

# Audax UK Organiser's Handbook

2017



Compiled by AUK Calendar Events Secretary on behalf of the AUK Board  
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# 1. Introduction

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## About Audax UK & AUK Events

## Getting Started

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### 1.1 About Audax UK & AUK Events

The Audax UK calendar currently contains around 500 events across the UK per year, managed by a team of [events delegates](#) on behalf of the [Events Secretary](#). These events take many forms, from bare-bones 'X rated' events, where riders meet in a car park, take 'power naps' in bus shelters or 24hr service stations and post their completed brevet cards home afterwards; to fully catered events, with village halls for controls offering food and sleep facilities staffed round the clock by teams of volunteers.

Organisers retire, events come and go, and there are many areas of the country where Audax UK is under-represented (currently much of Wales, Scotland and Northern England), so Audax UK welcomes new organisers and events.

Audax UK organises only a few events itself. Instead, most Audax UK calendar events are organised by individuals, clubs and CTC Member Groups, who agree to run these events according to Audax UK regulations. These regulations are in turn based on ride rules formulated by Audax Club Parisien, which are used internationally by the member countries of Les Randonneurs Mondiaux.

As well as maintaining ride regulations, Audax UK also keeps records of riders who successfully complete Audax UK events. To encourage this, Audax UK maintains award schemes for completing series of successful rides.

### 1.2 Getting Started

If you're new to organising Audax UK events, you should read this guide, and keep a copy for reference. This will give you plenty of information about how to plan and organise your event. You should also:

- Read and familiarise yourself with Audax UK's regulations, which can be found in the [Audax UK Regulations](#). Like any regulations, they make for a dull read. However, they provide detailed information about Audax UK events.
- Speak to your mentor and [events delegate](#). They can provide a lot of feedback on your event, in particular ideas about particular routes you have in mind.

- Changes to rules and procedures are often detailed and explained in the Organisers' Newsletter which is published by the Events Secretary. You will receive any new ones via email and they are all archived on the [Audax UK website](#).

**NOTE:** If you're interested in organising a Permanent Event you should contact the [Permanents Secretary](#).

Audax UK events take many forms and this variety is one of the attractions of randonneuring. The guidelines and procedures in this document attempt to cover all types of calendar event, so they will not be applicable in their entirety to all events, nor will they cover every eventuality. Instead we aim to give a set of guidelines which can be applied in a flexible manner to cover the majority of events. When it comes to organising your event if you want to do something which isn't covered here, or varies significantly from the guidelines in this handbook then get in touch with your [events delegate](#) to discuss your plans.

## 2. How to Become an Organiser

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### AUK Organisers

*Organising requirements; organiser grades; mentors; organiser responsibilities; insurance for organisers*

### New Organisers

### Upgrading Organisers

### Returning Organisers

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## 2.1 AUK Organisers

### 2.1.1 Organising Requirements

To organise Audax UK events you need to be registered as an approved Audax UK organiser. To do this you will need to meet a few basic criteria:

- You must be over 18, resident in the UK and a member of Audax UK.
- Event details are entered and managed through the Audax UK Online Event Planner, so you will also need internet access to use this and e-mail to communicate with the Events Team.
- You should be familiar with all aspects of Audax UK calendar events of at least the distance you plan to organise. Ideally this will be through recent experience of riding at least two Audax UK calendar events of the relevant distance (or greater), or being a close relative or partner of someone who has.

Audax UK also recommends that you have the backing of a local cycling club or Cycling UK (CTC) Member Group or another organisation to help with the organisation of your event.

Meeting these criteria does not guarantee that Audax UK will accept you as an organiser.

Audax UK may consider your application even if you do not meet these criteria, for example if you are taking over an existing event with the backing of a good organising club, or if you have past experience of organising sports events.

### 2.1.2 Organiser Grades

Audax UK operates a grading scheme for organisers based on experience and length of events. There are currently 3 organising levels:

- **Level 1:** Calendar events up to and including 200km with experience of planning a route and controls.
- **Level 2:** Calendar events up to and including 600km.
- **Level 3:** Calendar events over 600km.

If you wish to organise an event above your current organiser grade you will need to follow the [Upgrading Organisers](#) process to upgrade to a higher grade.

To upgrade you must have successfully organised at your current grade for at least two consecutive seasons.

### 2.1.3 Mentors

All new organisers and those upgrading to run a longer event at the next organising grade need a mentor.

Your mentor is a current organiser who has experience of organising events at or above the organiser's new level for at least two consecutive seasons, and will be available to help and advise you:

- register your event in the on-line event planner;
- pick a good route and controls;
- carry out the risk assessment for your event;
- plan procedures at the start, finish and controls; and
- understand how the AUK system works.

You can suggest someone to be your mentor, or the Events Team will help you find someone to be your mentor if you prefer.

### 2.1.4 Organiser Responsibilities

As ACP frequently says "brevets are not casual affairs", and organisers have a duty of care (including certain legal responsibilities) to riders and helpers. By running an event you agree to:

- Comply with Audax UK rules and regulations, as published on the [website](#)
- Comply with the rules and procedures published in this Handbook
- Submit & register your events; results and validation fees promptly and in accordance with the required deadlines
- As an organiser you are acting as a representative of Audax UK so you must insure your personal conduct and that of the event does not bring Audax UK into disrepute or cause reputational loss.

The Events Team regularly monitors the performance of organisers and may downgrade or revoke your organiser status in the event of poor performance.

### 2.1.5 Insurance for Organisers

Audax UK provides organisers with public and employer's liability insurance through their AUK membership. This cover also extends to volunteers helping with your events. More details on AUK's insurance policies and the cover provided are available on the [AUK website](#) or from the [Secretary or Events Secretary](#).

If you're organising an event on behalf of a Cycling UK (CTC) member group you will also be covered by Cycling UK's organiser's insurance policy. You will however need to ensure that you follow the Cycling UK's procedures for registration of organisers and cycling events – Audax UK does not do this on your behalf. Contact your local Cycling UK member group secretary for more information. The current Cycling UK policy provides different levels of cover for Cycling UK member groups and affiliate groups, you should seek advice on this from Cycling UK.

## 2.2 New Organisers

Before you can organise your first event, you will need to register as an organiser with Audax UK. This ensures that Audax UK has exercised reasonable care in accepting organisers. To register as an organiser:

1. Get in touch with the [Events Secretary](#) or your [events delegate](#). They will send you the New/Returning/Upgrading Organisers Application Form, or you can download the form from the [organising an audax](#) page on the AUK website..
2. Complete the Application Form. You can complete the form either electronically or by printing it. The form will ask you to provide:
  - The name and AUK membership number of your mentor. A good starting point to finding a mentor is to ask an experienced local organiser. If you're having difficulty, the Events Team will be able to advise you. However, it will be your responsibility to contact any prospective mentors and agree with them that they will mentor you.
  - The name of a cycling club, CTC Member Group or other organisation that can vouch for your reliability. An official from this organisation will need to support your application.
  - Outline details of your proposed event(s). If you're planning a new event, you should take some time to plan your event (see the Planning section of this Handbook) before you submit your application. Applications without proposed event details will be rejected.

Taking over the running of an established event in your area is a good way to get started in organising and build up your skills and network of helpers. If you plan to do this you will need to provide details of the event(s), and your application should be accompanied by authorisation from the current organiser for you to run their event(s).

**NOTE:** Events of a distance of more than 200km are not usually accepted from a new organiser, although exceptions may be made. Please contact the Events Team.

- Information on your reasons for wanting to organise an Audax UK event, your previous experience and skills.

Audax UK recommends that prospective organisers gain experience by helping with another organiser's events (and preferably more than just doing the washing up!). Experience of organising other non-AUK events is also useful.

3. Return the form to the [Events Secretary](#) or your [events delegate](#). You can return the form either by post or electronically by email. If returning the form by email your application should be accompanied by email declarations from your Mentor and Club/Organising Body.
4. The Events Team will consider your plans and experience and decide upon suitability to become an organiser. Please ensure you include a telephone number on your application form as you may be contacted for a short telephone interview
5. If your application is accepted, your events delegate will set you up as a Level 1 (Provisional) organiser in the Online Event Planner, and create an outline event based on the details supplied on your application form.

For your first year of organising you will be assigned a provisional Organiser Grade. This will be reviewed after your first events and, if successfully organised with no issues you will be granted full organiser status.

## 2.3 Upgrading Organisers

If you wish to organise an event above your current organiser grade:

1. Register your proposed event(s) in the Event Planner as normal. You will be prompted, and your events delegate will be notified that you need to upgrade your organiser grade. You may continue planning your event whilst you carry out the upgrading process.
2. Download a copy of the New, Returning or Upgrading Organisers Application Form from the [Organisers > Documents](#) page on the AUK website. Complete and return the form as for a New Organiser.

Each time you organise an event for the first time at a higher grade you will need a mentor at that grade. Prospective Level 3 organisers should contact the [Events Secretary](#) to find a suitable mentor.

3. If your application is accepted, your events delegate will upgrade your organiser grade to the required level. As with a new organiser, your new grade will be provisional until after your event has been run successfully.

## 2.4 Returning Organisers

Existing organisers who have missed more than 2 seasons without organising an event will need to re-register as a returning organiser before organising further events. The process is the same as for a new organiser.

Returning organisers also need a mentor. Whilst you may be experienced at organising an event, Audax UK's systems and processes continue to evolve and your mentor will help guide you through any new or changed processes.

# 3. Planning Your Event

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## Distance & Types of Event

*Audax Altitude Award*

*Overseas Calendar Events*

## Scheduling Your Event – Choosing a Date

## Start & Finish Points

## Facilities

## Event Fees & Entries

*Budgeting and setting your entry fee; entry restrictions; late entries and EOLs; online entries*

## Risk Assessment & Contingency Planning

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### 3.1 Distance & Types of Event

The first decision to be taken for any event will be that of distance. Audax UK events cover all distances from 50km to 600km+

If you're planning a new event, start with a 200km event. Use shorter Populaire events (50, 100 & 150km) as supporting events to encourage novices. Remember the aim is to encourage riders to go on to longer events through the Randonneur 500, 1000 and Super Randonneur series.

If you're running a longer event (300km+), running a shorter event alongside can help cover your costs. This can work particularly well on 400s and 600s where the finish will be used on the second day so there are few extra costs involved.

Event Type	Description
<b>Brevet Populaire (BP)</b>	<p>Audax UK sanctioned event of lesser distance and/or speed than the traditional BR.</p> <p><b>Distance:</b> Can be any distance but most commonly used as shorter (&lt;200km) supporting events.</p> <p><b>Speeds:</b> At the organisers' discretion. Minimum speed up to 15kph, maximum speed up to 30kph.</p>
<b>AUK Brevet de Randonneur (BR)</b>	<p>Audax UK sanctioned event equivalent to BRM standard but subject only to AUK regulations.</p> <p><b>Distance:</b> Any distance over 200km</p> <p><b>Speeds:</b> Minimum speed either 15kph or 14.3kph for events up to and including 600km. Lower speeds apply for longer distances. Maximum speed at the organisers' discretion up to 30kph.</p>
<b>ACP Brevet de Randonneur Mondiaux (BRM)</b>	<p>Audax UK and ACP sanctioned event. Subject to both AUK and ACP regulations. BRM events are also listed in the ACP international calendar.</p> <p><b>Distance:</b> standard distances 200, 300, 400, 600 &amp; 1000km. Routes should not be more than 5% over distance.</p> <p><b>Speeds:</b> Minimum speed 15kph for events up to and including 600km; and 13 1/3kph for events of 1000km.</p> <p>Fixed maximum finishing times (200k 13h30; 300k 20h; 400k 27h; 600k 40h; 1000km 75h) – no extra time is allowed for over distance.</p> <p>Maximum speed at the organisers' discretion up to 30kph.</p>

### 3.1.1 Audax Altitude Award

The Audax Altitude Award (AAA) encourages participation in hilly events and offers a challenge to regular long distance riders and also to those who do not wish to ride the longest events but who enjoy hard riding.

