



## Guidance Note No. 6

Date: July 2015

### THE CONDUCT OF CLUB EVENTS

A club event is an event entry to which is restricted to members of the promoting club and their guests.

Permission to run a club event **MUST** be sought from all the Districts through which the event passes.

The event may only be run on the date and at the time stated on the Application Form and agreed with the respective District Secretary responsible for club events.

All the Police Authorities through which the course passes **MUST** be notified at least 42 days before the event, on the form prescribed by the Board of Directors of Cycling Time Trials and copies sent to the relevant District Secretary. There is no reason why notice of all the club's events for a particular year cannot be given to the police (and to the relevant District Secretary) at the same time to cut down on administration and to make sure that no one event is overlooked.

**If there is any change to the arrangements for the event (eg. a change of course, or change of time of the event) then such change **MUST** be notified to the police (and to the relevant District Secretary). If such change is known more than 28 days before the event then a revised notice can be served on the police. If any necessary change only becomes apparent within that 28 day period the notice must still be served although in such circumstances the police must actually authorise the holding of the event before it can take place.**

A copy of the entry form or the signing-on sheet for club events **MUST** be completed and signed by **ALL** entrants on **EVERY** occasion before they are allowed to start.

In the case of club members under 18 years of age, the Annual Parental Consent Form for Club Events must be signed by the parent and witnessed by a responsible club official before the rider concerned is allowed to ride.

When riders are signing on it is important to obtain sufficient details to identify the riders concerned, particularly any riders from other clubs who are allowed to ride as a guest (Private Time Trials). Adequate information is required so that in the case of emergency the rider's relatives can be contacted promptly.

**The only riders who can take part are those defined in the Regulation titled: "Who may compete", except for designated "Come-and-Try-It" events when individuals who are not members of affiliated clubs may be allowed to compete. (See Guidance Note No.3)**

All documents relating to each club event shall be retained by the club official responsible for the promotion of the club events for at least one year. In cases where an accident occurs during an event, then all the papers should be retained for **AT LEAST SEVEN YEARS**.

No person under 18 years of age should be appointed to organise either club or open events.