



## **Guidance for organisers of Non-Competitive Cycling Events in Lincolnshire**

These events are very important to Lincolnshire as they raise money for worthwhile causes and charities, as well as bringing tourism to the County.

In recent years, however, there has been a significant increase in the number and size of cycling events being held nationally, including charity and sportive rides. Unfortunately, some have attracted an increasing number of complaints and caused incidents which have placed a greater burden on the emergency services, local infrastructure, and their respective event organisers.

This guidance has been written by Lincolnshire County Council Highways and Lincolnshire Police with the aim of assisting in the organisation and running of safe, legal, and successful non-competitive cycling events within the county. Please be aware that this guidance will not reflect the situation or arrangements in other Highways areas or counties, and you are advised to liaise directly with them.

Apart from LESP and their own agency links, neither Highways or the Police have any affiliation to the web sites, applications or groups mentioned throughout this document. Those referenced are purely examples which have been used successfully by previous organisers.

### **Planning your event**

As the organiser of a non-competitive event you are not under any legal obligation to inform the authorities, however, best practice as prescribed by organisations including British Cycling, is that you engage with them to ensure a safer event and avoid the pitfalls which may cause you problems before, during and after the event. All advice and guidance from the authorities referred to in this document is totally free and based on a wealth of local experience, regardless of the size and duration of your event.

A PDF document 'Non-Competitive Event Guidelines' is available at the link below:

[Resources for event organisers \(britishcycling.org.uk\)](http://britishcycling.org.uk)

As with all other events, it is the organiser's responsibility to ensure the safety of all participants as well as your own staff and volunteers, other highway users, and affected members of the public.

## **Highways Notification**

When planning a cycle event which uses or affects the public highway in any way, it is strongly advised that you register your event with LCC Highways, via the link below:

<https://www.lincolnshire.gov.uk/traffic-management/register-event-affecting-highway>

Completion of this online form will enable highways officers to review your chosen route for any planned major road works or anticipated issues and identify if other events have already booked the road space. As advised in the application process, they will also notify the emergency services and other relevant agencies of your event.

Due to the increasing number of cycle sportives and the fact that each one generally covers over 100miles, it is not possible to keep the highway clear from all road works. Highways will always try to notify you of any known major works at the time of receiving your booking form, however the responsibility for checking all routes will remain with you, the organiser.

Due to the increased activity around Start / Finish locations, Highways will fully book the immediate area and any agreed local road space. They will also continue to fully book road space for events of up to 20 miles. This process will be repeated at any points notified on the route where positive Traffic Management is required, including: Parking restrictions or road closures, Stop/Go board use and Temporary Traffic Regulation Orders (TTRO's).

You can keep updated about potential issues including planned and late notice works on the highway by utilising the 'One Network' website.

<https://one.network/>

The 'Waze' is another useful highway network application that can now be downloaded onto mobile devices. In a similar way to the 'one network' website, Waze enables you to identify local road works and incidents in real-time.

<https://www.waze.com>

It is advised that you physically check all routes immediately before the event to make any necessary adjustments according to road space availability, changes in the weather or other unforeseen incident.

Highways Authorities work independently of each other, so you are always advised to get in touch with each one if your routes cross County Council boundaries.

## **Police Notification**

Police notification is generally only required for competitive events but early engagement with them is always welcome, via the email address below:

email: [eventplanning@lincs.pnn.police.uk](mailto:eventplanning@lincs.pnn.police.uk)

Generally, the National Police Chiefs Council (NPCC) discourages the use of the highway for the purpose of cycle racing and sportive rides, as it does for all manner of other sporting and fund raising events, because the safety of participants, competitors or other road users cannot be guaranteed.

Contrary to popular belief, the Police do not authorise cycle events on the road and they will not prevent your event occurring unless riders are deemed to be in imminent danger or are a risk to themselves or other road users.

As the organiser, it remains your responsibility to promote compliance with existing road traffic legislation and ensure that all riders, your own staff, and volunteers receive an adequate briefing prior to their participation in your event. Briefings have previously been delivered in person, or by email, via social media, and as a part of the terms and conditions of entry. They should include safety protocols and contact details as well as referencing the highway-code as it applies to cyclists:

[Rules for cyclists \(59 to 82\) - The Highway Code - Guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/rules-for-cyclists-59-to-82)

Best practice advises that briefings are reinforced just prior to the start time, and by a nominated person. These will generally cover the salient points and any last-minute revisions or additional information.

