

The background of the entire page is a photograph of a mountain bike race. A large group of cyclists is shown from a low angle, riding up a steep, dusty trail. They are wearing various colored jerseys and helmets, and their bikes are kicking up a significant amount of dust, creating a hazy atmosphere. The scene is set in a wooded area with trees visible in the background.

Event Organisation Guide Section 1: Generic



INTRODUCTION

Welcome

This Event Organisation Guide has been developed to provide event organisers with general details of the management standards for the delivery of a cycling event across all disciplines. It outlines the application, planning, operational and reporting requirements when hosting cycling events. This Guide should be read in conjunction with the Discipline Specific Guidelines.

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SECTION 1

BACKGROUND



The primary purpose of this Guide is to provide a structured approach to supporting the planning and delivery of successful events and to ensure the safety of participants, the workforce and spectators. The Guide is structured to provide standardised guidelines that can be applied to any type of cycling event and then scaled based on the size, complexity and sanction level of an event. This Guide provides advice on key issues that should be considered as 'best practice' for cycling event management.

Scope

Where relevant, supporting information, tools and resources are provided to assist Event Organisers to plan and deliver events. In addition, to the Guide are the AusCycling Technical Regulations and Discipline Specific Guides which will be referenced however not duplicated.

Resources

Various resources including templates for Event Management Plans, Risk Management Plans, Emergency Management Plans, Event Running Sheets, Technical Guides, Post Event Reports and other valuable resources can be found at the following link : <https://auscycling.org.au/page/resources>

How to use the Guide

Planning and delivering of successful events can be a daunting prospect.

The first step in delivering cycling events is to pull together a delivery team and then to break the event down into logical and manageable pieces.

The guideline has been structured to do this by following the flow of an event management cycle.

- Event Concept
- Event Planning
- Administrative Arrangements
- Venue Establishment
- Event Delivery
- Post Event Activities

For each of these areas, guidance is provided on key information about the relevant requirements and obligations.

SECTION 2

THE FRAMEWORK



Role of the Organiser

The organiser has sole responsibility for the delivery of the event with the support of AusCycling. This level of involvement and support by AusCycling is dependent on the level of event.

The organiser is responsible for making all arrangements to ensure the event runs smoothly and must strive to achieve an optimal quality of organisation.

Scheduling & Date Protection

The Event Organiser should liaise with AusCycling and other state/territory and regional stakeholders to confirm the date/s that the event will be held. Where sanctioning is required this is a prerequisite. Scheduled events must not conflict with date protection rules for the specific discipline as outlined in the AusCycling Technical Regulations.

In addition to the date protection rules, the following should be considered when selecting event date/s:

- Scheduling to allow riders to enter consecutive events, i.e. the scheduling enables events to compliment each other due to their timing
- Localised events and restrictions on venues
- School and public holidays
- The availability of staff and volunteers.
- Hosting Agreement

For sanctioned events that are State/Territory and above National and International level, the Organiser must complete and sign an AusCycling Event Hosting Agreement. The event must operate within the bounds of the agreed roles and responsibilities set out in the Hosting Agreement and adhere to the AusCycling Technical Regulations and policies. Fees Dependent on the Host Agreement or event specific regulations, Organisers may be charged an AusCycling sanctioning fee. For further information see the AusCycling Event Fees.

Private Organisers

Private Event Organisers have a variety of requirements and fees depending on the level and type of event that is being conducted. Further details can be found in the AusCycling Event Organisers page.

Further details can be found in the AusCycling Organisers page :
<https://auscycling.org.au/page/eventorganisers>

Insurance

AusCycling provides our clubs and event organisers with insurances that cover the event, participants, volunteers, officials, spectators and the general public. This includes public liability, professional indemnity and other applicable insurances.

It is a requirement that all participants are either members of AusCycling or hold a temporary membership for the event.

