

The Suffolk Spring Classic Event Plan Road Cyclo Sportive Sunday 27th April 2025

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Section 1 - Event Overview

Event Details

EVENT CENTRE:

Rowley Mile Racecourse,
Cambridge Road,
Newmarket,
Suffolk,
CB8 0TF

TYPE:

Road Sportive

ROUTES:

Short: 61km
Middle: 94km
Long: 120km

EVENT DATE:

27th April 2025

MAXIMUM ESTIMATED NUMBERS:

All UKCE sportives are capped at 1000 riders.

RIDER START TIMES:

09:00 - 10:30
(pre-selected waves with 20
riders going through the start
every 2 minutes)

Short: 150
Middle: 350
Long: 500

LAST RIDER FINISH:

16:30



About Us

UK Cycling Events LTD organise up to 20 amateur non-competitive cycling events in the UK. These events support amateur cyclists by selecting low traffic, interesting and scenic routes which can be cycled at various lengths to suit all abilities.

UK Cycling Events (UKCE) provides a support infrastructure for these events including:

- Organisation
- Food and Water stations
- Breakdown assistance and mechanical support
- Route marking and monitoring
- General First Aid at food and drink stations

The aim of the event is to provide an environment for cyclists of all ages to have a safe and enjoyable ride.

Contact Information

COMPANY: UK Cycling Events LTD

WEBSITE: [The Suffolk Spring Classic](#)

EMAIL: enquiries@ukcyclingevents.co.uk

EVENT MANAGER:

The Event Manager will be responsible on behalf of UK Cycling Events for all aspects of the organisation and smooth running of the event, including the administration of the Health & Safety policy and Emergency procedure.

One Event Co-ordinator will always be positioned at event HQ and will have adequate means of bespoke communication with all the event staff, food and water stations as well as the mobile support vehicles.

Section 2 - Event Procedures

Administration

Event registration will be conducted at the venue with proof of purchase given. Only those part of the event will be eligible for the ride-based facilities of the event. Spectators are welcome within the grounds and event centre.

Facilities

As part of our events we will include the following facilities:

- Free Parking
- Mechanical Support
- Medical support
- Pickup vehicles
- Full route marking
- 3rd Party rider public Liability insurance
- Feed stops
- Electronic Chip timing
- Online results
- Bespoke Finisher medal and Finisher goodies
- Hot food and drink at venue
- Free Event photography

Toilets

Male and Female toilets will be available at the Event Centre and each feed stop along the route.

Catering

Catering concessions will be available within the event centre. This consists but is not limited to a separate food and hot drink stall operational from 07:00 - 16:00.

Traffic Management

Start line Briefing to include:

- Signage
- Riding single file and in accordance to the Highway code
- Weather related Issue and Information
- Ride route information (e.g. distance to feed stations + toilets)

As part of the pre-ride information all riders will have received a pre-ride instructional video reminding them of the highway code.

Weather Alerts:

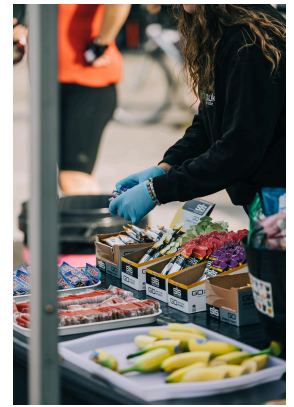
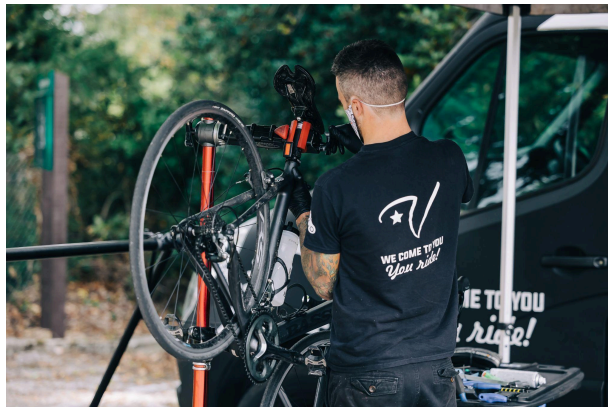
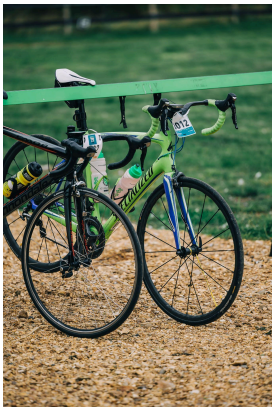
Expected riding conditions sent to all riders as part of the pre-ride information email they will receive. This will include advice on how to cycle safely in the expected conditions and any additional equipment they may need (e.g. Wet weather clothing, additional lights).

