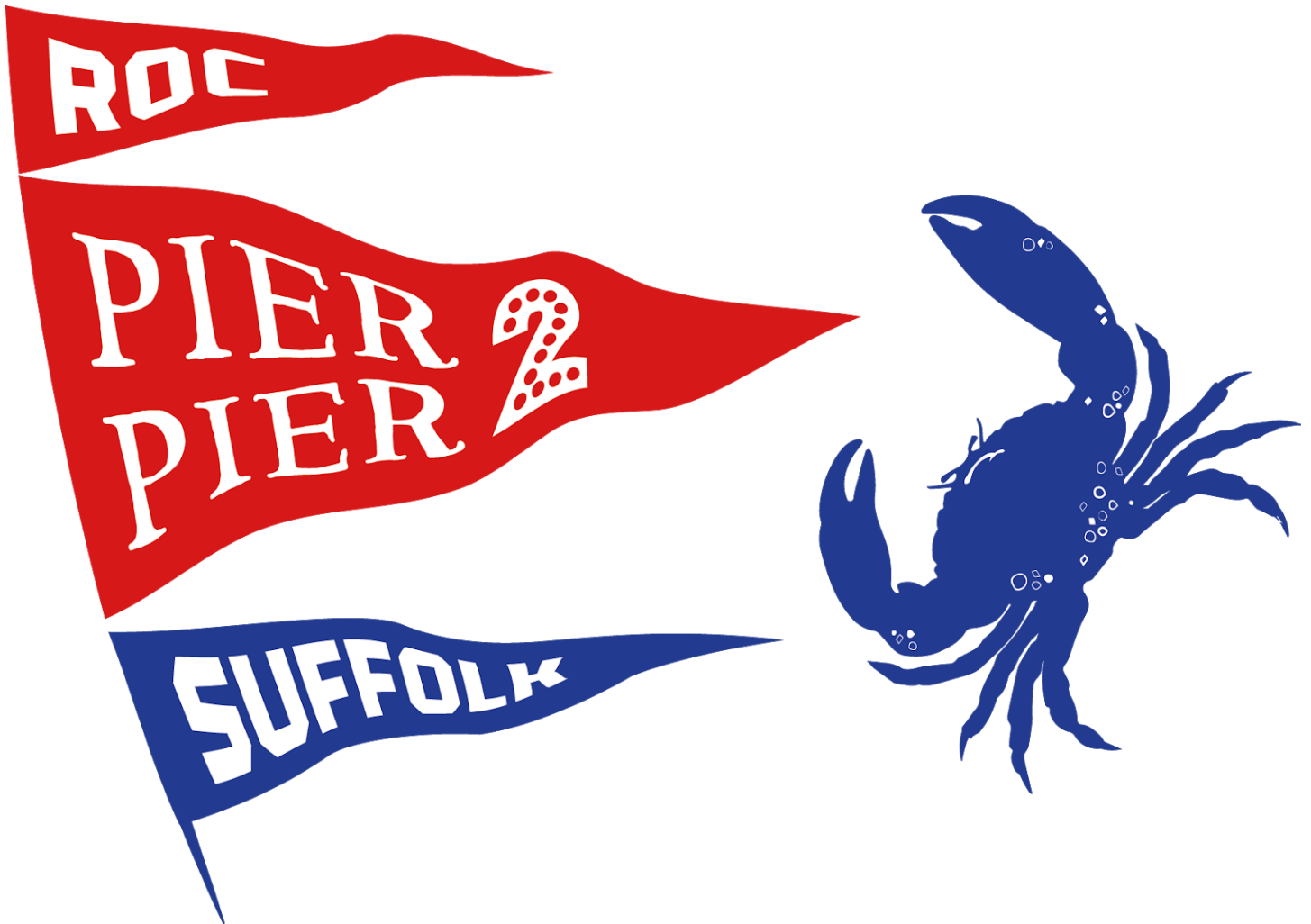


**RUN  
OR  
CYCLE  
.CO.UK**

**ROC Pier 2 Pier - Suffolk 2019**

# **Event Instructions**

**[Version 1.1]**



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## 1. TIMETABLE

### 1.1. Saturday 29/06/19

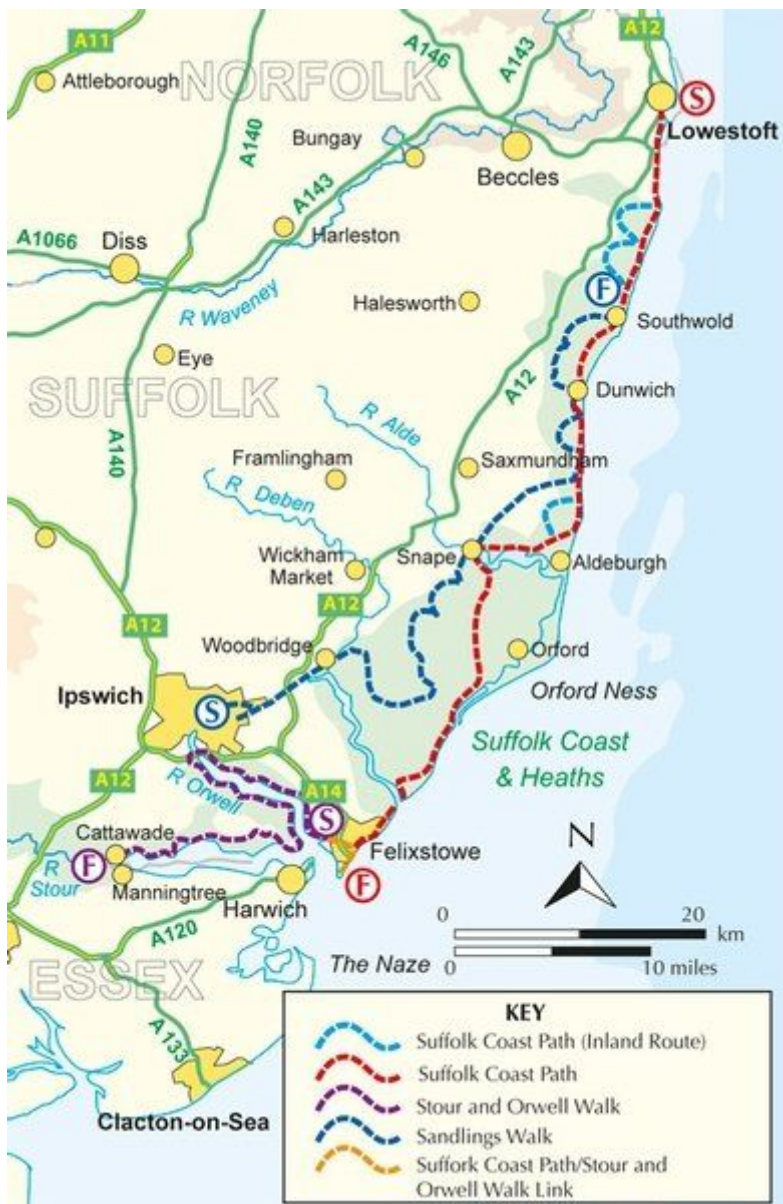
- 1.1.1. 05:00-06:00 - **Running** registration
- 1.1.2. 06:00-07:00 - **Running** start (organised by handicap system)
- 1.1.3. 07:00-08:00 - **Cycling** registration
- 1.1.4. 08:00-09:00 - **Cycling** start (organised in order of registration)
- 1.1.5. 18:00 - Final foot ferry crossing at Bawdsey (runners only)
- 1.1.6. 19:00 - Finish station closes

