



**EVENT PROMOTERS PACK 2024**

**[www.tlicycling.com](http://www.tlicycling.com)**





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**Membership, Event Application, and other Event Return Forms, can be downloaded from the TLI Cycling website.**

An Event Promoters Pack will be sent to each one of a Region's Organisers, by Email or post, together with the Insurance Cover Note, by the Region Representative or Event Coordinator.  
Approval to promote on behalf of TLI Cycling Ltd is granted on the clear understanding that each organiser has read the contents of this Pack and that their event is fully compliant.  
Any variations from these requirements must be agreed, in advance and in writing, with your Region Representative / Event Coordinator who will, if necessary, refer to the Chairman /National Committee.

Failure to follow this guidance may invalidate your Event insurance cover.



## Introduction

Dear Organiser,

**Welcome to TLI Cycling and “Thank you” for considering or choosing our organisation to support your event. TLI Cycling aims to provide: - “safe, high quality, age-related, competitive cycling events in a supportive and friendly atmosphere”.**

Races are organised in age-related groups, this is recognised in the published results / prize list.

We aim to keep bureaucracy to a minimum, without compromising safety.

We encourage and support our members in their wish to enjoy the experience of competition.

TLI Cycling Ltd is a voluntary, cycle-sport organisation, supporting cycling clubs in the UK, the Channel Islands and the Isle of Man. We support the organisation of competitive cycling events for all, from age 6 and older. Entrants compete against others in their age category group.

TLI Cycling is administered by unpaid volunteers. Surplus funds are available to maintain, improve and develop TLI Cycling’s activities.

We offer a generous subsidy towards providing motorbike marshals if they are available in your area [www.bikemarshals.co.uk](http://www.bikemarshals.co.uk) and [www.midlandsbikemarshals.com](http://www.midlandsbikemarshals.com). This gives you the opportunity to safely organise your event at a comparable level to any other cycling association, they also offer medical services and static marshals.

It follows that, in relation to event promotion, after the deduction of all reasonable expenses, surplus funds from event organisation must be allocated to the Event Prize List and/or paid into the account of the promoting club, team or organisation, to be reinvested to the benefit of cycle sport.

For organisers, TLI Cycling aims to provide a straightforward user-friendly framework which, at minimal cost to your club, team or company, will enable you to promote your event(s) within the legal and practical requirements of the current legislation, as it applies to Cycle Racing either on the Public Highway, on a closed circuit, or off-road.

All Series Coordinators, Event Organisers and Assistant Organisers must be Full Members of TLI Cycling.



# Insurance For TLI Cycling Events

Tysers Brokering Group with Sportscover Underwriting Ltd  
Cert No: PLON99/0071932



## Public Liability

TLI Cycling 'Public Liability' insurance indemnifies All Members where a member of the Public is injured or their property is damaged. It covers accidental bodily injury to third parties, and/or damage to third party property, arising out of all cycle training activities but not for commuting and leisure rides. (Commuting is defined as being travel in either direction between a member's place of residence and their place of work). This indemnity is applicable within Great Britain & Northern Ireland, the Isle of Man and the Channel Islands.

Youth Members (Age 6-16) are indemnified when participating in TLI Cycling competitive events, but not for any other cycling activity.

For the protection of All Members, and for all those involved in the management of TLI Cycling approved and insured cycling events, TLI Cycling provides, through its Public Liability Insurance policy, an indemnity limit of £10,000,000 for legal liabilities arising in respect of claims made against an event organiser, official, or participant, that involves either bodily injury or property damage to a third party.

Events promoted under the auspices of TLI Cycling are provided with this cover upon receipt of a fully completed Event Application form; General & Specific Course Risk Assessment forms; and Police Authorisation where available and/or required for the type of event.

Cover cannot be provided for the promotion of non-competitive mass participation events, or for electric powered machines.

## Employers' Liability

TLI Cycling 'Employers' Liability' protects our event organisers (the Employer) in the event of an injury to a race volunteer such as a marshal, who must be a member of TLI Cycling, in circumstances where the volunteer is legally responsible. Under English law a race volunteer can be called an Employee even if they are not paid. Employers' Liability provides protection to the event organiser as the 'Employer' in the event of any volunteers becoming injured during the course of their activities with the event organisation and suing the organiser for negligence.

## Director & Officers Liability

In the event that a claim is against a Director of TLI Cycling Ltd, other National Committee member or race official as an individual, rather than as a representative of an event, then TLI Cycling provides to that individual the benefit of 'Directors & Officers Liability' insurance which provides indemnity for individuals acting on behalf of an event held under the auspices of TLI Cycling. This covers any actual or alleged breach of trust, breach of duty, neglect, error, misleading statement, omission, breach of warranty of authority or other act wrongfully committed or attempted by the Official in the course of performing his duties as an Official.

## Cyber Insurance

TLI Cycling takes measures to protect data assets and carry insurance against certain types of computer hacks and data-breaches. Organisers and members are reminded not to share computer access credentials with others when accessing any TLI Cycling data, or systems held on our own or 3rd party systems. Organisers, members and appointed officials such as marshals must never share another's personal information without the express permission of that person. This includes sharing to professional bodies, legal firms and even the police (except in a criminal investigation or matters of welfare).

### Personal Accident Insurance for Members is NOT Included.

All TLI Cycling members are encouraged to take out their own Personal Accident Insurance, particularly if Self Employed.



## For TLI Cycling Event Organisers

You must read the information below and in the “Step by Step Requirements” section which follows.

You should also check the TLI Cycling website for any updates, as the requirements may not remain the same from one year to the next. If in doubt contact your Region Representative before your event takes place.

### In summary: -

- Ensure that your proposed event is of the type supported by TLI Cycling, i.e. it is a competitive cycling event, not a sportive or other form of reliability trial.
- Complete an “Application to Promote an Event” Form and send it to your Region Representative or Event Coordinator [Ian Noons Administrative Director of Racing](#), ideally by early December for the following year. Any Applications to promote TLI Cycling National Championships should be notified to the National Coordinator before the Directors Meeting (Usually October / November), for consideration.
- Join or re-join TLI Cycling as soon possible in the New Year.
- “Enter details of your event on the RiderHQ website and await approval from your Region Representative or Event Coordinator [Ian Noons Administrative Director of Racing](#).”
- Send a “Police Notification” form and, if required, the Risk Assessment, to your regional Police Force. (Events using some or part of the Public Highway only).
- Before the event is held, provide a copy of your Risk Assessment (Parts One & Two) and, for events on the Public highway, a copy of the Police Acknowledgement or Authorisation letter, if available, to your Region Representative or Event Coordinator.
- After your event has taken place, enter the results, including age-related categories, on the TLI Cycling Facebook page. Send the Event Returns Form, together with a photo or scanned version of the events Standard Registration Sheet to the [Ian Noons Administrative Director of Racing](#). Levies are to be paid into the TLI Cycling bank account, using the unique registration number provided as identification.

## Step by Step Requirements

### In detail: -

1. Organisers will complete and submit an “Application to Promote a Cycling Event” form. This must be sent to the relevant Region Representative or Event Coordinator, preferably by October / November. Details need to be full and accurate, as this information is required by your Region representative or Event Coordinator to grant approval. A separate Application is required for each event, except where it is part of a Series, when one Application can be used for all events in such a Series. There must be a Series Coordinator. Where there are Assistant Organisers, you must name them and the dates of the event(s) for which he/she will be responsible.
2. The application to the Police for events using any part of the Public Highway must be made on the Police Notification Form. All forms can be downloaded from the TLI Cycling website. The form should be submitted to your regional Police contact well in advance of the event date and no later than 28 days before the race. Some Police Forces, such as Cheshire, may operate an “on-line” system for Event Applications.
3. Irrespective of whether or not the event is on the Public Highway, organisers must fully complete the “Risk Assessment Forms”, (Website Download) the two-part copy of which should be submitted with the Police Application. This requirement may vary in some Regions, but it is good practice to send a Risk Assessment with the Police Notification. It is essential that the Risk Assessment is reviewed within the 24 hours preceding the event, and any updates displayed in the Event HQ alongside the original.

4. The RiderHQ website event entry facility allows Full members, to enter via the website. Organisers administer entries via a secure section of the website), and can also edit details of their event. This section also allows pre-configured registration sheets to be printed, start sheets to be emailed to entrants, race results to be added to the website.

5. TLI Cycling insurers pre race requirements for race organisers: -

- Please ensure that all of the following have their own 3rd Party Public Liability Insurance in place with cover up to a minimum of £10 million. Photographic copies (WhatsApp or Email will suffice) of their up to date Policy Schedules are required to be obtained and kept by the Organiser for a 12 month period after the event. It is important to have the schedule as proof of insurance rather than just a TWIMC letter.

