

# **Burnsall Feast Sports**



## **Management Plan 2013**

**The Village Green, Burnsall  
Saturday 24th August 2013**

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## HISTORY

It is impossible to trace Burnsall Feast Sports back to their origin, for the history of such events is invariably dependent on hearsay. But it is known that, even prior to the Elizabethan period, celebrations of some kind occurred on Burnsall Village Green to commemorate the Feast of St. Wilfrid. This falls on the first Sunday after August 12<sup>th</sup> and up to the latter part of the last century, the following week was recognized as the Burnsall Feast Week. Since that time the Sports are held on the first Saturday after the first Sunday after the 12<sup>th</sup> August.

As a spectacle, the scene has no equal. The old bridge parapet is thronged with spectators; the Green a hive of activity; childrens' and ladies races, sideshows and games, craft stalls, tombola, raffles, a pet show, a brass band playing, Punch and Judy and a 10 mile road race through the neighbouring villages. The entire event is staffed with volunteers who have two aims in mind — to preserve the heritage of the Sports and to raise funds for the upkeep of the Village Green and various charities that require our support.

But it is the Fell Race, of course, that is the major event. It is a comparatively recent event. According to tradition it began around 1870. A group of villages are supposed to have discussed the idea in The Red Lion. The upshot of it was that Tom Weston, a well known local character, tested the course one moon lit night and ran it naked. The race then became an annual fixture, the first report of it appearing in the Craven Herald in 1882.

The Fell Race has been completed by many top athletes from around Great Britain and further afield, by men and women young and less young, by a squad of Gurkhas and even by newlyweds accompanied by their guests.

Perhaps the most famous race occurred in 1910 when E.H. Dalzell, the legendary Lakes runner, established his classic record time of 12mins 59.9secs. The time seemed incredible and for many years it was controversial, despite Dalzell's reputation for fearless breakneck descents. Indeed it was not until 1977 that Fred Reeves of Barrow finally broke the Dalzell record.

The day of the Feast begins with the hoisting of the flag on the cairn at the summit of the Fell. This dates to the 1930's when the late President, Comm. Alec Knowles-Fitton began the tradition of climbing the Fell early on the morning of the race to plant the flag, a tradition continued by members of his family to this day.

The day now ends with the presentation of the prizes then a blessing and the playing of hymns.

The organising committee appreciate that they are merely custodians of this historic event, charged with maintaining its traditions before passing it on for the next generation to continue the good work.

## **Introduction & Objectives**

It is worth noting that all the work, time and assistance given by the members of Burnsall Feast Sports Committee and other helpers is done so on a purely voluntary basis. These volunteers have chosen to continue the traditions of the Burnsall Feast Sports and ensure that it remains a viable event for years to come.

The objectives are as follows :-

1. To preserve the long tradition of Burnsall Feast Sports .
2. To host the finest Fell Race in Britain in accordance with UKA and F RA\* rules.
3. To ensure the financial viability of the event and raise money for local charities.
4. To manage a successful and safe event enjoyed by all comers.
5. To stage a 10 mile road race, children and ladies races and provide good value entertainment for the visitors to the event

( \* F RA - Fell Runners Association UKA — UK Athletics)

The following Management Plan sets out how those objectives will be met.

## Organisation

The overall responsibility for this event will rest with the Chairman of the Sports committee, Mr. A Stockdale (Safety Officer).

Other officers include.

President: C. Knowles-Fitton  
Chairman: A. Stockdale (Wharfegate, Burnsall, North Yorks BD23 6BP)  
Vice - Chairman K. Yeadon (High Hall, Appletreewick, North Yorks)  
Hon. Secretary N. Taylor (Holly House Burnsall, North Yorks)  
Hon. Race secretary J. Maxfield (Threshfield)  
Hon. Treasurer H. Hinchcliffe

### Fell Race Course Stewards

A. Stockdale, C Knowles Fitton, C. Baker, N. Chown, E. Williams, K. Yeadon,  
P. Procter, A. Smith, H. Whiteley, P. Weatherhead N. Taylor, J. Clark, A. Shaw  
Joel Summerscales, Jim Rowley

### 10 Mile Road Race

Nigel Davison (Chief Marshall) + 13 marshals  
Support Vehicle driver - K Yeadon

### Side Show Stewards

Tombola - M. Scriven, J. Clark  
Pillow Fighting — U Ziltner  
Egg Throwing — K. Gamble  
The Cave - J Hibbert  
Coconut Shy — R. Hinchcliffe  
Punch & Judy — D. Aynesworth  
Buckets — Kez  
Human Veg Machine – Penny Plain  
Traditional children's games - J.3Chapman

### Programme Distribution

P. Proctor, J. Hinchcliffe

**Raffle** - C. Knowles-Fitton, N. Taylor

**Pet Show** - B. Williams, F. Jenkins

**Media and PR** — J. Clark

**Advertising Procurement** - J. Utley

**Programme Compilation** – A Stockdale, J. Maxfield, N. Chown

**First Aid**

St Johns Ambulance

Upper Wharfedale Fell Rescue Association

**Race Officials**

Referee G.S. Shaw

Timekeeper and Recorder S. Jenkins

Results Graham Fecitt and [raceresults.co.uk](http://raceresults.co.uk)

Commentator Dave Hodgson

Clerk of the Course K. Gamble

Assistant C. Knowles-Fitton

**Fell Race Starter** — a Calendar Girl

**Prize Giver** — Jennie Whiteley

## Responsibilities

In view of the size of the event several areas of responsibility will be delegated to members of the committee as generally outlined in the Organisation Chart. However, as the committee is a voluntary organisation, some of the specific areas of responsibility cannot be allocated until nearer the event when members' work and family commitments are known.

Liaison with the local authorities and the Emergency Services, Safety and Setting Up/Clearing of the ground will remain under the control of the event organiser's direct control.

