

# **DRAFT GUIDELINES FOR EVENTS**

## **How To Organise The Hundred**

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THE LONG DISTANCE WALKERS ASSOCIATION

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### **Preface**

The Long Distance Walkers Association is an association of people with the common interest of walking long and ultra-long distances especially in rural, mountainous and moorland areas. The Association is governing body for long distance walking and promotes challenge walks, pioneers new walking routes and receives and publishes information on all aspects of non-competitive walking. Information about the LDWA is available from the website [www.ldwa.org.uk](http://www.ldwa.org.uk)

### **Note on the First Edition**

This is the first edition of 'How To Organise The Hundred'. The sixth edition of 'Guidelines For Events' was designed to cross reference with 'Hints For Hundreds Organisers'. This document has combined the content of both in order to create a bespoke document.

### **Acknowledgment**

The Long Distance Walkers Association is most grateful to the many members and others who have contributed to the development of this booklet over the years. Particular thanks are due to Ernie Bishop, Ken Falconer, Mac McArthur, David Morgan, Geoff Saunders, Ann Sayer and Alan Warrington.

### **Disclaimer**

Whilst every effort has been made to ensure that the advice in this booklet is accurate and expedient, no responsibility whatsoever can be accepted by the Association or its officers or authors for any consequences arising from these Guidelines.

### **Introduction**

The 'Hundred' has come to mean a cross-country walk that is at least 100 miles long that is undertaken by many walkers on the same occasion. The 'challenge' is a personal one – the event is not a race, however, the aim is to complete the route within a 48 hour time limit. The 'Hundred' visits different parts of the United Kingdom every year and the courses that are designed vary enormously in style and character. It is organised by a different LDWA geographical group every year. The groups aim to show the best of their geographical area in order to provide entrants with a route that is beautiful as it is challenging.

The 'Hundred' does not have walk leaders, and walkers are responsible for their own navigation, usually with the aid of a route description, compass, maps and / or electronic GPX files. However, walkers tend to form groups so that the route-finding is shared and the walk is done in congenial company. It is this 'social' aspect as much as the 'challenge' aspect that has led to the increased popularity of the 'Hundred' in recent years. The 'Hundred' requires considerable organisation and these Guidelines are intended to provide guidance for those organising or helping with the event.

# How To Organise The Hundred: Chapter One - The First Steps

## 1.1 What is The 'Hundred'?

The Annual Hundred is the LDWA's 'flagship' event. Because of its prominence in the calendar adherence to this document is particularly important. The Application to Stage a Hundred Form is reproduced at the end of this leaflet (Appendix I) and should be studied together with the Requirements by anyone contemplating the possibility of organising a Hundred for the LDWA: 4-5 years ahead is not too soon for such study.

The 'Hundred' is always held on the Spring Bank Holiday weekend with the 'Marshals' Walk taking place on the early May Bank Holiday weekend. It is very rare for the main event to be moved from the Spring Bank Holiday weekend but due to national alterations to Bank Holidays (e.g., Queen's Jubilee in 2012) it is possible that a different weekend might be used. The 'Marshals' Walk has rarely taken place the preceding August Bank Holiday weekend to avoid sensitivities relating to the grouse breeding season.

For the 'Hundred':

- It will follow a set route.
- The route is mainly cross-country with road walking kept to a minimum.
- The event is not a race, and the emphasis is on walking rather than jogging or running, though runners are allowed.
- Sufficient time is allowed for reasonably fit walkers to complete the route without running.
- There are checkpoints (staffed or unstaffed) to be visited en route.
- There will be covered accommodation at the start and finish and at some checkpoints.
- Food or drink will be provided.
- Walkers will be issued with numbers and tally cards.
- All will receive a certificate for distance walked and finishers will receive the event badge.
- There will be list of entrants produced electronically via the LDWA PACER Event Management System.
- No leader is provided for the walk.
- The main aim is for participants to enjoy the 'Hundred' and the challenge and comradeship that it provides.

As a Governing Body, the LDWA has a duty to ensure that the 'Hundred' promotes certain basic standards; this is to protect organisers as much as participants. The 'Hundred' organiser must ensure 'appropriate' standards concerning safety, the environment and legal obligations are fulfilled. These requirements are listed in Appendix A.

## 1.2 The Event Committee

Formation of the organising committee should take place at least 3 years before the event (see Appendix B). The responsibilities of officers listed in this section provide a useful checklist but many of the jobs will, for various reasons, need more than one person if things are to run smoothly. For example:

- The Chief Organiser should have a Deputy.
- The Route Planning person will need support teams for all aspects.
- Checkpoints could be divided into Venues and Staffing.
- More than one person will be needed to administer walk HQ for over 48 hours.
- Catering might be divided into HQ, Breakfast Stop and other checkpoints.
- Transport might be split into Baggage, Food and People.

Close co-operation is essential.

Key Roles Profiles have been designed and appended to this document.(see Appendix

- Event Organiser
- Catering Organiser

- Entries Secretary
- Transport Organiser
- Sweeper Organiser
- Route Organiser
- Control Desk Organiser
- Checkpoint Organiser
- Treasurer

As soon as it has been decided to organise the 'Hundred' an Event Committee should be set up to make plans thorough enough to ensure a successful event. Putting on a 'Hundred' will involve far more work and time than anticipated, and it is essential that there is enough commitment to form a good working committee without too much work falling on any one individual. Several committee members should be capable of taking the initiative and responsibility for different major aspects of the event. Attempting to put on an event without a strong core of organisers will be highly stressful for those involved and lead to a poor event.

The main officers will not participate on the 'Hundred' but should be actively involved with their duties. If they wish to walk the route, they will enter the Marshals' Walk. Some of the National Executive Committee (NEC) should either have organised or helped to organise an event previously. It is usual for an NEC member to be co-opted to the organising committee to provide guidance. Particularly if the organising committee do not have extensive experience in organising 100s it is a good idea to co-opt someone with suitable experience from another group to join the committee.

The committee should meet as often as necessary before the event. Initially meetings might be quarterly, but within a year of the event, meetings might become monthly.

### 1.3 Early planning and policy

The date has been pre-determined (see 1.1).

Many problems that occur on events are the direct result of shortcomings at the planning stage. Early decisions need to be made on matters of policy which will determine the success of the event.

Because of the large numbers it is easier to have a circular route as a linear route entails provision of transport to the start and, in effect, two venues of HQ proportions.

Different start times for walkers, joggers and runners are sometimes used to reduce the opening hours of later checkpoints but the success of this strategy depends on entrants being honest. Early checkpoints can be more widely spaced (10/12 miles) and need not all be under cover. Later checkpoints should be closer together (5/6 miles) and, wherever possible, under cover.

An accurate, easy-to-follow, Route Description is essential.

The number of starters will be not more than 500.

Variety and digestibility of food and availability of vegetarian options are important and a Standardised Menu has now been created in order to assist Catering Managers. The menu is based on several years' knowledge as to what food and drinks work at strategic points around the course. Extra drinks points may be needed if the weather is hot. Proposed menus at checkpoints can usefully be discussed with the Groups running them.

Level of help required – probably more than you think so don't refuse any offers from LDWA Local Groups, Scout Groups, Organisers of events which appear in Strider, YHA Groups, Ramblers, Individuals, local LDWA members not in your Group, etc.

Communication during the event is vital and early contact should be made with a specialised radio communications team such as RAYNET so that there is a clear understanding on who is responsible for what. Broadly speaking the radio team passes information. Decisions in relation to entrants is taken by Event HQ / checkpoint staff.

## How To Organise The Hundred: Chapter Two - Designing The Walk

The 'Hundred' should provide a challenging and enjoyable walk through some of the best countryside in the locality, in a way that is safe, environmentally friendly and with minimal disruption to the local community. This chapter concerns the early planning that will determine the nature of the event.

### 2.1 Choosing a Date

As has been said this is pre-determined but beware changes at Government whims, e.g., because of a Royal Jubilee. The Marshals' Walk can be held over the August Bank Holiday weekend of the preceding year to avoid a sensitive stage in the grouse breeding season at the beginning of May. However, this is very rare and not the norm.

### 2.2 Location of Walk Headquarters and Checkpoints

#### Walk HQ

Early booking of HQ is essential. Schools and colleges, many of which have the accommodation and facilities required, often get booked up well in advance.

An adequate HQ for the walk start and finish is crucial. The ideal Walk HQ rarely exists in the right place and the facilities can have a considerable effect on the nature of the event.

A 'circular' walk with a combined start and finish is far simpler logistically than a 'linear' one. For a linear walk the centre of operations has to be moved after the walk has started. Moreover, arrangements are needed to take those parking at the finish to the start.

Possibilities for Walk HQ include school and colleges. The Spring Bank Holiday often coincides with school holidays and therefore educational establishments are likely to be available. Factors that affect their suitability include the space and facilities available, the provision of car parking space, convenience of access, and proximity to the desired walking area.

Schools usually have good cooking, heating, washing and toilet facilities. Do not underestimate the space required for walkers assembling, for food preparation and eating and for baggage storage. The venue should be easily accessible from outside the locality, including by public transport, with adequate overnight accommodation nearby and good road links to other checkpoints on the walk. Ideally it should provide a clear start to the route with no stiles, restrictive gates or narrow paths in the first two or three miles. Consider the impact on the local community. Well-organised events are usually welcomed provided that they do not give the impression of an invasion.

Space will be needed at the walk HQ for the following facilities:

#### **Before The Start:**

- Desks for General enquiries.
- Desks for registration and kit declaration.
- Mandatory Kit check (if organiser requires it).
- General enquiries.
- Walkers' rest and preparation.
- 'Chatting' and assembling for the start (in bad weather everyone will want to remain under cover until the start time).
- Provision of light refreshments such as tea, coffee and biscuits prior to start.
- Storage of walkers' belongings (not all walkers will have a car in which to leave kit not required on the walk).
- Walkers' baggage to be taken to a half-way 'baggage' checkpoint.
- Toilet facilities.
- Checkpoint food and equipment preparation and storage.

#### **From Several Hours After The Start: (i.e., once finishers and retirees start returning):**

- Desk for recording finishers.

- Eating.
- Table for certificates and badges.
- Changing and showers.
- First aid.
- Resting/sleeping space for entrants and marshals.
- Storing baggage returned from a 'baggage' point.

#### **Throughout the event:**

- Food preparation and cooking.
- Storing walkers' belongings.
- Walk Control.
- Participant Activity Control for Events and Results (PACER) Desk.
- Washing and toilet facilities.
- Radio operators.
- Enquiries, information and displays.
- Telephone.
- Notice boards.
- Facilities for marshals, including sleeping.
- Merchandise.
- Adequate parking for marshals and walkers.
- Sleeping area for finishing / retired entrants and Marshals'
- Lost property.

#### **Additional considerations for the annual hundred may include the following:**

- The 'Hundred' can be a good publicity opportunity for both the LDWA and the School/College.
- Cultivating good relations with School/College staff.
- Sleeping accommodation from Friday night might be considered for walkers and helpers, but entrants cannot expect to be accommodated and the organisers should not feel obliged to provide accommodation on the Friday night. They will be busy enough overseeing other aspects of the event's preparation.
- Facilities for parking caravans / motor homes and pitching tents in the grounds are useful.
- Accessibility from major roads, from rail/coach stations and to rights of way.
- Broad tracks and no stiles for the first few miles to avoid congestion and frustration.

The hire charge and exactly what is included should be agreed in writing when the HQ is booked. In particular, it should be clear whether gas or electricity costs are included and which rooms will be available for use and when. There is often room for negotiation; for example some schools are willing to charge on a per room per hour basis, so money can be saved by vacating rooms when they are not actually in use. Thus, the dining area might not need to be hired until later on in the event. It may also be useful to have access the night before an event to set up. It is important to check the insurance position of the HQ and what restrictions there are on use of the facilities. There may be restrictions under the Food Act or a requirement that the kitchen manager be on duty (and paid) when catering facilities are in use. Additionally some schools and colleges may have a contract with an external caterer who has a contact to provide catering on that site and access to the kitchen may only be possible with their permission and/or they may expect to supply the meals. This does not mean that a solution cannot be achieved (e.g., the caterer may be able to supply the main meal at a good price) but it is a factor that needs to be fully explored before a hire is finally agreed. A contact name, address and phone number should be obtained at the outset. It is worthwhile contacting the caretaker of the building early on – he or she is worth 'cultivating' and can often find a quick solution to any problems.

After the initial booking organisers should keep in touch with HQ staff regularly. Staff can change, and it is important that any replacements are aware of the event.

### **Breakfast Checkpoint**

The Breakfast Stop Checkpoint is an extra element which requires careful consideration. It is usually at about 2/3 rds along the distance of the walk i.e. about 55 to 65 miles, depending on suitable premises.

Points to be borne in mind include:

- Ample space for storing, preparing, serving and consuming food and drinks.
- Space for recording walkers including a desk for PACER & RAYNET operators.

- First Aid (if provided)
- Washing facilities and space for changing clothes (M & F).
- Space for storing baggage waiting to be collected by walkers.
- Space for storing baggage waiting to be transported back to HQ.
- Seating and blankets for retired walkers waiting to be taken back to HQ.
- Accessibility from roads and parking for marshals' and other vehicles.
- Ideally space for supporters to park their cars but, if not available, tell them in advance so that their cars don't block the track for e.g. an ambulance.

## Checkpoints

The route will depend to some extent on the location of suitable intermediate checkpoints. Checkpoints ensure that walkers follow the prescribed route and help keep track of walkers. During the 'Hundred' food and drink is provided at most checkpoints, and this contributes significantly to the enjoyment and social atmosphere of the walk.

The interval between checkpoints varies based on available premises, but 5-8 miles is typical, perhaps further apart early on in a walk but closer in later stages or on the night sections. The 'Hundred' will have 'major' checkpoints, where substantial food is served, and 'minor' checkpoints where snacks and cold drinks are available. Later checkpoints will be open for a long time and should, if possible, be indoors – this will be appreciated by marshals even more than by walkers if the weather is inclement.

Possible locations for indoor checkpoints include village halls, small schools or a room in a school, youth hostels, camping barns and garages (or even a convenient room) of a private house. For outdoor checkpoints some sort of shelter is desirable to keep marshals and food dry in bad weather, and tents (small or large), barns or caravans are sometimes used.

Depending on the nature of the checkpoint, space for the following may be needed:

- Space for recording walkers including a desk for PACER & RAYNET operators.
- Washing and toilet facilities.
- Seating / eating space for walkers and marshals.
- Food storage, preparation and cooking.
- Retiring walkers awaiting transport.

When estimating the facilities required, remember that walkers soon become spread out and the number of walkers at a later checkpoint at any given time may be small. On the other hand, walkers tend to stop for longer at checkpoints later in the walk.

The feasibility and availability of checkpoint locations should be determined as soon as possible and bookings made; the remarks above concerning HQ also apply to checkpoints. A realistic estimate of the period of occupancy is needed, allowing time to set up the checkpoint and to clear up afterwards. Consideration should also be given to booking the checkpoint for a time period that will enable marshals to sleep at the venue either immediately prior to opening or after the checkpoint has closed.

Permission must always be sought for an outdoor checkpoint even if it consists just of a tent or a wayside table.

## 2.3 Planning the route

The whole of this section merits careful study for the 'Hundred' but it is worth repeating the next two sentences:

'Most walkers will follow the official route, but there may be some who will be tempted to take any obvious shortcuts to reduce their time. The possibility of short-cutting can be minimised by careful route design and judicious placing of staffed or unstaffed checkpoints'.

Sometimes unstaffed checkpoints or 'self-clips' are used and these would normally consist of an orienteering type punch for walkers to clip their own tally cards. Unstaffed checkpoints are useful to ensure that walkers go over specific parts of the route, or when the locations are not easily accessible or manageable by marshals. Unstaffed usually means a clipper point mentioned in the route description. Route planning and locating possible checkpoints needs to be completed 18 months before the event so that the route can be checked and groups staffing checkpoints given details. Once the route description has been completed by the Route Manager it is worth getting hold of two or three experienced LDWA members from outside the area and asking them to walk the route in sections. Someone planning to do

the main event or the Marshals' event will welcome the opportunity to do a 'recce' and report on any parts which are unclear, where more detail, e.g., distance to next stile, would help, or where inserting a compass bearing or a grid reference would be useful. Non-local people are likely to pick up points which locals may have missed.

The route should be planned as early as possible, although many changes are likely before it is finalised. Special consideration must be given to the safety of the route and to areas of ecological sensitivity or where erosion is of concern. Avoid public roads wherever possible, though short stretches of minor road may be unavoidable to link footpaths, tracks or open access land. Main roads and roads without footpaths can be dangerous, particularly at night. Try to avoid them except where they need to be crossed. The checkpoint locations available will affect the route chosen, and adjustments may be required to get the desired length of walk.

A first draft of the route will come from a combination of the organisers' local knowledge and from studying maps; the Ordnance Survey 1:50,000 (Landranger) maps will give an overview with 1:25,000 (Pathfinder, Explorer or Outdoor Leisure) maps allowing more detailed planning. The next stage is to walk out the proposed route to ensure that it is practicable and to see what changes to the route are needed or where path clearance or repair of stiles, bridges, etc., is necessary. Changes may be needed if parts of the route are unsuitable for the passage of a large number of walkers, for considerations of safety or environment, because of possible nuisance to local residents and landowners, or because a route might cause undue inconvenience to other walkers (for example on a narrow path or ridge). Unless prior permission has been obtained to cross private land, use only public rights of way. Even then the inconvenience to farmers and other residents must be considered. Permission is needed to use forest tracks and tow paths that are not rights of way. Be aware of the law concerning rights of way and access, remembering that it differs in Scotland from in England and Wales. Some relevant books and leaflets are listed in Appendix G.

## 2.4 Length of the route

The 'Hundred,' by definition, must follow a route that is at least 100 miles long. It must not be shorter and the Route Organiser will aim to create a route that is between 100 and 101 miles long, but it might be necessary to extend the distance based on available paths.

The most accurate way of measuring a route's distance and height ascent is to use electronic mapping and by physically following the route on the ground. Getting several independent estimates helps with accuracy.

Examples of software that can be used are:

- MemoryMap
- Basecamp
- Anquet
- Strava
- Viewranger
- OS Maps

## 2.5 Time limits

The 48 hour time limit is pre-determined.

On the 'Hundred,' later start times are provided for fast walkers and runners. A staggered start can reduce congestion at Walk HQ and early on in the walk and will slightly reduce the length of time that later checkpoints need to be open, but increase it for earlier checkpoints.

It may be advisable to have a 10am start for walkers and a 12pm start for joggers: the small number of runners who expect to finish in under 26 hours can be asked to start at 2pm.

A checkpoint opening and closing calculator has been created and can be used to calculate the expected times of walkers / runners based on their speed v distance v height ascent. The calculators are currently stored in the PACER section of the website as they can also be used by walk organisers for events other than the 'Hundred'.

Closing times should be calculated as the arrival times of someone walking at constant speed so as to finish the route just within the overall time limit. In general, anyone arriving at a checkpoint any later than this is unlikely to finish the event in time. Walkers should not be allowed to check in before the

opening time, or continue on the event if they have not left by the closing time. However, there may be exceptional extenuating circumstances e.g. occasions of a faster entrant stopping to assist or wait with an injured person, and they may be still capable of recovering time to complete the walk within the timescales.

## 2.6 Styles of event

It is important to ensure that the walkers remain on the route. Considerable bad feeling will be aroused if walkers trespass on to private land. Good relations are vital with a Hundred.

A route description will be provided and will contain grid references at strategic locations in order that it is clear where the route goes when annotated on a map.

Electronic GPX files will also be provided for use in GPS devices and for viewing on electronic maps thus enabling an entrant to see exactly where the route goes.

The event rules expect entrants to be able to self-navigate and be able to use a map and compass.

## 2.7 Consultation and liaison

Early consultation with statutory bodies, landowners and the local community will promote good relations and ease matters considerably for the organisers. It is of enormous benefit to contact local organisations and people before they seek out the organisers. People are suspicious of unexplained activities going on around them, but will often become helpful and enthusiastic if they are approached courteously and told the 'Hundred' is going to take place. The level of local support is often surprising; towns have even been known to put out flags especially for an event! There will often be locals who, on hearing of the event, will want to take part or offer help.

Establish links with statutory and other bodies as soon as possible. Discuss the event at an early stage with the local Safety Advisory Group (SAG). The SAG is a group of statutory partners that meet monthly in order to discuss events in a geographic area. The attendees are usually made up of Local Authority, Police and Fire. Other agencies such as National Parks, Forestry Commission (England & Scotland) Natural Resources Wales and National Trail representatives are often invited to discuss a particular event as they have an environmental interest. Some compromises are often made to the route in order to avoid sensitive areas.

Depending on the area, consultation could include:

- Rights of Way Department, Local Authority.
- Local Authority Countryside Management Service.
- Rescue organisations.
- Natural England, Scottish Natural Heritage, Countryside Council for Wales (for SSSIs).
- Forestry Commission (Scotland & England) Natural Resources Wales (Wales) / Forest Enterprise.
- British Waterways (for towpaths).
- Local Wildlife Trusts.
- Landowners on the route.
- Regional offices of Country Landowners Association (CLA) and National Farmers Union (NFU).
- Parish & Community Councils.
- National Park office, Area of Outstanding Natural Beauty (AONB) office.
- National Trust.

Contact farmers and landowners, particularly on stretches where the route passes through gates, across pastures or close to farms. Often some diplomacy is needed to break down initial doubts and mistrust before curiosity and interest foster a more helpful reaction. Finding the 'right person' on the staff of National Park or other authorities can save a great deal of time in identifying landowners, making contacts, liaising with farmers, etc. The head ranger may be a good person to approach first. Similarly, early contact with the local NFU may be valuable. Having a suitable committee member who has a good rapport with farmers and landowners, perhaps someone with a farming background themselves can make a huge difference in establishing good relations.

If county, district or unitary authorities are notified early about missing bridges, broken stiles, etc., they may be persuaded to carry out restoration work; indeed some local authorities have found that a challenge walk provides a 'focus' for their maintenance programme. Again, the council may be prepared to insist that a farmer carries out his legal obligation to restore a path across a field after ploughing or

cropping. Many councils have a full-time footpaths officer who can be very helpful but sadly many Local Authorities have suffered budget cuts and the support they can offer may be severely diminished.

Do not underestimate the length of time that obtaining approvals can take to achieve.

It is particularly important to contact people living close to the HQ, checkpoints and in isolated houses and farms close to the route, especially if walkers will be passing at night. It is courteous to call on residents to explain the situation or to send a circular letter stating the date and time that walkers will be in the area.

If possible the Event Organiser should maintain a high profile locally in the weeks before the event and should remain accessible throughout the event. Arranging for notices to be placed on village notice boards will be useful to alert people and to provide a contact telephone number.

## 2.8 Environmental considerations

The 'Hundred' should not damage the very environment that walkers come to enjoy. Thus the Event Organiser should have regard to the impact of the event on the environment and be prepared to modify the event to avoid unacceptable impact. Like other outdoor recreational organisations, the LDWA believes that with good planning there need not be serious conflict with conservation interests. There are two main areas of potential difficulty: ground erosion by large numbers of walkers and disturbance to wildlife and habitat. These factors must be considered when deciding the route.

### Ground Erosion

Considerable numbers of paths in Britain have become scars on the landscape from the passage of numerous walkers, and the 'Hundred' should avoid exacerbating this situation. The geological and meteorological factors that render a path susceptible to rapid boot erosion are complex, but clearly a well-drained path or a stony track is likely to suffer far less than a path across boggy moorland or scree. It is important not to create new paths where they do not already exist and also not to turn attractive paths into eroded eyesores. One school of thought argues that the most important thing is to avoid paths that are just starting to become eroded, as a substantial number of walkers in a short time can take the situation past the point of no return. Some paths are obviously unlikely to become eroded in the foreseeable future, for example rarely used paths or hard tracks, and these are very suitable for such a large event. Routing the walk along little used rights of way can help keep the path network in a useable state, even though some prior clearing may be required.

Avoid the notorious over-walked routes such as popular sections of major long distance paths and well-worn climbs of popular hills. Slopes are particularly vulnerable to erosion with most damage caused by descending walkers. Encourage walkers to be 'environmentally conscious', by walking along a path itself rather than along the moor just next to it or cutting corners.

### Disturbance To Wildlife

Certain wildlife habitats are sensitive and are best avoided in May. For example, moorland areas, crags and watersides are breeding areas for certain birds, and, except for well frequented routes, should be avoided in the breeding season. Certain moorland areas, screes and rocky gullies support delicate and rare plants and mass trampling is undesirable. Some areas are designated SSSIs (Sites of Special Scientific Interest) or NNRs (National Nature Reserves). There the landowner has a duty to give the relevant authority (Natural England, Countryside Council for Wales or Scottish Natural Heritage) four months' notice of any action which is likely to be damaging, and this could result in restrictions being imposed on an event. Lambing could also make some areas sensitive at certain times.

National Park wardens, local rangers, nature reserve wardens, etc., can often advise at the planning stage how to minimise erosion and environmental disturbance. Several National Parks have their own written guidelines for organised activities.

The LDWA will not publicise or promote events with over 500 starters and the 'Hundred' must not exceed this number of starting walkers in order to minimise the impact upon the environment. Furthermore this numbers limit also ensures that the event does not get organisationally out of hand, and that car parking, traffic problems, etc remain within bounds.

## 2.9 Safety

The safety of walkers and helpers must be borne in mind at all stages of planning and organising the Hundred. The Event Organiser has a duty of care to paying participants to ensure a level of safety comparable with what is regarded as acceptable within the sport, judged by best current practice. Walking is perceived as a 'safe' activity and, though minor injuries (blisters and bruises) are common, a major injury resulting directly from participation could have serious implications. It is difficult to provide precise guidelines in view of the potential for litigation in what is largely unexplored legal territory. However, advice was taken in 2016 in relation to the 'Hundred' from an expert in Health & Safety and whose advice was adhered to when re-writing the 'Hundred' rules. Consequently, the rules now outline the 'Duty Of Care' that entrants can expect from the Event Organiser. Conversely, the rules outline a 'Duty Of Care' that the entrant is expected to adhere to when participating in the event. The Standardised '100 Rules' can be found at Appendix J.

