[Insert event logo]

[Date of the event]

EVENT MANUAL

Please note that this is a generic framework document and you will need to alter them to be specific to your event requirements. The document is not intended as legal advice to cover event activities and their H&S obligations. The templates are offered on a ‘no liability’ basis and we recommend the event seek independent advice from legal professionals and associated parties (e.g. local police, council, H&S auditor).

1. WELCOME

Insert welcomes from key persons such as president of club, CEO of organisation, local council representative, charity etc.

1. KEY CONTACTS

Include key persons and phone numbers where appropriate.

1. EVENT SUPPORTERS

Include logos of sponsors and supporters.

1. Riders Packs Pick up

Outline where riders can collect packs and is included (race numbers, transponders etc)

1. LICENSING

Outline the events stance on required licences and how these will be checked.

1. RIDER’S APPAREL

Outline any requirements for what riders can wear i.e. club kit etc.

1. HEALTH AND SAFETY

Outline the events H&S statement and commitment and who the key contact is.

1. EQUIPMENT/BIKE CHECK

Outline any requirements for equipment restrictions and or compliance to rules and where these will be checked.

1. GEARING AND ROLL OUT

Outline any requirements for gearing restrictions and or compliance to rules and where these will be checked.

1. RULES AND REGULATIONS

Outline what rules and regulations apply to the event.

1. EVENT VILLAGE

Advise where Event village (HQ) or race desk is located.

1. START/FINISH LINE

Advise where start/finish line is located.

1. PARKING

Advise where event parking is located and if there is any charges.

1. TEAM MANAGER’S MEETING

Advise if there are any team manager or rider briefing prior to the event, where and when these will be held.

1. SIGN ON

Advise if there is any requirement for riders to sign on prior to their race.

*What is Sign on? Sign on is the act of each rider signing their name prior to their race to confirm to the event officials that they will be competing in that event. It is the individual responsibly of each rider to sign on in the specified times.*

1. WITHDRAWALS

Advise the events process if a rider wishes to withdrawn prior to or during the event.

1. PROTESTS

Advise the events process if a rider wishes protest.

1. FOOD AND BEVERAGES

Advise what food and beverages are available, is eftpos available etc.

1. RACE SPECIFIC

Confirm maps, time table of races, what race numbers are required, is there any warm up restrictions, what time should they be at the start line, specific information on the course e.g. hazards etc, feed zones, litter policy and any neutral support.

1. MEDICAL

Outline what medical provisions the event have arranged, where they are located and the the nearest A&E and hospital are.

1. SOCIAL MEDIA

Promote the event’s social media platforms.

|  |  |
| --- | --- |
| Event Facebook |  |
| Instagram |  |
| Twitter |  |
| Website |  |
| Key Partners |  |
| Event Hashtag |  |

1. MEDAL CEREMONY PROTOCOL

Confirm the event medal ceremony protocol and timing.