Event HQ (Village Halls etc)  
Caterer's  
Sales & Marketing Exhibitors

- Lead Safety Vehicle Drivers must have their own valid Motor Insurance and a valid UK Driving Licence to be included in TLI Cycling 3rd party contingent motor insurance. Photographic copies of both are required to be obtained and kept by the Organiser.

6. We strongly recommend that organisers use our valued long term partners at BikeMarshals (North -West) or Midlands bike Marshals for the provision moto-marshals.

**Moto-Marshals contact details:**

- **North West Bike Marshals**  
Barrie Green, Tel: 07805 868803 Email: [bikemarshals@gmail.com](mailto:bikemarshals@gmail.com)
- **Midlands Bike Marshals**, Co-lead and Event Coordinator,  
Paul Bince, Tel: 07976 719708 Email: [paul@midlandsbikemarshals.com](mailto:paul@midlandsbikemarshals.com)

If you choose any other moto-marshal provider, it is essential that you record that each moto-marshal holds a valid driving licence and current motor insurance for the purpose of moto-marshalling on that bike using the Third party record contractor form for which photos of Valid Driving licences and Insurance documentation should be obtained (WhatsApp or Email will suffice) are required to be kept by the organiser for a 12 month period following the event. The same also applies to any other 3rd party vehicle assigned to the event – ie a non-TLI Cycling member. Only BikeMarshals (North-West) and Midlands Bike Marshals have been pre-approved by TLI Cycling for having satisfactory checking/vetting procedures and insurance cover in place

7. For “Signing-on” at all events the “Standard Registration Form” must be used. The text on the form must not vary in any way from the version on the website. The disclaimer it contains is agreed with our Insurers, so organisers should note that in the event of a dispute, any changes to the text may invalidate your insurance cover.
8. The “Injury/Accident/Incident Report Form” must be fully and legibly completed in the event of any such occurrence, a copy kept and the original sent to the National Secretary, copy to the Region Representative, without delay.
9. The “Rider / Event Return Form” should be completed and submitted to the Regional Representative or Region Event Coordinator [Ian Noons Administrative Director of Racing](#), within 7 days of the event taking place together with copies of the event registration forms, and levies to be paid into TLI Cycling Ltd bank account using the unique reference number provided. In the case of a series lasting more than 4 weeks, returns must be made within 7 days of the end of each calendar month.
10. The Result(s) for each event, including age-related categories, must be entered by the organiser on the TLI Cycling Facebook page, as soon as possible after each event, ideally within seven days.



# Key Rules & Regulations for Promotors

"TLI Cycling is run on the basis of friendly cooperation. It is taken as read that all members are true sportsmen and sportswomen who will conduct themselves at all times to the enhancement of the sport of cycling".

## (2) Racing

- 2.1 TLI Cycling competitors are allocated to age-related categories, as shown on the TLI Cycling Membership Card / Licence. Such categories may change for Junior and Senior members depending on their age on the day of the event.

Youth Categories	Male	Female
Aged 6 and over until 31 December of year in which 8th birthday falls	YE	
From 1 January in year which 9th birthday falls to 31 December in year which 10th birthday falls	YD	
From 1 January in year which 11th birthday falls to 31 December in year which 12th birthday falls	YC	
From 1 January in year which 13th birthday falls to 31 December in year which 14th birthday falls	YB	
From 1 January in year which 15th birthday falls to 31 December in year which 16th birthday falls	YA	

\*On turning 16 riders have the option to compete either as a 'Youth A' or as a 'J' or, if female, as a 'WJ'.  
This is not reversible.

Senior Categories	Male	Female
RIDERS AGE Riders will change category on 1st January of the year of their appropriate birthday		
16 or 17	J	WJ
18 - 39	S	C
40 - 44	A	D
45 - 49	B	E
50 - 54	C	F
55 - 59	D	G
60 - 64	E	H
65 - 69	F	H
70 - 74	G	H
75 plus	H	H

## Para-Cycling Categories.

Para cyclists who have previously self- identified to their Region representative will have been allocated a category for racing as follows: -

MC 1 & 2	will compete with the age group 10 years older. (Two Categories Older).
MC 3	will compete with the age group 5 years older. (One Categories Older).
MC 4 & 5	will compete with their correct age-related group. (No Category Change).

Note: In the case of any dispute on the grounds of age or gender the details entered on the competitors original Birth Certificate will be the determining factor.

- 2.2 Any TLI Cycling member may, at the discretion of the organiser, request a category reallocation if finding difficulty competing in their allotted category.

Similarly, faster riders may compete with a younger group, subject to the organiser's agreement, if they require more competition.

Anyone riding "out of category" will not be shown in the published results on the TLI Cycling website, nor are they eligible for any prize(s).

In National Championship events, all entrants must compete in their correct category.

Organisers must not allow category changes to enable an individual to ride in the same race as their teammates.

- 2.3 Membership of other cycling bodies does not bar participation in TLI Cycling events.
- 2.4 All competitors wishing to enter a race on the day of the event must present themselves to Race Control with the correct and fully completed Entry Form, at least 45 minutes before the start. All pre-entered riders must be signed-on by 30 minutes before the start, after which time Reserves may sign on and be allocated to fill any vacancies, up to the maximum permitted number of competitors.



**2.5** Cycles used for road or circuit racing shall be fitted with a freewheel and two independent brakes in good working order and, with the exception of races for U8, U10, U12 and U14 categories, only the traditional type of 'drop' handlebars may be used. Fixed extensions, such as tri bars, are not permitted in group-start events. It is the responsibility of the competitor and/or the parent or guardian in the case of under 18s, to ensure that for every race held under these regulations his/her cycle is in a safe condition and should closely examine their pedals and cleats for signs of excessive wear.

**2.6** Race clothing must be that in current use in International Cycle Racing.

Trade designs are permitted, but offensive slogans or badges are strictly forbidden.

The organiser's decision is final.

**2.7** Members should produce their Membership /Licence Card at Race Control.

For Members who have pre entered on-line using RiderHQ, photo ID Is acceptable.

Organisers will refuse entry to the event where a current Licence or acceptable photo ID is not produced.

All Full members who enter "on the day" must present a current TLI Cycling Licence.

**2.8** Approved helmets are compulsory in all TLI Cycling events. Front and rear lights are compulsory for Time Trial events.

**2.9** Any competitor proved to have taken part in any event whilst under the influence of a recreational drug or performance enhancing substance currently on the "proscribed list" of the International Olympic Committee, WADA or UKAD, shall be disqualified and subject to TLI Cycling disciplinary procedures. Exception will only be made for medication prescribed by a registered Doctor and used as prescribed for medical reasons.

**2.10** The onus lies with the competitor to observe the Highway Code and to conform to any laws, current and applicable, in whichever European country the event is taking place.

**2.11** Riding with both hands off the bars, or adopting an unsafe aero riding position, such as sitting on the top-tube, will result in disqualification from a race.

**2.12** In events with multiple races for different age groups, when a slower race is caught and passed by a faster race, the slower race shall allow the faster race to establish itself separately in front of the slower race. It is not permitted for riders from the slower race to gain advantage by joining the faster moving race. This applies equally to breaks and lone riders. If a break from a faster race catches groups of riders from a slower race, the caught riders may not join in or contribute in any way to the break or do anything else that affects the course of that race.

**2.13** Disciplinary action will be taken against any

member who is found to be interfering with or participating in a race without having officially entered or signed on for that race.

**2.14** Procedure for cases of Unacceptable Riding or Behaviour:

Any member who, in the opinion of a National Committee/TLI Cycling Directors, acts in a way that is contrary to the ethos of TLI Cycling, is likely to be suspended or permanently disqualified from membership.

**Stage One** - Any complaint of unacceptable behaviour or dangerous riding made by other riders, race helpers or members of the public should be directed to the Race Organiser.

The organiser will gather views and evidence from as many members and helpers present as possible, including the subject of the complaint.

If the complaint seems to be well founded, the organiser will warn the subject of the complaint that the incident will be investigated and action may be taken. If the organiser considers it a minor incident, they may take immediate action, such as disqualification from the race, or a warning, or take the complaint no further.

**Stage Two** - If the event organiser considers it a serious case they will inform their Regional Representative(s) on the National Committee/TLI Cycling Directors about the incident and share the information they have gathered.

If the Regional Representative(s) agree that it is serious case and requires action, they will nominate a panel of three National Committee members to consider the case.

The panel will gather any additional information they deem necessary, and contact the subject to ask for his/her account of the incident.

The panel will discuss the case (by email or phone if they cannot meet) and inform the subject of their decision by post.

**Stage Three** – the subject of the complaint may appeal against any sanction to the Chairman of TLI Cycling who will convene a further panel of three National Committee/TLI Cycling Directors. The decision of any second panel will be final.

TLI Cycling will observe and apply any sanctions imposed The BMCR, CTT or BC.