Walking, particularly in remote areas, will always carry some risk and entrants must necessarily take primary responsibility for their own safety whilst walking the 'Hundred' route. Nevertheless, they can reasonably expect to have better safety provision when taking part in the event than if walking the same route independently. In fact this will be the case almost automatically by the 'safety in numbers' principle.

Safety consideration falls into two parts: designing the event to minimise the chance of an accident given the terrain and hazards, etc., and ensuring that help can be obtained quickly in the event of an emergency.

## Risk Assessment

The Event Organiser should take reasonable steps to identify and address foreseeable risks associated with the event.

A Standardised Risk Assessment document has been created in order to assist event organisers with understanding and mitigating risks to the event and the route. It is currently stored in 'AdminHundred' that event organisers are granted access to when agreeing to organise the 'Hundred'.

The Risk Assessment document is separated into two sections. One part of the document concentrates on the event itself and will address risks such as:

- Organisers' skills.
- Budget.
- Transport.
- Access Issues.
- Walk HQ Issues.
- Checkpoint Issues.
- Food & Drink.
- Emergencies.
- Lost Entrants.
- Rubbish disposal.
- Supporters.

The second part of the document concentrates on risks associated with the route such as:

- Busy road crossings.
- Rough or dangerous sections, particularly rocky descents.
- Areas of difficult navigation or remote sections.
- Cliffs, quarries.
- Dangerous stiles, bridges, etc.

Particular consideration must be given to parts of the walk that will be done in the dark or when walkers are tired and more apt to make mistakes. Note that virtually all of the route after 30 miles will be done by some entrants in the dark.

A reassessment on the day of the event may also be desirable. In extreme weather conditions the route may need to be altered or and/or grouping imposed. Consideration to cancelling the event must always be an option in such circumstances.

One possibility is to prepare beforehand an alternative lower level version of any sections which cannot be crossed safely in high winds or driving rain. If conditions are so bad that it is deemed that a section is not safe, a sheet with the alternative route description could be issued to walkers at registration or at the checkpoint before the alteration. If it is exceptionally hot, extra water or drinks points may be needed to guard against the effects of dehydration.

## Keeping Walkers On The Route

Accidents that occur on the official route are likely to be noticed soon by other walkers or by sweepers. Thus, the chance of a serious problem going undetected will be very much reduced by minimising the likelihood of walkers wandering off route. A good route description, requiring entrants to be experienced at navigation, judicious waymarking, etc., contribute to safety in this way.

## Waymarking

Temporary waymarking short stretches of the route may be appropriate, particularly near cliff edges, quarries or dangerous bogs (and also where walkers would cause a particular nuisance if they were to go off route, such as near private property or in environmentally sensitive areas). Waymarks may also be helpful at likely spots for navigational errors, which can usually be anticipated or may become apparent from the marshals' walk. For instance a minor path turning off a main path is often missed, and even one marker may be enough to catch walkers' eyes. Brightly coloured tape tied to trees or undergrowth, or flags mounted on canes are usual forms of waymarking. At night in open country a light, fixed or flashing, may provide the extra assurance required. In recent years highly visible Solas (reflective) tape has been used and the advantage of this tape is that it is barely noticed in daylight, but when a headlight or hand held torch is used, the tape is seen easily from a considerable distance away, something that is particularly useful when crossing large fields. Someone who is very certain of the route should be detailed to set up waymarks, and arrangements must be made to remove them immediately after the event and this is often done by the sweeper. The landowner's permission should be obtained before waymarking is used.

## Liaison With Authorities

Discuss the route with organisations listed in the SAG (see 2.7) early in the planning stage. They will be able to offer safety advice and suggest alternatives if necessary.

## Clothing, Equipment & Experience

The standardised rules have been amended so that entrants are aware of the need to carry specific items that are considered will keep an entrant safe. When entrants enter the 'Hundred' they are asked to sign a declaration that they have read the rules and understand what is required of them. Entrants can only enter the 'Hundred' if they have completed a qualifying event. This is an event that is a minimum of 50 miles and includes self-navigation and night walking. Thus, entrants to the 'Hundred' are already relatively experienced walkers and understand the demands of longer events.

## Kit Checks

The event requires walkers to sign a declaration at the start stating that they will carry required items. Nevertheless, Kit Checks ensure that the requirements are observed, and will be conducted at a point on the route.

Due to an incident where an entrant died on an event organised by a similar outdoors association, the LDWA learned that the organisation 'chair' was summoned to the Coroner's Court to update the court on the association's safety procedures. Consequently, the LDWA Hundred Sub-Committee reviewed the rules of the 'Hundred' as part of a safety review. In 2016 the rules were updated and advice taken from a Health & Safety expert. The expert required a Kit Check to be conducted mid-event to ensure that entrants were still carrying equipment that they agreed to carry.

The Kit Check procedure and LDWA disclaimer can be viewed at Appendices K, L, M.

The organiser will need to identify a person to manage the Kit Check procedure. That person will need to be fully conversant with the kit check procedure, understand as to why it is necessary and be prepared to advise people that they are retired from the event if they are not carrying the required equipment.

The Event Organiser has complete discretion on how the Kit Check will be conducted. Please note the options contained within the Kit Check Procedure that the Event Organiser must consider.

One key factor in the procedure is that the Event Organiser (who is responsible for the event) cannot acquiesce and allow entrants who do not have the required equipment to continue. An entrant cannot be physically prevented from continuing, but the Kit Check procedure has a process in place whereby an entrant who refuses to comply with the marshals' instructions will face a further sanction from the 'Hundred Review Group'.

## Hundred Review Group

The Hundred event is the LDWA 'flagship' event. However, it is organised by a different geographical group each year. Consequently there have been issues in the past where problematic behaviour by certain entrants has not been addressed.

When a local group organises a challenge event, if an issue is identified with the behaviour of an entrant, then that local group who have control of the event from year to year can address that behaviour and manage the issue.

In 2016 the organisers of the 100 experienced two separate issues. One of the issues was a matter of safety and the other issue completely undermined the event due to a landowner being upset by the behaviour of an individual's supporters. The LDWA's reputation was tarnished.

The Hundred Review Group will consider any issues brought to its attention following the event. The Hundred Review Group is the Hundred Sub-Committee and is made up of the Chair, 100 Coordinator and Events Secretary. It is set up as a 'Ruling Panel' under the bylaws of the association with the possibility of an appeal process.

The 100 sub-committee will decide if any sanction on the actions of an entrant are required.

- Do nothing.
- Write a letter to the member / entrant.
- Bar the member / entrant from the next 'Hundred' event.
- If a member of the LDWA, suspend for a set period of time.
- If a member of the LDWA, expel from the LDWA.

Any member of the LDWA has a right to appeal once they have been informed of the 'Ruling Panel's' decision. If they decide to appeal, they must do so in writing within 45 days of notification of the decision. Then an Appeals Panel will be convened in order that the appeal can be heard.

## 2.10 Restrictions On Entrants

All entrants for Hundreds must be 18 or over on the day of the event and must have completed a qualifying event of 50 or more miles within a time period from 01st January of the preceding year to the final closing date for entries. It is not normal practice to ask entrants to supply birth certificates. It is usual and sensible to ask for proof of completion (most commonly the certificate) of a 50+ mile event or a website link to the qualifying event's results. These restrictions are included in the form 'Application to Stage a Hundred' and it is advisable to spell them out on the entry form so as to avoid any doubt on the part of the entrants. Other comparable qualifications may be allowed at the organisers' discretion.

The question of the qualifying period is often raised by prospective entrants. Some have stated that qualifying up to 17 months in advance provides no preparation for the 'Hundred' with regard to fitness levels. The qualifying event has not been designed to test the entrants' fitness levels but is designed to provide the prospective entrant with the experience of walking at night time and self-navigating over a long route. As outlined in the rules, there is an expectation that entrants suitably prepare themselves for the physical challenge that the Hundred offers.

Dogs are not allowed on the 'Hundred'.

## 2.11 Young Participants - Adventure Activities Licensing Regulations

Because entrants under 18 are not allowed the Regulations do not apply. It is, however, worth noting the following definition in relation to 'trekking' with regard to the context of safety.

The regulations apply to adventure activities, which include 'trekking', defined as journeying on foot over all terrain:

- Which is moorland or more than 600 metres above sea level, and

- From which it would take more than 30 minutes travelling time to reach any accessible road or refuge.

An accessible road is one which is accessible to an ambulance, a vehicle not suited to rugged terrain. Lowland and other events do not come within the definition of 'trekking,' in which case the restrictions do not apply.

## 2.12 People With Disabilities

NEEDS TO BE RE-WRITTEN

Awaiting Gail Elrick input

## 2.13 The Route Description

Writing a route description requires considerable time and skill. Normally the route description is intended to suffice without reference to a map. However, walkers will always be asked to carry a map in case of going off route, and indeed many walkers like to use the description in conjunction with a map. A good description will enable a walker unfamiliar with the area to follow the route with confidence. A poor description will lead to frustrated walkers and perhaps to conflict with farmers and landowners resulting from walkers straying onto private land.

Most route descriptions originate with the writer following the intended route with a notebook, or maybe a dictaphone, in hand. It is good practice to record deliberately too much detail while out on the route. This helps ensure that there is enough information to avoid ambiguity and may well reduce the number of return visits needed. The first attempt at writing a description from the notes will have many gaps and queries. Several further reconnoitres and rewrites will be needed before a remotely adequate draft is produced and then rigorous checking is needed. The following points may help in composing route descriptions.

### **Style:**

Written style varies considerably from one route description to another. A series of instructions in short sentences is probably most common; long involved sentences are best avoided. A route description should be consistent. For example, words such as 'road' (metalled), 'track' (unmetalled but suitable for farm vehicles) and 'path' (unsuitable for any four-wheeled vehicles), should be used with consistent meaning. If several walkers contribute draft descriptions for different parts of a route, one person should write the final version to ensure consistency of style.

### **Level of Detail:**

A good description will have enough detail for the reader to follow the route correctly and to know that he or she is correct. 'Turn left after house,' may leave the walker with an uncertain feeling of whether the correct house has been passed, whereas 'Turn left after house called Green Gables' removes any such uncertainty. On the other hand, unnecessary detail can be confusing. An instruction such as 'Follow left-hand edge of six fields to reach road,' may well be obvious to follow, whereas 'Cross field to stile in left-hand corner, along left side of next field to go through gate by cattle trough to next field...' requires much more concentration.

### **Ambiguity:**

A phrase which seems clear to its writer may be read by others with a very different meaning. The classic example, 'Pass barn on left,' occurs with regularity in route descriptions. Some will take this to mean 'Pass barn on your left,' whilst others will understand 'Pass to left of barn'. At every stage ask 'Can this phrase be misinterpreted?' Independent checking by other walkers also helps to identify double meanings. Avoid mentioning features which could easily be removed or changed, e.g., 'Turn right by wreck of old tractor,' even though the feature may have been there for years.

As a general rule, when one instruction in the description has been completed, another instruction should be provided. A walker reading 'Follow track to top of ridge' will expect a further instruction on reaching the top, even if it is just 'and continue along track for a further 400 yards'.

Particular care should be taken at the following places.

- Ways through farmyards, grounds of houses, etc. Large numbers of walkers going even slightly astray may lead to justifiable annoyance on the part of the owners.
- Leaving hill-tops and descending open hill sides. It is easy to miss paths leading off summits, and clear instructions and a compass bearing should be given. Concentration often lapses with the relief of starting downhill, and one of the commonest navigational errors is to descend in the wrong direction. The danger is even greater in mist or at night.
- Turning off a good track onto a minor or concealed path. To quote Newton's Law of Inertia, 'Everybody (i.e., walker)! Continues in a straight line at a constant speed unless subject to external influence'. Ensure that the walker is so influenced, preferably by identifying a landmark close to the turn. For example, 'Pass wooden seat and in 25 yards turn right into narrow woodland path'.

Try to identify places where walkers are particularly likely to go astray and emphasise the danger, for example 'Continue along path which veers away from wall', or even 'Ignore the paths branching off to the left'

#### **Abbreviations:**

There are a few standard abbreviations which will reduce the length of the description slightly: L/R (left/right); TL/TR (turn left/right); BL/BR (bear left/right); SO (Straight On); RD / TK / FP / BW (road / track / footpath / bridleway); JCT (junction); X-TKS (cross tracks); FB (footbridge); SP (signpost); ST (stile); LWG (large wooden gate); SWG (small wooden gate); LMG (large metal gate); SMG (small metal gate); KGT (kissing gate); FLD (field); YDS (yards).

It is a good idea to include a list of abbreviations at the beginning of the description.

#### **Distances:**

More than almost anything else, including distances between key features can make all the difference between a route description that is hard to follow and one that inspires confidence. 'Continue along track to stile on left' could refer to a stile after 10 yards or after 2 miles. After a few hundred yards doubts will enter walkers' minds as to whether they have missed a stile hidden in the hedgerow. 'Continue along track for 500 yds to stile on left' gives a much better indication. Distances may be estimated by pacing or from a map (but do not just guess). They should be given in a consistent form, either using miles and yards, or kilometres and metres.

A common convention is to use yards for distances up to 1/2 mile, and miles for greater distances (e.g., 700 YDS, 0.75 mile, 1.2 miles).

#### **Compass Bearings:**

Compass bearings can give confidence in places where a walker might be uncertain about the route. Give magnetic compass bearings wherever the route cannot be described adequately using visible landmarks. This includes any sections where there is no obvious path (or maybe where there is a confusion of paths) and no obvious feature such as a fence to follow. Include bearings across tracts of open moorland and across fields where the exit stile or gate is not visible from the entrance. Always give bearings off the tops of hills. In mist, common on mountains or moorland, bearings may be essential. Rather more bearings will be needed for night sections, including across any fields where the path is not absolutely clear. Paths across grass that are obvious in daylight may be virtually invisible by torchlight.

#### **Grid References:**

It is helpful to provide grid references at intervals, perhaps every mile or so. This locates a point on the map for any walker who has gone astray to return to and is a great help for marking up maps prior to a walk.

#### **Other Features:**

It is helpful for a route description to indicate taps, (open) shops, toilets, etc. Unusual features that could otherwise be missed are also of interest to walkers.

#### **Private Land:**

Some challenge walks cross private land with the owner's permission. That this is the case should always be made clear on the route description so that anyone following the description on other occasions, such as to pre-walk the route, will be alerted to avoid trespass. It is often expedient not to release the details of the route that passes over the private land until just before the event. Many 'Hundred' entrants now reconnoitre the route and if they access the private land, the entire event might be placed in jeopardy if the landowner withdraws the permission due to an increase in walkers on the private land. In these circumstances, alternative routes with rights of way should be provided for those who wish to walk the route.

#### **Format:**

Think about the form and layout of the description. Walkers appreciate a clear, reasonably large typeface, particularly if it has to be read by torchlight. Short paragraphs separated by clear gaps are easiest for the eye to follow. If possible page turns should occur at checkpoints (paper does not last long if repeatedly turned over in wind and rain)!

Route Descriptions are now provided electronically and it is the entrants' responsibility to print off their own route descriptions. The route descriptions are placed on the 'Hundred' website together with electronic GPX files for use with GPS devices. In those very rare cases where an entrant does not have access to printing, then the Event Organiser will provide a paper copy. Providing entrants with electronic copies means that they can adjust the font size to suit their own personal needs such as a large typeface. When producing the route description (usually on Microsoft Word) try and keep the electronic

formatting as simple as possible. Using a hierarchy of different styles makes the description much harder to reformat to individual needs

#### **Other Information:**

At the appropriate point in the description, give the number and name of each checkpoint, along with the grid reference and opening and closing times. Include the distance and ascent / descent between consecutive checkpoints. The emergency phone number should be printed in the footer of each page of the route description as well as the tally card.

#### **Checking:**

The route description must be checked carefully by at least one walker unfamiliar with the area, walking the route using only the description. Sections which may be walked at night on the event should ideally be checked both in daylight and at night. The checker should be asking 'How clear will this be to someone who is soaked through, tired and unfamiliar with the area?' The author should expect and appreciate constructive feedback.

There should be a final check of the route a few days before the event. There are often new gates, fences or signs that necessitate a change of wording. Any amendments to the route description can be communicated to entrants via email and an updated version uploaded to the event website. The Marshals' walk provides a check on the route shortly before the main event.

It is good practice to divide the route into sections and to allocate it to Route Wardens who have responsibility for regularly walking their section of the route, checking for any changes e.g. gates replacing stiles, and identifying any access issues which can then be followed up by the Route Manager.

## **2.14 The Marshals' Walk**

The Marshals' Walk serves a number of purposes. It provides the organisers and volunteers who will be marshalling on the main event with the opportunity to walk the route and qualify for a certificate. It provides helpers with an opportunity to familiarise themselves with the area and provides an opportunity to check the route description. It is also an opportunity to have a 'dry run' to see how the facilities in the checkpoints work leaving a month to iron out any issues before the main event.

The Marshals' Walk is itself an event and the organising committee should nominate one person who will be responsible for overall coordination. It is usually held during the Early May Bank Holiday weekend, but sometimes due to ground nesting birds' breeding and the sensitivities around this issue, the event has, on rare occasions, been moved to the preceding August Bank Holiday weekend.

It is often held in different premises from that used for the main event as there are fewer participants. However, some Event Organisers like to use the Walk HQ in order to see how the premises will work in advance of the main event.

The Marshals' Walk organiser needs to work closely with the other committee members who will provide support although it must be recognised that the majority of committee members are likely to be walking the Marshals' event. The Marshals' Walk organiser should develop a small team of key helpers who will assist with the management of the event. Checkpoints will be staffed by volunteers (see below). The Marshals' Walk organiser will often enter the main event.

The Marshals' Walk is a scaled down version of the main event, although it is often the case that when the checkpoints are booked for the main event, they are also booked for the Marshals' event. The Marshals' Walk entrants are LDWA members and deserve as much support as those on the main event after all!

The Marshals' Walk entrants' fee is subsidised by the main event since entrants are helping out on the main event. The subsidised fee has also now been extended to entrants on the main event who provide support in the form of check-pointing on the Marshals' Event.

It's important that the person with responsibility for the Marshals' Walk identifies how many volunteers will be needed to ensure that the event can be run smoothly PRIOR to entries opening. The reason for this is because the Marshals' Walk organiser might receive several applications from entrants who wish to take advantage of the subsidised entry fee by helping on the Marshals' Walk and then entering the main event. If the Marshals' Walk organiser receives more applications than there are places, then they should allocate them on a first come first served basis.

In recent years the number of entrants on the Marshals' Walk has been between 35 - 70 and the number of volunteers required to ensure that the event runs smoothly is between 12 - 25.

### 3.1 Finances

It is important to ensure the financial success of an event and the Event Organisers must be seen to handle the finances in a careful and proper manner. A bank account must be opened specifically for the 'Hundred' in order to keep group finances separate from that of the event itself. The Bank Account should provide a debit card as part of the package otherwise payment for large items, e.g., the event food, will be difficult.

When opening a bank account it is common for the Group(s) involved to borrow £1,000 from the National Executive Committee in order to cover early expenses such as hire of rooms for meetings, deposit/booking fee for Walk HQ and checkpoint venues.

The 'Hundred' does not seek to make a profit, but aims to break even thus keeping the cost as minimal as possible for entrants. Within the budget, inflation and a contingency fund should always be included. Sponsorship is well worth exploring as the 'Hundred' can provide useful advertising for sponsors.

The 'Hundred' budget is substantial. A treasurer will be appointed and it is preferable that they have financial acumen. As outlined above, a bank account must be opened in the name of the event and there must be at least two signatories.

The Treasurer is responsible for preparing a budget for the event, for maintaining a proper set of accounts, backed up by receipts, and for exercising financial control to ensure that those involved in the organisation do not overspend. As protection for the Treasurer another committee member should check over the accounts from time to time.

Some costs, such as catering, will vary with the number of walkers whereas fixed costs, such as checkpoint hire, will be independent of the number of entries. Thus it is a good idea to consider budgets based on 'minimum' and 'maximum' entry numbers, as well as the 'expected' number. As costs and numbers become clearer, the budget can be refined.

The budget must be presented to the NEC for approval in January of the preceding year to the event. This will enable a review of the accounts and let the Event Organiser determine an entry fee in order that the event can be advertised.

The following headings might appear in the budget and accounts:

#### Income

- Entry fees.
- Sponsorship.
- Merchandise.
- Other sales.

#### Expenditure

- Hire of Walk HQ for both main event and Marshals' Event.
- Hire of checkpoint premises including those used for the Marshals' Event.
- Catering: Walk HQ & Checkpoints including Marshals' Event.
- Transport, including minibuses and vans for luggage transfers.
- First Aid at Walk HQ.
- Merchandise.
- Printing including certificates / waterproof tally cards / signage / other.
- Postage.
- RAYNET expenses.
- Badges.
- Marshals' & Organisers' expenses.
- Contingency allowance.
- Donations (see below).

Allow for donations to deserving organisations and individuals who provide voluntary help. For example, a small contribution to farmers who have loaned barns or scout troops who have helped marshal the event fosters good relations. Similarly, a donation to a charitable trust (e.g., National Trust or a nature reserve) may be appropriate if the walk goes over its land. Please note that in 2017, following a National Trust pilot to charge organisations for access to its land and facilities, an agreement was brokered between the LDWA and National Trust. As a result, the LDWA will not pay to use public rights of way, but will pay the National Trust to use land and / or services. Examples might be a car park being used as a checkpoint or to enable entrants to use toilets on National Trust land.

When budgeting for food ensure that plans include marshals and helpers. Allow for food at the checkpoints they are staffing and at the finish at Walk HQ. Helpers usually waive expenses to which they are reasonably entitled but at the end of the event and once all expenses have been paid, if there is a residual fund, then this can be shared with the geographical groups who can then share with their volunteers. A template has been created in order to assist with distributing the residual funds fairly and can be found in 'AdminHundred'. Organisers are granted access to 'AdminHundred' when they have agreed to organise the '100'.

### 3.2 Entry Fees

The income and expenditure headings in the preceding section is useful in determining the likely fee necessary to 'break even'. Treasurers should liaise with the NEC 100 Co-ordinator to access budgets from previous 'Hundreds' in order to see what previous 'Hundreds' have experienced in relation to financial issues. As already outlined, a contingency fund should always be included to allow for unanticipated expenditure. Examples might be a purchase by a Checkpoint Group of essential food or equipment.

The standardised rules for the 'Hundred' outline to entrants that if they withdraw their entry on or before the 31 March of the year of the event, then they will receive a full refund less a £10 administration fee. This administration fee should be reviewed every year to ensure that the event is not affected by the withdrawal. If the entrant withdraws after the 31 March of the year of the event, then there will be no refund.

### 3.3 Commercial Sponsorship

Because the 'Hundred' is the LDWA's flagship event there is considerable potential for publicity and thus the event is likely to interest sponsors. Use of local firms for food supplies helps to make the 'invasion of walkers' more palatable to the local people so suppliers may be prepared to give discounts and / or deliver free of charge to checkpoints. But, be aware that a sponsoring organisation will want something in return, usually in the form of advertising, perhaps on event documentation, at the Walk HQ or in press advertisements and reports. Assistance in kind is more often forthcoming than a cash donation. This can take the form of free or reduced cost food or drink, printing facilities or the loan of a vehicle. Personal contacts are valuable and they should be used to open doors.

Most companies willing to sponsor have a budget that is earmarked well in advance, so decide whether to seek sponsorship and approach likely companies as soon as possible, preferably at least a year in advance. A business-like approach is important, perhaps initially with a carefully drafted letter. However, the best way of obtaining sponsorship is personal contact by a persuasive member of the committee.

Alternatively, local firms may be willing to pay for an advertisement on the back of event details or on other documents that are circulated to entrants or potential entrants.

### 3.4 Insurance

The annual 'Hundred' is covered by the LDWA's own public liability insurance policy. The certificate is always available to view in the 'Library' of the LDWA website. When liaising with agencies such as Forestry Commission, Natural Resources Wales, National Trust, Local Authorities, they often wish to view the LDWA public liability insurance. They can be provided with a link to the on-line document.

Participants should be advised to have their own personal accident insurance cover.

When confronted by a possible claim, organisers and helpers must not admit any liability, nor reassure any allegedly injured party that they will be covered by insurance.

The phrase 'so long as this is done in a voluntary capacity' is worth stressing. Members of geographical groups should NOT expect to be reimbursed for their petrol costs incurred in helping on a hundred. Any

indication by the organising committee that such costs will be reimbursed could be interpreted as an invalidation of the person's voluntary status and thus of their personal car insurance. An ex gratia payment to a geographical group is, however, a different matter and should be considered as outlined in Section 3.1.

At the time of writing the LDWA has a £10 million liability policy which covers ONLY those events and walks organised by the LDWA or by its local groups. This policy covers liability for damage, injury, loss, liability assumed under contract, trespass, nuisance, products liability (e.g., bug-ridden food at checkpoints), officers' liability (including local group officers, event organisers and voluntary helpers at checkpoints), libel and slander. Full current details of the policy are available in the 'Library' of the LDWA website. In the event of a possible claim the LDWA Treasurer should be contacted without delay (failing the Treasurer contact the Local Groups Secretary, the Chair or the General Secretary. See the current 'Strider' for home addresses and email addresses. Alternatively view the website for email addresses).

Such liability policies will not cover accidental injury to participants, who should be advised to check that they are covered by their own personal accident insurance. The 'Hundred' entry form includes a disclaimer pointing out that participation is at entrants' own risk.

### 3.5 Publicity

The 'Hundred' is the LDWA's flagship event and is therefore an ideal opportunity to raise the profile of the Association. ONE committee member should be responsible for publicity and ALL media enquiries referred to that member. The event publicity officer should make contact with the NEC Publicity Officer in order to understand what can be done to maximise the publicity available.