Waste Management:

Bins will be provided at all venues grounds and at Feed stops on course. These areas will also be inspected prior to departure. Concessions will be responsible for the removal of their own waste. On course team sweeping signage will also clear any obvious litter which may have been dropped on route.

Noise Management:

Most of the noise will be located at the venue area itself. This would consist of PA for announcements and traffic noise moving around the site. There will be minimum noise pollution on the route and at food stations.



Example of Feed Station Facilities - Bicycle Racks, Mechanical assistance, energy food and drinks.

Section 3 - EVENT HEALTH & SAFETY POLICY

To provide a safe environment for amateur cyclists to enjoy the event:

Participant Information:

- The participants will all be required to sign and agree with the UK Cycling Events terms and conditions. These are provided on the day and are on the [website](#). There is also a copy at the bottom of this document.
- Pre-event information packs will be sent to all participants to include the following items: Course signage, weather forecast and equipment list.
- Participants should be reminded of their personal responsibility to ensure their own Health & Safety on registration.
- Participants should be reminded that the event is a sportive and **NOT** a race.
- Participants should be reminded to take enough water for the duration of the event.
- Participants will be advised of the route and the event emergency contact numbers.
- The event organisers will provide support vehicles to aid retired, and any Participants with medical conditions.
- The event organisation will provide nutrition stations at appropriate distances to supplement Participants provisions.
- The nutrition stations will have available general First Aid support as well as communication to the event co-ordination and support vehicles.
- Static marshals will be used throughout the course where risk assessment dictates.

First Aid Provisions:

- All core members of the team are first aid trained and kits will be provided at the venue, feed stops, Marshal points and course vehicles
- Qualified paramedics will be based at the event centre in the morning and then roam the course. They will stay onsite until the last riders return. We have a minimum of two medics per event who all carry their own equipment.
- Participants will be advised of the route and the emergency contact numbers which are printed on course maps and located on all bike 'front numbers'.
- Emergency calls go straight to a dedicated phone located at the venue who will co-ordinate the medical or mechanical team's movements
- The feed stops and water stations at village halls or equivalent will have available general first aid support as well as communication to the Event Co-ordinator and support vehicles.
- A mix of static and roaming marshals will be used where applicable (See Section 5 for Risk assessment)



Communications:

The management team, medical support, stewards and event staff will have access to either radios or mobile phones.

The event organisers will provide support vehicles to aid breakdowns, retirements and medical assistance.

The PA system will be used to conduct a safety briefing and any emergency announcements if needed.

Start Procedure:

Cyclists will be released onto the route in groups of no more than 30 riders with a gap of 1-2 minutes between each group. These groups will be spread out to avoid any bunching on course.

Severe Weather Warnings and Event Cancellation:

Pre-event checks: weather checks including extreme weather checks will be conducted using the Met Office in the week leading up to the event. The event will be cancelled if the predicted weather conditions are too severe to conduct the event safely.

Monitoring on the day: The weather will be monitored on the event day and we have the option to cancel the event on the day. Keep riders informed as they progress around the route via communication to the feed stops, or shorten the course by the removal of one or more of the longer route options.

Section 4 - MARSHALS

Parking marshals in high visibility vests will be used at event HQ. They will also man the Hydration/Feed stops on the route to offer assistance to participants. Feed Stations will provide food and drink and first aid. Route marshals will also be placed at specific points to warn participants about road potential hazards.

Marshals are provided with documents highlighting any potential risk, locations, action points and contact numbers.

Marshals will be advised not to direct traffic or indicate when a route is safe to use to any participant.

All marshals are provided with high visibility clothing.