The organising committee will meet as often as is deemed necessary prior to the event to ensure that all the appropriate arrangements are made to ensure our objectives are met in full.

During the final meeting before the event the members of the committee will be briefed in full with regard to the arrangements for the event. At the same time they will be instructed as to what their individual responsibilities are on the day. Similarly all the safety arrangements will be gone through in detail.

## Insurances

**We must state that liability for the event rests with The Burnsall Feast Sports Committee which has public liability insurance through the Fell Runners Association thus limiting the personal liability of any of our members for an incident on the day of the event. A copy of the relevant insurance policy is available for inspection. (see appendix A)**

It is therefore of critical importance that any stipulations with the Insurance policy are fully complied with in order to avoid the risk on invalidating insurance cover and thereby exposing the members to uninsured personal liability.

Burnsall Feast Sports is covered by the Public Liability Insurance Policy of the Fell Runners Association

### Equipment Hire

Equipment which is hired e.g. generators lighting are covered by the hirers own insurance against theft etc

### Fairground Rides Etc

Any fairground operators and rides comply with the relevant Codes of Practice and the safety officer will examine insurance and test certificates before allowing the operators onto the site.

### Pyrotechnics

No pyrotechnics are to be used during this event

## Risk Assessments

Burnsall Feast Sports Committee has a proud record of safety although this cannot be taken for granted. Risk assessments have been compiled on the basis of many years of accrued knowledge plus additional current information. The Risk Assessments are reviewed and if necessary updated every year and final checks take place shortly before the event commences.

(see Appendix B for risk assessment charts)

As 'The Green' is an open space and in no way 'fenced off' then members of the public are free to wander about as they please and at their own risk. No charge is made for access to "The Green", and as such it remains a public place throughout the event. As much as is practicable stewards (wearing High Viz Tabards) will try to restrict spectators to safe areas and issue warnings of danger when appropriate, however since they have no statutory authority and the space is public, they have no powers to prevent or interfere with the lawful free movement of the public in any way and their course of action is limited to amending or suspending the schedule of events to minimise any risk to participants caused by other members of the public. Motorists and other road users are also made aware of the event by early warning signs on the roadside and by traffic marshals. However the traffic marshals are limited to providing appropriate warnings, advice and guidance to road-users, and have no authority to close roads or otherwise interfere with the movement of traffic.

**Just as it is the responsibility of the General Public to ensure their own safety, likewise it is the duty of the competitors to ensure that they are medically fit to undertake these strenuous races.**

Similarly members of the public in an open public space, and road users passing through the event remain responsible for their own conduct and the consequences of their actions, with the capacity and responsibility of the organisers being restricted to the provision of appropriate guidance and information and a general duty of care.

We shall, once again, contact North Yorkshire Police, The Fire and Rescue service and the Ambulance Service advising them of the event and requesting their support.

## Date, Time and Venue

The 2013 Burnsall Feast Sports will be held on Saturday 24th August on the Village Green, Burnsall.

The time table will be as follows:

10.00am	Stewards available on the Green
12.00noon	Final Briefings
1 .00pm	The Sports Open
2.00pm	Local Childrens' Races
2.30pm	10 mile Road Race
2.35pm	Local Mixed doubles relay
2.50pm	Open childrens' races
3.30pm	Pet show
3.10pm	Visiting Ladies Flat Race
3.20pm	Open Ladies potato race
4.00pm	Dales Junior Fell Races
4.00pm	Junior Fell Races start
4.30pm	The Classic Fell Race
5.00pm	Raffle draw
5.15pm	Egg throwing
5.45pm	Mass Hymn Singing
6.00pm	Presentation of Prizes
6.15pm	Sports close

Throughout the afternoon various stalls and sideshows will be active

## **Preparation and Dismantling**

In addition to the events on the day the committee is also required to carry out the following tasks

### **By 1st August**

Have the programme printed and copies to be circulated to local shops, pubs, hotels, restaurants and campsites

Erect advertising Banners at strategic points on the roadside.

Post advisory notices warning of potential delay to traffic on the primary routes into Burnsall.

### **Friday Evening before the Event — 7.00pm**

Erect tents for the sideshows

Rope off the events area

Set up sideshows

Carry out final risk assessments

Ensure toilets are clean

Arrange 'No Parking' cones along the main street

### **Sunday Morning after the Event — 9.00am**

Dismantle tents and other structures

Remove litter and clean up the Green

Clean toilets

Pack equipment for storage

Return any borrowed equipment

## **Promotion and Advertising**

The committee is indebted to those local businesses who support the event by placing advertisements in the programme. The programme is then distributed free of charge around local shops pubs restaurants hotels and campsites.

The event is also publicised by the placement of roadside banners a few weeks before the event and various media outlets.

Articles in the Craven Herald and local radio, for example, and also advertisements in specialist Fell Running publications

## **Admission**

As the Village Green is deemed to be an 'open space' no admission charges to the event can be levied. The committee therefore relies on, advertising revenue, raffles, side show revenues and race entry fees to generate the funds required to stage the event. Donations from well wishers and stall holders are also very welcome.

As 'The Green' is an open space and in no way 'fenced off' then members of the public are free to wander about as they please and at their own risk.

## **Event Control Point**

The Honorary Race Secretary's Tent will be the Event Control Point.

The PA Vehicle is to be positioned nearby.

The Upper Wharfedale Fell Rescue Association base themselves immediately adjacent to the Event Control Point, and the PA vehicle, with teams placed at strategic points along the course, so as to ensure immediate and effective communication and coordination with event organisers in relation to safety and crowd control issues.

## **Communication & PA**

Cleggs of Ilkley will again be asked to provide entertainment announcements and general communication services for the event. Their PA system is of a professional standard allowing for announcements and notices to be heard clearly all around the green. Due care will be exercised with regard to noise levels. They will also act as a lost child post. Mobile phones will be available on site should contact with the Emergency Services be needed. Communication between members of the committee via mobile phone will be used although all members are aware of limits of the signal strength in this part of the Dales. (see appendix F for members mobile phone numbers).

