

Procedures for organising a Surrey League Road Race

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

Once a date is confirmed your responsibilities are:

1. Booking a hall for HQ (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 cars and Commissaire's cars.
 - e. Radios for all cars in the convoy and 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 signs
7. Organizing red flag marshals (minimum as per the risk assessment)
8. Organizing two lead cars
9. Organizing a car and driver or a note taker for the Commissaire
10. Organizing a car and driver or a note taker for the Assistant Commissaire
11. Organizing a neutral service car (optional for one day events, required for stage races).
12. Filling in and sending to BC the Vehicle Registration Form.
13. Organizing 3 – 5 judges for the finish
14. Organising a first aider (with minimal certification) and first aid kit to be at the HQ or finish line.
15. Doing a specific risk assessment of the course on the day
16. Collating a full result
17. Email a full result 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 course to be used (a copy will be sent to you)
6. Booking & paying for National Escort Group (NEG)
7. Booking & paying for First Aid
8. Booking & paying for a Commissaire
9. Booking & paying for an Assistant Commissaire(s)
10. Booking & paying for accredited marshals (AMS)
11. Setting up on-line entry
12. Collating signing on sheets and E-mailing you them
13. Once received, sending result to British Cycling