Example of an UKCE venue Marshal - Provided with Facial Mask, Walkie-Talkie for communications and a high vis jacket for visibility.

Section 5 - Event Risk Assessment

2 Risk assessments will be conducted prior to the event.

- 1) 3 months prior to the event
- 2) The week prior to the event to capture any recent changes to the venue/ route.

Suffolk Classic																					
Completed By:			Ryan Drummond			Complete (Yes/No)		Yes					At risk								
Date Complete:			06 November 2024										Measure to be taken								
Route			Map ID number	Marshal No.	Distance	Risk Level (RML)	Action Hazard		Cyclist	Motorist	Slow Down	Junction Ahead	Uneven Surface	Caution	Slow Down (bends)	Cycle Event	Cycle Event Position	Marshal	Rider Briefing	Single File	Other Action
Book	Short	Mid	Long							4	1	2	13	10	21	1	1	1	1		
X	X	X	X	1	1	L	Straight Across at Crossroads Leaving Venue			X	X										
X	X	X	X	2	2	M	Left Turn at T Junction onto A1304			X	X										
X	X	X	X	3		M	Right turn Across Traffic Leaving A1304			X	X										
X	X	X	X	4		L	Railway Level Crossing on Slight Angle			X											
X				5		L	Right turn at T-junction			X											
X	X	X	X	6		L	Descent into Great Wratting			X											
X	X	X	X	7		M	Straight Across at Staggered Crossroads over A143			X	X										
X				8		L	Road Narrows at Bridge			X	X										
X	X	X	X	9		L	Right turn across blind traffic			X	X										
X	X	X	X	10	3	L	Right turn on RB on A143, drain covers in middle.			X	X										
X	X	X	X	11		M	Straight over on RB over A1017			X	X										
X	X	X	X	12		L	Drainage covers on descent with bends			X											
X				13		L	Split at junction			X	X										
X				14		L	Straight on at cross roads over B1054			X	X										
X				15		L	Descent to unmarked junction			X	X										
X				16	4	L	Narrowing on bridge			X	X										
X	X	X	X	17		M	Left at T-junction on A1017			X	X										
X	X	X	X	18		L	Descent with parked cars on Hickford Hill			X	X										
X	X	X	X	19		L	Right at T-junction blind traffic from the left			X	X										
X	X	X	X	20		M	Right at T-junction on A1092			X	X										
X	X	X	X	21		L	Left at T-junction on B1063			X	X										
X	X	X	X	22		M	Staggered crossing on the A143			X	X										
X	X	X	X	23		L	Straight Across at Crossroads			X											
X	X	X	X	24		L	Right Turn at T Junction			X	X										
X	X	X	X	25	2	M	Left Turn at T Junction onto A1304			X	X										Reposition Marshall 2
X	X	X	X	26		M	Right turn Across Traffic Leaving A1304			X	X										
X	X	X	X	27	1	L	Straight Across at T Junction into Venue			X	X										Re-Use Marshall 1



COVID-19 Risk Assessment

Covid specific emergency plans in line with current government guidelines are available if required.

