



Event Management Plan

Background

RSABI has completed 6 previous fundraising challenge events in the Great Glen (2012 - 2017). The 4 person team event involves the completion of 4 sections based around mountain biking, kayaking, walking and running, largely taking place concurrently during the course of a single day.

11 teams (44 competitors) took part in 2013, 22 teams (88 competitors) in 2014, 25 teams (100 competitors) in 2015, 23 teams (92 competitors) in 2016 and 27 teams (108 competitors) in 2017. 26 Teams (104 competitors) are registered for 2018. Stage 2 authorisation is granted by Highland Council for the event based upon a comprehensive risk assessment and route consultation. Several route enhancements were made in 2016 for mountain biking and walking, and for kayaking in 2017, following competitor feedback. All are repeated for 2018.

Aim

RSABI Great Glen Challenge 2018 (GGC18), sponsored by Ledingham Chalmers, solicitors is routed from Fort Augustus, travelling North East to South West in the direction of Fort William, largely on the Great Glen Way, via 4 sections, covering a large proportion of the Glen (approx. 46 km). There is a section on sheltered water (Loch Oich) and a small distance covered on connecting tarmac roadways. Organisations and businesses from the rural sector will compete against each other in an inclusive, team building event. The event raises funds for the charity, RSABI supporting people in Scottish agriculture. The event provides profile and awareness for the charity and raises important funds for those we help.

Advertising Plan

The event features in the National press and rural publications for 4 months during the build up to the date. Significant profile is generated for RSABI as well as Highland region and the Great Glen itself. The Scottish Farmer publication is Event media partner and Scene & Herd PR assist planning of social media for RSABI #GGC18, this giving profile to the event and traction in respect of fundraising - this began in June at the Royal Highland Show with the event launch reception. Highland Council has hosted the Great Glen advert in advance of the event on Facebook. Up to 4 news releases are scheduled, with the final release planned for the announcement of results immediately after the event. Local radio will also be contacted for a bulletin on the day of the event. The Scottish Farmer feature a review in their national publication, the week following the Challenge event.

Event Site Layout

The event site layout is essentially the event route. This is provided within the Route Pack, sponsored by Rettie & Co. A selection of maps detail the layout of all sections. A Route Schedule and Route Card are also included.

Designated route sections are in place and accommodate 4 disciplines (mountain biking, kayaking, walking and running). Each section has a separate race programme and an RSABI team marshal plus steward(s). Logistical support and stewarding is provided by partner organisations, LC LLP, BoS, RBS, TSF, Rettie & Co and NFU Scotland. There are 7 location way points in the Glen to guide competitors – see supporting documents **GGC18 Route Schedule** and **GGC18 Route Card**.

Teams of 4 submit a team sheet to suit the skills range of individual team members. All 4 sections must be completed by the team during the course of the day to win. A co-ordinated programme to combine all team activity is in place. Every team and all individual competitors are issued with a route card. In addition, each team should have a support member (driver) on call in the Glen.

First competitors begin at Fort Augustus from 9.00am. Last competitors (runners) finish at Neptune's staircase, Banavie, around 3.30pm.

The format is directed by the RSABI Event Director and controlled by RSABI marshals – where possible, there will be no large groups of competitors together on road or trail with mountain biking, for example, organised as a staggered start (competitors may work together in groups of 2 or 3). 8/9 kayaks travel together on the loch in separate groups for safety and supervision. Scoring is managed by Rockhopper/ RSABI event staff.

Activity Sections

See **GGC18 Route Pack**. All locations and timings are detailed within the pack.

The routes are separate although link to provide one sinuous 46 km (approx.) challenge. It is not a triathlon style event – no transition zones are required, although designated sections and location way points are marked within the course by signage and detailed on team maps within the Route Pack. A staggered start will be used with timings stated on the GGC18 Route Schedule and Route Card. This enables team support members to transport competitors to allocated start points and to co-ordinate the finish later in the day.

1. Mountain Biking

Starts from Location 1 (GR3709) Fort Augustus, head of lock staircase as a staggered start. The overall section of 46 km largely follows the Great Glen Way to a finish at Neptune's staircase opposite the Moorings Hotel, Benavie (GR1176).