### (3) Event Promotion

**3.1** All promotional material concerning events must include the words: "Under The Rules and Regulations of TLI Cycling".

**3.2** Race Organisers must complete a Race Application Form, which should then be forwarded to the Region Representative / Event Coordinator of the Region where the Race will take place. The Event Organiser will enter the details of the event on the Rider

HQ website for approval by the region representative or Event Coordinator. Once approved, the event will be "Live" on the Rider HQ calendar and visible to members. Approval may be refused by the Region Representative / Event Coordinator who will, if challenged, justify this action to the National Committee/TLI Cycling Directors.

**3.3** No event may be styled as a WORLD, EUROPEAN, OR NATIONAL CHAMPIONSHIP, or use the name TLI Cycling, as an event title, without the prior approval of the National Committee/TLI Cycling Directors.

**3.4** All Races on public roads are governed by the CYCLE RACING ON THE HIGHWAYS REGULATIONS 1960 and any subsequent amendment regulations, or any variations which may apply in Wales or Scotland.

**3.5** Race organisers must use the approved 'STANDARD REGISTRATION SHEET' without any alteration to the text for signing-on at all events.

**3.6** TLI Cycling will invite the promotion of a National Road Race and Closed Circuit Championships for every age category which will be open only to full members. Competitors must ride in their correct age-related group. National Championship Jerseys and medals will be awarded to each category as described below

The Championship Jerseys are to be White with Red, White and Blue, bands, with the TLI Cycling Logo integrated into the design. Sponsors names may also be shown on the Jerseys.

National Championships, in disciplines other than Road Racing, may be promoted if approved by the National Committee/TLI Cycling Directors.

All National Championship events will be promoted on the understanding that the event organiser bears the full costs of the event

There will be a separate "WJ" National Championship for Female Juniors. The WJ group will ride with one of the older age-related categories. This category may be used by organisers in any TLI Cycling event.

In TLI Cycling National Road Race Championships and in other TLI Cycling National Championships where Category Jerseys and Medals are presented, the minimum number of entrants for a National Champion or Category Jersey to be awarded is three (3). Where there are fewer than three (3) entrants in an age category, those competitors will be eligible for "medals only" in that category.

At the National Circuit Race Championships, Female Youth category entrants will be eligible for Jerseys and / or medals as described above.

**3.7** The format of Races other than the National Championships (**see Rule 3.6**) is generally left to the Organisers of such Races. However: -

A) Whilst it is understood that the number of entries per category, or circuit length, may determine the format, the aim is to maximise the enjoyment of the

age-related racing experience.

This will lead to two or three consecutive age related races, separated by a few minutes, or a Handicap style of event.

B) Organisers are encouraged to apply the principle of "one rider-one prize"

Allocation to groups in a Handicap event should be on an age-related basis.

C) Results must be entered on the TLI Cycling Facebook page and show the age-related category of each finisher. Where a Start Sheet has been produced, then each competitor's name must have his/her age-related category shown alongside.

**3.8** Race Field Selection – For all road and closed circuit races, organisers will consider entries from 6 weeks before the date of the event (or first event in a Series).

If the event is oversubscribed, entries will close no earlier than 3 weeks before the date of the first race for the selection to take place. In this case the organiser should:

Firstly, give preference to members from clubs, sponsored teams or to groups of individuals, which are promoting TLI Cycling events in the current year.

Secondly, give preference to clubs which are promoting events for the BMCR in the current year.

**E.g: -**

Maximum Number of Entrants permitted on public roads at any one time is 80 (1960 Racing on the Highway Regs), unless the organiser has requested, and the Police have granted, "Special Permission" under the "1960 Regs and Subsequent Amendments". Please note: Wales and Scotland operate under different Regs to England.

For a "closed circuit race", not on public roads, the maximum number of competitors will be determined by the organiser's Risk Assessment for the course.

Allocate the entrants to 2, preferably 3, Age-Related Races.

Maximum of 40 competitors in any one race on public roads, unless a handicap format is used. (TLI Cycling good practice to minimise accidents or inconvenience).

Check that the correct Age-Related TLI Cycling Categories have been allocated.

Check that Female Entrants are in their correct category, as shown on their licence.

Therefore, the number of entries to return is xx

**Rejection Criteria: -**

Prioritise the TLI Cycling event-promoting clubs in the current year.

If the event is oversubscribed with TLI Cycling “event promoting clubs” entrants, the following will apply:-

- Identify teams of 4 or more and select 3 only or, if necessary fewer and so on, to achieve the statutory number of competitors, not including reserves.

Allocate any remaining places to other TLI Cycling members then:

- Prioritise the current year’s BMCR event promoting clubs (where known), using the above criteria, to achieve the maximum number of competitors allowed, plus reserves.

**3.9** Race Organisers are responsible for the initial liaison with the Police and any Safety Advisory Groups. The Organiser must hold a copy of all correspondence with these authorities on the event file. It is a requirement that the file is taken to the event HQ on the day of the event to answer questions from the Police or other such officials who may be in attendance.

**3.10** Any set of events organised as a Series must have an identified Series Coordinator who will be ultimately responsible for the administration and smooth running of all the events.

**3.11** Organisers are responsible for arranging a set of Competent Officials and Race Marshals for the duration of the race. These Officials should include a Steward in control of signing-on the riders prior to the start, and Judges for the race finish. The Organiser may appoint a Race Controller/Safety Officer, to assist with the race management, with delegated power to make decisions. The identity of such a person should be made known to the Police on request.

**3.12** To ensure a degree of “fairness for all” when triggering preferential event entry, the following criteria will apply: -

**Single Closed Circuit Event.**

One Organising Club Only.

(Region Reps may use discretion if it is a complex circuit set up. Eg, Road Closures)

**Single Road Circuit (Public Roads) Event.**

Up to Two Promoting Clubs.

**Series on Closed or Public Roads.**

One Club (Srs Coordinator) plus up to three Assistant Organising Clubs for 4 or more events.

**3.13** The Organiser must arrange for qualified first aid support to be in attendance. Preferably First Aiders should travel in a following vehicle at road race type events.

**3.13** Covered changing accommodation with toilet facilities should be provided where at all possible.

**3.14** Organisers should budget for and be prepared to provide travelling expenses to all Race Officials.

**3.15** Within seven days of any event or monthly series, the Organiser should forward the Event Return Form, Scanned or photo of the Standard Registration Sheets, to [Ian Noons Administrative Director of Racing](#), retaining copies for the record. The Organiser and the Region Representative / Event Coordinator will keep all copies for one year. In the event of any accident/incident at an event, all forms, documents, etc. must be retained until any possible insurance claims have been resolved

**3.16** Incidents / Accidents that result in a claim against the TLI Cycling Insurance Cover should be notified immediately to [Geoff Saxon Insurance Administrative Director](#), using the form in the Promoters Pack.

**3.17** Organisers should enter the Event Results on the TLI Cycling Facebook page and recognise “age-related” categories on the Start Sheet, Result Sheet and within the Prize List. (Where entry numbers dictate, some categories may be amalgamated for Prize Allocation purposes). These results may be forwarded to the national cycling press. Failure to comply with the requirements in **3.16** and **3.17** could result in future event support from TLI Cycling being withheld or withdrawn.

**3.18** TLI Cycling will not be held responsible for promotional debts incurred by any Organiser. However requests for financial assistance prior to an event will be considered.

**3.19** The Organiser may refuse any entry, but in the case of complaint may be required to give an adequate reason for such action to the National Committee. A refusal of an entry must be advised immediately to the rider concerned.

**3.20** Course Risk Assessments are a 'Requirement of TLI Cycling' and completion of the relevant forms contained in the Promoters Pack and/or downloadable from the TLI Cycling website, is a must. A copy of the Risk Assessment must be displayed at the Race HQ for the duration of the event.

**3.21** Organisers of 'Off Road' and 'Circuit' events on privately owned land must have permission to use the area, preferably in writing, before promoting any events.

**3.22** TLI Cycling Organisers have full responsibility for their events and are given flexibility in their style of promotion. However, anyone not abiding by our Rules and Regulations, and the Law of the Land as it applies to “Cycle Racing on the Highway” will risk voiding their Event Insurance. This could lead to organisers being personally liable for any consequences. An Organiser who wilfully ignores these Rules and Regulations will have any further request to promote under TLI Cycling rules refused.

**3.23** If there is a conflict in fixing dates for the forthcoming season, any event which has been satisfactorily promoted in the previous year shall be given priority for the corresponding date in the forthcoming season.



**3.24** Where an individual, club or organisation borrows equipment belonging to TLI Cycling, it shall be returned in the same condition as when it was taken, excepting reasonable wear and tear. Any deterioration or loss beyond such limits shall be made good at the expense of the borrower.

