

Event systems

This section deals with all the systems that need to be developed (or altered from previous events) and so allow each function to run smoothly and efficiently on the day.

Traffic management

The general aim of traffic management at an event is to get the vehicles in & out, parked as safely and efficiently as possible, whilst causing the minimum of disturbance and inconvenience to other road users.

Issues to consider -

- Keep routes on single rack roads to a minimum
- Have a radio link between one end and the other
- Consider one way traffic routes for all event vehicles
- Signs to advise local road users of the event duration & arrangements

- Have separate arrangements for buses & campervans
- Wide gateways for easy, quick access
- Two or more entrances used simultaneously are almost essential to avoid queuing
- Avoid stopping cars before they are parked – collect money & give out flyers after parking (consider pre-paid car park sticker not cash collection)

- Keep pedestrian routes away from traffic flows
- All marshals to wear high visibility clothing and be spaced to ensure they can easily be seen & obeyed.
- Consider filling near car parks with families & split starters & helpers.
- Consult or inform the local Police

- Have a tractor available for rescuing vehicles
- Park cars facing downhill in direction of departure if sloping and boggy.
- Enter at top of slope and depart from lower exit if possible
- Matting, roadway, hard core & other items to be procured beforehand and set out or ready for quick use on the day

- Mark out the car park beforehand and leave wide breaks to ensure emergency vehicles can exit in a hurry
- Mark out and cordon off any boggy or rocky areas not to be used.
- Assume 2 -3 competitors per car & 50m x 50m will park 110 cars tidily
- Access & egress for traders may need to only be before and after the car park is filled up.

Signposting

Consider how much the event actually needs to be signposted.

Give the postcode in the event details as well as the grid reference

Use other signs already in place to direct traffic – ie follow the NT Brown signs for Stately House, car park is 100m past the main entrance

The Traffic Signs Regulations and General Directions 2002 Section 6 subsection 53 gives information on the size, colour and placing of temporary traffic signs.

Temporary signs 53.—(1) In this regulation “temporary sign” means a sign placed on or near a road for the purpose of conveying to traffic

(a) information about convenient routes to be followed on the occasion of

(i) a sporting event;

(ii) an exhibition;

Or (iii) any other public gathering, which is in each case likely to attract a large volume of traffic;

When placing signs, safety should be the main consideration. Both for the person placing & collecting the sign and the drivers who need sufficient warning of the direction to take.

For Dual carriageways and major highways the signs should be between 250 – 150m from the junction.

On main roads and other urban roads they should be 75 – 50m from the junction.

They should be 1 – 2m off the ground, higher in urban areas and only on the left.

Other parking & travel options

These may consist of the following:

Cycle routes separate to vehicle routes

Pedestrian & cycle routes to the arena from public transport/main roads may be considerably shorter than a one way traffic route and details should be made available to those who require them.

Bussing

Car share from a collection point

Tent drop off/transfer service if long walks from car park to arena

Priority parking for families/split starts/others (ie if dogs only allowed on lead in car park)

‘Park and ride’ if the event is located to take advantage of this service.

Registration, Enquiries & Entry on the Day

There are a number of functions that will fall under these general headings. What they are called and how the tasks are divided up will vary from event to event.

Task list

- Lost & found
- General enquiries
- Pre entry enquiries
- Pre entry package/programme collection
- Car key deposit
- Clothing deposit
- Trophy collection
- Trophy return
- Prize collection
- Entry on the day
- Refunds & under payments
- Map reclaim subsequent days
- Leaflets & flyers
- E card hire
- E card collection
- Jury meeting point
- Communications hub?
- Event Officials clothing issue
- Information centre for all enquiries both from helpers and competitors

These functions need allocating sufficient space to allow queues to be kept to a minimum. Event Officials to stay dry and warm and not be cramped. Equipment & property & trophy stores to be out of the main walkways and so may require several tents to house all these functions adequately.

It needs to be staffed by someone who can make executive decisions to solve situations without making things worse so they need to have a good knowledge of the whole event

Start

The start (s) need to be clearly signed from the Arena and distance & height climb & track surface for buggies noted in the programme.

Use colours or names for the starts that confuse the least (numbers and letters are not ideal)

Have a large clear sign at the commencement of each start route that lists the courses & classes at each start.

Have a reminder about cagoules, whistles and E cards. (JK 2011 had one standard board for each day and ticked or crossed as appropriate)

Distance markers if the route is over 500m, placed at 500m intervals.

Toilets at or en route to the starts if the distance is more than 500m from the main toilets

Designated warm up area clearly marked to avoid trespass into the competition area

Call up clock hung high as possible to allow it to be seen by small juniors at the back of a crowd.

Roped off area to separate off the waiting area from the main start area.

Clear boxes if required to be in waiting area

Call up by name & check off, check box may also be used here (spare clear needed in pocket of start official)

Clothing and whistle check (if compulsory) should be carried out and also cagoule check maybe needed

Number of minutes call up to be appropriate for terrain and start layout (Maybe -5mins to allow 2 mins for getting competitors out of sight of those waiting).

Minimum call up -3 mins control description issue, -2 mins sample map, -1 identify map box & final instructions. Also final e card check may be carried out.

Separate lane for each course and a late start lane. There may also be Elite start lanes kept more separate as well as a helper/parent split start punching lane and a colour coded punching start lane.

Map boxes must be clearly labelled with course number, and able to be clearly identified by the competitor before they set off. If using non bagged waterproof paper maps, at each minute, a map should be taken out of each box and placed under the box (NB avoid muddling maps between boxes when doing this task). This is not necessary for bagged maps.

Late starters should be started without time adjustment (no start official should be authorised to change a start time)

Care should be taken to avoid starting competitors at the same time when colour coded punching start courses use the same maps/courses at the age class competitors

A count - down clock with beeps is best at the start time – NB this must have been synched with the electronic timing system.