Some advertising will be needed to attract walkers to the event, but it should be geared to the number of entrants sought. Turning down entries disappoints applicants and creates extra work for the organisers. Advertising should be targeted to the type of entrant required. Do not make the walk sound too easy and remind people that they will need to complete a qualifying event.

There are two aspects to publicity; Internal and External Publicity

#### Internal

By utilising all of the available LDWA platforms it is possible to inform all members of the planned 'Hundred' event and any up to date news that Event Organisers believe is important in advance of the event.

#### Strider:

The Strider magazine can be used and the Editor will welcome an article about the event, particularly if the article is accompanied by good quality images.

#### LDWA Website:

There is a page dedicated to the annual 'Hundred'. Here the details of future 'Hundreds' are advertised as well as archives kept of previous events.

#### LDWA Forum:

There is a dedicated forum for the 'Hundred' where LDWA members can exchange information and provide answers to questions by members.

#### LDWA Facebook Page:

The LDWA Facebook page is a 'closed' page and is accessed by both LDWA members and non-members. As with the LDWA Forum, LDWA members exchange information but can also share photographs and other electronic files. This page is particularly successful with over 6000 followers. The 'Hundred' publicity officer should make use of this particular page to keep interested members apprised of up to date information. It has been particularly useful in recent years when providing urgent information to members (trees down on path and urgent information sent to entrants).

#### Email:

As 99.9% of all entrants register with an email address it is perfectly possible to send a bulk email to entrants to advise them of any news that the Event Organiser believes is so important that it needs to be done urgently. As with Facebook, this process enables the Event Organiser to 'get a message' out there without having to rely on 'Strider' that is published three times a year.

**Leaflets:**

In order to attract walkers to want to enter the 'Hundred,' leaflets can be created and posted to other challenge walk organisers in order that the leaflets are displayed for others to take and read.

**External**

By utilising a wide range of available LDWA platforms and by making use of more traditional methods of communication, the details of the event can be brought to the attention of many people who are not members of the LDWA. In doing so, the profile of the LDWA is raised and the uniqueness of the 'Hundred' is brought to the attention of other walking groups and local communities.

**LDWA Website:**

See above.

**LDWA Facebook Page:**

See above.

**Leaflets:**

See above.

**Event Website:**

The Event Organiser will arrange for an event website to be created. This is done by utilising the LDWA website template and access can be given to the website page by the NEC Internet officer. Their contact details can be located in 'Strider' or on the LDWA website.

The event website is not published until after the previous year's 'Hundred' has been concluded. This is as a courtesy to the previous organising team.

**Event Twitter Page:**

Twitter is a great social media platform for sharing newsworthy items. So it can be used to provide information about the progress of the event's planning or perhaps regarding information that entrants need to know about an issue with the route. Link in with the LDWA Twitter page and any re-tweets will be seen by a much wider audience.

**Event Instagram Page:**

Instagram can be used to present the event pictorially. It is a social media platform that is often used by younger people.

**Local Newspapers:**

Local newspaper journalists are always looking for stories for their newspapers. They will like the uniqueness of ordinary people walking 100 miles in their area. They might wish to follow the story of one particular entrant. Remember though, this is a personal challenge and not a race. The journalists will need to be advised of the LDWA ethos. It's a real opportunity to promote the LDWA and the event. Don't forget, most local newspapers are also on-line these days so a wide audience will read of the event. Make sure that you always refer to 'event,' not race and 'entrant,' not competitor.

**Local Radio:**

As with local newspapers, local radio stations will want to run a story on the 'Hundred'. From making contact with local radio, it is sometimes the case that national radio will be interested. This has happened on some previous 'Hundreds' providing excellent exposure for the LDWA.

### 3.6 Entry Form and Event Details

In 2019, the 'Hundred' will be an on-line entry only event. Following research of the ratio of on-line entries v postal entries, it was clear that a trend line showed that fewer and fewer postal entries were being received. In 2017 the number had reduced to 18 and it reduced again in 2018 to 15. The decision was widely advertised to the membership via Strider, LDWA Forum, LDWA Facebook and LDWA Twitter. The Marshals' walk is always likely to allow postal entries due to the smaller numbers involved.

The standardised 'Hundred' rules will be used and will be advertised on the event website. On-line entries will require entrants to acknowledge that they have read and agreed to abide by the rules. The rules outline the duty of care that the organiser has for the entrants but also outlines the duty of care

that is expected of entrants with regard to how they conduct themselves on the event. The rules also outline the minimum level of safety equipment that is to be carried.

The on-line entry form will require the following information:

- Entrant's name (in the form to appear on the certificate).
- Entrant's gender.
- Entrant's address.
- Entrant's email address.
- Entrant's mobile telephone number (in order to make contact with entrant during event).
- Entrant's date of birth.
- Whether an LDWA member and if so membership number.
- LDWA Group.
- Name and date of qualifying walk.
- Number of official 'LDWA Hundreds' previously completed.
- Vegetarian or other dietary requirements.
- Vehicle Parking requirement at Walk HQ.
- Vehicle registration number.
- In the event of a ballot, does the entrant wish to be linked to another entrant. If so who?
- Time that entrant would like to start, i.e., 10am / 12pm / 2pm.
- Electronic signed declaration and disclaimer.
- Name, address and phone number of next of kin.
- Emergency contact name, address and telephone number.
- Is the Emergency Contact also on the event?
- Information on medical conditions or allergies.

The following wording of declaration is required:

"I agree to the Rules of the Event and understand that no liability is accepted by the organisers or LDWA for any injury, damages or loss sustained by me during **NAME OF 100** event, or in connection with the event. I confirm that I am in good health and have no medical condition that may cause undue concern or inconvenience to others. I understand that I participate at my own risk and that no liability is accepted by the organisers for any injury, damage or loss sustained by me during the event."

The rules are, in effect, the conditions of entry. Entrants breaking a rule can reasonably expect to be disqualified and for the organisers not to devote further attention to them. Rules may be required to cover the following matters, although the list is by no means exhaustive:

- Previous walk distance to qualify for entry (if applicable) and evidence required such as a copy of certificate or results.
- Minimum safety equipment to be carried including clothing.
- Clothing.
- Kit Check procedure.
- Responsibility of the entrant for their own route finding and safe walking.
- Requirement to follow the specified route.
- Prohibition of mechanical and other assistance and (perhaps) of support other than that officially provided.
- Dogs not allowed.
- Time limits for the event, including cut-off times at checkpoints.
- Requirement to leave checkpoints after the opening time and before the closing time and maximum stopping time at checkpoints.
- Entrant's responsibility to be recorded and get tally card clipped at checkpoints.
- Arrangements for retirement (an essential rule is that under no circumstances should anyone retire from the event without informing an official).
- Right of marshals to enforce retirement for walkers unfit to continue.
- Rule requiring grouping at night or in deemed bad weather.
- Disqualification information.
- Awareness and Adherence to the Countryside Code.

The Event Details should include any information that may affect whether or not someone decides to enter. The details might cover any of the above items not formalised into the standardised rules and might also include the following:

- Name of 'Hundred'.
- Date and start time(s).
- Length and ascent of route.
- Indication of terrain and difficulty of route.
- Location of start and finish including grid reference.
- Vehicle parking arrangements.
- List and grid references of checkpoints (with opening/closing times).
- Outline of route.
- Route description.
- GPX Files.
- Maps (OS numbers) needed.
- Navigation skills required.
- Opening and closing times for registration at the start.
- Transportation and retirement facilities , etc.
- Baggage arrangements
- First aid provision
- Arrangements for supporters'.
- What the entry fee includes.
- Food or drink provided before start.
- Food or drink provided at checkpoints.
- Food provided at the finish.
- Facilities at finish (showers, sleeping accommodation).
- Certificate / badge.
- Results and report.
- Entry fees.
- Closing date for entries and details of ballot (if required) with information on priority LDWA membership.
- Limit on entry numbers and operation of waiting list.
- Entry on day not allowed.
- Mechanism for refunds for cancelled entries.

- Right of organisers to refuse an entry.
- Right of organisers to cancel or modify the event in bad weather or other unforeseen circumstances, and return of entry fees in full or part.
- When final details/route description will be available for download.
- Reminder that participation is at entrants' own risk and that it is up to entrants to make their own arrangements for personal accident insurance
- Sleeping accommodation at Walk HQ
- Contact email address for Entries Secretary.
- Data Protection Act clause

### Data Protection Policy

The Hundred Organiser must read and understand the Association's current DPP Policy. Clear responsibility for Data Protection must be allocated to a Named Individual, normally the person responsible for managing entries.

### The Entry Form: Both On-line and Postal (Marshals' Walk)

In addition to the other instructions and guidance set out in Section 3.6 of the Guidelines, the entrant **must** be asked to **sign** the following statement relating to Data Protection:

"I understand that the personal information submitted on this entry form will be held by the event organisers for up to three years after the event and is held for the purposes of managing this event only. I further understand that photographs are likely to be taken at the event, which may be featured in Strider magazine, group newsletters, on LDWA websites and on LDWA social media. In addition, I understand that my name, age band, sex, distance covered and time recorded may be published immediately and may be held in perpetuity for the purposes of providing a record of the event. After the event I will have the right to request that all my personal Summary Information be anonymised but not removed."

\* Summary information is limited to the participant's name, age, sex, postal town, email address, LDWA membership number, event name and date, distance covered, time recorded as well as any other linked walking achievement.

### Management of Personal Data on Marshals' Walk Entry Form

By no later than the third anniversary of the event, the event organiser must transfer to computer records the Summary Information they wish to retain and subsequently delete permanently any other personal information derived from entry forms or through the running of the Event. It is good practice to effect this transfer earlier, which should normally be possible.

The Data Protection legislation requires the LDWA and its Groups to be able to identify all personal information held on an individual. In the unlikely event of receiving such a request, the event organiser must be able to identify all the Entry Forms still held and all the Summary Information records linked to an individual for each year of each challenge event.

As soon as possible and within three years of the event, the Named Individual responsible for personal data:

1. May create a list of participants incorporating Summary Information. This must be kept securely and safely on a computer that must have password-controlled access with internet security systems operating. This Summary Information may be kept in perpetuity but there is no need to do so.
2. May publish a list of finishers, times etc using Summary Information only.
3. Must destroy any sensitive Personal Information relating to medical condition within three months of the event.

4. Must destroy the entry form data for that event in such a way that it is irretrievable. In the case of paper records, the entry forms should be shredded. In the case of computer records, the file should be deleted permanently through a File Shredder (or equivalent).

If event entries are managed by a third party (such as SI Entries), data transferred to the third party by the event participant is the responsibility of the third party and not the LDWA. However, any personal information passed back to the event organiser needs then to be managed in accordance with the LDWA's DPP Policy.

It is appreciated that marshals and others on the day of the event will need to have access to personal details. Nevertheless, the event organisers must limit access on a need-to-know basis, especially for sensitive information such as medical condition. All people granted access to personal details must hand all such material back to the Named Individual within one week of the event.

### Requests for Anonymity

The entries secretary may receive requests for anonymity of Summary Information. However, due to the need to manage the event and ensure that all entrants are accounted for from a health and safety perspective, it is not practicable for an entrant to be anonymous for the duration of the event. The entrant's details can be made anonymous after the event and the standardised rules reflect the fact that an entrant will not be anonymous for the duration of the event itself. After the event, if an entrant requests anonymity, the entries secretary / PACER manager must then ensure that their name is changed to "Anonymous," delete their email address, age, sex and home town but retain the event times, distances and any other linked walking achievements. The entries secretary should confirm that the data has been rendered untraceable and receive an acknowledgement, if possible.

(The Data Protection Act applies if details of entrants are stored either on a computer or in paper records. In particular a sentence should be included stating that entrants' details will be held temporarily in an electronic retrieval system to be used only for the purposes of administering the event and giving entrants the opportunity to object. The LDWA is registered under the Data Protection Act. This covers events organised by the LDWA and its local groups.)

## 3.7 Administration of Entries

There is always a period when people can apply to enter the 'Hundred'. Because the event can be oversubscribed, the fairest practice is to allow people to apply and have a cut-off date for this process. If fewer than 550 people apply then all can be accepted on the 'Hundred' assuming that all entry qualifiers are checked. If there are more than 550 applicants, then a ballot will have to take place. The 'first come, first served' approach is not used. The reason is simple. Some people might not be able to enter during the first days when the entries open. There could be various reasons. They might be on a mountain with no internet access, they might be on holiday, they might be in hospital and so on. By having a time period when people can apply at leisure is the fairest process and the ballot will treat people fairly.

Entries will be grouped into the following categories for the ballot:

1. LDWA Member helping on the 100 Marshals event and qualified using LDWA organised event.
2. LDWA Member helping on the 100 Marshals event and qualified using non LDWA organised event.
3. LDWA Member who qualified using LDWA organised event.
4. LDWA Member who qualified using non LDWA organised event.
5. Non-member who qualified using LDWA organised event.
6. Non-member who qualified using non-LDWA organised event.

The entries will be drawn from category 1, then category 2, then category 3, then category 4, then category 5, and finally category 6 until the entry limit is reached. The entries thus drawn will be accepted.

The rest of the entries will be drawn in the same order of category to form a reserve list. Entries from the reserve list will be invited in order of drawing to fill the spare place left if payment for an accepted entry is not received or if an accepted entrant withdraws. Thereafter, entries may be invited from the reserve list in order of drawing, if space becomes available, at the absolute discretion of the event organisers.

Assuming that fewer than 550 applications have been received, applicants will be invited to pay to secure their place on the event. Entries will be collated on-line and all details can be extracted from the on-line entries provider (Sientries). The details of the entrants can then be organised alphabetically based on surname. Other information including next of kin details, emergency contact details and medical information including allergies can be extracted from the on-line entries provider by use of a CSV file, thus saving hours of laborious work that was previously undertaken by entries secretaries.

Acknowledge entries at once. This can be done by setting up an automatic reply to each entrant's application to join the 'Hundred'. It is a good idea for the acknowledgement to include a request that the entrant informs the organiser if they later decide not to take part in the walk.

Entrants will be expected to make their own arrangements to print off the event route description from the event website. This reduces the work that used to be conducted by the entries secretary who would previously have posted route descriptions to all entrants.

There will be a final closing date for the 'Hundred' and after this date no more entries will be allowed. There will definitely be no entries on the day. Once finalised, entrants shall be assigned numbers in surname alphabetical order.

Typically, about 10% of entrants (more if the weather is bad) will not show up on the day of the 'Hundred' without having cancelled, and this may be allowed for by setting the entry limit to 550 knowing that 10% are unlikely to attend.

If the entry limit is reached after the ballot date has passed, then a waiting list should be operated. This can be managed with the on-line entries provider. People from the waiting list should be invited to enter in the order that they registered an interest assuming they are suitably qualified to enter. Take care to process entries strictly in order of receipt (applicants will notice otherwise).

On the very rare occasion that the 'Hundred' has to be cancelled for reasons outside the organisers' control, (area is cut off by appalling weather or if countryside is closed because of forest or moorland fire risk, outbreak of foot and mouth disease, etc.) the organisers should notify entrants of the cancellation immediately. This can be done by bulk email, but in order to spread the message, the event organiser should use all social media platforms as well as the LDWA Forum and LDWA website Newsflash. The event organiser should try and return as much of the entry fee as possible bearing in mind that several expenses will already have been incurred due to the preliminary organisation. Entrants are usually understanding in such situations and will accept that expenses already incurred will mean that it may not be possible to return all of the fee.

### 3.8 Badge and certificate

An event motif or logo is usually produced and used for publicity material on the 'Hundred' website and reproduced on the walk certificate and the badge. The certificate with the distance completed and time taken shown given to those who complete part of the 100 but the badge may NOT.

The costs of both badge and certificate are usually covered by the entry fee but the weaver or printer may be willing to offer a reduced price in return for quantity and/or appropriate publicity.

### 3.9 Marshals and helpers

This short section at the end of chapter 3 is amongst the most important for the 'Hundred'.

The route and number of checkpoints required has a major impact on the number of volunteers required. Some LDWA Local Groups will offer to run a checkpoint but others (perhaps the most distant) may need some persuasion. Some LDWA Groups will express a preference for an earlier or later checkpoint so accommodate them if possible. Local walking clubs, some of whom run events listed in Strider, are worth approaching. Involving them in the 'Hundred' is a good way of raising the profile of the LDWA.

A major task in the run up to the 'Hundred' is to decide how many helpers and marshals will be required during the weekend and to recruit appropriate people. The numbers needed are considerable.

It is useful to draw up a master timetable giving the names of helpers showing what they are doing throughout the event (not forgetting their rest periods).

Ensure that helpers are given clear instructions of their duties well beforehand. It is unsatisfactory if willing volunteers are unable to function effectively either because they are uncertain of what they should be doing or because their role has not been thought out carefully. Give helpers unfamiliar with walking an idea of the ethos and scale of the event. For example, those helping with catering need to realise that prompt service is more important than 'cordon bleu' meals! Those new to helping on events should be accompanied by experienced marshals.

Members of the Organising Committee will need rest and it will be necessary for key roles to have deputies identified.

There are likely to be LDWA members living in the area who are not members of the Group(s) running the event. These people can be identified by reviewing the list of members living in a geographical area who are not active members with that geographic group. They can then be encouraged to play a part in the LDWA's 'flagship event' in their home territory.

## How to Organise The Hundred: Chapter Four - Operations On The Day

Although this chapter concerns what happens on the day of the Event, it all needs very careful planning beforehand. That preamble is very apposite for the Hundred.

### 4.1 Walk Headquarters Organisation and Operations

As outlined previously, Walk Headquarters has to fulfil a variety of roles before, during and at the end of the walk. These functions are now discussed in greater detail. Read all pages of this section carefully so that all aspects are borne in mind when considering a suitable venue. The sub-sections 'Staffing,' 'Car Parking,' 'Registration,' 'Baggage,' 'Control,' 'Sleeping Accommodation' and 'Provision for Marshals' are especially relevant but one person should have overall responsibility for running Walk Headquarters, to ensure that services operate smoothly, that helpers are deployed effectively and that any problems are sorted out quickly.

A large, mixed, secondary school often has the right kind of lay-out and equipment for the purpose. Further Education Colleges and Outdoor Centres may also meet the LDWA's needs.

Both public and private sector premises are worth exploring as in some instances the former will give a better deal than the latter and vice-versa. The potential publicity benefits to the School/College should be mentioned in negotiations.

Remember that forming a good relationship with the caretaker early on in planning and taking good care of the premises will have many beneficial spin-offs.

#### Staffing

On the 'Hundred' all key roles that formed the organising committee will require deputies in order to allow time for sleeping. Keep all marshals and helpers at HQ supplied with food and drink and regular breaks as it will help to pass the long hours efficiently.

#### Car Parking

Cars associated with the event must be parked so as not to inconvenience others and not to cause any hazard. Adequate car parking space at or near the HQ is essential. It may be necessary to reject a possible Walk HQ if not enough parking space is available. There will typically be one car for every two walkers. An ideal HQ will have enough parking space in its grounds, otherwise it might be possible to hire a nearby field or perhaps the car park of a local works that is not in use over the weekend. A reasonable sized town might be able to absorb the cars in public car parks. If 'pay and display' car parks are used special arrangements will need to be made with the operators.

Details of car parking arrangements should be included in the final details, and parking should be well-signed and marshalled. Marshals, wearing brightly-coloured tabards, should be on duty on car park approaches and in designated parking areas from at least 15 minutes before registration opens. They should ensure that the available space is used as efficiently as possible, but also that cars are not blocked in by others. Parking space for the walk organisers and for marshals collecting or returning food and equipment will need to be identified and such space should be reserved and clearly signed. Overlooking the parking requirements could cause aggravation for the walkers and helpers and loss of co-operation from the local community.

Walkers' cars are obviously unattended for a long period, and it is a good idea for a helper to patrol the parking areas from time to time so that any suspicious behaviour can be challenged or reported to the police.

#### Environmental Implications of Car Use

The Event should seek to reduce the car use by choosing an event start location that is easily accessible to public transport (preferably rail) and by encouraging car sharing. If the main transport hub is not within easy walking distance of the start the Event Organisers should arrange bus transport from suitable locations (e.g., rail/bus station) for the start and the finish. As well as encouraging entrants to share cars, particularly if car parking is tight, priority should be given to allocating car parking spaces to those with at least two walkers/marshals per car.

#### Registration

Entries on the day are not allowed.

The main purpose of registration is to compile an accurate list of those starting the walk, ensuring entrants sign a kit declaration and leave breakfast baggage within dimension and weight limitations. Entry marshals should tick the walkers' names on pre-prepared lists of entrants as they present themselves at the registration desk. At the same time they should issue each walker with a tally card (printed on waterproof paper), bearing the walker's number, for clipping at the checkpoints to be visited on the walk. It is usual to provide string to enable the entrant to tie the tally card to their rucksack or around their neck.

Accurate recording is essential so make use of calm, methodical people. Correct details of non-starters and starters' walk-numbers and start-times should be passed to the PACER desk in order that the event management system and checkpoint paperwork can be updated.

Sufficient registration points should be set up on an alphabetical basis. Each walker should be able to complete the registration formalities in less than 5 minutes including waiting time, and this can require considerable personnel and space. Staff should be able to cope with bottlenecks as often a high proportion of entrants leave registration until the last minute.

At registration the walker may be given other information such as amendments to the route description.

Registration should open promptly at the time advertised, typically 3 hours before the first start at 10am and will close approximately 15-30 minutes before the latest start which is typically either 12pm or 2pm depending on the Event Organiser's decision. Registration times should be stated with the entry details with a request not to leave registration until the last minute.

## Baggage

Labelling is essential.

Bags need to be marked with sturdy labels tied firmly to the bags. The labels need to clearly show the entrants' walk number and colour coded so as the destination (either to go to breakfast or to be stored for the entrant to pick up at the finish) is easy to distinguish. Breakfast bags should only contain non-essential items. In recent years the size and weight has become unmanageable and breakfast baggage should be strictly controlled as part of a pre-registration process.

Transporting baggage to the Breakfast Stop should be kept separate from other transport tasks but a Luton style van will have been supplied by the Transport Team in order to transfer the baggage. The Transport Team will need to transport baggage to the breakfast stop and then to the finish. If the event is a linear one they may also have to transport finish bags to the end.

Due to the volume of baggage to be transported, it is essential that the size and weight of bags is kept sensible. It has become normal to expect bags to have maximum dimensions not exceeding 50 cm x 30 cm x 30 cm and a maximum weight of 6 kg (13lb). Marshals accepting bags at the start should be prepared to reject bags that are too big/heavy or awkward (e.g., with poles strapped on the outside).

Space will also be needed at the end of the event for storing baggage that has been returned after use at the Breakfast Checkpoint. As far as possible, bags should be stored in entrant number order. Careful thought should be given to the mechanism for returning 'half-way' baggage to the finish after it has been used and also to returning the baggage of walkers who retire before reaching the half-way point. Good communication is essential here in order to ensure walkers arriving at the breakfast point are repatriated with their bags and not told that they've already been returned to HQ. Again, breakfast baggage should only contain non-essential items.

## Mixing space

Walkers like to chat with friends before the start and after finishing, so there should be enough space to allow groups to form without getting in the way of other operations. If fine, walkers will happily go outside, but if wet they will want to stay under cover until just before the start.

## The Start

It is often a good idea to invite a local dignitary to start the walk (Head of the School / College, local mayor, MP etc). Whilst the organiser and / or starter may wish to say a few words, walkers will have little patience for long speeches! A loudhailer or public address system is needed at the start, and in the hall during the event when announcements need to be made.

Photographers should be kept away from the path of walkers. If necessary road marshals (preferably wearing brightly coloured tabards) should be posted along the very early part of the route to ensure walkers' safety and a minimum of interference with others. If the start is near a public road the Safety Advisory Group will provide advice.

### After The Start

The need to assemble accurate information about starters and non-starters and to disseminate it quickly to checkpoint and RAYNET staff is underlined again.

The master list of starters needs to be compiled immediately with due regard to multiple start times. This can be done via PACER and accurate lists of who is participating on the event can be produced quickly. Copies will be needed for HQ, for sweepers and for sending to checkpoints.

Some checkpoint teams will collect equipment and provisions from HQ whilst others will want the equipment delivered to the checkpoint location. The Transport Manager will have included this information in their plan.

Walk HQ will need to be rearranged in readiness for the finish operation, including the serving of meals.

### Control

The purpose of control is exactly what it says: to make sure that nothing is left to chance or overlooked and to ensure that any problems that crop up are dealt with effectively. Control is particularly concerned with:

- Dealing with any emergencies.
- Overview of the progress of walkers and retirements.
- Action in the event of missing walkers.
- Opening and closing of checkpoints.
- Effective use of communications.
- Movement of transport.
- Location of helpers.
- Monitoring checkpoint supplies.

The Control area should be separate from the finish desk (which is really only a final checkpoint), away from the hustle and bustle of walkers and supporters. Ideally, on the 'Hundred' the control desk should be in a separate room. The procedures to be used by Control must be carefully planned prior to the event. Control should have copies of all event paperwork and previously prepared progress charts.

Control will need to work closely with the PACER desk and ensure that lists of non-starters reach checkpoints and will receive completed checklists from checkpoints. Control will decide what action to take in an emergency, for example if a walker is missing. The radio communication desk will need to be close to Control in order that messages from checkpoints and radio communicators aligned to sweepers can be passed quickly. Messages that need to be sent via RAYNET should be given to the operator in writing. The Event Organiser or deputy should be available via control throughout the event.

Computers will be used for control purposes and the LDWA designed PACER (Event Management System) will be able to provide Control with information as entrants pass through checkpoints that are connected to the web. PACER has been in use on LDWA events since 2015 and checkpoint staff are now used to the software. PACER should be managed at Walk Headquarters by people who are fully conversant with the software. But, a paper back-up must always be maintained in case something goes wrong!

PACER is also used for printing certificates and it is recommended that this process is undertaken on a different computer and separately from the main PACER desk that will be located with Control.