If you're planning a hilly event then it may be eligible for AAA points. More advice on calculating the amount of climbing on your route and claiming AAA points can be found on the [Audax UK website](#) or by contacting the [AAA man](#).

### 3.1.2 Overseas Calendar Events

The agreement with Audax Club Parisien that allows Audax UK an exclusive right to promote cycling randonnées à allure libre is valid only in the United Kingdom. ACP has similar agreements in place throughout the world, allowing other randonneur organisations to promote these events in their countries or territories.

If any AUK organiser wishes to organise an AUK calendar event that takes place wholly or partially outside the UK, Audax UK would need to liaise with ACP and the applicable host organisation to obtain permission for the event to take place.

For any event which takes place outside the UK to be accepted as an AUK event:

- at least 50% of the route distance would need to take place within the UK. It would be very difficult to classify an event with the majority of the route outside the UK as an Audax UK event.
- The event would need to be run according to BRM regulations. BP and BR events are purely an Audax UK invention and are not recognised by ACP or any other national randonneur organisation.
- Audax UK's insurance is only valid within the UK, Isle of Man and the Channel Islands. If you are organising an event outside the UK, riders will need to have additional 3rd party insurance. Some may already have suitable cover in place through membership of other organisations, eg. CTC, British Cycling, or through their home insurance policy. If they don't have existing cover they will need to arrange 3rd party cover and a travel insurance policy is often the cheapest and easiest way to do so. It is the rider's responsibility to ensure they have adequate cover for the duration of the event.

Organisers will also need to arrange their own public liability insurance for the event. If you have any volunteers helping outside of the UK you will also need employer's liability insurance. There are a number of insurers who will provide such policies but you should ensure they are sufficient and suitable for your event. Suggested limits of indemnity are £5 million for public liability and £10 million for employer's liability. The Events Secretary must receive a copy of the appropriate insurance certificate valid for the duration and geographic area of the event prior to it being published in the Audax UK calendar.

However, even if your event fulfils all the above conditions, its inclusion in the calendar of events will still be dependant upon the consent of ACP and/or other national randonneur organisations.

### 3.2 Scheduling Your Event – Choosing a Date

Having decided on the distance of your event(s) your next priority will be to decide on the date. When choosing a date you should bear in mind the following:

- Audax UK requires that all events are published in the quarterly *Arrivée* magazine. BRM events additionally have to meet ACP's publication schedule which require events to be ready by 1<sup>st</sup> October in the year **preceding** the year you are organising the event. To meet the publication schedules and allow time for adequate organisation you should normally allow **at least 8 months** from first deciding to organise the event. New events will take longer, and major events will have even longer lead times.
- Avoid clashes with established classic events and other nearby events in the Audax UK calendar. The Events Planner allows you to view dates of past events and many events follow the same schedule year after year. The Events Team can provide advice and are responsible for managing the calendar so you may be asked to move your event to another date if the one you initially select is not suitable
- Other non-AUK cycling events such as sportives, reliability rides and charity events can all cause both competition for entries and hazards on the road if you're trying to share the same space at the same

time. Good places to check for other events include British Cycling ([www.britishcycling.org.uk](http://www.britishcycling.org.uk)), Cycloport ([www.cycloport.org](http://www.cycloport.org)), Cycling UK (<http://www.cyclinguk.org/>) and Cycling Weekly ([www.cyclingweekly.co.uk](http://www.cyclingweekly.co.uk))

- Availability of suitable start/finish and/or control venues. Many village halls, schools etc can be booked up well in advance.
- Events such as car boot sales, football matches etc. or school or holiday traffic can have a significant influence on traffic volumes

You should look to decide on your date early, and once decided register your event in the Event Planner to allow other organisers to see what you're planning and avoid clashes.

Once you've decided on a date keep an eye on the planner to ensure that no other organisers inadvertently clash with your date. If a clash arises, you may need to negotiate with the other organiser and inform your [events delegate](#) of your actions. It is your responsibility to schedule your event to avoid clashes. The Events Team may decide not to publish clashing events unless you can show that you have reached an agreement with the other organiser(s).

### 3.3 Start & Finish Points

Most events start on the outskirts of towns or, where facilities are available, in the countryside. This minimises the risk that your riders will have to cycle in heavy traffic. However, remember that a road that is busy during the day may be quiet when your riders are setting off or returning.

Here are a few suggestions of where to look for a base for your event.

- **Car park** – basic events often start in a car park, ideally with a public toilet and shops nearby. It's not a good idea to finish in a car park though. Instead for a very basic "X rated" event consider a **postal finish** where the rider collects a receipt from a local business and posts the card back to the organiser.
- **Your own home** – convenient for long events with small fields and long finishing times.
- **Village/church halls** – there are thousands of village/church halls in the UK, and in some areas competition is fierce for business. This means you can often find one to hire for as little as £50. However, weekends can be popular, so it pays to book as far in advance as possible.
- **Sports clubhouses** – although very few cycling clubs have their own venues, a lot of football, cricket and rugby clubs have clubhouses attached to their pitches. Using them at weekends might be difficult during that sport's season, but you can often hire them easily at other times.
- **Cafés or pubs** – if you don't want to cater yourself, or risk the outlay of hiring somewhere, then you might be able to bribe a local café to open early or close late for you.

It's best to have the finish at the same point or very close to your start. If not, make sure they're as close together as possible, and that it's easy for riders to get back to the start.

## 3.4 Facilities

The base that you use for your event will determine what facilities you offer.

- **Car parking** – essential at the start/finish or nearby for those who have to travel a long way. You'll need to ensure you have sufficient capacity for your expected field to avoid having riders inconveniencing residents by parking on local roads. Give very clear instructions to riders to where they can and can't park to avoid problems.
- **Toilets** – toilets are essential. If you plan to use a car park for the start, try to make sure that there are some public loos open nearby.
- **Refreshments** – It's not vital to provide anything at the start, but much more important at the finish. If catering yourself it's best to keep it simple, especially if you don't have a food hygiene certificate. However, that doesn't mean that you should skimp on quality. Homemade cakes always go down well, as do soup and sandwiches. It's better to buy in food that you'd be happy to eat yourself, and to over order. That way, you can be sure of not running out, and any leftover grub can go into your larder afterwards!
- **Luggage** – some riders find it useful to leave a bag at the base when they set off. For example, they may have cycled down to the event with panniers, and want to offload them before the event. If you can find somewhere to store bags safely, even if it's in the boot of your car, someone will put it to good use.
- **Accommodation** – if your event is 300km or longer, or in a remote part of the country you might want to consider providing accommodation for riders before and/or after the event to make an early morning start easier and encourage riders to rest before travelling home.

On events of 400km and over you may also want to consider providing sleeping facilities at one of your controls.

If you want to offer accommodation you will need to check with your hall trustees that you may provide this. Ask riders to bring their own bedding.

**CHILD PROTECTION:** Please consult the Child Protection Policy (in appendix of this Handbook and also on the [website](#)) for guidance on sleeping facilities if you have any entrants under 18 years of age.

**Showers & Changing Facilities** – luxury items but if the weather's rough during your event, or it's over 300km, riders may find these a very useful amenity to have.

When planning the facilities you will offer, you should bear in mind that the more facilities you offer the more helpers you're likely to need.

## 3.5 Event Fees & Entries

### 3.5.1 Budgeting & Setting Your Entry Fee

Once the nature of your event and the facilities you will offer has been decided you will be able to prepare a budget and set an appropriate entry fee. Audax events are seldom run to make a profit, but you will

certainly want avoid making a loss. To calculate your entry fee you will need to consider the following expenditure:

Audax UK brevet card & validation charges. Current charges for the 2016/7 season are:

Brevet Cards (Black & White)	35p	Subject to a minimum charge of £7.00 for the first 20 cards
Brevet Cards (Colour)	45p	
Validation Fee	20p	For each rider completing the event

- Hire of start/finish and control venues
- Catering at start/finish and/or controls
- Your own organiser's expenses e.g. for route checking etc.
- Expenses for your helpers
- Printing route sheets etc.
- Donation to charity/club funds

Aim to set your entry fee to make a small surplus based on your expected number of entrants; and related to the costs of putting on your event and the facilities offered.

If you're running your event to raise money for a charity make this clear in your event details and publicity.

If you're providing facilities such as food and accommodation with your event you will have to choose whether to price these within your entry fee or not. An all-inclusive "no extras" will give you a higher entry fee, but frees up volunteers from having to collect money on the day; and also provides a measure of budgeting stability as all your money will be paid up front.

Whatever you do, make it clear to prospective entrants what they're getting for the entry fee – an important part of rider satisfaction is perceived value for money and events with excessive entry fees will gain a bad reputation.

### 3.5.2 Entry Restrictions

Audax UK events are in principle open to all who wish to take part. However, you may wish to consider a maximum limit on the number of starters. This may be down to the limitations of your start/finish venue, car parking capacity, control venues, roads used on your route (especially early on) or simply the number of helpers you have available.

Don't be afraid to set an entry limit if you can only handle a certain number of riders – having more riders than you can cope with will only lead to bad feelings with riders, your controls and quite likely the local residents too.

Any entry restrictions you choose to impose must be fair and transparent.

### 3.5.3 Late Entries & EOLs

The traditional advice for Audax UK events was that entries should be received two weeks in advance of the event to allow you time to order Brevet cards and organise catering. However, due to the widespread use of PayPal for entries, riders are increasingly entering events later, particularly for shorter events. It's up to you to decide when your cut-off date for entries will be, but make it clear in your event details.

You'll also want to decide whether you want to accept entries on the day (EOL) or not. If you accept EOLs then you will need extra helpers and time at the start to process their entries, prepare additional Brevet cards and hand out route sheets. You may want to charge extra to cover postage and dissuade such entries (and a nice round amount saves having to rustle up change for the inevitable £20 note!). We strongly recommend that you discourage unknown riders entering on the line as such riders may not be adequately prepared and unaware of the risks involved; particularly if they are receiving the event details and route sheet at the start.

Accepting online entries is a good way of dealing with late entries, as you can simply email the details and route sheet. Accepting late entries this way is also a good way of discouraging EOLs

### 3.5.4 Online Entries

The traditional way of entering Audax UK events was by post, with an entry form, cheque and 2 SAEs. However increasing numbers of organisers are now offering online entries and this is a proven way of increasing the attractiveness of your event to potential riders.

Audax UK offers organisers an integrated online entry system, available to all entrants, whether Audax UK members or not. This system has the benefit of integrating with Audax UK's membership database, and your event **Start/Finish List**.

To use the AUK online entry system you'll need your own [PayPal](#) account to receive your entry fees. A Premier account is recommended (rather than a Personal account) so you can receive payments by credit & debit cards as well as Paypal balance transfers.

If you accept online entries this way, you'll need to budget for postage for return of the rider's Brevet card if you're not doing instant validation at the finish, plus PayPal's transaction processing fees (currently 20p + 3.4% of your entry fee). Some organisers charge extra for online entries to take this into account; some include it within the overall event fee; and others offer a discount to encourage online entries (which are generally less work for the organiser).

There is now an option for organisers to select whether they wish to accept postal and/or online entries. You obviously have to accept at least one form of entry so people can actually enter your event! Remember that some riders may only be prepared to enter using only online or postal so you may potentially be reducing the number of riders who enter your event.

# 4. Route Planning & Controls

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## Planning Your Route

*What makes a good route?*

*Timing*

*Basic route shapes – out & back, circuits, figure-8s, cloverleaf's, point to point*

*Alternative routes*

## Controls

*Where to place controls – controlling for route integrity, rest & refreshment*

*Types of controls – full controls, free controls, information controls & checkpoints*

## Verifying Your Route

*Actual distance, route integrity & shortest distance; physical verification*

## Getting Your Route Approved

*Route approval process & guidelines*

*Minor route changes*

## Route Sheets

*Writing your route sheet; checking your route sheet*

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## 4.1 Planning Your Route

Whilst there are many factors which contribute to a great event, a good route is fundamental. Designing a route for an Audax event is not always easy and can be daunting at first as you have to balance sometimes conflicting demands.