## **Vehicles**

You must ensure that all private motor vehicles owned or driven by competitors and supporters do not obstruct the highway or cause inconvenience and nuisance to residents, therefore parking should be carefully considered during the planning phase.

Please remember to advise any lead or following vehicles that they have no power to either stop or direct traffic to allow competitors a clear road and they must not attempt to do so under any circumstances. This directive NOT to STOP or DIRECT traffic applies equally to all marshals, stewards or volunteers working within your event, unless suitably trained, qualified, and deployed under a TTRO.

## **Risk Assessments**

In the initial planning phase, you should ensure that a full risk assessment (RA) is carried out in relation to the event, its routes, and all involved persons. For a selection of easy to follow guides, you can visit the National Cycling Group links below.

## **Insurance**

A minimum cover of £5million Public Liability Insurance is required for any event or works that are held or carried out on the public highway in Lincolnshire.

As stated above, you are required to insure yourself against third party risks and you should be mindful of the vicarious liability that you have towards all event staff and volunteers, including when they come across incidents unrelated to the event.

Participants who pay or give a charitable donation to enter your ride, will naturally expect a certain level of protection. As with most other providers, British Cycling typically requires that each participant pay a levy within the entry fee to ensure that both you and the riders receive the necessary 3<sup>rd</sup> party cover.

Generally, your insurance will require that all persons including riders are sufficiently briefed, and advised of their responsibilities, ensuring that all cyclists ride according to the Highway Code.

## **Further advice and guidance**

### **Lincolnshire Event Safety Partnership (LESP)**

LESP offers advice to the county Safety Advisory Groups (SAGs) helping them provide current guidance to you as an event organiser. It also maintains a library of event information and suggested documentation which is freely available to you at the link below:

<https://www.lincolnshire.gov.uk/emergency-advice/lincolnshire-event-safety-partnership>

### **Safety Advisory Group (SAG)**

In Lincolnshire, SAGs are usually chaired by the Local Authority, and are made up of a core membership, comprising all three Emergency Services and other competent Event Safety related representatives. They will work with you, to scrutinise safety arrangements and offer advice for your event.

You can request their involvement at any time but may also be invited to attend a meeting if it is felt that specific levels of risk are deemed to be of concern, or where they feel that it would be of genuine benefit to you, as an organiser.

## National Cycling Groups

A quick internet search will throw up several reputable commercial cycling organisations and publications that offer equally good advice to you as an organiser. Long established brands like; Cycling UK, Audax UK and British Cycling, are membership organisations who cover all manner of non-competitive events ranging from a works charity ride of 10 riders to a multi distance sportive event with 50,000 paying participants.

### Cycling UK: [Event Organiser's Toolkit | Cycling UK](#)

This is the National Cycling Charity, formerly known as the Cycle Touring Club (CTC) that provides membership, a variety of training courses, insurance products to suit individual needs and helpful information for those wishing to train towards longer distance rides and alternative challenges.

“We want people of all ages, backgrounds and abilities to be able to cycle safely, easily and enjoyably... the national cycling charity has championed the cause of cycling for well over a century. We promote all forms of cycling, protect the interests of existing and would-be cyclists, and inspire people of all ages, backgrounds and abilities to discover the joys of cycling.”

### Audax UK (AUK): The long-distance Cycling Association: <http://www.aukweb.net>

Sometimes referred to as AUK, it was established in 1976. AUK oversees the running of long-distance cycling events in the UK, and, using a system of timed checkpoints, validates and records every successful ride. It is a not for profit organisation offering member benefits including: Insurance during events, competition, and ride entries with a quarterly magazine. All their event organisers are paid up members and run events which vary between 50 – 600km. Non-members can ride events but are required to pay an insurance levy.

### British Cycling (BC): <http://www.britishcycling.org.uk/sportiveeventorganisers>

British Cycling is the organisational home of competitive cycling but also has an increasingly used section dedicated to sportive rides and specifically to you as an event organiser.

“If you're planning an event, from a family fun ride to a challenging sportive, British Cycling can help you each step of the way... The custom-built system incorporates a full range of assets and tools to register manage and promote your event... We're also working to improve the environment for event organisers and participants, by continuously updating guidelines to match latest best practice.”