

Event Organiser Guidance

2023-2024 season

July 2023



Video & Aerial Specialists

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WMCCCL

WEST MIDLANDS CYCLOCROSS LEAGUE



LAZER SHIMANO

What we will cover

- Event Planning for 2023
 - Technical Guidance
 - Suitable venues
 - Volunteers
 - Course design
 - Finances & entry fees
 - League equipment & support
 - First aid
- Pre-event essential admin
 - Online Entry
 - Rider information.
- Risk Assessments
 - Event Risk Assessment
 - Covid Supplementary Risk Assessment
 - Dynamic Risk Assessment
- Event day
 - Sign on
 - Race programme
 - Marshal briefing
- Post event
 - Pack-up
 - Levies & expenses
 - De-brief



Planning your event - The Technical Regulations & Guidance

- Organisers should be familiar with the requirements & responsibilities of organisers in the British Cycling Handbook and familiarise themselves with the specific Technical Regulations for Cyclo-Cross.
https://www.britishcycling.org.uk/road/article/bcst_rulebook_and_constitution
- Discipline specific guidance has been produced by British Cycling in the discipline specific Organisation Manual for Cyclo-Cross which is free to download on the British Cycling website. This includes some information that was previously held in the Technical Regulations.
https://www.britishcycling.org.uk/zuvvi/media/bc_files/officials/manuals/Supplementary_event_organisation_manual_-_CX.pdf
- These along with many other documents for download can also be found on your event British Cycling Event organiser dashboard which can be found on your own membership dashboard page when you are registered as an organiser.
<https://www.britishcycling.org.uk/dashboard/article/20141202-Cyclo-cross-event-documentation---resources-0>



Pre-event planning - Finding a suitable venue?

- In the last pre-Covid season (2019-2020), WMCCL events attracted an average of around 400 riders at each event.
- Your venue needs to be capable of accommodating that number of competitors and their support.
- The car park should be suitable to accommodate 250-300 cars under normal circumstances and be accessible in wet weather or after prolonged periods of rain.
- As a minimum it needs sufficient toilet facilities and some form of catering
- The course does the facility have space to fit in a 2.5<3.5km course which has a lap time of between 5-10 minutes for the full course?
- Cost is the facility cost effective for you?
- Venues used by the WMCCL include, private land, fisheries, educational campuses, Local Authority & private sports grounds and conference/event centres.



Pre-event planning - Volunteers

Your event will not happen without volunteers and you must have a sufficient number of volunteers to ensure your event can take place safely.

You will need to recruit:

- Helpers to set up the venue, build the course to the agreed layout and put out event signage.
- Volunteers for sign-on & hand-out of race numbers to non-league riders
- Car park marshals to direct cars &/or collect parking fees(?)
- Course marshals
- A lap scoring & judging team (these need to be separate roles)
- Sweeper(s) to follow the last rider after the winner has crossed the line in each race.

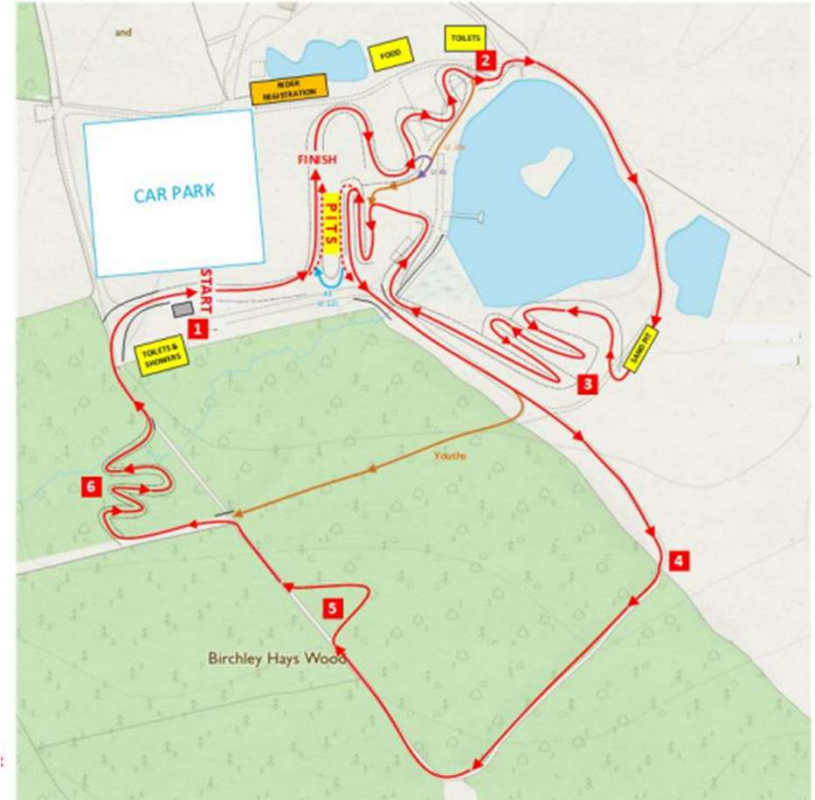
Volunteering at a Cyclo-Cross event is a long day and it is worth considering whether swapping people around at some point during the day is sensible. It is an outdoor winter sport and worth reminding volunteers to dress for the conditions.



Pre-event planning - Course Design

When planning your course, you should aim to include the following features.

