

## **THE ASSEMBLY, REGISTRATION AND FINISH**

1. Location and Layout. The Assembly Point is where walkers register for the Challenge. It will be set up in Priory Park (GR 777 458). The layout should be based upon the diagram on Page 2 of Appendix 1 to this Annex.

a. Equipment. The location will be provided with tables and chairs, three Help for Heroes gazebos and two shelters from other sources. There will also be appropriate stationary, instruction booklets and walkers' packs for distribution (see below). Decoration (flags, bunting, banners etc) will be put up around the Park.

b. Parking. Parking is available in a number of municipal spaces and car parks in the immediate vicinity around Priory Park

c. Stands. The following will be set up at the finish:

Start/Finish registration point table.  
H4H merchandise table and raffle.  
Band.  
Refreshment van.  
First Aid Tent.

d. Finish Specific Arrangements. There will be three key points:

- (1) The Finish Line. This will be marked with a banner.
- (2) Registration Desk. This will be the same as for start registration set up a suitable distance from the Finish Line to allow for queuing. The area between the Finish Line and the desk should be taped off as a 'funnel'.
- (3) Photograph Area. This will be set up for group photographs. It will be set up as a separate location to prevent blockage at the 'true' Finish.

2. Personnel. The following personnel (see Annex A) will man and run the Assembly Point:

Chief Marshal  
Volunteer Coordinator  
Registration Official 1  
Registration Official 2  
Registration Official 3  
Registration Official 4  
Coach Guide 1  
Coach Guide 2  
Coach Guide 3  
Medal/Photo Coord at Finish 1  
Medal/Photo Coord at Finish 2  
Walker Packs Distributer  
Walker Packs Distributer  
Walker Packs Distributer  
Walker Packs Distributer  
Transport Coordinator

Transport Coordinator Assistant  
Raffle Official 1  
Raffle Official 2  
Raffle Official 3  
Raffle Official 4  
H4H Merchandise Stand 1  
H4H Merchandise Stand 2  
Bear Volunteers  
Photographer 1  
First Aide Coord  
VIP Escort - Malvern Mayor TBC  
VIP Escort – MP TBC

There will also be other volunteers on hand to help.

3. Duties. The Registration Personnel will be positioned at the tables and chairs as detailed on page 2 of Appendix 1. They will be provided with the following:

a. Equipment etc.

- (1) Paper and pens.
- (2) Two copies of each of the lists of those registered for the event so far. There will be separate lists for each of the waves.
- (3) A lockable cash box.
- (4) Walkers' Packs elements consisting of:
  - A Walker's Information Booklet.
  - An event T-shirt.
  - A participant's event number.
  - A bottle of water.
  - Miscellaneous items as contributed.

b. Procedure.

- (1) 06:00. All event personnel will meet at the Splash Car Park. There will then be a short briefing to remind everyone of their responsibilities.
- (2) The Assembly point will be set up by the personnel detailed in para 2 above. It is to be ready by 06:45.
- (4) Registration Timings.
  - Long Route (Wave A). Registration 0700 – 08:30
  - Long Route (Wave B). Registration 08:30 – 10:00
  - Sort Route (Wave C). Registration 10:00 - 11:00
- (5) Registration procedure will be as follows:
  - (a) As participants arrive Coach Guides will, if required, direct those in cars to the various car parks and remind them that a car park ticket will be required. They will continue to do this until the coaches arrive. They will also point out the Registration Point if required.

(b) At the Registration Point, Registration Officials will be located. Within the team, responsibility for individuals, teams and those applying on the day may be adjusted as required.

(c) The Registration Officials responsible for reception and direction will greet the walkers checking names and the Wave of which they are part. Walkers on later Waves will be politely asked to return at the correct time if possible. As required, walkers will be directed to the appropriate desk.

(d) Registration Officials will take the participants name and check it against the details in the register. They will mark that they have arrived on two copies of the appropriate list (Long or Short Route) and issue them a number also noting that number on the lists.

(e) Registration Officials will then pass the walkers to the officials handing out the elements of the walkers' packs.

(f) These officials will issue the walkers' packs elements and then direct walkers to move directly to and board a coach.

(6) 07:00 Coaches arrive. The Coach Guides will direct them to their parking spaces. They will then select which bus they are going to work in and introduce themselves to the drivers and brief them as to timings, route etc.

(7) As soon as a coach is full, the Coach Guide will direct the driver to leave and proceed directly to the Start. Though a full coach is the criteria for departure, the following should be adhered to as far as possible.

Walk	Route	Bus 1	Bus 2	Bus 3	Trip
Long	Depart Splash	07:30	08:00	08:30	1
	Arr Brom	08:00	08:30	09:00	
	Depart Broms	08:15	08:45	09:15	
	Arr Splash	08:45	09:15	09:45	
	Depart Splash	09:00	09:30	10:00	2
	Arr Brom	09:30	10:00	10:30	
	Depart Broms	09:45	10:15	10:45	
	Arr Splash	10:15	10:45	11:15	
Short	Depart Splash	10:30	11:00	11:30	3
	Arr MHH	10:45	11:15	11:45	
	Dep MHH	11:00	11:30	12:00	

On completion of Trip 3, coaches may be released unless further trips are required. Coach guides are to confirm this with the Transport Coordinator before the coach departs.

(8) A copy of the registration lists for Waves A and B will then be taken to the Short Start to help the officials there check the passage of walkers at the half-way point.

(5) Finish procedure will be as follows:

(a) The Registration Officials will have lists of the participants on the Long and Short Routes.

(b) As participants arrive at the Finish they will be entering Priory Park from Orchard Road. They will be channelled in the order they arrive to a final check point manned by Registration Officials.

(c) The participants will then move down the 'funnel' to the registration desk manned by Registration Officials. The first Registration Official will note the number of the finishing walker and will identify each participant by name. The second Registration Official will then note that each participant has finished.

(d) Walkers will then move on to be met by a VIP and presented with:

(i) Medal.

(ii) Dog rosette as required.

(iii) They may be reminded that a certificate of achievement may be downloaded from the event website.

(e) At the end of the 'funnel', walkers will be given the opportunity to have their picture taken under a 'Finish' banner and guided to the appropriate location.

(6) 18:00. Finish closes (assuming all walkers accounted for). On direction of the Controller and Finish Coordinator, all Volunteers at the Finish will dismantle and clear the decoration and equipment set up. All rubbish will be collected and disposed of properly.

(7) There may be further stands and activities for participants as organised by the Finish Coordinator.

(8) The medical personnel will offer first aide support to walkers as deemed necessary. They will be prepared to aid the Sweepers with walkers in trouble if it is deemed necessary.