

SHORT ROUTE START

1. **Manning.** The Short Route Start will be manned as follows:

Start Marshal 3 (senior official)
Start Marshal 4
Route Marshal 5 (senior marshal)
Route Marshal 6
Route Marshal 7
Route Marshal 8
Medic 4
Medic 5
2. **Locations.**
 - a. Drop Off Point in the main British Camp Malvern Hills Car Park (Gr 762 403).
 - b. Start Point at the northern exit to the Malvern Hills Hotel Car Park (GR 764 404), see Appendix 1 page 4)
3. **Timings.**

06:10 Briefing for all personnel at Assembly Point
09:00 Personnel in position at Short Route Start Point.
09:15 All preparations complete.
10:45 Coaches arrive with walkers. Start procedures begin.
16:00 (approx.) Start closes when Sweepers move through (see below)
4. **Actions.**
 - a. On arrival at the start point, all personnel will set up the start point as appropriate to be ready by 09:15.
 - b. Route Marshal 5 will meet the walkers off the coaches at the Drop Off Point at in the car park. They will then conduct the walkers to the Start Point taking particular care while leading them across the road using the other Route Marshals to control traffic as necessary. Passage through the Hotel Car Park should be utilised. They will point out the toilet facilities available in the area and invite anyone to make use of them. If necessary they will return and repeat the process for each coach's arrival.
 - c. At the Start Point Start Marshal 3 will greet the walkers and explain the procedure for starting. They will also repeat the brief given by the Coach Guides.
 - (1) Are all participants registered and in possession of a Walker's Pack, particularly the guide?
 - (2) Walkers are to be reminded of the advisability of suitable footwear, clothing, sun cream etc. (dependant on the weather).
 - (3) If walkers have an Ordnance Survey Map they are to be advised to make constant reference and note the numbers on the route signage as they pass.

- (4) Emergency procedures. Depending on the seriousness of the problem they should ring the controllers (G Waddell – 07766 954302), the First Aid Coordinator (07743 270163) or 999. (Local emergency services have been briefed on this event)
- (5) Walkers are to stick to the routes specified.
- (6) They must complete the Challenge by going to the Finish Point. If they do not complete the Challenge for whatever reason, they should still report to the Finish if only by phone to report that they are okay.
- (7) 'Sweepers' will be following up on the routes to ensure that no one is lost, one way or the other.
- (8) Remind walkers with dogs to keep them under control and follow the 'Country Code'.
- (9) Remind walkers to try and make 'best progress' and not to tarry unnecessarily.

d. As soon as they are satisfied that all is ready, Start Marshal 4 should begin sending the walkers on their way. This should be started as soon as possible without waiting the next coach run if that is taking place. This should be a staggered start spread over no more than half an hour. The time gap will depend upon the numbers present and Start Marshal 4's judgement. Teams will be sent off together and individuals in groups of at least 4.

e. The Start Marshals will be provided with a check list of numbers. As each walker starts, they will tick off their number. This will also be used to tick off the numbers of the Long Route walkers as they pass through this point. This list will be used to compare information with the Short Start Marshal during Sweeper duties. (See below.)

f. The procedure should be repeated with the later arrivals being sent off after the initial groups. If necessary, Start Marshal 4 will give the safety brief.

g. The Short Route Start Point will remain manned after the last Short Route Walker has departed. As walkers on the Long Route arrive, the Start Marshals should check off the numbers. When the Sweepers arrive, they will check the list with their own to ensure that all walkers are accounted for. If this is the case, the Start Point will close on the departure of the Sweepers and all personnel move to the Finish having collected all rubbish and disposed of it properly. If all walkers are not accounted for, this is to be reported to the Controllers who will then issue instructions as to what to do next.

h. The Medics will remain at the Short Route Start Point until it closes. They will offer support to walkers as required. They will also be prepared to support the Sweepers with walkers who are in trouble if they deem it necessary.

5. Communications. At least one Start Marshal should have a mobile phone and have communicated its number to the Controllers.

6. Equipment. The following will be provided at the Assembly Point:

- a. A start banner will be provided if required.
- b. Rubbish bags will be provided for the Start Point.