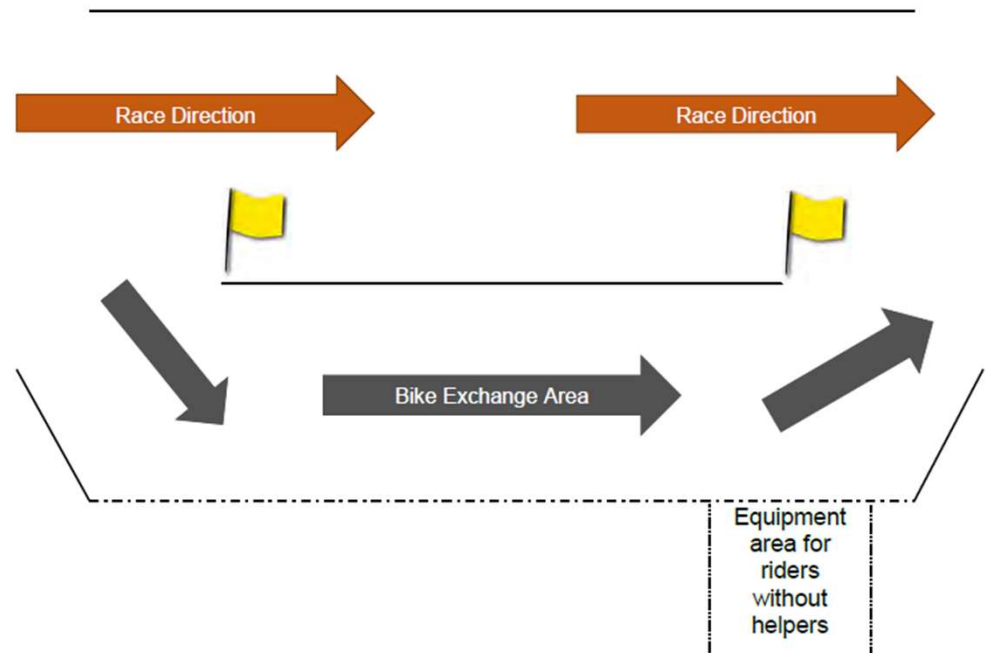
- Country and forest paths, roads and meadowland that are well marked generally >3m wide to allow for safe overtaking.
- A lap between 2.5 and 3.5 km in length, of which 90% should be rideable with no more than 6 man-made obstacles where the rider is required to dismount.
- A start area that will allow for the gathering & gridding of riders and a finish area with an adequate runoff for riders to slow down.
- Pits are a requirement for all races apart from U12 & below.
- Courses for riders U12's and younger need to cater for **all abilities** and aim to encourage participation and fun. These races should be on a shorter course where riders are visible to officials at all times. This could be a section of the main circuit or a completely separate course.
- There are a wide range of abilities in all league categories and the course should be interesting, challenging but with good racing in mind.



Pre event planning - Pit layout

Pits for supported & unsupported riders are a requirement for all races apart from U12 & below.

- Pits areas should be straight and clearly marked out.
- They should ideally be on the right-hand side of the course and positioned to allow safe & clear entry & exits to and from the course with adequate space for helpers, spare bikes & equipment.
- If there is sufficient space & the course can be run either side of the pit area it can be made into a double pit allowing pit access every half lap.
- The location of jet wash areas should be carefully considered with regard to access, drainage and proximity to the course.
- Unsupported riders should have a dedicated area where they can rack spare bikes and store spare wheels/equipment during the race.



Pre-event planning - Starting grid

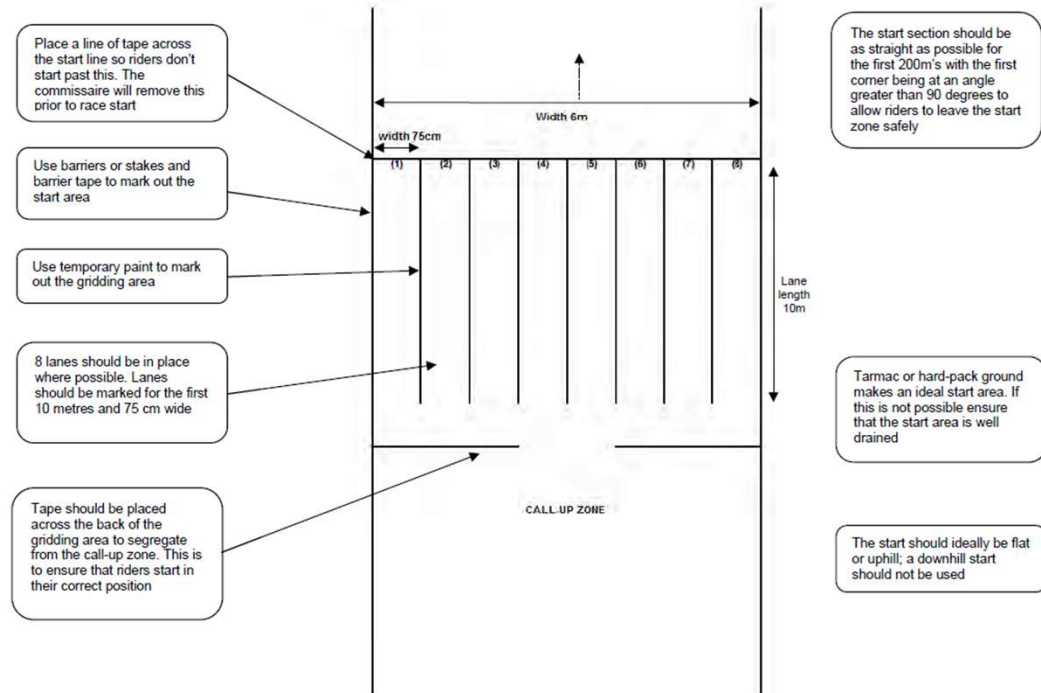
The diagram on the right from the Supplementary Event Organisation Manual: Cyclo-Cross shows the standard grid layout.

Marking this out with line-marking paint takes time and planning. You should prepare in advance. Lengths of rope or tape will help you get straight lines. It's a good idea to mark a 6m length of rope or tape every 75cm and use it to keep the lanes evenly spaced.



Cyclo-cross start area

The cyclo-cross start needs to be set up in a gridded format for the highest-ranked riders to be given the best position for the start. With races being short riders need to start well, making the start area set up one of the most important sections of a cyclo-cross course for an organiser.



Pre-event planning - Will your event stack up financially?

The BC Cyclo-Cross supplemental guidance includes this example of the kind of budget planning sheet that could be used for planning event finances.

N.B. This is an indicative example & you should insert the correct rates for income & outgoings for each item appropriate to your event.

The table on the next sheet shows current entry fees & levies that must be paid out to the league & British Cycling.

There is a fixed fee cost of First Aid cover arranged through the league. The rate for this season is yet to be determined.

A basic financial assessment also a necessary part of the BC Covid risk assessment tool that supports the Covid Supplementary Risk assessment.