### The Finish Desk

The route for walkers to follow into the finish building and to the Finish Desk should be clearly signed. The Finish Desk will have a computer that is using PACER. The Finish Desk is effectively the final checkpoint on the 'Hundred'. On arriving, walkers will hand in their tally card to the finish marshal who will scan their card in order to record an accurate time. Chairs should be available close to the finish desk as walkers will often want a rest before doing anything else. Finishers should then be directed to changing area, showers, toilets, meals, sleeping accommodation or first-aid as appropriate. Plentiful

signs are essential since tired walkers may not remember much that they are told! It is always appropriate to have helpers at the finish area in order to guide exhausted entrants to where they want to go.

Notices should be posted asking walkers to remove outdoor footwear on finishing to avoid treading mud into the floor. It may be necessary for footwear to be removed before walkers enter the building, or for the floor around the finish desk (and perhaps elsewhere) to be protected with plastic sheeting. Plastic bags are sometimes provided for walkers to put muddy footwear in.

Walkers' tally cards should be examined to ensure that all checkpoints have been visited. In particular, it should be checked that the correct cli[ mark has been recorded at self-clips. A separate desk with PACER computer will be responsible for printing the certificates, which should be placed on a table for finishers to collect before they leave the HQ. Badges will only be given to 'Hundred' finishers.

With the creation of PACER, it is possible for supporters and entrants who have already finished to follow the progress of loved ones and friends on their mobile phones. Sometimes, if the technology allows, it is possible for the results page on PACER to be displayed on a large screen so that people can see who has returned as they sit, relax and eat.

### Toilet and Washing Facilities

These obviously need to be of good quality and a mixed school has been suggested as more likely to have both male and female facilities. Climbing stairs to showers or toilets is NOT a welcome prospect after completing 100 miles on foot so try and avoid that one.

### Sleeping Accommodation

Sleeping accommodation for walkers and helpers is very important but there is an added dimension in that, on the one hand walkers and helpers will need more sleep. However time is needed to tidy the premises before handing back to the site care staff. It is therefore wise to establish the precise time when re-entry is needed and, if that does not leave enough time for late finishers and helpers to have a good rest before driving, to advise entrants in order that they can make arrangements by booking accommodation locally.

It is essential that provision for all finishers and marshals to have adequate rest before driving (somewhere to sleep until late afternoon/early evening for later finishers). Large notices should be sited at car park exits stating 'It is essential that you have had adequate sleep before driving'. Note that courts now regard driving when excessively tired in the same light as drunken driving.

### Provision for Marshals

If possible, there should be a separate room or space for helpers and marshals to keep their personal belongings, and a sleeping space should be provided for the marshals that is separate from the walkers.

### First Aid

For the 'Hundred' it is necessary to provide First Aid at Walk HQ and also ideally at the breakfast stop. The First Aid provider should be professionally qualified and experienced in dealing with events of this nature. Suitable agencies could include qualified members of the Red Cross, St John Ambulance or St Andrew's First Aid or Private Organisations with appropriate qualifications and experience. The First Aid providers should be accommodated close to the finish area but in a separate room.

### Stores

A large room or area at Walk HQ should be designated as stores. Clear labelling of supplies for each checkpoint needs to be undertaken by the Catering Manager and their helpers. Some food, (e.g., pasta salad, cooking pizzas) can be prepared at HQ and put in containers for transport to later checkpoints. It is more usual to leave the preparation of sandwiches to the checkpoint staff but in recent years this huge task has sometimes been undertaken by volunteers on the evening before the event so that the sandwich checkpoint has a good supply of ready-made sandwiches. Checkpoint staff will need to know what menus they are serving and this information needs to be shared in advance of the event.

### Catering

Early thought needs to be given to the opinions of the School / College Catering supervisor who will be mindful, as the Organisers MUST be, of Food Hygiene Regulations & Health and Safety at Work. The level of catering at Walk HQ on the 'Hundred' is different in scale from any other LDWA event. Hot and cold

drinks and possibly some basic breakfast food is provided at the start of the event and a hot meal with drinks is provided for finishers and retirees over a period exceeding 24 hours.

Give careful thought to the organisation of cooking, keeping food hot, laying tables, serving (at the table or self-service), table clearance, washing up crockery and cutlery. Consider how rubbish will be disposed of bearing in mind that recycling in all local authority areas is required of the public.

Several helpers will be needed and they should be briefed on their precise roles. The Catering Manager should have had previous experience of this type of work if at all possible. Meals will have to be served over an extended period, to provide for early retirements through to the last finishers. It is worthwhile estimating the pattern of meal demands so that staffing levels and cooking rates can be arranged accordingly. Helpers at checkpoints, at Walk HQ and elsewhere will all require meals and this can add significantly to catering requirements.

A system of meal tickets is sometimes used to aid prompt service and ensure that each walker has just one meal. Meal tickets are given to finishers and retirees as well as to helpers.

Tea, coffee or squash is usually available at Walk HQ throughout the event for helpers, early finishers, retirees and perhaps for supporters.

### Information, Displays and Sales

At the start of the 'Hundred' it is worth having a well-signed enquiry desk staffed by someone with a good overview of the event organisation and with a good local knowledge. They will be able to answer questions that will reduce pressure on the hard working check-in desk marshals. Entrants appreciate a notice giving an up to date local weather forecast. A notice board with local bus, train times and phone numbers of local taxis will be appreciated by some entrants.

A merchandise stall should be available. Most 'Hundreds' now produce T-shirts, sweatshirts and other items of clothing commemorating the event. Many entrants will have pre-ordered event memorabilia and might collect in the morning. This stall needs to be available when entrants return to Walk HQ later in the weekend as many entrants will not want to collect their memorabilia until after they have finished. In addition, there are many entrants who are superstitious! They will want to order memorabilia after they have successfully completed the 'Hundred'. The event will have a merchandise officer and they need to staff the stall or have a deputy assisting them.

There should be a large labelled box for lost property into which found items are placed, and from which walkers can retrieve lost items.

### Clearing up

A closing time should be agreed with the School / College in advance and should be kept to. It is essential that the cleaning and tidying is done thoroughly. Make a map of the layout of tables and chairs in the dining room before you start so that they can be replaced.

If possible a fresh team of staff who have had a break should be brought in on the Monday morning as others will be tired and the good reputation of the LDWA relies on the premises being left as we found them.

## 4.2 Organisation and Operation of Staffed Checkpoints

Well-run, **welcoming** checkpoints are much appreciated by walkers and can make all the difference to the success of an event. The word 'welcoming' in that opening is deliberately in bold type because walkers need every encouragement especially in the later stages of the 'Hundred'.

### Staffing

Preparing food for 500 people takes time. That factor needs to be remembered when booking halls and later when giving advice and directions to checkpoint staff, (e.g., checkpoint opens 22.30 hours, hall booked from 18.00 hours to allow time for making sandwiches). The person in charge of the checkpoint will usually be responsible for liaison with the Radio Team on site. The organisers should ensure that the roles and responsibilities of each are clearly set out and understood by both parties. Messages the

checkpoint staff wish to be sent should be written down and given to the radio operators. Similarly, messages received by the radio operator should be handed to the checkpoint staff on paper.

- Radio team staff: Communication of up-to-date information.
- Checkpoint staff: All decisions relating to walkers, e.g., retirements or otherwise of those reaching the checkpoint after closing time depending on relevant considerations.

The number of helpers required at a checkpoint depends on the facilities provided, the fact that there will be 500 entrants on the 'Hundred' and the length of time the checkpoint is open. No entrant should have to wait for more than a few moments to have their number recorded and tally card clipped, nor to be served with food.

Typically, a checkpoint team comprises a PACER operator, a recorder / timekeeper, a tally card clerk (functions which may need to be duplicated at early checkpoints due to the volume of entrants passing through), sufficient refreshments staff, and someone in charge of communications with Walk HQ. The Baggage / Breakfast checkpoint will require a considerable number of staff.

For 'Hundred' checkpoints it is a good idea to assign an existing coherent group (e.g., LDWA local group) to a checkpoint rather than relying on a number of individual volunteers who may find it hard to settle down to a working relationship. Some helpers at each checkpoint should be familiar with challenge walks and thus understand walkers' needs and checkpoint operation.

Each checkpoint team should have one person in overall command. They will act as a single point of contact (SPOC) with the organisers before, during and after the event, will allocate jobs to checkpoint staff and to take charge of checkpoint documentation. Brief the SPOC on all aspects of checkpoint operation several weeks prior to the event. They should then inform the rest of their team of the checkpoint location, exactly when they will be required and other advance information. An informal briefing of checkpoint helpers before the event will be useful. The SPOC should ensure that the checkpoint staff understand what is required of them. Some will act on their own initiative, but the less experienced may require specific direction.

For checkpoints open for more than 8 hours, ensure via the SPOC that they have sufficient staff to enable others in the team to take rest breaks. If a checkpoint is to be outside, ensure via the SPOC that their team members have adequate clothing, in particular sturdy and warm footwear. Feet get very cold standing around in trainers for a long period. This is particularly important at night time when temperatures can fall sharply.

## Documentation

The checkpoint notes should be sent in advance to the SPOC in charge of each checkpoint. Cover ALL the bullet points in this section giving plenty of detail, e.g., the times when the checkpoint is expected to be busy – helpful for planning staff rota. Send details on equipment, food and procedures to the checkpoint organiser well in advance of the event. This should leave checkpoint staff free to concentrate on their job of looking after the walkers.

The briefing notes should include details of:

- The exact location of the checkpoint, details of access and car parking.
- Operational times of the checkpoint.
- Name of caretaker or landowner with address, email and phone contact number.
- Where and when keys are to be collected and returned.
- Any special requirements of the owners.
- Details of available 2/3/4G mobile phone networks.
- Details of WiFi access codes (if available) for PACER.
- Location of the nearest water supply (for outdoor checkpoints).
- Location of taps, switches, fuse / tripper boxes, meters (and coins needed) for any gas, electricity and water (for indoor checkpoints).
- Details of kitchen facilities and equipment.
- Location of filling stations.
- Arrangements for collection of food and equipment.
- Any special requirements of radio operators or first aiders assigned to the checkpoint (e.g., power points or hot water).
- Fire assembly points

Information about the event as a whole should be appended, including the route description (with some spare copies for walkers whose own descriptions disintegrate in the rain), map, list of opening and closing times of all checkpoints, the distance, ascent and time to the next checkpoint, and a copy of the event rules. In addition the disqualification paperwork should also be included should an entrant refuse to comply with the request of the marshals. This can be found at Appendix L.

Several weeks before the event an equipment checklist should be produced for each checkpoint, listing the equipment needed and stating whether it is already on site at the checkpoint, to be collected from Walk HQ or to be provided by the checkpoint staff themselves (see Appendix F). Similarly a food checklist should be provided, listing menu items and quantities and the arrangements for the purchase and transport of food.

Of crucial importance are the procedure notes which deal with control matters such as:

- Arrangements for communication with Walk HQ and other checkpoints, including telephone numbers , etc.
- Emergency arrangements (action to take in the event of an accident or a missing walker, names and location of first aiders, location of the nearest hospital casualty department).
- Procedures for opening and closing the checkpoint, role of sweepers.
- Procedure for recording walkers on arrival at checkpoint.
- Procedures for checking for missing walkers.
- Procedures for disqualification.
- Arrangements for retirements.
- Arrangements for returning tally cards of retirees and checklists to HQ.
- Transport arrangements.
- Grouping procedures (if required).

### Setting Up The Checkpoint

In arranging the checkpoint keep checking and feeding operations separate. This is essential with the large numbers of people passing through on the 'Hundred'.

Pre-opening preparation often takes longer than anticipated and it is very important to be fully ready when the first walkers come through. Responsibility will lie with the people running the checkpoint but it is up to the organising committee to ensure that they are given all relevant information and know in advance the arrangements for collecting food, equipment and paperwork. The use of signs such as 'Welcome to the ..... Group checkpoint,' 'Get your water bottle filled here,' 'Foot washing area,' 'Toilets' is to be encouraged.

And, 'dressing' the checkpoint is encouraged too. It's a fun event and entrants walking into a checkpoint with volunteers in 'Fancy Dress' can often lift the spirits, particularly in the middle of the night!

Allow plenty of time for putting up signs, putting up / moving tables for other furniture moving at indoor checkpoints.

Equipment required depends considerably on the location and nature of the checkpoint. Possible items are listed in Appendix F. An outdoor checkpoint in the later stages of the 'Hundred' will need adequate overhead cover and lighting, a reasonable amount of seating and perhaps camping-type cooking equipment. LED camping lights are now bright and efficient. All checkpoints must have adequate supplies of drinking water. For an outdoor checkpoint containers may have to be filled from an off-site supply. Remember water containers can be very heavy when filled.

Signs on the approach to the checkpoint help clarify which door to use , etc. Welcoming signs are a nice touch and can be light-hearted (e.g., 'Beware - Comfortable Checkpoint - 100 yards').

### Checkpoint Operation

Check walkers in on arrival at the checkpoint and then tell them about the facilities on offer. Many will wish to sit down, preferring to have food and drink brought to them than having to get up to help themselves. This is where checkpoint marshals can do a great deal to make the event enjoyable and provide encouragement for the walkers. Walkers like to be asked how they are faring, and marshals should be prepared for questions such as 'How far to the next checkpoint / the end?' or 'What is the terrain like on the next section?' Marshals must not give the impression that the checkpoint is being run for their own benefit, for example by chatting amongst themselves and ignoring the walkers, by

occupying all the chairs or by eating lavish meals whilst tired walkers are left to stand and help themselves to biscuit crumbs!

When walkers leave, it is helpful if marshals indicate the route out from the checkpoint and also if they cast an eye around for any property that may have been forgotten.

The rest period of walkers at checkpoints is limited to two hours. This can reduce congestion at checkpoints and also encourages walkers to proceed. If an entrant remains at the checkpoint for longer than the 2 hours, they should be retired, so it is polite to remind the entrant that they are close to their 2 hour limit and should be thinking about leaving. It is usually obvious if a walker has stopped for this length of time.

### Closing The Checkpoint

Ideally a checkpoint should be able to close at the specified closing time. Make it clear who has the authority to close the checkpoint. In order to take pressure off the volunteer marshals, the best practice would be for a member of the 'Hundred' organising team to be present at the checkpoint prior to the checkpoint closing time. Alternatively, the sweeper or the checkpoint marshals might make the decision. The decision to close the checkpoint will be taken following consultation with Control at Walk HQ.

Any entrant who is still inside the checkpoint when the closing time passes will be retired from the event. Therefore, it is essential that any entrants still in the checkpoint close to the closing time are advised of this fact.

If it is decided, for whatever reason, to postpone the scheduled closing time then earlier and later checkpoints must be told (via Control) and asked to tell walkers about the change. Walkers may otherwise push themselves or even retire unnecessarily in the belief that they will be 'timed out' at a later checkpoint.

A checkpoint opening and closing calculator has been provided for the LDWA and can be found in the PACER section of the LDWA website. If the opening and closing times have been based on sensible calculations of walkers' and runners' rates of progress at various stages then changes in the scheduled times should not be necessary during the event unless there are exceptional weather conditions. All checkpoint paperwork, including time-sheets must be taken back to Walk HQ.

PACER now enables Control in Walk HQ to know how many entrants are yet to pass through a particular checkpoint. If an entrant is missing, at least one marshal must remain until all walkers are accounted for or an appropriate official has given permission to close, though after the closing time the checkpoint might be tidied and some equipment removed. Remember that entrants who arrive after the closing time may still want food and a seat while waiting for transport.

When the checkpoint is dismantled, the hall or area should be left in a clean condition with all litter picked up and, for an indoor checkpoint, tables and chairs returned to their original places. It is worth leaving a good impression – the organisers may wish to use the same checkpoint in future years.

### Recording Walkers

For successful control of an event it is essential that there is an accurate record of the times of arrival of walkers and of retirements at each checkpoint.

The importance of accuracy cannot be over-emphasised. Inaccurate records create doubts, worries and unnecessary risks of entrants becoming 'misaid'. Records of retirees are also very relevant here. If a wrong number has been recorded a walker's spare kit may have been returned to HQ thus creating frustration and worse at the Breakfast stop.

Arrival sheets will be in chronological order; this is useful when passing details to the next checkpoint. Despite the fact that PACER has revolutionised the ability for Control at Walk HQ to have 'eyes' on what is happening at the various checkpoints, a paper back-up is still required. Despite using barcode scanners, there is still the possibility of human error and the paper back-up can be referred to when there are doubts on the accuracy of what has been recorded to date.

Check-sheets, with clip-boards, clippers and pens, are usually collected from HQ by checkpoint marshals after the start, though sometimes they are delivered by the organisers. Check-sheets should include a full list of walkers in walk number order with spaces for recording times of arrival at the checkpoint and

noting retirements. Many queries are resolved using walkers' names, so these should either appear on the checklists or alphabetical-numerical and numerical-alphabetical lists should be provided. Non-starters and entries on the day can be recorded on the checklists before they are issued to all but the very early checkpoints.

Check walkers in immediately on arrival at the checkpoint by noting the time of arrival against their number on the check-sheet and clipping or marking their tally card. It is a good idea for one marshal to clip each walker's tally card and at the same time read out the walker's number, whilst a second marshal repeats the number in confirmation and enters the time on the check-sheet and a third marshal will scan the entrant's tally card so that the information is recorded in the PACER software.

The walk number should always be read off the tally card by a marshal as walkers do not always remember their numbers correctly. Particularly for early checkpoints, when there is bunching, the chance of an error is reduced by recording the time and walk number of each walker in the order of arrival on a 'chronological list' of arrivals and transcribing this carefully to the check-sheets when time allows. Extreme care should be taken to record arrivals accurately as the majority of 'missing walkers' turn out to have been mis-recorded and a single error can waste hours.

Retirees should be recorded as such on the checklist and PACER software and their tally card retained and marked. They should be offered transport back to HQ as soon as possible, their numbers notified to HQ and tally cards returned to HQ in accordance with the agreed procedures.

Any walker arriving at the checkpoint early should certainly not be allowed to leave before the official checkpoint opening time. In fact, due to the information on choosing correct start times, the pressure placed on early checkpoints by entrants arriving too soon could see the entrants left outside until the official opening time. Similarly, anyone not having left by the closing time should be retired and taken back to Walk HQ. Allowing walkers to leave either early or late causes knock-on problems at later checkpoints.

Sometimes it may also be useful to record the departure time of walkers from certain checkpoints, for example at a 'breakfast' or 'baggage' type checkpoint, where many walkers will stop for some time. If this is the case, then there will need to be two PACER desks. One for checking people in and the other for checking people out.

The marshal in charge of the checkpoint must ensure that the set procedures are followed to check that all walkers are accounted for. This includes returning the check-sheets to Walk HQ as required (as soon as possible after closing), notifying Walk HQ of retirees and liaising with Walk HQ. Whilst it might be tempting to liaise with other checkpoints, best practice would see Control at Walk HQ pass information to the other checkpoints in order to avoid either mixed messages or the fact that new information from another checkpoint might not be passed to Control at Walk HQ due to checkpoints having conversations with each other. Retirees should be transported back to walk HQ as soon as possible and certainly should have to wait no more than two hours for transport.

### Feeding Walkers

The organising committee should have ensured that there is an acceptable choice of different types of food and drink throughout the walk. Attractive presentation of food and encouragement to take some sustenance is appreciated by tired walkers. Label the sandwiches, tell them what the soup it is. If possible have a large water container, preferably with tap, where water bottles can be filled. A funnel is also useful. The 'filling station' should be labelled and, if possible, staffed.

Walkers are spurred on by the thought of the food they may be offered at the next checkpoint and appreciate varied and imaginative food. An event is often remembered for its food and it is important that entrants have a choice of either sweet or savoury at each checkpoint. The 'Hundred' is very demanding on the body and people will want different types of food at different times. Walkers often suffer digestion problems later on in an event so food that is not too rich and which 'slips down easily' will be appreciated.

For the 'Hundred' the food needs to be more varied and substantial: sandwiches, soup, rice pudding, tinned fruit, hot dogs, sausage rolls, individual pies, etc., are often served, with a cooked meal available at the breakfast checkpoint and finish. Please look at the standardised menu (stored in 'AdminHundred' that organisers are given access to when organising the '100') for ideas about what foods have consistently been used to good effect on the 'Hundred'. Remember, vegetarians cannot eat meat based

food, but non-vegetarians can eat vegetarian food. Entrants should advise organisers of any dietary requirements well in advance and transportation of any provided items processed accordingly.

It should be clear to walkers on arriving at a checkpoint what food is on offer. Sandwiches and other food whose content is not immediately obvious should be labelled (otherwise it will be examined by none-too-clean fingers)! There is an art to displaying food. Too little on show and walkers will think that the checkpoint is running short; they will go away grumbling and yet there will be a surplus left at the end. Too much displayed increases the risk of running out as a result of greedy walkers and food may go stale very quickly in the heat.

Running out of food or drink at a checkpoint is an unforgivable sin, particularly since it is the slower walkers who will suffer. It is useful to have an emergency backup, for example knowledge of a nearby shop where extra supplies can be obtained. If marshals think that food is going to run out they should get a message back to Walk HQ immediately rather than wait for the disaster to happen.

Walkers get dehydrated very quickly and drinks (at least water or squash) should be available at all checkpoints. It is important that checkpoints have adequate water supplies nearby. Whilst it is possible to fill large water containers and transport them to checkpoints, remember that water is heavy – a full five gallon container weighs 50 lbs.

Entrants are required to carry a resealable drinks container when they enter the ‘Hundred’. This may take the pressure off checkpoint staff from having to use plastic cups / other mugs. Squash should be ready-diluted and already poured into jugs ready to be used to pour into entrants’ mugs. It is irritating to walkers and stressful to marshals if a queue develops whilst squash is made up. A pot of tea (if offered) should always be ready. This will almost certainly mean having a double burner so there is always boiling water available no matter how bunched walkers are. Alternatively Urns regularly topped up may be available. Recommended that a designated marshal is in charge of drinks.

If paper / plastic cups are provided, please recycle responsibly. If such cups are used, entrants often have a habit of dropping them about 50-100 yards after leaving a checkpoint, so a bin bag 50-100 yards along the route may help avoid this.

If checkpoints are far apart or if the weather is warm, consider serving water at intermediate points, perhaps from water containers in the back of a car at a road crossing.

### Food/Drink Shortages at Early Checkpoints

Most walkers prefer to eat bulk / energy food early in the event and it is particularly important to the slower walkers that are going to be out longest. A reserve supply of food should be kept at early checkpoints, or food that is destined for later checkpoints that can be replaced or moved on as necessary.

## 4.3 Other Types of Checkpoints

### Breakfast Checkpoints

In applying to run the ‘Hundred’ the organising committee will have stated (inter alia) that a more substantial cooked meal will be provided at a checkpoint between 55 and 60 miles or thereabouts. More space will be needed and more staff.

### Baggage Checkpoints

A baggage checkpoint is often combined with a breakfast stop. This is the usual custom on the ‘Hundred’ but the two operations should be kept separate. There is nothing worse than eating breakfast opposite someone cleaning their feet! Indeed, it is often advantageous to use separate buildings but they should be no more than a quarter of a mile apart. Adequate washing facilities should be available and a sports pavilion may be suitable. It is essential that the team looking after the baggage has a robust process that will not see baggage returned to Walk HQ prior to the entrant arriving at the Baggage Checkpoint but also so that baggage of those who retire before the checkpoint is returned as soon as possible.

### Unstaffed Checkpoints

These are useful to prevent people taking short-cuts and, of course, to reduce staffing needs. There should be grid references in the route description and they should be clearly visible so that walkers do not waste too much time 'hunting the clipper' and getting frustrated in the process. They should be at obvious points e.g. track junctions or on a gate.

A reliable helper familiar with the checkpoint site should set up the clipper shortly before the first walkers pass, too long in advance risks vandalism. Arrangements must be made to remove the checkpoint after the event, usually by the sweeper.

### Unannounced Checkpoints

One way to ensure that walkers do not take short cuts is to have one or two 'clipper' checkpoints at unannounced locations along the route. It should be made clear in the event details or at the start that there will be such checkpoints. Their location must be given careful thought so that they cannot be missed by walkers doing their best to follow the route. It is strongly recommended that there is a marshal at each such checkpoint to ensure that no walker passes without noticing the checkpoint and as a check against vandalism.

## 4.4 Keeping Track of Walkers

A major problem confronting organisers is to ensure that no walker becomes seriously lost or missing for any length of time and that any injury receives prompt attention. The worst scenario is for a walker to go off route and then become immobilised by injury. There must be mechanisms in place to detect and react to such incidents as rapidly as is reasonably possible. There is little point in meticulously recording walkers at checkpoints if this information is not used to check for potential problems. Nevertheless, keeping track of several hundred walkers spread over a wide area, perhaps for a period of 24 hours or more, is extremely difficult.

Problems that occur on the route itself are likely to be detected soon by other walkers or by sweepers. Thus, the chance of serious problems will be much reduced if the event is organised to minimise the chance of walkers going off route, for example by requiring entrants to be suitably experienced at navigation, providing a good route description, waymarking, appropriate grouping, etc.

The key to effective tracking of walkers is planning, communication and accuracy. The following components are needed:

- Procedures for recording information accurately.
- Lists of starters (allowing for no-shows).
- Numbers and times of walkers passing through checkpoints.
- Retirements at checkpoints and elsewhere.
- Procedures for collating information and detecting possible missing walkers.
- Action in the event of a walker believed to be missing.

It is suggested that times and numbers of those passing through each checkpoint and retirements should be returned to HQ periodically. Thankfully, with the creation of PACER, 'Control' at Walk HQ is able to watch the progress of entrants as they pass through the checkpoints on the route. It should however be recognised that not all checkpoints will have on-line connectivity and 'off-line' PACER will be used in such locations. Having a radio team working in checkpoints is therefore crucial for 'Control' to know where walkers are on the route.

Similarly other checkpoints who are also using 'on-line' PACER will know what entrants have passed through checkpoints and are therefore on route!

### Procedures for Detecting Missing Walkers

Two schemes are suggested below: One for the 'Hundred' and one that might be useful for checking a particularly difficult section.