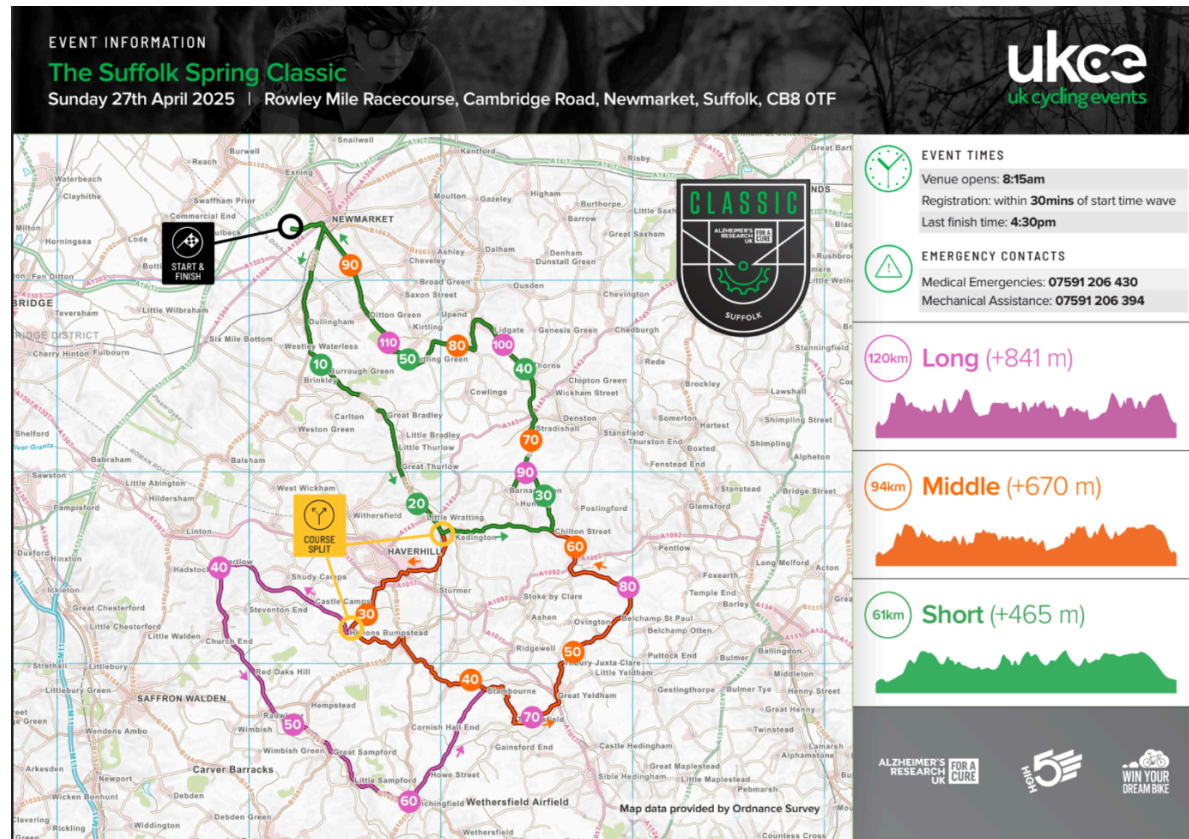
Other Risk Assessments

Further risk assessments have been conducted for the following procedures and available at request:

- Car Park , Course Lay & Collect and Marshalling

Section 6 - Route Map

Click on the image for a larger version of the route map.



Section 7 - Event Signage

Signs are placed no more than two days before an event and will be removed within 24 hours of the event. If signs are removed by any other party prior to or during the event, they will be replaced.

Standard Signage

COURSE SIGNAGE

DIRECTIONAL ARROW SIGN

COURSE SPLIT SIGN

EPIC COURSE SIGN

STANDARD COURSE SIGN

SHORT COURSE SIGN

CAUTION

SLOW DOWN

ukce
uk cycling events

Section 8 - Event Insurance

Public liability insurance and third-party rider liability insurance for UK Cycling Events is visually attached below.

All other trade stalls/information stands will have to provide their own Public liability insurance to UK Cycling Events.



**ACTIVITIES
INDUSTRY
MUTUAL**

Certificate of Liability Cover

Contract Number	Y145911QBE0124A
Member Number	UKCYC/4553580KNC
Cover Number	AIM101597

This Certificate is issued by Activities Industry Mutual Limited and confirms that the named Member is a Member of the Mutual and that the Mutual provides cover to the Member in respect of the Liabilities described below.

Name of Member	UK Cycling Events Ltd
Trading as	
Member's representative	Broker - Doug Kaye
Business description	Organiser of cycling events in the UK. Currently 13 events
Cover Period(from)	04/09/2024
Cover Period (to)	03/09/2025
	Both dates included

LIABILITY COVER

Employers' Liability - To indemnify the Member for legal liability in respect of bodily injury or death suffered by the Member's directors or employees arising out of and in the course of their employment by the Member caused during the Cover Period in connection with the Member's business, and Claimant's and Member's costs and expenses arising therefrom as more fully described in the Cover Wording

Cover Limit - each and every occurrence up to	£10,000,000
Terrorism Sub Limit - each and every occurrence up to	£5,000,000

Public and Products Liability - To indemnify the Member for legal liability for bodily injury or death and accidental loss of or damage to property as more fully described in the Cover Wording

