

## Procedures for organising a Surrey League Thursday evening Handicap



1. Contact Glyn Durrant for a suitable date and course.

Once date is confirmed your responsibilities are:

1. Booking a hall for HQ if required (The Surrey League will pay for this but we need a receipt)
2. Putting out pre-race notices of event around course (7 to 10 days before the event)
3. Making a regular inspection of the course for road works etc.
4. Collecting race equipment (This is stored with Glyn Durrant or Craig Wilson).
  - a) Race numbers
  - b) Caution signs
  - c) Direction arrows
  - d) Flashing lights for top of lead car and Commissaire's cars.
  - e) Radios for all cars in the convoy & finish line
  - f) Lap board & Bell
  - g) Flags
5. Putting out race signs in accordance with the risk assessment (a copy will be sent to you).
6. Returning race equipment to Glyn or Craig
7. Organising red flag marshals (minimum as per the risk assessment).
8. Organising a lead car (two lead cars are required for the handicap championship).
9. Organising a car and driver or a note taker for the Commissaire.
10. Organising a car and driver or a note taker for the Assistant Commissaire.
11. Organising a neutral service car (not compulsory)
12. Filling in and sending to BC the vehicle Registration Form.
13. Organising a minimum of 2 signing on stewards & a float for on the day entries
14. Organising someone to look after the lap board & 3 – 5 judges for the finish
15. Organising a first aider (with minimal certification) and first aid kit to be at the HQ or finish line.
16. Doing a specific risk assessment of the course on the day
17. Collating a full result & emailing to the Surrey League
18. Post or email signing on sheets back to the Surrey League
19. Refreshments

The Surrey League will organize the following:

1. Advising the Police of the event
2. Registering the event with British Cycling
3. Organising a permit that will be sent to you
4. Organizing an insurance certificate if you require one.
5. Doing a generic risk assessment of the circuit (a copy will be sent to you)
6. Booking & paying for professional First Aid to follow the race
7. Booking & paying a Commissaire & Assistant Commissaire
8. Booking & paying a Handicapper
9. Setting up on-line entry
10. Collating signing on sheets and emailing you them
11. Informing the organiser as to whom their commissaire and handicapper will be.
12. Once received, sending results to British Cycling

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