The Upper Wharfedale Fell Rescue Association also have Radio links connecting their field operatives with their base station, and base a specially equipped radio vehicle at their bases station.

## **First Aid Provision] Accident Recording**

First Aid will be provided at the event by St John's Ambulance in accordance with HSE's Event Safety Guide.

Their location will be prominent and clearly identifiable. It will also be identified in PA announcements and mentioned in the programme.

All accidents will be recorded By St Johns Ambulance and a copy of these will be provided to Burnsall Sports Committee after the event. All accidents will be recorded under the 1995 Riddor Regulations and will be reported to the relevant enforcing authority using form F2508

In case of instances where air ambulance access is required, an adjacent area to the rear or Daggett's field, just across the bridge and adjacent to the event site, is kept clear to facilitate aerial access.

# Crowd Management / Stewarding

## Stewardship

In addition to committee members, we also enlist the help of other volunteers to assist with stewarding. Generally these individuals have experience in helping with this event on previous occasions but all stewards are fully briefed on the morning of the event. It should be noted that the 'Pillow fight' apparatus is to be dismantled as soon as adult supervision ceases.

All stewards will be required to wear appropriate High Viz yellow/orange Tabards.

Steward allocation as follows

The Green	4
Fell Races	8
10 Mile Road race	13

## Stewards - Final Briefing - 12:00 Saturday — at PA Vehicle

- i. Emergency Services Plan including access for emergency vehicles
- ii. Position and nature of any fire extinguishers (if applicable)
- iii. Crowd and Traffic Handling
- iv. Race Marshalling
- v. Lost children procedure
- vi. Evacuation Procedure

## First Aid

St. John Ambulance will provide First Aid cover at the event.

The First Aid Post will be beside the PA Vehicle and announcements as such will be made at regular intervals.

Upper Wharfedale Fell Rescue Association will also be in attendance during the event and in particular they will have an All Terrain Vehicle positioned half way up the Fell in order to be able to provide specialist help should a runner or spectator require assistance on the steep Fellside.

## Emergency Services Entry & Exit Points

As 'The Green' is alongside the B6160 - access for the emergency services is via this main road and as the site is an open space there is no requirement for designated evacuation routes

## **Competitor Safety**

The organising committee not only recognises that fell-running attracts competitors with a wide range of ability, experience and fitness levels but also that the most accomplished runner can have an accident, the consequences of which may be extremely serious. For this reason the health and safety of all competitors is of paramount importance.

### **Senior Events**

The general philosophy is that the competitor should take primary responsibility for his/her own safety on the fells. As organisers of an outdoor event it is our responsibility to make sure that the event is run as safely as possible and that rules relating to safety are communicated to the competitors. Should an incident occur we should have procedures in place to render assistance to the needful party without delay.

### **Junior Events**

Although the same philosophy applies to the juniors as to the seniors - the organisers are mindful that the junior competitors are less experienced than the seniors and therefore the Organisers must make more decisions on behalf of the younger competitors especially in matters relating to adverse weather and poor ground conditions.

In the situation of adverse weather a decision to suspend or abandon an event should not only be based on the competitors' safety but also on the safety and ability of marshals to perform their tasks adequately.

The Race Organiser is also required to ensure that the number of race entries does not lead to overcrowding on the course as this may be a cause of accidents.

All entries for the race must be on the official race entry form. The signature of the competitor on the form is the formal indication that he/she is aware of the Organisers' event information and requirements. This information must be readily available and presented in an easily understandable form. Parental Consent Forms should be used for junior runners.

The Race Officials must be satisfied that all competitors are correctly attired for the prevailing weather conditions with suitable footwear for the ground conditions.

Competitors identification numbers are to be waterproof.

## **Retirement Procedures and Marshalling**

Retirement may occur due to either a competitor or an Organiser decision. In the case of a retirement - Race Control should be informed as quickly as possible by reporting to a marshal or by telephone.

All marshals are to be fully briefed on all aspects of the event and should be dressed and equipped to carry out their task efficiently. Marshals should be aware of the dangers of hypothermia.

The progress of the Race will be monitored to a standard where the Race Organiser is always in a position to abandon the Race or speedily call on the Emergency Services to attend an incident.

## **Fell Races**

The Classic Fell Race is a circular route to the Cairn at the Fell top and back again.

The start line is on the main street in front of the Red Lion Hotel. The runners start along the main street (473ft above sea level ) and then after 200 metres turn right to cross the steep gradient of the Milking Field. They then zig zag up a marked route to the fell to reach the cairn at 1345ft above sea level. The descent is a more direct route back down to the Milking Field again before turning left into the main street once more and onto the finishing line.

The junior races initially follow the course of the classic race but the height of the climb is shortened according to age group and are within the maximum distances stipulated for each age group by the rules of the FRA.

Marshals 'backed up' by the PA will maintain control of the crowds and traffic in the main street for the duration of the races. Burnsall Feast Sports Committee have identified the close proximity of Fell Racers and traffic as being a potentially serious conflict. Consequently, signage is clearly displayed to advise other road users of the event and recommend alternative routes. At peak times during the race when the runners are using the Burnsall Main Street, traffic marshals will advise other road users to 'hold their position' until the runners have safely passed by. It should be noted however that marshalls have no authority to impede traffic beyond such advice, and in the event of non-compliance with such advice, the drivers would be assuming responsibility for their actions.

Traffic Marshals are positioned at the start/finish line, along the main street and at the entry/exit of the "Milking Field".

Race marshals are positioned across the Milking Field, on the Fellside and at the Cairn in order to monitor progress of the runners.

Spectators watching in the Milking Field are required to stand behind staked ropes. Dogs are required to be on a leash. Warning signs are also posted advising the public that dogs are explicitly excluded from entering the Moorland above the fell wall, which is a condition of the permissive access granted by the Bolton Abbey Estate.