For more information on the AusCycling Insurance visit :
<https://vinsurancegroup.com/auscycling/>

Event Organising Committee ('OC')

No matter the size, a successful event is planned and delivered by a team of people. The organiser is responsible for assembling a team with appropriate skills to deliver the event.

Experience shows that cycling events benefit by an organiser appointing a team to manage the key roles. Some of these might include:

- Event Manager
- Race Director
- Technical Director / Course Director
- Logistics Manager
- Volunteer Coordinator
- First Aid and Incident Controller
- Marketing and Promotions Manager
- Stakeholder Manager

- Individuals may successfully adopt multiple roles at local or regional events however higher-level events (large State/Territory and above) entail an enhanced complexity, require a greater focus and thus duplication of roles is not advisable.
- As events escalate in scale the OC should identify the number of staff and volunteers in each of the above areas required to effectively manage the event.
- Refer to discipline specific sections for additional detail regarding prescribed and/or recommended event roles.

Event Purpose

Understanding the event purpose is critical as it will guide the level of planning and specific event requirements.

The requirements to hold a UCI registered event will be quite different from holding a local race series event.

Event managers must understand and be able to articulate why they are holding the event and what the outcome or legacy of the event will be.

Having a clear understanding of what the event purpose is, will guide decisions and actions made by the OC.

Venue Selection

The selection of the event venue is critical for delivering successful events. Venues must provide great experiences for riders as well as spectators. The following should be considered when selecting an event venue:

- The type of event
- Discipline or multi-discipline
- The quality of the road network / track / trail network, including logistics and transport options where required
- Available facilities to support the event i.e. venue amenities (power, water, toilets), carparking, ease of access
- Communications (mobile coverage, Wi-Fi service, UHF radio coverage)
- Accessibility

- Emergency services access points
- Emergency muster points
- Available accommodation in the region
- Proximity to cities or town centres
- Support from the local Council, landowner/manager and local cycling clubs

When confirmed, the Organiser must formalise venue arrangements with relevant stakeholders. This may include seeking permits, formal contracts, agreements, or memorandum of understanding documents.

Event Management Plan

The organiser is responsible for compiling an Event Management Plan (EMP), a pre-requisite for AusCycling sanctioned events (state/territory level and above; and all road events) and many stakeholders involved across the nation in respect to cycling events (e.g road authorities, land/venue managers, emergency service authorities, insurers). A detailed EMP also assists event organisers in delivering a well-prepared, safe, legally/financially sound and successful event, whilst ensuring that the operational standards outlined in this document are addressed.

Depending on the discipline, size and complexity of the event the EMP would include:

- Event details
- Full details, contacts and role of the event organiser and key staff
- Scope of activities including a schedule of events
- Insurance details; public liability, professional indemnity and other applicable insurances
- Site plans and course details
- Key event partners and contacts
- Event responsibilities spelt out for key stakeholders
- Risk Management Plan, including contingencies for extreme/catastrophic accidents and events
- Incident/Accident Procedures
- Communication Procedures
- Traffic and Transport Plans
- Plans to minimise impact on non-event community and emergency services
- Public Health Plans
- Public Safety Plans
- Stakeholder Consultation and Communication
- Copies of event approvals from authorities

AusCycling Event Management Plan templates can be found at:
<https://auscycling.org.au/page/resources>

Event Budget

An event budget should be established to define event costs and predict revenues. This will assist any funding applications, acquittal requirements and the organiser in establishing financial parameters for all involved in the event delivery.

The conditions under which races are conducted vary widely from one race to another. Some organisers do not have to pay for the services while others have to assume relatively heavy costs. As a first step, organisers should determine the minimum expenses required to organise and deliver the event safely.

Government, Council, Landowner / Land Management Engagement

Maintaining productive relationships with road authorities state/territory government departments, venue owners, local councils, landowner's, and land managers is critical to delivering successful events. These stakeholders must be kept aware of event planning progress and any changes to agreed plans. It is recommended that one member of the OC is nominated to manage these relationships.

