rider completing the same number of laps as the winner and second place, continue this process until you have given a position to all riders crossing the finish line on the last lap.

Lapped riders will be given a position in the same way as those finishing on the same lap as the winner, i.e. the first rider completing one less lap to the winner will show as '@ 1 lap' in the position immediately after the last rider completing the same number of laps as the winner. Continue this process for all lapped riders remembering to show whether they are '@ 1 lap' or '@ 2 laps', '@ 3 laps', '@ 4 laps' etc.

Any rider who is recorded during the race but who does not cross the finish line after the winner has finished should be recorded at the very end of the result as 'DNF' (did not finish).

## Risk assessment form

Name of Event:			
Promoting Club:			
Local Authority			
Sponsor(s):			
Date of event:			
Time of start:		Est. time of finish:	.
Organiser/Promoter:	Forename:		Surname:
Address:			
Address:			
Address:			
Postcode:		E- mail:	
Telephone:	<i>Home:</i>		<i>Mobile:</i>
Safety Officer:	Forename:		Surname:
Address:			
Address:			
Address:			
Postcode:		E- mail:	
Telephone:	<i>Home:</i>		<i>Mobile:</i>
<input type="checkbox"/> Circuit <input type="checkbox"/> Venue <input type="checkbox"/> Name:			
Estimated number of riders:			
Start Area location:			
Finish Area location:			
Chief Commissaire on the day:			
Person(s) conducting Risk Assessment:			
Date of Risk Assessment:		Date of review:	
First Aid / Paramedic will be trained to the required standard. All event marshals will be trained and briefed			
Signature – Event Organiser/Promoter			Date:



## Generic risk assessment

Due to the general public and sporting events in the same location, there is a possibility that accidents may occur due to a walker or participant error, and such incidents may result in serious personal injury.

Course identification:				A	B	C	D
		Whole event codes (1-8):		H/M/L	A to F	9 to 23 (only)	Additional measures to reduce risk to LOW, with name of person or official function who will reduce the risk to low (if applic.)
ID NO	Mtrs/kms from start	Detail of hazard		Risk rating level H/M/L	Persons at risk from hazard		
		Symbol	Desc.				
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							

### Specific risk assessment

To be used in case of any additional risk that is identified on day of event.

Route <input type="checkbox"/> Circuit <input type="checkbox"/> Venue <input type="checkbox"/>				
Date of event:				
NO.	Location	Detail of hazard	Persons at risk	Risk rating
<b>New control measures to reduce the above risk to low:</b>				

NO.	Location	Detail of hazard	Persons at risk	Risk rating
<b>New control measures to reduce the above risk to low:</b>				

## Appendix 2

### Example prize list

Minimum of 1 Prize per 5 riders

£	10.00			4.00	National & Area Levy + Insurance / rider				
Total entries	20.00	30.00	40.00	50.00	100.00	150.00	200.00	250.00	300.00
Total Levies	8.00	12.00	16.00	20.00	40.00	60.00	80.00	100.00	120.00
Total Prize fund	12.00	15.00	15.00	18.00	32.00	45.00	61.00	73.00	90.00
<b>Balance</b>	<b>0.00</b>	<b>3.00</b>	<b>9.00</b>	<b>12.00</b>	<b>28.00</b>	<b>45.00</b>	<b>59.00</b>	<b>77.00</b>	<b>90.00</b>
	2	3	4	5	10	15	20	25	30
1	12.00	15.00	15.00	18.00	20.00	20.00	25.00	30.00	30.00
					2	2	2	2	2
						3	3	3	3
							4	4	4
								5	5
									6
Total entries	350.00	400.00	450.00	500.00	550.00	600.00	650.00	700.00	750.00
Levy total	140.00	160.00	180.00	200.00	220.00	240.00	260.00	280.00	300.00
Prize fund total	110.00	128.00	140.00	156.00	171.00	188.00	203.00	220.00	233.00
<b>Balance</b>	<b>100.00</b>	<b>112.00</b>	<b>130.00</b>	<b>144.00</b>	<b>159.00</b>	<b>172.00</b>	<b>187.00</b>	<b>200.00</b>	<b>217.00</b>
	35	40	45	50	55	60	65	70	75
1	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	40.00
2	25.00	25.00	25.00	25.00	30.00	30.00	30.00	30.00	30.00
3	15.00	18.00	20.00	20.00	20.00	20.00	25.00	25.00	25.00
4	12.00	15.00	15.00	18.00	18.00	18.00	18.00	22.00	22.00
5	10.00	12.00	12.00	15.00	15.00	15.00	15.00	18.00	20.00
6	8.00	10.00	10.00	12.00	12.00	15.00	15.00	15.00	18.00
7	5.00	8.00	10.00	10.00	10.00	12.00	12.00	12.00	15.00
		8	8.00	8.00	8.00	10.00	12.00	12.00	12.00
			9	5.00	8.00	10.00	10.00	10.00	10.00
				10	8.00	8.00	10.00	10.00	10.00
					11	5.00	8.00	10.00	10.00
						12	8.00	8.00	8.00
							13	8.00	8.00
								14	5.00

*These charts are for guidance only - please adjust prizes to suit your race finances*



No.	Lp 1	Lp 2	Lp 3	Lp 4	Lp 5	Lp 6	Lp 7	Lp 8	Lp 9		Last Lap record	Position

**Lap Tick Sheet**

