



Guide for grassroots cycling and recreational events

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Year of Publication:

2024

Design and technical arrangement:

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This publication is part of the project “Re-Cycling - Bike Reuse and Riding Fair”, Project ID 101049006

Disclaimer:

“Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.”

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1. INTRODUCTION

This guide is a valuable resource for event organizers responsible for delivering engaging and successful temporary cycling events.

Featuring expert insights, practical considerations, and requirements for the application and approval of low-impact and large-scale events in the public realm, this guide will further help prospect organizers navigate the unique complexities of outdoor event management, ensuring a seamless and memorable experience for participants.

The main goal is to encourage and empower young children and their families to adopt a healthier and more sustainable lifestyle through events and activities such as Recycling Fairs.

Cycling is a sustainable mode of transportation that promotes physical health and environmental stewardship. As cities focus on green initiatives, cycling reduces carbon footprints, eases traffic congestion, and strengthens community well-being.

Incorporating reuse and circular economy principles into cycling events adds sustainability. The circular economy reduces waste and extends product life through recycling and repurposing. By applying these principles, event organizers can reduce environmental impacts and teach participants sustainable practices.

Velo Fairs and similar activities provide platforms for exchanging, donating, or repurposing cycling gear, extending its life and reducing the need for new resources. These initiatives support the circular economy and foster a culture of reuse among cyclists and the community.

As cycling gains popularity, event organizers must incorporate sustainable practices. This guide equips organizers with the tools to plan cycling events that are eco-friendly and responsible and sets a standard for event management.

2. THE PROJECT

The [“Re-Cycling. Bike Reuse and Riding Fair”](#) project, financed by the Erasmus Sport Program, was intended to re-engage kids in sports after the pandemic crisis, to re-establish a healthy lifestyle through cycling, and, at the same time, to promote the circular economy in the biking sector. As a symbol of green mobility, the bicycle is also a product with an ‘end-of-life’ stage and an accompanying risk of becoming non-recyclable waste, especially through childhood, when multiple purchases of bikes may be necessary as the child outgrows one bike after another. The “Re-Cycling” project has involved children, families, cycling instructors and coaches, and other relevant stakeholders in a series of initiatives concerning green cycling and bicycle repairs, including do-it-yourself repairs, bike reuse, and safe and responsible disposal. The main activities have been the hybrid Training Program and the Fairs held in North Macedonia, Austria, Italy, and France. A robust impact assessment and a final event in Brussels are planned for 2024 in line with the European cycling strategy for the European year of cycling.



3. PLANNING THE EVENT

This section provides in-depth guidance on critical elements needed to plan and deliver a successful cycling event. These include choosing the event date and designing a good safety plan, detailed route planning, and rider support. Important information on site infrastructure, waste management, and good signage is also included—all important elements in delivering an efficient, well-run event..

3.1 Date

When planning an outdoor cycling event, weather plays a critical role. Follow these steps:

Check the Forecast:

- 7 Days before the Event: Start monitoring the weather forecast one week before the event. This provides an idea of expected conditions and allows time to adjust plans. If the forecast suggests weather issues, prepare a contingency plan (Plan B).
- Three days before the Event, Conduct a detailed check to see if the forecast remains consistent. Discuss concerns with your team and reinforce preparations for Plan B if necessary.
- 24 Hours Before the Event: Perform a final weather forecast check. If the forecast indicates hazardous conditions, convene the team to decide whether to proceed with Plan A or switch to Plan B.

Final Decision and Communication:

- Decision Timeline: Make the final decision 6 hours before the event to inform participants and adjust plans. If conditions change rapidly, consider deciding earlier.
- Plan B Execution: Plan B may involve postponing the event, moving it to an indoor or alternate outdoor location, or altering the route. Ensure all team members understand Plan B logistics and changes.
- Communication with Participants: Once a decision is made, inform all participants through multiple channels (e.g., email, social media, text messages). Provide instructions on any changes, including how to reach the new location or event date if postponed.

Criteria for Cancelling or Moving the Event:

- Safety First: If the forecast predicts severe weather, such as thunderstorms, strong winds, or heavy rain, that risks participants' safety, cancel the event or move it to a safer location.
- Alternative Locations: If you identified an alternate location, consider moving the event there instead of canceling. Ensure that the alternate location accommodates participants and that logistics are in place.
- Clear Grounds for Cancellation: Define and communicate specific weather conditions leading to cancellation, such as certain temperature thresholds, wind speeds, or precipitation levels. This avoids ambiguity and ensures that all team members understand the cancellation decision.

Plan B Preparations:

- Detailed Planning: Plan B should match the details of Plan A and cover all aspects of the event, including transportation, signage, staff responsibilities, and participant instructions.
- Ready for Activation: Ensure that all materials and resources for Plan B are prepared and ready for immediate use if needed. This might include equipment for an indoor event, alternative routes, or emergency supplies.
- Communication Clarity: Provide all team members with written instructions for Plan B and conduct a briefing session to review them. Ensure everyone understands their role in executing Plan B efficiently.

By following these guidelines, you can reduce the impact of adverse weather on your event and ensure that both your team and participants are prepared for any situation.

3.2 Safety Plan

AUSTRIA

Crucial areas to consider for creating a Safety Plan for Austria-based events:

- Emergency response procedures
- Medical emergencies (trained medical personnel on-site, ambulance access).
- Mechanical breakdowns (bike mechanic support, spare parts availability).
- Weather contingencies (heat exhaustion, sudden storms, evacuation procedures).
- Collision protocol (medical treatment, accident reporting).

