

## **VVC Quick Reference Guide For Event Organisers**

**(Copy of appendix 1 from main safety policy)**

### **Checklist For Event Organisers**

The designated VVC Committee Events Support person and H&S Advisor (Anthony Purdy) will assist and advise on the completion of the Risk Assessment and wording for Event Notices. The following bullet points provide a quick reference guide for event organisers:

- VVC Events are open to VVC Members only. This is to comply with our BMF & ACU Affiliations. Request Membership numbers on Entry Forms.
- To ensure compliance with the requirements of the BMF liability insurance all VVC Official Club Events must be approved by the VVC Management Committee and be shown as approved in the Minutes of the Meeting.
- A field based event will also need to acquire a permit in accordance with the ACU rules on sporting events. This will ensure that everyone attending a VVC rally in whatever capacity will be suitably covered for public liability.
- Produce a risk assessment based on the kind of roads and hazards you may come across on the ride out. When planning the routes take note of possible issues. See next point
- Consult current club generic Rally/event Risk Assessment add any new items that may not be covered
- Consider numbers of entrants, can the facilities cope with the amount you have in mind, often useful to set a maximum number. Remember all events are VVC members only, no casual day visitors.
- For Full Rallies Select suitable venue such as caravan/lodge park with camping and motorhome facilities
- for one-day events, overnight stop facilities should be nearby for those travelling from further afield
- Plan ride out routes incorporating pre-booked tea/coffee stops
- Useful to have a place where members can disperse for a lunch stop, or consider packed lunch.
- Consider venue for Gala dinner, although not essential, on site is best but often not possible
- Where practical keep ride mileage to between 60-70miles

- Contact Richard Rawlins for rally cog badge design ideas, final draft should be approved by the committee prior to procurement.
- If site has limited numbers, what local hotel/B&B facilities are nearby.
- Complete the top section of the risk assessment with rally details and send to Safety representative for filing. This is required to conform with VVC insurance if the rally is to be promoted as a VVC event.
- On the rally day ensure copy of the risk assessment is visible and all riders are briefed on procedures including follow-on, slow riders, buddy system and first aider. Riders need to be selected for these marshalling jobs in advance
- Decide if event is a Field event or solely a ride out event, for field events ensure that gymkhana equipment is available, and willing hands are there to set it up and dismantle it.
- Useful to have an assistant when planning routes as this helps with the knowledge of the route.
- As lead rider ensure your machine is as good as possible, above all reliable!
- All Event Notices & Ride Out Instructions MUST inform entrants of their responsibilities as follows:
  - (a) To ensure that their machine is prepared to the best possible mechanical standard for the ride out/s. They should hold break down insurance in case of problems.
  - (b) As required by law all riders must hold a current driving licence and their machines must have valid insurance, road tax and if applicable, MOT certificate.
  - (c) If during the course of the event it becomes apparent that the rules of the club are being compromised and people's safety is at risk then immediate action will be taken to rectify the situation.
- For example where dangerous or erratic riding, speeding, overtaking, sudden breaking is the problem then the offenders will be asked to adjust their riding behaviour. Failure to comply will result in the offender being asked to leave this part of the event.
- Similarly if a machine develops a failure, engine, steering, brakes, clutch or cables etc then the rider will be instructed if necessary to stop and fix the issue before any further participation on their part continues. The VVC cannot condone the use of a machine not fit for purpose.