There is no single magic formula that describes the ideal route, but the sections below give some guidelines to help you on your way.

- It's always good to plan an event in an area that you know well. Your local knowledge will help you decide which roads are best to cycle along, and when they are likely to be quiet. You'll also know where the best views are.
- If you're starting out, keep things simple. Start with an "out and back" or "circuit"
- Plan your route with potential control locations in mind from the outset. Designing a route and then attempting to fit controls to it afterwards rarely works well.

#### 4.1.1 What Makes a Good Route?

Audax routes need to meet a number of requirements, some of which are more important than others. The ideal route would meet all of these requirements, but in most parts of the UK you will have to make compromises e.g. Easy navigation and good road surfaces are often sacrificed to avoid traffic.

##### MANDATORY REQUIREMENTS: YOUR ROUTE MUST

- **Comply with Audax UK rules on distance and controls** (see "[Getting your Route Approved](#)").

Advisory routes must be of the correct distance, with no material shortcuts and without requiring too many controls. Convoluted routes with excessive numbers of controls are inherently unsuitable for Audax events.

##### PRIMARY REQUIREMENTS: YOUR ROUTE SHOULD

- **Have low traffic volumes.**  
Taking into account the time of day, for example start a midweek 100 at 10am to avoid the rush hour; consider overnight traffic volumes on otherwise busy roads – they may be deserted and suitable for night riding.
- **Be easy to navigate.**  
The challenge of the event should be in completing the distance; it is not supposed to be an orienteering exercise.

##### SECONDARY REQUIREMENTS: YOUR ROUTE MAY

- Take in particular points of interest or attractive scenery
- Have good road surfaces (unless it's Off-Road/Rough Stuff)
- Use good cafes, pubs etc. for controls
- Include a bit of a challenge e.g. a challenging climb, or a distant destination

#### 4.1.2 Timing

"When" riders will be riding your route is often as important as "where" it goes in the first place, and by considering the day and time of day you can often meet more of the above requirements without actually changing where your route goes.

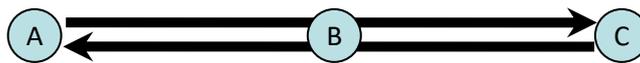
In considering the timing of your event, remember that Audax UK events may be ridden by riders of widely varying abilities. Particularly with long events this means that riders will be riding the same section of the route at varying times.

Your route should not disadvantage either faster or slower riders (e.g. through forcing slower riders to negotiate heavy traffic which a faster rider would avoid or limiting control options). If in doubt plan for the slowest riders – they are invariably the ones who require the most support.

### 4.1.3 Basic Route Shapes

Below are a few basic route types. Each has advantages and disadvantages, and each works better for different types of events. Of course you are not restricted to these and many other combinations have been tried.

**OUT-AND-BACK:** The **out-and-back** is the classic audax route, riding to a distant destination via one or more intermediate controls and returning by the same route. Many classic events are simple out and back rides including Paris-Brest-Paris and London-Edinburgh-London.



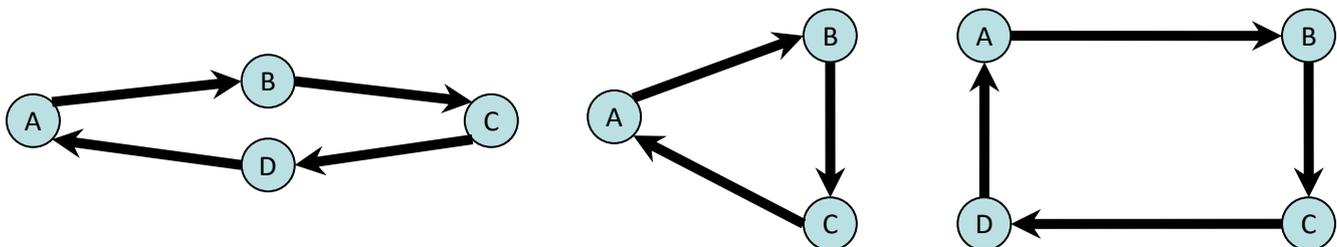
**PROS:**

- **Out-and-back** routes are the simplest to design and control
- They allow you to use the same control points for both directions, minimizing the number of controls (and potentially volunteers) you might need
- They get the riders the maximum distance away from the start, possibly into remote areas far from their familiar riding grounds.
- Discourages shortcutting to find a quick way home

**CONS:**

- Some riders perceive these as being less “interesting”.

**CIRCUIT:** The **circuit** travels in a single loop, calling at each intermediate control once before heading back to base. The majority of audax routes today are like this, and there are a host of different variations on the theme, from elongated circuits to triangular, rectangular and circular routes.



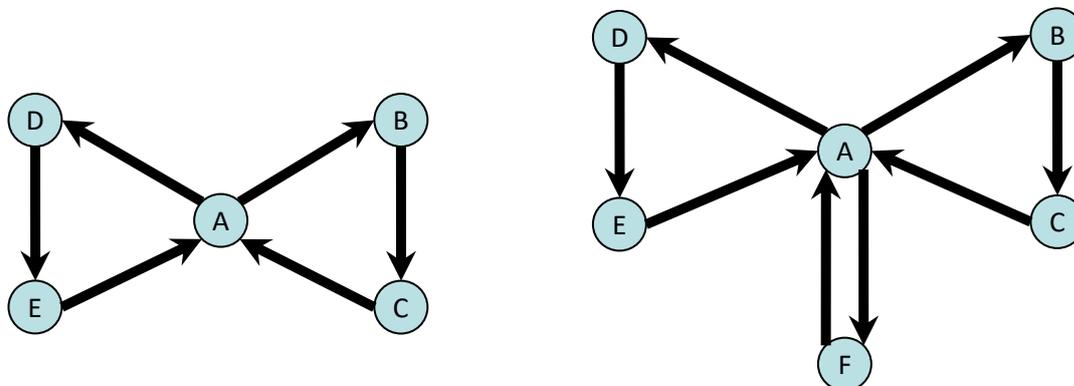
**PROS:**

- Allows more freedom to pick a scenic route.
- Offers riders new scenery throughout.
- Depending on terrain and the road network, an elongated circuit, triangular or rectangular route may not require many more controls than the **out-and-back**

**CONS:**

- As routes become more complex additional controls are required. On any route if too many controls are required then a re-think is necessary.

**FIGURE-8 / CLOVERLEAF:** The **figure-8** or **cloverleaf** combines two or more circuits and/or out-and-backs (each finishing back at base) into a single event. Such routes can be popular on longer events (e.g. a 600 run as 400 + 200 loops), but should be avoided for shorter events.



Routes may **NOT** include multiple passes over the same circuit (i.e. repeated loops).

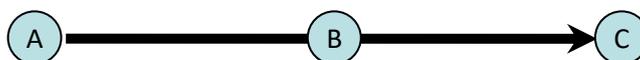
**PROS:**

- Allows organisers to concentrate resources in a single control.
- Novice riders are re-assured that they are never very far from the start, and can short-cut back to the start if they have any problems.
- On longer rides, riders have access to change of clothes or equipment part way through the ride

**CONS:**

- Routes of this type require many more controls. On any route if too many controls are required then a re-think is necessary.
- Encourages riders to pack each time they return to the start/finish. Rides of this type tend to have higher than average non-finishing rates.
- Riders never get very far from the starting point and are likely to be riding on familiar roads the whole time (of course this could also be seen as an advantage by some!)

**POINT-TO-POINT:** The **point-to-point** route offers the chance to cover the most territory but they are logistically challenging both for riders and organisers. As a result they are relatively uncommon as calendar events but more useful as Permanents.



One way to mitigate the logistical challenge is to organise two back-to-back events or a **relay** (a chain of multiple events).

#### 4.1.4 Alternative Routes

All riders should essentially be "riding the same event" but in certain situations you may provide alternatives to parts of your route:

- **In response to foreseeable conditions which may be unlikely but could occur on a given running of your event.** (e.g. road closure for a weather related reason, or to avoid a restriction which may be difficult or impossible for non-standard machines)
- **Where the alternative does not penalize riders arriving at a certain time.** (i.e. neither faster nor slower riders must be forced to wait or ride further)

#### EXAMPLES

- Adding 20km because a bridge or ferry is closed between certain hours
- A road alternative to an un-surfaced trail for inclement conditions
- A road alternative to avoid a width or length restriction impassable to tandems or tricycles (watch out for these when planning routes using cyclepaths etc.)
- A main road alternative of similar distance to avoid lanes which may be icy in winter

## 4.2 Controls

Audax events use controls to prove that riders stay on route and have successfully completed the event. The following sections provide guidelines for determining the location and type of controls to use for your routes.

### 4.2.1 Where to Place Controls

There are two factors determining how many controls you will need and where to place them:

**CONTROLLING FOR ROUTE INTEGRITY** - The primary placement of controls should be to ensure the distance ridden is of the standard distance being validated by Audax UK (e.g. 200, 300km etc.) preventing any material shortcuts.

**CONTROLLING FOR REST & REFRESHMENT** - The next priority is to space controls at regular, useful distances for refreshment. The ideal control is located somewhere that most riders would likely take a break, whether or not there was a control.

Start by identifying suitable locations on your route for **controls**. In an ideal world these would also ensure the integrity of the route, but often the search for an interesting route or the availability of control facilities means that additional control points are required in order to ensure the distance has been ridden.

If this is the case then you can add either **information controls** and/or **checkpoints** to guarantee the integrity of your route. However...

**INFORMATION CONTROLS and CHECKPOINTS are NOT substitutes for correctly spaced CONTROLS.**

Try to design your route so that it does not require too many controls. Convolved routes which require excessive numbers of controls are inherently unsuited to Audax events. The table below gives a guide to how many controls to aim for (plus the start and finish).

Event Distance	Spacing between <u>Full</u> Controls	Number of <u>Full</u> Controls	Total Number of Controls (All Types)
100	30 – 50km	1 – 3	1 – 6
200	40 – 70km	2 – 4	2 – 8
300	50 – 75km	3 – 6	3 – 10
400	50 – 80km	4 – 8	4 – 12
600	50 – 100km	7 – 12	7 – 15

If you want to claim AAA points then you may need additional **information controls** or **checkpoints** in addition to the numbers above to guarantee the amount of climbing. However, if too many controls are required then a rethink is probably required.

Conversely you should also beware of having too great a distance between controls. Audax UK's standard Risk Assessment is based on **full controls** being placed at intervals of approximately 50 – 80km. Shorter events are likely to have more closely spaced controls; longer events will generally have greater distances between controls. If you have controls spaced further apart than this you will need to consider this when completing your [Risk Assessment](#).

## 4.2.2 Types of Controls

**FULL CONTROLS:** Have food, drink, shelter and toilets available to allow riders to rest, eat, drink and have their card stamped, timed and signed. At the most basic, this will be a garage or shop. Some larger events hire village halls and cater for riders themselves. Most commonly though **controls** are in cafés or pubs.

Most **controls** will specify a particular business, but you may also allow riders to choose their own control facility within the specified town (known as a **free control**). This allows the rider to eat at a cafe, grab a snack from a convenience store or simply collect an ATM receipt and move on according to their preference. This can also be useful where the control opening and closing times are not conducive to a single business being open and available for the full duration. Where you use **free controls** you should suggest possible control facilities on your route sheet.

**INFORMATION CONTROLS:** Are unstaffed points that you can use to control the route. You make sure that riders pass this point, by asking riders to find the answer to a question about the point. For example, at the point there might be a road sign that reads "Newtown 5". The information control question might therefore be "How many miles to Newtown?" The rider could only find out the answer by riding to the sign to get the answer.

**DO:**

- ✓ Keep your questions simple and use clear and obvious landmarks such as post boxes, signposts, or buildings such as churches and pubs.
- ✓ Identify the location clearly on your route sheet. E.g. "INFORMATION CONTROL @ Post box on LHS in 100m"
- ✓ Make sure the location is safe for riders to stop and write the answer in their Brevet card.