ITALY

- Devise a full emergency plan with the assistance of an accredited security engineer.
- Ensure proper placement of emergency signs, throughout the venue, such as escape route markers.
- Equip the venue with fire extinguishers and other necessary emergency tools.
- Appoint a security coordinator to manage and oversee safety protocols.
- Ensure sufficient personnel with proven training in safety, first aid, and firefighting are present.
- Arrange for an ambulance on-site, staffed with a doctor and nurse.
- Provide chemical toilets in appropriate numbers for attendees.
- Include procedures in the emergency plan for handling dangerous situations specific to the event.
- Use funding to provide helmets for minor participants, especially where helmet use is not compulsory (e.g., Italy).

FRANCE

- Event organizers must ensure the safety of the public and participants at all times.
- Set up a provisional emergency response system (DPS) to manage event safety, which can be entrusted to a civil protection association with type D approval.
- The size and scope of the emergency system should be determined by the approved association, following national DPS guidelines.
- A rescue system is not always required and depends on the event's circumstances, stakes, and specific risks.
- A reduced system, such as a "warning and first-aid point," may be sufficient for small, low-risk events.
- Use the online calculation tool at ris.secourisme.net to determine the necessary equipment for your event.

NORTH MACEDONIA

- **Conduct a Risk Assessment:** Identify and evaluate potential hazards such as traffic, challenging terrain, and weather conditions that may affect the event.
- **Coordinate with Authorities:** Collaborate with local police and emergency services to develop and implement emergency protocols.
- **Map Out Safety Features:** Create detailed maps that highlight emergency exits, gathering points, and routes for first responders.
- **Ensure Regulatory Compliance:** Adhere to national safety regulations, including those related to crowd control and the construction of temporary structures.
- **Designate Key Areas:** Allocate specific spaces for medical stations, bike repair services, and gear checks, and ensure these areas are staffed with trained personnel.
- **Review and Update:** Regularly review and update the safety plan to accommodate any changes in the event setup or updates to local regulations.

3.3 Route Planning

Route planning is crucial to ensuring cycling event routes are safe, accessible, and enjoyable. It involves carefully selecting and organizing paths by analyzing terrain, assessing bike lane conditions, and considering factors like elevation, traffic, and potential hazards. This process also includes mapping various route options, testing them, and working closely with local authorities to implement necessary road safety measures. Effective route planning reduces the risk of accidents, enhances the overall participant experience, and ensures the event runs smoothly and on schedule. Additionally, a well-planned route can highlight scenic areas, adding extra value to the event.

AUSTRIA

Route planning should include:

- Safety assessments of terrain and road conditions.

- Mitigation strategies for hazards (potholes, sharp turns, traffic intersections).
- Marked course with directional signage and distance markers.
- Rest stops with hydration, restrooms, and basic medical aid.

ITALY

- Coordination: Schedule patrols in advance, ensuring the availability of team members and Civil Protection personnel.
- Inspection: During the patrol, assess the bike lanes for any potential obstacles, damages, or unsafe conditions.
- Documentation: Record any issues and report them to the appropriate authorities for prompt resolution.
- Follow-up: Re-check the lanes after any reported issues have been addressed to confirm they are safe for the event.

NORTH MACEDONIA

When planning the route that the participants will take during the event in North Macedonia, evaluate the terrain and road conditions for potential hazards such as potholes, sharp turns, or busy intersections. Mark the course well with visible signs and distance markers so that people can safely navigate it. Include water, toilet, and first-aid rest stops at set intervals.

For detailed guidance and compliance with local regulations, it's essential to collaborate with local cycling associations, municipal authorities, and relevant government departments. They can provide up-to-date information on route planning, safety protocols, and required permits, ensuring a successful and safe event for all.

3.4 Participant Support

AUSTRIA

Some of the participant support steps taken in the past are:

- Online registration process with clear participant information requirements.
- Rider waiver and liability release forms.
- Pre-event communication with participants (route maps, safety instructions).
- On-site registration and information booth.
- Gear check and technical support throughout the event.

ITALY

Here's a brief overview of how we've previously handled participant support:

IBIS, the school involved, and Decathlon drew up and signed a partnership agreement describing all organizations' responsibilities and tasks concerning minors' participa-

tion. Decathlon ensured “pro bono” preliminary training for students on bike repair. During the fair and the bike trip in Ticino Park, Decathlon’s mobile workshop followed the bike column and provided support and repair to young bikers. This was beneficial since three-fourths of the bikes got broken during the trip.

NORTH MACEDONIA

Experience from past cycling events has taught us that clear communication is paramount. Cycling event participants should have access to online, phone, and in-person support and the freedom to reach out for any assistance they may need. Media coverage, guides, forms, and infographics can facilitate the process.

It is important to find ways to encourage the participants to sign up before the event takes place so that the organizer can be informed beforehand about the number of attendees (this dictates the dimension of the event and some of the tasks). This also prepares the organizer for the negotiations with the supporting organizations in providing appropriate numbers and sizes of rewards.

The participants should know that they are priority No. 1 before, throughout, and after the event. This should be communicated through social media and direct communication. Make sure you pay attention to the language and terminology in use, as there will be different age groups.