Income	Number	£	Total £	Outgoings	Number	£	Total £
Online entries	292	12	3504	Event registration			10
Entries on the day	15	15	225	Venue hire*			275
Event sponsorship		150	150	British Cycling headquarters event levies	307	1.50-3.00	910.5
Catering+		30	30	Personal levies	307	2	614
				Prize fund			650
				Police hire	2	80	160
				Commissaire expenses	3	40ppm	70
				Lap scorers' expenses	3	15	45
				Timing team expenses	1		300
				First aid			220
				Lunches for marshals &	15	5	75
				Organiser expenses			45
Total income			3909	Total expenditure			3374.5
Total surplus			524.5				

*£200 flat fee plus £75.00 additional car park fee
+10% of takings from catering concessions

**EXAMPLE OF BUDGET PLANNER
FORMAT FROM BRITISH CYCLING
GUIDANCE**



Pre-event planning - Fees & British Cycling Levies

The organising club will need to pay a £10 Event Registration fee (online via the event organiser dashboard) and the British Cycling Commissaire expenses of £120 (3 x £40). The organising club is responsible for receiving the correct WMCCL entry fee from each competitor and paying the appropriate levies to British Cycling after the event. N.B. The £3 day licence non-BC members (required Junior categories & above for insurance purposes) is not taken online & MUST be collected from at sign-on.

Entry Fees to be taken – per rider						Levies to be paid – per rider			
Categories	WMCCL-Registered		Unregistered		Non-BC (Added on the Day)	Timing Chip Levy	BC Levy	Non-BC Day Licence	WMCCL Prize Fund Levy
	Online	On the Day	Online	On the Day					
U8 to U12	£5	£7	£5	£7	-	£2.00	-	-	-
U14 & U16	£9	£14	£10	£15	-	£2.00	£1.50	-	£2.00
Junior	£12	£17	£15	£20	£3	£2.00	£3.00	£3.00	£2.00
All Senior	£17	£22	£20	£25	£3	£2.00	£3.00	£3.00	£2.00



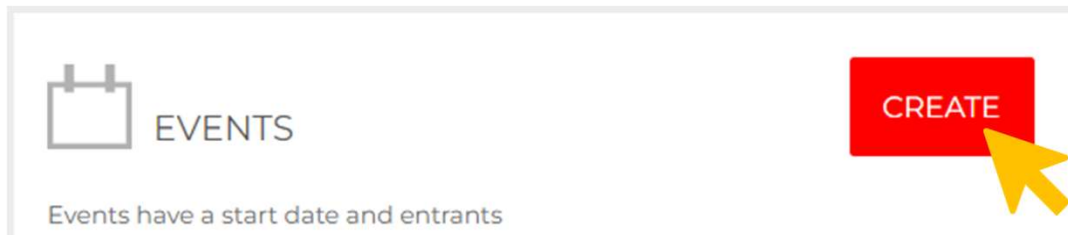
Pre-event - Online Entry - RiderHQ

Step 1 – Set up RiderHQ and Stripe accounts

Go to <https://www.riderhq.com> and create a RiderHQ account if you do not already have one. You can use an existing account for you or your club, but the account needs to be linked to Stripe for payment purposes, so you may decide to set-up a new RiderHQ account just for your event.

Go to <https://www.stripe.com> and create a Stripe account that you can link to the RiderHQ account. Payments from riders entering your event will be transferred by Stripe into the bank account you nominate.

Step 2 – create your event in RiderHQ



Pre-event - Online Entry - RiderHQ

Step 3 – Select CYCLING and enter basic event details

List a new event
Select a category of event



EVENT DETAILS

Event Type **Pick this option from the list**

Account **Select your RiderHQ account**

Name of this event **Give your event a name**
e.g. Summer Grand Prix RR

COPY DETAILS FROM AN EXISTING EVENT

Start day **Pick the date of your event**
e.g. 02-Jun-2021

Start date TBD (to be decided)

Start time **Enter the time of the first race**
e.g. 14:30

Multi day event

Repeat Event

Location

Your event address **Enter the address and post code for your event**

Postal/Zip code

Pre-event - Online Entry - RiderHQ

Step 4 – List your event

FEES AND ENTRIES

Free event
all entry types are free

Fee amount	Max entries	Entry type name	
<input type="text" value="e.g. 10.50"/>	<input type="text" value="e.g. 10000"/>	<input type="text" value="All"/>	<input type="button" value="x"/>

[+ ADD ANOTHER ENTRY TYPE](#)

ENTRY DETAILS

RESTRICT ENTRY TO MEMBERS OF CLUB OR LEAGUE

EVENT DETAILS

DO NOT change this or add an other entry types.

Just click here to list your event. RiderHQ will fill in the Entry Types from our template.

Pre-event - Online Entry - RiderHQ

Step 5 – Add details to your event

Go to your
ACCOUNT
DASHBOARD

This is where
you add details
about the event

Use this to send
emails to your
entrants

Use this to send
rider data to the
event timing
supplier

DO NOT change the
ENTRY TYPES. They
should have been set up
correctly from the
template

Click here to get pre-
defined links to your
event. You will need
those for the BC website
listing and other publicity

