

Sport Relief Mile, Sunday 25th March

Jobs on the day.

- Signage of routes, road closed areas and car parks.(Ian Jeeves, Gary Enticott)
- **Set up start and finish areas**, start first at 08-30 / finish area at 09-00 in New Street when road closed. (Bruce Strawbridge, Brent Dicks)
- Get **registration area** set up in Mackarness hall at 09-00 to 10-15 on the left as you walk in main hall. (Jennie Sleeman, Clare Melbourne). After registration could **Clare** please help out with tea, coffee & cakes?
- Sort out **Baggage store** area at the back of the hall, for runners. 09-00 (Julie Payne)
- Give out goody bags at the end of the 1 mile race 10-30 and the 3 & 6 mile races 11-30. **Before the race starts can you both help out in Registration.** (Michaela Dicks, Vanessa Jones)
- Tea, Coffee and Cake area in the hall to be set up 09-15 for runners and helpers before and after races. (Susan Jones & Sarah Walker)
- PA system to be set up in New Street, entrance to Dorset Place 09-00, Also help the **Exeter Drumming Band** set up in New Street when they arrive at 09-30. One of the drumming bands vans to be packed in Mackarness once unloaded. The other one to be parked in Stags car park.(Roger Saunders, Helen Davey)
- Set up **water station** on New Street and High Street junction. 09-30 (Sandra Thorpe)
- New Street to be **closed from High Street up to King Street, no access to public transport at 09-00 with road closed signs.** Marshals to stay at junctions at **ALL TIMES**, to allow access for **emergency vehicles only.** 09-00 (Howard Bidmead, Steve Guildbert- Honiton Lions)

- Organise marshals for the mile event and the 3 & 6 mile, issue marshals and lead cyclist vests and jobs on the day. Give out **emergency phone numbers to marshals**, Give out basic briefing and be clear about duties and positions . **Act as emergency contact** and liaise with **St Johns Ambulance.09-00** (Steve Davey, Judy Davey)
- Lead cyclist on the day Bruce Strawbridge, both events. 10-30/11-30am
- Warm up in Allhallows Sports field, School lane. Taken by **Tracey Strawbridge**, for the runners of the mile event, Start to move runners to the field from Mackarness Hall area at 10-00. Warm to start at 10-05 and finish at 10-12. Runners to be taken up to start line by 2 marshals, **Fran Box & Roderick Inglis** . All runners to be at start line by 10-25 ready to start at 10-30.
- Road closed signs to be put in place at **Silver Street junction** and **top end of the High Street by the round-about** at 10-23. After all runners have passed **Silver Street** the High Street will open again to traffic. (Ian Jeeves, Gary Enticott)
- **Wendy Le Masurier**, to marshal cars into Stag's car park until full 09-15 start. When full report to Steve and Judy davey for another marshal point.
- **John Burgess** to look after **Matt Young** from Radio X, when he arrives. **Matt will give a talk to the runners before he sets them off at 10-30.**
- **At 10-30 & 11-30, Dowell Street** is to be closed to traffic coming into the High Street, traffic is to flow up the High Street and also turn left into Dowell Street. The road closed sign should be put in place just after **the turning into the car park** to give motorists the option to turn around. The road will remain closed until the back marker has passed the Dowell Street junction. (Richard Harvey, Graham Reeves) Before 10-30 if you could just help out in the morning.
- Marshal to be **back marker** in a car, to be in place by 10-25 this is to follow the 1 mile event around,

- When 1 mile event is over marshals to report back to Steve & Judy at **Mackarness Hall**, to be put into place for the 3 & 6 mile events at 11-30.
 - Warm up in Allhallows Field taken by **Tracey Strawbridge**. To start at 11-05 and to finish at 11-12. Runners to be taken up to start line by 2 marshals (**Fran & Roderick**) All runners to be at start line at 11-25 ready to start 11-30.
 - Road closed signs to be put in place at **Silver Street junction and top end of the High Street by the round-about** at **11-23**. After all runners have passed **Silver Street** the High Street will open again to traffic. (Ian Jeeves, Gary Enticott)
 - After all runners have finished been given water had tea & coffee, it will be time for a clean up.
 - New Street is to remain closed until **1pm, for public safety**
 - **Warren to help out when I can and to over see the running of the day start to finish.**
 - **Marshals.** Wendy le Masurier, (Nick Thorpe back marker), Roderick Inglis, Brent Dicks 3 & 6 mile event only, Tracey Strawbridge, Jo Lowman **Official starter and in charge of finish**, Sam Shute, Helen Davey, Barry Warner- Lions Club, Brian Richards- Lions Club, 3 Friends of Bruce, Jackie and Dennis Costello, Carol Turnham, Eleanor Wood, Phil Baylis, Gerry Evans. All marshals to be at Mackarness Hall around 09-15. Please see Steve and Judy Davey in the hall and make your self known.
1. **If you want to swap a job with someone**
 2. **If you are unable to help out**
 3. **If you are not on the list above but should be**
- **Please let WARREN know ASAP**

UNKNOWNNS

- **Weather.** Roger to do sun dance on Saturday
- **How many people will have registered on line**
- **How many people will register on the day**

- How many will actually run on the day
- Will we have enough cakes?

Saturday 24th March, John, Roger & I will be collecting money in the High Street and making people aware of the Sports Relief Mile on the 25th.

This race is a big event for the club every two years. It is a great opportunity for us to promote the club to the people of Honiton and surrounding villages. Let's make it a great one.