

Hatfield Broad Oak Big "O" 10K - Race Plan

Month	Activity	Action	Category	Role Responsible	Name	Status	Comments
November	Race Licences / BARR	Renew Certificate of Course Accuracy	Race Prep	Race Director			
November	Race Licences / BARR	Renew course measurement cert (next measurement renewal date 2026)	Race Prep	Race Director			
November	Race Licences / BARR	Renew BARR membership	Race Prep	Race Director			
November	Race Licences / BARR	Renew BARR Race Grading	Race Prep	Race Director			
November	Race Licences / BARR	Renew UKA Road Race Licence	Race Prep	Race Director			
November	Role Allocation	Agree Race Director, Medical Director, Chief Marshal, Communications Coord, Race Referee, Finish Funnel, Start Funnel; Fun Run Race Dir	Race Prep	Race Director			Race Dir - Chief Marshal - Race Admin - IT Dir - Finish Dir - Medical Dir - Car Park Marshal - Childrens Race Dir - Secretary - Treasurer - Race Ref -
November	Chip Timing	Book Champion Chip / confirm results text msg and email service	Race Prep	Marketing			
November	Chip Timing	Book Timing Clock	Race Prep	Marketing			
November	Chip Timing	Request the agreed number of chips (1 per runner + spares)	Race Prep	Marketing			
November	Marketing	Enter race details onto online race calendars and event websites.	Race Prep	Marketing			
November	Online Entries	Agree price for IT Hosting	Post Race	Marketing			
November	Online Entries	Agree date to open online system & set up	Race Prep	Marketing			
November	Flower Festival	Contact Flower Festival and confirm race details.	Race Prep	PR			
November	Race Licences / BARR	Secure Race Adjudicator / Race Referee	Race Prep	Race Director			
January	Race Starter	Agree race starter and invite	Race Prep	Race Director			
January	Risk Assessments	Review and update Medical Risk Assessment	Race Prep	Race Director			
January	Risk Assessments	Review and update 10K Race Risk Assessment	Race Prep	Race Director			
January	Risk Assessments	Review and update Fun Run Risk Assessment	Race Prep	Race Director			
January	Refreshments	Refreshments - Agree arrangements with relative group and obtain copies of their Public Liability Insurance and Food Hygiene Certificates.	Race Prep	Race Director			
January	Entry Details	Agree entry price; number of runners; prize categories and team prizes.	Race Prep	Marketing			
January	Online Entries	Open system for entries - DATE	Race Prep	Marketing			
January	Prizes	Cash Prizes - decide amounts for 2018. Update website		Marketing			
January	Village Green	Request approval to use the village green from the parish council	Race Prep	Race Prep			
January	Sponsorship	Agree sponsorship categories	Race Prep	Marketing			
January	Sponsorship	Contact and secure sponsors. Get Logos.	Race Prep	Marketing			
January	Web Site	Review web site content and update		Marketing			
January	Medical Provision	Medical Provision - Get quotes and book provider	Race Prep	Medical			
January	Medical Provision	Secure Doctor for race day - get insurance details	Race Prep	Medical			
January	Race Packs	Order running numbers – ensure information/medical form is on the back (with hopefully a sponsors logo?)	Race Prep	PR			
January	Signage	Organise the road closure barriers (70 min required), race barrier transport and signage	Race Prep	Technical Set up			
January	Toilets	Book port-a-loos.	Race Prep	Technical Set up			

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January	Car Parks	Seek agreement from landowners for the use of their land for parking.	Race Prep	Race Prep			
January	Flower Festival	Invite Flower Festival rep to Feb race meeting	Race Prep	Race Prep			
February	Physiotherapist	Invite Physio to attend race day	Race Prep	Physio			
February	Public Relations	Race article in Village Mag. Request for marshals / help. Content deadline - 15th of Month	Race Prep	PR			