Event Organiser Selection

External event organisers (known previously as 'Event Promoters') may be used where a club, group, government or individual does not have the experience or capacity to deliver an event. The following should be considered when selecting an event Organiser:

- The experience of the promoter in delivering similar events
- The personnel that the promoter is proposing to use to deliver the event
- The technology and other systems that the organiser will be using to deliver the event
- The profile and ability of the organiser to increase the profile and reach of the event.
- Clarity on risk management, liability and insurance responsibilities

Arrangements with an event organiser should be agreed and documented in a formal contract and signed off by all relevant parties involved in the delivery of the event to ensure clarity and appropriate protection for all parties.

Permits and Approvals

The Organiser must ensure that all relevant permits and approvals are secured for the event. State/Territory government agencies and local government administrators must be consulted to confirm permit and approval requirements. The Organiser should ensure that costs for all permits and approvals are included in the event budget.

Risk Management

Risk management is a critical element for planning and delivering successful events.

Risks that have the potential to negatively impact on the event, riders, spectators, volunteers, or the public must be identified, and appropriate controls implemented to eliminate or mitigate the risks as far as is reasonably practicable.

The Organiser must be developed for all AusCycling approved events. The plan must be submitted to all relevant stakeholders for review and/or approval before the event. The size and scope will depend on the level of event and discipline. The Plan must be available for the duration of the event and must be updated with new risks as they arise.

AusCycling Risk Management templates can be found at:

<https://auscycling.org.au/page/resources>

Emergency Management

Emergency management is a risk-based approach that is used to manage events that have the potential to cause death or significant injuries, property, or environmental damage, impact the reputation of the event or impact on the revenue from the event. The Organiser must develop an Emergency Management Plan and submit the plan to all relevant stakeholders for review and/or approval before the event.

Emergency Management Plans must comply with AS 3745, Emergency Control Organisation and Procedures for Buildings, Structures and Workplaces.

Medical and First Aid Requirements

The nature of cycle events dictates that robust medical and first aid capabilities are available for the duration of an event. The type of medical coverage will depend on the level of event, location, the number of participants and quality of riders. Medical services for the event must comply with the rules governing the competition.

Discipline specific guidelines and minimum requirements can be found in the appendices. In general, medical for cycling events will be supplied by a dedicated team of appropriately qualified and dedicated individuals with the appropriate medical equipment. Prior to the commencement of the event, the Event Organiser must:

- Alert local medical and first aid providers of the date and nature of the event and confirm the required level of medical support and the number of first aid trained responders required.
- Alert the local hospital(s) and ambulance service that the event is occurring.
- Provide via the Technical Regulations a list that includes addresses, directions and contacts of the hospitals which have been contacted prior to the event and are equipped to handle possible event injuries.
- Submit the proposed level of medical plan for approval by the State/Territory Technical Delegate 4 weeks prior to the event.

SECTION 3

ADMINISTRATIVE REQUIREMENTS



Event Management Group Meetings

The OC should establish a meeting schedule prior to and during the event to:

- Review event preparation activities
- Review and update the event running sheet
- Resolve issues

Entry Process

It is recommended that organisers manage the entry process via an AusCycling approved registration system. This may be a requirement depending on the level of the event.

Event organisers should communicate the following information as part of the entry process:

- Entry fees
- Categories
- Event Rules/Technical Guide
- Event dates including practice days
- Key event times
- Location information such as accommodation and travel details
- Closing date
- Event refund policy
- Key event contacts

Technical Guide

For any event that is State/Territory Level (Silver) or above, a Technical Guide is to be prepared by the Organiser to outline the sporting and technical procedures for the event. The Technical Guide will supplement the [Sport Policies and Technical Regulations](#).

The Technical Guide should be made available to participants at least 4 weeks prior to the event.