## 10 Mile Road Race

In the mid 1980's a walking event was replaced by a 10 mile road race. The route was then established and has remained the same ever since. Typically over 100 runners start the race from in front of the Red Lion (facing the hotel)

The course:

From in front of the Red Lion Hotel  
Over Burnsall Bridge towards Hartlington  
Turn left up Hartlington Raikes.  
After 100 metres turn left along the Scuff Road to Hebden.  
At Hebden turn left onto the B6265 to Grassington  
Through Grassington and on to Threshfield  
Turn left (near the petrol station) continuing on the B6265  
Continue on B6265 to Swinden Quarry  
Turn left and back along the lane to the village of Linton  
Rejoin B6160 to Burnsall  
A slight detour off to the right through Thorpe Village  
Bearing left in Thorpe to return to the B6160 and on to the finishing line in Burnsall

There are 13 manned marshalling points along the route.

The purpose of the marshals is to ensure the runners follow the correct course and also make other road users aware that runners are in the vicinity. The marshals receive their final briefing at 1.00pm on the day of the race. All marshals wear Hi Viz vests and carry a mobile phone. The race starts at 2.30pm.

On the morning of the race mile markers are posted along the course and direction arrows fixed at the turning points to assist the runners.

The chief steward also sets out 11 x "CAUTION RUNNERS" notices to warn other road users of a potential hazard. (See map in Appendix D for signage and marshal positions)

All signs are removed by the chief steward immediately after the race has finished.

There is a drinks station for runners after 6-7 miles (water only), it is on the lane returning them to the village of Linton. There are no designated toilets on the course.

Although the route is well established, it is monitored during the weeks before the event to alert the organisers to potential hazards such as temporary roadworks. The night before the event — the Chief Steward, the Support Vehicle Driver and the Race Secretary carry out a final Risk Assessment tour of the course, and notes are made to record any material hazards identified.

In the event of any such hazards, marshals are briefed accordingly, and an appropriate announcement made to participants prior to the race start. In the event of any hazard being deemed to represent an unacceptable risk, the hazard would be

remedied, the hazard mitigated by signage and attendance by marshals, or the route would be varied and notified if possible. If none of these methods represent a satisfactory solution, the event would be suspended.

The lead runner in the race is immediately preceded throughout the race by a Support Vehicle decal with prominent "CAUTION RUNNERS" signage, and displaying rotating orange "Caution" strobe lighting to provide notice to other road users.

The lead vehicle is occupied by the driver and a "spotter" who maintains visual contact with the lead runner from the rear of the vehicle. The Support Vehicle is equipped with 2 mobile telephone handsets, and is in possession of the numbers of the Chief Marshal, and the Hon Race Secretary, subject to the limitations of local mobile telephone signal coverage.

A secondary vehicle is positioned at key points along the course and is available to assist with transport back to the Green in the event that any participant requires attention, without removing the Support Vehicle or the Fell Rescue "sweeper" vehicle from their duties.

The last runner will be followed by the Fell Rescue support vehicle which has First Aiders on board and is equipped with communication radio links. Any athletes in distress will be assisted by marshalls in the interim, and driven back to the Burnsall Green.

Typically the fastest runner is 'home' in just under one hour and the slowest can take two hours. The Police are notified of the event, timings and the route to be taken.

## **Prizes**

### **Fell Race**

Values £70, £40, £30, £20, £15, £10

Teams: 3 at £10, 3 at £8, 3 at £5

First to Top £10

Veteran V40 1<sup>st</sup> £15, 2<sup>nd</sup> £10,

Veteran V50 1<sup>st</sup> £15, 2<sup>nd</sup> £10,

Veteran V60 1<sup>st</sup> £15,

Any runner (not in receipt of prize) completing the course in under 14min 30secs ....  
£3

Local runner £20, £15, £8

Ladies race £20, £15, £10, 18' Ladies Veteran 35 £5

First Man Horton/Smith Millennium Trophy

First Lady Grayshon Millennium Trophy

First Local Whitworth Shield

£1000 for any runner beating the record of 12mins 48 secs

**10 Mile Road Race**

Values £50, £35, £25, £15, £10

Teams: 3 at £10, 3 at £8, 3 at £5

Veteran v40 1<sup>st</sup> £15, 2<sup>nd</sup> £10,

Veteran v50 1<sup>st</sup> £15, 2<sup>st</sup> £10,

Veteran v50 18' £15,

Local runner £10,

Ladies race £25, £15, £10, 1\* Ladies Veteran 40 £15

**Dales Junior Fell Race**

Prizes will be 15', 2<sup>nd</sup>, and 3<sup>rd</sup>, 15' Girl and First Local in each age category

Cudworth Trophy to the first Local in the under 18 category

**Definition of a 'Local' Competitor**

Competitors from Bolton Abbey to Littondale, including Cracoe and Oughtershaw are considered to be 'Local'

# **Burnsall Fell Race - Race Rules**

## **10 Mile Road Race**

Any athlete found competing who is not officially entered and wearing a number will be reported to the Northern Counties A.A.

Colours must be worn by all competitors (B.A.F.) and all athletes are responsible for signing the declaration stated on the entry form.

## **Junior Fell Races**

Under 8 max distance = 0.5 miles Under 10 max distance = 1 mile

Under 12 max distance = 2 miles Under 14 max distance = 3 miles

Under 16 max distance = 4 miles Under 18 max distance = 6 miles

(Distances are F.R.A. max for age group and not Burnsall actual)

# **Fell Runners Association - Rules for Competition**

**The following are extracts from the FRA Handbook**

## **Note to Organisers**

Failure to comply with the FRA Rules for Competition could invalidate an organisers FRA Membership or Race Permit

## **Introduction**

These Rules have been drawn up for the conduct of the sport of fell-running. They apply to competitors, organisers and clubs who wish to compete under the auspices of the FRA. When a fell race is held in compliance with these Rules, registered and advertised as such, then the race will be recognised by the FRA as being an 'official FRA fell race'. This recognition involves publication of the race details in the FRA Calendar. The 'Fellrunner' magazine or on the FRA website and payment of the appropriate registration fee. This will ensure that the race is deemed to have a permit and is covered by UK Athletics Insurance.