3.5 Event Site Layout

AUSTRIA

Event site layout planning for Austria-based events typically involves:

- Designing a safe and accessible course considering participant skill levels and abilities.
- Demarcating start/finish areas, registration tents, medical stations, and food vendors.
- Providing ample and secure bike parking areas.
- Implementing crowd control measures, especially at start/finish and rest stops.
- Arranging for public and/or temporary toilet facilities.

ITALY

Some of the steps taken for previous cycling events in Italy are:

- Creating a clear outline of the bike trip including duration, course, etc.
- Rehearsals to test the course

NORTH MACEDONIA

Design the course for safety and accessibility and mark key areas. You can use tape, markers, flags, or horizontal markaton. If the event utilizes an existing on-grid power supply, it is mandatory to obtain the necessary permit from [EVN](#). If the event is during warm weather, bear in mind that the spots for start and stop should be in the shade. The same goes for the workshops.

If it is rainy, participants will need a warm and cozy place to change. Plan the water stations according to the route. Keep a reserve of the marcation materials in case of some disturbance of the markers or tape. Plan the need to help staff according to the difficulty of the route. Pay attention to visibility.

3.6 Waste Management

AUSTRIA

Some of the steps you can take for responsible and sustainable waste management in Austria-based cycling events are:

- Encourage reusable water bottles and provide refill stations.
- Use compostable or recyclable materials for food and drink containers.
- Set up designated waste disposal areas with clear signage.
- Partner with local waste management companies for post-event cleanup.

ITALY

These are some of the steps taken in Italy to raise awareness for responsible waste management in Italy:

- Selecting Waste
- Collaboration with local municipality for collection and management
- Providing access to water through a dispenser to reduce plastic waste

NORTH MACEDONIA

Before the Velo Rodeo begins, the event host thoroughly cleanses the field. In the City Park of Skopje, communal hygiene services handle this task, clearing the space to allow for smooth and unobstructed movement. After the event concludes, the Eco-Logic team cleans the area and sorts waste materials such as glass, paper, and plastic. Although North Macedonia does not yet have a formal waste management system for events, these actions demonstrate the organizers' commitment to environmental responsibility.



3.7 Event Signage

AUSTRIA

Use signage that is clear, bright, and weatherproof. This type of signage is visible from a distance, ensuring that course directions, distance markers, safety reminders, and emergency exits are easily seen. Post sponsor logos and informational signs strategically to maximize their impact.

ITALY

During the event, ensure the execution of the emergency plan by placing security signs, such as emergency exits and gathering points for hazardous situations, according to the instructions. Set up a project reception desk at the venue entrance, displaying the project roll-up and flags.

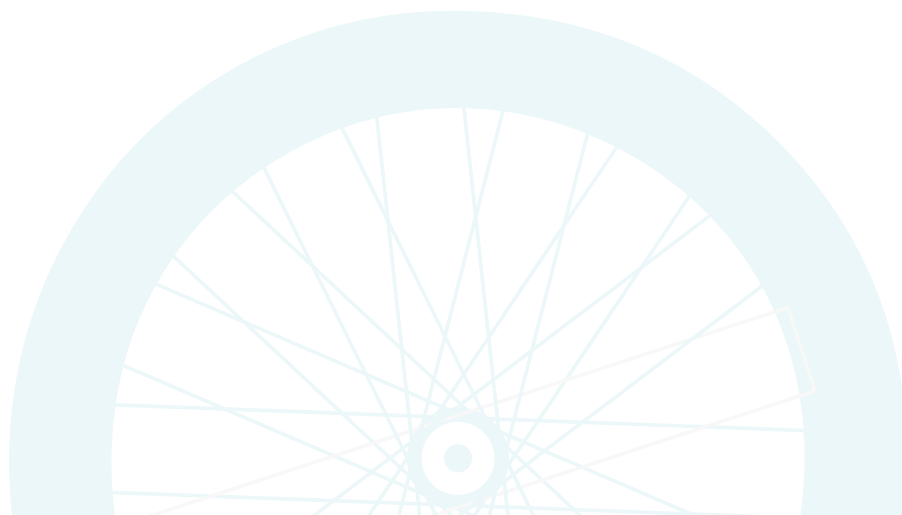
NORTH MACEDONIA

Clear signage is vital for successful cycling events, not just in North Macedonia. It guides participants, enhances safety by marking hazards and critical locations, and helps everyone navigate smoothly, reducing confusion and accidents. The images below showcase effective signage from past events, providing a visual guide for future planning.

[Photo 1](#) [Photo 2](#) [Photo 3](#) [Photo 4](#) [Photo 5](#)

3.8 Communication and Marketing

- Target relevant cycling communities through online forums, social media, and cycling publications.
- Emphasize safety measures and community benefits in promotional materials.
- Utilize the event website and social media for participant updates and ongoing communication.
- Issue a call for collaboration with stakeholders on all platforms in use. This will add value to the event and enrich it on all levels. The event offers them a place to promote their work or products and collaborations like this strengthen the community and inspire new friendships and useful practices.



4. APPLICATION

This section provides an overview of the application process, covering everything from selecting and securing an outdoor event site to understanding the different types of events and the licensing and permit process. In addition, it guides you through dealing with road closures and getting other relevant permits.

4.1 Outdoor Event Sites

Below is a list of outdoor venues used and tested to be perfect for holding cycling events. The sites are carefully selected to meet event demands while ensuring safety and a conducive environment for everyone.