AusCycling Technical Guide template can be found at:
<https://auscycling.org.au/page/resources>

Schedule of Events & Race Format

A schedule of events should be published in advance of the event, including the racing schedule and other key events. Competitors should be notified in advance where and when the schedule will be made available.

Note: this may be included in the Technical Guide. This is the only information that may be required for Track events and any local events

Event Running Sheet

For larger events, the organiser should develop an event running sheet to map out the order and timing of milestones and critical activities throughout the event. This is an internal document with personnel or responsible parties assigned to the line items on the run sheet including contact details.

The AusCycling Running Sheet template can be found at:
<https://auscycling.org.au/page/resources>

Rider and Team registration

The Organiser should outline the registration process for riders and/or teams at the event. A suitable location should be provided for participant registration. This might be a simple pop up tent at a local event however can be a specific room/area where consideration should be given to designated entry and exit points for effective queue management for larger events.

Accreditation

For any National Championships level event and above an accreditation system should be established for staff, officials, volunteers and media. This ensures that personnel are easily identifiable, and access is provided to the appropriate areas.

Media

At National level events and above the Organiser must provide appropriate facilities for media organisations to report on the event.

Media representatives must be inducted to the site and provided with accreditation for security purposes.

Volunteer Arrangements

Most events utilise volunteers to provide a range of services and management activities across the event venue.

The OC must ensure that all volunteers are:

- Provided with an induction to the event
- Capable of undertaking the role that they are assigned
- Understand the specific role that they will be undertaking
- Aware of first aid and incident management processes for the event
- Provided with appropriate resources to undertake their role including: clothing, appropriate accreditation, protective equipment, food and drinks for the duration of their service.

Communications and Marketing

The Organiser should develop a Media and Marketing Plan which includes the following:

- Digital and social media platforms and how they will be utilised.
- Communication plan including delivery timelines.
- Other promotional strategies such as advertising.

The AusCycling Communications and Marketing Template can be found at:
<https://auscycling.org.au/page/resources>

Sponsorship

Sponsorship of AusCycling events is integral to the success of the sport. National events are a showcase for the sport and provide opportunities for sponsors to receive national recognition. As a result, it is important to ensure a consistent and professional approach is adopted for the management and presentation of events, personnel and sponsors.

WHS and Environmental Considerations

The Organiser must develop and maintain an Event Risk Register to capture safety and environmental risks and associated risk controls for the event.

Risk Management Plan and Risk Register Templates can be found at: Various resources including templates for Event Management Plans, Risk Management Plans, Emergency Management Plans, Event Running Sheets, Technical Guides, Post Event Reports and other valuable resources can be found at the following link :
<https://auscycling.org.au/page/resources>

Waste management environmental impact are critical considerations for all level of event and procedures for impact mitigation should form part of the Event Management Plan.

SECTION 4

VENUE ESTABLISHMENT



Venue Technical Installations

In general, preparation of the venue is the responsibility of the Organiser. These may differ dramatically depending on the discipline. The technical requirements will vary dependent on the discipline however will include the following considerations:

- Race technical requirements
- Timing and results handling
- Staging, start and finish areas (including start and finish arches)
- Anti-doping facilities
- Existing Infrastructure and Required Infrastructure
- Team and rider areas

Further details can be found in the [Discipline Specific Organisers Guides](#)

Infrastructure

A properly designed venue will facilitate event operations including administration, media and timing/scoring; rider movements including providing adequate starting and finishing areas; and crowd control and amenity access. All temporary built structures, including scaffolding must be designed and assembled by suitably qualified and experienced contractors. The Organiser must liaise with relevant state and local government agencies to identify relevant planning requirements and design standards for temporary structures. Specific infrastructure requirements will be dependent on the discipline, size and type of event and might include the following considerations:

- Registration office
- Accreditation office
- Administration office
- Timing/scoring office
- Medical/first aid facilities
- Media centre
- Commissaires/Officials office
- Grandstands/spectator areas
- Vendors/expo areas
- Catering facilities

Toilets

Adequate toilet facilities are critical to the successful delivery of an event. The following should be considered when identifying the number of toilets provided for an event:

- The type and duration of an event
- The expected number of participants and spectators
- The availability of alcohol.

