**START/ FINISH & RACE VILLAGE TEAM**

Kirsty Martin

Trudie Howman

Hannah Lines

Wayne Pycroft

Jane Pycroft

Jonathon Pycroft

Sarah Heath

Sam Screaton (on hol on 7th July)

Kat Davis

Sarah Stephenson

Melissa Howell

Laura Fowler

Tina White

Shelley Serman

Jackie Bailey

Tracey Chadderton

**Refreshments**

Cafe2U Van – Trudie has business card for Derby North Cafe2U but there is also a franchise based in Ashby (Cafe2u were at Dragons Lair offering hot/cold drinks +snacks)

Fish & Chip Van

Ice Cream Van

Need to made sure that all catering facilities have their own insurance, check they are registered

with their own council and ask for a copy of hygiene rating certificate

**Bag Drop**

Marquee/Gazebo + Table needed

There needs to be a clause in the registration form that all bags and personal belongings are left at owners risk

**Goody Bag**

Marquee/Gazebo + Table needed

Goody bag will cost around £0.45-£0.50p and this cost includes brown paper bag, drink, banana, crisps and chocolate

Sam suggested that we give High 5 PR & Marketing department a call (Based in Coalville), they will more than likely send us out a box of gels or rehydration sachets for the goody bags

**Toilets**

Kirsty has been quoted £288.00 for 4 portaloo’s

**First Aid**

Not sure who is sorting this!

We can email St Johns with requirements and they will give us a price or could Dave Churchward do this?

**National Forest Tent**

National Forest had a gazebo at Dragons lair so they might want to do the same.

Talk to Zoe/Simon from NF

**ORC Tent**

Not sure if we are having a tent, the start/finish team do not have any spare members to man the tent unless someone from registrations team can do it

**Photographer**

It was suggested to contact Stephen Lee who is supported by Derby Runner

**General Discussions:-**

Sam spoke to Dan who organises Run in The Forest during our meeting and he confirmed that he limits the race to 350 runners, they had 269 runners in 2019. RITF success was due to it being advertised on Run Britain and not through flyers and posters etc. Dan is going to email over various bits of info that they use for recording at the finish line (I think this is just a spreadsheet with race positions and then you have two people recording the race number against the position and you then tie them up later to the finish times from the timing equipment)

Sam & Sarah also mentioned that the registration form needs to ensure that all runners confirm they are fit and healthy to run

The finish line will need to have two funnels due to some of the 10k runners coming in at the same time as the 5k runners so two sets of timing equipment is needed. Junior Park run might be cancelled if there is no Race Director for 7th july so we can use their timers. If they are using them we cant borrow them because they wont get the info downloaded in time so we will have to use back up timers from an App which downloads the same way. We can use rosliston park run timers and any equipment we need, stakes, signs, radio’s (they have 12 radio’s).

The software will need downloading for the timers and sam is able to get us a license key to do that. Sam is in discussion with sarah about getting two more timers for Thunderrun in case their junior kit is not local so we might be able to still get 4 timers.

Sarah H suggested that those that are on the finishing line with timers and the funnel managers volunteered at Ros Park run for experience and then we need to do a trial run with all the timing equipment, timing app and downloading the results the week before the race

Music - Unsure who is sorting this

Due to it being in July and possibly very hot – will there be a water station provided for the 5k runners half way round the course? This could be manned by scouts/girl guides so that ORC members can marshall on the course.

It was suggested that the registrations tent needs to be in the race village.

Positions on The Day:-

Two teams needed at finishing line – One for 5k and one for 10k

Team 1

Finishing Timers: Hannah Lines & Trudie Howman

Funnel Manager Kirsty Martin

Finishing Position Recorder: Melissa Howell & Jackie Bailey

Team 2

Finishing Timers: Sarah Heath & Jonathon Pycroft

Funnel Manager: Wayne Pycroft

Finishing Position Recorder: Kat Davis & Tracey Chadderton

Medals & Goody Bags: Jayne Pycroft, Shelley Serman, Laura Heath, Sarah Stephenson

Bag Drop: Tina White