#### 1. Procedure for the 'Hundred'.

For later checkpoints on the 'Hundred' where walkers may be spread out over 10 hours or more, checking for missing walkers should not be left until the checkpoint closing time. A mechanism is needed to detect walkers who are overdue relative to their time of departure from the previous checkpoint.

One way of achieving this is for Walk HQ to monitor the entrants' times as they pass through checkpoints on the route via PACER. Of course, this can only happen if the checkpoint is 'on-line'. The times of walkers arriving at checkpoints are regularly scanned and anyone not recorded as having reached the next checkpoint within a reasonable time can be identified. For the 'Hundred' this is a labour intensive procedure but if checkpoints are 'on-line' it may be less onerous to identify the entrants who are taking

far too much time to get to their next checkpoint. An alternative solution would be for the radio operator to periodically pass details of walker numbers who have passed through a checkpoint back to Walk HQ. This might be possible in the latter stages of the 'Hundred' but on Day 1 / Night 1 it would be impossible due to the volume passing through a checkpoint earlier in the event. Consideration to the practicality of recording entrants leaving checkpoints may narrow the timeframe in which entrants may be unaccounted. Finally, paper records could be periodically taken back to Walk HQ.

## 2. Regular checks between consecutive checkpoints.

If two checkpoints are both using 'on-line' PACER, this suggested process is irrelevant. But, where a section is considered particularly awkward and 'on-line' PACER is not available, consideration could be given to it. An update of the walk numbers of those who have passed a checkpoint is sent by a reliable courier to the next checkpoint every hour or so. The walk numbers on this list are crossed off when walkers arrive at the latter checkpoint. Any numbers remaining after a generous amount of time has been allowed for the section indicate that a walker may be in difficulty.

### Action If A Walker Is Suspected Missing

If a walker appears to be unaccounted for, carry out a quick check for obvious mis-recording. In particular, if data has been transcribed, check the original version, and look for any other inconsistencies. For example if walker number 67 is missing, but walker 61 has been recorded twice, it could be someone's bad writing! Identify the name of the missing walker and see if anyone at the checkpoint remembers that person passing through.

If such checks are to no avail, Control at Walk HQ should be informed that a walker may be missing and they must decide what to do, in consultation with checkpoints involved and sweepers. Each case will need to be treated on its own merits and Control should keep a written record of developments noting what action is taken and when. Control should check that the walker has not already retired or returned to Walk HQ. They should contact the previous checkpoint to see if the walker was then giving any cause for concern or if the walker was in a group. They can also try contacting the entrants mobile if the number is given on the entry form and at registration.

They should contact the next checkpoint to see if the walker has reached there, and ask to be notified at once if the walker or the walker's group arrives. Enquiry amongst other walkers whose times were close to the missing walker may be helpful. At least one person should remain at a checkpoint location whilst there remains a possibility of a walker still turning up. This could include the checkpoint before the one at which the problem is detected since a walker may decide to turn back to the previous checkpoint.

A decision needs to be made whether and when to mount a search for the missing walker and / or alert the police or mountain rescue. This will depend on the circumstances: a walker missing in a lowland area is not generally as potentially serious as in a mountainous region. Sending a search party back along the route may succeed if a misplaced walker has regained the correct route. It is important that any search party has good communications with Walk HQ. If in doubt, inform the police early on and they will decide when to take action.

Once a missing walker is located, all those concerned should be informed so that further time and effort is not spent unnecessarily.

## 4.5 Sweepers

On the 'Hundred' a minimum of two sweepers will walk at the rear of the field. There is usually no shortage of volunteers to act as sweepers as the role provides an opportunity for a good walk. In the early stages, the pace might be quite fast as the sweepers aim to arrive at the early checkpoints in readiness for the closing time. Later in the event, the pace might be very slow as sweepers walk with exhausted entrants. For some, sweeping is an attractive alternative to shivering at a checkpoint or sweating in a kitchen. Choose your sweepers with care though because after the Chief Organiser their role is probably the most responsible on the day.

Sweepers should be experienced long distance walkers and able to appreciate both marshals' and walkers' problems and difficulties. They must be competent with map and compass, have a good knowledge of the route and capable both of covering the distance and carrying out their duties. The

sweeper team may include a radio operator and the sweepers will also carry a mobile telephone on a network that is reliable in their area. But they should be aware of 'dead spots'.

They should carry first aid kits, spare clothing (in particular hats and gloves) and possibly a sleeping bag which can be lent to any walkers who are getting into trouble.

The main duty of sweepers is to help ensure that all walkers are accounted for. Their exact role will depend on the procedures laid down, but they should be briefed with comprehensive written procedures and should be given authority to make on-the-spot decisions, including that marshals remain at a checkpoint until a problem is resolved. Normally, sweepers carry a list of non-starters and an ongoing list of walkers who have retired at each checkpoint. On reaching a checkpoint a sweeper should follow the checking procedures. In doing so, the sweeper must be firm enough to insist that the checking is done fully, no matter how cold and tired the marshals might be, and must be diplomatic when a marshal insists that he or she could not possibly have made a mistake. The sweeper must insist on carrying out the missing walker procedures as long as there is a possibility that someone is missing. Sometimes the sweeper has the authority to close the checkpoints, but on the 'Hundred' it is usually the case that a marshal with the responsibility for 'closing' checkpoints will make the final decision.

Sweepers aim to walk with or behind the last batch of walkers. Care is needed not to overtake walkers inadvertently (it is not unknown for walkers to drop into a wayside pub or into a hedge to relieve themselves), though obviously anyone going off the route may fall behind the sweeper. The sweeper should provide encouragement to the last walkers but be firm enough to insist on retirement for those who are obviously going to be out of time or who are suffering unduly.

Sweepers have several other important duties. They should ensure that all gates on the route are secured and remove any event signs, waymarking and perhaps unstaffed checkpoint clippers. They should pick up any litter and note any damage which could possibly be attributed to participants.

## 4.6 Retirements

The 'Hundred' standardised rules describe the procedure for retirement under the section outlining the Entrant's Duty Of Care. An essential rule is that any walker retiring must get word to the organisers, otherwise unnecessary and time consuming searches may be initiated, perhaps with police or mountain rescue involvement. Normally, walkers should retire at a checkpoint by informing a marshal and handing in their tally card. If, in exceptional circumstances, a walker is unable to reach a checkpoint, they should give another walker their tally card to be handed in at the next checkpoint, with an account of the circumstances and whether assistance is required. Alternatively they should telephone the emergency telephone number, which should be printed on the footer of each page of the route description and / or tally card, and inform HQ of their exact location e.g. by point on the route description.

The Transport Manager will have built into their plan the need to supply minibuses (plural)! In order to recover retirees on the 'Hundred'. In any case, some form of transport should be available to cater for emergencies. The logistics of ensuring that retirees do not have to wait an undue time for transport can be complicated and require careful planning. In bad conditions as many as half of those starting might retire and the Transport Manager will need to plan for the worst case scenario. For a retirement at an outdoor checkpoint, it may be best to drive a cold entrant to the nearest indoor checkpoint where they can wait in the warmth for transport back to HQ.

Exhausted walkers who retire can get cold very quickly, and, especially on longer walks, checkpoints should have blankets or sleeping bags available. Sometimes walkers arrive at a checkpoint in no fit state to continue the walk, for example in obvious distress or shivering violently. Such walkers will usually be more than willing to retire, though some may require diplomatic persuasion (the suggestion that a hot shower or bed is a few minutes' drive away usually works). Very occasionally they may refuse to retire (which in itself may be a sign of a serious condition such as hypothermia) and marshals may need to enforce retirement. If marshals are so concerned about the welfare of an entrant and they refuse to comply, then the entrant might need to be advised that they are disobeying the instructions of a marshal and that the Hundred Review Group might be advised following the event.

Retirements at checkpoints should be recorded on the checklist following the procedures laid down. If a retirement is for exceptional reasons, for example because of a significant injury or an enforced retirement against a walker's will, the circumstances should be written down, including times, names of others involved or witnesses and the action taken.

## 4.7 Grouping

The possibility of requiring walkers to travel in groups should be notified to walkers in advance, probably with the final details and NOT sprung on them during the event. If the need for grouping arises during the event, e.g., due to suddenly worsening weather, try to tell the walkers in advance that grouping will be enforced later, say from CPs 7 to 10. Sometimes, 'shepherding' in areas of tricky navigation can be undertaken by marshals who know a route particularly well. But, several marshals will be needed as marshals walk up and down a stretch of the route.

In mountainous or moorland areas, at night or in bad weather conditions, it may be appropriate for safety reasons to require walkers to travel in groups, usually of at least three, on certain sections of the walk. Conditions for grouping should be specified in the 'Hundred' standardised rules.

If grouping is a possibility, grouping arrangements, including the minimum size of groups, should be specified in the checkpoint procedures. Grouping can be difficult to administer but should be applied fairly. One method is to give checkpoints at which grouping might be enforced a supply of grouping cards. These need only be simple cards with a pre-printed group number and space to enter the individual walk numbers of those in the group. One member of the group should carry the grouping card and present it at each checkpoint until the grouping requirement is lifted. Breaking of groups between checkpoints without good reason should not be permitted. Waiting time spent by walkers when groups are first formed should be recorded at the checkpoint so the final walk time can be adjusted accordingly – this provides some compensation to a frustrated walker keen to complete the walk within a particular time.

## 4.8 Breaking Rules and Disqualification

One might think that those accepting the challenge of walking 100 miles in 48 hours (max.) would have enough pride and self-esteem not to break the rules deliberately: Alas! It has been known to happen. Safeguards such as 'self-clip' points and unannounced kit-checks have been mentioned.

Disqualification should only be imposed if at least two marshals firmly believe, with good reason, that the breach has been intentional and not the result of a genuine mistake or misunderstanding. The procedures for disqualification and for enforced retirement of someone deemed unfit to continue, including the rights of appeal, should be clearly explained to marshals whether at checkpoints, road-crossings or kit-checks. It is important that the entrants side of the story is heard.

A small number of walkers may try to take short cuts or skimp on equipment, and others will then complain vociferously about cheats. Thus, it is worthwhile to design the route to minimise the temptation to break the rules, for example by selecting reasonably direct routes between checkpoints. Judiciously placed unstaffed checkpoints at which walkers must clip their tally cards can eliminate obvious short cuts, as can informing walkers that there will be 'unannounced' checkpoints or spot kit checks en route. However, any such precautions should not make the walk oppressive for the majority. Possible grounds for disqualification or other sanctions include the following:

- Wilful deviation from a set route (there should be no doubt that the deviation was intended – getting lost inadvertently should not be punished).
- Failure to produce a required item of equipment at a kit check.
- Acceptance of mechanical assistance (this can be difficult to prove).
- Bringing the event into disrepute, for example by flagrant disregard for safety or breaches of the Countryside Code.
- Impersonation of a no-show entrant on the 'Hundred'.
- Failure to comply with the instructions provided by marshals.

Disqualifying walkers for breaking rules should not be done lightly – it will lead to bad feeling and can waste an enormous amount of volunteers' time in an unpleasant way. Disqualification should only take place for serious breaches of the rules for which there is incontrovertible evidence.

One area that is likely to see a disqualification is the 'Kit Check'. The standardised rules were re-written in 2017 and safety was at the heart of the re-write. The equipment that each entrant has to carry is required because it will keep an entrant safe. If an entrant does not have the basic safety equipment that the organiser has required, if a marshal allows that entrant to continue, then they are acquiescing in allowing an entrant to continue knowing that they do not have all of the required equipment.

It is therefore vital that in advance of the 'Hundred,' entrants are reminded of the need to ensure that they have all required equipment and that they understand that if they do not produce an item when required, that they will be disqualified.

The 'Kit Check Procedure' can be read at Appendix K

Any disqualification must be seen to be fair and may have to be justified in case of appeal. At least two marshals should be involved in recommending any disqualification. They should remove the walker's tally card and advise the entrant that they are now no longer to continue on the event. Of course, it is physically impossible to prevent an entrant from continuing. But, if this is the case, the entrant should be advised that they will be reported to the 'Hundred Review Group' and that further sanctions might take place as they are now refusing to adhere to the instructions of a marshal.

The sanctions that an entrant might face are:

- Nothing.
- Receive a formal written letter regarding their future conduct.
- Be barred from entering the following year's 'Hundred'.
- Suspension from the LDWA.
- Expulsion from the LDWA.

Entrants will be asked to sign a declaration form (Appendix L) that they will continue at their own risk and will not qualify for a certificate or a badge. When reported to the 'Hundred Review Group' the entrant will be asked to provide their account of the circumstances that led to the disqualification. The 'Hundred Review Group' would also consider all facts that are provided from marshals and other entrants that might be witnesses to the incident in question. 'Control' at Walk HQ would ensure all future checkpoints are aware of the disqualification and can still provide food and drink as the last thing the LDWA would want is a person to suffer from hunger or thirst so that they come to harm.

Because the 'Hundred' is organised for the LDWA by different geographic groups each year, it is possible that the behaviour of a very small number of people is not addressed appropriately due to the organisers in a particular year will not be the organisers the following year. In order to provide continuity and to address any behaviour that causes concern, the 'Hundred Review Group' has been created. The 'Hundred Review Group' has been created in line with the LDWA's bylaws and forms part of the disciplinary process covered by the bylaws.

A lesser sanction than disqualification is sometimes appropriate, for example adding a time penalty to a walker's overall event time so they appear lower down the list of finishers. This can be effective since it is usually those intent on completing the route in a fast time who are tempted to take short cuts or cut down on essential kit.

Organisers and marshals should be aware that anyone disqualified on a walk organised by the LDWA, by one of its local groups or by an affiliated organisation, can appeal against the disqualification through the LDWA's grievance procedures which will be covered by the 'Hundred Review Group'.

The names of disqualified walkers should not appear in the event results or report. Organisers may wish to comment on any disqualifications that have been imposed, but the individuals concerned should not be identified.

Enforced retirement of a walker who is judged by marshals to be in no fit condition to continue or who has failed to meet a checkpoint closing time is not a disqualification. Such cases should be recorded in the results in the same way as 'voluntary' retirements and there should be no stigma attached. But, as above, if an entrant refuses to comply with the instructions of the marshals, the entrant should be advised that their refusal to comply might be reported to the 'Hundred Review Group' and possible sanctions faced.

## 4.9 Communications

Information relating to the 'Hundred' will frequently need to be passed between Walk HQ, checkpoints, sweepers and minibus drivers. Such information includes:

- Emergencies and other important messages.
- Control's requirements.
- Liaison concerning missing entrants.
- Confirmation of opening and closing of checkpoints.
- Reporting the walk numbers of non-starters and retirees.
- Keeping track of and directing transport vehicles.

- Requests for additional supplies or equipment or reporting surplus supplies.
- Relaying the numbers and times of, say, the first and last ten walkers through each checkpoint (very helpful in monitoring the progress of the event). If checkpoints are 'on-line' with PACER then 'Control' will already have this information, but for checkpoints that are 'off-line' the information is invaluable.

Effective communications are a tremendous asset. However, unreliable or undisciplined communications can be a liability. Lives may be lost if a message believed to have been sent fails to reach its destination. Plan carefully how and where to provide communication links, what they will be used for and the procedure for their use. Tests should be made to check the feasibility of links and, for a large event, a practice run of the communications network is essential. A combination of radio, mobile telephony and cars or riders will be needed for passing oral and written information. On the 'Hundred' 'Control' will know who is passing through the checkpoints for those checkpoints that are 'on-line' but for those that are 'off-line' a plan will be required to get lists of those passing through checkpoints back to Walk HQ periodically.

All checkpoints must be able to summon the emergency services (ambulance, mountain rescue or police) rapidly, using a 999 call. Thus a reliable mobile telephone or nearby public telephone is required, or a message might be relayed via HQ using radio (this can be awkward if the emergency services need to check any details).

There should also be some means for checkpoints and walkers to telephone an emergency message to HQ, usually via an emergency telephone number printed on route descriptions and / or tally cards. Walk HQ's emergency telephone number should be a mobile phone with excellent coverage. This phone must NOT be used for any other calls and should be set aside specifically for the purpose of being the Event Emergency Number.

Mobile telephones are a real bonus to event organisation. However, there are several potential problems with their use for events, not least that mobile phone coverage can be patchy in rural areas and unreliable in many rural or hilly areas and must be checked thoroughly beforehand.

On the 'Hundred' there is an almost continuous flow of information between HQ and some or all of the checkpoints, and this can be extremely effective if well planned. Radio has the advantage of being able to relay information or queries to several locations in a single transmission, for example for broadcasting to all checkpoints lists of non-starters early on and details of retirements periodically throughout the event. (Do not be too ambitious, however; sending complete lists of those passing through checkpoints is time consuming and can lead to congestion of the network.)

Radio communication must be provided by licensed operators and there are several possibilities. RAYNET (The Radio Amateurs Emergency Network) have been useful and enthusiastic on the 'Hundred' for many years. For details of local branches contact the Radio Society of Great Britain (see Appendix H). Costs should be discussed early on, with expenses likely to include travel for radio operators, petrol for generators, etc. Food will also have to be provided for the radio operators.

Radio communication may prove difficult in hilly country, requiring relay stations, and a full test of the network prior to the event is essential. The radio may have to be located some distance from the checkpoint depending on power supplies and aerial positions, in which case a marshal will be needed to provide a link. The landowner's permission should be sought to set up a radio station or relay station.

The operation and use of the radio communications links must be worked out between event organisers and radio operators prior to the event. Radio operators will not usually be familiar with the 'Hundred' and working relationships between radio operators and marshals must be developed. Radio teams must realise that they are not responsible for the control of the event and that messages passed by radio will be used alongside other information. A radio operator should only send messages he or she is asked to send, and a nominated individual at Walk HQ and at each checkpoint should be responsible for liaison with the operator. To avoid error, messages to be sent should be written down and handed to the operator, who similarly will write down messages that are received over the radio.

Cars or dispatch riders are useful for conveying hard copy or more complicated written information, in particular for sending to HQ periodic updates of walkers passing through checkpoints. Some events have used dispatch riders very effectively to back up other forms of communication. Reputable motorcycle clubs may be keen to help as dispatch riders in return for their expenses and a small donation; such club members are normally responsible and reliable.

## 4.10 Transport

The main functions requiring transport are:

- Transport of equipment and provisions to and from checkpoints.
- Transport of retirees back to HQ.
- Transport of entrants' baggage to and from the Baggage Checkpoint.
- Transport of entrants' to and from local railway or bus stations and off site car parks.

Transport of retirees is awkward to plan for since the retirement pattern is unpredictable. In bad conditions it is very important to transport retirees back to HQ rapidly, but this is just when most retirements are likely. An expected 'retirement profile' should be drawn up to estimate when, where and how many retirements might be expected. The pattern becomes clear for the 'Hundred,' and the greatest number of retirements takes place in the early hours of Sunday morning during the night and at the main 'Breakfast' checkpoint. Make transport plans for three weather scenarios (good, bad and hot) taking into account numbers and travelling times in each case.

Minibuses will be needed and a minimum of three 3 are usually used. Insurance for hired minibuses requires named drivers over 25 years of age allocated to them. A rota of minibus drivers and a navigator per bus should be drawn up. There will be some keen volunteers who want to stay on duty for lengthy periods of time, but it is essential that in the interests of road safety that rest periods are taken. Hiring minibuses locally can be more economical and makes last minute changes in requirements or drivers easier.

The Transport Manager should keep a record of departures and arrivals of minibuses at checkpoints and at Walk HQ, identifying each minibus by a number. The Transport Manager will work very closely with 'Control' who will want to know where the minibuses are at any time. A map of the event area with coloured pins to mark minibuses and with travelling times to check points marked is very useful.

Given the unpredictability of retirements, good communications are needed to make the best use of minibuses. It is ineffective and costly to have minibuses visiting checkpoints on the off chance that they may be needed. The itineraries of the vehicles need careful planning and will depend on actual retirement patterns and the physical road layout; if necessary journeys may need to be modified at short notice. Depending on the geography of the area, it may be best to have one vehicle out on a short shuttle getting retirements to a central place of shelter, for example the 'half-way' point, where they can wait in relative comfort for further transport back to Walk HQ. Alternatively, it may be worth basing a minibus at a distant point of the route for part of the event to reduce delay. To repeat, good communication is crucial, and radios or mobile phones can be of tremendous help in reporting transport requirements and keeping track of vehicles.

Drivers should ideally be familiar with the roads to be used, but in any case written details and maps of how to get to checkpoints should be provided. Postcodes can be used with 'Sat-Navs' to aid navigation. Turning minibuses round at checkpoints is not always easy, and turning areas should be identified. Warn drivers of any parts of their routes that coincide with the event route (for example approaches to checkpoints), particularly if there is no pavement or if walkers will be passing after dark.

Checkpoint food and equipment can be heavy and bulky. Whilst checkpoint marshals will often be able to transport equipment and food to their checkpoint in their own cars, the organisers should ensure that this is indeed the case. On some events the organisers arrange 'deliveries' to every checkpoint.

If there is a baggage checkpoint then a large van will be needed early in the event to take all the baggage over. Returning baggage to HQ after it has been used is less of a problem since it can be conveyed in small batches as and when it is finished with, perhaps with retirees. However, the routine must be sufficiently flexible to enable baggage to be returned rapidly for walkers retiring before or shortly after the baggage checkpoint.

Identify suitable filling stations beforehand: The minibuses will need to be refuelled and as the 'Hundred' is a 48 hour event, it might be necessary to fill a vehicle up in the middle of the night.

## 4.11 Emergencies and First Aid

The likelihood of emergencies arising and first aid being needed is obviously greater on the 'Hundred' than smaller events and the risks in the later stages when entrants are tired. It is essential that every checkpoint has a First Aid kit. Many LDWA Groups will already have a first aid kit so ask those coming to help to bring theirs. On the 'Hundred' medically trained staff should be employed at Walk HQ (ideally

from 12pm on the Sunday to the end of the event) and also at the Breakfast Checkpoint if practical and possible. There are many commercial First Aid providers who will provide this service. Local groups should be encouraged to have some members with the basic Red Cross or St John Ambulance First Aid qualification.

Few serious injuries have occurred on the 'Hundred,' though occasionally an emergency not directly attributable to the event, such as a heart attack or an epileptic fit, may occur. Clearly, it is not possible to have immediate professional medical help available everywhere along a cross-country route. Nevertheless, entrants on the event can expect emergency support to be at least as good as it would be if they were walking the same paths on their own. In fact, by the very nature of an event, this will generally be the case since there are usually other walkers nearby who can summon assistance.

Organisers must ensure that marshals can react quickly to any serious emergency. In particular, checkpoints, and other key helpers such as sweepers, must have the means and the knowledge to summon the emergency services rapidly. A 999 call contacts the ambulance and mountain rescue services and they will want to know the exact location, including grid references, of both the incident and from where the phone call is made, as well as the nature and seriousness of the emergency. HQ should check the entry application of any casualty for any known and declared medical condition, and this should be passed on to the emergency services.

If an injury or other illness occurs on an event, there should normally be enough walkers around to follow good hill-walking practice, with one or more staying with the casualty (and possibly giving first aid) whilst others summon help. Often, a checkpoint is the easiest place to seek help. If the casualty is able to walk to an access point slowly or with assistance (the casualty is usually the best judge of this) a vehicle should be dispatched to the access point and marshals sent to meet the casualty to provide extra support. Otherwise, the emergency services should be contacted by a 999 call and the informant should remain at hand in case further information is needed. If in any doubt at all contact the emergency services.

Keep a written record of any serious injury or medical emergency, including times, symptoms, actions taken, etc. Inform 'Control' of the incident as soon as possible. They will need to discuss with the hospital or police how to contact next of kin. Marshals and walkers who assist should avoid discussing incidents with those not directly involved and in particular should not admit or attribute responsibility. The LDWA monitors accidents and other emergencies that occur on events. The Event Organiser should complete details in the Accident Report Book, a copy of which has been supplied to all groups.

## First Aid

First Aid is the immediate assistance given to someone injured or taken ill, before the arrival of an ambulance, doctor or other expert help.

Whilst most people can give some form of useful first aid, those who have undergone first aid training are much more likely to be able to provide effective help in a serious situation. In any circumstances, it is a matter of chance whether a first aider is to hand when an injury occurs, though legislation now requires adequate provision in the workplace and at large gatherings, such as football matches, where one qualified first aider is required for each 1,000 spectators. Clearly, it is impossible to provide first aiders everywhere along the route of an event, but it is recommended that qualified first aiders are at the finish and, for a long event, at one or two checkpoints, in particular at checkpoints near rugged terrain. Helpers should be aware of the names and locations of first aiders. Increasingly many people have a basic first aid qualification, especially those who work with young people, and it is worth establishing which helpers are so qualified.

Professional First Aid providers including The Red Cross, St John Ambulance or St Andrew's Ambulance Association often assist at the 'Hundred' by providing teams of first aiders. Their details can be found on the internet. Their services should be booked in writing, and requirements, duty times and likely costs discussed well in advance.

Walk officials who are not qualified should be very cautious in administering First Aid. If an incident is life threatening, then clearly all help that can be undertaken will be. For less serious incidents, care should be taken to ensure that an injury or condition is not worsened. If in any doubt, do the minimum to ensure that things get no worse (such as keeping the casualty warm or stopping serious bleeding) until the emergency services arrive. Talk reassuringly to a casualty even if no response is apparent. Tablets or lotions should not be offered since they might result in a serious allergic reaction. Surgical gloves should be worn when handling any injury involving bleeding.

For an injury which is clearly of limited extent but which requires non-immediate expert attention, it may be appropriate to drive the casualty to the nearest hospital casualty department.

### Minor Problems

Blisters, sore feet and aching limbs are commonplace amongst walkers. First aiders may be able to provide relief, though that is not their primary role. The event details should advise walkers to carry a small first aid kit to cope with any normal personal requirements. This is part of the mandatory kit requirements.