Toilet facilities must also be cleaned and maintained for the duration of the event. The organiser must liaise with local government agencies to confirm any specific requirements for providing toilet facilities and maintenance during the event, however the following table provides general recommendations on the minimum number of toilets (including existing toilet facilities and portable toilets) based on the expected number of attendees.

Number of Attendees	Male	Female	Accessible
<500	2 toilets	6 toilets	1 toilet
501 - 1000	4 toilets	9 toilets	1 toilet
1001 - 2000	8 toilets	12 toilets	1 toilet
2001 - 3000	15 toilets	18 toilets	2 toilets
3001+	25 toilets	30 toilets	2 toilets

The following should also be considered when planning for the provision of toilet facilities:

- Consider the locations for toilet facilities to provide ease of access for participants and spectators, including disabled access arrangements and for servicing.
- Providing clear directional signs to toilet facilities
- Ensuring adequate water supply is available (portable facilities can sometimes require mains water supply)
- Ensuring waste is managed in accordance with local government requirements
- Ensuring adequate lighting is provided
- Ensuring appropriate security to prevent vandalism/unauthorised use
- Engaging cleaning contractors and establish cleaning standards

Exhibition Areas

Depending on the size of the event, the Organiser may provide an exhibition area for fan engagement during the event. Event partners should have prime position when planning the exhibition area. The Organiser should consult partners and exhibitors to determine their specifications when planning the layout of the exhibition area.

Catering

Food and beverages must be available at events with scheduled program running in excess of four hours. Ideally, there should be at least one food vendor for every 500 participants and spectators. Food vendors should be capable of producing sufficient food to mitigate queues. All food vendors must be registered with the relevant enforcement agency or local government and must display their Certificate of Registration at all times. The organiser must liaise with local government agencies to confirm approval requirements for food vendors.

Alcohol Sales

AusCycling does not encourage alcohol sales at events however acknowledge that the sale of alcohol at significant events can be beneficial. State/Territory guidelines such as licencing, RSA and security requirements should be followed when planning for alcohol sales at an event.

Water

Adequate potable water supply must be provided for drinking and hygiene purposes. Suggested requirements for water vary up to a maximum of 20 litres per person per day with four litres specifically for drinking. Depending on the location of the event, additional water supplies may be required for toilet facilities, dust suppression and firefighting.

Security Arrangements

The Organiser must assess all security issues associated with the event. This includes:

- Access to the event village
- Access to rider and maintenance areas
- Security of event workers
- Security of riders
- Management of licenced areas.

Specific details regarding security measures and crowd control should be outlined in the Event Management Plan.

Electrical Installations

It is crucial to have a well-prepared electrical plan, with enough power and separate fusing. An underestimated electrical can cause major delays and jeopardise the success of the event.

All electrical installations must comply with the supply authority requirements, AS 3000, AS 3002 and any special requirements of specific state workplace safety legislation.

Electrical contractor must certify that permanent and temporary electrical installations comply with AS3000 and relevant state safety legislation to ensure that installations from the point of supply to the final distribution outlet available to the end user are safe.

The protection after the final distribution relies upon the quality of the equipment provided by the end user and the mandatory testing and tagging of all portable electrical equipment, plugs, sockets and leads in accordance with AS 3760.

Carparking and Transport

Successful events require ease of access to the event village and along the event course. The Organiser must ensure that adequate parking and transport options are identified to meet the size of the event and the expected number of participants and spectators. Where required, the Organiser must liaise with state and local government agencies to establish carparking and transport plans for the event.

Traffic Management

Traffic management arrangements will vary depending on the location of the event and the impact on the road network.

The Organiser must work proactively with relevant state/territory, police and local government agencies to plan traffic management arrangements. Suitably qualified and accredited traffic management contractors must be used for cycling events.

