Guide-lines for Organising an EACC Run

Many EACC events follow a tried and tested format. The entrants gather at a suitable location – often a village hall – then at around 11 o'clock they leave on a ride. There's a halfway stop at a pub or café for lunch, then the ride continues back to the starting point. The total length of the run is 20 to 35 miles and, although it's called a "halfway stop", the outward leg is usually longer than the return one.

However, there are countless possible formats for an event and just because many stick to this formula, that's no reason why you should do the same - there are some other ideas at the end of this document.

The first thing to do is to decide where and when you are going to hold your event. Then get in touch with the EACC's 'Officer in Charge' of Events, Paul Efreme. Paul will be able to advise you of any potential clash with other events on the club calendar. Keep the club informed of your progress. The more information you can provide about your event, the better the listing in the club newsletter and website will be.

The club does not insist on any particular notice period before an event but, obviously, the earlier you can inform Paul, the better. For one thing, it gives more time to list the event in the club newsletter. Paul's contact details are in your Club Information Sheet.

Joint Events

The EACC encourages co-operation with other clubs. There are, however, additional considerations when other clubs are involved in an event. Rather than go through it all, we have prepared a separate Joint Events Factsheet.

Finance

The EACC has a very low subscription rate, so we don't have loads of spare money to finance events. Because of this, all events should be self-financing. On most of our events, a collection plate raises enough money to cover the costs. Sponsorship and entry fees are other possibilities for covering the costs of an event. However, we do not want our event organisers to be out-of-pocket so we will cover any losses if, for example, an event loses money because of bad weather.

The Starting Point

Ideally, the starting point should have plenty of parking space for cars and trailers. Anyone coming a long way to attend will also be grateful if the starting point has toilets and if a cup of tea can be had. Tea, coffee or cold drinks (the latter particularly on a hot day) are also welcome on return to the start. Village halls, community centres, sports clubs, Scout HQs and similar places are ideal in this regard. Public car parks and pub car parks are other possibilities.

The Route

The usual route is between 20 and 35 miles with a lunch stop. It's best to avoid busy main roads. Try to avoid very long and steep hills too. The lunch stop may be along the route or (for instance, if you're starting from a pub) back at the start point. The best way to check that your route is suitable is to ride it yourself.

You will need to prepare a route sheet, or map, or both for the riders to follow. This may be the main way of guiding people around the route, or you may adopt another system like putting markers around the course, or having 'leaders' who know the way. Even so, you'll still need some sort of route sheet in case anyone goes astray or gets separated from the others.

Lunch Stop

The venue you choose will want to know how many people are likely to be turning up. Once your event is established, you will have a good idea of likely numbers but, if this is your first event, it's not so easy. One solution is to ask the entrants to book lunch individually by 'phoning the venue. It will be helpful if you can

time your arrival to avoid the busiest period. Remember that the venue probably relies on regular customers for its livelihood and, therefore, these customers are more important to them than your once-a-year run.

Before the Event

Check your route again a few days before the event to make sure nothing has changed.

The club's 'Officer in Charge' of Events will send you some sign-on sheets before your event takes place.

On the day

Try to get everyone to sign on – not just the riders but anyone else who is involved in any way at all. If they are not members of the club, then they should fill in the form for temporary 'day' membership. This is particularly important if any non-members are helping with running the event (for example, if you've persuaded a friend to make the tea). By taking 'day' membership, they will be covered by the club's public liability insurance. The club does not make any charge for 'day' membership.

Entrants will be happy to make a donation to cover the cost of organising the run, so have a collection pot.

If you get the opportunity, photos are useful for subsequent inclusion on the website.

Breakdowns and Accidents

Have a plan for rescuing anyone who breaks down or has an accident. This can range from a broom wagon following the run to supplying everyone with a 'phone number they can ring to get help. EACC members are usually quite self-sufficient and will sort out most problems themselves, but it's best to try and be prepared for the worst case. It can be useful to have a First Aid Kit available … and someone who knows how to use it.

After the run

Return the sign-on sheets to the 'Officer in Charge' of Events. If you can, write a report (or persuade someone else to write one) for the newsletter or website.

Options

As stated at the beginning, there are countless possible formats for an event. Here are some ideas:

- A 'Moped Jumble' at the start/finish point
- A static display or exhibition of machines at the start/finish point
- If lunch is at the starting point, there could be an additional afternoon ride
- A distance event – 50 miles or 100 miles for example
- A summer evening ride
- A short-cut for slower cyclemotors
- A 'Treasure Hunt' where riders have questions to answer about places on the route
- A 'Signpost Run' run where riders get clues to plan a route from
- A run in conjunction with a local vintage vehicle rally, fête or festival
- A ride to a place of interest: eg: a museum
- A weekend camp with runs on both days
- Riding tests or other silly games