**DON'T:**

- ✗ Use cryptic questions – it's not a treasure hunt and the challenge should be in completing the distance, not answering the questions.
- ✗ Use questions to which the answers are likely to be known by riders in advance. In the age of Google StreetView it can now be very easy for anyone with a smartphone to check out answers. You also shouldn't put your questions on the routesheet, merely their location, so it's difficult to work out the answers in advance.
- ✗ Use too many information controls. Some riders dislike them; and they are no substitute for correctly spaced **controls**.
- ✗ You cannot use information controls on any section of the route that is traversed more than once (e.g. on an out-and-back route section)

If you run your event annually, then you will need to change any information control questions each time. You cannot use the same question two years in a row.

**CHECKPOINTS:** Are simple outdoor controls staffed by a volunteer or two from their cycle or car.

- ✓ Make sure the location is safe for both the controllers and the riders (who may have to queue).
- ✓ Only use **checkpoints** early in your route, to minimize the amount of time your volunteers have to wait around (possibly in the cold and rain).

**SECRET CONTROLS:** Are like **checkpoints** but their location/distance is not listed on the brevet card. These may be used on mandatory route events to ensure riders are following the prescribed route. The number of secret controls and their location is entirely up to the organiser but you should not tell the riders before the event. Stating that there may or may not be secret controls on the event will persuade most riders to follow the entire mandated route. Telling riders a false number of secret controls may cause them to backtrack looking for a non-existent control and should not be done.

### 4.3 Verifying Your Route

Once you've come up with a draft route and placed your controls you'll need to check it's up to standard. Many organisers design their routes using computer mapping software but sooner or later you'll need to get outside and physically check your route.

### 4.3.1 Actual Distance

Your actual route, as ridden on the ground must be of the correct distance i.e. a 200km route cannot be less than 200km. You can check your actual “on the road” distances very easily using:

- ✓ Online mapping services such as [Google Maps](#)
- ✓ Riding the route with a properly calibrated cycle computer or a GPS unit.
- ✗ Do NOT use car odometers, as these are not sufficiently accurate.

### 4.3.2 Route Integrity & Shortest Distance

Having established your “on the road” distance, you need to ensure that your controls are correctly placed to guarantee the distance ridden and prevent any material shortcuts.

The shortest distance between your controls should be at least the nominal distance (e.g. a 200km event should be at least 200km), although a small tolerance is allowed (see “[Getting your Route Approved](#)”).

A visual check of your route marked up on a map will show up any obvious shortcuts, [Google Maps](#) (set to “walking” mode) will give you a more accurate figure and this is currently the tool that the Events team will use when assessing if your route integrity.

- ✗ Do NOT use Google Maps set to “driving” modes as this will produce routes using major roads suitable for car drivers. Similarly, don't be tempted to use “cycling” mode as this can produce some very convoluted variations.

By comparison of your shortest distance and the “on the road” distance you should be able to identify if there are any material shortcuts, and where they occur. You can then fine tune the location of your **checkpoints** and/or **information controls** to minimize any shortcuts – sometimes even small changes in locations can produce significant changes in your shortest distance.

You should aim to get the shortest distance between controls as near to the nominal distance as possible. A discretionary tolerance is permitted, to take into account inaccuracies in calculating the shortest distance (there's no available method which will produce a definitive answer), and also to accommodate a degree of flexibility in route planning without requiring too many controls.

### 4.3.3 Physical Verification

Planning your route on a computer doesn't tell you anything about road surfaces, ease of navigation or traffic conditions (although facilities such as Google StreetView mean that the level of detail available from your armchair is increasing all the time). If there's a section of your route that hasn't been recorded by Google StreetView there's a strong chance it may be a track or path unsuitable for cycling. The best way to do that is to get out and check your route on the ground. You can do this either by car or by bike (the best choice as roads can appear surprisingly different on a bike).

You should take care to ride the route during the same time of day and day of week (and in some cases the same season) as your event. This will allow you to judge traffic conditions, which may vary greatly.

Riding the route will highlight any issues that may not be apparent from maps. For example you may find that your planned route has a section of poor road surfaces; or is difficult to navigate because of a lack of signposts; or acts as a rat-run for rush hour or holiday traffic. It will also highlight any hazards which you will need to take account of when preparing your [Risk Assessment](#).

This is a good chance to try alternative routes, to see what works best. Take your time with this, and don't get wedded to a route too early.

## 4.4 Getting Your Route Approved

Audax UK requires that all routes are approved whenever a new event or route is planned, or if major revisions are made to an existing route. The Events Team may also re-validate a route if minor changes have been made over a number of years.

### 4.4.1 Route Approval Process & Guidelines

#### STEP 1: ENTER YOUR CONTROLS

Enter your control locations into the Online Event Planner. At this stage you don't need to identify actual questions for any **information controls**, just their locations. You need to provide enough information for all controls to enable your [events delegate](#) to identify the control location on a map (e.g. the name of a town or village, **NOT** "At junction, distance on sp to...?").

E-mail your [events delegate](#) when you're ready to request that your route be checked. You will also need to supply your actual route with the controls clearly marked. **Acceptable formats** are (in order of preference):

- URL link to your route plotted out on [Google Maps](#) or another online mapping service.
- GPX file

You should submit your route to be approved at least 3 months before your event publishing deadline to allow time for any issues to be ironed out.

#### STEP 2: CHECK ROUTE

Your events delegate will check your route against the following criteria:

- The route is of a suitable design (i.e., not repeated passes over a single loop).
- The route is of sufficient length.
- If your event is to be BRM validated, the route is not more than 5% over the nominal distance.
- There are a suitable number of controls, correctly spaced.
- The controls are located to ensure route integrity and there are no material shortcuts.

**NOTE:** The Events Team does not certify that the route is safe or actually passable for cyclists; or that it is pleasant to ride. These are unfeasible to evaluate without local knowledge or detailed information. When any of these issues are apparent, the Events Team may raise them with the organiser, but it is the responsibility of the organiser to design a safe, passable, appropriate route.

If your events delegate is unable to adequately check your route solely using your control locations as entered in the Online Event Planner, then they may ask you for more detail on your route:

- Exact locations of controls (Postcodes, Lat/Long and/or OS Grid References)
- Any additional notes on any apparent route integrity issues, explaining why additional controls aren't required.

### STEP 3: APPROVE / REJECT ROUTE

Your [events delegate](#) will approve or reject your route. If your route is marginal on any of the criteria then a consensus decision will be made with the rest of the Events Team. The Event Secretary's decision is final in any such cases.

If your route is rejected, your events delegate will let you know where the problems are and why it is unsuitable, but they are **NOT** responsible for suggesting solutions – that is the responsibility of the organiser (and their mentor if appropriate).

#### 4.4.2 Minor Route Changes

Once approved, you may make minor changes to the route without the need for further approvals.

##### EXAMPLES

- Moving a start/finish point or intermediate control to a nearby location (within 5km of the original point is reasonable)
- Re-routing for new road construction, changes to one-way systems etc.
- Re-routing to avoid temporary obstacles (e.g. closed bridges, roadworks or other road closures), so long as route integrity is not affected

Minor changes may add up to significant changes over the course of several years and the Events Team may re-validate your route if successive minor changes have been made over a number of years. Route Sheets

#### 4.4.3 Writing Your Route Sheet

When you have created a likely looking route, you'll need to draft your route sheet. These days you can usually get a pretty good first draft using online mapping services without even leaving your armchair:

- Plot your route on [Google Maps](#) (or another online mapping service – most use Google as their underlying mapping service). This will give you a basic cue sheet of directions. These won't always correspond to actual junctions on the ground, so...
- By switching to satellite view and zooming in; or using Streetview you can identify junction priorities and signage to construct your draft route sheet,

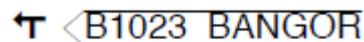
At some point you do need to go and check your route out on the road – signposts get removed (and added) and road priorities changed over time, plus you'll pick up on other useful directional clues by being there which aren't always obvious online. Make sure you carry a pen and paper, a camera and an odometer. A GPS unit is useful, so take it if you have one and record your route.

As you ride the route, stop at each junction, and write down the instructions that would allow the riders to know where to go. Make a note as well of the distance since the last instruction. It may be worth taking a photo of the junction, so you can check your notes when you get home.

There is no approved way to write a route sheet. Some people like symbols, others prefer letters. For example, if you want people to turn left at a T junction, onto the B1023, and sign at the junction says 'Bangor', then you may write either:

L@T (sp Bangor) B1023

or:



It's up to you how you go about it, but here are a few tips.

- ✔ Use a sans-serif font, (i.e. one that has no 'feet'); and a large font size. Arial 11 or 12 point is a good choice.
- ✔ Use black type on a white background. Don't use grey to highlight different lines, as some people find this difficult to read.
- ✔ Keep it simple and don't add too much information. Remember, riders need to be able to read an instruction with just a short glance. If they have to take longer, it could get hazardous.
- ✔ If you have to use a busy junction or a road in very poor condition, mark it on your route sheet so riders know to take particular care. But be sparing with such warnings.
- ✔ Remember to acknowledge that your event is being run under Audax UK regulations. A copy of the Audax UK logo is available to use from the [AUK Branding Guidelines](#) page
- ✔ Print your route sheet on a laser jet printer or photocopier if possible. Most ink jet printer inks will run when they get wet.
- ✔ Increasingly, you will send most or all of your routesheets to riders via email or uploaded via the AUK website. You should make sure you've saved your routesheet in a suitable format that can be viewed by all riders, irrespective of the device or operating system they're using. PDF is a universal format useable by all but it's generally uneditable by the recipient without specific software. You might want to also consider making your routesheet available in an Open Document Format as some riders like to change the size of the font, colours, etc. to their own preferences.

#### 4.4.4 Checking Your Route Sheet

When you've written your route sheet, check it by riding the route. Better still get somebody else to check it for you, as it's hard not to ride a familiar route on autopilot.

Finally, check the route one last time, as close to the day of the event as possible. Roadworks can appear without warning (although local authorities will often announce road / bridge works in advance in local media and on the internet), and in the summer it's common to find that foliage has grown over a sign that

was clearly on view a few months earlier.

#### 4.5.3 Route Sheet Format & Distribution

When you've finalised the text of your route sheet give some consideration to how it will be formatted and distributed. If you only send out route sheets by post then any software package that you are comfortable can be used. Many riders like to use route sheets of an A6 format (an A4 sheet folded into quarters) so stick with that if you can.

If you are sending route sheets electronically then you should and make it available in PDF format, and again an A4 sheet divided into quarters is appreciated by many riders. Most office software will save it's output as a PDF these days, so there is no need to purchase any special software for this.

Some riders prefer to re-format and re-print just about any format, sometimes colour coding, or making the font larger for better legibility. Consider offering your routesheet in Word or Excel format as well as PDF to ease the task of re-formatting.

#### 4.4.4 Route Distribution for GPS Units

Increasingly organisers also offer some form of file suitable to download directly onto a rider's GPS unit.

If you decide to provide a GPS file to your riders it should:

- Be in the universally accepted GPS EXchange Format (.gpx file)
- Contain a GPS track (not a GPS 'route').
- Pass through all the controls.
- Follow exactly the same route as the instructions in your route sheet.

Whilst the above are the 'golden rules' there are other ways in which you can make your file useful to, and useable by, the greatest number of riders.

- Add 'waypoints' to the file to indicate the location of your controls.
- Each .gpx file should contain only a single track (some popular GPS units cannot cope with multiple tracks in the same file)
- For events of 200km and shorter, downsample the track to a maximum of 500 points for the convenience of riders using older generation GPS units.
- For longer events, consider splitting the track into two or more tracks of 500 points maximum but place each track in a separate file.

You can create your GPS track by recording your check ride and then downsampling it, however it is usually a better option to use an online mapping service such as Bikehike, GPXEditor, RideWithGPS.

If you want to distribute a GPS file and are not sufficiently familiar with the technology, check amongst your helpers to see if any of them can help you.