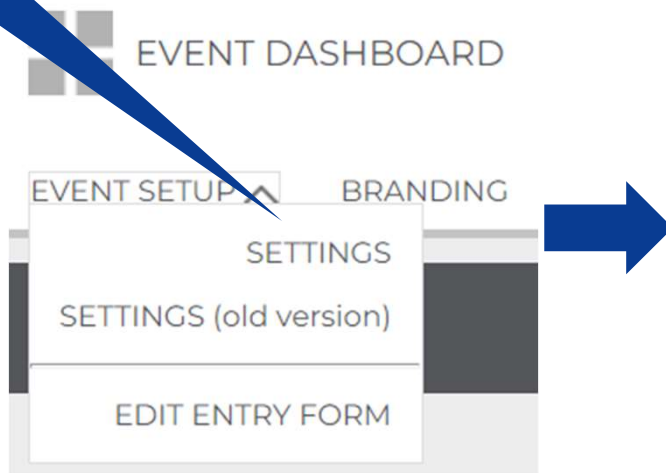
**You shouldn't
need the
options here**

The screenshot shows the RiderHQ account dashboard. The left sidebar contains navigation links: ACCOUNT, ACCOUNT DASHBOARD, EMAILS, VOUCHERS & INVITES, BOOKING, EVENTS, SERIES & TOURNAMENTS, and GROUPS. The main content area is titled 'EVENT DASHBOARD' and includes a search bar for 'Customer name (or part)' and a 'SEARCH' button. Below the search bar are several menu items: EVENT SETUP, BRANDING, EVENT EMAILS, EVENT REPORTS, EVENT ACTIONS, and TEAMS. The 'EVENT SETUP' menu is expanded, showing 'ENTRY TYPES' with a '+ ADD ENTRY TYPE' button. Below this, there are details for an event: 'Under 8' (OPEN), £5.00, Entries: 11/100, and a progress bar at 11%. There are also links for 'DOWNLOADS' and 'VIEW ENTRANTS'. The bottom of the dashboard shows 'Under 10' (OPEN). The footer includes logos for WMC (West Midlands Cycling), BRITISH CYCLING, LAZER, and SHIMANO.

Pre-event - Online Entry - RiderHQ

Step 5 – Add details to your event

Select
SETTINGS



DETAILS OPEN/CLOSE FEES & LIMITS WAITING LISTS GROUPS & TEAMS
ENTRANTS PRIVACY FUNDRAISING

Type: West Mids Cyclo-cross

Title: Heart of England Cyclocross

Subtitle: Round 2 of the Shimano Lazer West Midlands Cyclocross Leagu

Edit entry type titles

Location: Heart of England Conference and Events Centre, Meriden Road, Fillongley, Coventry

Postcode: CV7 8DX
Used for event search and map

Description

Paragraph

This venue has been used for WMCCCL races for several years and is very popular with riders. There are new sections of woodland this year - including fast bark-chipping paths. The rest is mown grass and gravel. So it promises to be a fast track.

The **Heart of England Conference and Events Centre** can provide overnight accommodation for riders who want to avoid a long trip on the day. Please contact them directly if you want to arrange this: <https://stayatheart.co.uk/>, and please mention that you are attending the race.

There will be a £3 charge for car parking. All of this will go to the venue for the hire of this excellent facility. Please come with the correct change and park as directed.

No prize money will be awarded for individual WMCCCL events this season. Instead, organisers will make a contribution to an overall prize fund, which will be awarded to the leading League members in each category at the end of the season. No prizes money will be paid to non-members.

Under-12 categories will have on-the-day podium medals for boys and girls at Under-6, Under-8, Under-10 and Under-12 - whether they are League members or not. But only WMCCCL-registered Under-12 categories will be eligible for overall league awards.

Add your own details to this page. The title and Subtitle will appear on the WMCCCL events list. The rest will appear when people select

MORE DETAILS



Pre-event - British Cycling – Event Listing

- All events must also be listed on the BC website. But we are not using the BC online entry system. That aspect is taken care of by RiderHQ.
- Your event has been listed on the British Cycling website by the League, and it has been transferred to your Event Organiser Dashboard.
- Login as a BC member and go to your Event Organiser Dashboard. If you have not yet been set up as an event organiser – contact us.
- It is your responsibility to edit your event with specific details – such as how to find the venue and car parking.
- **The most important change you need to make is to make the Event Website your event entry page on RiderHQ, and also to add that to the event details.**

BRITISH CYCLING

Road ▾ Off-Road ▾ Track ▾ Let's Ride ▾ Get Involved ▾ Membership ▾

DASHBOARD

- My dashboard
- About me
- My cycling
- Member benefits
- Training and performance
- Get involved
- Event organiser >
- Incident Report
- League manager
- My courses

EVENT ORGANISER

Last event:
[Shimano Lazer WMCCCL Round 5](#)
326 days ago

Next event:
[Shimano Lazer WMCCCL Round 2](#)
in 16 days

Active events: 1

Previous events: 7

Participants to date: 2641 ⓘ

Entry Fees Collected Online: £8K ⓘ

0 Pending entries
0 Entrants today
0 Entries in the last 7 days
0 Events require results upload

CREATE NEW EVENT ONLINE ENTRY ACCOUNTS MY EVENT
USEFUL RESOURCES VIEW STATEMENTS OFFICIAL DASH
GLOBAL REPORT



Pre-event - British Cycling – Event Listing



- Ideally, you should “Clone existing event” to copy the details from your event last year. Otherwise, you will need to enter basic event details from scratch.
- Select NOT to use the BC event entry system.
- Enter only basic race details. Delete all entry fees from last year.
- **At the end of that process you need to pay the £10 Event Registration fee.**

Event Details Event Settings & Contact Info Add Races Add Documents Payment

Create Event

Check for Calendar Clashes

Have you checked your event doesn't clash with another?
Use the tool below to search for other events, on the British Cycling calendar, taking place on the same day as yours. If you are concerned and/or with yours, contact the relevant event organiser to discuss options further, or search for an alternative date for your event.

Postcode of start point

Event Type ?

Event start date

Event end date

-- Select Discipline Group --

Check

Clone existing event

Select event to clone:

Shimano Lazer WMCCCL Round 2 (510205)

New event name

New event start date *

Clone

Event Settings & Contact Info



Event details saved successfully

Make sure this box is NOT ticked

Event Settings

Online Entry

I wish to use the British Cycling online entry system for this event

Cheques payable to

Show entry form URL

Entry Form URL (http://)

<https://www.riderhq.com/events/p/heg1gfw1/f/heart-of-england-cyclocross>

Paste a link to RiderHQ from the Branding page for your event

Event Organiser

Season



LAZER SHIMANO

Pre-event planning - What support will you get & what do the league provide?

The League provides support in the following areas:

- Arrangement of chip timing and results service via D3 Racetech at all events.
- The League has an array of equipment that can be used by all organisers to help them put on the event.
- Arrangement of a regular first aid provider for the whole league.
- Distribution of pre-event rider information.
- Support and advice to new (and existing organisers) from the League Committee and Regional Events Organiser.