## 2. LOCATIONS & PARKING

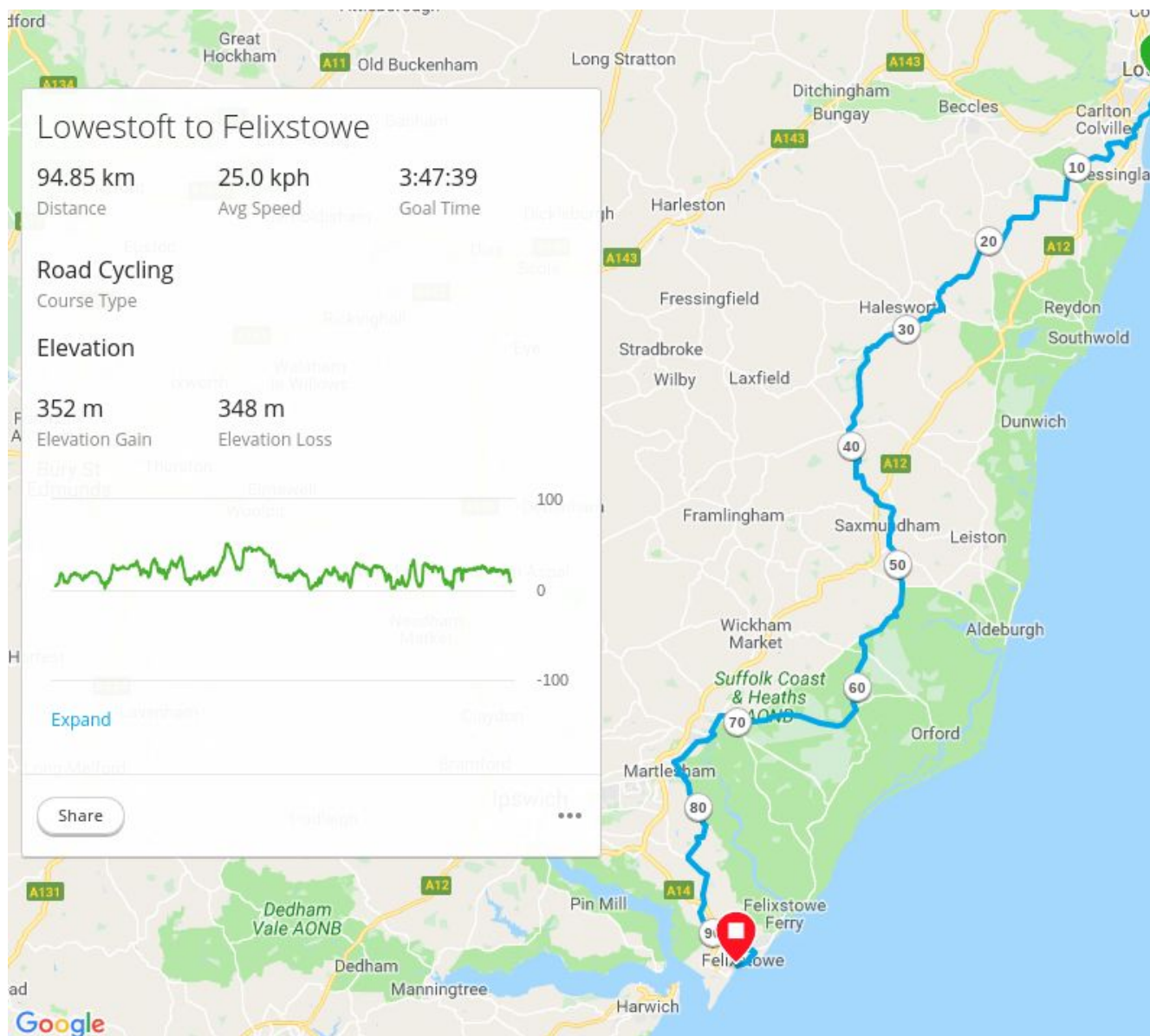
- 2.1. Participant registration and start line for both the ROC Pier 2 Pier (P2P) **running & cycling** events will be based at Royal Green Gardens, Marine Parade, Lowestoft, NR33 0QL - which is approx 50m from [South Pier](#) (not Clarepoint Pier).
- 2.2. Parking is available in close proximity to South Pier, with rates from £1 - £5.50 (up to 24 hours) via [Parkopedia](#).
- 2.3. WC services are available from East Point Pavilion at 20p per use.
- 2.4. The finish line for the P2P **running & cycling** events will be based on the grassed Beachside Events Area (formerly boating lake), Undercliff Rd West, Felixstowe IP11 2AE - which is approx 100m south of [Felixstowe Pier](#).
- 2.5. Parking is available in close proximity to Felixstowe Pier, with rates from £0.50 - £6.00 (up to 24 hours) via [Parkopedia](#)
- 2.6. Aid & refreshment stations for the **running** event will be based at:
  - 2.6.1. Station 1: Southwold - precise location & parking TBC (approx 13 miles from start)
  - 2.6.2. Station 2: Thorpeness - precise location & parking TBC (approx 15 miles from station 1)
  - 2.6.3. Station 3: [Butley Village Hall](#), 45 Mill Lane, Butley, Woodbridge IP12 3PA (approx 11 miles from station 2)
- 2.7. An aid & refreshment station for the **cycling** event will be based at:
  - 2.7.1. [Butley Village Hall](#), 45 Mill Lane, Butley, Woodbridge IP12 3PA