## 4.12 Dealing With Complaints

The need for consultation with local residents has been stressed earlier but complaints can still arise and, with the 'Hundred' being the LDWA's flagship event, it is very important that they are dealt with promptly and with understanding of the other person's point of view. In the event of a claim for damages do NOT admit liability and consult the National Treasurer as soon as possible.

Occasionally a landowner or member of the public complains during or after the 'Hundred'. Typically a complaint is made to a marshal at a checkpoint near where the problem arises. It may be possible to rectify the problem, for example by re-routing later walkers. It is important that the Event Organiser is informed of any complaint as soon as possible, and it is a good idea for the Event Organiser to visit the complainant immediately to discuss the problem. Often the fact that the organisers are taking a problem seriously and are prepared to listen will go a long way to placating those involved. Above all, any complaint should be heard politely and patiently. If there has been any damage, it should be verified and perhaps photographed and the Event Organiser and complainant should exchange addresses. If particular walkers are associated with the complaint, an attempt should be made to identify them (though in practice this can be difficult) so that their account can be heard later.

If compensation is demanded, or considered appropriate in the interests of goodwill, the organising committee should consider this at a meeting after the event. The contingency allowance in the budget would be expected to cover a small sum, but if more substantial compensation is involved it may be necessary to utilise the liability insurance.

## 4.13 Food Matters

This is so important on the 'Hundred'. It has featured in the budget and the need for variety and vegetarian options have been mentioned. The standardised menu can now be used and adapted to suit local needs. It may be sensible for those with very special dietary requirements (e.g., sufferers from Coeliac disease) to be asked to provide their own food supplies, duly labelled with walk nos., which the organisers can deliver, with instructions, to the checkpoints.

Food that is sold (directly or through the entry fee) is affected by legislation, in particular the Food Safety Act 1990 and subsequent amendments. This Act requires that premises (such as schools, village halls, etc.) where food is served regularly (basically on any five days in any five consecutive weeks) must be registered with the local authority. An exception is that places run by voluntary organisations, such as some church halls, where no food is stored on the premises (except tea, coffee, biscuits and similar dry products) need not register. Regulations about preparation, storage temperatures of food, etc., apply to food served on registered premises. Such premises may be inspected at any time by environmental food officers who can, in principle, halt service of food immediately. The responsibility for Food Act registration is with the owner of the premises, and a one-off event is not in itself likely to make registration necessary. However event organisers are advised to establish before booking checkpoints or an HQ whether they are registered and what consequent restrictions are imposed. For more details see the booklet 'The Food Safety Act 1990 and You' (see Appendix I).

The Food Act does not apply directly to food served in tents, barns, etc., though the Food Hygiene Regulations 1966 (Markets, Stalls and Delivery Vehicles) may be applicable. The obvious hygiene precautions should be followed. Those involved in handling food should wash their hands regularly, with separate hot water washing facilities for cutlery, utensils, tin openers, etc. Food should be kept covered and (where appropriate) cool before serving. There is a four hour rule applicable to meat and protein products and hot food, which must be consumed within four hours of removal after refrigeration or cooking. The local environmental health officer can provide helpful advice on matters of hygiene. Walking events have been described as 'low risk' from this point of view.

Both the purchasing and distribution of event food requires careful pre-planning. (The 'Hundred' will require several tons of food costing several thousand pounds to be distributed to up to 20 locations.) It is recommended that the organisers buy the food centrally and distribute it between the checkpoints. Consider buying food locally. This is good for public relations, can reduce the haulage required, and shops may be willing to deliver to Walk HQ on the day of the event.

A large area at Walk HQ should be designated a food store, with a clearly labelled pile for each checkpoint. Sandwiches, etc., can either be made up at HQ or at checkpoints by the marshals (the latter may be awkward at outdoor checkpoints in bad weather). Many events give extra food to earlier checkpoints and transport what is left over to augment supplies at later checkpoints.

It is difficult to estimate the quantities of food for each checkpoint and Walk HQ since the amount consumed will depend on weather conditions, the comfort of the checkpoints, etc. One approach is to estimate what an average walker is likely to eat and multiply this by the number of walkers expected to reach the checkpoint, adding a bit more to allow for the helpers' requirements. The standardised menu will assist Catering Managers with what quantities to order.

Remember to allow enough food for marshals, radio operators, first aiders, etc. If a meal is provided at Walk HQ for walkers, then helpers will expect a similar meal. Walkers should be reminded to carry emergency rations, and in remote areas this should be enforced by a rule.

Tea, coffee, soft drinks and water available at HQ throughout the event will be appreciated by walkers, helpers and supporters.

#### 4.14 Supporters

Parking space is likely to be limited at checkpoints some of which can only be approached by a single track lane. If supporters are to be banned from visiting certain checkpoints tell the walkers so in the final instructions. It is better for walkers, supporters and marshals if supporters are encouraged to meet with walkers at road crossings between checkpoints when, for example, extra drinks may be welcome on a hot day. It is usual to include grid references of suitable road-crossings in the route description so meetings should be easy to arrange.

The standardised rules have been amended to ensure that entrants are responsible for the actions of their supporters. Regrettably, in recent years one landowner threatened to refuse to allow their premises to be used because of the insensitive actions of an entrant's supporters. If supporters refuse to comply with the polite requests not to visit particular checkpoints, then where possible, the entrant should be identified and asked to ensure that their supporters respect the wishes of the Event Organisers. Any further issues might be reported to the 'Hundred Review Group' after the event.

That said, supporters add to the atmosphere of the event and it is only in very small instances that bad feeling is caused. Involving supporters with work at checkpoints is often a way of engaging them with the scale of the 'Hundred'.

### 5.1 Extra Touches

Because the '100' is a major and exceptionally demanding event the extra touches are extremely important. If you can think of any others that are likely to add to the walkers' enjoyment of the event, preferably at little or no added expense, then use them. The attitude of marshals and officials is crucial. They should appear cheerful (even though they may be tired and fed up) and encourage the walkers and should be efficient but not officious in performing their duties.

It is often attention to little details and extras that leads to participants (both walkers and marshals) thinking afterwards, 'That was a good, well-organised challenge walk that I thoroughly enjoyed.' Walkers appreciate a well-run Walk HQ and Checkpoints. The aim should be for an aura of almost effortless efficiency, with everything getting done with a minimum of hassle and fuss, without queuing or unnecessary waiting. The atmosphere at checkpoints probably makes more difference to walkers' enjoyment than anything else. Marshals should welcome walkers when they arrive, be concerned with the walkers' welfare and do their best to provide any assistance required. Walkers should be able to sit down if they wish and will appreciate having food brought to them, particularly at later checkpoints. Placing of seats is important – in the shade on a hot day, or in reasonable warmth (but not too hot) if it is cold outside.

An event will be remembered as much for its food as for the route and weather, so it is worth making it interesting and varied. Homemade items will be especially appreciated. An unexpected food or drinks point is always welcomed. On a hot day, providing extra water or squash at convenient points on the route is a tremendous boon. If there is an unannounced checkpoint or kit check, providing an extra nibble (orange segment, chocolate bar, biscuit, etc.) will make up for the nuisance of the check. Helpful notices at Walk HQ and at checkpoints are appreciated and improve efficiency, as are signs en route such as 'Checkpoint 200 yards' or 'You are half-way!' There is scope for artistic talent and humour here. Displays of photographs, maps, information, merchandise, etc., at the start make the waiting time before and after the event more interesting.

On the '100' there is a sense of occasion when walkers finish. It is nice for there to be enough room for earlier finishers and supporters to be able to welcome walkers as they come in. Walkers feel a tremendous sense of achievement in the moments after finishing a long event and they should be helped to enjoy this to the maximum. It may even be possible for those sitting outside the finish to watch walkers approach, perhaps as they descend a final hillside.

There is unlimited scope for 'little extras'. One '100' even provided a massage service at the finish which gave students from a local massage school practice in soothing aching limbs!

### 5.2 After The Event

As the '100' is such a major undertaking the feelings of exhaustion, relief and anti-climax will almost certainly be accentuated. Steps can be taken to guard against the ill consequences, e.g., making sure that those responsible for clearing up at HQ, removing notices, etc., have had some rest during the weekend. Make sure before the event that each post-event task is allocated to a particular member of the organising committee and that the Event Organiser is aware when each task has been completed.

After the event, the main organisers may suffer from anti-climax as well as a combination of exhaustion and relief. Unless the committee is very dedicated, the Event Organiser may be left on his or her own and there may be a strong temptation to put off the remaining jobs.

One way of ensuring that things do not grind to a halt is, at the planning stage, to make the target completion date not the event itself but a final debriefing, say a month after the event. The Committee will then realise that they have work to do until then. Some 'Hundreds' have been rounded off by a party for organisers and helpers a couple of weeks later and there is an incentive to have everything completed in time to allow an evening of relaxing, reminiscing and looking at photographs of the event.

In practice, there is relatively little left to do after the '100' compared with previous weeks. There will be the results and report to prepare, borrowed equipment to return, a few bills and expenses still to pay, final accounts to draw up, 'thank you' letters and emails to write and (perhaps, but hopefully not)

the odd landowner to appease. If the momentum and enthusiasm of the main committee members can be kept going for another week or two, there should be no problem.

A specific committee member should be responsible for collating and producing the report and results and for its prompt distribution. Committee members can write about their specific roles and forward to the committee member who will then collate all reports. The report can be a short factual account or can include anecdotes or statistics relating to the event. The results can now be viewed on-line almost immediately after the event via PACER.

Helpers appreciate being named in any results produced (though care must be taken not to miss anyone) and they can be sent a copy.

Inevitably, items of personal property will be found after the walk and a list can be included with the event report as well as being highlighted on the LDWA Forum and LDWA Facebook account. Items of lost property should be retained by one person responsible for the return of the property to the owner. Normally the owner will pay the postage prior to the item being returned.

The Treasurer should ensure that all outstanding bills are paid promptly and that the accounts are finalised and circulated to the committee. Consider making a donation to an organisation involved in the upkeep or management of the local countryside.

The Event Organiser should write to thank helpers (individuals and groups) as well as to those who have provided assistance, given their permission or been inconvenienced by the event.

If there are any problems raised by landowners or authorities, these should be dealt with quickly.

## 5.3 The Organisers' Responsibility

### Profit or Loss

It is also the responsibility of the Organising Committee to 'do the sums' promptly and to decide what should be done with the surplus (if any).

Any loan(s) to the Group(s) running the event should have been repaid by now and, of course, all bills from food suppliers, etc., paid. If expenditure has exceeded income the National Executive Committee should be approached to cover any shortfall.

Surplus funds can be considered for dispersal as below:-

- Transferring all or part of the sum to National Executive Committee to be earmarked for use in supporting future Hundreds.
- Making ex-gratia payments to all groups who have run checkpoints.
- Making a donation to an appropriate charity, in consultation with National Executive Committee, of some or all of the surplus.

These possibilities are not mutually exclusive and it may be appropriate to consider the groups that have helped first. However, it is important that decisions as to 'who gets what' should be based on a formula that is fair and readily understandable. The formula used for the Dorset 100 divided money based on distance travelled and number of helpers and can be located in 'AdminHundred'. Event Organisers will be given access to 'AdminHundred' when they sign up to organise the '100'.

As emphasised throughout these Guidelines, safety should always be borne in mind, and entrants must be informed about matters that may affect their safety. To reiterate some specific points:

- A risk assessment of the event should be made, and appropriate action taken to counter any hazards.
- Entry details should make absolutely clear what is being offered, and not be misleading about the level of support provided.
- Entry details should make it clear that entrants are responsible for their own route finding and basic safe walking and that the event is not a 'led' walk.
- Entry details should state what equipment should be worn or carried (assuming the worst conditions for the time of year for the terrain) and the level of experience required.

- Entrants should sign a statement on the entry form that they participate at their own risk, and that they will obey the event rules and the Countryside Code.

Other matters which warrant particular care include:

- There should be reliable communications and procedures for their use.
- Checkpoints and other marshals must have the means and knowledge to contact the emergency services rapidly.
- There must be good procedures for recording walkers, for detecting missing walkers and for taking appropriate action.
- Common sense hygiene should be observed, for example those handling food should always have clean hands, and food should be stored sensibly.

## 5.4 Was it all worth it?

The style, environment and level of support provided varies enormously. This variety and individuality is one of the attractions of challenge walking, and the LDWA has no wish to detract from this. The main desire is to see that every 'Hundred' in its own way, is organised efficiently, effectively and with due regard to safety and the environment, so that it can be fully enjoyed by participants and organisers alike.

Obviously the amount of organisation, time and manpower required varies considerably with the scale and nature of the event. There is a world of difference between a 100 mile event over rough moorland with 500 walkers and a 20 mile pastoral walk for 80 people. These Guidelines try to cover the 'Hundred' and many of the suggestions may be considered 'over the top' for shorter, smaller events. It is up to the event committee to decide which suggestions to follow, but they should remember that safety and walker enjoyment must remain paramount.

'Hundred' walks take place in a wide variety of surroundings and situations, each with its own organisational problems. These Guidelines cannot cover all eventualities, but should be applied in a flexible manner. Rather than laying down precise procedures the Guidelines try to suggest 'Have you remembered this?' or 'This might be worth trying'.

There are many 'Hundreds' that are extremely well-organised, with the routine second nature to those involved. Nevertheless, even 'old hands' may find some of the tips here helpful. Some events have been less successful, with dissatisfied walkers and frustrated helpers, and it is hoped that these Guidelines will reduce the number of such cases in future.

Anyone contemplating organising a 'Hundred' for the first time may feel the task rather daunting but, like most jobs, it is not so bad once one gets down to it. Perhaps the main requirements for a walk organiser are a willingness for hard work, the ability to involve others, an enthusiasm to share the joy of walking, and common sense. A sense of humour also helps!

Organisers have no control over certain aspects of a walk, notably the weather. However, it is clear from reports that many walkers enjoy well-run 'Hundreds' even in bad weather, with the support and camaraderie compensating for the conditions.

Although there is a lot to think about, provided that organisers give sufficient time and thought to planning, have adequate assistance before and on the day and follow a common sense approach, a good 'Hundred' should result. All will have minor crises (these usually seem to involve food, such as someone forgetting to bring the tea pot). However, even what seem at the time like disasters to the marshals will go unnoticed by most walkers, and the organisers will laugh about it all after the event.

Most entering 'Hundred' challenge events fully appreciate the enormous amount of voluntary effort put in by the organisers and helpers and are very grateful for what is provided. Organisers should be attentive to constructive criticism but should not be discouraged by the very few 'awkward customers' who blame the organisers for everything including their own inability or unfitnes.

The educational value of 'Hundreds' should not be underestimated. A well-organised event will provide an atmosphere in which sensible clothing and equipment and observance of the Countryside Code are the accepted norm. Less sure walkers will be able to gain further confidence and hone navigational skills in the company of more experienced entrants.

Organisers of a successful 'Hundred' will be rewarded by the thanks of elated walkers as they finish as well as in letters afterwards. They will have the satisfaction of doing a complex job well, of giving others a great deal of pleasure and of sharing their enjoyment of walking. They will have assisted in the LDWA's aim: to further the interests of those who enjoy long distance walking.

**Appendices:**

- A - Code of Practice for Event.
- B - Suggested Hundred Planning Timetable.
- C - Marshals and other Helpers Activities.
- D - Checkpoint Equipment.
- E - Clothing and Equipment for Entrants.
- F - Useful Addresses.
- G - Further Reading.
- H - Safety Management Plan / Risk Assessment
- I - Application to Stage a 'Hundred'.
- J - The 'Hundred' Rules.
- K - The LDWA Kit check procedure.
- L - Kit Declaration
- M - Disqualification / Withdrawal Disclaimer
- N - Key Role Profiles

## Appendix A - Code of Practice For Events

Natural England, English Sports Council and the Environment Agency have proposed the following Code of Practice for outdoor events - 'Sporting and Challenge Events in the Countryside'. (Appendix I.)

- Plan early
- Consult widely
- Get permission well in advance
- Avoid inappropriate dates and locations
- Avoid sensitive landscapes, habitats and archaeological sites
- Respect the needs of landowners, farming and forestry
- Arrange enough insurance and contingency cover
- Limit the number of people entering to an appropriate level, and brief entrants thoroughly
- Remove litter, event markers and signs straight after the event
- Acknowledge all the co-operation you have received.

## Appendix B - Suggested Hundred Planning Timetable

This timetable gives a very rough indication of when various tasks need to be done when organising a 'Hundred' event.

Action	Timescale
Decide on date and area	36-60 mths
Form organising committee	36-60 mths
Find and book HQ	36-60 mths
Prepare budget, seek sponsorship	12-36 mths
Discuss event with key landowners, authorities and police	12-36 mths
Plan route, locate possible checkpoints	24-60 mths
Agree rules, prepare entry forms, details sheets, publicity	12-36 mths
Print entry forms, posters, etc	5-8 mths
Advertise in magazines and elsewhere	6-24 mths
Book radio communications, first aid	12-36 mths
Check insurance cover	12-24 mths
Complete detailed route and checkpoint planning and booking, obtain any written permissions from landowners	12-36 mths
Arrange transport, book minibuses	3-6 mths
Write route description	9-24 mths
Recruit helpers and marshals	12-24 mths
Design and order badges	9-12 mths
Prepare artwork for certificates, check-cards, etc.	9-12 mths
Distribute entry forms	8-12 mths
Receive and acknowledge entries	1-6 mths
Contact local press and radio	2 mths
Prepare checkpoint briefing notes, procedure notes equipment and food lists and distribute to marshals	1-3 mths
Check route description carefully, print route description	4-8 wks
Send out route description and/or final details (if any)	4-8 wks
Print certificates and check-cards	4-8 wks
Commence purchase of food and drink	4-6 wks
Marshals' walk, check route for late changes	4-8 wks
Final information to police, landowners, etc., reminder to press	1 wk
Prepare checklists of entrants	1 wk
Final committee meeting, officials' briefing, final checks of accommodation and equipment	2-7 days
Prepare walk HQ	Pre evening / On day
Put up signs, notices, waymarks	On day
Put on event	On day

Action	Timescale
Remove signs, litter, waymarks, etc.	On day / Day after
Send out press reports	+ 1-2 days
Write letters of thanks	+ 1-2 wks
Obtain outstanding expense claims, pay outstanding bills	+ 1-4 wks
Hold debriefing meeting	+ 1-2 wks
Compile and send out event report and results	+ 1-2 wks
Finalise accounts, make donations	+ 1-3 mths

## Appendix C - Marshals and Helpers Activities

A considerable number of people will be required to assist with many of the following jobs that need to be covered. For HQ and, perhaps, later checkpoints a shift system may be needed to allow for sleep. Some jobs, e.g., at the start or at early checkpoints, are short-lived and helpers can move on to other jobs such as transport or at the finish.

### 1. HQ at Start

- Possible opening for overnight accommodation before the event.
- Car parking.
- light refreshments
- Setting up HQ, furniture, signs, etc.
- Checkpoint supplies.
- registration.
- Food preparation (e.g., making sandwiches).
- Enquiries and problems.
- Kit check.
- Merchandise sales.
- baggage.
- Marshalling at start.

### 2. HQ during event and at finish

- control.
- First aid.
- communications.
- baggage.
- Recording finishers.
- Certificate writing.
- Catering (cooking, serving, table clearing, washing up etc).
- Merchandise sales.
- Clearing up (best to involve many people).

### 3. Staffed Checkpoints

- Recording and clipping (if required) tally cards.
- First aid.
- communications.
- Baggage (for a 'baggage' checkpoint).
- catering.

### 4. Other Support

- Setting up unmanned checkpoints.
- Transporting retirees.
- Setting up temporary waymarking.
- Road marshalling.
- Transporting baggage.
- Kit checks en route.
- Transporting food to/between checkpoints (possibly helped by checkpoint teams).
- sweepers.
- Opening and closing checkpoints.

## Appendix D - Checkpoint Equipment

Checkpoints may vary from a well-equipped school or hall to an exposed site in open country, and equipment requirements will vary. The following list indicates what might be required.

### 1. Accommodation

- Tents or shelter giving cover to any or all of:
  - marshals
  - caterers
  - first aiders
  - walkers communications
  - off duty helpers sleeping
  - retired walkers
- Chairs and tables for the above.
- Windbreak (especially for cooking).
- campbeds/airbeds/loungers.
- Sleeping bags or blankets (retirees can get cold very quickly).

### 2. Documentation

- Briefing notes (with basic information about the checkpoints – see Section 4.2).
- Checkpoint procedures (for checking walkers, retirements, transport, communications, opening and closing, etc.(see Section 4.2)).
- Checkpoint equipment lists (detailing equipment to be supplied by the event, by the marshals, and on site – see this appendix).
- Food checklist.
- Copy of letter giving permission to use site.
- General event information including location of other checkpoints.
- Event standardised rules.
- spare route descriptions.
- List of checkpoint marshals.

### 3. Marshalling

- List of entrants (numerical and alphabetical order).
- Checklists (numerical and chronological order).
- Grouping cards.
- clipboards.
- Pens, pencils, orienteering punches.
- marshals' tabards, armbands.
- Signs for inside and outside checkpoint or materials to make and erect signs (wood, card, paper, marker pens, insulating tape, sticky tape, drawing pins, string, hammer, nails, etc).

### 4. Catering

- Food and drink.
- Gas cooker and spare full cylinders, spanner.
- Urn/large pans (with lids) for heating water.
- kettles.
- Tea pots.
- Water containers (large).
- Smaller containers for ready mixed drinks.
- Short hose for filling containers.
- flasks.
- tin openers.
- jugs.
- Plates/trays/boxes for food.
- mugs/cups, cup rack.
- bowls (sugar, jam, butter etc).
- knives, forks, spoons.

- Large knives for cutting and spreading.
- ladles.
- matches.
- Bowls, buckets, detergent, scourers, tea towels, tissues, cling-film/foil for covering food.

#### **5. Other**

- Tilley/Gas lamps and spare fuel.
- Torches for staff (with spare bulbs and batteries).
- Toilet paper.
- Correct coins for meters and phone.
- mobile phone.
- Rubbish sacks.
- Bags for left over food.
- First aid kit.
- Clearing up kit (broom, mop, bucket, cloths, dustpan/brush, sponges).
- Plastic sheeting for floor (with tape).

## Appendix E - Clothing and Equipment for Entrants

The list below gives typical clothing and equipment requirements. This list does not cover winter hill or mountain walking requirements, nor should it be regarded as a definitive list.

- Adequate footwear (with useable tread)
- Waterproof Jacket (with taped seams and hood)
- Waterproof trousers or Waterproof over-trousers.
- Fleece and/or extra base layer
- Hat (not Bandana / Buff)
- Gloves
- Rucksack
- Compass with dial calibrated in degrees.
- Map(s) and waterproof map case (or plastic bag)
- Route description
- Torch, spare batteries (sufficient for 2 nights) and bulb if the torch is not LED.
- Working Whistle
- Reflective marking for night walking
- Emergency food e.g. chocolate bars
- Resealable drinks bottle (minimum 0.5 litre)
- Mug
- Personal First aid kit
- Survival bag (NOT blanket)
- Telephone money or mobile phone
- Sun cream
- Pencil and paper

## Appendix F - Useful Addresses

- Central Council of Physical Recreation (CCPR), Fourth Floor, Burwood House, 14-16 Caxton Street, London SW1H 0QT. Tel: 020 7976 3900. [www.ccpr.org.uk](http://www.ccpr.org.uk).
- Country Land and Business Association, 16 Belgrave Square, London SW1X 8PQ. Tel: 020 7235 0511. [www.cla.org.uk](http://www.cla.org.uk)
- Countryside Council for Wales, Maes y Ffynnon, Penrhosgarnedd, Bangor, Gwynedd LL57 2DW. Tel: 0845 1306 229. [www.ccw.gov.uk](http://www.ccw.gov.uk)
- Forest Enterprise (for district offices) 231 Corstorphine Road, Edinburgh EH12 7AT. Tel: 0131 334 0303. [www.forestry.gov.uk](http://www.forestry.gov.uk)
- Long Distance Walkers Association, Membership Secretary, 12 Kings Meadow Grove, WETHERBY, LS22 7FR. [www.ldwa.org.uk](http://www.ldwa.org.uk)
- National Farmers Union, Head Office, Agriculture House, Stoneleigh Park, Stoneleigh, Warwickshire CV8 2TZ. Tel: 024 7685 8500 [www.nfuonline.com](http://www.nfuonline.com)
- Natural England, Head Office, 1 East Parade, Sheffield S1 2ET. Tel: 0114 241 8920. [www.naturalengland.org.uk](http://www.naturalengland.org.uk)
- Natural England Publications, PO Box 1995, Wetherby, West Yorkshire LS23 7XX. Tel: 0870 120 6466. [www.naturalengland.org.uk/publications](http://www.naturalengland.org.uk/publications)
- Ordnance Survey, Romsey Road, Maybush, Southampton SO16 4GU. Tel: 023 8079 2000. [www.ordnancesurvey.co.uk](http://www.ordnancesurvey.co.uk)
- Radio Society of Great Britain, Lambda House, Cranbourne Road, Potters Bar, EN6 3JE. Tel: 0870 904 7373. [www.rsgb.org.uk](http://www.rsgb.org.uk)
- Ramblers' Association, 2nd Floor, Camelford House, 87-90 Albert Embankment, London SE1 7TW. Tel: 0207 339 8500. [www.ramblers.org.uk](http://www.ramblers.org.uk)
- Scottish Natural Heritage, Great Glen House, Leachkin Road, Inverness IV3 8NW. Tel: 01463 725000. [www.snh.org.uk](http://www.snh.org.uk)
- Scottish Rights of Way Society, 24 Annandale Street, Edinburgh EH7 4AN. Tel: 0131 558 1222. [www.scotways.com](http://www.scotways.com)

## Appendix G - Further Reading

- 'Strider' (Long Distance Walkers Association magazine, distributed to members 3 times a year)
- 'The Long Distance Walker's Handbook' edited by Brian Smith for the LDWA (A&C Black)
- 'Know the Game - Challenge Walking' by Alan Castle (A&C Black)
- 'The Challenge Manual' by Guy Newham (Wildernet Publishing, Salisbury, Wiltshire SP2 7DD)
- 'Rights of Way: A Guide to Law and Practice' by John Riddall and John Trevelyan (Ramblers' Association)
- 'Access Rights of Way, A Guide to the Law in Scotland' (Scottish Rights of Way Society)
- 'The Rambler's Yearbook and Accommodation Guide' (Ramblers' Association)
- 'Reporting Path Problems', 'Ploughed and Cropped Paths' and other leaflets are available by sending an SAE to The Ramblers' Association (address above)
- 'Sporting and Challenge Events in the Countryside' (Natural England, English Sports Council & The Environment Agency, booklet ESC/768/2M/2/98)
- 'Out in the Country - Where you can go and what you can do', 'A Guide to Definitive Map Procedures', National Parks leaflets, 'Areas of Outstanding Natural Beauty' and other leaflets are available free from Natural England Publications (address above)
- 'Mountaincraft and Leadership' by Eric Langmuir (Scottish Sports Council and Mountain Leader Training Board)
- 'First Aid Manual' (Authorised manual of the voluntary aid societies, published by Dorling Kindersley)
- 'Adventure Activities Licensing Regulations 1996' (HSE Books, PO Box 1999, Sudbury, Suffolk CO10 6FS)
- 'The Food Safety Act 1990 and You' (Food Sense, London SE99 7TT)
- 'Child Protection Policy' (Sport England)

## Appendix H - Example of a Safety Management Plan/Risk Assessment

### Introduction:

- The Event Safety Management Plan for (**name of Event**) identifies the hazards and associated risks relating to the organisation of the event. It sets out the responsibilities for those managing these risks.