**3.25** Serious Accidents Procedure: If there is an Accident / Incident during any TLI Cycling event, the race officials at the scene will assess the seriousness of the situation and, if necessary, take action to halt the event.

In making the decision the race officials will take into consideration the following: -

- The condition and position of any injured person(s).
- Whether an ambulance or other emergency vehicles will require access to the location road and create a necessary obstruction.
- The visibility for competitors and other road users at the scene of the accident / incident.

- Any other relevant factors, such as queueing traffic, the risk to passing competitors or public and whether or not the race will pass the accident / incident again.
- Any risks associated with halting the race.

If in doubt, race officials should halt the race and form a protective area around the scene of the accident / incident.

The appropriate Emergency Service(s) must be contacted without delay.

In the case of a known fatality the race must be stopped at the first possible safe opportunity, taking into account the conditions listed above.

Any decision will be communicated without delay to the Event Organiser or other "designated" official."



# Instructions for Organisers

The following pages are designed to be downloaded and used to suit the circumstances of your event. Not all points will be appropriate for, or applicable to, every type of event. However, Race Officials / Volunteers / Competitors must be made aware of our safety requirements.

**IN CASE OF EMERGENCY**, the organiser must make available to all Race Officials, marshals etc, a contact number which will be answered at all times for the duration of the event.

**It is against TLI Cycling regulations for an organiser to ride in their own event.**

## Pre-Race Briefing (All Events)

**Do not assume that everyone knows what they are doing, someone will not!**

**This Briefing must be given by the organiser or another nominated, experienced official, either in the HQ or at the race start.**

**The style and format of the Briefing is a matter for each event organiser.**

**(For a TT, or other timed event, this information will be displayed at the HQ or start area).**

**Whatever the format of the event, the Briefing must include the following: -**

- A description of the course and general safety points, as detailed in the event Risk Assessment.
- A description of specific risks and any variation from the Risk Assessment displayed in the event HQ, e.g. new road works, potholes, public events.
- First Aid arrangements: such as the whereabouts of a First Aider on a closed circuit, or the provision of a following vehicle on the open road.
- Event Safety – Look out for one another at all times and shout / indicate hazards as if you were on a Club ride.
- The role of the marshals is to indicate direction. They are not empowered to stop other traffic.
- Each competitor is responsible for their own safety as well as that of others.
- Obey all the Rules of the Road and do not cross any continuous white lines.
- Do not cross the centre of the road on any other occasion, unless you have a clear line of sight and it is safe to do so. Any competitors who, in the opinion of the organiser, where necessary in conjunction with other Race Officials, endanger themselves or others, will be disqualified.
- Do not overtake the proceeding safety vehicle, (or any motor cycle marshal when indicated not to do so), You will be disqualified.
- Prize Allocation – make sure the riders are aware of the distribution to avoid any confusion during or after the event. Judges decisions are final.
- Presentation (where organised) arrangements, and refreshments.
- Insurance – All TLI Cycling competitors are covered by Third Party Insurance of up to £10 million. TLI Cycling strongly recommends that competitors make their own arrangements for Personal Accident Cover, particularly if self Employed.
- If you are involved in, or witness, an accident / incident of any kind you must not leave the HQ without providing full details to the Event Organiser.
- Any Other Items Specific to Your Event: -

# Guidance for TLI Cycling Marshals

Organisers Emergency Mobile Number

Please Arrive at

 (HQ)

by

 (Time)

to collect Hi Viz Jackets / Flags etc

Sign the sheet at the HQ so the Chief Marshal / Steward knows you have arrived

You will be allocated to a marshalling point by

 (Name)

who is the Chief Marshal / Steward.

Start: from

 (Time)

at

 (X minute intervals)

from the

 (Place)

Riders will line up from

 (Time)

behind the appropriate Lead Car, for a short briefing.

The race will be neutralized for

 (Distance)

or until

 (Place)

The race is

 X

laps from the HQ and will cross the finish line

 X

times.

Event 1

 (Categories)

 No. Riders

 No. Colour

 (Lead Car Driver & Assistants Names)

Event 2

 (Categories)

 No. Riders

 No. Colour

 (Lead Car Driver & Assistants Names)

Event 3

 (Categories)

 No. Riders

 No. Colour

 (Lead Car Driver & Assistants Names)

**Do not change your marshalling point without informing, and receiving permission from the, Chief Marshal / Steward.**

**Marshalling an Event: - The organiser can appoint competent and responsible marshals who understand cycle racing. Marshals do not have to be TLI members but must be over 18 years of age.**

- Equipment: Personal Protection Equipment (PPE) Hi-Viz jacket etc, must be clean and worn at all times. Marshal's flags must be in a clean and good condition.
- There must be sufficient cover by marshals at a junction, to alert other road users in advance of the junction, and to cover any potential hazard at the actual junction.
- You have no powers to stop traffic and should not do so unless you judge there to be a potentially dangerous situation, or that by stopping the traffic you will prevent an accident.
- Exercise caution. Do not cause vehicles to change course in order to avoid you. Your presence should never cause a vehicle to deviate or move into the path of another road user.
- Motorists who do not comply with your warnings or instructions will commit no offence. Although, if they are involved in a collision after ignoring your warnings, your evidence and actions may be used against them in a court of law.
- Use your marshal's flag to warn cars that a race is approaching in such a manner as to give drivers the option to slow down and to stop if they wish to do so.
- Alert any pedestrians, horse riders, dog walkers or leisure cyclists to the presence of the race.
- Do not cause traffic to slow or stop in order to allow pedestrians or others to cross the road. You have no powers to do this.
- Competitors have been briefed to obey all the rules of the road, not to ride dangerously, and must keep to the left.
- Verbally warn competitors of any hazard which you can see, e.g. an approaching car or other obstruction, which may be out of sight of the front riders.
- Any competitor you observe to be repeatedly and / or wilfully crossing a continuous white line, or using the right hand side of the road without a clear line of sight, must be reported to the organiser, or other designated official, who has the power to consider the infringement and, if appropriate, impose a disqualification.
- Competitors have been told not to cross the centre of the road on approaching a junction. Advise the organiser / designated official of the Race Numbers of any competitors you consider to be riding dangerously.
- Your role as a marshal is very important and if done correctly will help us to keep our riders and other road users safe. Your actions on the road will either enhance or detract from the safety of our sport.

**Thank you for volunteering to assist.**

**A First Aid vehicle, with communications, will follow the last event. If you observe an accident, professional First Aid is following the (1st 2nd 3rd) race so assistance will arrive quickly.**



# Guidance for TLI Cycling Lead / Safety & Support Vehicle Drivers

Organisers Emergency Mobile Number

Please Arrive at  (HQ) by  (Time)

Please park your car on arrival  (Place) close to the HQ exit.

Start: from  (Time) at  (X minute intervals) from the  (Place)

Riders will line up from  (Time) behind the appropriate Lead Vehicle, for a short briefing.

The race will be neutralized for  (Distance) or until  (Place)

Event 1	<input type="text"/> (Categories)	<input type="text"/> No. Riders	<input type="text"/> No. Colour	<input type="text"/> (Lead Car Driver & Assistants Names)
Event 2	<input type="text"/> (Categories)	<input type="text"/> No. Riders	<input type="text"/> No. Colour	<input type="text"/> (Lead Car Driver & Assistants Names)
Event 3	<input type="text"/> (Categories)	<input type="text"/> No. Riders	<input type="text"/> No. Colour	<input type="text"/> (Lead Car Driver & Assistants Names)

## Driving a Preceding Safety Vehicle: - Safety car drivers must be current full or associate members of TLI Cycling.

- As a lead or support vehicle driver you must comply with all road traffic regulations. You have no dispensations in road traffic law. Your role is to act as an advance warning to other road users of the presence of a cycle road race. As such your presence will afford some degree of protection to the competitors involved, however you should not drive in a manner that contravenes road traffic legislation in an attempt to increase that perceived level of protection.
- All lead and support vehicle drivers should be familiar with the route involved and know when geographical hazards, such as bends or junctions, are being approached, so that they can place their vehicle safely and not hinder other road users or traffic and the following competitors.
- Any vehicle being used as a lead or support vehicle should be clean and comply fully with all aspects of Road Traffic Legislation.
- All occupants of lead and support vehicles should wear Hi Viz clothing. It may be necessary to get out of the vehicle in an emergency situation.
- Fix the "Cycle Race Approaching" sign to the roof of your vehicle, and display the flashing roof mounted hazard light. This is usually powered through your cigarette lighter terminal.
- Stay about 100 - 200 metres ahead and avoid any possibility of drafting / pacing the riders.
- Communications: There will generally be up to two forms of communications available, two way radio link and/or mobile phones. The Lead Safety Vehicle should be double manned and the observer should be responsible for all communications. The lead car driver should not be involved with the communications whilst driving.
- Mobile phones: If a driver has to use a mobile phone as a means of communication, the vehicle should be fitted with a hands free facility, the mobile phone should be fitted in a cradle. At no time should a hand held mobile phone be used by the driver whilst the vehicle is in motion.
- Be vigilant for any sudden "attacks" from the peloton, which will usually occur after a drop in race speed, and be prepared to accelerate.
- Drive with headlights on. As a general rule you should not flash your headlights at other motorists unless you are using them as a warning of your presence and of an immediate danger that you may present to them.
- If any vehicle overtakes the bunch from the rear, pull forwards, indicate left and move over, giving assistance to them to safely clear the race.
- When approaching a junction / corner, pull well ahead, negotiate the hazard safely, and avoid the peloton closing up on the rear of your vehicle. Riders will often sprint hard out of corners, so be prepared to accelerate away smoothly.
- If you encounter a slow moving hazard such as a group of walkers, a horse riders or tractor, only overtake when it is completely safe to do so.