## 3. ROUTE

- 3.1. The P2P **running** route (subject to change) will follow the coastal-line as closely as possible from South Pier Lowestoft - passing through 3 dedicated aid stations along the route (see 2.6) - to Felixstowe Pier, with an approx distance of 59 miles.
- 3.2. Proposed **running** route map (Suffolk Coast Path - subject to change)



- 3.3. **Running** participants are required to cross the [Bawdesy foot ferry](#) approximately 3.5 miles north of Felixstowe Pier on the final leg of the event. This public crossing will take approximately 5 minutes to complete and will be served on a first-come basis. There will be a marshall based at the ferry to register runners crossing. The ferry crossing is included in runners entry fee.
- 3.4. The P2P **cycling** route will take place entirely on road or paved promenade from South Pier Lowestoft - passing through 1 dedicated aid station along the route (see 2.7) - to Felixstowe Pier, with an approx distance of 59 miles.
- 3.5. **Cycling** participants will be routed inland to avoid water crossings and are therefore not required to cross at the Bawdesy foot ferry.
- 3.6. Proposed **cycling** route map (Suffolk Coast Path - subject to change)



## 4. RULES & REGULATIONS

### 4.1. ENTRIES

- 4.1.1. P2P entries are to be made online at [www.RUNorCYCLE.co.uk](http://www.RUNorCYCLE.co.uk)
- 4.1.2. Places are limited for this event, with the first round of entries taking place online from 00:01 on Monday 11th March 2019.
- 4.1.3. The P2P Events Management Team (herein referred to as EVM) have the right to decline entries or cancel entries at any time.

### 4.2. REGISTRATION

- 4.2.1. **Running** participants - solo runners and one member of each pair or team of 4 - must register between 05:00 - 06:00 on Saturday 29th June 2019.
- 4.2.2. **Cycling** participants must register between 07:00 - 08:00 on Saturday 29th June 2019.

- 4.2.3. **Running** team names and all running team participant names must be known when registering.
- 4.2.4. Under ARC regulations, affiliated **running** participants must provide details of their relevant clubs upon registration.
- 4.2.5. Changes to **running** team details must be made by 31st May 2019.
- 4.2.6. Refunds of 75% are eligible on all entries up to 31st May 2019 - no refunds will be issued after this date.

#### 4.3. PARTICIPATION

- 4.3.1. **Running** participants will start between 6-7am on Saturday 29th June 2019 and will be deemed to have completed the event upon reaching the finish line by 7pm on Saturday 29th June 2019 - venue locations detailed in section 2.
- 4.3.2. **Running** team members can run in any order and complete variable distances.
- 4.3.3. There may only be one **running** team member on the course at any one time (except where buddies accompanying participants with a disability are approved pre-event).
- 4.3.4. **Cycling** participants will start between 8-9am on Saturday 29th June 2019 and will be deemed to have completed the event upon reaching the finish line by 7pm on Saturday 29th June 2019 - venue locations detailed in Section 2.
- 4.3.5. **Running or cycling** participants who are not indicated on the start list will not be covered by the event insurance and will therefore not be permitted to participate.
- 4.3.6. Deliberately missing any part of the defined **running or cycling** routes is not be permitted and will risk disqualification.
- 4.3.7. **Running or cycling** participants may be penalised or disqualified if poor etiquette is displayed, at the discretion of the EMT.
- 4.3.8. The EMT decisions concerning all event matters are final.