Public Liability

Cover Limit- each and every occurrence up to	£10,000,000
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Products Liability

Cover Limit - any one occurrence and in the aggregate during the cover Period up to	£10,000,000
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Professional Indemnity - To indemnify the Member for legal liability in respect of alleged inadequate advice, services or designs provided by the Member causing financial loss. Only claims notified to the Mutual in the Period of Cover Period may be the subject of indemnity under this cover

Cover Limit - any one occurrence and in the aggregate during the Cover Period up to	£100,000
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Signed by:



Registered in England and Wales No. 5372195, Registered Office: 90 Fenchurch Street, London EC3M 4ST.

Managed by Thomas Miller Discretionary Mutual Management, a trading style of Building Lifeplans Limited.

Activities Industry Mutual Limited (FRN: 451585) is an appointed representative of Building Lifeplans Limited, a company authorised and regulated by the Financial Conduct Authority (FRN: 311894) and registered in England, No. 3871048, Registered Office: 90 Fenchurch Street, London EC3M 4ST.

AIM - QBE - Certificate of Liability Cover v2402_1.0



Section 9 - UK Cycling Events Terms & Conditions

The Terms and Conditions detailed below apply to all riders participating, in any event, organised and operated by UK Cycling Events Ltd. Completion of an Event Registration Form or purchase of an entry by (or on behalf of) the rider (“**you**”) acknowledges acceptance of these Terms and Conditions.

General Terms & Conditions

Format

1. You accept that the event you are entering is not a race in any format. Results will be published for individuals only and anyone considered to be competing against others will be stopped from riding and banned from entering future events.

Conduct

2. You are fully responsible for your actions whilst attending the event. This includes the event centre and during the ride itself. UK Cycling Events Ltd, do not accept responsibility for your actions nor their consequences.

3. Upon signing the Event Registration Form or purchasing an entry, you agree that you understand the style of ride you are entering (Road / Gravel) and you are entering and furthermore understand the arduous nature of the event, the terrain and style of riding. Furthermore, you confirm that you are physically fit and capable of undertaking this challenging event.

4. Upon signing the Event Registration Form you agree to read and watch all pre-event information and briefing videos.

Age Requirement

5. The Event Registration Form or purchase of an entry to an event must be completed by a person aged 18 years or over. Evidence of age must be provided on request.

6. Riders under the age of 18 will be allowed to participate in the event with the consent of their parent or legal guardian who must sign the Event Registration Form or purchase an entry on the rider's behalf. By signing the Event Registration Form or purchasing an entry on the rider's behalf, you accept responsibility for the actions and consequences of the underage rider.

7. Under 16's need to be accompanied by an adult who is responsible for them at all times.

8. Riders under the age of 12 on the day of the event will be able to ride any event of their choosing for FREE as long as they are accompanied by an adult who is responsible for them at all times. Proof of age of the child will be required at registration. If the child is NOT Under 12 on the day of the event then they will be required to pay the appropriate charge for participating in the event.



Equipment

9. You must wear a safety-approved cycling helmet complying with the latest EN1078, ANSI Z90/4 or SNELL standards during your participation in the event. Any rider not wearing a helmet will not be covered by the event insurance and will be disqualified from the event and could be liable for damages if involved in an accident on that basis. You must accept this as a condition of entry.

10. You confirm that the cycle/bike you are riding for the event and all of your equipment is of a suitable standard and state of trail/roadworthiness, in particular, the ability to complete the longest distance and over rough terrain, dependant on the event.

11. We reserve the right to refuse entry to the event to anyone with inappropriate equipment or clothing.

E-Bikes

12. If you wish to use an e-bike at one of our events, it must be fully compliant with UK law - e.g. no "chipped" or overpowered e-bikes. These are considered illegal in the UK and are not allowed at our events.

13. As organisers, we are duty-bound to prioritise our resources to deal with genuine first-aid and mechanical issues. Flat e-bike batteries mid-ride are not considered genuine mechanical issues, rather the predictable outcome of poor planning. Riders with flat e-bike batteries are requested to make their own way to the nearest event Feed Station or Splash & Dash. It should be noted that we may have to wait until the event is finished and/or there are spare resources to facilitate a pick up from these locations. It is therefore suggested that e-bike riders are (1) familiar with their bike's battery range, and (2) either carry a charged spare battery with them or stash a spare battery at a suitable point on the route in advance.