Riders will have been warned that they will be disqualified if they overtake the Safety Vehicle.

- Report any rider you observe to be repeatedly and / or wilfully crossing a continuous white line, or using the right hand side of the road without a clear line of sight, to the Organiser.
- At the finish, drive carefully through the finish area, avoiding any competitors who may have completed earlier events.
- Park well through the finish area to avoid riders who may be slowing down after a sprint finish.

Drivers should note that if their driving contravenes road traffic legislation, either intentionally or otherwise, their licence will be at risk. Please drive carefully and help us to keep our riders and other road users safe. Your actions on the road will either enhance or detract from the safety of our sport. Thank you for your support.

A First Aid Ambulance, with communications, will follow the last event. If you observe an accident in your rear-view mirror there is no need to stop or pull over. Riders will be instructed not to overtake the Lead Car for their event. Anyone that does so will be disqualified, unless waved through by you due to unforeseen circumstances.

# Guidance for Motor Cycle Safety Marshals

Organisers Emergency Mobile Number

Please Arrive at  (HQ) by  (Time)

Please park your car on arrival  (Place) close to the HQ exit.

Start: from  (Time) at  (X minute intervals) from the  (Place)

Riders will line up from  (Time) behind the appropriate Lead Car, for a short briefing.

The race will be neutralized for  (Distance) or until  (Place)

Event 1	<input type="text"/> (Categories)	<input type="text"/> No. Riders	<input type="text"/> No. Colour	<input type="text"/> (Lead Car Driver & Assistants Names)
Event 2	<input type="text"/> (Categories)	<input type="text"/> No. Riders	<input type="text"/> No. Colour	<input type="text"/> (Lead Car Driver & Assistants Names)
Event 3	<input type="text"/> (Categories)	<input type="text"/> No. Riders	<input type="text"/> No. Colour	<input type="text"/> (Lead Car Driver & Assistants Names)

## Motor-cycle Marshals: -

- As a motor cycle marshal you have agreed to provide cover for small groups of riders if the peloton has fragmented, and/or provide additional support / cover for marshals at junctions, or generally enhance the safety of the bunch by providing an additional presence on the road.
- A motor cycle marshal must not be designated as the principal Proceeding Safety Vehicle.
- You must only overtake event competitors when it is completely safe to do so, and should provide an audible warning of your intention and action.
- You are not empowered to stop or direct traffic and must not attempt to do so, except in an emergency situation.
- You must comply with all road traffic regulations. You have no dispensations in road traffic law. Your role is to act as an advance warning to other road users of the presence of a cycle road race. As such your presence will afford some degree of protection to the competitors involved, but you should not ride in a manner that contravenes road traffic legislation in an attempt to increase that perceived level of protection.
- You must be familiar with the route involved and know when geographical hazards, such as bends or junctions are being approached, so that you can safely position your motor bike.
- Any motor-cycle being used in a supplementary Lead or Support role should be clean and fully compliant with all aspects of Road Traffic Legislation.
- All motor-cycle marshals must wear personal protection equipment and Hi Viz clothing.
- Avoid any possibility of drafting / pacing the riders and, when supporting flag marshals at junctions, ensure that your machine does not impede competitors or other road users.
- Communications: There will generally be up to two forms of communications available, two way radio link and/or mobile phones. The motor cycle marshal should not use any form of electronic communication whilst in motion.
- If a motor cyclist has to use a mobile phone while moving, the motor cycle should be fitted with a hands-free facility and the mobile phone fitted in a cradle. Otherwise STOP.
- Be vigilant for any sudden "attacks" from the peloton, which will usually occur after a drop in race speed, and be prepared to accelerate.
- Drive with headlight(s) on. As a general rule you should not flash your headlight(s) at motorists, unless you are using them as a warning of your presence and of an immediate danger that you may present to them.
- If a vehicle overtakes the bunch from the rear, pull forwards, indicate left and move over, giving assistance for them to safely clear the race.
- When approaching a junction / corner, do not cross the centre-line to provide additional protection, pull well ahead, negotiate the hazard safely, and avoid the peloton closing up on the rear of your motor bike. Riders will often sprint hard out of corners, so be prepared to accelerate away smoothly.
- If you encounter a slow moving hazard such as a group of walkers, horse riders or tractor, only overtake when it is completely safe to do so.
- Report to the organiser the number of any rider you observe to be repeatedly and/or wilfully crossing a continuous white line, or using the right hand side of the road without a clear line of sight.
- At the end of the event, ride / drive carefully through the finish area, avoiding any competitors who may have completed earlier events.
- Park well through the finish area to avoid riders who may be slowing down after a sprint finish.

Motor cyclists should note that if their riding contravenes road traffic legislation, either intentionally or otherwise, their licence will be at risk. Please ride carefully and help us to keep our riders and other road users safe. Your actions on the road will either enhance or detract from the safety of our sport. Thank you for your support.

## Guidance for TLI Cycling Signing-On Officer(s)

Organisers Emergency Mobile Number

Please Arrive at  (HQ) by  (Time)

Start: from  (Time) at  (X minute intervals) from the  (Place)

Riders will line up from  (Time) behind the appropriate Lead Car, for a short briefing.

The race will be neutralized for  (Distance) or until  (Place)

Event 1	<input type="text"/> (Categories)	<input type="text"/> No. Riders	<input type="text"/> No. Colour	<input type="text"/> (Lead Car Driver & Assistants Names)
Event 2	<input type="text"/> (Categories)	<input type="text"/> No. Riders	<input type="text"/> No. Colour	<input type="text"/> (Lead Car Driver & Assistants Names)
Event 3	<input type="text"/> (Categories)	<input type="text"/> No. Riders	<input type="text"/> No. Colour	<input type="text"/> (Lead Car Driver & Assistants Names)

Any reserves can sign-on from  (Time) usually 30 minutes before the start.

### Signing-On Officer(s) : -

- You are responsible for a (colour coded) signing-on sheet, a set of numbers, and for allocating reserve places.
- Each competitor should show you a current TLI Cycling Racing Licence or, if they are a pre entered TLI Cycling Full Member who has entered the event using the TLI Cycling website, you may accept clear Photo ID, such as a Driving Licence, as proof of identity.
- If you are in any doubt please refer to the Event Organiser.
- Please check that the Licence Number on the Signing-On Sheet is correct. Change or insert as necessary.
- Ensure each competitor provides an Emergency Contact number for use during the event, and signs the race control sheet in the appropriate space.
- For events on public roads, the organiser may accept a pre completed Event Entry form "on the day" from a Full Member, as long as the maximum field size is not exceeded. In this case a TLI Cycling Licence must be presented. There may be an additional "on the day" fee.
- For events not on public roads the organiser may also accept a pre completed entry form from any Full Members.
- Issue the correct Race Number and safety pins for that rider. See colour coding above, if appropriate.
- U18 forms must be countersigned by a Parent/guardian and if the competitor is under 16 the Parent or guardian must be present throughout the event.

### Reserves: -

- Any reserves can sign-on from (Time), usually 30 minutes before the start.
- Allocate reserves to vacant places in their allotted event.
- If there are still vacant places in the race, consult with the other Signers-On and/ or Race Organiser. Allocate by lowest number reserve first.

(There may be some disappointed reserves. If they are present, their entry fee will be refunded by (Name).

For events on public roads. It is very important that no more than 80 riders in total are signed-on to race, as they will not be covered by Police Authorisation or Insurance, unless "special" arrangements have been agreed in advance, both with the Police and with our Insurers.

### After the Event

- Receive the Race Numbers from the riders and check that all are returned.
- Make a note of any missing numbers and attempt to locate the rider(s) before they leave.