AUSTRIA

Bundeshandelsakademie und Bundeshandelsschule - Leibnitz
Südsteiermark Nature Park - Leibnitz

ITALY

Ticino Park in Piedmont - held on the 19th of April

FRANCE

Place de l'Hôtel de Ville

NORTH MACEDONIA

The locations that were mostly used by Eco Logic and Velo Schools are the following ones:

- [The Skopje City Park](#), a central green space in Skopje, serves as an excellent venue for cycling events. The park's extensive network of tree-shaded paths offers an ideal setting for various cycling activities, such as family rides, clinics, and community events. Its central location and ample space make it well-suited for hosting large-scale cycling events, which help promote active lifestyles and sustainable transportation within the city.

[Photo 1](#) [Photo 2](#) [Photo 3](#) [Photo 4](#) [Photo 5](#)

- [The Pump Track at the Olympic Pool](#) in Skopje is specifically designed for BMX and mountain biking, providing a controlled environment where cyclists can practice and enhance their skills. This track is perfect for competitive events, workshops, and youth programs, contributing to the development of the local cycling culture and encouraging sports and recreation.

[Photo 1](#) [Photo 2](#) [Photo 3](#) [Photo 4](#) [Photo 5](#)

• **Schoolyards and public playgrounds** in Skopje offer accessible locations for cycling events focused on education and safety. These venues are ideal for hosting safety workshops and beginner training sessions for young riders. The controlled environments of schoolyards and playgrounds provide a safe space for children to learn and practice cycling, fostering a healthy and sustainable approach to transportation. These locations play a crucial role in encouraging early engagement with cycling, helping to establish lifelong active living habits.

Schoolyards eg. [Photo 1](#) [Photo 2](#) [Photo 3](#) [Photo 4](#) [Photo 5](#)

Public Playgrounds eg. [Photo 1](#) [Photo 2](#) [Photo 3](#) [Photo 4](#) [Photo 5](#)

*More sites and info about the City of Skopje can be found [here](#).

*For the other cities, you can find more info on their official websites.

4.2 Types of Events

Below, you'll find detailed information on the various types of cycling events held across North Macedonia, Austria, Italy, and France. This section aims to provide an overview of each event to help you understand and choose the right one.

AUSTRIA

- [Velo Fair](#)

ITALY

- [Velo Fair including bike workshops and creative labs Fair](#)

FRANCE

- [The Bobigny Bicycle Festival](#)

NORTH MACEDONIA

- [Velo Fairs](#) - a weekend event featuring community bike rides, DIY repair workshops, "Revamp your bike" labs, and entertainment for children and families.
- [Velo Rodeos](#) - fun, interactive events in North Macedonia that teach bicycle safety and handling skills, especially to children. They feature obstacle courses and challenges in a safe, controlled environment.
- [Bicycle Races](#) - ranging from amateur to professional events on terrains like roads, mountains, and city circuits.
- [BMX Contests](#) - high-energy events where young cyclists perform stunts and tricks in specialized parks or urban areas. These popular events showcase riders' skills and creativity, attracting spectators and fostering a vibrant BMX community.
- [Critical Masses](#) - events that raise awareness about cyclists' rights and the need for safer, bike-friendly infrastructure, with participants riding through streets in large numbers to make a visible statement.
- [Repair Workshops](#) - offer a chance to learn bike maintenance and repair.

4.3 Licensing and Permits

This section addresses details you may require regarding the permits needed when organizing cycling events. Below is detailed contact information for cycling federations, local authorities, and land managers for easy access. The information given is related to different rules and regulations in each participating country, based on the experience gained throughout the project. In addition, you can read more about how the application process should be undertaken.

AUSTRIA

Federal Ministry for Climate Action, Environment, Energy, Mobility, Innovation and Technology (BMK): They provide information on environmental regulations, permits related to public events, and contacts for further inquiries.

Austrian Cycling Federation (Österreichischer Radsportverband): They offer guidance specific to organizing cycling events, including regulations, safety guidelines, and contacts at the national level.

Local Municipalities (Gemeinde) and District Administrative Authorities (Bezirkshauptmannschaft): Directly contact the local town hall or administrative office where your event will take place for specific local regulations, permits, and application procedures.

ITALY

Mandatory Emergency Plan: Drafted by an accredited Security Engineer

Mandatory Declarations to the Local Municipality: One on food safety and one on event organization (known as SCIA in Italy)

Mandatory Informed Consent: In compliance with GDPR signed by minors' parents.

FRANCE

All gatherings in public spaces must be declared in advance. This should be addressed to the following authorities:

- Mairie (town hall) of the municipality or town halls of the various municipalities in whose area the event is to take place
- Departmental prefecture

The public authority (mayor or prefect) checks that you comply with the following points:

- You have taken the necessary measures to ensure the safety of people and property (contact with the fire department, setting up a first-aid post, etc.).
- You have ensured that the planned installations (tents, enclosures, bleachers, stages, rides, etc.) meet legal and regulatory safety requirements.
- You have taken out the necessary insurance to cover your liability.
- If necessary, you have taken the necessary steps to restore the public thoroughfare after the event.
- The police and gendarmerie can help to ensure the safety of the event.

NORTH MACEDONIA

A notification for a public meeting must be submitted to the regional unit of the Ministry of Internal Affairs responsible for the area where the meeting will be held, at least 48 hours before the meeting starts.