14. E-bike riders agree to ride legally, appropriately and considerately at all times.

Gravel Rides

15. Gravel Rides are a cross-country journey by bike that incorporates a mixture of tracks, trails, lanes, bridleways & roads to create an interesting and challenging route over a variety of terrain and surfaces. The on/off-road nature of Adventure Cross routes makes a Cyclocross / Gravel bike the ideal choice but, equally, a Mountain (hardtail, full suss) / Hybrid bike can also be used.

Routes

16. Upon signing the Event Registration Form or purchasing an entry (for yourself or another ride), you agree that you (and any other entrants you are registering) are physically and mentally capable of riding the distance you have chosen. If during the event you decide to change the route or distance, you do so at your own risk.

17. During the event, there will be warning signs at appropriate points on the trails or roads. The absence of these signs does not signal that there are no dangers approaching and it is your responsibility to make a decision regarding whether to ride a section or not. The marking of the route does not necessarily indicate that the trail or road is rideable and you are deemed to make your own decision about whether to proceed on bike, foot or not at all.



18. Any marked route is shown for guidance only and we do not insist that you use the route shown. If you choose to ride a section, it is entirely your own choice. If you choose a different route to avoid obstacles or sections you decide are beyond your capabilities, you do so entirely at your own risk.

19. We reserve the right to shorten or alter the published route at any time. You do not have the right to claim a refund if the route is shortened or altered.

20. If you fail to complete the course for any reason, you agree to return to or call the event centre before the close of the event and report to a member of staff. Not doing so will mean that a search may be organised and the subsequent cost will be billed to you.

Rules

21. You are requested to ride in single file where appropriate and no more than 2 abreast at any time. Please be aware of your fellow cyclists, other road users, and any other traffic and always indicate your intention to stop or change direction.

22. You must adhere to and obey the Highway Code, local bylaws and the laws of England, Scotland, Wales and N. Ireland or other countries in which the event is taking place as applicable and extend all reasonable courtesy to other road and off-road users.

23. You must be considerate to other users of bridleways, tracks, byways and public ways when riding off-road. Upon seeing other users, such as horse riders, walkers, farm traffic, and other cyclists, you are required to slow down and pass with care. Where appropriate, you should stop and wait at the side of the route for other users to pass safely.

24. You must not drop or leave any litter on any part of the route but dispose of it responsibly at an appropriate place or bin. Any rider found littering will be disqualified from the event.

25. You are expected to respect the roads, villages and countryside that the events travel through. It should be remembered that this is both a working landscape and home to many communities. If you stop for a comfort break you are asked to do so discretely and appropriately and not to cause any offence to local residents or other riders.

26. In the case of Mountain Bike and Cyclocross events, you are expected to close all gates after you pass unless otherwise instructed. You must not leave a gate open for a rider following behind. Gates should be opened and closed and not vaulted. Any rider causing damage to a gate will be liable for any costs to repair said damage.

27. You will be fully responsible for any fees or costs incurred or arising from an accident either involving or caused by you. This includes, but is not exclusive to, fees from Police, Air Ambulance, Fire and Rescue and Ambulance service. If the situation arises that you are not capable of making the decision to call the emergency services, you agree that a member of our team or a member of the public may call on your behalf. In this situation, you still accept the costs and consequences of such actions.

28. You accept full responsibility for any fees or costs incurred or arising from the need for repatriation.



Insurance

29. Participation in the event is at your own risk.

30. No insurance cover is provided by UK Cycling Events for riders participating in an event. All actions taken by riders while at the event will be deemed their own responsibility and therefore liable for any personal or third-party damages occurring from any actions taken, unless caused by our negligence.

31. We strongly recommend each rider organise their own personal insurance cover.

32. It is a condition of entry for events outside of the United Kingdom that you have purchased a suitable level of travel insurance to cover the potential activity and liability involved.