#### 4.4. TIMING (TBC)

- 4.4.1. There will be no officially recorded times made at this test event.

#### 4.5. LISTING & RESULTS

- 4.5.1. The starting lists for **running & cycling** will be made available online 1 month prior to the event.
- 4.5.2. Finishing positions for the **running** event will be posted online via [www.RUNorCYCLE.co.uk](http://www.RUNorCYCLE.co.uk) ASAP after the event.
- 4.5.3. Finishing positions will not be posted for the **cycling** event in accordance with British Cycling Sportive guidelines.

#### 4.6. FIRST AID & EMERGENCY SERVICES

- 4.6.1. Participants must carry any important personal medical information or essential medical aids on their person at all times during the event.



- 4.6.2. Staffed aid stations for runners and cyclists are indicated in Section 2.
- 4.6.3. Qualified First Aiders will be on the course to provide assistance and can be called upon through communication via the EMT (5.13).
- 4.6.4. Event participants requiring serious and urgent medical assistance are urged to call emergency services immediately on 999.
- 4.6.5. If participants require first aid or emergency services but are unable to contact these services directly, they are encouraged to communicate with course marshals, aid station volunteers or EMT (5.13), who will be able to refer.
- 4.6.6. If a participant is visibly struggling during the event, event marshals will encourage the entrant to stop and seek first aid advice.

#### 4.7. CHILDREN & VULNERABLE ADULT PROTECTION

- 4.7.1. Run Or Cycle Events has a Children & Vulnerable Adults Protection Policy which is available on request.
- 4.7.2. Reporting of lost children and vulnerable adults should be made to the EMT (5.13) as soon as possible.

#### 4.8. PRIVACY

- 4.8.1. Run Or Cycle Events has a Privacy Policy which is available to download on [www.RUNorCYCLE.co.uk](http://www.RUNorCYCLE.co.uk)
- 4.8.2. Run Or Cycle Events requires specific participant details on entry to ensure that event related information can be communicated.
- 4.8.3. Run Or Cycle Events will not share any personal information provided with any third parties.
- 4.8.4. Run Or Cycle Events will not contact participants specifically with information about other events unless expressed permission to do so is given.
- 4.8.5. Participants may check their personal details held by contacting Run Or Cycle Events via [www.RUNorCYCLE.co.uk](http://www.RUNorCYCLE.co.uk)

#### 4.9. DOGS

- 4.9.1. **Running or cycling** participants are not permitted to be accompanied by dogs unless required to do so by a medical condition and authorised to do so by Run Or Cycle Events.

#### 4.10. LITTER

- 4.10.1. Litter must not be dropped at any designated race location or route under any circumstances.
- 4.10.2. Participants are responsible for disposing of their own litter in an appropriate waste unit.

#### 4.11. FOOD & DRINK

- 4.11.1. A range of cake, fruit and drink will be laid-on for participants at aid stations and the finishing location as identified (2.6).
- 4.11.2. Participants are required to notify the event organisers of any specific dietary requirements at least 1 month in advance of the event date.
- 4.11.3. A range of cake and drink will be available for purchase by non-participants at aid stations and the finishing location as identified (2.6).

#### 4.12. PHOTOGRAPHY

- 4.12.1. Run Or Cycle Events will be commissioning photography services for the event and will share selected photo's on our own website and social media platforms.
- 4.12.2. High resolution and printed photographs will be available for purchase after event.
- 4.12.3. Participants and participant supporters taking photographs at the event are asked to be respectful of other people's privacy and refrain from taking photographs of children or vulnerable adults without prior permission from their parent or carer.

