

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 |
| Meeting Place | * Chosen according to the route planned, and could encompass * Refreshments * WCs * Petrol Stations * large enough car park for all attendees * accessibility |
| En-route | * Clear, written instructions for every car * WC’s * Petrol Stations, * view-points, places of interest * accessibility |
| Communications on the day/tour | * Participants phone numbers * Number of vehicles & Participants |
| Over-night stays | * Ensure all food preferencescan be covered * Accommodation/restaurant is accessible * Enough car parking |
| 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 |
| First Aid Box | * Good to have one |
| Insurance | * Spoken to Christine Grimley |