

## Procedures for organising a Surrey League Evening race at Dunsfold Park



1. Contact Glyn Durrant for a suitable date.

Once date is confirmed your responsibilities are:

1. The following race equipment should be collected from the series coordinator for use on the day.
  - a) Race numbers (a different colour for each category)
  - b) Lap board
  - c) Flags (1 x Chequered, 3 x red, 1 x black)
  - d) Marshal jackets
  - e) Bell
  - f) Finish line tape
  - g) Two "Cycle Event" warning signs
2. Returning all the race equipment to the series coordinator
3. Organising the removal of any cones or barriers around the course before racing starts and replacing them after racing has finished
4. Organising the placement of "Cycle Event" warning signs at the two roads entering the course
5. Organizing a car/driver or a note taker for the Commissaire (if required). Contact the Commissaire to see what he needs.
6. Organizing a neutral service car (not compulsory)
7. Organizing a minimum of 2 signing on stewards
8. Organizing someone to look after the lap board
9. Organizing 3 – 5 judges for the finish (A video camera is very useful for bunch finishes)
10. Organising three marshals to stop any traffic at the finish
11. Doing a specific risk assessment of the course on the day
12. Collating a full result
13. Email a full result to the Surrey League
14. Post signing on sheets and entry money back to the Surrey League

The Surrey League will organize the following:

1. Booking the venue
2. Register the event with British Cycling
3. Organising a permit that will be sent to you
4. Organizing an insurance certificate
5. Doing a generic risk assessment of the circuit (a copy will be sent to you)
6. Booking & paying of professional First Aid
7. Booking & paying for a Commissaire
8. Booking & paying for an Assistant Commissaire
9. Informing the organiser as to whom their commissaire will be.
10. E-mailing you signing on sheets
11. Once received, sending result to British Cycling