Drivers should drop off competitors at the main public car park by the garage in the centre of town. There is a public toilet there. Do not drive on the track by the start.

Cyclists begin singularly via a staggered start, generally in competitor number order to complete the overall timed section. Competitors should aim to arrive in good time with the first numbered cyclists ready to start at 9am. The staggered start means that the later numbered competitors will set off around 9.30am. Cyclists are required to bike to the overall finishing point.

Highland Council/Scottish Canals has a 10mph restriction on all bikes using towpath sections. Competitors are briefed of this restriction prior to the start and to be respectful of public when passing on the route.

Scoring is an overall individual time taken for the entire route. Cyclists must remain on the designated trail as marked on the map. There is a short tarmac section at Clunes/Achnacarry where B8005 connects back to the trail at Gairloch. **Please note only typical style mountain bikes with off-road tyres may compete for points - no hybrids, cyclocross or road bikes.**

A small number of mountain bikes and helmets are available for hire in advance from Rockhopper with bookings made through RSABI. These must be paid for in advance.

There are limited facilities and a lengthy wait for bikers at the finish. Competitors may leave a small bag (with dry kit and a towel) with the marshal at the start. Bags will be transported to the finish for collection with early finishers likely to arrive from around 11am. The café and lounge bar at the Moorings hotel is available to competitors for the hours prior to the conclusion of the event. There are no formal changing facilities at the hotel. We have requested use of a canal side changing room but this cannot be relied upon. The marshal may have a key.

2. Kayaking

Takes place on the sheltered water of Loch Oich. Starts from Location 2a (GR3303) Bridge of Oich by the A82. The jetty is located beside the large car park on the left hand side of the road (marked by RSABI flag) when travelling north east to Fort Augustus. A portoloo is also provided by RSABI at this location.

Vehicles dropping off kayakers must not stop on the busy main road. A further carpark is situated some 300m before the bridge, again on the left hand side of the road, when travelling towards Fort Augustus. Steward volunteers will be present to co-ordinate drop offs.

Finish at Location 4 (GR3098), Forestry Commission car park on the Fort Augustus side of Laggan Bridge some 6 km down the loch.

Sea Kayaks are modern, single seat cockpit plastic moulded boats paddled in separate groups of 8/9 competitors and a guide. A few twin cockpit kayaks are available for ab-initio kayakers. All kayakers must be swim capable as per event terms and conditions. On completion of the section, competitors may rest on the bank at location 4 before undertaking a short individual time trial (approx. 4-8 mins) around a course of buoys in the loch – this timed to score for the overall competition. The competitive element will be undertaken in the same model of kayak for all.

Rockhopper staff will direct the overall section following a safety brief and kit check for all competitors. Each group will be guided by a qualified Rockhopper staff member, provided at the correct ratio, and a safety vehicle will be in contact from shore at all times. Life jackets, kayak jackets, spray decks and paddles are provided.

In the unlikely event of cancellation of this section owing to extreme conditions, competitors may be invited to walk to Laggan Locks to complete the Challenge section for their team. Training shoes worn for kayaking would be sufficient for this scenario.

3. Walking

The route is the same following the changes made in 2016 with the leg being 18 km (approx.). Walkers gather at Location 3 (GR3000) to walk individually or in small groups on forest tracks and then down a largely flat section of the trail to Location 5, (GR 2088) Clunes car park. The Marshal will set off small groups of walkers on a first come basis, with 5/10 min. intervals between groups. It is anticipated that friends and supporters may also wish to walk this section of the route. Any dogs are to be on a lead.

Drop off is best in the area of Invergarry Hotel. Walkers should walk to the start point some 350 m across the bridge and up the hill to the registration start point at the road turn off to Easter Mandally, marked by an RSABI flag. Please note vehicles should not be parked in the private hotel carpark unless use is being made of the hotel facilities for coffee.

Walkers must complete the entire route for their team to be placed overall (unless injured on the walk). The walk is timed and scored via a zoned system (**see scoring instructions**). It is anticipated there will be a wide spread of competitor times recorded. Weaker walkers taking 4/5 hrs should aim to register promptly to get underway early.

Any competitor exceeding a fast walking pace by walking and jogging will be disqualified. The appropriate time to complete the walk at a quick walking pace has been calculated in advance of the event.

