Watergate Bay Sprint 2023

Key Roles and Activities

| Activity | Actions Required | By When | Who |
| --- | --- | --- | --- |
| Accommodation at Hendra | * Liaise with Hendra to secure caravan accommodation * Identify accommodation requirements and confirm with Hendra * Notify officials of accommodation booked | * January * July * August | Dave |
| Awards | * Liaise with Entries Secretary to confirm number required and order (size and quality based on budget available) | * August | Pete W |
| Blue Light Services (Police, Fire Service etc) | * Communication with all Blue Light Services to confirm date of event, road closure, diversion route and Blue Light Phone Number | * July / August | Tracie |
| Carbon Offset Cornwall and Carbon Impact | * Key point of contact with Carbon Offset Cornwall * Send carbon impact survey to competitors / officials / marshals / spectators * Analysis of data and input results into MotorsportUK’s carbon calculator tool to calculate the carbon emissions generated by the even | * Ongoing | Shelly |
| Catering | * Identify suitable caterers and book. (Wax have historically supported the event financially as a sponsor / supporter. Will need to confirm for 2024) | * January / February | Dave |
| Competitors | * Entries Secretary to be first point of contact for all competitor enquiries * Monitor entries as they are received * Publish entry list when confirmed * Point of contact for competitors over the weekend | * July onwards | Bex |
| Councillors - Parish and County | * Liaise with local Councillors to confirm the date of event, road closure, diversion route etc. | * March | Tracie |
| Doctor | * Confirm and book | * November | Tracie |
| Entry System (competitors) | * Ownership and administration * Update, make ‘live’ and monitor * Regular liaison with Entries Secretary | * June / July | Shelly |
| Event Notification Form submitted | * Complete and submit the Event Notification form to Cornwall Council | * 31 March | Tracie |
| Event Manual | * Draft, finalise and publish (1st draft needs to be attached to Event Notification Form) | * August | Dave, Shelly, Tracie |
| Finance | * Role of Treasurer to manage event finances (detailed role responsibilities can be provided). * Invoice sponsors, supports and traders * Payment of invoices * Finalisation of accounts * Company registration requirements | * Ongoing | Shelly |
| Final Instructions | * Draft and finalise * Send to competitors * Send to officials | * August * September * September | Shelly  Bex  Tracie |
| Fire Extinguishers | * Confirm number required and book | * ASAP | Dave |
| Insurance | * Annual renewal of the Directors and Officers Insurance (renewal Nov) * Owned/hired in equipment insurance (renewal Sept) | * November * September | Shelly |
| Marshals | * Chief Marshal to be the main point of contact for all marshals. * Confirm number required, review and carry out training etc * Draft, finalise and publish marshals instructions * Marshals snack packs etc | * August / September | Jane |
| MRO application | * Complete and submit Motor Racing Order application to Cornwall Council | * April | Tracie |
| Noise Test Official | * Confirm and book | * ASAP | Tracie |
| PA system and commentators | * Confirm and book | * ASAP | Dave |
| Paddock Plan | * Design paddock plan and trade area and publish | * September | Geoff |
| Permit | * Submit permit and track licence application | * December | Dave |
| Programme | * Draft, finalise and send to print | * September | Matt |
| Publicity and Promotion | * Role of Media Officer which includes promotional material on social media, local media * Design car stickers and send to print * Design advertising leaflets and send to print * Design road closure leaflet drop and send to print | * Ongoing | Matt |
| Public Transport | * Liaise with local bus and taxi companies regarding road closure and diversion route - as required as part of the Event Notification application | * March | Tracie |
| Radios | * Confirm and book | * ASAP | Dave |
| Recovery Units | * Confirm and book - will need additional unit to recover EV’s | * ASAP | Tracie, Dave |
| Rescue Unit | * Confirm and book | * ASAP | Tracie |
| Regulations | * Draft, finalise and publish - two sets of regulations for 2023 to include the demo runs for Ralli22 | * July | Shelly, Matt |
| Results Team | * Confirm and book | * ASAP | Dave |
| Road Closure Intention | * Review when published by Cornwall Council | * July | Tracie |
| Security | * Confirm and book | * ASAP | Phil & Jane |
| Spectator Entry Point | * Liaise with Penhale Cadets and book * Preparation of equipment - a mobile phone with a sim card/data bundle, the izettle app downloaded and paired to the izettle and the ticket tailor check in app downloaded and logged in. iZettle and phone charged up * Box of equipment prepared and renewed each day for the entry point * Regular contact with the Cadets throughout the weekend * Monitoring of the tickets@ mailbox and responding to any ticket holder queries. | * ASAP | Shelly |
| Spectator First Aid | * Book REMS | * ASAP | Tracie |
| Spectator Online Ticket System | * Ownership and administration of system * Update and make ‘live’ * Regular monitoring of sales | * July | Shelly |
| Sponsors and Supporters | * Identify potential sponsors and supporters * Liaise with sponsors and supporters regarding pitch size etc * Regular contact with sponsors and supporters, including trade area layout, arrival time etc | * ASAP and ongoing | Dave |
| Toilets | * Source suitable company (based on requirements and budget) * Confirm and book | * March | Shelly |
| Traders | * Identify potential traders - via direct contact or marketing adverts * Liaise with traders to clarify pitch size and other requirements * Regular contact with traders, including trade area layout, arrival time etc * Obtain risk assessments and insurance documents (a requirement of Cornwall Council) * Meet and greet traders when they arrive. | * ASAP and ongoing | Dave, Matt, Shelly, Tracie  John C |
| Traffic Management | * Make contact with Sunbelt to establish availability and cost * Liaise with Sunbelt regarding signage, diversion route and any changes needed from 2023 * Regular contact with Sunbelt leading to the event | * January * May * July onwards | Dave, Tracie |
| Waste Bins | * Source suitable company (based on requirements and budget) * Confirm and book | * January | Shelly |