In the notification, the organizer plays a key role in ensuring the safety and security of the public meeting. They state the following information: the objectives of holding the public meeting; place and time of the event; the measures taken by the organizer about the organization and running of the public gathering and the data for organizing the security service.

For more information about the Law of Public Gathering click [here](#).

[Decision on the use of public areas in the city of Skopje](#)

4.4 Road Closures

This section includes detailed traffic management plans, including early notification to residents and businesses, marked detours and bypasses for motorists, signage for emergency vehicle access, and police or volunteer marshals at critical intersections.

AUSTRIA

Austrian Road Traffic Authority (Straßenverkehrsbehörde): Contact information varies by region. Local offices can provide guidance on road closures, traffic management, and required permits for events impacting road traffic.

ITALY

Our past experience demonstrated the value of close collaboration with local authorities. The Traffic Police, engaged by the local Municipality, provided support by escorting our bike column of approximately 100 participants. Temporary road closures at critical intersections were implemented to ensure participant safety. A Civil Protection vehicle led the procession, followed by a Traffic Police car and an ambulance. It is essential to note that the presence of at least one ambulance is mandated for events involving around 200 people.

FRANCE

The administration can request modifications (timetables, routes, etc.) and provide technical support (loan of equipment, provision of technical staff, loan of rooms, etc.). The police and gendarmerie can help ensure the safety of the event.

NORTH MACEDONIA

In North Macedonia, organizing road closures for cycling events involves coordination with multiple authorities. Please contact the [Ministry of Internal Affairs](#) for detailed guidelines.

4.5 Other Permits

This section addresses specific permits needed for food vendors (health department), sound systems (noise ordinance), and temporary structures (building codes), considering bicycle-specific needs like bike parking, gear check tents, and medical stations.

AUSTRIA

Insurance Providers: Contact insurance companies specializing in event liability insurance to obtain coverage tailored to your event's needs. They can provide specific details on insurance requirements and premiums.

Event Safety Guidelines: Refer to safety guidelines and best practices for organizing public events, which are often provided by local authorities or event management associations in Austria.

ITALY

The SCIA procedure, aforementioned, means "Certified notification of commencement of activity" and includes one declaration to the local Health Department about food safety and quality control on foods; one communication on the place/venue where the event is held, and its characteristics, the event features (music, commercial activities, etc.) addressed to the local Public Authority. The emergency and security plan must be attached, and a tax to the local authority must be paid.

FRANCE

In principle, an association does not have the right to broadcast music free of charge at a public event. To do so, it must obtain authorization from Sacem: Société des auteurs, compositeurs et éditeurs de musique (Sacem: Society of Authors, Composers, and Publishers of Music) and, with a few exceptions, pay royalties to Sacem.

It's crucial to understand that the rules for broadcasting music differ depending on whether the music is recorded or performed live by musicians. This distinction is important and should be carefully considered when planning a public event..

NORTH MACEDONIA

Approvals for sites and other permits can be found on the official website of [The City of Skopje](#) and the other municipalities relevant to your event location.

Food Vendors: Obtain approval from the Food and Veterinary Agency (FVA) to ensure compliance with national food safety laws. Vendors must pass inspections and receive certification for hygiene and food safety.

Sound Systems: Follow local noise ordinances regulated by the municipality. Obtain the necessary permits for using sound systems to comply with noise restrictions, especially in public spaces or residential areas.

Temporary Structures: Secure a permit from the local building authority for any temporary structures like tents, stages, or bike parking setups. Ensure that these structures meet safety standards and are correctly installed.

5. GENERAL STANDARDS FOR EVENTS

This section outlines the general standards for organizing cycling events and gives some tips and pointers. Below, you will find links to regulations, notification requirements, and some ideas on how to organize your events in ecologically sound ways.

5.1 Ecologically Sustainable Practices

Ecological Sustainable practices refer to actions and strategies designed to minimize environmental impact and promote sustainability. These practices cover a range of approaches, such as the efficient use of resources, waste reduction, and the preservation of natural ecosystems. By incorporating ecological practices into everyday activities, individuals and organizations help conserve biodiversity, mitigate climate change, and enhance the overall health of our planet. In cycling, ecological practices include using sustainable materials, encouraging repair and reuse, and promoting low-impact transportation options.

AUSTRIA

Promote public transportation for participants and volunteers and source local food and beverages to reduce transportation emissions. Choose eco-friendly cleaning products and minimize single-use plastics. Partner with sustainability organizations for waste reduction initiatives.

ITALY

Some of the sustainable practices we've encouraged are arriving at the venue by bike or bus.

NORTH MACEDONIA

Prioritize sustainability by reducing single-use plastics, supporting local vendors, and encouraging public transport use. Organizers can provide information on public transport and a cycling path map app link for safe navigation.

- [Public transport in Skopje](#)
- [Cycling paths in Skopje](#)

5.2 Public Notification

AUSTRIA

Public notification guidelines for Austria-based events:

- Notify residents and businesses well in advance (minimum 30 days) through various channels (local media, flyers, online platforms).
- Address potential concerns and provide information on event schedules, route closures, and parking restrictions.

- Encourage community participation and volunteer opportunities.
- Age-appropriate music and safe sound levels.