4. Running

Runners begin at Location 5, (GR2088) Clunes car park*, and run on the trail where directed by signs to a marked finish at Location 7, half way down Neptune's staircase at Banavie (GR 1176).

*The car park, which is also the finishing point for the walk section, can become congested with vehicles. Drivers should consider dropping off runners at the start of the forest track that leads to the car park rather than driving up to the small car park. Runners will have a 2 minute walk from this point to the start.

Runners note there are several short sections of B road linking the trail. The entire section is marked with signage and a marshal and stewards will be in place to direct. A safety/support vehicle is also in attendance. Runners are of differing standards and the start is a quiet, off road location – the race is timed from a single collective start and competitors are requested not to run together in numbers greater than 2 or 3 once underway. In the event of lock gates closing at Gairloch, any runners who have to wait for a short period will be credited with appropriate time as recorded by a steward.

Scoring

Points will be awarded to all competitors who finish in all 4 events, on a sliding scale (there is a slight weighting advantage applied to 1st/2nd and 3rd positions). The same total number of points are available in all 4 disciplines. The points contribute to an overall team score for the Challenge with medals and prizes awarded to the first 3 placed teams.

The walk is individually timed and all walkers have the opportunity to score points. Walkers are not individually placed as such, rather points are awarded on the basis of competitors achieving pre-set time zones, at the finish. Total points available overall for the walk are allocated across all time zones, distributed proportionately according to the number of competitors recorded per zone.

The same overall points are available for the walk as other events.

Mountain Biking – individual time over designated distance

Kayak – individual time trial over a set course on the loch

Walking – individual time measured against pre-set completion time zones

Running – timed race over designated distance

A team score is only valid if all 4 competitors complete the Challenge, unless in the event of a part cancellation owing to poor weather for example, or injury. If there is a tie overall, the lowest combination of individual placings per team in the 3 athletic disciplines decides the winning team. Failing that, time zones achieved in the walk, then individual walk times are considered.

RSABI reserves the right not to count the score of any competitor still on the course after 3.45pm.

Finish

Competitors who are not running, drivers and all supporters should aim to gather around the finishing point to cheer home the runners. Runners are due to finish from 3pm at Neptune's staircase by the Moorings Hotel. The RSABI event trailer will be in place as a scoring/gathering point on the canal bank adjacent to the finish. Goody bags are available for collection from here for all teams in labelled team bags.

An informal buffet reception and prize-giving completes the day, beginning on completion of the run, sometime after 3.45pm.

Logistics and Safety Arrangements

The Route Schedule contains a detailed listing of support measures and locations. Highland Council has authorised the event on the basis of a detailed **Event Management Plan** and **Risk Assessment. Event Terms and Conditions (see below)**. Rockhopper also provides a full risk assessment. Event signage and road warning notices will be in place in increased numbers from previous years. It should be noted, however, it is not practical to place signage more widely owing to the distances involved. Individual maps are issued to all competitors and it is the responsibility of all to research and plan the route in advance of the event. Water bottles should be disposed of appropriately. Stewards are issued with black refuse bags. No litter should be left on the course. Free Highland Spring water bottles must be discarded.

Start and finish points for each stage have been chosen with safety and efficiency in mind, to allow drop off and pick up of team members. Individual teams are responsible for their own arrangements (each team should aim to operate a minimum of one support vehicle on the day to ferry team members and equipment). However, several additional RSABI vehicles will be on call to assist with competitor and transfers as required. Two RSABI vehicles have been authorised for towpaths - no unauthorised vehicles should drive on the canal towpaths. **All drivers should drive with care throughout the day and take special care when dropping off and picking up competitors.**

RSABI will operate a marshal/steward team for each event section. Rockhopper provide qualified staff for the kayak section. Mobile phone contact numbers will be circulated to all team captains via the Route Schedule and will include key RSABI staff.

RSABI provide water stops as marked on the GGC18 Route Schedule and food at the Moorings Hotel buffet reception on completion of the Challenge. Vouchers are provided (5 per team) with a charge of £20 per head for all others, payable at the buffet.

First Aid - A mobile first aid ambulance (Rescue Medic) will be supporting the event. Marshals will each carry a small first aid kit. A number of stewards and volunteers are qualified first aiders. Teams are advised to bring additional first aid materials and items such as packed lunches, bike repair kits etc. All additional requirements are the responsibility of individual teams.