#### 4.13. EVENT MERCHANDISE

- 4.13.1. Event branded clothing apparel will be available for purchase via [www.RUNorCYCLE.co.uk](http://www.RUNorCYCLE.co.uk)

#### 4.14. MASSAGE / INJURY SERVICES

- 4.14.1. Free massage services will be made available to participants on a first come basis by Felixstowe Road Runners at the finish line and designated aid station (TBC).
- 4.14.2. There will be no professional injury services available at the event

### 5. **EVENT TERMS & CONDITIONS**

#### 5.1. DEFINITIONS

- 5.1.1. From this point forward the following will be referred to as:
  - 5.1.1.1. "the Organisers" are the company named Run or Cycle Events Ltd.
  - 5.1.1.2. "the Participants" are all Participants both prospective and successful.
  - 5.1.1.3. "the Events Office" is Run or Cycle Events Lt, [63 Masons Drive, Great Blakenham, Suffolk, IP60GE](https://www.runorcycle.co.uk).
- 5.1.2. The "Event Withdrawal Date" is 31st May 2019. The "Closing Entry Date" of the event is one calendar month prior to the date of the event unless otherwise stated on the Website. "the Website" is [www.RUNorCYCLE.co.uk](http://www.RUNorCYCLE.co.uk) -
- 5.1.3. "Event Information" is all information about the event provided by the Organisers on the Website or in pre-event emails to Participants.



- 5.1.4. "Team Registrar" is the person who paid The Organisers for the team entry fee.
- 5.1.5. "Team Members" are those who have joined a team as an additional member, not a Team Captain or Team Registrar and who have not paid the Organisers an entry fee.
- 5.1.6. The "Cut Off Date" is the date by which all details on the entry system must be correct and no further amendments can be made. This date will be confirmed in the Bawdsey Information.

## 5.2. CONDITIONS OF ENTRY

- 5.2.1. By entering any events run by the Organisers, Participants are agreeing to abide by the following Terms & Conditions as outlined below.
- 5.2.2. Completion of the transaction through the online entry system (or by direct BACS payment for large group entries), confirms the Participants' place in the event for which they have applied.
- 5.2.3. Run Or Cycle Events Ltd requires participants personal information to process entries to events. If required we may pass information to the governing body or any affiliated organisation for the purpose of insurance, medical information, licences or for publishing results. Results may include name, any club affiliation, WAVA percentage, race times and age category. We may also send results by email and SMS to you as part of entry to the Event.
- 5.2.4. Participants agree not to hold The Organisers, its sponsors, partners, employees, or volunteers liable for mishap or injury sustained over the duration of the event.
- 5.2.5. The entrant understands that the organisers will not be liable for any loss, damage, injury or illness howsoever caused as a result of entering the event.
- 5.2.6. Participants agree to take part on the understanding that this is an endurance event which will require strenuous physical activity. They must understand the risks and be confident that they are fit, well and able to take part.
- 5.2.7. Participants understand that this is an event to be undertaken on foot or bicycle on routes specifically identified for these actions. Deviating from these routes is not recommended and could result in participants being disqualified from the event.
- 5.2.8. All participants must be aged 18 or over at the start of the event.
- 5.2.9. Participants enter the event in the knowledge that they have no medical disability that would endanger themselves or others by taking part in this event (and will not run if unfit on the day).
- 5.2.10. Participants agree that the entry fee is solely for taking part in the event and does not include any services or gifts which sponsors may choose to provide on the day or as a continuation of gifts or services provided in previous years.
- 5.2.11. The Event Management Team will only deal with Participants who have paid the fee for their entry with regards to financial matters such as refunds, cancellations and payments. Where a Participant has entered a category where no fee was payable directly to the Organisers for their place ie additional team members

other than the Team Registrar, no financial relationship is entered between that Participants and The Organisers.

