

# Useful Organisations

- British Horse Society
- British Cycling
- Ramblers Association
- Trail Running Association
- Health and Safety Executive - organising a voluntary event
- Institute of Fundraising - Outdoor UK Challenge Events Guidance



## Contact

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# Top Tips for Great Recreational Events

## Think - Location, Location, Location

Choose the place and route for your event carefully to make sure it has the capacity services and infrastructure to host your needs.

## Care for Communities

Grow a good name for your event through consulting carefully with communities and landowners.

## Keep it Local

Promote what's on the doorstep to your participants; eating, drinking, staying, hiring.

**CareMoor for Exmoor**  **Give something back**  
Consider a £1 per entry donation to our CareMoor fund to help with access and conservation works on Exmoor.

## Respect, Protect and Enjoy

Encourage participants to follow the Countryside Code



## Check, Clean, Dry

Stop the spread of non-native aquatic species which can alter local waters dramatically.

## Be a teacher

Inspire and educate participants and spectators about how they can have a positive impact through their actions

## Leave the place as you found it

Clear any litter and signage and make good any accidental damage

# Guidance for Event Organisers



## Introduction

Exmoor National Park is specially protected for its extraordinary landscape and offers rare opportunities to enjoy tranquillity, wildlife and cultural heritage.

Outdoor active events help people enjoy Exmoor and stay fit. They also offer economic benefits to local businesses but it's important they don't do any serious or lasting damage to Exmoor's special qualities.



Successful events give something back to the place and do not impact adversely on farming, local communities or other people using the National Park.

These guidelines have been produced by Exmoor National Park Authority to help organisers ensure their events are well planned, well located and well organised.



### Event Size?

Please contact us if the event will exceed the following numbers of participants.

Event Type	Number of participants
On Foot	50
Cyclists	30
Horse Riders	30
Water Sports	30

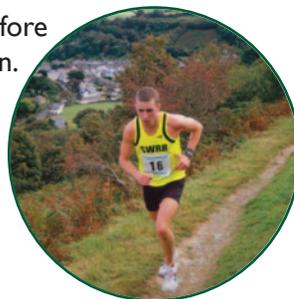
### What can we help you with?

- Advice on proposed routes and safety planning.
- Consultation with landowners and other key contacts.
- Help to avoid clashes with other events.
- Promotion of your event.



### What we ask from you?

- Contact us at least 6 months before your event or as soon as you can.
- Produce an event management plan.
- Produce a risk assessment/ safety plan based on national good practice.
- Obtain appropriate public liability insurance.
- Consult with landowners, local communities, police and highways as necessary.
- Clear away any litter or signage within a day of the event.



## Main Stages of Event Organising

### Stage 1 - Research & Consultation

- Identify start locations and routes considering environmental sensitivity and capacity. Visit the sites in person, ideally at the same time of year as your event is planned.
- Consider timing to avoid other events and seasonal activities.
- Consult with landowners and land managers and gain permissions where necessary.
- Speak to local councils, highways and the police about your plan.
- Be ready to adapt your plans where necessary.

### Stage 2 - Planning & Implementation

- Write an Event Management Plan.
- Undertake risk assessments based on industry good practice.
- Arrange adequate insurance.
- Consider a donation to our CareMoor fund to help with special conservation and path repair works.
- Enjoy your event.



### Stage 3 - Restoration & Review

- Clear litter, signage and other event infrastructure.
- If damage has occurred, undertake restoration works as soon as possible.
- Give thanks and acknowledgment to all those involved or affected by the event.
- Review your event. Assess the benefits, impacts and lessons learned for future event planning and share this knowledge with others.