February	Communications	Order Walky Talky systems for marshals on race day	Race Prep	Race Admin			
February	Race Packs	Review and update Race Pack Contents - Runners Info Sheet + Race Briefing Sheet . Final details sheet. Order print run. Contents: Race Chip Instruction Sheet, Race Briefing, No Ear Phones Flyer	Race Prep	Marketing			
February	Road Closure	Liaise with Essex Police for support on the day (5 specials and 2 cars?)	Race Prep	Chief Marshall			
February	Race Packs	Order envelopes ,label printing	Race Prep	Marketing			
February	T-Shirts	Negotiate order for t-shirts / Agree colour / design	Race Prep	PR			
March	Marshals	CAR PARKS - Recruit marshalling team (LOTS NEEDED)	Race Prep	Chief Marshall			
March	Race Packs	Organise Race Pack stuffing team!	Race Prep	Marketing			
March	Pot Holes	Walk the course and report pot holes to local authority	Race Prep	Race Director			
March	Race Licences / BARR	Renew UKA affiliation	Race Prep	Race Director			
March	Marshals	Secure lead and tail cars (NB first aider must be in tail car)	Race Prep	Chief Marshall			
March	Marshals	Recruit sufficient marshals for course, finish line, car parks with a few "spares"! (LOTS NEEDED)	Race Prep	Chief Marshall			
March	Race HQ	Organise PA	Race Prep	Marketing			
March	Water Station	Order 1500 (minimum) bottles of water for finish	Race Prep	Marketing			
March	Prizes	Order trophies & fun run medals	Race Prep	PR			
March	Public Relations	Race article in Village Mag. Request for marshals / help Content deadline 15th Month		PR			
March	Race Day	Agree trucks to transport equipment for race setup	Race Prep	Technical Set up			
March	Road Closure	Organise Road Closure Certificate	Race Prep	Race Admin			
March	Post Race Admin	Review Grant application form and guidelines and update	Race Prep	Finance			
March	Sponsorship	Order Podium Banner with new sponsor logos	Race Prep	Administration			
April	Flower Festival	Invite Flower Festival liaison to April Meeting	Race Prep	Race Prep			
April	Emergency Services	Inform local hospital + air ambulance of race	Race Prep	Medical			
April	Marshals	Organise Marshal Briefing	Race Prep	Chief Marshall			
April	Water Station	Organise Water Marshals (BARR - should be over 11yrs old if in front of tables)	Race Prep	Chief Marshall			
April	Online Entries	Monitor entries	Race Prep	Marketing			
April	Equipment Check	Check container and organise repairs / order replacements. See EQUIPMENT CHECK LIST.	Race Prep	Technical Set up			
April	Public Relations	Race article in Village Mag. Request for marshals / help Content deadline 15th Month		PR			
April	Water Station	Request access to mains (Dukes Head)	Race Prep	Technical Set up			
April	Water Station	Book all necessary equipment (cups / 12 X bins + 6 extra at Water station/Race HQ / black bags / loo roles / hose)	Race Prep	Race Prep			
May	Race Packs	Email to runners to remind them of race pack collection details	Race prep	Marketing	Hannah		
May	Race Set Up	Book Race Finish gantry scaffold	Race Prep	Technical Set up	Hannah?steve		
May	Race Binder	Ensure all Hygiene Certs / Insurance docs are obtained for all parties supporting the race on race day i.e Cubs; Scouts; Physio ...	Race Prep	Race Director			
May	Online Entries	Monitor entry levels & check for issues	Race Prep	Marketing			
May	Race Packs	Email to runners to remind them of race pack collection details	Race prep	Marketing			

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May	Public Relations	Contact local newspapers and radio stations for publicity, Herts FM, Dunmow Radio.	Race Prep	PR			
May	Public Relations	Display race banner	Race Prep	PR			
May	Residents	Inform residents of road closure and parking restrictions. Update Letter. Organise distribution via Royal Mail. Leaflet Cage End re cars clearance 2 weeks before race and week of race	Race Prep	PR			