Your role as a Signing-on Officer is very important and if done correctly will help us to provide a well organised and safe event. **Thank you for volunteering to assist.**



## Guidance for TLI Cycling Finish Line Judges

Organisers Emergency Mobile Number

Chief Judges  (Name)  (Name)

Please Arrive at  (HQ) by  (Time)

Start: from  (Time) at  (X minute intervals) from the  (Place)

Riders will line up from  (Time) behind the appropriate Lead Car, for a short briefing.

The race will be neutralized for  (Distance) or until  (Place)

The race is  X laps from the HQ and will cross the finish line  X times.

Event 1	<input type="text"/> (Categories)	<input type="text"/> No. Riders	<input type="text"/> No. Colour	<input type="text"/> (Lead Car Driver & Assistants Names)
Event 2	<input type="text"/> (Categories)	<input type="text"/> No. Riders	<input type="text"/> No. Colour	<input type="text"/> (Lead Car Driver & Assistants Names)
Event 3	<input type="text"/> (Categories)	<input type="text"/> No. Riders	<input type="text"/> No. Colour	<input type="text"/> (Lead Car Driver & Assistants Names)

### Finish Judges: -

- The riders will cross the finish line X times.
- The finish is at the end of lap X (Countdown numbers provided).
- With one lap to go ring the bell for each race. Be aware of any confusion that may be caused by lapped riders.
- With each event it is important to write down as many of the first X or so as possible. This is because there are category prizes within each of the races. (It helps if you practice on earlier laps and also to note the members of any break away groups). Do not rely on finish line cameras only
- The aim is to provide the FIRST X IN EACH RACE for the presentation at the HQ, as soon as possible after the event. Any other prizes can be determined later.
- One strategy is to work in pairs, with one calling the numbers and the other writing them down.
- If the race has split this job can be straightforward, but when it is a bunch sprint it really can be challenging. Don't expect to "get it right" without conferring with other marshals and the riders themselves.
- For this event we do have camera back-up, but do not rely on it for the initial result, otherwise the HQ presentation may be unduly delayed.
- Stand well back from the road edge – position yourself slightly above and before the line if possible. Do not allow yourself to be distracted by anything, but do have regard for your own personal safety.
- Should there be crash the number one priority is your personal safety, followed by spectator safety, traffic management and then care of the riders. There will be designated finish area marshals for this. First Aid will be close at hand.
- The Chief Judges. They will oversee the collection and finalisation of the results.

Your role as a Finish line judge is very important and if done correctly will help us to provide a well organised and safe event. **Thank you for volunteering to assist.**

A First Aid Vehicle with communications, will follow the last event.

## Guidance for Promoting a Time Trial

TLI Cycling supports TTs under its rules and regulations.

Whilst we do not seek to take over the role of supporting time trials from any other organisation, be assured that our insurance arrangements provide complete Public and Employers Liability indemnity for you and your event.

In addition to the competitors, all Race Officials nominated by the organiser must be Associate or Full TLI Cycling members to be indemnified in the event of an accident or incident.

Please refer to the TLI Cycling website or Page 2 of the Promoters Pack for further details.

With regard to TT promotion, as with all the other forms of racing currently supported by TLI Cycling, we aim to keep technical rules and regulations straightforward. Please refer to the TLI Cycling website or Page 5 of the Promoters Pack.

However, you will be expected to observe all the relevant aspects of the safety guidance in the Promoters Pack and on the TLI Cycling Website, as it applies to any other TLI Cycling event on the Public Highway or Closed Circuit.

Membership requirements for Time Trials are identical to those for any other TLI Cycling event.

TLI Cycling will consider supporting any time trial held on the public highway or on a closed circuit, with the exception of those events which intend to use busy “dual carriageway” or “motorway type” A roads.

Helmets and front and rear working lights must be used in line with other National Time Trial bodies.

Your Region’s Representative or Event Coordinator will need to be convinced that the proposed course is relatively safe for competitive cycling before approving any Event Application.

The format of the proposed Time Trial, types of cycles permitted and distance of the event is at the organiser’s discretion. However we would seek to encourage the use

of traditional “road” bikes and the use of sporting courses.

TLI Cycling age-related categories must be recognised, as far as is practicable, in the prize list.

Please check with your Region Representative, or Event Coordinator, in the event of any uncertainty in relation to any of the above requirements.

As an organisation we would expect that the riders depart at no less than one minute intervals and follow all the usual conventions associated with traditional Time Trialling, including observing all aspects of the Highway Code. Competitors must understand that marshals are present purely to indicate the direction of travel.

Event Applications which use conventional time trial formats and machines are very welcome. However we are particularly keen to encourage “sporting” time trials over non-standard distances, with events restricted to road bikes or road bikes fitted with tri-bars.

Our aim is to encourage and widen participation, and to emphasise age-related category finishing positions, rather than time.





## APPLICATION TO PROMOTE A CYCLING EVENT UNDER THE RULES AND REGULATIONS OF TLI CYCLING

DAY(S) AND DATE(S):	
TYPE OF EVENT:	
REGION:	
EVENT TITLE:	
PROMOTING CLUB OR ORGANISATION:	
COURSE OR VENUE:	
HQ: (Please include postcode)	
CATEGORIES: (Include minimum age)	
DISTANCE(S):	
START TIME(S):	
ENTRY FEES:	

NAME OF ORGANISER / SERIES COORDINATOR:	
---	--

Must be an individual

ADDRESS OF ORGANISER:	
-----------------------	--

TELEPHONE NO.:		EMAIL ADDRESS:	
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SPECIAL INSTRUCTIONS:	
-----------------------	--

ON-LINE ENTRY AT RIDERHQ:		EVENT APPROVED: YES/NO	
---------------------------	--	------------------------	--

REGION REP / EVENT COORD SIGNATURE:	
-------------------------------------	--

RETURN TO YOUR REGION REPRESENTATIVE OR EVENT COORDINATOR

To receive approval the organiser must enter details of the event on the RHQ website. This will then be checked against this Event Application by [Ian Noons Administrative Director of Racing](#).

Approval is granted on the clear understanding that the nominated Organiser, (or Asst Organiser) is present at the event, makes every effort to recognise age-related categories in the event format & prize list.

A current TLI Cycling Risk Assessment and copy of the Police Acknowledgment letter must be sent to the Region Rep / Event Coordinator, as soon as it is available.

The Promoters Pack and Insurance Verification Certificate will be available on the TLI Cycling website as soon as is practicable in the New Year.





# POLICE NOTIFICATION FOR PROPOSED CYCLE EVENT

Application to promote a Cycle Race Under The Cycle Racing on the Highways Regulations 1960 and Subsequent Amendments (England)

For use in Wales at the discretion of the appropriate Police Force

[www.cheshire.police.uk/advice-and-support/roads-and-vehicle-safety/time-trials-and-road-races](http://www.cheshire.police.uk/advice-and-support/roads-and-vehicle-safety/time-trials-and-road-races)

NAME OF PROMOTING CLUB / ORGANISATION:

NAME OF THE PROPOSED EVENT:

DATE OF EVENT:

DISTANCE OF EVENT:

TIME OF START:

ESTIMATED TIME OF FINISH:

FULL DESCRIPTION OF COURSE:

PRECISE LOCATION OF START:

PRECISE LOCATION OF FINISH:

MAXIMUM NUMBER OF COMPETITORS:

NAME OF ORGANISER:

ADDRESS OF ORGANISER:

TELEPHONE NO.:

EMAIL ADDRESS:

EVENT HEADQUARTERS:

Officials of the promoting Club will be in attendance at the headquarters and in the lead and following cars for the duration of the event.

This course HAS / HAS NOT been previously used for similar events in the past.

I request Special Permission Under Regulation 7 for this event: YES / NO

(Generally required for events on circuits shorter than 10 miles or exceeding a maximum of 80 competitors, otherwise circle "NO". See the 1960 Regs & Amendments on the TLI Cycling website for full details)

Approved Events are covered by Public Liability Insurance (£10 million) and Employers Liability (£10 million) with Sportscover Underwriting through:

Integro Brokering Group - Cert No: PLON99/0071932

ORGANISER'S SIGNATURE:

DATE:



# CYCLE EVENT RISK ASSESSMENT

## COVER SHEET; PART 1 OF 3

NAME OF EVENT:	DATE OF EVENT:
ORGANISER:	
DATE OF INITIAL RISK ASSESSMENT:	
REVIEWED:	

## INTRODUCTION

This document, including this page, forms the Risk Assessment and must be kept as one file. As the Organiser of a TLI Cycling event you are the person required to produce a Risk assessment for the proposed course. You may be assisted by any suitably experienced person. The Risk Assessment must be undertaken well before the event date and reviewed prior to the race, preferably at the same time of day and in similar road or circuit conditions. Some Police Forces or Local Authorities may require this document to be submitted with the Police notification.