NORTH MACEDONIA

- Obtain the required permissions for your cycling event from the relevant authorities.
- Once permissions are secured, coordinate with the Ministry of Internal Affairs.
- Expect the Ministry to provide the public with several days' notice of any road closures or traffic control measures.
- Ensure all details are clearly communicated to participants and the public in advance of the event.

6. RISK AND SECURITY MANAGEMENT

The following chapter discusses cycling events' critical risk and security management components. It includes a detailed overview of the overall security and crowd management strategies, along with other general safety considerations regarding participants and spectators.

We will also examine some essential guidelines for work health and safety while considering additional measures to minimize risks and react effectively when confronted with unexpected situations.

6.1 Security and Crowd Management

AUSTRIA

To ensure the safety and smooth operation of the event, the following crowd control and safety measures are recommended:

- Trained volunteers led by licensed security personnel on crowd control specific to cyclists.
- Manage potential hazards like collisions between participants and motorists/pedestrians, equipment failures and mechanical breakdowns on the course, large crowds at rest stops, and congestion hotspots.
- Implement crowd control measures at start/finish areas, rest stops, and other busy locations.
- Physical barriers for separating cyclists from spectators.
- The one-way flow of traffic at key points.
- Designated areas for pedestrian crossings.
- Volunteer marshals are stationed at critical intersections and potential hazard zones.

- Communicate clear safety rules and expectations to participants beforehand and enforce them throughout the event.
- Address potential risks associated with traffic.
- Work closely with local authorities to implement road closures and detours.
- Utilize police escorts if necessary for larger events on public roads.
- Mark closed roads and intersections with visible signage.
- Inform participants about traffic regulations and encourage predictable, defensive riding.
- Collaborate closely with local authorities to ensure safe and compliant crowd management, drawing on previous experiences with multiple parties involved.
- If a high attendance is expected, additional security personnel should be arranged to assist with situations such as lost children and parents searching for them. This team should be properly trained and easily identifiable by wearing uniforms or, at a minimum, reflective vests. They should also carry accreditation cards and be assigned a clearly defined area of responsibility.

6.2 Emergency Management and Medical Plan

AUSTRIA

Develop a comprehensive emergency response plan outlining actions for various scenarios, including medical emergencies (heatstroke, dehydration, fractures, falls), severe weather events (lightning, storms, extreme heat/cold), mass casualty incidents (multiple injuries requiring triage), evacuation procedures in case of unforeseen circumstances.

Ensure adequate medical support throughout the event with trained medical personnel (EMTs, paramedics) at key locations.

Fully equipped first-aid stations with necessary supplies.

Highlight the rapid response to medical emergencies facilitated by established communication protocols, ensuring the audience's security and well-being.

Transportation arrangements of severe injuries requiring hospitalization.

ITALY

As part of the emergency management and medical plan in Italy, there should be an ambulance on-site with a doctor and nurse on board.

NORTH MACEDONIA

- Event rules for emergency management and medical plans in North Macedonia generally align with European standards.
- For larger events, an on-site ambulance with a doctor and nurse is required.
- Organizers must create a detailed emergency plan that outlines procedures for

accidents, injuries, and other emergencies.

- The emergency plan must clearly define roles for medical personnel, security, and event staff.

6.3 Work Health and Safety

AUSTRIA

Prioritize the safety of event staff, volunteers, and participants by providing comprehensive training on event logistics, safety procedures, and emergency response.

Equip staff and volunteers with appropriate personal protective equipment (high-visibility vests, first-aid kits).

Conduct risk assessments of all event activities and implement mitigation measures.

Manage risks associated with terrain and weather conditions (e.g., loose gravel, slippery surfaces, extreme heat).

ITALY

More than 20 volunteers supported the event: 10 from the civil protection corp, 4 from the Italian Alpine Club, 4 from the Ecological Volunteering Guides of Ticino Park, 3 from the Association of Parents of Cameri (The local Municipality)

NORTH MACEDONIA

Ensure constant availability of shade and water. Assign a person or team to check the terrain for hazards like rocks regularly.

Standard equipment for volunteers and staff should include:

- Whistles or megaphones for crowd control
- Walkie-talkies for communication
- First aid kits
- High-visibility vests
- Flashlights for evening or low-light conditions

6.4 Additional Considerations

Cultural Sensitivity: Respect local customs when planning the cycling event. Try to avoid certain dates that overlap with religious or state holidays.

Weather Preparedness: Be prepared for unexpected weather changes, especially in the spring and autumn.

Language Accessibility: To ensure clear communication, please use the official languages and English.

Local Partnerships: Collaborate with local companies to benefit the community and improve the event experience.

7. EVALUATION

The MOUNTAIN BIKE TOURISM FORUM GERMANY, an organization dedicated to the professionalization of national bike tourism, evaluated our cycling project. Serving as a think tank and a platform for networking and dialogue, the forum is vital in fostering sustainable development in rural areas while enhancing recreation opportunities in peri-urban regions. It brings together diverse stakeholders, including tourism professionals, local hosts, trail developers, policymakers, and nature park administrators, to promote best practices in the cycling industry. In this section, we share the RE-CYCLING Assessment and some of the evaluation forms used in our project as examples for future reference and application.

7.1 RE-CYCLING Assessment

This work package is linked to the Specific Objective (SO3): Delivering impact and disseminating project outputs and results. The main output of WP3 is a Social, Environmental, and Economic Impact Tool (SEE IT) to estimate the impact of the “Green & Sustainable Biking” Training and Re-Cycling Fairs potential and evaluate transferability and potential for scaling up.