# 5. Getting Your Event on the Calendar

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## Getting Your Event Published

*When does my event need to be ready?*

*How to get your event published*

## Alterations to Your Event

*Change of date, start place or calendar information; Change of route*

## Cancellations

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## 5.1 Getting Your Event Published

### 5.1.1 When Does My Event Need To Be Ready?

All Audax UK events need to be published in at least one edition of Arrivée before they happen. This means that your event needs to be ready to be published approximately five to six months in advance. Deadlines for 2015/6 are in the table below.

If your event is on or before...	...it must appear in this edition of Arrivéé...	...so must be ready by...
01 June 2017	February 2017	04 January 2017
01 September 2017	May 2017	01 April 2017
01 December 2017	August 2017	01 July 2017
01 March 2018	November 2017	01 October 2017

There is an additional deadline if you want to register an event with ACP as a Brevet de Randonneur Mondiaux (BRM). BRM events must be ready for publication by the end of September the previous year (e.g. 2018 BRM events must be ready by 30<sup>th</sup> September 2017). This deadline is set down by ACP.

### 5.1.2 How to Get Your Event Published

To get your event published you need to do the following:

#### STEP 1: ADD YOUR EVENT TO THE EVENT PLANNER

If you're a first time organiser your [events delegate](#) will have created an outline for your first event. Otherwise you'll need to add it to the planner yourself. Go to the Event Planner and either:

- **To repeat a previous event**, go to the Main Edit Page for that event and use the 'Duplicate This Event' link. This will create a copy of the existing event. **Or**
- **To set up a brand new event**, use the 'Add New Event' link in the sidebar

You can then enter the basic details for your proposed event.

You should add your event to the Event Planner as early as you can. Adding your event lets other organisers see what you're proposing for the next season and plan their events to avoid clashes.

Note that you must supply a date for your event – if you're uncertain of the date enter a possible date and use the Organisers Notes to leave a message to say that the date is provisional, with any alternative dates you may have in mind.

#### STEP 2: GET YOUR ROUTE APPROVED

If you're organising a new event, or making significant changes to the route of an existing one you'll have to get your new route approved by the Events Team to ensure that it meets the necessary standards for AUK events. For more details see "[Getting your Route Approved](#)".

If you're simply repeating a previous event using the same route then you don't need to get your route re-approved every time you run the event.

When you've entered your basic event details and have an approved route your events delegate will assign a final event number to your event in the planner.

#### STEP 3: PLAN YOUR EVENT

If you've not already done so you can now complete the remainder of your events details:

- **All information control questions.** If you're repeating a previous event you'll need to supply fresh questions;
- All contact information.
- **Risk Assessment.** You must actively review and update your Risk Assessment every time you run your event, taking into account any incident that has happened in a previous year.

Your events delegate will let you know what needs completing using the Organisers Notes section.

When you've entered all the necessary details your events delegate will update the status of your event to "Planning"

#### STEP 4: REGISTER YOUR EVENT

You need to register your event, and pay a registration fee before your event will be published. The fee is currently £7, and includes the first 20 Brevet cards for your event.

To pay the registration fee, simply click on the "Register" link in the Event Planner and follow the on screen instructions. You can either pay online using a credit or debit card or PayPal account; or you can pay by cheque through the post.

You can pay the registration fee at any time after your final event number has been assigned. But you should note that fees are non-refundable so it's not a good idea to pay too early.

When you've paid the registration fee your events delegate will update the status of your event to "Planned". If all your other event details are complete at this stage then it will soon move to the published stage.

## 5.2 Alterations to Your Event

Once your event is published it will be 'locked' and the majority of details can no longer be edited by you.

Despite all your planning however, things can go wrong and you may need to make changes to your event. If you need to make changes after your event has been published get in touch with your [events delegate](#). They can unlock the event to enable you to make changes.

**CHANGE OF DATE, START POINT OR OTHER CALENDAR INFORMATION** - Try to avoid making changes to published calendar information unless absolutely necessary. Changes of date in particular need to be advertised in Arrivéé in time for members to be made aware of the alteration and are therefore subject to the same deadlines as publishing a new event. You may also have to offer refunds to any riders who can't make a new date.

**CHANGE OF ROUTE** – You may be let down by establishments on whom you're relying for controls. Your first option would be to find a replacement in the same or a nearby location. If necessary use a **free control** and allow riders a choice of control.

If there are no alternatives in the immediate area then you may need to either replace your control with an **information control** or **checkpoint**, or revise your route to use a new control venue.

You may need to make last minute changes to your route to accommodate road closures due to road works; events such as carnivals, fetes etc.; or flooding. You may do these without further approval from your events delegate as long as the integrity of the route isn't affected. If your changes add distance then remember to get in touch with your events delegate so the control distances (and opening/closing times) on the brevet cards can be updated. In extreme cases you may need to make significant revisions to the route requiring a change to, or additional controls.

## 5.3 Cancellations

You should try to avoid cancelling your event wherever possible. If you have booked an expensive hall but only received 5 entries, cancel the hall and make alternative arrangements for your 5 riders.

### 5.3.1 Weather Related Cancellations

As an Organiser you have a Duty of Care to take “reasonable measures” to ensure the safety of your event, for both participants and volunteers. Plan ahead for adverse weather conditions - whilst you can't control the weather there are plenty of things you can do to maximise the ability to run the event.

However, regardless of your contingency plans, there will be occasions when the conditions dictate that it simply is not possible to hold your event safely (e.g. Met Office Amber or Red weather warnings) either for the riders, yourself or your helpers.

Riders have THEIR responsibility to assess the conditions and decide for themselves whether or not to ride (they should not assume that conditions are safe because you haven't cancelled the event). But this does not mean that you are absolved of your responsibilities, so in extreme weather circumstances you may have to make a decision whether to go ahead with the event or not at short notice.

Audax UK policy is to try to avoid unnecessary cancellations. But if you do decide that you cannot hold your event because of weather conditions, you can agree with the Events Team to run your event as a “Weather Cancelled Event” – this allows you to re-run the event for the original participants within 30 days of the original date. Within this period you can choose whether to allow riders to ride at a time of their own choosing (permanent style), or to arrange your own re-scheduled date (or a combination) – different options will suit different events. You should contact the [Events Secretary](#) for more details.

## 5.4 Risk Assessment

Before Audax UK will publish your event you must complete the Risk Assessment section of your online event information. This is evidence that you have taken proper care in the organisation of your event and, if there should be an incident involving injury or damage the Risk Assessment may be requested by Audax UK's insurers.

### What is a risk assessment?

A risk assessment lists the different hazards that people might encounter whilst taking part in your event.

Your risk assessment will be useful for you if:

- everyone helping out on the event is aware of it and does what it says;
- you keep it up to date; and
- it is realistic (you actually intend to do the things that you write down).

Conducting a risk assessment for your event can seem like a big job, and it's something people often find worrying. However, it doesn't need to be complicated or difficult, and in most cases it is just a matter of common sense.

Remember, there is no point just having a risk assessment which goes in a drawer somewhere and never gets looked at. There is also no point in having one that says you won't run any activities that might be hazardous and then just ignoring it because it is too restrictive

### Common sense risk assessing

People assess risk, and take action to minimise risk, all the time, everyday, in all sorts of situations. A lot of the time you don't even notice you're doing it.

- Every time you cross the road, you assess the risk of being hit by a car, and make your decision about when and where to cross based on minimising this risk.
- If you are taking care of children, you constantly assess the risk that they might injure themselves, and make decisions about what they are and are not allowed to do based on this.
- Even just getting dressed in the morning, you assess the risk of getting very hot or very cold that day, and decide what to wear based on your assessment.

When you are organising activities with your group, you will also already be assessing risk in a common sense way, even if you're not aware that you're doing it.

*For example, if you are running a street party, you will probably have already thought about how to reduce the risk that people get hit by cars at your event. You will have made an assessment that, if you put stalls on a busy road with lots of traffic, people will be in danger of getting run over. You will then have thought about how to minimise this risk. You will probably have decided either to hold your event on the pavement, or to apply to the council to close your street to traffic. You will have done this because it is common sense, without thinking of it as "risk assessment".*

### More formal risk assessing

When you conduct a risk assessment for your event, you will think about the ways that harm could occur during your activities, and what you will do to reduce the risk of this happening. You will write down your thoughts and your decisions.

**Most of the time, these will be the same decisions you would have made anyway, through common sense.** However, you may also find that when you sit down to think about it, you identify possible hazards that might not have occurred to you.

The process of "conducting a risk assessment" helps ensure that you have paid proper attention to reducing risk. Recording your decisions means you can refer to them in future and explain them to others.

### Will it stop us from being able to do anything?

Sometimes the idea of doing a risk assessment can make it feel scary to organise anything, in case something goes wrong and someone gets hurt.

**Risk assessment is about achieving a balance between a reasonable level of risk, and being able to get on with organising your event.** Remember, no activity is completely free from risk, and doing a risk assessment is not about making your activities risk free.

Instead of trying to make your activities risk free, think about measures you can put in place to reduce risk. If you think something is particularly dangerous, and you are worried that someone will get hurt, think about what you change to make it less dangerous.

Think back to the earlier example about crossing the road. Crossing the road will never be completely risk free, but this doesn't mean you decide never to do it. Instead, you do your best to minimise the risk, by looking and listening to see whether any traffic is coming, and crossing when there is space to do so. If you decide that the risk is too high because the traffic is moving too fast and you are likely to get hurt if you walk into the road, you are unlikely to just give up and turn back. Instead, you might decide to change your plans slightly, for example by walking to a pedestrian crossing. This way, you can do the thing you want to do (get to the other side of the road), but more safely than if you had not thought at all about the risk involved.

### Why write it down?

Writing your decisions down can feel unnecessary, especially when they are things you would have done anyway. However, there are a number of reasons why it can be useful to put your decisions into a written risk assessment.

- **Writing a risk assessment helps you to think things through.** Taking the time to sit down and write a risk assessment makes you focus on thinking about what the hazards are, and whether there is anything you could do to decrease their likelihood or severity. It gives you a structure in which to think this through, instead of relying on things just occurring to you. This helps ensure you've thought of the likely hazards, and can also help to give you peace of mind.
- **Having a written risk assessment saves you from having to make the same decisions again and again.** If a new organiser takes over running something for your event, having a written risk assessment already in place will mean that they don't have to spend lots of time (and trial and error) learning what the hazards are and how to avoid them. You have already done this work, and they can use your risk assessment to make use of your knowledge and experience.
- **It may be difficult to make an insurance claim without a risk assessment.** If you have public liability insurance, and want to make a claim because there has been an accident, you will probably need to prove that you did everything you could reasonably have done to avoid the accident. Having a written risk assessment can help to provide this evidence. This will only work if you stick to the decisions written in your risk assessment though! There's no point having a risk assessment that says you will put out warning signs for riders, if you actually never do this.

### What if something happens that we hadn't thought of?

With the best will in the world, you cannot predict everything that might happen. Even if you have a written risk assessment, you must continue to make common sense judgments about danger and hazards as your event goes on.

For example, you might have thought through how to make your Arrivéé as safe as possible, but then someone spills a bottle of washing up liquid on the floor, making it very slippery! Common sense would tell you not to let people walk on that bit of floor until it was clean and dry. Later, you could think about whether you think it was a one-off event, or whether it might happen again. You might decide to add it to your written risk assessment for the future if you think it's likely to happen again.

### How to conduct a risk assessment

You need to think through each element of your event. Think about what could go wrong, and what you are going to do to avoid this. Then write down your decisions, and the reasons you have made them. Make sure you include things that you have already planned to do (e.g. if you are already planning to warn riders about a dangerous section of road, you should still include this in the risk assessment).

### Venue

Risk assessing a venue requires inspecting it thoroughly and working out where and how people could get hurt. Are there loose bits of carpet people could trip on? Could the floor be slippery if wet? Think about all the things that could cause problems, and what you have done or will do to minimise the risk. You only need to risk assess venues you're hiring yourself for the event, there's no need to risk assess a café riders are using en route as the café should have their own risk assessment in place.

### Equipment

If you are risk assessing a specific piece of equipment, you need to think about how it will be used and how people could get hurt using it. Could it be dangerous if it is not well maintained? Could people be hurt if they don't use it correctly? How will you try to ensure these things don't happen?