- 5.2.12. Team members will not be able to compete at the Event if they do not have a Team Registrar who has paid the team entry fee in full for the correct category or who has withdrawn without replacement.
- 5.2.13. If a Team Registrar withdraws from the Event without transferring their entry and there are Team Members registered to the same team, the Organisers will endeavour to inform the team members (via the email address) provided of the withdrawal and that they will be also be withdrawn or will need to move to an alternative team.
- 5.2.14. If for any reason the Participants who have already successfully paid and entered an event find themselves unable to Bawdsey and wish to withdraw from the event, the Participants must inform the Organisers in writing. This must be done initially via e-mail, if possible, to the e-mail address provided on the Website. Participants should receive a confirmation of their withdrawal within 14 working days. If this confirmation is not received, the Participants should contact the Organisers immediately to verify receipt of their request to withdraw. It is the responsibility of the Participants to ensure that their request has been received.
- 5.2.15. Team Members should contact their Team Registrar who is responsible for removing them from the team should they wish to withdraw. Team Registrars are responsible for ensuring that the details of their team and Team Members are correct on the Entry System before the Closing Date or Cut Off date whichever is sooner. The Organisers have no responsibility with regards to payment for and refunds of team member places.
- 5.2.16. Participants who do not notify the Organisers, following the above outlined procedure, of their wish to withdraw from an event until after the Withdrawal Date and Participants who do not attend the Bawdsey/event, will not receive any form of refund/credit and forfeit any gifts, services or benefits offered by the Organisers or their sponsors and partners to Participants who compete at the Event. Participants who withdraw from an event prior to the Withdrawal Date will receive a refund in line with the policy outlined below.
- 5.2.17. Participants must ensure that a fully charged mobile phone, with the P2P EMT contact details stored on it, is on their person when they start the event.
- 5.2.18. Cycling participants accept that the event they are entering is not a race in any format. Participant times will be published for individuals only. Any participants considered to be competing against others will be stopped from riding and may be banned from entering future events.
- 5.2.19. Participants will be fully responsible for any fees or costs incurred or arising from an accident either involving or caused by the participant.
- 5.2.20. It is mandatory that all cyclists wear a safety approved cycling helmet complying with latest ANSI Z90/4 or SNELL standards. Any cyclist 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. Participants must accept this as a condition of entry. Run or Cycle Events Ltd reserve the

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

- 5.2.21. Participants confirm that the bicycle they use for the event and all of their equipment is of a suitable standard and state of road worthiness. In particular, the ability to complete longest distance and over rough terrain.
- 5.2.22. During the event there will be warning and/or directional signs at appropriate points on the roads. Absence of these signs does not signal there are no dangers approaching and it is the individual rider's responsibility to make a decision regarding whether to ride a section or not. The marking of the route does not necessarily indicate that the route is ride-able at any given time and the participant is deemed to make their own decision about whether to proceed on bike, foot or not at all. If participants choose alternative route to that marked out they are advised to avoid obstacles or sections they decide are beyond their capabilities, they do so entirely at their own risk
- 5.2.23. Participants must obey all Highway Code rules and are requested to ride in single file where appropriate - and no more than 2 abreast at any time.
- 5.2.24. Cyclists must be aware of fellow event participants and any other traffic - indicating intentions to stop or change direction.
- 5.2.25. All cyclists must obey the Highway Code, local bylaws and laws of England, Scotland, Wales and N. Ireland where applicable and extend all reasonable courtesy to other road users.
- 5.2.26. Run or Cycle Events Ltd reserves the right to alter the published route at any time.
- 5.2.27. Participants meeting horse riders on route are required to slow down and pass with care. Where appropriate, cyclists should stop and wait at the side of the route for other uses to pass safely.
- 5.2.28. Run or Cycle Events Ltd take no responsibility for damage for transport of bicycles. Participants are responsible for their own bicycle at all times.
- 5.2.29. Bicycle tri-bars / time trial bars must not be used under any circumstances while participating in the event.

### 5.3. REFUND POLICY

- 5.3.1. Refunds of 75% are eligible on all entries up to 1 month prior to the start date - no refunds will be issued after this date.
- 5.3.2. No deferrals are offered for future events or alternative events except in cases where the event is cancelled due to circumstances beyond the organisers control.
- 5.3.3. Participants do not have the right to claim a refund if the route is altered pre-event or during the event.

### 5.4. TRANSFER OF ENTRY

- 5.4.1. Transfer of event entries to another participant is down to the discretion of the Organisers. Participants who have paid The Organisers directly for their place

must email [accounts@runorcycle.co.uk](mailto:accounts@runorcycle.co.uk) to request a transfer of their place to another runner. Participants will not transfer their entry to another person without prior consent from the Event Organisers. A transfer fee may be applicable if Transfer is agreed to by The Organisers.