SUMMARY

Focus	Indicator 1	Indicator 2	Indicator 3	Indicator 4	Indicator 5	Indicator 6
In General	x			(x)	(x)	(x)
Training		x	x			
Fairs				x	x	x

(Involved) Target Groups	Indicator 1	Indicator 2	Indicator 3	Indicator 4	Indicator 5	Indicator 6
Partner Organisations	x	x	x	x	x	x
Direct Target Groups						
Children, families with low SES			x			x
Cycling teachers, trainers from schools, bike clubs, associations		x	(x)		(x)	(x)
Indirect Target Groups						
Local stakeholders, communities				x	x	x
Regional, national policy makers	(x)					(x)
European institutions, networks	x					(x)

Indicator 1 – Working Knowledge

= Increased level of working knowledge among partners and stakeholders on circular economy in the biking sector, measured at the beginning and at the end of the project.

Target value	Average increase of 0.5 points on each 5-point Likert Scale of the post-test
Focus	In general
Method	Survey via Google Doc (Likert) – link to the Survey
Survey	Milan + Brussels Event
Target group	MTF and partner organisations asking <ul style="list-style-type: none">• attending partners• attending regional, national, European stakeholders

Content of the survey

- Knowledge on sustainability and circular economy
- Knowledge on the role of sustainability and circular economy in the bike sector
- Requirements
- Personal information
- E-mail address

NOTES

- Decision for survey in Milan and Brussels, instead of additional/ simplified questionnaire for trainers
- (Additional information due to Indicator 2: Learning Outcomes)

Questions & Organisational issues

- Attendees differ (Milan vs. Brussels)
- Translation

Indicator 2 – Learning Outcomes

= Assessment of learning outcomes, measured before and after the delivery of the training program.

Target value	Average increase of 0.5 points on each 5-point Likert Scale of the post-test, administered after training
Focus	Training
Method	Test via Re-Cycling Website (Multiple Choice: true/false)
Survey	Pre Test + Final Test Modul 1 Pre Test + Final Test Modul 2 Pre Test + Final Test Modul 3
Target group	MTF and partner organisations asking • trainers and teachers

Content of the survey

- Sustainable and circular biking
- Reuse
- Repair

NOTES

- Decision for multiple choice instead of Likert scale, with 5 answer options (2 true, 3 false)
- Decision in favour of asking trainers and teachers due to complexity of the modules and evaluation, instead of additional questioning at fairs and additional questionnaire for students (since the training will take place at different times within the project timeline, due to data protection, and technical possibilities in class)
- (Additional information due to Indicator 6: Target group)

Questions & Organisational issues

- Coherent layout, terms and thematic focus, Modules = training material for trainers
- How does training work (analogue/digital), when does it start (timeline): Harmonisation of organisation in partner countries, esp. according to teaching and learning content, briefing of trainers/teachers in general, number of adults and number/age of students involved
- Briefing of trainers/teachers regarding survey (incl. Indicator 3: Green mobility of students)
- Translation necessary

Optional: additional survey for students

- Translated form, digital or print, after the training or e. g. one week later to reflect on their learnings): results of the print version would be transmitted via Excel to MTF
- Partners: briefing of the trainers, translation of the students' survey, hand out and transmission of the results to MTF (Excel)
- MTF: add. questionnaire for students (anonymous) and add. evaluation options (aggregate data/average results)

Indicator 3 – Green Mobility

= Assessment among target groups of bike usage frequency, measured at the beginning of the project, and at the end of it.

Target value	10% average increase of biking
Focus	Training
Method	Interactive (hand signal in class) – template attached
Survey	<ul style="list-style-type: none"> • Survey during Training with students • Survey at the end of the project with trained students
Target group	MTF and partner organisations briefing trainers and teachers Trainers and teachers asking <ul style="list-style-type: none"> • students /children & families

Content of the survey

- bike usage frequency
- other means of transport
- (other sport activities)

NOTES

- Decision for interactive approach in classes due to technical challenges and data protection
- Decision to involve trainers/trainers to take care of the survey at the time of training and at the end of the project since they are in direct contact with the students, instead of additional questioning at fairs
- Decision to simplify the survey: interactive approach in class
- (Additional information due to Indicator 6: Target group)

Questions & Organisational issues

- Seasonal dependence of mobility
- Involve other means of transport and sport activities
- Briefing of trainers and teachers
- Transmission of results from trainers/trainers to partner organisation to MTF
- How does training work (analogue/digital)? Ask students at the end of the project again?
- Translation necessary

Indicator 4 – Footprint

= Assessment of fairs ecological footprint (minimum food waste, food short delivery-chain, plastic free, etc.).

Target value	Below the average footprint of small-scale sport events (at least one comparison per country)
Focus	Fair
Method	Research and CO2-Calculator: https://co2.myclimate.org/en/event_calculators/new
Survey	<ul style="list-style-type: none"> a) Research of comparable events, footprint assessment b) Survey after the fair
Target group	<ul style="list-style-type: none"> a) MTF with partner organisations (incl. national stakeholders) b) MTF briefing asking partner organisations (incl. local stakeholders)

Content of the survey

- General information
- Mobility
- Accomodation
- Catering
- Energy
- Material
- Transport
- Waste

NOTES

- Decision for questionnaire for partner organisations (responsible for event management) after the event
- Decision to use the CO2 calculator for events available in different languages (EN, DE, IT, FR, according to general criteria for a sustainable event management
- https://co2.myclimate.org/en/event_calculators/new

Questions & Organisational issues

- Research: average footprint of small-scall sport event (min. 1 per country) -> definitions
- Criteria for a sustainable event vs. footprint
- Skopje in Sept. 2023 as pilot

Indicator 5 – Economic Impact

= Estimation of cost-savings opportunities, generated at the level of small-scale circular economy ecosystems.