### Event / Activity

A risk assessment for an event needs to include:

The **venue** where it will be held. This also includes the **route** the riders will take.

The **equipment** that will be used (only equipment that you're providing/hiring. There's no need to risk assess riders' bikes or own equipment.)

The **people** who will be attending. Do they have any particular needs that might make them more likely to hurt themselves? Do you need to make sure children are supervised?

Each event has a standard risk assessment. This covers risks that are common to any audax event, and what Audax UK does to try and control those risks. **Note that some of these control measures apply to you, the organiser.**

In addition to the standard risks and control measures, you must identify any risks that are particular to your event, and what control measures you have put into place to manage them.

For example, a section of your route may be prone to flooding or ice, so you might look for a backup route as a diversion. There may also be very particular hazards, such as a busy control, that you might want to alert riders to on your route sheet.

**Completing the risk assessment is mandatory.** We will not publish your event in the calendar until you have completed your risk assessment. If the unlikely event that you have identified no particular risks, then you must say so in the form.

# 6. Before, During & After the Event

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## Publicity

*Publicity within Audax UK - Arrivée & the Audax UK website*

*Local clubs & shops*

*The internet – building your own website; internet forums; Facebook & Twitter; CTC & other website listings*

*Local and National Press*

## Helpers

*Managing without helpers; How to find people to help; Helpers expenses; The helpers ride*

## Before The Event

*Processing entries – postal entries, online entries, temporary membership & insurance*

*Information & route sheets; Ordering brevet cards*

## On The Day

*The Start; On the Ride; The Finish – postal finishes & 'instant' validation*

## After The Event

*Validation & organiser's return; Accident Reporting;*

*Thanks to helpers & commercial controls;*

*Final touches*

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## 6.1 Publicity

There are a few events in the Audax UK calendar that attract hundreds of entries, simply because they have a certain cachet, such the Bryan Chapman Memorial. For other events, including yours, a bit of publicity can not only drum up entries for your event, it could also introduce new riders to audax cycling in general.

### 6.1.1 Publicity Within Audax UK

**ARRIVÉE:** Arrivée is Audax UK's magazine, published quarterly and posted to all of its members. Your event, when published, is included in the magazine's calendar of events. However there are other ways to make your event better known to Audax UK members:

- Any organiser can ask for a free advert in Arrivée. You don't need to design anything; simply write down the copy you want to include in your advert, and email it to the magazine editor for the edition that is published before your event. You can find out the details of the editors on the [Audax UK website](#) or in each issue of the magazine.
- Many organisers take photos of riders at their events, and submit them to Arrivée. If these are published, they usually include details of the event.
- If you can persuade a rider to write a ride report, ask them to send it in. If you plan to run the event again, ask them to send it a few months later, so it's published just before you run the event next year.

**AUDAX UK WEBSITE:** All events validated by Audax UK are listed on its website, which is widely used by riders planning their audax cycling. There's a lot you can do to persuade riders to pick your event over somebody else's.

- Add lots of extra information. If your ride is called "Midland 200" and starts in Uttoxeter, then it gives potential riders very little to go on. Is it a hilly ride? Does it stop anywhere pretty? Are there any nice cakes served at the end? Use the extra information panels to sell your event.
- Add a route sheet and GPS track of your ride. A lot of riders like to see exactly where events go. You can also add a map which a lot of riders find really helpful.
- Link to your own website. See below for more details about your own website.

**AUDAX UK FORUM:** The AUK forum is another good place to publicize your event to members. If you link to a ride report of a previous edition potential riders will get a good idea of what to expect. Include pictures, outlines of the route, and any special features of your event. A bit of humour is often expected in Internet forums

### 6.1.2 Local Clubs and Shops

Audax UK has only about 7,000 members, so unless you look wider, you're not going to have many people to persuade to try your event. It's a good idea to try and attract other local cyclists, especially if you a running an event that's shorter than 200km. Try these ideas:

- Produce some homemade leaflets and posters, and ask your local bike shops to display them.

- Post leaflets to your local cycling clubs, and ask them to distribute them, perhaps at club runs.
- Ask your local club, or other nearby clubs, to include details in their club magazine or newsletter.
- If your local clubs have their own internet forums, then post details of your event.
- If you ride with your local club, then bend ears on club runs!

### 6.1.3 The Internet

**BUILDING YOUR OWN WEBSITE** – If you know what you're doing, then building a website for your event can really help to drum up business. You have a lot more control over the look of the web pages, and you can include a lot of information that you couldn't on the Audax UK website, such as photos.

**TOP TIP!** If you are new to website design, then WordPress is an excellent tool to help you produce a professional-looking website very quickly. For more information, go to [www.wordpress.com](http://www.wordpress.com).

You can also ask people to enter directly from your website, either by linking it to the Audax UK website listing for your event.

**INTERNET FORUMS** - Many audax riders are members of a least one cycling forum. These can be useful to publicise your event, particularly if you can get a few regular contributors to ride your event. Often, the 'buzz' caused by the contributors can snowball, resulting in more entries for your event. The forums that are popular with audax riders include:

- YACF – [www.yacf.co.uk](http://www.yacf.co.uk)
- Cyclechat – [www.cyclechat.co.uk](http://www.cyclechat.co.uk)
- BikeRadar – [www.bikeradar.com](http://www.bikeradar.com)

**FACEBOOK AND TWITTER** – If you have a Facebook account, you can set up a group or page about your event in moments. This can be a good way to get people talking about your event. You can attract more people to your group via other clubs and association's Facebook groups, but take care not to be seen to be spamming.

Audax UK also has its own Facebook group [www.facebook.com/groups/audaxuk/](http://www.facebook.com/groups/audaxuk/) which has over 6,000 members and a Twitter account [twitter.com/AudaxUK](https://twitter.com/AudaxUK)

A lot of events make their own Facebook pages to promote their events and act as a news source and social focal point for riders.

**CTC & OTHER WEBSITE LISTINGS** – There are a number of other websites where you can list your event. These listings are usually free. They include:

Cycloport – [www.cycloport.org](http://www.cycloport.org)

British Cycling – [www.britishcycling.org.uk](http://www.britishcycling.org.uk)

If you organise on behalf of a CTC member group, your event will normally appear on the CTC web site under 'Events' ([www.ctc.org.uk/events](http://www.ctc.org.uk/events)), and you may also register it for the CTC Tourist Trophy ([www.ctc.org.uk/ctc-tourist-competition](http://www.ctc.org.uk/ctc-tourist-competition)), which can attract some extra riders.

### 6.1.4 Local and National Press

**LOCAL PRESS** - Local newspapers seem particularly keen on cycling adventures. Most people find the idea of cycling 200km extraordinary. Take advantage of this, and turn your even into a local story.

**NATIONAL CYCLING PRESS** – cycling magazines often carry listings of events taking place over the next few months. They also usually print a calendar of events at the beginning of the year. Inclusion in these listings is often at the whim of the relevant editor, so you may need to do a bit of ringing around to speak to the right person. It's sometimes possible to get them to write an article about your event by enticing them with free entry for one of their journalists but beware you won't have any control of what they publish!

In all publicity and press releases, please mention Audax UK. If you're asked for some more details about Audax UK, then the following facts may be useful:

- Formed in 1976 to provide qualifying rides in the UK for the Paris-Brest-Paris 1200km event run every four years by Audax Club Parisien.
- AUK is the largest audax association in the world with over 5000 members in the UK and worldwide.
- In 2016 Audax members rode over 3 million kms in Audax UK registered events. Non-members rode over 1.2 million kms.
- In 2016 over 500 AUK events will take place in the UK. They range from 50km to 1200km.
- Audax events are run to maximum and minimum time limits, with control points along the route. They are measured in kilometres. The standard distances are 200, 300, 400, and 600km, but others are offered, including shorter, often hilly, events.
- Audax UK produces a glossy A4 magazine quarterly.
- The Audax UK website is one of the largest devoted to cycling: [www.aukweb.net](http://www.aukweb.net)
- The club is a founder member of Les Randonneurs Mondiaux, the international long distance cycling organisation.

## 6.2 Helpers

Plenty of great audax events are run single-handed, however, having people to help takes a lot of pressure off you. It also minimises the risk of the event falling through, if you are unable to be there on the day.

### 6.2.1 Managing Without Helpers

If you're determined to go it alone, with plenty of planning and good organisational skills you can still run a successful event. Here are some tips to help:

- **Use commercial controls** – this removes the cost and time needed to hire a venue, provide refreshments and recruit volunteers. Tips on how best to use commercial controls:
  - If the control is small, post them a stamp or stickers, along with a sign instructing riders to help themselves. That way, the impact on the café is minimal.
  - Double-check everything with the control a couple of days before the event.
  - Be sure to call afterwards, to make sure everything went OK.
- **Don't bite off more than you can chew** – Don't plan extravagant catering. Focus on the basics first.
- **If your event is a shoestring event, make sure riders know** – Shoestring events are popular, and riders are happy to enter basic events. However make sure they know what they're entering.

### 6.2.2 How to Find People to Help

Helpers do not need to be Audax UK members. In fact, they don't even need to be cyclists. Here are a few places to start to look:

- **Friends and family** – A lot of riders organise events with their partner or family members, who like to help as a way of being involved. If they're reluctant, make a provision in your budget for a bribe.
- **Clubmates** – Many events are run by cycling clubs, providing a pool of potential volunteers.
- **Internet forums** – Whilst the importance of cycling clubs diminishes, the number of cycling internet forums is increasing. Websites such as [YACF](#) and [cyclechat](#) can be great places to recruit help. If you're stuck, post to these forums to ask for help.
- **Organisations** – scout groups, WI groups etc. can all be useful sources of help and may well run a control for your event; particularly if they can use it as a fund-raising opportunity.

If you use volunteers, make sure that you have a system and that everyone has a job and knows what it is.

**Volunteers are covered by AUK's insurance**, so you must keep a list of all your helpers in case of accidents. Remember the Child Protection Policy is relevant for helpers under 18 years of age as well as riders.

### 6.2.3 Helpers Expenses

If you use helpers for your event, you should offer them reasonable expenses – it is unreasonable to expect volunteers to pay for costs out of their own pockets.

Be clear up front about what expenses you'll pay, be proactive in getting claims from them, and pay them promptly. If there is any money left over, then a small gift for helpers goes down well.

Volunteers might not claim expenses. Some will be uneasy about receiving a gift. If so, treat them to a meal as a reward, or offer a free entry to one of your future events.

### 6.2.4 The Helper's Ride

To help you check your route, as well as encouraging people to volunteer to help, Audax UK allows the organiser and helpers to ride the event on another date and still be credited with completing the calendar event. This rule allows riders to help on events without losing an opportunity to ride. There are however a few rules to be aware of when riding a "helpers ride":

- Organisers and helpers may ride up to 14 days before the event for all events, or 7 days afterwards for BP and BR events only.
- This concession is available only to the organiser and those who have given substantive help in preparing or running the ride which may include route checking, however it is expected that route checking will be performed by one or two riders only. Helpers riders should not be used as a device to run secondary events or enable riders to resolve scheduling problems.
- You (or a helper) cannot ride an event as a Helpers Ride, and then ride another event (calendar or permanent) on the day of the event as this is not an option that would be available to a normal entrant.
- All riders must complete a standard AUK entry form so they're covered by AUK's insurance.
- Riders will need to obtain their own Proof of Passage, as if they were riding a Permanent. If there are no alternatives (e.g. the event uses a staffed control with no alternatives nearby or outside opening hours) then you should collect a receipt from the nearest available location instead.
- Process the Brevet cards and submit your Helpers Riders for validation with the rest of the results of your event.
- It may be possible to edit the date for BR and BP events only from the event date to the date the helpers' ride was actually ridden. Contact the Recorder for more details.