Waste Management

The Organiser must ensure that adequate waste and recycling bins are provided at event venues. Local government may mandate these numbers and should be consulted in advance of the event. Bins must be monitored and emptied throughout the event.

Bins must not be positioned in areas where they may be used as a viewing platform.

Waste must be disposed of in accordance with local government requirements.

Venue Signage

Venue signage should be installed to assist participants and spectators to navigate the event venue and to direct them to specific facilities, i.e. toilets, first aid, catering, exhibition, exits, etc.

Venue Lighting

Where an event will include night events, lighting must be able to illuminate the event village and access paths to 10 lux.

Lighting should be switched on at least one hour before sunset.

Emergency lighting must be provided in enclosed areas in compliance with AS 2293.

The discipline specific guides should be reviewed for venue lighting requirements for any course/venue.

Venue Transport and Shuttle Services

Venue transport and shuttle services may be required depending on the size and type of event. Refer to the relevant appendix for discipline specific venue transport and shuttle service requirements.

Communication Arrangements

The Organiser must ensure that adequate communications arrangements are established for each event.

The following should be considered when confirming communication arrangements:

- The availability of fixed phone / internet services and mobile coverage
- The need to communicate at the venue with the OC, volunteers, participants and with spectators
- The need for emergency announcements at the venue
- Arrangements for communication with emergency services.

The Organiser must test communication arrangements before the event and have a backup system in place should the primary communication platform fail.

Audio Visual Facilities

Depending on the size and nature of the event, audio visual facilities may be provided within event venues to display event information or to show event activities. Audio visual displays must be erected by suitably qualified contractors in compliance with relevant state and local government requirements.

SECTION 5

EVENT DELIVERY



Volunteer Management

The Organiser must ensure that sufficient resources are assigned to managing volunteers working at the event.

This includes:

- Inducting volunteers to the event
- Providing required clothing and PPE
- Assigning roles and responsibilities
- Monitoring work
- Managing food, water and fatigue
- Managing shift change over
- Collecting issued clothing and PPE.

Course Marking

Where required, the Organiser must ensure that the field of play (track, course/s, venue) are marked in accordance with the relevant technical specifications. Refer to the relevant discipline specific guide.

Anti-Doping Control

AusCycling members are bound by the AC Anti-Doping Policy (incorporating the World Anti-Doping Authority (WADA) and UCI policies). Sport Integrity Australia (SIA) is the accredited body which conducts tests and investigates breaches of anti-doping policy in Australia. If requested, the organiser must provide an appropriate Doping Control facility as per the discipline specific guidelines found in the appendices.

Practice Sessions and Course Familiarisation

Depending on the event and the event location, practice sessions and course familiarisation rides may be facilitated for participants.

The Organiser must ensure that official practice sessions and course familiarisation activities are structured and undertaken in a controlled and safe manner, including providing technical official, marshal, medical and first aid resources.

Event Cancellation

The Organiser must establish clear guidelines and triggers for when an event will be cancelled and how participants and spectators will be notified.

Event Presentations

Event presentations (if applicable) should be completed as soon as practicable following racing. The event presentation procedure and location should be outlined in the Technical Guide (if applicable) and confirmed to the riders post race.

SECTION 6

POST EVENT

Competition Results

Results must be made available as soon as possible online after the completion of competition. Protests must be lodged in accordance with the relevant discipline specific requirements.

Recognising Staff and Volunteers

The Organiser should ensure that all staff and volunteers are appropriately recognised at the completion of an event.

Venue Reinstatement

The Organiser must ensure that the venue is cleaned and reinstated to pre-event conditions and to meet any specific conditions defined in access agreements and other contractual arrangements. Where required, joint inspections may be required between the Organiser and relevant venue / landowners and managers.