May	Residents	Try to ensure that new residents on the course route receive personal contact relating to race day events.	Race Prep	PR			
May	Car Parks	Finalise arrangements for the mowing and preparation of the car parks.	Race Prep	Race Prep			
May	Car Parks	Organise "blue badge" parking area.	Race Prep	Race Prep			
May	Post Race Admin	Send out Race Allocations By 31st May via Grant Application process	Post Race	Finance			
May	Handover Docs	Document Sponsorship and Grant Application Processes for future reference	Race Prep	Risk Mgmt			
2 wks before	Weather	Use local experts to monitor weather.	Two Weeks Before	Chairman			
2 Weeks Before	Online Entries	Monitor online entries and decide on closing date. Update web site / email update	Two Weeks Before	Marketing			
2 wks before	Water Station	Finalise delivery & storage of water	Race Prep	Marketing			
2 wks before	Equipment Check	Locate 3 X loud halers; Start horn and air; Walky Talkies - ensure all working/charged		Technical Set up			
2 wks before	Equipment Check	Contact Portaloo supplier re location of loos		Technical Set up			
2 wks before	Car Parks	Arrange for straw and tractors if car parks are water logged. Cut grass	Two Weeks Before	Technical Set up			
3 days before	Risk Assessments	Ensure all Under 18 runners have parental consent.	Race Prep	Marketing			
3 days before	Risk Assessments	Email details of all + runners details with disclosed medical information to Medical Provider Name/bib #/declared known med conds + Medical Risk Assessment	Race Prep	Medical			
3 days before	Village Green	Ensure that all locks on gates re access to VG are collected by designated committee member	Race Prep	Technical Set up			
3 days before	Prizes	Buy Wine for team prizes	Race Prep	PR	Sally		
Race Weekend	Marshals	Race Finish Marshal to arrange Finish Marshal briefing day before race day	Race Weekend	Chief Marshall	Sally Miranda		
Race Weekend	Race Director	Ensure course clearance / new hazards.	Race Weekend	Race Director			
Race Weekend	Race Set Up	Set out km markers, no-parking bollards etc.	Race Weekend	Technical Set up			
Race Weekend	Car Parks	Lay out car park markers; put out "no leafletting" posters	Race Weekend				
Race Day - Pre	Race HQ	Take administration box that contains signage for display.	Race Weekend	HQ Admin			
Race Day - Pre	Race HQ	From Container / PTA shed take:- display boards; collection buckets; race queries box; pens, pins, leaflets, spare applications forms, maps etc. to Race HQ.	Race Weekend	HQ Admin			
Race Day - Pre	Race HQ	Set up Race HQ	Race Weekend	HQ Admn			
Race Day - Pre	Equipment	From the school take 5 dining tables; 2 dining benches; 8 recycling wheelie bins; 2 dustbins with clear bin liners	Race Weekend	Technical Set up			
Race Day - Pre	Race HQ	Set up men's / womens changing area.	Race Weekend	Technical Set up			
Race Day - Pre	Race Set Up	From container take: the large race gazebos and weights; Start sign; layout tunnels and spectator barriers	Race Weekend	Technical Set up			
Race Day - Pre	Water Station	From container take: the water station supply box; hose pipe and attachments	Race Weekend	Technical Set up			
Race Day - Pre	Finnish Line Set Up	Get medals to finish line marshals.	Race Day	Chief Marshall			
Race Day - Pre	Marshals	Final Marshalls briefing with Police. Hand out collection buckets to marshals.	Race Day	Chief Marshall			
Race Day - Pre	Start Line set up	Clear route again.	Race Day	Chief Marshall			
Race Day - Pre	Start Line set up	Using a megaphone / PA encourage runners into their start "pens".	Race Day	Race Director			

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Race Day - Pre	Start Line set up	Synchronise clock and start horn.	Race Day	Race Director			