Target value	15% savings for the families compared to national market prices
Focus	Fair
Method	Research and Survey via Excel – template attached
Survey	a) Research b) Survey (at the Fair)
Target group	a) MTF with partner organisations (incl. national stakeholders) b) MTF asking partner organisations (incl. local stakeholders)

Content of the survey

- Research of costs
- Number of bikes repaired and/or offered (size, new/second-hand)
- Requirements

NOTES

- Decision to differentiate between the following cases (per country):
 - 1) Costs of new children's bike
 - 2) Costs of used bike at fairs
 - 3) Costs of 2-3 repair cases (see below) acc. to hourly wages and/or comparative offers
 - I) Tyre (repair/replace)
 - II) Tube (repair/replace)
 - III) Gearstick (repair/replace)
 - IV) Brake (repair/replace)
 - V) Chain (repair/replace)
 - VI) Spokes (repair/replace)
 - VII) Other
- Decision to develop a tally sheet (one pager) for involved stakeholders at fairs, supported by partner organisations: translation, inform stakeholders, collect data on the ground, transmit information to MTF after the event

Questions & Organisational issues

- Type of bikes (balance bike, primary school bike, youth bike), brand, age group
- Differences in countries (available bikes, stakeholders involved in fairs)
- Preparation of questionnaire (print) and collection of data
- Support by partner organisations
- Translation of the tally sheet necessary

Indicator 6 – Target Group

= We know more about the interest and motivation of our target groups from the fairs.

Target value	Deduction of recommendations for the target group and fairs
Focus	Fair
Method	Live Survey via QR Code (Open Questions + Multiple Choice) – link to the survey, English version attached
Survey	Welcome survey at the fairs entrance and open survey on the ground
Target group	MTF and partner organisations asking <ul style="list-style-type: none"> • Children and families • Local stakeholders • Regional stakeholders

Content of the survey

- Target Group Data: name, age, group
- Mobility/Frequency of bike usage
- Communication: Event PR
- Key motives: Motivation
- Knowledge and Interest
- Event Feedback

NOTES

- Decision to develop a questionnaire for the main target group at fairs to evaluate whether the target group has been reached and what appeals to them.
- Decision to ask additional supporting questions that allow further insights into other indicators and allow deductions.
- Decision to use a questionnaire that is equally suitable for all the Re-Cycling fairs, even though they will differ – to create comparable results for the evaluation.
- Survey with support of partner organisations (1-2 persons) on the ground through
 - 1) tablets
 - 2) via QR codes to be filled in independently by persons via smartphone
 - 3) print questionnaire: just in case of dead spots at event area (partner organisation responsible for printing, collection of data and transmission of data)

Questions & Organisational issues

- Implementation on the ground: dates, equipment, staff
- Incentives for participants: bracelets, reflectors, reflector stickers for helmets/ bikes, prizes?
- Translation, Dissemination of survey

7.2 Survey: REPAIR STATION (Indicator 5 – Economic Impact)

Event: _____ Date: _____



Dear participant,

This short survey evaluates the repair services of the event in order to learn about the needs and expectations of the attending people in case of bike repair. The data will be evaluated anonymously.

Thank you for taking the time to support us within the Erasmus+ “Re-Cycling” project with your insightful answers.

Please

use a separate page of the feedback survey for each day.

fill in the first page of the document during the event. We invite you to use it as a tally sheet to record the number of replaced and repaired bike parts.

share further insights at the second page for additional information about the customers needs.

fill in general information at the end of the document and add your contact details if you agree that we may contact you in case of questions.

Repaired or replaced bike parts today

	Repairs	
repair inner tube		Total:
change inner tube		Total:
inflate tyres		Total:
adjust brakes		Total:
replace brake cable		Total:
adjust gears		Total:
replace shift cables		Total:
adjust saddle height		Total:

clean bike chain		Total:
shorten/replace bike chain		Total:
repair lights		Total:
change bike grips		Total:
Sum total		
Additional Information		
Additional service offered today:		
Needs of people that were not offered today:		
What percentage of bikes serviced by you today are kids, youth or adult bikes (approximately) ?		
Please estimate in percent.		
Kids bikes: %	Youth bikes: %	Adult bikes: %
General Information		
Name of the station/service:		
Name of the contact person:		
E-mail address of contact person:		

Please don't forget to hand over the document to the organiser at the end of the event or E-Mail a scan directly to re-cycling@mtf.bike

Thank you very much.

8. CONCLUSION

The practices described in this guide are based on Velo Fairs from Austria, France, Italy, and North Macedonia. They serve as a guide to conducting an effective cycling event. While these practices are being executed, the cycling culture, community participation, and sustainability emerge, in addition to community engagement. Their experiences in these regions highlight the importance of collaboration, strategic planning, and innovative outreach. As cycling increasingly becomes a part of sustainable transportation, the lessons learned from these Velo Fairs will guide future initiatives and ensure their success.