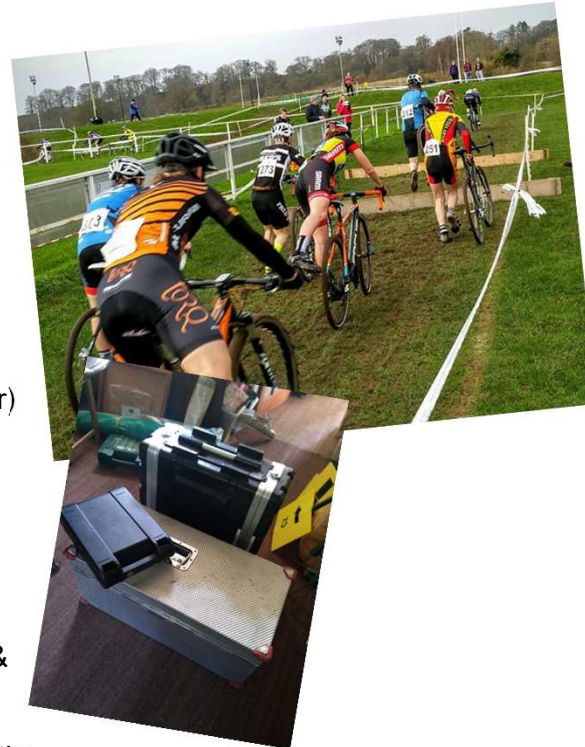


Pre event preparation - League Equipment

Equipment provided by The League is:

- Plastic course stakes (approximately 700 stakes)
- 'Start', 'Finish' and sponsors feather flags.
- Red & yellow marshals flags (now a BC requirement)
- Branded polythene course tape (organisers to liaise with Dave Mellor)
- British Cycling Gazebo
- Walkie-talkie radios (20 rechargeable radios)
- League P.A. system for announcements & commentary
- Demountable 'A'-frame bike racks for the unassisted rider pits area & general pits.

Organisers need to liaise with the organisers of the previous event to collect the equipment for your round. You will need something like a Transit/Transporter size van, box/flatbed trailer or at least a couple of estate cars to transport the equipment from .



Pre event planning - First aid provision

In order to maintain a consistent and appropriate level of First Aid coverage for each league event The Committee have made an arrangement with a single supplier to cover all league events.

The supplier is Remote Adventure Medical Services Limited (RAMS)

Email: dave@rams-adventures.co.uk

Mobile: 07919 551 556

Website: <https://www.rams-adventures.co.uk/>

The organiser must ensure that the First Aid providers have appropriate access and parking for their vehicle(s) and equipment. Early engagement with the First Aid provided to discuss any particular characteristics of the course and/or venue is recommended.

The logo for RAMS adventures is displayed in a large, bold, green font. The word 'RAMS' is on the top line and 'adventures' is on the bottom line. The letters have a distressed, hand-painted appearance with some white splatters and irregular edges.

WMCCCL
WEST MIDLANDS CYCLOCROSS LEAGUE



Event Organiser Guidance - 2023 Season

 **BRITISH
CYCLING**

LAZER SHIMANO

Pre-event paperwork - rider information

The images show extracts from a good example of clear and precise of rider information.

Rider information should be uploaded to your event via the event organiser dashboard so that it can be directly distributed to entrants via email in the lead-up to the event.

The information for your event should also be sent to Dave Mellor one week prior to the event so that it can be uploaded to the WMCCL website.

sales@davemellorcycles.com

Other examples from previous seasons can be found by following this link:

<https://wmccl.co.uk/docs/>



WMCCL Round 9 Baggeridge Country Park 17/11/19

Venue

Baggeridge Country Park **DY3 4HB**. The entrance to the venue is from Gospel End, Sedgley. There are no height barriers for the car-park, but there are overhanging trees so please take care.

Parking

Please try to park considerately as the park is still open to other users (i.e. no awnings / gazebos in the car park please). There is an **ALL DAY PARKING CHARGE OF £3.00 AND YOU WILL NEED COINS** as the machines do not accept cards. The local authority does check, particularly on event days, so please make sure you buy a ticket.

Sign On

Sign on will be in the paddock as in past years, along with the chip timing.

Course

Please refer to the course maps for all courses. There will be shortened courses for the U8, U10 and U12 categories. All riders from U14 will be riding the full course. Remember that this is a public park, so please be considerate to other users of the park at all times. Please pitch gazebos in the spectator area. The routes to the start and the pits will be signed from here.

Café

The Country Park café will be stocked with tea & cake etc

Reminders:

- You must ride the course as it is laid out. You may NOT ride through the course markings on purpose to make a section easier (as one rider did repeatedly last year). The commissaires will be briefed on who to watch in particular.
- Treat other riders with the utmost respect and courtesy whilst practicing, racing and afterwards. We want the league to be a friendly place that is inclusive to riders of all abilities and backgrounds. Offensive, belittling or aggressive behaviour will not be tolerated.

We look forward to seeing you on Sunday, and hope you have a great days racing.

Matthew Harris



Pre-event paperwork - Risk Assessment & Risk Management

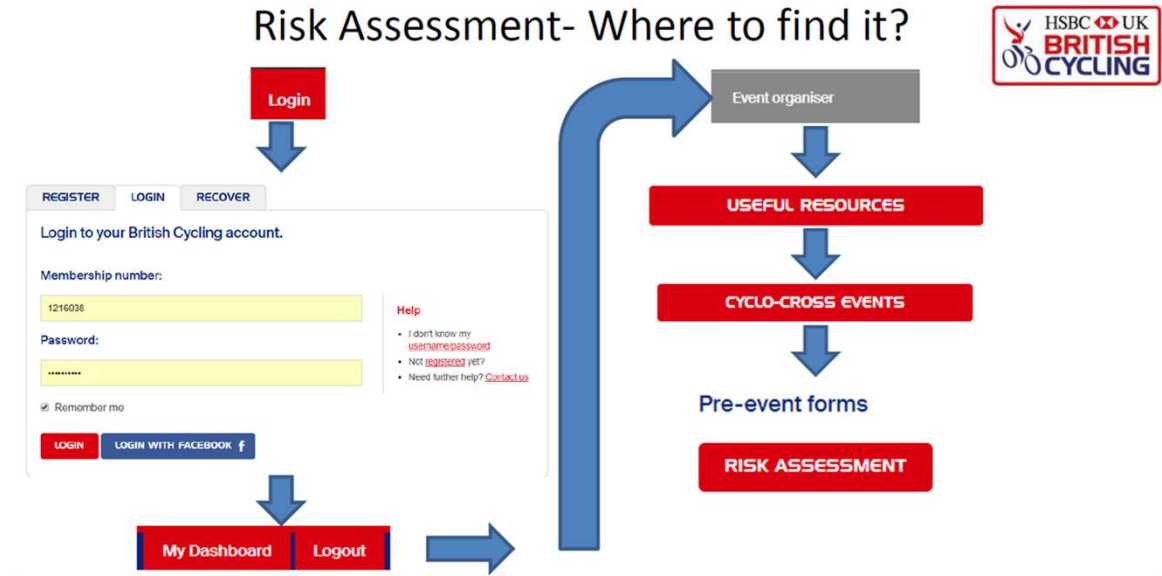
You CX risk assessment forms and guidance can be found on the event organiser dashboard.

