

LANGHAM EVENT PLAN

1. Statement of Intent

1.1 To provide a good quality road Race and to raise much needed funds for the Friends of Lanham School (FOLS).

1.2 Legal Duties and Responsibilities.

1.2.1 Refer to the Health and Safety at Work Act.

1.2.2 Sport on the Highways Act

1.2.3 Equal Opportunities Act

1.2.4 Food Hygiene Act.

1.2.5 UKA Road Race Licence Granted.

See SECTION 01

1.2.6 UKA Course Measurement Certificate Granted

See SECTION 02

2. Event Management

2.1 Race Steering Committee

- 2.1.1 Race Director Paul Felton
- 2.1.2 Race Administrator Rachael Podd
- 2.1.3 Course Director Gavin Hickmott
- 2.1.4 Chief Marshals Eve Oxley & Linda McAdam
- 2.1.5 FOLS Race Committee
- 2.1.6 Entries Co-Coordinator Paul Preston
- 2.1.7 Race Referee Joe Mower
- 2.1.8 Event Adjudicator Terry Back
- 2.1.9 Chief Timekeeper Jennie Grimwood

2.3 Safety Planning

- 2.3.1 Safety Officer Paul Felton
- 2.3.2 Risk Assessment See SECTION 03
- 2.3.3 Community Centre site plan
See SECTION 04
- 2.3.4 Community Centre Fire Procedures
See SECTION 05
- 2.3.5 Medical See Section 06

2.4 Course Planning

- 2.4.1 Course Planning Paul Preston
- 2.4.2 Course Measurer Paul Felton
- 2.4.3 Personnel Required & Marshalling
See SECTION 07
- 2.4.4 Marshalling Instructions
See SECTION 08

2.5 Programming & Marketing

- 2.5.1 Entries Co-Coordinator Paul Preston
- 2.5.2 Marshalling and Refreshments FOLS
- 2.5.3 Website See SECTION 09
- 2.5.4 Fun Run Entry Form See SECTION 10
- 2.5.5 Competitor Information See SECTION 11
- 2.5.6 Course Maps See Section 12
 - 10Km
 - Fun Run
 - Map showing positions of Advance Warning Signs
 - Map showing position of Course Signage
- 2.5.7 Presentations See SECTION 13

2.6 Chain of Command

- 2.6.1 Race Director takes overall Command after consultation with Race Administrator
- 2.6.2 Start Director
- 2.6.3 Chief Marshal
- 2.6.4 Marshals
- 2.6.5 Finish Director

2.7 Event Control

- 2.7.1 Race Director Paul Felton
- 2.7.2 Pre Event Liaise with Local SAGS Group
- 2.7.3 On the Day liaise with;
 - Police (if attending)
 - First Aid

3. Communications

- 3.3.1 Communications via mobile phone networks
(Check Coverage)

4. Event Day Program Information (To be done on the day)

- 4.4.1 Site plan on display at race HQ
- 4.4.2 Safety plan on display at race HQ
- 4.4.3 Warning Signs for competitors not to go on to road until the start.
- 4.4.4 Display Road Race Licence
- 4.4.5 Display Course Measurement Certificate
- 4.4.6 Display Risk Assessment

5 Technical Information

- 5.5.1 Site Plans
- 5.5.2 Site Set-Up Timings
 - 6am P Felton to arrive to set up finish area.
 - 7am Community Centre opens
 - 8am Scouts arrive to organise car parking
 - 8am Set up registration area
 - 8.30am Set up catering
 - 9am Set up finish drinks table

- 5.5.3 Course Set-Up Plans
 - Course set up to be split in two to speed set up
 - Part 1 from START to the 5 kilometre mark
 - Part 2 from the 5 kilometre mark to the FINISH

6 Stewarding

- 6.6.1 Start Marshals Briefing 08.30hrs
- 6.6.2 Finish Team Briefing 08.30hrs
- 6.6.3 Course Marshals Briefing 0913hrs

7 Lost Children

- 7.7.1 Report to First Aid

8 Emergency Procedures

- 8.8.1 Alerting by short bursts from an air horn and or Fire Alarm
- 8.8.2 First Aid to set up a temporary First Aid Post Outside
- 8.8.3 Emergency Rendezvous Point adjacent to the finish area

9 Contingency Plan

- 9.9.1 If the event has to be cancelled on the day this decision will be made by the Race Director with consultation with the Race Referee and The Race Administrator.
- 9.9.2 If cancellation is deemed necessary before the day all competitors in the 10Km will be notified by email, also the information will be put on the event website and social networking websites, Facebook Twitter etc.

SECTIONS

- 01 UKA Road Race Licence
- 02 Course Measurement Certificate
- 03 Event Management
- 04 Hall Site Plan
- 05 Fire Procedure
- 06 Medical
- 07 Personnel Required in Administration & Marshalling
- 08 Marshalling Instructions (work in progress)
- 09 Web Pages
 - Home
 - Our Cause
 - Race Details
 - Entry Options
 - Results
 - Links/Contact
- 10 Fun Run Entry Form
- 11 Competitor Information
- 12 Course Maps
 - 10 Kilometre
 - Fun Run
 - Map showing position of Advance Warning Signs.
 - Map Showing position of Course Signage
- 13 Trophies / Awards
- 14 Clean up, All course signs to be removed asap hall to be cleaned, finish area dismantled and playing fields to be cleared of any litter