Recordings and Event Photography

33. By participating in the event, you confirm and agree that we and third parties authorised by us may record you via photographs, film, audio, audio-visual or other recordings, still or moving, during the event ("Recordings"). We shall own all rights in such recordings and you hereby (i) assign to us any and all present and future copyright, performance rights and any other right, title and interest in and to the Recordings and you hereby waive the benefit of any law known as "moral rights"; (ii) agree that we may use the Recordings for any purpose at our sole discretion including in any marketing and/or publicity materials, and on any website and social media; and (iii) agree that the Recordings may be altered, edited and/or modified (e.g. combined with other images, text, graphics and/or sound). You hereby release us from any and all liability from such use and promotion and specifically waive any right to any compensation you may have for appearing in any of the Recordings.

34. The 'Recording' (photographs, film, audio, audio-visual or other recordings still or moving taken during the event) rights remain the property of UKCE and the photographer. Whilst we allow riders to download and share recordings free of charge, anyone looking to use the images for commercial purposes needs to contact UK Cycling Events to arrange special permissions.

35. Whilst we endeavour to ensure that as many riders as are captured in our Event Photography as possible, we do not offer individual rider photos and do not guarantee that there will be a photo of everyone.

Cancellations

36. Event entry fees cannot be refunded under any circumstances.

37. Event entries can be transferred between our events within the same calendar year OR to another rider subject to a £5 transfer fee, up until midday of the Monday before the original event is due to take place.

38. We reserve the right to cancel any event due to extreme weather conditions. Your entry will be automatically moved to the rescheduled event. If you can't make the rescheduled event, you can carry your entry to another event of an equal or lower ticket value within the 12 months following the rescheduled event. No refunds will be issued and no compensation will be given towards your travel or accommodation costs.



39. If you or someone you have entered into one of our events decides not to participate for any reason, you do not have the right to a refund or any compensation.

Promotions

40. In the case of competition entries or giveaways, the winner agrees to the use of his or her name, photograph and disclosure of county of residence and will cooperate with any other reasonable requests from us relating to any post-winning publicity.

41. We reserve the right to remove any UK Cycling Event or Third Party promotions at any time. You do not have the right to then claim a refund or a voucher for the monetary value of the promotion.

42. We reserve the right to reduce the price of our events at any time as part of a flash sale or promotion. If you have previously entered the event at a higher price, you are not entitled to a refund of the difference. If you have missed the promotion deadline and are asked to pay the full price, you are not entitled to a discount. Discount codes and promotions can not be used in conjunction with each other. Only one discount code can be used per transaction.

Your Personal Information

43. We will only use your personal information as set out in our [Privacy Policy](#).

Applicable Law

44. If you want to take court proceedings, the relevant courts of the part of the United Kingdom in which you live will have non-exclusive jurisdiction in relation to this contract. The laws of England and Wales will apply to this contract.

Alcohol Consumption

45. Where finish line gifts include alcoholic beverages supplied by sponsors or otherwise, it remains the full responsibility to ensure that they are fit and safe to ride or drive home and are under no obligation to consume the beverage upon receipt.

46. All riders under the age of 18 are the responsibility of the parent or guardian that entered the event on their behalf and is their responsibility to ensure that the alcoholic beverage is not consumed by said participant.

Rewards Membership

47. When entering one of our events online you will automatically get access to our Rewards Membership once payment has been completed. Our Rewards Membership offers you discounts on select well-known brands. You do not have to take advantage of this offer and will have the option to opt out of Rewards Membership during the checkout process.

48. Membership lasts for 1 year from the date you join. To renew your membership, please enter another event with us. If you enter multiple events throughout the year, your 1-year membership will restart from the last event you entered with us.

49. There are two tiers of Rewards Membership available. Anyone entering one of our events automatically gets the premium tier which offers the maximum discounts from a full catalogue of brands. The basic tier is available to newsletter subscribers who may occasionally get invited



throughout the year via our newsletter email. Rewards on the basic tier are limited to select brands only and offer smaller discounts.

50. The premium tier Rewards Membership is only available to customers who enter an event via our main website and not through third-party sites such as Find A Race.

51. UK Cycling Events and Endurance Zone reserves the right to withdraw or change discounts and brands without prior warning.

50. You can find out more about how we process the Rewards Membership in our [privacy policy](#).