There is guidance for completing the CX-specific risk assessment document available on the organiser dashboard.

Where required, specific risk assessment forms (from the local authority or forestry commission) will also need to be completed and returned.

If you have any issues or questions around the Risk Assessment please get in touch with your Regional Events Officer:

Tom Wilson tomwilson@britishcycling.org.uk



Pre-event Risk Assessment - Event Risk Assessment

The risk assessment form is in Microsoft Excel format with three tabs covering the following areas:

- Cover - a summary of the basic event and venue information with contact details. The image on the right shows a completed cover sheet and ALL sections must be completed.
- Facility - risk assess the general conditions at the venue and identify and particular hazards with mitigation measures to remove or minimise these.
- FOP (Field Of Play) - the specific course risk assessment to identify hazards, and measures to mitigate these, along and around the course that affect the safety of competitors, officials, volunteers, spectators & where appropriate the wider public.

Event: Cyclo_Cross_RA_2019 Standard Risk Assessment

Event: **WMCCCL R5** Event URN: **457799**

Address: **Newport Rugby Club, Forton Road, Newport, Shropshire,** Postcode & Grid Reference: **TF10 8BU - SJ74752039**

Description of Course - Courses should conform to section 9 of British Cycling's cycle-cross specific technical regulations
Approx. 2.5km cyclocross course around the periphery and perimeter of the Newport (Salop) Rugby Club pitches and clubhouse.

Approximate Course Length:	2.5km	Surface Type:	Grass	Tarmac	Woods	Stone
Is course to be completely taped / barriered	Yes	Approximate Length	100%			
Café	Yes	Toilets / Showers	Toilets	Car Park Capacity		250

Anticipated Numbers: **450** A copy of the RA should be uploaded against the event on the BC website and a copy sent to the regional co-ordinator 4 weeks prior to the event.

REG: **Joe Wilkes** Mobile: **07940 302073** Email: josephwilkes@britishcycling.org

Regional Association Administrator: **David Garrett** Mobile: **07771 958453** Email: david.garrett@electrium.co.uk

A&E / First Aid:
Local A&E Address: **Princess Royal Hospital
Apley Castle
Telford
TF1 6TF** First Aid Provider (name and contact details of provider):
**Shropshire Medical Services Email: info@shropshiremedicalservices.co.uk
Phone: 074567 28272**

Safety Measures

	Marshal with Red Flag	Yes		Padding	Yes
	"Cycle Event" Signs	Yes			
	Marshals	Yes			

Event Specific Details (to be completed in full):

Event Organiser (name, mobile): **Hugh Jackson 07875 436366** Hosting Club: **Newport Shropshire CC** Event Date: **20th October 2019**

Venue Owners / Operators: **Newport (Salop) Rugby Club** Venue Contact: **Peter Maher 07947 856386**

Risk Assessment:
Are all control measures in place: Yes / No Yes No

If No, have changes been recorded on Dynamic Risk Assessment: Yes / No Yes No

Please return this page and the Dynamic Risk Assessment with your Commissaires Report.

Event: Cyclo_Cross_RA_2019

Prepared 19/09/2019

Cover - 1 of 1



Pre-event Risk Assessment - Facility

This is a partial extract of a completed Facility Risk Assessment.

You must assess all relevant sections for the facility you are using for your event.

Depending on the type of venue it is possible that there may be an existing risk assessment that you can obtain from the owner/operator to assist you but you **MUST** produce your own facility risk assessment for the requirements of your event.

Some of these should be fairly standard mitigations that are part of any well organised event but others may be unique to your venue and some thought should be given to them.

In the event that some sections are not relevant to your facility you can put N/A (not applicable).

Event: Cyclo_Cross_RA_2019

Standard Risk Assessment

	Description of the Risk	Who is at			Level of risk			Controls to reduce the Risk
		C	O	P	H	M	L	
	C = Competitor / O = Organisers or Volunteer / P = General Public							H = High / M = Medium / L = Low
Event personnel - personal safety	Possible assault/abuse by spectators or casual non event users of the venue	•	•	•			•	All event personnel provided with radio contact and emergency contact numbers for key event officials Marshals at identified risk points to be placed in pairs if possible, regular checks
	Risk of theft	•	•	•		•		Cash or equipment kept in sight, ideally in locked vehicle or building if possible. Minimum amounts of cash to be visible at signing on desk
	Illness or injury of members of the event team in extreme weather conditions	•	•	•			•	Chief Marshal or other key event official to regularly check on team members and provide support/relief as required. All event team members advised of event timings, event instructions and facilities and resources available to them.
Car Parking	Participants and public walking through car park area being struck by moving vehicles	•	•	•		•		Car parking marshals with separate NSCC radios to co-ordinate parking from entrance off Forton Road and within car park.
	Unauthorised (unlawful) parking on private lane (Plough Lane)	•	•	•		•		Specific 'No Parking' cycle event signage to be displayed at entrance to Plough Lane. Clear instructions that parking is not allowed to be issued to competitors prior to event. Club volunteers to be briefed by email before hand.
Registration	Registration officials unfamiliar with 'sign on' procedure	•	•	•			•	Experienced sign on officials to be briefed by organiser and provided with copy of 'sign on' quick guide
	Riders fail to sign official sign on sheets, or provide emergency contact details	•	•	•		•		Sign on sheets to be checked before rider numbers are handed over
	Non BC members / Ineligible riders being allowed to participate in the event	•	•	•	•			Identify and prevent riders, who will be uninsured (by BC) being able to participate
Toilet & Changing Facilities	Inadequate / unsuitable toilet / changing areas	•	•	•		•		M/F toilets & changing provision in home & away dressing room. Showers cannot be segregated & will not be available. Organiser to advise competitors in advance of event
	Unclean / poorly maintained toilet and changing areas	•	•	•		•		Organiser to report any maintenance issues to HQ owners Areas to be inspected on a regular basis, and wet areas cleaned up where possible.
First Aid Provision	Inappropriately qualified First Aid provision	•	•	•			•	First aid provided by existing arrangement with WMCCL provider.
	Designated first response medic / first aid personnel fail to arrive at HQ	•	•	•			•	Accurate location of HQ and contact details of organiser is provided to Medic, in advance of event. Organiser to discuss requirements, set-up and location directly with the first aid provider in advance of event.
	Riders or event personnel require first aid treatment at HQ	•	•	•	•	•	•	Designated first aider, equipped with appropriate kit, to be at HQ before others arrive to ensure there is a first aid presence at all times