- 5.4.2. In the case of Cycling Team Members, there is no need to contact the Organisers to transfer Team Member places before the Cut Off Date. Team Registrars should log in to the event entry portal using the details from their confirmation email and make changes to Team Members details before the Cut Off Date. After the Cut Off Date, please email [accounts@runorcycle.co.uk](mailto:accounts@runorcycle.co.uk).
- 5.4.3. If the Participant wishes to withdraw, they must inform the Organisers in writing according to the conditions outlined above and by the dates stated are entitled to the following refunds:
  - 5.4.3.1. Withdrawal more than 1 calendar month prior to the Event: 75% refund of the original entry fee paid directly to the Organisers.
  - 5.4.3.2. Withdrawal on or up to 1 calendar month prior to the Event: 0% refund of the original fee paid directly to the Organisers.

## 5.5. COMPLETION OF ENTRY FORM

- 5.5.1. It is the Participants responsibility to ensure that all information entered via the online entry system. If any Participants information is incorrect on the entry system, Website or Event Office, it is the responsibility of the Participant to inform the Organiser of the correct information. Whilst the Organisers will try to solve any problems that arise through incorrectly completed entry forms, if any section of the entry form cannot be understood or read, then the Participant may not secure a confirmed place in the event.

## 5.6. REGISTRATION AT EVENT

- 5.6.1. Details of event registration times relating to specific events will be posted on the Website.
- 5.6.2. One team member is required to attend registration within the times specified. Solo's or teams not registered within these times will not be allowed to Bawdsey and will forfeit their place in that event and will not be entitled to a refund.
- 5.6.3. It is the responsibility of Participants to ensure they have accessed the relevant information relating to registration at their event.

## 5.7. EVENT CHANGES OR CANCELLATION

- 5.7.1. The Organisers have the right to change any aspect of the event or to cancel the event for the reason of safety without prior notice.
- 5.7.2. If the event is cancelled or postponed for reasons beyond the control of the Organisers due to unforeseen, naturally occurring events that were unavoidable, including an 'act of God', the Organisers will issue a Credit Note to the value of the original entry fee to all Participants with a confirmed paid entry for

participation in a reorganised event. If an event is cancelled by the Organisers for other reasons, the Organisers will offer a full refund to all Participants with a confirmed paid entry.

#### 5.8. RIGHT OF REFUSAL FOR ENTRY

- 5.8.1. The Organisers retain the right to refuse or revoke entry to any Participant, where they believe that accepting the entry could prejudice the event, the promotion of the event, organisation of the event, their sponsors, associates or staff. This right of refusal extends to include applications where acceptance is considered by the Organisers to be likely to infringe upon the enjoyment of any persons connected with the event, including staff, marshals, volunteers & other Participants.

#### 5.9. PHOTOGRAPHY

- 5.9.1. The Organisers retain the right to use images, video and photographs taken by their contracted photographers and employees at the event without informing Participants or giving recompense to Participants.
- 5.9.2. These images can be used for promotional purposes as undertaken by the Organisers and their partners, which will cover a range of possible uses including (but not exclusively) advertising press and media, printed information items, editorial coverage and any other promotion directly related to the Organisers or their sponsors.

#### 5.10. VOLUNTEERING

- 5.10.1. Volunteers offering their time and skills unpaid to support the event do so at their own discretion and risk.
- 5.10.2. Volunteers will be briefed about their role before undertaking that role - and are expected to carry out their role accepting the terms and conditions of the event.

#### 5.11. PRIZE GIVING

- 5.11.1. Participants who are awarded a prize on completing the event are required to attend a prize giving post-event. If not in attendance, participants forgo their right to the prize, and the prize will not be awarded.

#### 5.12. EVENT MANAGEMENT TEAM

- 5.12.1. The P2P Event Management Team contact details are as follows:
  - 5.12.1.1. Event Control & Registration - Gary Parker / 07528 117217
  - 5.12.1.2. Event Running Director - Stephen Burbidge / 07836 373893
  - 5.12.1.3. Event Cycling Director - Greg Cooper / 07422 509005