Event recommendation checklist for Ride for Research hosts

Initial planning

• Ensure you have insurance to cover the event and follow all instructions from your insurance provider to ensure you are covered on the day. This is likely to require you to carry out a risk assessment before the event and provide appropriate first aid support for the event.

• Plan the event well in advance and in as much detail as possible. When looking at a possible date for the event, it is important to avoid a clash with other local events so check out the local newspapers and riding/pony clubs diary dates for details.

It will then be necessary to:

• Check suitability of proposed site and proposed route (particularly if passing through privately owned land)

• Produce an outline programme

• Plan a budget for the event

• Keep check lists and records of services, helpers and officials

• Produce an outline running order for the event

• Appoint/designate officials vital to the running of the event – safety officer, official steward etc.

• Decide a contingency plan for wet weather, unforeseen circumstances etc

Have the right volunteers in the right roles – who can help you plan for the day and who else can help you deliver the event on the day.

Typical volunteer roles may include:

• Event manager (that’s probably you!)

• Treasurer – someone to keep track of expenses and income

• Health and safety marshal

• Course marshals

• Car park marshals

• Plus other roles more ad hoc to your venue
Finance

It is always wise to prepare a budget for even very small events. Preparing a budget is not a difficult task and it provides you with a financial guideline to the feasibility of the event. It can also help you work through the planning stages, provide a basis on which to set entry fees, and can be used as a checklist for services required.

The budget might include:

- Hire of other services (PA equipment, horse ambulance, etc)
- Expenses for officials (doctors and vets)
- Catering
- Printing (programmes, schedules, etc)
- Portaloos
- Tents
- Signs
- Advertisements/publicity

It is important to keep records, so control can be exercised over income and expenditure so a picture of the final fundraising outcome of the event can be obtained. Your treasurer is probably the best person to keep these records.

General administration

The following equipment and paperwork should not be overlooked:

- Risk assessment. Ensure you have a full risk assessment completed ahead of your Ride for Research date.
- Health and safety policy to be completed and accessible for all volunteers, colleagues etc.
- Accident/incident book, make sure this is in a central location and everyone knows where to find it.
- Accident report form, as above.
- Records of land owners’ consent. Be sure to get a copy of this signed if needed for access to land owned by another business/person. Keep it with all event documents.
- Entry forms and a list of riders. All personal data needs to be secured and locked away.
- Tack notes for stewards. Ensure these are available.
- Rule books. You may want to publish this on your website or social media event page ahead of the event date so all taking part has access ahead of the day to help stop any delays.
- Schedule. As above.
- Telephone book (a separate book with details of show contacts). Keep all personal data secure, ensure all volunteers, colleagues have numbers stored ahead of event day.
- Committee event box for the day of the show containing pens, pencils, rubbers, rulers, permanent marker pens, sellotape, stapler, scissors, plain envelopes, stamps, rubber bands, blank paper.
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Other things to consider

- Advertising
- All terrain vehicles and motorcycles
- Buildings
- Catering
- Cattle grids
- Children
- Communications
- Dogs
- Electricity
- Generators
- Health and safety committee member
- Health and safety standards
- Horses
- Insurance
- Layout
- Licences
- Liquid petroleum gas
- Litter
- Machinery
- Marquees, tents and caravans
- Open access areas – England and Wales
- Photography
- Public rights of way
- Water
- Risk assessments
- Signposting
- Stewards
- Stringing and roping
- Telephone
- Toilets
- Vehicle accesss and parking
- Veterinary cover

This document is intended to provide general guidance on things to consider when organising a Ride for Research event but Cancer Research UK cannot take any responsibility for your event. You shall at all times remain responsible for the first aid, emergency arrangements and reporting of accidents at your event and you should seek your own advice if you consider it necessary.

Good luck!
Thank you