Pre-event Risk Assessment - FOP

These are extracts from a completed FOP Risk Assessment.

You need to understand the way in which the course will run, how riders will enter & exit the source safely, how course changes (e.g. shorter courses for youth races will be safely managed to avoid sending riders the wrong way), how the natural features and any man made obstacles will be managed & how crossing points will be controlled.

Each item references a coloured icon you will on the FOP Plan for the event and these need to be developed in tandem.

You must describe what the Risk is for each item, activity or hazard, what is the level of the Risk, who is in danger and the Control you have in place to mitigate risk.

Event:		Description	Standard Risk Assessment					
Ref:	Event:	Description	Level of Risk			At Risk		
			High	Medium	Low	Competitors	Officials	Public
	MP 1	During u8/u10/12 race positioned at north end of 'zig-zags' running alongside eastern edge of main rugby pitch. During u12 & subsequent races positioned at planks on north side of main pitch.				*	*	*
	MP 2	During Youth A/B & subsequent races positioned at top of descent into lower 'singletrack' style section and loop around practice pitches.			*	*	*	
	MP 3	Bottom of steep climb from lower 'single track' section			*	*	*	
	MP 4	During u10/u12 race positioned at top of traversing section on u10/12 course. During Youth A/B & subsequent races positioned at top of steep ascent from lower 'singletrack' section.			*	*	*	

Event:		Description	Standard Risk Assessment					
Ref:	Event:	Description	Level of Risk			At Risk		
			High	Medium	Low	Competitors	Officials	Public
	PITS	Pits between start/finish and return leg around main rugby pitch on slight incline. Jetwash at western end of pits following take down of u10/12 return loop. Due to course direction pits will be 'reversed' entry/exit				*	*	*
	Pits and Bike/Jet Wash Area					*	*	*
	Finish Area	Positioned approximately half way down start/finish straight on level ground adjacent club house/race HQ			*	*	*	*
	Pre-grid assembly	Informal area designated for pre-race assembly of riders with sufficient space to allow gentle warm up in advance of call to gridding.				*	*	*
	01					*	*	*
	02	Beginning of 'zig-zags'. U8 & u10 races to be redirected off main course onto top of zig zags. Course to revert to main course for u12 race and subsequent races.				*	*	*
	U8 & u10 Course Redirection					*	*	*



Pre-event Risk Assessment - FOP

These are examples of completed FOP Plans.

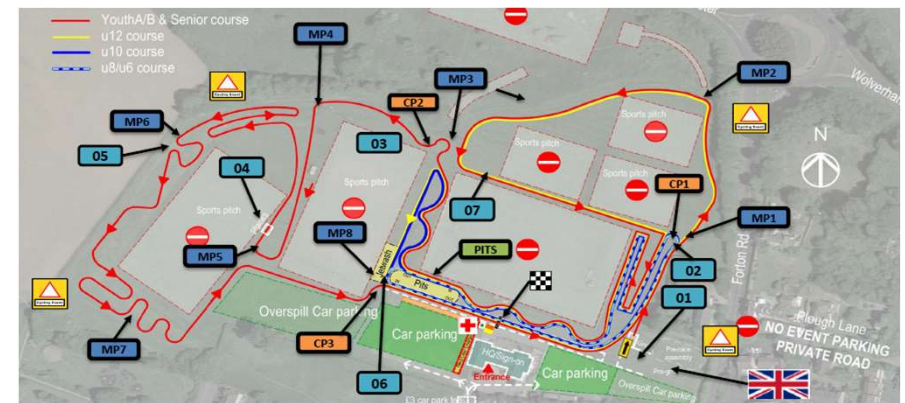
The base map can be hand drawn, marked-up using Google Maps or using a specialist graphic design application and needs to be uploaded into the Excel file in the FOP tab. It does not need to be beautiful but it does need to clearly show the course layout and the venue.

The standard icons are in the Excel document and can be dragged/dropped, copied & numbering amended to refer back to the items in the FOP Risk Assessment.

You must include symbols on the course map to show:

- the start;
- finish;
- pits;
- Marshal Points;
- Crossing Points; and
- features on the course (e.g. hazards/obstacles).

This map can also be included or used as the basis for a course plan to be send out with the event information.



Pre- event Risk Assessment - Feedback

Once completed you should email you risk assessments to the Commissaire team for comment & feedback:

Chief Commissaire: **Gordon Siers**

siersgordon50@gmail.com

It is recommended that you repeat the course inspection process at least twice before your event to identify any significant changes and include any additional features and liaise with your Commissaire Team prior to the event when they have been allocated.

If changes are required you must do so and upload the amended Risk Assessment to the event on the system and resend it to the officials.



Pre-event Risk Assessment - Upload

Once the officials are happy with your Risk Assessment and it is uploaded on the system you can email the events team at British Cycling (events@britishcycling.org.uk) to get a copy of your Insurance Certificate.