Impact Rectification

The Organiser must ensure that any damage is repaired to a standard agreed with the relevant venue / landowner or manager. Events that have an impact on the natural environment or on existing trail networks will require additional reviews to assess impacts that would be over and above what would be considered normal wear and tear.

Event Review

A comprehensive review of events is an essential component of ensuring a quality assurance approach that will assist event organiser, administrators and officials.

The Organiser should perform an event review to evaluate all aspects of the event and to identify lessons learned that can be used to improve future events. Event reviews should include all stakeholders involved in the planning and delivery of the event.

Post Event Report

Following completion of an event report, the Organiser should compile a post event report. For smaller events this may occur by a verbal update to a club committee to a complex written report for larger events. This report is a requirement for AusCycling events State/Territory level and above and will also be required by many government authorities. The purpose of a post event report is to:

- To review the success of the event against KPIs and event objectives



- To review what worked, what did not work and what can be done better
- To develop KPIs and objectives for the following year's event
- To provide key metrics to measure against the following year
- To determine key recommendations for future events

An AusCycling Event report template can be found at:
<https://auscycling.org.au/page/resources>

Transfer of Knowledge

The Organiser should ensure that the knowledge of each event is captured and recorded. This includes capturing:

- Event planning documents
- Event records
- Race records
- Event review documents.

Capturing event legacy is critical to assist in the delivery of future events and to improve event outcomes.

SECTION 7

EVENT ORGANISERS CHECKLIST



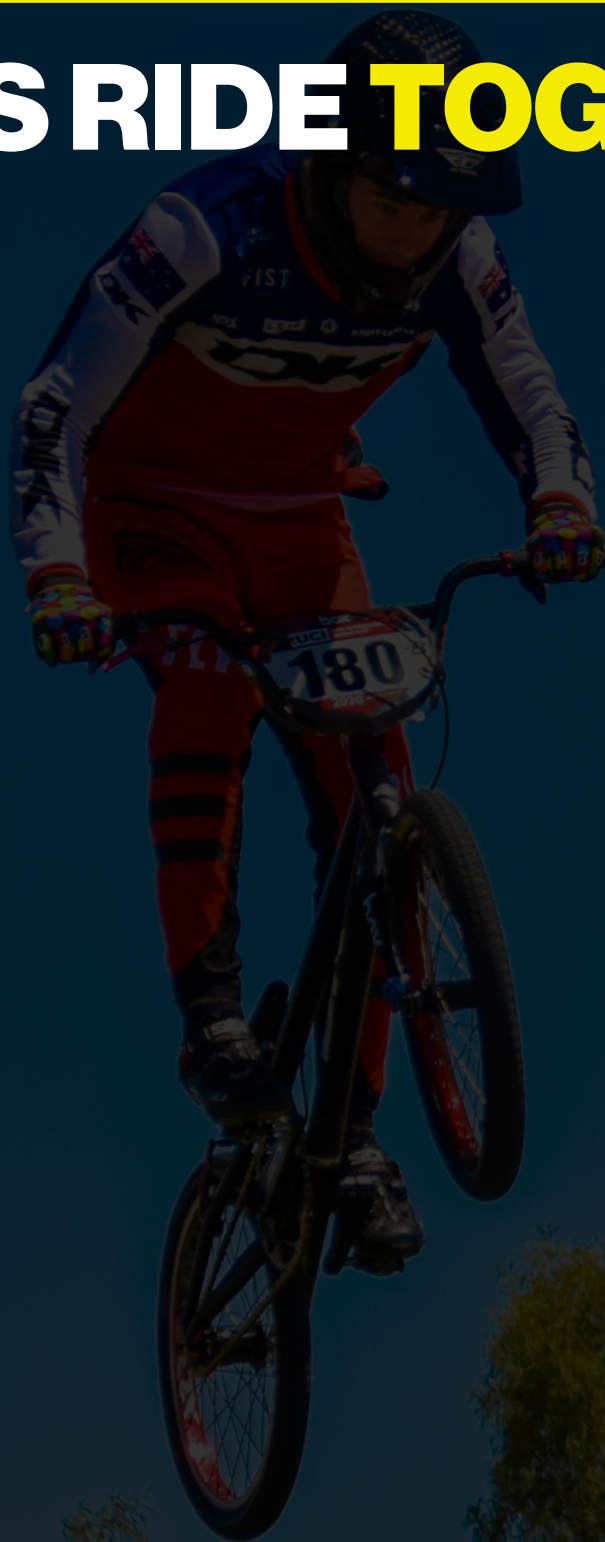
	AusCycling Minimum Requirement			
	Bronze	Silver	Gold (and above)	Page
FRAMEWORK				
Event Scheduling	✓	✓	✓	9
Hosting Agreement	✓	✓	✓	9
Fees	✓	✓	✓	9
Insurance	✓	✓	✓	9
EVENT PLANNING				
Event Organising Committee		✓	✓	9
Event Purpose	✓	✓	✓	10
Venue/Course Selection	✓	✓	✓	10
Event Management Plan	✓	✓	✓	10
Event Budget		✓	✓	11
Road Authority, Government, Council, Landowner / Land Management Engagement	✓	✓	✓	11
Event Promoter Selection	At the discretion of the Organiser			11
Permits and Approvals	✓	✓	✓	11
Risk Management	✓	✓	✓	11
Emergency Management	✓	✓	✓	12
Medical and First Aid Requirements	✓	✓	✓	12
ADMINISTRATIVE REQUIREMENTS				
Event Management Group Meetings	✓	✓	✓	14
Entry Process	✓	✓	✓	14