### Event Format

- A brief description of the event i.e. mileage, and terrain, whether circular, or linear. Who has organised the event, maximum numbers on event, progress monitored at checkpoints, disqualification details. Experienced sweepers. Whether entrants have been issued with walk details/Grid references?

### Event Timetable

- Time setting up, opening for car parking, registration, time checkpoint staff despatched to checkpoints, start time of event, time sweepers leave, approx time first runner/walker expected, time last walker must finish by.

### Event Route

- Start and finish location, car parking and domestic arrangements  
A brief description of the route: is it public footpaths, bridleways and roads.  
Checkpoints - how many, what is provided  
Self Clips - numbers  
Procedure for monitoring progress - recording entrants times etc

Identified Hazard	People Affected	Risk Level	Control Measures and Comments
General hazards at start/finish/HQ	Entrants, marshals supporters, locals		
Parking issues	Entrants, marshals supporters		
Extreme weather	Entrants, marshals supporters		
Medical care	Entrants		
Entrants - accident or lost way	Entrants		
Entrants Road traffic accident	Entrants		
Theft	Entrants, marshals supporters		
Catering issues	Entrants, marshals supporters		
Dogs	Entrants		

## Appendix I - Application To Stage A Hundred

### APPLICATION TO STAGE A HUNDRED (Acceptance of LDWA Conditions)

On behalf of the.....Local Group(s), I/we have applied to stage a Hundred, to be known as the..... Hundred, in..... As part of that application, the Group(s) agree to accept the following conditions:-

#### Nature of the Event

- There will be a time limit of 48 hours for completion of the route;
- Checkpoints providing adequate food and drink will be sited, on average, every 5-8 miles round the route;
- A more substantial cooked meal will be provided at a checkpoint between 55 and 60 miles or thereabouts;

#### Entrants

- Entrants must be able to demonstrate that they have completed a qualifying distance – normally one of 50 miles in the previous calendar year;
- There will be no more than 550 entrants accepted for the event, with a reserve list to replace withdrawals notified before the event;
- If there are more than 550 qualified applications, priority will be given to LDWA members via Ballot process;
- If there are more than 550 qualified LDWA applications, the successful entrants will be determined by a draw at a pre-arranged date and venue;

#### Safety

- There will be radio links with all checkpoints (apart from, possibly, one or two where local conditions make such a link impractical);
- The LDWA Event Management System (PACER) will be used to monitor the progress of entrants and to populate the results;
- Any information relating to safety provisions will be supplied, on request, to the LDWA National Committee;

#### Administration

- The budget will be submitted to the LDWA National Committee for approval at least one year before the event;
- The standardised event rules and risk assessment will be used and no other version will be acceptable to the LDWA National Committee. The risk assessment is to be submitted for approval before issue.

Our Hundred Organising Committee have read the guidelines and we agree to pay due regard to them in formulating our procedures.

Signed.....

Print name.....

Date .....

# Rules of the (NAME HERE) 100

## 1 The Event:

1. The aim is to complete, on foot, a defined route of 100 miles within a maximum elapsed time of 48 hours.
- 1.2 Entrants may start at **10am, 12pm, or 2pm (TO BE DECIDED BY ORGANISERS)** on Saturday (**DATE HERE**). Entrants may use any of the start times, but fast walkers and runners should start at **12 noon or 2pm**. Entrants must finish by 10am on Monday (**DATE HERE**).

## 2 Start And Finish:

- 2.1 (**FULL POSTAL ADDRESS OF VENUE INCLUDING POST CODE AND GRID REFERENCE HERE.**)
- 2.2 Vehicle parking information (**SPECIFY IF CAMPER VANS ALLOWED OR ANY OTHER RESTRICTIONS**).

## 3 How To Enter:

- 3.1 The online pre-selection list entry period for the (NAME HERE) 100 opens on (**2<sup>nd</sup> Monday IN OCTOBER**) and closes on (**LAST FRIDAY IN NOVEMBER**). If more than 550 valid entries are received by (**LAST FRIDAY IN NOVEMBER**) entrants will be selected by means of a ballot (see section 6)
- 3.2 If fewer than 550 valid entries are received by (**LAST FRIDAY IN NOVEMBER**), all valid entries at that date will be accepted (subject to conditions of entry) and the remaining places filled on a first come first served basis irrespective of LDWA membership. The final closing date for entries will be (**THIRD MONDAY IN APRIL**).
- 3.3 The only method of entry is via SiEntries online application.
- 3.4 Entries will be acknowledged via email.
- 3.7 Entrants who have not received the final instructions two weeks prior to the event date must check their on-line status to confirm their entry status. If confirmed, then please contact the entries secretary by email who will provide the required information.

## 4 Conditions Of Entry:

All entrants must:

- 4.1 Be aged 18 years or over on the (**DATE OF START OF EVENT**)
- 4.2 Provide evidence of having completed an event (or marshals' event) from the list of qualifiers shown on the event website of at least 50 miles, or completion of 50 miles of an event of longer than 50 miles, after (**1<sup>ST</sup> JANUARY OF PRECEDING YEAR**). This can be a link to an event website results page. No other qualifying events will be accepted. Conditional entry on the basis that a qualifying event will be completed in the future will not suffice. You can still apply for an entry in advance of your qualifying event, but an invitation to enter will only be issued **AFTER** you successfully complete the qualifier.
- 4.3 Have paid the required entry fee.
- 4.4 Agree to comply with the event rules and understand that no liability is accepted by the organisers of LDWA for any injury, damages or loss sustained during, or in connection with the event.

## 5 Cost:

- 5.1 The entry fee is (**COST HERE**) for LDWA Individual and Family Members (which must be current at the time of entry and also at the time of the event), and (**COST HERE**) for non-LDWA members.

5.2 Payment will be made either online or cheque which should be made payable to **(NAME OF ACCOUNT PAYEE HERE)**. (delete cheque if **ONLINE** entries only)

5.3 The entry fee includes all refreshments provided during the event including a meal at the breakfast checkpoint, transport for retirements, a meal at the finish, a certificate for all starters and a badge for all finishers. Transport of entrants' own food to checkpoints for those with special dietary requirements is included in the cost provided the food is supplied and labelled with their name, walk number and checkpoint number to be delivered to, and the organisers are notified in advance. The event report and results will be published on the event website soon after the event.

## **6 Ballot:**

6.1 If the number of valid entries received at the end of the registration period (see section 3.1) is greater than the entry limit, there will be a ballot to determine which entries are accepted.

6.2 Entries will be grouped into the following categories for the ballot:

1. LDWA Member helping on the 100 Marshals event and qualified using LDWA organised event.
2. LDWA Member helping on the 100 Marshals event and qualified using non LDWA organised event.
3. LDWA Member who qualified using LDWA organised event.
4. LDWA Member who qualified using non LDWA organised event.
5. Non-member who qualified using LDWA organised event.
6. Non-member who qualified using non-LDWA organised event.

6.3 The entries will be drawn from category 1, then category 2, then category 3, then category 4, then category 5, and finally category 6 until the entry limit is reached. The entries thus drawn will be accepted.

6.4 The rest of the entries will be drawn in the same order of category to form a reserve list. Entries from the reserve list will be invited in order of drawing to fill the spare place left if payment for an accepted entry is not received. Thereafter, entries may be invited from the reserve list in order of drawing, if space becomes available, at the absolute discretion of the event organisers.

6.5 If two or more entrants wish to be included or excluded together in the event of a ballot, then the entries should be sent in the same envelope with a statement to that effect attached (or if entering online added as multiple entries).

To prevent entrants with lower priority for the ballot artificially gaining priority status through combining entry together with entrants with higher ballot priority, where entries are coupled then the ballot priority will become that of the entrant with the lowest ballot priority status.

6.6 The ballot will be witnessed by an independent auditor nominated by the LDWA NEC who is not an entrant nor involved in the organisation of the event. The ballot will take place on or before **(FIRST MONDAY IN DECEMBER)**.

6.7 Those successful in the ballot will be notified as soon as possible after the ballot. If payment has not been received by **(FOURTH FRIDAY IN DECEMBER)**, then, if there is a reserve list, the entry will be cancelled and the place offered to the first person on the reserve list.

6.8 If no ballot is required, the entrants will be invited to pay and must do so by the **(FOURTH FRIDAY IN DECEMBER)**. If payment is not received by this date, if there is a reserve list, the entry will be cancelled and the place offered to the first person on the reserve list.

6.9 Notice of non-acceptance will be sent after **(FIRST MONDAY IN DECEMBER)**.

## **7 Cancellation And Withdrawal:**

7.1 If the event is cancelled for any reason the organisers will do their best to contact entrants before they start their journey, using the contact details provided to us. The Organisers will also put a notice on the event website and main LDWA website as a NEWSFLASH and entrants are strongly recommended to check this before departure. Cancellation of the event will be at the discretion of the organisers and entry fees will be refunded less a proportional amount for unavoidable costs incurred.

7.2 If an entrant withdraws his/her entry on or before **31 March (ENTER YEAR HERE)** the Organisers will refund the fee, less £10 for administration. There will be no refund if an entrant withdraws after **31 March (ENTER YEAR HERE)**.

## 8 Kit Required:

The items listed below are the minimum required irrespective of the weather. Each participant must carry ALL items for the duration of the event unless otherwise mentioned below. Sharing of items is not permitted. There will be a kit check at some point during the event, and any participant not carrying required item(s) of kit will be immediately disqualified and transported to the finish by official transport. The organisers also reserve the right to carry out subsequent kit check(s) at any time if they so wish and likewise failure to provide item(s) requested will result in immediate disqualification and transport to finish. – See Section 12.

8.1 The mandatory kit that is required for your safety is:

- Route Description for the entire route from the start\*  
This must be the official route description of the event and can be in:  
Paper form and kept waterproof OR  
Can include an electronic version provided durability and adequate power supply for 48 hours can be demonstrated if requested by a marshal.
- Maps for the entire route from the start\* as specified in 9 below.
- Waterproof Jacket (with taped seams and hood) and either Waterproof trousers or Waterproof over-trousers.
- An additional upper body layer to be worn or carried e.g. Long-sleeved Base Layer / Fleece.
- Hat (and not Buff/Bandana) and Gloves.
- Compass graduated with degrees on the dial. This can include an electronic device provided adequate power for 48 hours can be demonstrated if requested by a marshal.
- A working whistle.
- A working torch with spare batteries sufficient for 2 nights and spare bulb if not an LED device.
- A survival bag or space bag (not a space blanket).
- First Aid kit, which at a minimum must include plasters, adhesive dressing, antiseptic wipes, fixation tape and low adherent dressing.
- Emergency food.
- A resealable drinks container, minimum size 0.5 litre.
- Reflective clothing or reflective markers on backpacks. These must be visible when walking at night.

Note that for the above items marked \* (RD and Mapping), it is acceptable for items to be discarded at checkpoints or in breakfast bag relating to the part of the route which has already been completed.

8.2 Other kit that we recommend you carry, but for which you will not be disqualified if you are not carrying it is as follows:

- A cup or mug (none will be provided on route)
- Money/Debit/Credit card or mobile phone for emergency use.

## 9 Maps Required:

9.1 OS 1:25,000 Explorer (**EXPLORER MAP NUMBERS HERE**) or

9.2 OS 1:50,000 Landranger (**LANDRANGER MAP NUMBERS HERE**) or

9.3 Ordnance Survey Bespoke map, A0 size, centred on (**PROVIDE GRID REFERENCE HERE**).  
Details will be published on the website. (**THIS MAP MAY NOT APPLY FOR LINEAR ROUTES**)

9.4 Computer-generated versions of these maps printed in colour at a scale of not less than 1:50,000 waterproof and covering at least 1 mile either side of the route will be acceptable or,

9.5 Maps in electronic format will also be allowed provided durability and adequate power supply for **48 hours** can be demonstrated if requested by a marshal.

9.6 **IF THE EVENT DECIDES TO PRODUCE THEIR OWN BESPOKE MAP, DETAILS CAN BE INSERTED HERE.**

## 10 Baggage:

10.1 A single small bag containing **non-essential** items, marked with the entrants walk number should be deposited in the area provided at **(NAME OF HQ HERE)**, and will be transported to the breakfast stop at **(NAME OF BREAKFAST CHECKPOINT HERE)**. It will then be taken back to **(NAME OF HQ HERE)** for collection at the finish.

10.2 A numbered tag will be supplied which should be secured to the breakfast stop baggage.

10.3 Entrants undertake not to leave cash or valuables (e.g., mobiles/GPS) in it.

10.4 Entrants **MUST** keep the size and weight of the breakfast bag within a maximum permitted size of 50 cm x 30 cm x 30 cm and maximum weight 6 kg.

10.5 Breakfast bags may be weighed and measured and any exceeding the size or weight specified above will NOT be transported. No plastic sacks or bin liners will be accepted, nor items other than those wholly contained within the bag. This includes walking poles.

10.6 End Baggage may also be left at the **(NAME OF HQ HERE)** for the duration of the event. A label with the entrant's number will be provided. This bag should only contain those items deemed necessary after completion of event such as towel, toiletries, change of clothing and footwear, sleeping bag, mat. Any excessively large and or heavy bag will not be handled.

10.7 All bags must be collected by 11.00am on Monday **(DATE HERE)**.

## 11 Conduct Of The Event:

The LDWA recognises that it has a duty of care towards those participating in the 100 mile event and this is outlined in Section A below. However participants must appreciate they have also have a duty to conduct themselves in a reasonable fashion and to obey the Rules of the Event. These duties are outlined in Section B below. Ultimately individuals must take responsibility for their own actions.

### Section A.

#### Organisers' Duty Of Care:

A1 The Event Organisers will undertake a suitable and sufficient risk assessment for the Event and keep it updated. This will be published on the web site. They will also liaise with all relevant statutory authorities including the local Safety Advisory Groups, landowners and obtain all relevant permissions. The arrangements provided by the organisers in furtherance of its duty of care will include:

A2 The organisers will ensure the distance is as close to 100 miles as practicable and physically possible and the route description is as accurate as possible.

A3 The organisers will marshal any potential points on the route where the organiser and the local Safety Advisory Groups consider there to be risks. They will sign those risks as well as other places of potential risk that the organiser identifies. Furthermore, the organiser, having identified possible risks, will seek to mitigate them in a way that is appropriate, proportionate and reasonable, whilst recognising that not all risks can be totally mitigated.

A4 The organisers will have checkpoints under cover and inside halls as much as is reasonably practicable.

A5 The organisers will ensure there is sufficient quantity of high quality nutritious food.

A6 The organisers will implement a robust communications system consistent with the terrain and known difficulties of communication.

A7 The organisers will provide transport for entrants who retire in order to return them to Walk HQ.

A8 The organisers will provide First Aid at Walk HQ.

A9 The organisers will provide provision for entrants to sleep at Walk HQ at the end of the event.

A10 The organisers will provide entrants with an emergency telephone number.

A11 The organisers will identify which checkpoints entrants' supporters are welcome to visit and which ones they are not. The organisers will identify the reasons as to why supporters are not welcome at certain checkpoints. This information will be provided on the event website.

## **Section B:**

### **Entrants' Duty of Care:**

B1 Entrants have a personal responsibility for their own fitness and well-being and undertake to enter the event based on the fact that they have prepared appropriately. Additionally all participants must carry the appropriate equipment for their own safety and protection.

B2 Two or more checkpoint marshals will have the authority to retire entrants who in their opinion are behind schedule or appear to be showing signs of distress going beyond normal fatigue. Entrants must obey directions given to them by marshals, and hand in their tally and retire from the event if so directed by a marshal.

B3 Retiring entrants should hand in their tally card at a checkpoint and wait for transport to be arranged to **(NAME OF HQ HERE)**. In an emergency, if retiring entrants cannot reach a checkpoint they should pass their tally to another person to hand in, or call the emergency telephone number. Under no circumstances should anyone retire from the event without ensuring the organisers are informed.

B4 Entrants must not be threatening, abusive or insulting to a marshal, other entrants and members of the public and understand that if reported, their behaviour will be subject of evaluation from a 'LDWA 100 Review Group'.

B5 Entrants must follow the route description provided including any late changes notified at the start or on route by marshals, and get their time recorded and tally punched at each checkpoint, including any self-clips.

B6 Entrants must pass through checkpoints in order. In the event that they deviate from the route they must get back on route by the shortest practical means without trespassing on private property. (Deliberate deviation from the route to gain advantage will result in disqualification)

B7 Entrants understand that they shall not be allowed in a checkpoint other than during the official opening times of the checkpoint. These times will be displayed on the event web site and in the route description. Entrants understand that checkpoint opening and closing times will be strictly enforced. Entrants will be aware of the times when choosing a starting time.

B8 Entrants understand that if they arrive at a checkpoint after that checkpoint has closed then they will be retired. Under exceptional circumstances this may be waived at the discretion of the organisers.

B9 Entrants understand that checkpoint marshals will retire any entrant remaining at a checkpoint for more than 2 hours.

B10 Entrants must complete the event exclusively on foot unless directed by a marshal to do otherwise.

B11 Entrants must comply with the Countryside Code at all times and do nothing to bring the LDWA into disrepute.

B12 Entrants must be generally quiet at night, particularly near residential properties where noise could disturb.

B13 Entrants understand that the organisers reserve the right to vary the route for any reason such as adverse conditions or road closures, in which case entrants will be informed of the variations by marshals.

B14 Entrants understand that marshals shall be entitled to group entrants for reasons of safety, for example during adverse conditions.

B15 Entrants will be held accountable for the behaviour of their supporters in connection with the event, particularly at checkpoints and at Walk HQ. Entrants should therefore ensure that their supporters do not visit checkpoints that the organisers have identified are to be kept supporter free. Given the potential seriousness of any incident, those individuals behaving irresponsibly or even without due care and attention of their surroundings will be brought to the attention of the checkpoint manager who if involved will expect immediate cooperation and compliance with any reasonable request. If in the very unlikely case of anything not being resolved at once the incident will be reported to the 100 Review Group with the possibility of subsequent sanctions for any LDWA member involved.

B16 No dogs are permitted on the event.

## **12 Disqualification**

12.1 Entrants in breach of any of the rules of the event will be disqualified. They will be asked to surrender their tallies, and they will be transported back to the finish by official transport.

12.2 In all matters connected with the event the decision of the organisers is final. At checkpoints the decision of the marshals is final.

## **13 Reconnoitring The Event:**

13.1 Accepted entrants who wish to reconnoitre the event should note that the route may be subject to alteration and that some of the route crosses private land or land that has restrictions on access. Permission is required for organised groups to cross this land and such permission has been granted at the required times during the event only.

13.2 Any person who is identified as trespassing on land where access has been negotiated for the duration of the event only may be subject to disqualification.

13.3 Any person who is identified as marking the route will be disqualified.

## **14 Privacy, Data Protection And Personal Information:**

14.1 Entrants understand and agree that their personal information submitted as part of their entry will be held by the event organisers for a period of up to three years after the event is held for the purposes of managing this event only. Entrants further understand that photographs are likely to be taken the event, which may be featured in Strider magazine or on LDWA websites. Additionally, entrants understand that Summary Information\* may be published immediately and may be held in perpetuity for the purposes of providing a record of the event. Entrants have the right to contact the organisers and request that all of their personal Summary Information\* is anonymised.

\* Summary information is limited to the entrants name, age, gender, postal town, email address, LDWA membership number, event name and date, distance covered, time recorded as well as any other linked walking achievement.

14.2 For operational and safety reasons the organisers will need to store entrants personal information on a computer. This is a pre-condition of entry and by entering the participant agrees to this temporary storage. This information will be held by the teams helping to plan and marshals' managing the event, on a strictly need-to-know basis and will be erased after any report and results have been published.

14.3 Entrants should be aware that the LDWA maintains a Hundred Register (formerly the Hundred Database) held on the Association's secure server. The Hundred Register contains membership number, full name, gender, local group, year of birth (where declared on entry forms), number of Official LDWA Hundreds started and finished, and years and times. It does NOT include addresses (postal or e-mail), telephone numbers, any declared medical conditions or any emergency contact names, addresses or telephone numbers. Entrants who do not want their details to be stored on the Hundred Register should annotate their application accordingly. Note: The onus will be on these individuals to prove to future Hundred organisers that they might be eligible for awards such as 10/20/30/40 completion badge as the organisers will have no visibility of previous official LDWA Hundred completions.

## Appendix K - Long Distance Walkers Association Kit Check Procedure

### Background

In 2016, the LDWA NEC became aware of a death of an entrant on an event run by a similar outdoors organisation. The unfortunate incident led to the chairperson of that association being summoned to a coroner's court to explain the processes that were in place to ensure the safety of their participants. Following this incident, the NEC decided to review the processes in place for the annual 100 mile walk in order to maximise safety procedures with regard to entrants. The annual 100, whilst organised by local groups, is done so on behalf of the NEC and it was deemed necessary to ensure that the LDWA's duty of care to entrants was protected.

The 100 event rules were reviewed and altered. The equipment that entrants are required to carry was deemed to be dated and didn't necessarily concentrate on safety. In addition to altering the list of what is deemed to be a minimum requirement, an opportunity was taken to modernise the rules and take account of evolving technology. Hence more electronic equipment is now permitted assuming that entrants can evidence that they have sufficient battery power.

Advice was also sought from a Health & Safety expert. Initially his view was that every entrant should be required to produce evidence at the start of the event that they were carrying the required equipment. However, he did note that entrants, having shown the equipment to a marshal at registration, might then remove heavier items and start the event without carrying the minimum required equipment. A compromise was therefore sought and the expert concluded that as long as an entrant signed a declaration at the start that they would carry the minimum required equipment AND a kit check was conducted at some point during the event, then the LDWA's duty of care to the entrant would be satisfied with regard to equipment required.

### The Signed Declaration

It has become normal practice in recent 100 mile events for organisers to ask entrants to sign a declaration at the start of the event. The event declaration can be downloaded from the 'AdminHundred' pages that organisers can access when organising the annual 100 mile event. They are stored under the 'Standardised' section. The document is also located in appendix N below:

Entrants are asked to sign alongside their name at the event registration desk. The form can be downloaded from the 'AdminHundred' pages that organisers can access when organising the annual 100 mile event. An example of what the form looks like is located in appendix O below:

### The Kit Check

The kit check has been completed for many years. It's not new, but the LDWA's approach to an entrant who fails to show required equipment has to be modified. There has been much focus on the procedure since 2014 when entrants were disqualified on the Valleys 100.

The following must be considered by the 100 mile event organiser.

1. Consideration needs to be given to the location and timing of the kit check. Do not conduct the kit check too early in the event. Entrants are bunched and will arrive at a checkpoint in large numbers. In 2017 the entrants were queuing out of a checkpoint door in order to await their turn at the kit check. Between 35-45 miles is perfect. It needs to be at a location where any entrants who is disqualified can be transported back to the start. A suitable space in a check point (see below) or a location immediately before a check point is likely to be the most suitable location.
2. If a checkpoint is used ensure that the accommodation to be used for the kit check is completely separate from the area set aside for eating and drinking. It needs to be a well-lit space that is suitable and sufficient to accommodate entrants and marshals. It needs to be covered and provide suitable spaces for entrants to place their kit. In 2014 the kit check was conducted in a forest shortly after a checkpoint. Although in many ways its location was good being directly on the path and with ample space, and it was sufficiently far enough on the route for most entrants not to be bunched. However, given the open aspect of the area it was not comfortable for the marshals and not user friendly for entrants. Nor was it close enough to a checkpoint to facilitate retirement.
3. The conundrum - What to ask for?

In 2014 the organisers asked to see a survival bag and compass. This was because the weather conditions were wet and windy. A bag could enable an entrant to survive the night. A compass would enable an entrant to get off the mountain safely.

In 2015 the organiser utilised the random 'ball in a bag' approach.

In 2016 the organisers also utilised the random 'ball in a bag' approach.

In 2017 the organisers asked to see five separate items of equipment.

In 2018 the organisers asked to see five separate items of equipment.

There are advantages and disadvantages to both approaches, and the organisers will need to assess what is most suitable given the accommodation and location of the designated location. Based on what happened with the queuing out of the door in 2017, it might be prudent to avoid the approach adopted in 2017 of asking to see 5 items and/or reduce the number of items requested UNLESS there are several marshals to ensure a speedy process AND a very large room to accommodate entrants, their unpacked rucksacks and equipment. There should be enough space so that entrants do not inadvertently omit to repack an item, otherwise the point of the kit check is negated. This approach is however a robust test of entrants kit and means that the selection of kit to be checked can be left to the day and reflect the prevailing route conditions.

