

KCC policy for organisation of events

This policy has been developed to ensure that all events organised and run by KCC are run safely and to a high standard. The committee is responsible for agreeing which events should go ahead in each calendar year in order to ensure that the events we offer continue to be of a high standard and do not overload the goodwill of the volunteers who are essential to the smooth and safe running of events. We have an established track record for organising highly regarded open cycling events which help to promote our club and to raise revenues for the benefit of club members. The process to be followed is outlined below:

- 1 All events proposed for a calendar year need to be approved by the committee. Date setting for regional events takes place approximately a year in advance, in the September of the preceding year. British Cycling like to have open events registered with them by the start of the calendar year. Planned events for the forthcoming calendar year will therefore need to be in the diary around September of the preceding year. Final confirmation of which events will go ahead in the forthcoming season will take place at the first committee meeting after the AGM. Approval of any additional events proposed after this meeting will only be granted in exceptional circumstances and with a minimum of 4months notice to the committee.
- 2 Proposals for consideration by the committee for any **new** events must be made in writing to the committee, with a proposer and seconder, in advance of the first committee meeting of session.
- 3 Every event should have a nominated and registered organiser who will take responsibility for administration of the event. Event organisers for external events need to register with British Cycling as an event organiser. Training is available from BC. Organisers will be expected to provide the committee with progress updates (verbal update to suffice), and to have a debrief afterwards.
- 4 The Grand Prix series counts as one event. This is a KCC internal event.
- 5 External events will be promoted through British Cycling. Registration for events will be online through BC, or other on-line event management system, to meet the needs of the event (the sportive uses Entry Central).
- 6 All open events will be compliant with BC requirements with regards to venues, risk assessments, marshals, police notifications, approved



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commissaires, timekeeping, first aid, insurance etc. (Detailed guidance is available from BC guide to organising a cycle race.)

- 7 The committee has the right to cancel an event if there is insufficient planning and organisation.