

## Event Management Plan (vers. 10/05/19)

**Event: Witton Park Trail Relays - 27th June 2019**

**FRA Registered**

**3 x 3.65km legs / 160m ascent each**

**Race Organiser**

**Richard Taylor**

(supported by Blackburn Harriers)

### **FRA ROs Pack**

Have all documents been read, considered and applied where applicable?

As RO I have read the UKA Rules for Competition, FRA Requirements and Rules for Race Organisers 2019 and the FRA RO Guidelines. I have considered the advise on Environment and Access. I am using the Guidelines to help me put my Event Management Plan (EMP) together and have produced my Event Information Document (EID) which will be published on the event website.

UKA Rules Appendix 4: Risk Assessment: UKA has produced a standard risk assessment template that is to be used across all disciplines.

Noted and a Risk Assessment has been carried out in accordance with the UKA Rules

### **Post Event Analysis**

### **Size of Field**

Please give an assessment of the maximum field size the event can cope with in terms of monitoring, the limitations of the race route, control of safety and consideration of the environment.

The event takes place in an enclosed area with each leg run around a 3.65km lap on a well marked course and marshalled extensively. With at least 6 marshalling points and athletes passing through the Start/Finish Area at the end of each leg monitoring is not compromised by field size.

The event takes place in a public park that often sees large events, including running events well in excess of the figures anticipated for this race so environmental damage will not be an issue. The limiting factor for the size of field is the width of the trail in certain parts of the summit area. Past history has shown that an normal event of up to 200 runners can operate effectively on the course and it is my opinion that an upper limit of 250 would be feasible for a race on this route, as the route taken through the woods avoids the narrower sections of trail.

In 2017 141 teams took part and based on discussions with leg 3 lead runners and leg 2 lapped runners, I feel a small increase of the limit is appropriate.

LIMIT of 150 set for 2019 event publicised on event website.

Back up recorders used for larger size in 2017 and worked well. Use again.

### **Post Event Analysis**

### **Course Markings & Design**

Please give an overview of the race route, options for route choice, any markings and the types of hazards that the athlete may encounter.

If there are any hazards that you deem to create a higher level of risk than competitors would expect to encounter please outline how you plan to manage those hazards.

The course details and route description have been outlined in the EID. The route is extensively marked with tape, flags and signs + minimum 6 marshalling points so navigation should not be an issue. Main hazards are tree roots, steps, slipping, tripping which are accepted in this type of event and the competitors have all been made aware of the types of hazards in the EID.

The route crosses a tarmac farm access road on the ascent and descent. Competitors must take care when crossing. Marshalls will be in place at both crossing points.

### **Post Event Analysis**

### **Permission & Access**

Please outline how you will liaise with landowners including seeking initial permission and ongoing dialogue. Please also advise of any restrictions or areas of sensitivity and how you will manage these. How will relevant information be passed on to competitors with a view to recess and race day?

The area has been hired from Blackburn Council. John Pawson, tenant farmer to be advised and has in the past granted permission to pass over his fields on the descent.

### **Post Event Analysis**

### **Adverse Weather Conditions**

Please outline how poor weather conditions may impact upon your event and what provisions if any, you have made to deal with poor weather.

Torrential rain, high winds or a combination of both would be the only likely weather events to affect the holding of the event.

Should the weather be so bad as to have an effect, it would most likely lead to cancellation.

No bad weather option will be in place.

### **Post Event Analysis**

## Entries

### Qualifying Criteria

Please advise what level of experience you deem appropriate for the event and outline any qualifying criteria you are setting as a requirement for entry

This is entry level fell and hill running. Seniors with endurance racing experience and juniors with cross country experience and ability that puts them in the county squad or close to it should cope with the route fairly well. This advise is given in the EID.

### Post Event Analysis

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### Entry Procedure & Registration

Please outline what entry procedures are in place for competitors and on the day arrangements for registering.

Pre-Entry online through event website. Unlikely to be entry on day.

Registration open 18:00 and closed 18:40

Changes to pre-entries can be made on day - change sheets available.

Change sheets to be available to team mangers on event website before event to emphasise importance for safety and integrity of results.

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### Post Event Analysis

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### Competition Numbers and Identification

Outline the numbering system that you will be using and indicate if any other systems whether manual or otherwise will be used to aid in identification of the competitors. Please also advise outline any directions for use of the numbers and how that will be conveyed to the competitors.

Race Numbers 1- 150. Legs A,B,C eg 1A, 1B, 1C for Team 1.

Numbers should be worn on the front torso - not folded.

Advise included on EID.

### Post Event Analysis

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### Race Monitoring

Please set out what measures will be put in place to be able to account for all the competitors from the start of the event until completion.

Leg 1 runners checked against start list as the runners are brought on to start line.

Leg 2 runner can only leave as leg 1 comes in - ie so when 1A finishes we know 1B goes. same for leg 3.

Start list will identify any part-teams.

If 1A fails to come in - 1B will be waiting so officials will be aware very quickly.

Use of complete start list printed after registration closes to check on part teams and ID any no-shows.

### Post Event Analysis

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**Retirement Procedures**

What do you expect of any retiring athlete. How have you communicated that to the athlete.

Advise nearest marshall and the finish officials ASAP.  
Advise included in EID.

**Post Event Analysis**

**First Aid and Rescue**

What first aid provisions are in place and consider what difficulties may be encountered recovering an injured athlete.

Rossendale and Pendle Mountain Rescue are on site from 18:40 - 20:30 or until the last runner has come in safely. 2 teams, 1 at start/finish, 2nd Under Billinge Lane.  
Some parts of the route are only accessible on foot, but all parts can be accessed in around 5 minutes max by one of the MRT teams from their bases.

**Post Event Analysis**

**Equipment**

Outline the event kit requirements and advise how this will be conveyed to the athletes. Outline any plans for checking kit.

Competitors advised to bring rain jacket, pants and whistle just in case we have unusually poor weather for June.

**Post Event Analysis**

**Marshalls**

Identify your marshalling points and how you intend to cover those positions as effectively as possible. How will marshalls be given their instructions.

A Marshalls Map has been prepared identifying the points. Each point will have a set of instructions relevant to that point. Marshalls will be given this information in advance and briefed on the day prior to taking up their position.

**Post Event Analysis**

**Race Officials**

Identify any other race officials that you have involved to assist you with the running of the event, including an assistant RO if you have one in place.

To be confirmed nearer the time taken from the experienced team of officials at Blackburn Harriers.

**Post Event Analysis**

**Results**

How are results being colated and published?

Ukresults.net will handle on the day registration and results. They will be available within 15 minutes of the last competitor finishing and published by team and also individual leg times. They will be published online the following morning.

**Post Event Analysis**

**Car Parking and Facilities**

How will Car parking be managed? What facilities are in place for competitors eg Toilets, Changing, refreshments? What considerations will be given to ensure that local residents will be inconvenienced as little as possible?

Witton has a range of Car Parks and competitors have been advised of the alternatives away from the Sports Centre in the EID. Witton has toilet facilities which will be fine for an event of this nature.

**Post Event Analysis**

**Any Other Information**

Please outline any other factors that need to be considered for your event and how you will deal with them.

Leg Changeover - holding pen for outgoing runners next to start line  
Course Marking - set up 27th afternoon by RT  
Livestock - if in field will advise runners on day

**Post Event Analysis**