The random 'ball in the bag' approach might ask an entrant to show a coat on a hot day when safety dictates that a water bottle might be a more appropriate piece of equipment to view.

The compromise approach might be a 'ball in the bag' approach BUT the numbers on the balls amended to ensure that more chance of a certain item being viewed than others.

Finally, a decision by the walk organiser on the day of the event should not be ruled out based on the conditions being experienced.

### Failed Kit Check

In 2014 and 2017, entrants failed the kit check. On both occasions the entrants were disqualified and allowed to continue the walk 'at their own risk'. However, advice from the Health & Safety expert questioned the decision to acquiesce and allow entrants to continue.

There is a reason that the LDWA requires the minimum level of equipment to be carried. It is about safety and the organiser has outlined in the rules that they have a duty of care to the entrant. By allowing a disqualified entrant to carry on walking who then subsequently dies, could lead the LDWA Chairperson, 100 Coordinator and Event Organiser to answer questions at a coroner's court. Safety procedures would be reviewed in detail.

Therefore, event marshals **cannot** acquiesce, however sympathetic they are to the plight of the entrant who has been found to be missing certain minimum equipment. If found to not be carrying equipment a 'blind eye' cannot be allowed.

The process will therefore be as follows:

1. Entrant who fails Kit Check **OR** fails to cooperate with Kit Check **WILL BE DISQUALIFIED**.
2. They will be told that they are now no longer on the event **AND** will be taken back to Walk HQ.
3. If they agree and are taken back to Walk HQ, then no further action is required.
4. They refuse to return to Walk HQ or cooperate with the kit check then they are failing to adhere to the instructions of the marshal and are therefore in breach of Rule 11B2.
5. At this point the marshal will produce a disclaimer form and read the content to the disqualified entrant. The form can be downloaded from the 'AdminHundred' pages that organisers can access when organising the annual 100 mile event. An example of what the form looks like is located in appendix M below:

*Please note that this form also applies to entrants who marshals think should be retired due to their physical condition OR entrants who are timed out of the event. All checkpoints should have a supply of the form and marshals be briefed on its potential use.*

6. If the entrant still refuses to comply with the marshal's instructions, then they will be asked to sign the disclaimer and this must be witnessed and signed by two marshals.
7. Walk HQ to be notified and the disqualified entrant will be allowed food and drink at future checkpoints. The rationale for this is because the LDWA has now done everything it can to dissuade the disqualified entrant from continuing. They are continuing at their own risk, **BUT** in order to prevent them from getting into difficulty through dehydration or exposure then the LDWA will ensure that marshals do not refuse to provide food and drink.
8. The disqualified entrant who refuses to comply with the instructions **WILL** face consequences due to their actions.

It is incumbent on the event organiser to report entrants who refuse to comply with the instructions of the marshals to the '**100 Review Group**'.

## Appendix L - Entrant Registration and Kit Declaration Form

BY SIGNING THE MASTER REGISTER BELOW:

- I confirm that I have all the mandatory kit required and will carry it on the event.
- I agree to abide by ALL the Rules of the Event.

See AdminHundred for registration spreadsheets used. Example below.

REGISTRATION SHEET - NAME 100						
No	First Name	Last Name	Registered	Start time	Revised Start Time	Kit check signature
1						
2						
3						
4						
5						
6						
7						
8						

## Appendix M - Disqualification / Withdrawal Disclaimer

### NAME OF HUNDRED HERE Legal Disclaimer

You have been 'withdrawn' from the NAME OF HUNDRED HERE challenge event because you:  
(\*delete as appropriate)

- \*Failed to produce the item(s) of kit required at the first kit check, or at any subsequent kit check(s) even though it was a condition of entry which you signed that you would carry the kit specified;
- \*Failed to reach a check point before its designated closure time, \*stayed in excess of 2 hours or \*failed to depart before closure time as advertised in the rules which you signed as a condition of entry;
- \*Are considered by a marshal to be in an unfit state to continue thereby placing yourself and potentially others at risk (this potential situation was set out in the rules you signed).

You are required to comply with the marshal's instructions. If you refuse to do what they ask, then you will be reported to the '100 Review Group' who might decide to sanction you. Those sanctions might be:

1. Write a warning letter regarding your future conduct.
2. Suspend you from entering next year's LDWA 100 mile event.
3. Temporarily suspend you from the LDWA.
4. Expel you from the LDWA.

Should you decide to continue, you do so at your own risk and the organisers are under no obligation to offer you support since you are not now taking part in the event.

You will be issued with the emergency number but that does not imply that we accept any obligation to support you in any way.

You should sign the following to say you have read and understand the position.

Signed.....  
Print name.....

Confirmed and witnessed by two marshals

Signed.....  
Print name.....

Signed.....  
Print name.....

## Appendix N - Key Role Profiles

### Role Profile - Event Organiser

#### Objectives

1. To identify, coordinate and harness a team whose experience, skills and commitment will deliver a LDWA 100 mile event that will exceed the expectations of participants and supporters and enhance the reputation of the LDWA.
2. To make the best use of committee and helpers in the light of the skills each has to offer.
3. To ensure the event meets its budgetary targets and satisfies the recommendations of the risk analysis.
4. To learn and implement lessons from previous events and capture lessons for future event organisers.
5. To try and ensure everyone involved has fun and takes away positive memories.

#### Before The Event

1. To work with all committee members in respect of the various roles, ensure that all roles are filled and that each person knows what is expected from them. Work with them to an agreed timeline where possible.
2. To work with the National Committee 100s organiser and allocated mentor, update the Event Progress Spreadsheet (SEE CREATED DOCUMENT) and discuss ongoing progress and problems encountered.
3. To ensure that the risk assessment is written and observed, any relevant permits are obtained and that communication with Safety Advisory Groups, Parish Councils etc are organised and requests fulfilled.

#### Qualities Needed

The Wisdom of Solomon, the patience of Job and massive amounts of tact and diplomacy!

The ability to cajole, persuade, bite your tongue and never ever forget that all the helpers are volunteers and can walk away at a moment's notice. Your decisions will be questioned, someone always has the opposing view and will not be deterred from challenging you and you have to accept that they will sometimes be right. Delegation is key but be prepared to do a job yourself if all other avenues of delegation have failed.

Check, recheck and then check again that people have done what they promised and be prepared to be disappointed in some people/aspects.

## Role Profile - Catering Organiser

### Objectives

1. To prepare a catering plan, setting out menus for HQ and each checkpoint.
2. To oversee the adequate, timely and hygienic provision of wholesome food and drink appropriate to the event, together with any ancillary catering equipment.

### Before The Event

1. To source supplies, using local fresh produce where this is cost effective and efficient.
2. To select and brief a team of people capable of organising the distribution of supplies to each CP.
3. To assemble and supervise two catering teams operating in shifts from 7.30am on Saturday to noon on Monday.
4. To visit each checkpoint in the previous calendar year with the Checkpoint Manager to identify any emerging health and safety issues or equipment needs.
5. To prepare detailed lists for each checkpoint of food and drink items, quantities and any supplementary equipment required.
6. To collate information about entrants with special diets and advise them of procedures.
7. To prepare notes for each checkpoint team, setting out the resources available to them and the food and drink to be provided, including any entrants with special diets.
8. To liaise with checkpoint leaders before the event re any additional equipment which they might be able to supply.
9. To notify shortfalls for action to the person responsible for equipment.
10. To revise the plan as necessary in the light of anticipated extreme weather conditions.

### On The Main Event

1. To ensure safe and hygienic food transport and preparation.
2. To oversee the packing and distribution of supplies, in liaison with the Transport Manager.
3. To oversee the arrangements for drinks at the start, and the preparation of food for finishers at HQ.
4. To ensure that marshals at HQ are well supplied with food and drink during their shifts.
5. To respond to requests from checkpoints for any additional supplies.
6. To oversee the sorting and disposal of surplus food and drink items returned to HQ after CPs close.

## Role Profile - Entries Secretary

### Objectives

1. To collate all applications to the events (both main event & marshals' event), checking that entrants are suitably qualified to enter.
2. To prepare pre event paperwork for the registration process.
3. To supply the Event Management Manager with a list of entrants who have successfully entered.

### Before The Event

1. Advertise event by ensuring event is suitably listed in Strider magazine / LDWA website.
2. Identify which on-line entrant management system the event (E.G., SI Entries) will use, and advertise on-line website address.
3. Liaise with treasurer to obtain event bank account details for on-line entries.
4. Submit logo to on-line entries provider for upload to their website.
5. Prepare Event Rules and supply to on-line entries provider.
6. Supply Event Rules to Website Manager for upload to event website.
7. Amend 'Standardised' entry form and send to website manager for upload to event website.
8. Print copies of paper entry form (if postal entries are being accepted) for stamped addressed envelope postal enquiries.
9. Obtain access to LDWA Admin pages (contact IT NEC representative) in order to determine membership of association status by applicants. Query any doubts with Membership Secretary.
10. Update master spread sheet in order to check following as entrants apply:  
**SEE CREATED PRE-REGISTRATION SHEET.**
  - a. LDWA membership number valid.
  - b. Qualifying event valid.
  - c. LDWA Member / New Member / Non Member (Vital for potential ballot. See Rules for definition)
  - d. Event Start Time.
  - e. Medical Conditions/Allergies.
  - f. Dietary requirements.
11. Print off details of every entry and put in a lever arch file (or similar) – for ease of access on the day if emergency contact details/medical conditions/dietary requirements are needed. (Please be aware of Data Protection and only allow certain individuals access to these files on the day)
12. Liaise with the 100 Recorder in order to establish accuracy of entrants' claimed official LDWA 100 completions. (SPREADSHEET CREATED TO ASSIST)
13. List entrants alphabetically on surname and supply for upload to PACER.  
**SEE CREATED SHEET TO SORT NAMES.**
14. List entrants who might receive an award, IE 10/20/30/40 100 completions.
15. Create a tally card to include logo, entrants name, number, barcode, clearly displayed emergency telephone number, all checkpoints/finish and any self-clips/kit check.
16. Submission of tally to printers – once final number of entrants/names/unique entrants' numbers established.
17. Create baggage labels to be handed out at registration.  
RED - For bags to remain at HQ  
  
GREEN - For bags to go to the Breakfast Checkpoint.
18. Print off registration sheets for entrants for the registration desks. Divide entrants into blocks of 100 to make registration manageable.  
**SEE CREATED REGISTRATION SHEET.**  
  
Comments box to be used for amended telephone numbers / change of start time / amendment to name but NOT change of name.
19. Print off sheets for all checkpoints (including sheets with numbers/entrants names; separate sheet to log numbers as they arrive at checkpoints)  
**SEE CREATED CHECKPOINT SHEETS.**
20. Print off sheets for Control Desk /Sweepers / Baggage Team

21. Print off sheets for First Aid Team - detailing any medical conditions / allergies.  
**SEE CREATED SHEETS.**

### **On The Main Event**

1. Supervise the Registration Desk process and be available to problem solve any enquiries.
2. Amend the paperwork to reflect non-starters / change of start times and update all paperwork. Liaise with the Event Management System Manager to ensure computer work is accurate.
3. Work alongside the Finish Desk, and arrange for 10 / 20 / 30 / 40 '100' completions to be recognised publicly.

### **After The Event**

1. Work with the Event Management System Manager to produce results from PACER in a spread sheet form in readiness to produce in the results booklet.
2. Collate all uncollected certificates, tallies and badges and ensure that they are posted to the entrants with the Report Booklet.
3. Prepare address labels for every entrant to send the report to.
4. Return all '10/20/30/40' awards that were not used to the 100s Co-ordinator.
5. Email 100s Co-ordinator with copy of badge, certificate and electronic version of reports/results booklet for upload to LDWA website archive.

## **Role Profile - Transport Organiser**

### **Objectives**

1. To make recommendations to the committee on the number of vehicles required and to procure them. To draw up budget to ensure transport plan is achieved.
2. To liaise with the baggage team and provide appropriate vehicles for their needs.
3. To liaise with the Catering & Checkpoint Managers to support their needs.
4. To ensure that a sufficient number of qualified drivers are identified and fully briefed.

### **Before The Event**

1. Identify a company that will hire 17 seater minibuses and Luton style vans (baggage) and be prepared to receive them back on completion on a Bank Holiday Monday.
2. Consider how many minibuses will be required to ensure an efficient transportation process bearing in mind the route, its rural nature (or otherwise) , etc.
3. Create a schedule so that minibuses visit checkpoints on a rotational basis in order to collect retirees and return them to Walk HQ in order to avoid unnecessary long delays.
4. Identify volunteers to act as drivers / navigators / helpers and draw up rota to ensure all drivers get adequate sleep through the 48 hour event. (8 hrs on / 8 hrs off is suggested)
5. Obtain driving licences (not copies) from volunteer drivers ahead of event to ensure smooth booking / collection of minibuses.
6. Identify 24 hour garages for refuelling of vehicles.
7. Liaise with checkpoint manager and obtain post codes for all checkpoints to assist with navigation by sat nav during event.
8. Liaise with HQ Manager to identify quiet location for drivers to sleep / rest.

### **On The Main Event**

1. Avoid becoming a driver in order to co-ordinate and manage the transport needs of the event.
2. Brief transport volunteers.
3. Arrange for food / supplies to be transported to / from checkpoints in co-ordination with the catering manager / checkpoint managers.
4. Arrange to transport sweepers to locations on the route in co-ordination with the sweeper manager.
5. Arrange for rubbish to be collected from checkpoints as they close in co-ordination with the checkpoint manager.
6. Transport any spare refreshments (from closed CP) to later CP's as required
7. Transport entrants to and from any overflow car park. (if applicable to event)

## Role Profile - Sweep Co-ordinator

### Objectives

1. Ensure the route is adequately swept and that all reasonable efforts are made to locate entrants who have left one checkpoint and not arrived at the next.
2. Help make this a safe event for all entrants.
3. Provide support to those entrants at the back of the field and encourage them to get to the checkpoints before they are timed out.

### Before The Event

1. Divide the route into 4 or 5 sweep sections each starting and finishing at a checkpoint.
2. Seek volunteers for sweepers, taking account of preferences (e.g. those not keen to sweep night sections)
3. Identify sweep teams for each sweep section. Sweep teams will comprise minimum two sweepers, one of whom should be from the local area or familiar with the area around the sweep section and should have walked their sections beforehand e.g. on the Marshals' walk.
4. Identify emergency sweepers who can stand in due to non-availability of a sweeper on the day or in the event that an additional search party is required.
5. Brief the sweep teams on specific hazards or areas of navigation difficulty on their sections.
6. Ensure all sweepers will be carrying a mobile phone and collate a list of numbers.
7. Instruct sweepers the time they should report to HQ, when they are likely to start sweeping and the time they are expected to finish (subject to speed of last walker).

### Marshals' Event

It is currently not proposed to provide any sweepers on the marshal's event. If they are considered necessary then probably only appropriate for high risk times e.g. during the second night.

### On The Main Event

1. Be based at HQ, except when delivering and collecting sweepers. Sweepers will report to HQ prior to their sweep duties (unless agreed otherwise)
2. Ensure sweepers are transported to and from the checkpoints they are sweeping between.
3. Normally all transport of sweepers will be provided by the Sweep Coordinator, but where this is not possible, liaise with the Transport Coordinator to provide assistance.
4. In the event that a sweeper does not arrive or is unable to sweep arrange for an emergency sweeper to be available.
5. Brief each sweep team before they set off. This must include:
  - i. Emergency procedure on finding injured or incapacitated entrant.
  - ii. Procedure if missing entrant when arriving at checkpoint.
  - iii. Confirm they have their mobile phones and the emergency phone numbers.
6. In the event that an entrant is missing and there is concern for their safety, arrange for sweepers (or emergency sweepers) to search on and near the route. This may include searching by car as seriously lost entrants may try to reach the next checkpoint by road.
7. Monitor progress of last entrants and if they are reaching checkpoints significantly ahead of closing times then arrange for the sweepers to start their section earlier than planned.
8. Ensure sweepers are thanked for their efforts, returned to HQ and provided with refreshments.

## Role Profile - Route Organiser

### Objectives

1. To create a route that is appropriate for the event and is a minimum of 100 miles long.
2. To produce a route description that will enable entrants to navigate their way along the route in conjunction with a map and compass.
3. To produce accurate GPX files for use by entrants who use GPS devices.
4. To produce a route risk assessment identifying and mitigating against potential dangers to entrants.

### Before The Event

1. To co-ordinate the activities of the route team leading to the delivery of a draft route description (main event and marshals' event) and route risk assessment.
2. To provide consistency for entrants ensures that one person writes the route description.
3. To coordinate the teams of route description checkers who will check the draft route description for accuracy and provide feedback throughout the planning period for the event.
4. Ensures that any subsequent drafts are clearly named to avoid confusion to users.
5. To arrange for the route to be walked and a GPX track recorded for use:
  - A. By entrants
  - B. The webmaster so that GPX track can be overlaid onto a digital map for display and download by entrants with GPS devices.
6. Identify locations where path clearance may be required and to liaise with the appropriate local authorities where necessary.
7. Identify where short-cuts might be taken and list 'self-clip' checkpoints.
8. To highlight where route passes through private land where access has been negotiated for the event and to withhold this from public facing route descriptions until a month before event. In doing so, to provide an alternative route to deter / prevent trespassing in advance of the main event.
9. To provide the webmaster with a route description (main event and marshals' event) for entrants to use for reconnoitres from June. (one year before the event)
10. To provide the webmaster with the final route description (main event and marshals' event) in April (year of the event)
11. To make any final revisions to the route description following the marshals' event following feedback.
12. To personally walk the entire route more than once in order to have a detailed understanding of the route and potential issues.
13. Write a route Risk Assessment identifying specific issues and outlining what will be done to mitigate potential dangers. Provide to webmaster for upload to event website.  
**SEE CREATED ROUTE RISK ASSESSMENT.**
14. Arrange for delivery of notifications (by post, email, or by hand) to landowners, residents, businesses located on or near the route, by November. (year before event) Including:-
  - A. Draft notification.
  - B. Develop and maintain record of landowners, farms, businesses to be notified.
  - C. Maintain record of how landowners, farms, businesses were notified. (hand delivered, email, post)
15. Source, and arrange for installation of signage, waymarking, illuminated wands and reflective discs on the route by March 2016. (NB LDWA ROAD SIGNS MOVE FROM 100 Event to the next)
16. Work with Event Organiser in order to prepare presentation on event / route / route risk assessment for delivery to Safety Advisory Group (This is a partnership of Local Authority / Police / Fire Service) in order to satisfy them that event is well organised and will have limited impact upon emergency services / Local Authority.

### During The Event

1. Lead on sorting any issues to do with the route. Coordinate installation **and removal** of signage, way-marking, illuminated wands and reflective discs.

## Role Profile - Control Desk Coordinator

### Objectives

1. To deal with all reported incidents and emergencies in a timely, effective and efficient manner prioritising multiple incidents as required.
2. To ensure and co-ordinate the safe and successful completion of the events.

### Key Assumption

1. This role profile is written on the assumption that there is a separate team managing the progress of all participants using the LDWA Event Management System (PACER).
2. This role profile is written on the assumption that there is a separate team managing the registration and finish.

### Before The Event

1. Prepare a fully staffed rota. Ideally teams of two to alleviate pressure and in eight hour shifts to ensure volunteers are physically and mentally alert.
2. Ensure that adequate and reliable communications channels are available. E.G: Landline telephones, mobile telephones, RAYNET, a central email address for checkpoints to directly communicate with.
3. Ensure that checkpoints are issued with emergency and non-emergency contact telephone numbers.
4. Prepare agreed procedures to deal with the following possible incidents:
  - A. Timing out of entrants.
  - B. Managing Retirees / Lost entrants.
  - C. Reported minor injuries.
  - D. Identified route issues.
  - E. Identified checkpoint issues.
  - F. Checkpoint closures.
  - G. Complaints.
  - H. Serious injury / death.
5. Work closely with other portfolio managers in order to ensure that the Control Desk is in possession of all documented information needed to handle any potential incident.
  - A. Transport Manager - Minibus Schedule.
  - B. Checkpoint Manager - List of emergency and non-emergency medical facilities local to each checkpoint.
  - C. Checkpoint Manager - List of shops and opening times within vicinity of each checkpoint.
  - D. Checkpoint Manager - List of all checkpoint caretakers and contact numbers.
  - E. Sweeper Manager - Details of sweepers and sections to be covered.
6. Compile contact list for all known volunteers.
7. Brief volunteers assigned to work on the Control Desk.

### On The Main Event

1. Act as Single Point of Contact for all Event and HQ issues.

2. Deal with each incident in a timely, effective and efficient manner, prioritising as required.
3. Manage all communications with available communications channels.
4. Maintain contact with all Transport Vehicles and agree their next priority journey or standby location.
5. Maintain a written chronological log of incidents and calls as they occur.
6. Co-ordinate regularly with checkpoints and maintain a log of checkpoint status. E.G. Marshals on site, checkpoint ready, checkpoint open, agreement for checkpoint to close.
7. Maintain a log of retirees waiting at each checkpoint and update as they are collected.
8. Dispatch and manage transport to collect retirees.
9. Manage calls from injured entrants, identify their location and dispatch transport for their collection.
10. Co-ordinate requests for additional food or equipment at checkpoints, liaising with Catering Manager, Checkpoint Manager and Checkpoint Staff.
11. Maintain a close working relationship with the Event Management Team / Finish Team regarding entrant progress and retirements.
12. Manage calls from supporters of entrants.
13. Maintain a repository for found property, and if possible recording where each item was found.

## Role Profile - Checkpoint & Facilities Organiser

### Objectives

1. To identify and provide appropriately located, resourced and accessible checkpoint facilities that will support participants on the route of the 100 mile challenge walk, and on the preceding Marshals walk.
2. To put arrangements and relationships in place before the event in order to deliver the best checkpoint support during the event weekend.
3. To identify a deputy who will provide support during the calendar year prior to the event and during the event.

### Before The Event

1. In partnership with the route planning co-ordinator, determine approximate locations and stage distances for the checkpoints, taking into account the accumulative distance covered.
2. Consider the physical needs of participants and marshals, and the different pressures on checkpoint facilities at various stages and times of the walk.
3. Take into account the duration of checkpoint opening times, and the need for shelter in event of extreme weather conditions.
4. With the exception of the first and last checkpoints, aim to provide well equipped, indoor facilities such as village and community halls. If not possible, use sheltered and vehicle accessible locations such as a barn.
5. When checkpoints identified, book and confirm all proposed indoor facilities. Re-check bookings with hall secretaries / committees twelve months before event.
6. Make hall booking secretaries / committees clearly aware of the nature and duration of the event, and liaise to ensure that residents are not disturbed, particularly during night and early morning.
7. With the communications team agree the location and requirements for use of indoor facilities by RAYNET.
8. For outdoor checkpoint locations, identify and liaise with landowners or other relevant authorities for permission to site and operate a checkpoint.
9. Visit each proposed indoor checkpoint in 2015 with the **Catering Manager** to identify any emerging health and safety issues, specific operational needs and resources available for use.
10. Provide detailed information about resources at each checkpoint, identifying shortfalls of equipment, or facilities such as toilets.
11. Agree what additional equipment and facilities will be needed.
12. Maintain and update records of vital 'on the day' information relating to access and parking arrangements for checkpoint teams, and the addresses and telephone numbers of hall key holders. **(See provided Excel Sheet)**
13. Assist the catering coordinator in preparing detailed operational notes for each checkpoint team.
14. To empower, and inform checkpoint teams sufficiently beforehand to manage their checkpoints with the minimum "on the day" support.
15. Work with transport team and communications team relating to access for delivery vehicles, parking issues for marshals, and the requirements of RAYNET operators.
16. Agree which checkpoints can be reasonably accessed by "supporters" and those where this is undesirable or impossible. Ensure this information is clearly shown in the route description and other event guidance.
17. Make arrangements for checkpoint opening & closing teams to visit each location at opening & closing time.
18. To identify what can go wrong and to have a Plan B in place for the most critical potential failures.

### On The Main Event

1. To be available at HQ initially, and thereafter be easily contactable at all times during the event.
2. To have a deputy who is aware of the detailed arrangements for individual checkpoints and can act in support.
3. To be mobile and have some load capacity for emergency transport of goods and equipment.
4. To work closely with the Control Desk Manager
5. To work closely with the Catering Manager.

6. To work closely with the Transport Manager
7. To work closely with the Communication Manager ensuring efficient and timely operation of checkpoints.

## **Role Profile - Treasurer**

### **Objectives**

1. Exercise financial control and ensure that those accountable in the organisation do not overspend.
2. Ensure the budget is presented to the NEC for approval in January of the preceding year to the event. (This will enable a review of the accounts and provide the Event Organiser with an entry fee in order that the event can be advertised.)
3. Immediately advise NEC 100 Co-ordinator of any concerns with potential shortfall in accounts as soon as known.

### **Before The Event**

1. Liaise with the NEC 100 Co-ordinator in order to view previous Hundreds budgets.
2. Open a separate bank account that enables debit card and on-line banking facilities.
3. Apply for small loan from local group or NEC to cover initial HQ/Check point deposits
4. Liaise with all key stakeholders and identify their potential financial requirements.
5. Prepare and maintain a budget for the event.
6. Provide NEC 100s Coordinator visibility of account on a quarterly basis and /or as requested. (Aligns with the need for Organisational updates pre Quarterly NEC meetings)
7. Maintain a proper set of accounts, backed up by receipts.

### **On The Main Event**

1. Ensure sufficient cash / or other float is available for expenses such as fuel or catering purchases.
2. Ensure ALL receipts are kept

### **After The Main Event**

1. Ensure that all outstanding loans and bills are paid promptly
2. Arrange for the dispersal of any surplus funds according to wishes of the Organising Committee. (see How to Organise The Hundred section 5.3)
3. If expenditure has exceeded income the National Executive Committee should be approached for a grant to cover any shortfall.
4. Finalise the accounts and circulate to the Organising Committee and NEC 100s Coordinator.