## GENERALLY

Cycle Road Racing has inherent dangers that cannot be completely eliminated. Occasionally falls and spills will occur with resultant injuries some of which may be serious. Wearing an approved helmet is compulsory for competitors in all TLI Cycling events. The attendance of a qualified First Aider(s) and nominated Officials with the means to contact the Emergency Services will be the required control in place to minimize the consequences of any accidents. In addition, the "Minimum Standards", detailed below, are required to control the risks of incidents with other road traffic and to significantly reduce any danger to the general public. Other identified risks and controls are detailed in the "Specific Risk Assessment" which forms Part Two of this document.

## MINIMUM STANDARDS

1. Warning Signs at all hazardous junctions, as identified in the Specific Risk Assessment, and at the Start and Finish Areas.
2. Proceeding Safety Vehicle with Sign and Flashing Light. (Road Races on public roads only)
3. Following Vehicle with Sign and Flashing Light, carrying the qualified First Aider. (Road Races Only)
4. Trained and/or Qualified First Aider(s) in attendance. (All Road Races and "Open" Time Trials)
5. Marshals as identified in the Specific Risk Assessment.
6. Officials able to contact the Emergency Services

## TAKE VERY CAREFUL NOTE

TLI Cycling marshals and support staff on this Race are not allowed to stop any Traffic on the Public Highway. They are there to warn other road users that a race is in progress and to provide directional information to participants in the race. A copy of this risk assessment, course details and a map, are to be displayed at the Race HQ for the duration of the Race. A copy must be available for inspection by Police if requested. All Marshals and Support Staff must be made aware of this risk assessment prior to taking up positions for the Race. Before any Race all riders must be briefed about of any dangers, actual or perceived, that were noted by inspection before the Race. All Riders must, before being allowed to start the Race, read and sign the Standard Registration Sheet, a copy of which forms part of this Risk Assessment

Continued on Next Page:



## CYCLE EVENT RISK ASSESSMENT

### COURSE SPECIFIC RISK ASSESSMENT PART 2 OF 3

COURSE EVENT:

NAME OF EVENT:

DATE OF EVENT:

ORGANISER:

DATE OF INITIAL RISK ASSESSMENT:

REVIEWED:

LOCATION OF RISK	HAZARD TO COMPETITORS OR PUBLIC	POSSIBLE HARM	RISK: - H: HIGH M: MED L: LOW	CONTROLS PUT IN PLACE TO REDUCE RISK, E.G. MARSHALS, SIGNAGE ETC





## CYCLE EVENT RISK ASSESSMENT

### COURSE SPECIFIC RISK ASSESSMENT PART 3 OF 3

LOCATION OF RISK	HAZARD TO COMPETITORS OR PUBLIC	POSSIBLE HARM	RISK: - H: HIGH M: MED L: LOW	CONTROLS PUT IN PLACE TO REDUCE RISK, E.G. MARSHALS, SIGNAGE ETC



## CONTINGENT 3RD PARTY INSURANCE GUIDELINES FORM

### FOR EVENTS HELD UNDER THE RULES AND REGULATIONS OF TLI CYCLING

Please read and sign if applicable and send to [Ian Noons Administrative Director of Racing](#)

## VEHICLES

Any individual member's motor vehicle being used as an official lead safety car/ safety vehicle/motorcycle for a TLI cycling organised cycle race.

## DRIVERS/RIDERS

Any driver who holds a full UK driving licence and is a 2024 TLI Cycling member.

## STATIC MARSHALS

Static marshals travelling in a private car to and from a marshalling point are not included in this cover as they will be travelling outside (before and after) the race confine.

## INSURANCE

Holds their own valid and currently active general use motor insurance cover for the vehicle being used. Minimum 3rd party, fire and theft.

## USE

Lead safety car, other safety car, safety motorcycle– this must be recorded as seen and valid beforehand by the organiser. Excludes contracted motorcycle safety marshals, ambulance, contracted medical vehicle who must have their own insurance cover for this purpose. For example 'Bikemarshals'. In all cases, member insurances and contractor insurances must be recorded as seen and valid beforehand by the organiser.

## COVER

Contingent 3rd party liability in the event of indemnity being denied under the driver/rider own insurance policy due to the use of the vehicle.

## LIMITS OF INDEMNITY

- Third party property damage £10M
- Third party injury Unlimited

## EXCLUSION

No cover will operate if there is not a valid insurance policy covering the interest of the driver/rider

## GUIDELINE ACCEPTANCE

Each driver/rider to sign prior to every race the following declaration:

**SIGNATURE:**

**NAME:**

**DATE:**

**2024 TLI CYCLING MEMBER NUMBER:**

**RETURN TO YOUR REGION REPRESENTATIVE OR EVENT COORDINATOR**



# THIRD PARTY CONTRACTOR RECORD FORM

## FOR EVENTS HELD UNDER THE RULES AND REGULATIONS OF TLI CYCLING

I declare that the service I am providing is covered by the necessary third party public liability insurance (minimum £ million 10). If driving/riding the I am licenced to drive/ride the vehicle supplied and I am specifically insured to undertake the service provided by my insurance policy.

<b>EVENT:</b>		<b>EVENT LOCATION:</b>		<b>DATE:</b>	
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NAME OF PROVIDER	SERVICE (EG. MOTO-MARSHAL, VILLAGE HALLPROVIDER)	INSURANCE POLICY NUMBER	INSURANCE POLICY PROVIDER	*DRIVING LICENCE NUMBER

\* driving/riding contractors only

This form to be completed by event organiser prior to event. Note that for third party contractors who are driving/riding on the public highway motor insurance policy and driving licence numbers need to be recorded. For none driving contractors the third party public liability policy numbers to be recorded.





# RACE EVENT SAFETY VEHICLE RECORD

FOR EVENTS HELD UNDER THE RULES AND REGULATIONS OF TLI CYCLING

I declare that I am a current TLI Cycling member and that I am insured and permitted to drive the vehicle I will be using today. I also declare that I hold a valid UK driving licence for the category of vehicle I will be using today.

<b>EVENT:</b>		<b>EVENT LOCATION:</b>		<b>DATE:</b>	
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NAME OF DRIVER	ROLE (EG. LEAD SAFETY CAR, FOLLOWING CAR)	TLI CYCLING MEMBER NUMBER	INSURANCE POLICY PROVIDER	VEHICLE REGISTRATION NUMBER

This form to be completed by event organiser prior to event.



I confirm and acknowledge that my attention has been drawn to these conditions, that I have read and understand the said conditions, and that I accept them as a fair contract.

[illegible]

The Organiser must copy this Form and retain it for one year.  
Please scan or photograph this form and send via email to [Ian Noons Administrative Director of Racing](mailto:Ian.Noons@racing.gov.uk) within 7 days of your event.  
Please Note: The text on this form must not be amended in any way.



# STANDARD REGISTRATION SHEET

FOR EVENTS HELD UNDER THE RULES AND REGULATIONS OF TLI CYCLING

EVENT:

DATE:

AGE GROUP:

I agree to abide by TLI Cycling Rules and Regulations and agree that I participate entirely at my own risk. I must rely on my own ability in dealing with hazards and ride in a manner which is safe for myself and others. I am aware that when racing on the Public Highway, the function of the Marshals is only to indicate direction and that I alone must determine whether any movement I make is safe. I agree that no liability whatsoever shall be attached to the promoter, promoting club, sponsor, TLI Cycling or it's officials, or officials and members of the promoting club, in respect of any injury, loss, or damage suffered by me or by reason of taking part in this event, howsoever caused. I am not subject to any suspension imposed on me by any other Cycling Organisation which I have not declared to TLI Cycling.

I confirm and acknowledge that my attention has been drawn to these conditions, that I have read and understand the said conditions, and that I accept them as a fair contract.

RACE NUMBER	NAME	CLUB/TEAM	CAT	LICENCE NUMBER	EMERGENCY CONTACT & NO.	SIGNATURE

The Organiser must copy this Form and retain it for one year. Please scan or photograph this form and send via email to the [Ian Noons Administrative Director of Racing](#) within 7 days of your event.  
Please Note: The text on this form must not be amended in any way.





# SENIOR EVENT ENTRY FORM

FOR EVENTS HELD UNDER THE RULES AND REGULATIONS OF TLI CYCLING

Please complete all relevant sections and return to the Event Organiser

NAME OF EVENT:				DATE OF EVENT:			
MEMBERSHIP / LICENCE No.							
FIRST NAME:				LAST NAME:			
ADDRESS:							
POSTCODE:				TELEPHONE NO:			
DATE OF BIRTH:				GENDER (TICK)	MALE <input type="checkbox"/>	FEMALE <input type="checkbox"/>	
CLUB /SPONSOR:							
AGE CATEGORY:				See table below. TLI Cycling events are organised in age category groups, determined by the competitors age on the day of the event although entrants may elect to be reclassified to a group that most suits their current ability			
EMERGENCY CONTACT NAME:							
EMERGENCY TELEPHONE NO:							

Senior Categories		
RIDERS AGE	Male	Female
18 - 39	S	C
40 - 44	A	D
45 - 49	B	E
50 - 54	C	F
55 - 59	D	G
60 - 64	E	H
65 - 69	F	H
70 - 74	G	H
75 plus	H	H

Para-Cycling Categories.	
Para cyclists who have previously self- identified to their Region representative will have been allocated a category for racing as follows: -	
MC 1 & 2	will compete with the age group 10 years older. (Two Categories Older).
MC 3	will compete with the age group 5 years older. (One Categories Older).
MC 4 & 5	will compete with their correct age-related group. (No Category Change).
Note: In the case of any dispute on the grounds of age or gender the details entered on the competitors original Birth Certificate will be the determining factor.	