## 6.3 Before The Event

### 6.3.1 Processing Entries

**POSTAL ENTRIES** – Riders entering by post should send you a completed entry form, the entry fee (cash, cheque or postal order) and 2 stamped, self-addressed envelopes (SAEs). When you receive a postal entry:

- add the rider to your entry list;
- if the rider is aged under 18, make sure a parent or guardian has signed the **Parental Consent** section of the entry form;
- check the entry form to ensure that all non-AUK / CTC members have completed the **Temporary Membership** section and paid the temporary membership fee (currently £2); and
- file away the entry form and SAE's. One of these is to send the entrant the route sheet and event information before the event; the second is to return the rider's validated brevet card after the event. You should keep hold of entry forms for seven years after the event in case of any legal issues.

**ONLINE ENTRIES** – Riders entering online will send you nothing. Instead you'll receive the entry fee (via Paypal), and an email notification of the riders entry. When you receive an online entry:

- If you're using the online **Start/Finish List** on the AUK website the rider will be automatically added to this list;
- it's a good idea to acknowledge the rider's entry by email; and
- file away the email entry.
- Under 18's can enter online but **MUST** bring an entry form with the parental consent signed with them to the start. It may be a good idea to remind any under 18's to bring the form with them.

**KEEPING TRACK OF YOUR ENTRIES** – You can either use your own spreadsheet or database to record your entries, or use the online **Start/Finish List** on the AUK website. For most events you'll find the online Start/Finish List has several advantages, as it:

- enables easy checking of the entrant's Audax UK membership (& therefore insurance) status;
- saves on fingerwork when assembling an address list etc;
- works well with Paypal online entries which will be automatically added to the list;
- takes you most of the way to an online **Finish List** which you need to submit your results after the event (see "[After The Event](#)").

If however you get a lot of postal non-member entries then you may find it easier to use your own system, and then use the batch upload facility to submit your results.

**TEMPORARY MEMBERSHIP** – All entrants who are not members of either Audax UK or CTC need to pay an additional fee (currently £2) for temporary membership of Audax UK for the duration of the event.

**INSURANCE** – All entrants must be covered by 3<sup>rd</sup> party insurance to take part in an Audax UK event. Audax UK provides this insurance cover for Audax UK members normally resident in the UK (including temporary members). Cover lasts for as long as the rider is taking part in your event.

Members of CTC are covered through their CTC membership.

Audax UK's insurance policy only provides cover for entrants "normally resident in the United Kingdom". As 3<sup>rd</sup> party insurance is required for all AUK events any overseas riders (whether members of AUK or not) will have to arrange their own cover; and **it is the riders responsibility to ensure they have such cover.**

Note: If you're organising an early season event, make sure you check the membership status of your entrants carefully. The Audax UK membership year runs out on 31<sup>st</sup> December. Members who have not renewed by 31<sup>st</sup> December do not benefit from Audax UK's insurance until their membership is renewed. Expired members must be charged the £2 temporary membership fee (unless they are also CTC members).

### 6.3.2 Information & Route Sheets

Whilst more and more riders are happy to receive their route sheets by e-mail (or download it from the Calendar event page on the website) you will need to send a copy of your route sheet and any extra information such as directions to the start by post to those entrants who have entered by post and sent their 2 SAEs. When you do this is up to you – some organisers send these as they receive entries, which runs the risk of the route sheet requiring corrections later. Others wait until two weeks or so before the event. It is also a good idea to email all online entrants with the route sheet and other information especially if you are pointing out hazards on the route.

### 6.3.3 Ordering Brevet Cards

About two weeks before the event, you'll need to order your event's Brevet cards. As a rule of thumb, about two thirds of your likely entries for an event will have arrived two weeks before your event. So, if you order your cards two weeks before, it's a good idea to order half as many cards again as entries already received. Bear in mind though, that shorter events attract a greater number of late entries.

To order Brevet cards, simply email a copy of the completed brevet card order form to the [Brevet Card Secretary](#). You can also order by phone or post. You can find a copy of the form by following the "Event Forms" link from the main edit page of your event in the Event Planner or the Brevet Card Secretary will send you one by email. Don't send any payment with your order. You pay for everything after the event.

Your cards will normally be printed a couple of days after the Brevet Card Secretary receives your order and you should receive them a few days later. If you haven't received them by then you should contact the [Brevet Card Secretary](#).

Make sure your order reaches the Brevet Card Secretary at least 10 days before your event. Late orders are liable to attract an extra charge of 45p per card

### 6.3.4 Medals & Badges

Although the conventional method for riders to obtain medals badges is to order them at the finish of an event and receive them with their returned Brevet Card in the post, experienced organisers have found that many more are sold if they are available immediately at the finish. If you want to offer this get in touch with the Validation Secretaries who will be pleased to offer you a volume discount for advance purchases.

## 6.4 On The Day

### 6.4.1 The Start

At the start, you'll need to hand out cards to riders personally, or lay them out for riders to collect. You'll need:

- A printed copy of your **Entry List**.
- Your **Brevet cards**. It's a good idea to complete the riders' details on the back of the cards in advance. To save time, use printed stickers generated with a mail merge or there's an option to print labels on the AUK website (make sure you've bought the right size of labels first!)

When everyone's set off, check who has started by crossing off riders from your **entry list** whose cards are not claimed to form your **start list**. You must for insurance purposes and rider welfare be able to identify who has started your events.

**ENTRIES ON THE LINE** - If you've decided to accept **entries on the line**; you'll also need some spare Brevet cards and copies of entry forms and your route sheet. Have a dedicated helper with a separate desk just to deal with EOL's – make sure riders who have already entered get priority and don't allow EOL riders to impede them.

Under **NO** circumstances allow anyone to have a route sheet "just to ride round" The rule is **No Entry Form – No Ride** (although you may not legally stop anyone just setting off to follow others)

### 6.4.2 On The Ride

**Intermediate controls** - If you rely on commercial controls en route, then they may have their own ink stamp or you may have to supply one, or rely on a till receipt. If you use a volunteer, or hire a venue, then keep these points in mind:

- If there is more than one volunteer, designate someone as chief volunteer, to take responsibility for any issues.
- Make sure that they have a list of riders to expect, and that you update that list once all your riders have set off.
- Provide all staffed controls, including the base, with the contact details for all other controls and ask them to pass information between themselves and base.

It's good practice to have a mobile phone number on the brevet cards for the riders to contact if they need to inform you of a DNF or incident during the ride.

### 6.4.3 The Finish

At the end, you'll need to check the returning riders' cards to make sure they've collected all the necessary stamps and information.

- Check that all controls have been visited in time, and all information control questions answered

- If your event requires that riders collect ATM or till receipts in place of stamps, make sure that the rider has a valid receipt for each control. Once you have checked the receipts you may stamp and initial the relevant control boxes in the brevet card and discard the receipts (or return them to the rider).
- Check that the rider has signed the card
- Collect and record money for any badges or medals
- Record any accidents which have occurred
- Note any comments from the riders concerning errors on the route sheet, quality of controls etc.

As riders return, check them off against your start list. This will tell you how many riders are still on the road. Hopefully riders who pack will get a message to you and you can mark them as “DNF”. Otherwise your only options are to wait until the official finishing time, or phone their home.

**POSTAL FINISHES** - Postal finishes (where the rider posts their completed Brevet card back to you after the finish for validation) can be useful for basic events or long events with few riders, but they have a few pitfalls of their own, so please follow the guidelines below if you're using one.

- The deadline for validation is the same as it is for a Permanent i.e. you need to have received the Brevet card within 14 days of the event.
- Make sure you remind your riders in your event literature that they need to send their cards back promptly. A reminder by email afterwards is also a good idea and lets you establish who finished and who didn't so you know how many cards to expect.
- Help your riders remember by including an SAE with their brevet card (cost this into your entry fee)
- Only send the results for your event to the Validation Secretaries once, when you've collected the cards 14 days after the event. Don't send them in dribs and drabs as they arrive

**INSTANT VALIDATION** – The Validation Secretaries offer a process of “instant” (i.e. at the finish) validation to selected organisers, and this is now available to all organisers, providing you meet a couple of conditions:

- Your event is 200km or less (and not BRM)
- You use the Start/Finish List to submit your results online, and
- You have a previous record of prompt and accurate submission of results.

If you want to offer instant validation on your event...

- Shortly before your event, email the [Validation Secretaries](#) requesting the facility and the number of validation stickers you'll need.
- You'll receive your validation stickers in the post
- At the finish of your event, you can simply record the rider as finished, attach a validation sticker and hand their Brevet card back to them.
- Submit your results as normal using the online Start/Finish List (see “Validation & Organisers Return”)

This process won't work for everyone – you do need to be organised at the finish and have the facilities (and manpower) to deal with the Brevet cards there and then. And of course you don't have a pile of cards to be able to check through afterwards, so you do need to ensure you get your finish list right first time as the riders finish.

**EXTENDED CALENDAR EVENTS** – Occasionally you may get riders riding your event as part of an extended calendar event (ECE). There's no need to do anything different for these riders and their brevet cards for the calendar event should be treated the same as everyone else's.

## 6.5 After The Event

### 6.5.1 Validation & Organisers Return

After the event you have the task of preparing and sending the cards for validation. Here's how to make the process as smooth and error-free as possible.

#### **STEP 1: GET ALL YOUR BREVET CARDS IN ORDER.**

If you haven't done instant validation at the finish then sort all your completed brevet cards in alphabetical order by surname. This makes the next stages easier for you and the validation team.

Remove cards of riders who did not finish and either send these back to the riders, or throw them away...

#### **STEP 2: COMPLETE THE FINISH LIST.**

**All results need to be submitted to Audax UK using the online Start/Finish List facility.**

If you've used this list to record your entries and create your start list then you'll just need to add any extra riders who finished (e.g. EOL's), and mark as DNS or DNF any riders who failed to finish. Riders who finish should either have the time completed to finish the ride entered in the "Time" column (mandatory for BRM events) or left blank. You are likely to be charged a validation fee for anyone not listed as DNS, DNF or DNE.

If you've used your own spreadsheet or database to record your entries, then the easiest way to submit your results is to use the "[Upload Excel Finish List](#)" facility to upload your results. There is an .xls template you can download from the [AUK website](#) which is the format that any upload of finishers to the AUK website should be in. It's normally easier if you're using your own start list to base it on this template.

**BRADWELL 200km** Sun 19th September 2010  
 Dark Peak and White Peak Grimpeteur  
 Organiser: Peak Audax BRM Ev.No: 10-997

**Add AUK Member**

MemNo:

Just the number required.

**Lookup AUK Member**

Name:

Enter first few letters of their name.

**Add non AUK member** Club needed for BRM events. List shows ACP registered clubs.

Firstname:  CTC: --none-- Insurance:  Temp:

Surname:  Club: --none--

Add riders to the list using the options above 7 riders listed

You can modify Insurance, Time (length of time taken to complete the ride in hours and minutes: e.g. 11h43) or Medal then save changes --

No.	Let	MemNo	Ins	Surname	Forename	Club	CTC	Time	Medal	Delete
1	E	8899	AUK	BUTCHER	Paul	Home Valley Wks	West Yorks DA		<input type="checkbox"/>	<input type="button" value="X"/>
2	G	8484	AUK	HEGARTY	Chris				<input type="checkbox"/>	<input type="button" value="X"/>
3	B	8515	BC	HOLLOWAY	Daniel				<input type="checkbox"/>	<input type="button" value="X"/>
4	E	7885	AUK	HOOD	Nigel	Bury CTC	Manchester DA		<input type="checkbox"/>	<input type="button" value="X"/>
5	E	8511	AUK	RICHOLLS	Philp	Seaper BC			<input type="checkbox"/>	<input type="button" value="X"/>
6	E	8518	AUK	POPLAND	Jackie		Bedfordshire DA		<input type="checkbox"/>	<input type="button" value="X"/>
7	F	8315	AUK	WILLIAMS	Julian		Bedfordshire DA		<input type="checkbox"/>	<input type="button" value="X"/>

Help - Deleting - Insurance - Download full list with addresses - Batch Entry - Download Excel Start List - Upload Excel Finish List

*example rider list*

When you've got your final finish list, check all the following:

- Make sure all your successful riders are there; mark riders who fail to finish as DNS or DNF.
- If any successful riders bought a medal, then tick the 'Medal' box for that rider.
- Check that the insurance details for each rider are correct, either: **AUK** - AUK member, **CTC** - CTC member; or **TEMP** – none of the above.
- If you are running a BRM event, then add the time the rider took to finish, using the following format. xhxx For example if rider A took nine hours, 45 minutes. Type in 9h45.

