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
 | ShellyBexTracie |
| 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, TracieJohn 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 |