Riders will change category on 1st January of the year of their appropriate birthday

**ALL COMPETITORS STATEMENT:** I declare that the information on this form is complete and correct. I understand and agree that I participate in this race entirely at my own risk, that I must rely on my own ability in dealing with all hazards and that I must ride in a manner which is safe for myself and all others. I am aware that when riding in an event the function of the marshals is only to indicate direction and that I must decide if the movement is safe. I agree that no liability whatsoever shall be attached to the promoting club, meeting sponsor(s), TLI Cycling, or any official or member of the promoting club in respect of any injury, loss or damage suffered by me in or by reason of the race, however caused.

MEMBERS SIGNATURE:		DATE:	
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Entry Fee Enclosed - £ \_\_\_\_\_ Payable to the Organiser unless requested otherwise (see the website 'Events Calendar' for full details). If you require confirmation of your entry please enclose a stamped, self-addressed envelope

The Organiser must copy this Form and retain it for one year.  
Please scan or photograph this form and send via email to [Ian Noons Administrative Director of Racing](#) within 7 days of your event.  
Please Note: The text on this form must not be amended in any way.



# UNDER 18 EVENT ENTRY FORM

## FOR EVENTS HELD UNDER THE RULES AND REGULATIONS OF TLI CYCLING

**IMPORTANT:** Youth category (Under 16) entrants are not allowed to compete unless a parent/guardian has signed the disclaimer below on behalf of the entrant and a responsible adult is present. If the parent/guardian is not present, then the entrant must have a signed letter stating that they consent to another adult taking responsibility. Entrants under the age of 14 years are not allowed to compete on the public highway unless the event is a Time Trial and then only if they have attained the age of 12 years.

NAME OF EVENT:				DATE OF EVENT:				
MEMBERSHIP / LICENCE No.								
FIRST NAME:				LAST NAME:				
ADDRESS:								
POSTCODE:				TELEPHONE NO:				
DATE OF BIRTH:				GENDER (TICK)	MALE	<input type="checkbox"/>	FEMALE	<input type="checkbox"/>
CLUB /SPONSOR:								
AGE CATEGORY:				See table below. TLI Cycling events are organised in age category groups, determined by the competitors age on the day of the event although entrants may elect to be reclassified to a group that most suits their current ability				
EMERGENCY CONTACT NAME:				PHONE:				

Youth Categories	Male/Female	
Aged 6 and over until 31 December of year in which 8th birthday falls	YE	
From 1 January in year which 9th birthday falls to 31 December in year which 10th birthday falls	YD	
From 1 January in year which 11th birthday falls to 31 December in year which 12th birthday falls	YC	
From 1 January in year which 13th birthday falls to 31 December in year which 14th birthday falls	YB	
From 1 January in year which 15th birthday falls to 31 December in year which 16th birthday falls	YA	

\*On turning 16 riders have the option to compete either as a 'Youth A' or as a 'J' or, if female, as a 'WJ'. This is not reversible.

**ALL COMPETITORS STATEMENT:** I declare that the information on this form is complete and correct. I understand and agree that I participate in this race entirely at my own risk, that I must rely on my own ability in dealing with all hazards and that I must ride in a manner which is safe for myself and all others. I am aware that when riding in an event the function of the marshals is only to indicate direction and that I must decide if the movement is safe. I agree that no liability whatsoever shall be attached to the promoting club, meeting sponsor(s), TLI Cycling, or any official or member of the promoting club in respect of any injury, loss or damage suffered by me in or by reason of the race, however caused.

MEMBERS SIGNATURE:	DATE:
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**PARENT/GUARDIAN:** I hold legal responsibility for the competitor on this entry form. If my son/daughter/ward is not already a member of TLI Cycling then I give permission for him/her to join and compete as a day member of TLI Cycling and I accept that I shall be held responsible for the payment of £1 if the company is wound up. I understand and agree that my son/daughter/ward participates in events promoted under TLI Cycling's rules and regulations entirely at his/her own risk. I have considered and understand the nature of such events and have discussed them with my son/daughter. I am satisfied that my son/daughter/ward is sufficiently responsible and competent to assume responsibility for his/her own safety whilst engaged in competition under TLI Cycling regulations. My son/daughter understands that the function of marshals in such events is to do no more than indicate the direction the rider should take and that the responsibility for safety whilst negotiating corners, turns and other hazards must rest with the rider. I agree that my son/daughter/ward shall participate in this event without any liability whatsoever on the part of the promoter, promoting club, TLI Cycling, or any club or their officials or members in respect of any injury, loss or damage suffered by him/her, provided that this does not exclude the liability of any such party for death or personal injury arising from that party's negligence. I confirm, that my son/daughter/ward does not have any disability or medical condition, physical or mental, which could affect his/her ability to ride safely as a racing cyclist.

NAME OF PARENT / GUARDIAN:	RELATIONSHIP:
PARENT / GUARDIAN SIGNATURE:	DATE:

Entry Fee Enclosed - £ \_\_\_\_\_ Payable to the Organiser unless requested otherwise (see the website 'Events Calendar' for full details). If you require confirmation of your entry please enclose a stamped, self-addressed envelope

The Organiser must copy this Form and retain it for one year.

Please scan or photograph this form and send via email to [Ian Noons Administrative Director of Racing](#) within 7 days of your event.

Please Note: The text on this form must not be amended in any way.



## INJURY / ACCIDENT / INCIDENT REPORT FORM

### FOR EVENTS HELD UNDER THE RULES AND REGULATIONS OF TLI CYCLING

In the event of multiple incidents please use a separate form for each one.

<b>EVENT:</b>		<b>DATE:</b>	<b>REGION:</b>
Date and Time of Accident / Incident:			
Location:		Event Organiser's Name and Address:	
Name of Injured Person 1: TLI Cycling Membership Number: Address:  Tel Number: Injury & Treatment Received:		Name of Injured Person 2: TLI Cycling Membership Number: Address:  Tel Number: Injury & Treatment Received:	
Name of Injured Person 3: TLI Cycling Membership Number: Address:  Tel Number: Injury & Treatment Received:		Name of Injured Person 4: TLI Cycling Membership Number: Address:  Tel Number: Injury & Treatment Received:	
Description of Accident / Incident (Please continue on another sheet if needed):		Name & Address of Doctor or Hospital where injured was / were referred:	

The Event Organiser must sign this form and return it within 7 days to the [Geoff Saxon Insurance Administrative Director](#)



## EVENT RETURNS FORM 2023/24

Please complete all sections and return to your TLI Cycling Event Coordinator [Ian Noons Administrative Director of Racing](#) within 7 days of the event taking place together with copies of the event registration forms, and levies to be paid into TLI Cycling Ltd bank account using the unique reference number provided. In the case of a series lasting more than 4 weeks, returns must be made within 7 days of the end of each calendar month.

REGION:	
EVENT NAME:	
EVENT DATE:	
ORGANISER NAME:	
ORGANISER ADDRESS:	

NUMBER OF YOUTH MEMBERS (YE,YD,YC,YB,YA)	<input type="text"/>	@	£ 1.00	
NUMBER OF FULL MEMBERS (JUNIORS AGED 16/17)	<input type="text"/>	@	£ 1.00	
NUMBER OF FULL MEMBERS (AGED 18 AND OLDER)	<input type="text"/>	@	£ 1.00	
FOR ROAD RACE SERIES AND TT EVENTS	<input type="text"/>	@	£ 1.00	PER EVENT

PLEASE ADD ANY COMMENTS YOU CARE TO MAKE REGARDING YOUR EVENT:-

HAVE YOU COMPLETED AND EMAILED THE FOLLOWING:	
COPIES OF EVENT REGISTRATION SHEETS (PLEASE SCAN OR PHOTOGRAPH)	<input type="checkbox"/>
RACE LEVIE PAYMENTS TO TLI CYCLING LTD BANK ACCOUNT (PLEASE USE UNIQUE REFERENCE NUMBER)	<input type="checkbox"/>

Please return this form and enclosures to [Ian Noons Administrative Director of Racing](#).