## **Definition One: 'Official FRA Fell Race'**

An 'official FRA Fell Race' is one held under the FRA rules for competition and UKA Rules for competition in so far as they concern fell running.

## **Rule One**

UKA Rules for Competition — Effective from 1<sup>st</sup> April, 2008 (ISBN 978-0-9547401-0-8): Rules 1-24 apply to fell running.

## **Rule Two**

In fell running, a veteran is a man or woman aged 40 or over on the date of the competition.

### **Rule Three**

All official UKA fell races must be registered with the National Committee of the Territory or Home Country in which the event takes place. Registration with the FRA will be effected by supplying the fixtures Secretary with relevant details of the race on the form provided and by its subsequent appearance in the Fixtures Calendar or in 'The Fellrunner' magazine or on the FRA Website. A nominal charge may be made to cover Calendar publication.

### **Rule Four**

'Official FRA fell races' must be advertised and decided under the FRA and UKA Rules for Competition. Such advertisement may be abbreviated to read 'under the FRA Rules'.

### **Rule Five**

All 'official FRA fell races' must be organised to comply with the FRA Safety Requirements which are printed at front of this calendar, copies of which are obtainable from the Fixtures secretary on receipt of a S.A.E.

### **Rule Six**

All competitors must obey the FRA Rules for Competition and any additional rules drawn up by the organisers for each fell race.

### **Rule Seven**

No runner may take part in any fell race without having entered the race in accordance with the rules and procedures.

### **Rule Eight**

All competitors must ensure that if they retire from a fell race for any reason the fact is reported as soon as possible to the race officials, including those at the finish. Race organisers **MUST** report infringements of this rule to the FRA Secretary.

### **Rule Nine**

- a. Team events: Runners may count in competition for their first claim fell-running club only, which may be different from their first claim road, cross country or track club if that club does not cater for fell-running. To be eligible to count in British and English Championships, English clubs must be affiliated to a UK Athletics Regional AA and English athletics must be registered with a regional AA or be members of the FRA.
- b. Club membership: UKA Rules regarding club membership and first claim status apply to all athletes. A four months' waiting period is required between ceasing membership of a club and competing as a team member of another club. (Note that this does not prevent an athlete running for another club immediately on resigning from his previous club, simply that he cannot count for them in a team for four months).

Claims for exemption from this Rule may be made to the appropriate Regional Eligibility Committee in accordance with the UKA Rule 6.

### **Rule Ten**

Race organisers must stipulate age limits for their events but the following maximum distance limits for juniors must be observed. Ages are as at 15<sup>th</sup> January in the year of competition.

Under 8 - 1kilometre

Under 10 - 2kilometres

Under 12 - 3kilometres

Under 14 - 5kilometres

Under 16 - 7kilometres

Under 18 - 10 kilometres

For paired Mountain Marathon style orienteering events, over one or two days, where one of the two runners is under 18, the other runner must be over 20 and must also be the parent or guardian of the junior runner. The minimum age for the junior runner is 14 and the following straight line distance limits must apply for each day for the event.

Under 16 - 20kilometres

Under 18 - 25 kilometres

### **Rule Eleven**

The FRA executive committee is empowered to take whatever action is deemed necessary on a report in writing of the breach of any of these rules by competitors or organisers at an 'official FRA fell race'.

There is a right of appeal to UK Athletics

The following timescales shall be adhered to any such process:

- a. Notification shall be in writing to the FRA Secretary within fourteen days of the event in question.
- b. The FRA executive shall investigate and conclude its findings and make a decision within seven weeks of the event in question.
- c. Notification of the FRA's decision will be given in writing to the parties concerned within eight weeks of the event in question.

The above are maximum timescales; the process would be expedited as rapidly as possible, hopefully in a briefer times span than outlined above.

### **The Articles of Association of the Fell Runners Association Limited**

Can be found on the FRA website <http://www.fellrunner.org.uk/committeephp>

## **FRA ACCESS and ENVIRONMENTAL GUIDELINES**

The organisers of the Burnsall Fell Races also take into account the following guidelines issued by the FRA

### **Landowners Permission**

We liaise with all owners of the land and contact them in good time to obtain their permission. The CRow Act (2000) indicates that this should be in writing.

### **Path Protection and Ground Conditions**

The most vulnerable areas are slopes of more than 30%, very wet slopes, bare earth or peat slopes and scree slopes. With increasing altitude, the vulnerability of soils and vegetation increases and the likelihood of re-growth reduces. Most of our erosion is caused by descending runners.

### **Boundary Protection**

Damage to gates and wall and fence crossings is monitored.

### **Race Numbers**

We decide whether it is necessary to limit the numbers in the race to limit any damage to environment and also to prevent the risk of accidents because of overcrowding.

### **Wildlife Habits & Farm Livestock**

We are aware of wildlife habits and sensitive farm livestock. Where necessary we consult with farmers who may be affected by our activities

### **Dogs**

Dogs are not be permitted in a race, they pose a threat to wildlife, livestock and fellow competitors, CroW Act does not permit dogs in the new access areas except on a lead on an existing right of way.

### **Finally**

We are aware that in the heat of competition, runners may forget to follow instructions. As Organisers we take steps to ensure that plans laid to protect the environment are effective on the day.

## **Fell Runners Association - Welfare Policy**

It is the policy of the Fell Runners Association (FRA) to ensure that everyone who takes part in fell running events promoted by the FRA should be able to participate safely, taking into account the inherent hazards of the fell running environment, and be protected from neglect and physical, sexual and emotional abuse. The Welfare Policy explicitly focuses on children and young people, but the principles and codes of conduct apply to everyone.