Race Day - Pre	Race HQ	Set up t-shirt station	Race Day	Technical Set up			
Race Day - Pre	Start Line set up	Erect scaffolding/gantry and timing clock.	Race Day	Technical Set up			
Race Day - Pre	Start Line set up	Check timing clock against stopwatches for accuracy.	Race Day	Technical Set up			
Race Day - Pre	Start Line set up	Ensure area clear for Champion Chip mats.	Race Day	Technical Set up			
Race Day - Pre	Start Line set up	Ensure clear of cars, keep runners back from start.	Race Day	Technical Set up			
Race Day - Pre	Start Line set up	Manage start in liaison with other teams.	Race Day	Technical Set up			
Race Day - Pre	Start Line set up	From Village Hall take large ladder to start line.	Race Day	Technical Set up			
Race Day - Pre	Water Station	Set up water station.	Race Day	Technical Set up			
Race Day - Pre	Car Parks	Pre race briefing to car park staff.	Race Day	Chief Marshall			
Race Day	Race HQ	Start fun run.	Race Day	Fun Run Dir			
Race Day	Race HQ	Run the information point and deal with enquiries throughout the day.	Race Day	HQ Admin			
Race Day	Post Race Admin	Prelim Post results on website within 3 days of race. Final results within 7 days	Post Race	Marketing			
Race Day	Prizes	Present prizes.	Race Day	Marketing			
Race Day	Results	Input results (order of runners) work out winners and display results at Race HQ	Race Day	Marketing			
Race Day	Race Take Down	LOTS OF HELP NEEDED to take down everything on the day including posts / signs around the track	Race Day	Technical Set up			
Race Day	Race HQ	Text runners with their results	Post Race	IT			
Race Day +1	Post Race Admin	Confirm results & update web site	Post Race	Marketing			
Race Day +1	Post Race Admin	Send thank you email to all sponsors	Post Race	Marketing			
Race Day +1	Post Race Admin	Send thank you email to all runners / facebook update	Post Race	Marketing			
June	Post Race Admin	Respond to issues raised	Post Race	Chairman			
June	Post Race Admin	Complete post race forms : UKA Post Race Licence form + Medical return form.	Post Race	Chairman			
June	Post Race Admin	Attend Post Race Wash up meeting (invite key race day support team to attend for feedback)	Post Race	Committee			
June	Post Race Admin	Review BARR Race report and agree actions for implementation for following year	Post Race	Committee			
June	Finance	Calculate income/expenditure and produce accounts	Post Race	Finance			
June	Finance	Agree deadline for grant applications; update Grant Application Form; review grant application guidelines	Post Race	Finance			
June	Post Race Admin	Send BARR questionnaires to a cross-section of runners	Post Race	Marketing			
June	Post Race Admin	Share email feedback, Facebook comments, race forum reviews etc.	Post Race	Marketing			
June	Post Race Admin	Ensure prizes sent to absent runners	Post Race	Marketing			
June	Post Race Admin	Upload photographs to PhotoBox Post link on Facebook page.	Post Race	Marketing			
June	Post Race Admin	Confirm Date for next year	Race Prep	Marketing			
June	Post Race Admin	Send out thank you letters/email to Marshals / Sponsors / Volunteers	Post Race	PR			
June	Post Race Admin	Send out t-shirts to sponsors and friends of the race	Post Race	PR			
June	Public Relations	Write article for Parish Magazine and School Newsletter	Post Race	PR			
June	Post Race Admin	Manage result disputes	Post Race	Race Director			
June	Post Race Admin	Write thank you letters to sponsors	Post Race	PR			
July	Finance	Submit gift aid return	Post Race	Finance			
July	Public Relations	Special assembly for presentation of awards	Post Race	PR			
August	Post Race Admin	Agree fund allocation date and invite sponsors	Post Race	PR			
August	Post Race Admin	Update web site with race allocations distribution details	Post Race	Marketing			