**NOTE: The time is the riders' total time for the event NOT the time of day that the rider finished**

- Click on the **"Update"** button to ensure all the results are saved to the database
- Press the **"Mark as FINISH List"** button, and print a paper copy of the list.

### STEP 3: FILL IN THE ORGANISER'S RETURN

With your Brevet Cards you will also have received a printed copy of the **Organiser's Return** form, which you now need to complete and return to Audax UK. The form will be pre-filled with your event details, and the number of cards you ordered. Complete the form with the number of finishers to be validated, medals and badges ordered, and temporary membership fees. Add up all the fees, and note the total at the bottom.

Alternatively, you can download a pre-filled form from the "View/Download Returns Form for this Event" link which can be found at the top of your finish list. This online return form will already have all the information completed and totalled from the information provided on your finish list.

If you want to pay your event fees via PayPal you should make a payment for the total to [validations@audax.uk](mailto:validations@audax.uk). Make sure you add a note along with your payment indicating which event you're paying the event fees for and whether there's an accident report to complete.

If paying by cheque, make a cheque payable to 'Audax United Kingdom'. Make sure you sign the cheque, and add the right date. Remember to take into account the £7 registration fee you've already paid. This will already have been deducted from the cost of your Brevet Cards on the Organisers Return form.

#### STEP 4: POST YOUR PAPERWORK TO THE VALIDATION SECRETARIES

Send your completed paperwork to Audax UK's [Validation Secretaries](#). Make sure that you send the following items:

- **Organiser's Return** form;
- Cheque for fees, made payable to 'Audax United Kingdom'
- *If there's been an accident*, a copy of your **Accident Report** (see "[Accident Reporting](#)");
- Brevet cards. *You only need to send the brevet cards if your event is*
  - 300km or longer; or
  - a BRM event; or
  - if you are a provisional organiser because this is your first event.

Please check and double check that your package has everything it should, and that all your forms are filled out correctly. If there is a problem, they will send your paperwork back quickly with a note explaining the issue.

Keep a printed copy of your **Finish List**, **Organiser's Return** and **Accident Report** in case they go astray; and keep all your entry forms for at least a year (up to 7 years if there has been an incident).

**NOTES:** Please:

- Send your paperwork in within a fortnight of your event. If you're not going to get your results in on time, please let the Validation Secretaries know – it will save them time in chasing you down.
- Send your returns using normal First-class post, NOT Recorded, Registered or Special Delivery. If, however, you have experienced difficulties with the post, please contact the Validation Secretaries to make arrangements to use a tracked delivery service.
- Even if nobody completed your event, you still need to send in your paperwork.
- If you don't need to send in your brevet cards **and** you're paying your fees online via PayPal there's normally no need to post anything to the Validation Secretaries. Make sure you have stated on your PayPal payment which event you're paying for and if there's any accidents. If there is an accident you will still need to submit an accident report form. The Validation can access your online return form so there's no need to send that.

### 6.5.2 Accident Reporting

Audax UK needs details of any accidents that happened during your event. It also needs to know if there were no accidents.

If there were no incidents on your event simply tick the "*No accident to report*" box on the Organiser's Return or add a note to such to your PayPal payment comments. Otherwise you need to complete and return an

**Accident Report** form. You will have received this with your Brevet Cards, or you can find a copy in the "Event Forms" section of your event in the Event Planner. You should try to only include facts in your report and avoid speculation on cause, outcome, etc. If there any witnesses record their details and indicate on the accident report which information that you gathered from which witnesses.

When you have completed the **Accident Report**, print a paper copy and keep it with your printed rider list.

If you've been unfortunate enough to have an accident on your event which may give rise to an insurance claim please let the [AUK Secretary](#) or [Events Secretary](#) know **immediately**.

### 6.5.3 Thanks to Helpers & Commercial Controls

After the event, be sure to thank all your volunteers, verbally if possible and in writing afterwards. Make sure you pay any expenses claims promptly.

Don't forget to thank cafes or other commercial controls.

### 6.5.4 Final Touches

When the validation secretaries have received your paperwork, they will check everything is in order, and record successful rides on the Audax UK database. BRM events will then be validated by Audax Club Parisien / Les Randonneurs Mondiaux.

What happens next depends on whether you sent in your brevets cards.

- If you sent your brevet cards in, you will receive the returned cards with validation stickers attached, to be sent back to the successful riders.
- If you did not send in your brevet cards, you will receive a strip of validation stickers. Attach a sticker to each brevet card, and return them to the rider.
- If you did not send in your cards and have done instant validation, you don't have anything further to do.

Return the validated cards to your riders. Postal entries will have sent you an SAE for this. For online entries you'll need to provide the envelope and postage. A short note to the rider with the returned card is always appreciated!

# Appendices

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## Child Protection Policy

## Grievance Procedure

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### Child Protection and Vulnerable Adults Protection Policy

Audax UK's primary objective is to encourage, promote, develop and control the sport and pastime of non-competitive long distance cycling in all its forms amongst all sections of the community in the United Kingdom and throughout the world. Our events are open to all cyclists and therefore there may be times when children and vulnerable adults participate.

This policy seeks to promote good practice in providing appropriate safety and protection provisions for children and vulnerable adults with participating in our events. It also provides event organisers and helpers with a framework to make informed decisions and prevent inadvisable behaviour during the event.

Child protection and safeguarding legislation and guidelines have been devolved from Westminster to national governments in Scotland, Wales and Northern Ireland, although all four legislative systems still share certain principles, for example, all agree that a child is defined as anyone less than 18 years of age. In line with good practice, Audax UK recognises that all policies and procedures described refer to vulnerable adults as well as children. The term parent is used as a generic term to include parents, carers and guardians.

#### Participation rules for all activities

All persons under 18 years of age must have a signed parental consent form with the exception of those over 16 living as de facto adults, i.e., no longer in the parental home, who may enter without parental consent. The parental consent form is identical for all events and may be returned by post or brought to the start of the event, parents do not need to attend.

Children under the age of 14 must be accompanied on the event by a parent or an appropriate adult acting in loco parentis; there is no younger age limit for accompanied riders.

The Parental Consent form must make clear the difficulty and nature of the event to enable informed consent to be given. Parents must be made aware that there is a possibility the child is likely to ride alone or with others at any time.

An unaccompanied young person must have a point of contact, such as a person, location or phone number, that they can use in the event that they are lost, distressed or feeling threatened. For most events this would

normally be the mobile phone number of the organiser printed on the brevet card. The organiser should be confident that the unaccompanied young person understands how to and has the means to make contact should the need arise or they may not participate in the event.

Events organised under Audax UK regulations are open to all cyclists and are not aimed specifically at children or vulnerable adults. Hence there are no specific measures in place for the protection of children and vulnerable adults. However, Audax UK and event organisers will abide by the principles of good practice enshrined in CTC and BC policy.

The parents must be made aware there is no specific provision for young people with the exception of sleeping arrangements. Where accommodation for sleeping is provided, consideration should be given to young people sharing rooms with others of similar ages; to ensuring same-sex sleeping arrangements; and adequate supervision arrangements (e.g. if adults have to share sleeping accommodation with young people, ensure there are at least two adults, and more than one young person)

If a parent wishes to accompany a rider, spectate or meet them at a control, explain to them how they may do so.

**Organisers should be fully satisfied that the child's participation is fully supported by his/her parents and that the above guidance can be followed or else the rider should not be allowed to take part.**

#### Disclosure and Barring

The current guidance from the Disclosure and Barring Service states that a DBS check is necessary for “Any employment by a youth club, local authority or other body which is concerned with the promotion of leisure or recreational activities for persons under the age of 18, being employment which is of such a kind as to enable the holder to have access to such persons in the course of his normal duties.”

However, this does not include: “incidental contact – the activity is not being provided for children and the presence of a child or children is unforeseen,” meaning that Audax UK events not specifically aimed at children and young people are **not** eligible for DBS checks.

As Audax UK does not organise nor promote any events aimed specifically at children and young people nor engage in any coaching, teaching or instructing, the Audax UK Board affirms that DBS or Disclosure Scotland checks are unnecessary for any officials, organisers or volunteers engaged in Audax UK activities.

#### Safeguarding

Safeguarding is designed to minimise the potential for risk or harm to young people or vulnerable groups. It is important that everyone involved in cycling knows how to identify and report a safeguarding concern and the guidance below seeks to give everyone some knowledge of how to act.

Examples of safeguarding concerns may include health issues, poor practice by AUK volunteers, pushy parents or suspected abuse in any environment.

Safeguarding concerns should be reported to the Welfare Officer associated with the event. Your club may have a Welfare Officer, especially if it is affiliated to British Cycling or the CTC. If your club does not have a Welfare Officer, contact the Audax UK Welfare Officer who will support you in dealing with any concerns

you may have. You must always act on your concerns by speaking to the Welfare Officer, as the welfare of the child is paramount.

**The Audax UK Welfare Officer is Martin Foley and can be contacted at** or 07539425572

You can discuss any concerns you have about a child or vulnerable adult; the conduct or behaviour of an organiser, volunteer, rider or AUK official; the safety or conduct of a particular event. The Welfare Officer will require as much accurate information as possible, so it's always a good idea to write things down as soon as possible after the incident. This will help you and the Welfare Officer address your concerns.

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## Grievance Procedure

1.1 Audax UK recognises that from time to time members, event participants, event organisers, event staff and others may have grievances concerning various matters relating to Audax UK, its activities and the personnel involved. In such cases the following procedures should be used. Audax UK would like to see all such grievances resolved as quickly and as fairly as possible.

1.2 Audax UK encourages members and others holding a grievance concerning the action or conduct of a rider or member, or the action or conduct of an event organiser or member of event staff, or a decision or conduct of an AUK delegate or director, to attempt, in the first instance, to resolve the matter informally through dialogue with the person involved.

1.3 If it is not possible to resolve the matter through such dialogue or it would be inappropriate to do so, for instance if the grievance concerns unreasonable conduct that makes dialogue impossible, then the aggrieved party should take the matter further using the following provisions, with dialogue being encouraged at all stages:

(i) In the case of a grievance concerning the action or conduct of a rider or member, the matter should be referred to the [AUK General Secretary](#) who will investigate and rule appropriately.

(ii) In the case of a grievance concerning the action or conduct of a calendar event organiser or member of event staff, other than a matter of validation, it should be referred to the Regional Events delegate responsible, or the [Calendar Events Secretary](#), who will advise of the appropriate Events Team member whose task will be to investigate and rule appropriately.

(iii) In the case of a grievance concerning the validation or non-validation of a brevet by an organiser or event staff, the matter should be referred in the first instance to the [Validation Secretaries](#) (for Calendar events) or the [Permanents Secretary](#) (for all forms of Permanent events), who will investigate and rule appropriately.

(iv) If the grievance concerns the conduct of a delegate, or if there is a wish to appeal against a decision of a delegate, the delegate's supervising director should be contacted and made aware of the details of the

matter. This director will then investigate as fully and fairly as possible and rule appropriately. The director's decision will be given in writing, and will include the reasons for that decision.

(v) If the grievance concerns the conduct of a director, or if there is a wish to appeal against a decision of a director, the [AUK General Secretary](#) should be contacted with full details, and the matter will be put before a Board meeting. If the grievance or appeal relates to the AUK General Secretary, the matter should be put to the [Chairman](#), who will put it before a Board meeting. The holder of the grievance will be able to attend the meeting and state his/her case. The Board's decision will be given in writing, and will include the reasons for that decision. Such a hearing by the Board will usually be the final stage in the process. A director whose decision or conduct is the subject of a grievance or appeal will not be party to making any Board decision about it.

1.4 In the case of BRM events it may be possible to appeal to Audax Club Parisien, as noted in the agreement between ACP and its UK representative (available on the [AUK website](#)).