Event Terms and Conditions

For RSABI Great Glen Challenge 2018, Friday 31 August. An abbreviated terms and conditions is appended on the team entry form. By submitting the team entry, all participants agree to event terms and conditions in full as below:

Registration and Consent

Individual participants and groups may only register by completing the event registration form in full. Mobile phone and email addresses for all participants must be included.

By registering, participants give consent for RSABI to contact them independently of the event and to send, from time to time, news and updates on our work including information on future events.

Full details which apply in respect of consent can be viewed in our privacy statement (fundraising events section) at www.rsabi.org.uk

The Event

The Event Organiser reserves the right to change the time, date, start/finish, venue and format of the event and to cancel the event, in whole or in part, without liability to the participant.

The Event Organiser reserves the right to refuse entry to the event, to any participant failing to follow guidelines set out in advance in the event pack.

The participant(s) agrees to abide by the rules and instructions, and the terms and conditions set out here.

Liability

The Event Organiser (RSABI) has planned the event with care to minimise risk and has arranged full indemnity cover for the event itself with the charity's Insurers and to the satisfaction of all partners, following completion of a comprehensive event risk assessment.

Nothing in the Terms and Conditions shall affect the event organiser's liability.

The event organiser shall not be liable for: death or personal injury, damage or loss of equipment, vehicle, IT equipment, phone etc., or any other loss as a result of the event organiser's breach of these terms and conditions.

Individuals and group members have an expectation upon entry to be reasonably fit and able to undertake the event. Kayakers undertake to be able to swim. It is the responsibility of the participant to alert the event organiser to any change in circumstances in advance of the event.

Participant Declaration

By entering as part of a team, the participant agreed to be bound by these Terms and Conditions.

The participant acknowledges that participation carries with it inherent risks which cannot be eliminated completely. There include accidents, personal injury, loss or damage to property, the effects of weather and the conditions of any road or trail.

The event organiser does not provide any insurance, whether life or medical or liability, for any illness, accident, injury, death, loss or damage that may arise in connection with the attendance at, and/or participation in the event by each participant. The participant is advised to obtain such insurance themselves as required. The participants shall be responsible for any medical or transport expenses incurred as a result of medical evacuation by third party.

Event Support

RSABI very much look forward to welcoming teams, competitors, supporters and friends to the Great Glen on Friday 31 August to support a very worthy cause. We are most grateful to the following in particular for their support of the RSABI Great Glen Challenge 2018:

- Headline Sponsor: Ledingham Chalmers, solicitors
- Supporting Partners: Bank of Scotland, Royal Bank of Scotland
- Media Sponsor and Supporting Partner: The Scottish Farmer
- Route Sponsor and Supporting Partner: Rettie & Co.
- Public Relations: Scene & Herd
- Participating teams; Highland Council; RSABI admin. Staff and volunteer stewards including Bank of Scotland and Ledingham Chalmers LLP and RSABI trustees.

RSABI Development: 0300 111 4166 www.rsabi.org.uk **Please donate generously at www.virginmoneygiving.com/fund/RSABIGGC18** All teams have made a pledge to raise a minimum of £1,000 each in addition to the team entry fee.

RSABI GGC18 Participating Teams

1. Ledingham Chalmers LLP
2. Bank of Scotland
3. The Scottish Farmer
4. Rettie & Co
5. Royal Bank of Scotland A
6. Royal Bank of Scotland B
7. Knight Frank
8. Savills UK Ltd
9. HSBC UK A
10. HSBC UK B
11. Algo (Blairgowrie) Ltd A
12. Algo (Blairgowrie) Ltd B
13. Johnston Carmichael
14. Hendersons Chartered Surveyors
15. SAC Consulting Solutions A
16. SAC Consulting Solutions B
17. United Auctions
18. ADHB - Scotland
19. Begbies Traynor
20. Aberdeen & Northern Estates

21. Buccleuch Estates Ltd
22. Midlothian's Finest (Tough Blubbers!)
23. Brodies LLP
24. NFU Mutual Stirling/DM Hall
25. Clydesdale Bank
26. Strutt & Parker

Paul Tinson
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