The screenshot shows a web interface for submitting documents. At the top, there is a header "Submit a new document". Below this is a grid of document types, each with an "UPLOAD REPORT" button. A blue arrow points to the "Risk Assessment" button in the third row, first column. Another blue arrow points to the "UPLOAD RISK ASSESSMENT" modal window that is open below the grid. The modal has a red header with a close button (X). The main text in the modal says: "To upload your finalised report - click on the 'Browse' button, select the document you would like to submit, once selected just click on the 'upload' button." Below this is a section titled "Document to upload" with a text input field containing "Choose File" and "No file chosen". A blue arrow points to the "Choose File" button. Below the input field, there is a list of supported file formats: "XLS, XLSX, DOC, DOCX, PPT, PPTX, TXT, RTF, PDF, TIFF, JPG, GIF and PNGs only". At the bottom of the modal, there are two buttons: "UPLOAD" (in red) and "CANCEL". A blue arrow points to the "UPLOAD" button.

Submit a new document			
Dynamic Risk Assessment	Event Entry Form	Event Levy Form	Event Programme
UPLOAD REPORT	UPLOAD REPORT	UPLOAD REPORT	UPLOAD REPORT
Event Registration Form	Event Result Sheet	Incident Report	Other (create own label)
UPLOAD REPORT	UPLOAD REPORT	UPLOAD REPORT	UPLOAD REPORT
Risk Assessment	Signing-on Sheet	Vehicle Registration Form	Report
UPLOAD REPORT	UPLOAD REPORT	UPLOAD REPORT	UPLOAD REPORT

UPLOAD RISK ASSESSMENT

To upload your finalised report - click on the 'Browse' button, select the document you would like to submit, once selected just click on the 'upload' button.

Document to upload

[Choose File](#) No file chosen

XLS, XLSX, DOC, DOCX, PPT, PPTX, TXT, RTF, PDF, TIFF, JPG, GIF and PNGs only

[UPLOAD](#) [CANCEL](#)



Event Day - Dynamic Risk Assessment

https://www.britishcycling.org.uk/zuvvi/media/bc_files/officials/Cyclo-Cross Sign On Stewards Information.pdf

In the event of last minute changes due to circumstances out of your control e.g. extreme weather it may be necessary to undertake a dynamic risk assessment in consultation with the Commissaire team.

If Dynamic Risk Assessment is necessary a copy should be uploaded to the Event Dashboard after the event is complete.

Revised: 29/03/2018

Dynamic Risk Assessment form

Dynamic Risk Assessment

To be used in cases where any additional risks have been identified and controlled.

Event Name:
 Event URN:
 Course URN: (where applicable)



C = Competitors / O = Officials / P = Public H = High / M = Medium / L = Low

ID Reference / Description of the Risk	Who is at Risk	Level of risk	Controls to reduce the Risk
	C O P	H M L	
	C O P	H M L	
	C O P	H M L	
	C O P	H M L	
	C O P	H M L	
	C O P	H M L	
	C O P	H M L	

Acknowledgments

Confirmation is given that the Risk Assessment and the Dynamic Risk Assessment (where applicable) are a true reflection of the course, and that is suitable for use.

Name:
 Date:

Name:
 Date:

Return this page to British Cycling on completion of your event, with your Officials Report

Revised 29/03/2018

Dynamic Risk Assessment form

Event day - Race programme

With the return to racing under standard regulations the race programme and durations return to their normal length and timings.

Should the situation change and Government or British Cycling reimpose restrictions and/or social distancing measures this will need to be reviewed although events have been run successfully under Step 2 & Step 3 restrictions with limited adaptation.

You should ensure that your marshals are properly briefed, have the appropriate equipment (tabard/flags/radio) and the commissaires satisfied the course is safe & First Aid are on station before the course is opened for course practice.

Ensure you have a volunteer with a bucket (or similar) to collect non-league riders numbers and chips as they exit the course.

Start Time	Category	Distance
10:00	Under 6 & Under 8	10 minutes
10:20	Under 10	10 minutes
10:45	Under 12	15 minutes
11:10 – 11:30	Course Practice	
11:30	Youth u14 & u16	30 minutes
12:15	Vet 50+ Men	40 minutes
13:05 – 13:35	Course Practice	
13:35	Junior Women	40 minutes
13:35	Women	40 minutes
14:30	Junior Men	50 minutes
14:30	Senior Men	50 minutes
14:30	Vet 40+ Men	50 minutes



Event day - Post event

At the venue

- Pack up the course
 - As soon as the last race is finished your team can pack up the course .
 - You must keep the WMCCL stakes and equipment separate from any additional stakes you may have used so that the next event organiser can take it away with them.
 - To reduce single use plastic waste we strongly recommend recycling the tape either for future use by your club or to pass on to the next organiser if they can make use of it.
- Complete agree & sign the Levy Form with the Chief Commissaire
- Arrange payment of the Commissaire Expenses
- Debrief your team and thank them.

At home:

- Pay levies to the league
- Check in with your venue host/owner/operator to give & receive post event feedback to build a relationship and set up a plan for next year?



WMCCCL

WEST MIDLANDS CYCLOCROSS LEAGUE

2023-24 EVENTS

Round	Month	Date	Club(s)	Venue
1	September	3	Warwick/Redditch	Abbey Stadium, Redditch
2		10	MSW	Sundorne Sports Village, Shrewsbury
3		17	Stratford CC	Ullenhall, Warwickshire
4		24	Solihull CC	Heart of England Conference & Events Centre
5	October	1	Dynamic Rides CC	Heart of England Conference & Events Centre
6		15	Worcester St John	Lakeside Campus, Holt
7		22	Halesowen	Baggeridge Country Park
8	November	5	Malvern Cycle Sport	Cob House, Wichenford, Worcester
9		12	Newport Shropshire	National Sports Centre, Lilleshall
10		19	Pulse Events	Lakeside Campus, Holt
11		26	Beacon/Stourbridge	Walsall Arboretum
12	December	3	Wolverhampton Whs	Aldersley Stadium, Wolverhampton

WMCCCL

WEST MIDLANDS CYCLOCROSS LEAGUE



Event Organiser Guidance - 2023 Season



LAZER SHIMANO