

Organising Team

It is advisable to create a dedicated sub-group of the PTA (assuming the PTA is accepting responsibility) for the event. The Organising Committee can include representatives of the School PTA, the local community, local business, the nominated charity. If there is a local Bikeability co-ordinator (the new name for Cycling Proficiency) it is very useful to include this person on the team. The Committee only needs to meet 4 times between November and April (assuming the ride is in April) with all other communication via e-mail or phone (or school playground!)

Roles and responsibilities can be distributed as follows:

Chair	<ul style="list-style-type: none"> Calls and minutes meetings, general overview, funding Creates master forms All contacts with sponsors, donors etc Registers with Bike week for insurance, contacts police and traffic authorities, sets up first aid and medical back up Manages production of all signage, printing of numbers Organises photographer Ride timetable, playground layout, provision of bike racks, massage Liaison with PTA Treasurer Organises and advertises Bike Clinic (or delegates to another committee member)
Route Master	<ul style="list-style-type: none"> Establishes route, carries out risk assessment, puts up route signage on the day of the ride Produces route map Liaises with local cycle stubs, Sustrans, CTC, other cycle organisations
Marshal Coordinator	<ul style="list-style-type: none"> Recruits and briefs marshals Works out marshal points Coordinates marshals on the day
Entries Coordinator	<ul style="list-style-type: none"> Receives and processes entries Sends out confirmations and numbers Maintains database of contacts Produces master list for check in on the day Co-ordinates registration and check in on the day Co-ordinates end of ride goody bags, certificates, stickers (if provided)
Publicity, PR	<ul style="list-style-type: none"> Sets up relationship with local media Writes and distributes all press releases Produces and sends out adverts to regional magazines and other local opportunities Co-ordinates communications to school Promotes registration Produces, puts up and removes local advertising board
Refreshments	<ul style="list-style-type: none"> Organises on the day refreshments and kitchen support including provision of lunches for marshals
Website Manager	<ul style="list-style-type: none"> Designs and updates website
Charity representative	<ul style="list-style-type: none"> Helps with Marshal recruitment Promotes ride via charity channels

Playground cycle coordinator	Organises all aspects of playground cycle including staffing
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