

Things to consider when organising a Run

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| Have you discussed your plans with the Club Committee? | YES / NO |
| Have you carried out a Risk Assessment and presented it to the Club Committee? | YES / NO |
| What to Consider / Advertise | * Approximate mileage
* Minimum/Maximum numbers needed
* Approximate costs involved
* Sample menus if applicable
* Organisers contact details
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| Meeting Place | * Chosen according to the route planned, and could encompass
* Refreshments
* WCs
* Petrol Stations
* large enough car park for all attendees
* accessibility
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| En-route | * Clear, written instructions for every car
* WC’s
* Petrol Stations,
* view-points, places of interest
* accessibility
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| Communications on the day/tour | * Participants phone numbers
* Number of vehicles & Participants
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| Over-night stays | * Ensure all food preferencescan be covered
* Accommodation/restaurant is accessible
* Enough car parking
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| Payments | * If a deposit is needed, agree with the venue that participants will contact the venue directly
* Individuals are responsible for payment of all refreshments, entries, accommodation bookings etc
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| First Aid Box | * Good to have one
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| Insurance | * Spoken to Christine Grimley
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