	AusCycling Minimum Requirement			
	Bronze	Silver	Gold (and above)	Page
Technical Guide		✓	✓	14
Schedule of Events & Race Format	✓	✓	✓	14
Event Running Sheet	✓	✓	✓	14
Rider and Team Registration	✓	✓	✓	14
Accreditation			✓	14
Media			✓	14
Volunteer Arrangements	✓	✓	✓	15
Marketing & Communications	✓	✓	✓	15
Sponsorship	✓	✓	✓	15
WHS and Environmental Considerations	✓	✓	✓	15
VENUE ESTABLISHMENT				
Venue Technical Installations	✓	✓	✓	17
Infrastructure	✓	✓	✓	17
Toilet Facilities	✓	✓	✓	17
Exhibition Areas			✓	18
Catering	✓	✓	✓	18
Alcohol Sales	✓	✓	✓	18
Electrical Installations	✓	✓	✓	18
Water	✓	✓	✓	18
Security Arrangements			✓	18
Carparking and Transport	✓	✓	✓	19

	AusCycling Minimum Requirement			
	Bronze	Silver	Gold (and above)	Page
Traffic Management	✓	✓	✓	19
Waste Management	✓	✓	✓	19
Venue Signage	✓	✓	✓	19
Venue Lighting	✓	✓	✓	19
Venue Transport and Shuttle Services			✓	19
Communication Arrangements	✓	✓	✓	19
Audio Visual Facilities		✓	✓	19
EVENT DELIVERY				
Volunteer Management	✓	✓	✓	21
Course Marking	✓	✓	✓	21
Anti-Doping Control		✓	✓	21
Practice Sessions and Course Familiarisation		✓	✓	22
Race Management	✓	✓	✓	22
Event Cancellation	✓	✓	✓	22
Event Presentations	✓	✓	✓	22
POST EVENT				
Race Results	✓	✓	✓	23
Recognising Staff and Volunteers	✓	✓	✓	23
Venue Reinstatement	✓	✓	✓	23
Impact Rectification		✓	✓	23

	AusCycling Minimum Requirement			
	Bronze	Silver	Gold (and above)	Page
Event Review		✓	✓	23
Post Event Report		✓	✓	23
Legacy		✓	✓	24

LET'S RIDE **TOGETHER**



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