### **Principles**

The key principles of this policy are as follows:

1. All fell runners whatever their age, culture, ability, gender, language; racial origin, religious belief and or sexual identity have the right to protection from abuse.
2. Anyone under the age of 18 years is considered as a child for the purposes of the policy. They will be referred to as a child from the perspective of parents and child protection, and as a junior from the perspective of fell racing.
3. In all activities and decisions involving juniors and the junior's welfare is paramount.
4. Clubs, coaches, race organisers and helpers will be provided with documentation and support to ensure they are able to implement the policy.

5. Adults working with juniors should be aware of and always adhere to good practice.
6. Working in partnership with juniors and their parents/carers is essential for the protection of the junior.
7. All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
8. Adults working with juniors will be protected from wrongful allegations.
9. The FRA recognises the statutory responsibility of Social Services departments to ensure the welfare of children and it is committed to working with Local Area Child Protection Committees and where appropriate to comply with their procedures.

The Codes of Conduct describe good ethical and practice for fell runners and those groups supporting and developing fell runners and managing the sport.

## **Lost Children and Dealing with Young People**

The Organisers are aware that CRB and Independent Safeguarding Authority rules are to be replaced and “take on a more proportionate level” which will be set by the new Disclosure and Barring Service. Although there is no legal duty for the Burnsall Sports Event to put in place or implement a Safeguarding / CRB policy, all stewards will be reminded to be mindful of how best “to deal with a young person” requiring assistance.

If any child is found to be parted from a parent or guardian and is deemed to appear to be lost or distressed then two members of the steward team, preferably one male and one female will escort the child to the P.A. van for a suitable announcement to be made for the responsible adult.

## **Lost Property**

Lost property announcements will be made via the PA.

## **Electrical Systems / Generators**

In the event that electricity is required on site to power lights and other equipment then the generators are hired from a reputable supplier of electrical equipment. The generators are suitable for outdoor use and are diesel generators. These will be refuelled and maintained in accordance with the manufacturers instructions should the need arise. Consideration has been given to the sighting of these generators in respect of fuel storage, direction and quality of exhaust gases, protection from interference by and or members of the public coming into contact with hot/ moving parts.

Each generator will have an appropriate fire extinguisher in close proximity.

If applicable, all visiting stall holders are required to comply with these requirements

## **Site Safety**

The area designated for the childrens' races, pet show and egg throwing is cordoned off by heavy duty rope attached to vertical wooden stakes securely set into the turf..

Tents are arranged in a line along one side of the perimeter of the site with tent pegs and guide lines 'tucked away' where possible or alternatively left prominently positioned and clearly visible to reduce the chances of a 'trip hazard'.

No one is allowed to walk behind the coconut shy targets. Safety issues and insurances relating to the 'Bouncy Castle' are the responsibility of the operator.

## **General Safety (Outdoor Event)**

In accordance with guidelines, a risk assessment is carried out for the event and a safety officer is appointed. In the case of an incident The Safety Officer will have the responsibility of deciding if the emergency services should be called.

In case of possible site evacuation, stewards will advise members of the public as to safe exit routes. Further safety announcements will be made via the PA.

### **Procedure in event of fire**

1. The steward will raise the alarm by contacting the Safety Officer
2. If appropriate The Safety Officer will then notify the Fire Brigade
3. An announcement will be made over the loudspeaker and ground stewards will proceed to the site of the fire
4. Whilst maintaining their own safety the stewards will evacuate an area within a 30 Metre radius of the fire.
5. First Aid Teams will also attend, but still leaving the first aid station manned.
6. All Stall holders will be informed that it is their responsibility to provide their own fire fighting equipment. As appropriate. spot checks will be carried out by Burnsall Sports Committee members as the stall holders enter the field
7. LPG — Hot Drinks stall uses LPG for heating water for tea/coffee this is placed in the open. All connecting tubing and connections are checked and will be in good order.
8. Stewards - All stewards will be familiar with the use of extinguishers and the evacuation procedure stated above.
9. Attendance Numbers - Numbers will be assessed during the event. If unusually large numbers are recorded we will consider limiting access on grounds of safety.
10. Escape routes and access for emergency vehicles will be maintained
11. Disposal of Rubbish - Bins will be provided and rubbish removed as they become full to avoid the potential for fire risk

## **Ambulance — Fire and Rescue Services**

North Yorkshire Ambulance Service will be informed about the event. The procedure for calling for an ambulance will be similar to the Fire Service regarding the message to the whereabouts of the incident and access to the site.

We will of course work in conjunction with St Johns Ambulance and the Upper Wharfedale Fell Rescue Association as to guidance in the event that an ambulance may be required.

## **Police**

North Yorkshire Police will be fully advised of the event and will be requested to provide officers to oversee proceedings. Liaison with the on-site officers will be the responsibility of the designated Safety Officer.

## **Traffic Arrangements**

**Car Parking** - Car Parking is not provided by Burnsall Feast Sports Committee, as Burnsall is a popular tourist destination the usual designated parking areas at the Kiosk and Daggatt's field are more than adequate for the visitors. Parking is also allowed on local roads where Police have not placed cones and normal road restrictions allow roadside parking.

**Road Closures** — No formal roads closures are enforced for Burnsall Feast Sports, however traffic is slowed to a 'walk pace' at key entry points by Marshalls and drivers are verbally briefed as to the presence of large numbers of the public, and advised to take appropriate care.

## **Vehicles on site**

Before! during the event some vehicles will be required on the Green but this will be kept to an absolute minimum. A maximum speed restriction of 5 mph will be imposed. No vehicle movements are permitted on the Green during the event other than to allow the arrival of vintage cars. Cars belonging to the general public will be banned from the Green.

## **Site Damage**

It is expected that our rigorous control over vehicular access to the green will again prevent any significant damage to the tun'. The impact to the site is assessed as part of the closing procedures, and appropriate remedy taken in the event of any damage.

## Evacuation Procedures

Whilst every attempt has been made to reduce the risk of a potential incident, Burnsall Feast Sports Committee has identified that there may be occasions when a full evacuation of the site is required. This is most likely to be associated with a fire within the grounds. However a full site or partial site evacuation may be required as the result of another incident, such a suspect package being located. A detailed description of the process to be employed in these circumstances is detailed below.

The following advice will be given to stewards and will be included in the printed procedures and duties statement

1. Where a physical object exists that has aroused suspicion **DO NOT TOUCH** any suspicious items
2. Do NOT use mobile phone within a 10 meter radius of the package.
3. Do not put yourself in direct line of sight of the suspect package, (if possible)
4. Move to a safe distance, away from secondary hazards and prevent others from approaching.
5. Raise the alarm safely
6. Keep upwind of the suspect package

### Procedure for full site evacuation - (Suspect Package and other)

Having been appraised of the nature of the incident the Safety Officer will decide

- i. If a complete/partial evacuation is required
  - ii. Which routes will be used
  - iii. which emergency services are to be notified
- 
- a. The Safety Officer will convey a coded message to the Stewards over the public address system using the following message which will be repeated several times.
  - b. "A message for all stewards, Please note the Brewery Representative is waiting at the Event Control Point "(Then the exits or directions NOT to be used may be identified)
  - c. The announcer will then make a request for all persons to leave the site immediately using the safe exit routes, as appropriate.
  - d. All trading and entertainment will cease.

## **Alcohol on Site**

The Burnsall Feast Sports Committee are not involved in the sale of alcohol during this event. Alcohol is readily available for purchase at various outlets in the immediate vicinity.

At the discretion of the stewards - Any person in the crowd apparently under the influence of alcohol or suspected to be under the influence of a prohibited substance and seemingly causing a nuisance will be brought to attention of the police.

## **Fairground Rides**

Fairground Operators are informed at time of booking that:

1. Fairground operators must produce a copy of their public liability and safety certification on the day of the Bonfire (HSG81 fairground and amusements)
2. No Goldfish or live animals are allowed to be given as prizes

All fairground operators insurance and test certificates will be examined by the Safety Officer before being allowed onto site.

## **Catering - Food and Drink**

The Burnsall Feast Sports Committee do not directly organise any catering facilities other than a drinks station on the 10 Mile Road Race..

Refreshments are available from a number of outlets in the immediate facility.

The Shop on the Green  
Wharfe View Tearooms  
Katie's Kiosk  
Red Lion Hotel  
Local Ice cream vans

Any other trader wishing to operate in the vicinity of 'The Green' would do so at their own risk. In the event that a commercial concern wishes to operate at the event then the committee would ask the vendor to confirm that they are registered with the local Environmental Health Department. The committee may then choose to check these registrations directly with the specific environmental health department.

## **Litter**

Litter bins will be provided. On Sunday the whole area of 'The Green' will be cleared of debris and any litter will be disposed of into disposal skips or bin liners.

## **Toilets**

A Public Toilet block is available adjacent to Katie's Kiosk and this is maintained in good order by a committee member. Toilets are also available in Daggett's field and at the Red Lion Hotel.

## **Postponement**

If we are in the unfortunate position of having to cancel the event e.g. due to extreme bad weather, we may ask for permission to hold it seven days later subject to necessary agreements with the emergency services

## **Appendix**

Appendix A

Insurance Schedule

UK Athletics/FRA

Village Green

Appendix B

Risk Assessments

Appendix C

Ground Plan

Appendix D

10 Mile Road Race Signage and Marshal Positions

Appendix E

Site photos

Appendix F

Committee Members Mobile Phone Numbers



U.K. Athletics

Marsh Ltd  
Midstone Postal Address:  
PO Box 3272  
Norwich NR1 7BH  
www.marsh.com

To Whom It May Concern

29 October 2012

Dear Sirs,

**CONFIRMATION OF INSURANCE – Name of Policyholder:**

*UK Athletics Limited and/or England Athletics Limited and/or Welsh Athletics Limited and/or Scottish Athletics Limited and/or Athletics Northern Ireland and/or all affiliated National and Regional Associations, Federations and bodies and all affiliated clubs and associations*

As requested by the above client, we are writing to confirm that we act as Insurance Brokers to

the Policyholder above and that we have arranged insurances on its behalf as detailed below:

**PRIMARY PUBLIC/PRODUCTS LIABILITY**

INSURER:

ACE European Group Ltd

POLICY NUMBER:

74UKC17931

PERIOD OF INSURANCE:

1<sup>st</sup> November 2012 to 31<sup>st</sup> October 2013 both days inclusive

LIMIT OF LIABILITY:

GBP5,000,000 any one occurrence unlimited in the period of insurance for Public Liability and in the aggregate in the period of insurance for Products Liability

EXCESS:

**In respect of third party property damage only:** GBP250 each and every claim or series of claims arising out of one occurrence in respect of claims made by any member coach, official, athletics club or athletics association of the insured, increasing to GBP750 each and every claim or series of claims arising out of one occurrence in respect of any other claims.

Registered in England Number: 1507274, Registered Office: 1 Tower Place West, Tower Place, London EC3R 6EU  
Marsh Ltd is authorised and regulated by the Financial Services Authority for insurance mediation activities  
Marsh Ltd contacts its general insurance activities on terms that are set out in the document "Our Business  
Proposition and Practices".  
This may be viewed on our website <http://www.marsh.co.uk/about-marsh-proposals.html>

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29 October 2012

**TERRITORIAL LIMITS:**

Anywhere within Great Britain, Northern Ireland, the Isle of Man or the Channel Islands.

Elsewhere in the world in respect of the activities (excluding manual work outside the member countries of the European Union) in the course of the Business of directors, partners and/or employees of the Policyholder temporarily engaged outside the Territorial Limits as stated above.

**EXCESS PUBLIC/PRODUCTS LIABILITY**

INSURER:

CBE Insurance (Europe) Ltd

POLICY NUMBER:

Y022009CBE0109A

PERIOD OF INSURANCE:

1<sup>st</sup> November 2012 to 31<sup>st</sup> October 2013 both days inclusive

LIMIT OF LIABILITY:

GBP45,000,000 any one occurrence unlimited in the period of insurance for Public Liability and in the aggregate in the period of insurance for Products Liability

in excess of

GBP5,000,000 any one occurrence unlimited in the period of insurance for Public Liability and in the aggregate in the period of insurance for Products Liability

We have placed the insurance which is the subject of this letter after consultation with the client and based upon the client's instructions only. Terms of coverage, including limits and deductibles, are based upon information furnished to us by the client, which information we have not independently verified.

This letter is issued as a matter of information only and confers no right upon you other than those provided by the policy. This letter does not amend, extend or alter the coverage afforded by the policies described herein. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this letter may be issued or pertain, the insurance afforded by the policy (policies) described herein is subject to all terms, conditions, limitations, exclusions and cancellation provisions and may also be subject to warranties. Limits shown may have been reduced by paid claims.

Appendix B (cont..)

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29 October 2012

We express no view and assume no liability with respect to the solvency or future ability to pay of any of the insurance companies which have issued the insurances.

We assume no obligation to advise yourselves of any developments regarding the insurances subsequent to the date hereof. This letter is given on the condition that you forever waive any liability against us based upon the placement of the insurances and/or the statements made herein with the exception only of willful default, recklessness or fraud.

This letter may not be reproduced by you or used for any other purpose without our prior written consent.

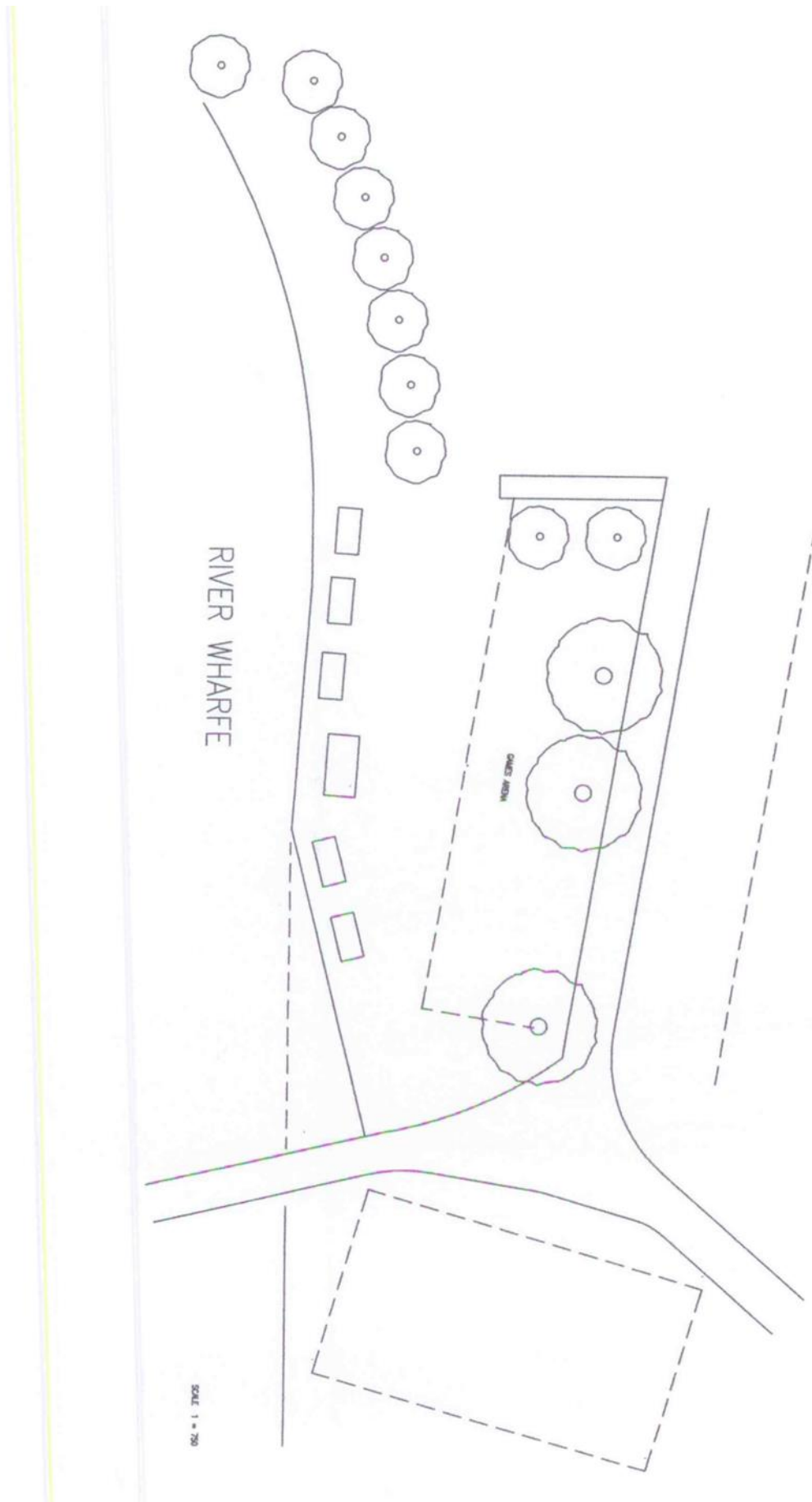
This letter shall be governed by and shall be construed in accordance with English law.

Yours faithfully,



Graham Hodges ACII  
Marsh Ltd

Appendix C



# Appendix D



## 10 Mile Road Race



## Route of 10 mile Road Race

Start/Finish in Burnshall

