



TEN TORS CHALLENGE –A TEAM MANAGERS’ SURVIVAL GUIDE

T C Reganam

29 Apr 16

1. So you’ve managed a successful training, selected the team and are ready to certify that they are competent to undertake the Ten Tors Challenge, are safely equipped and have trained together as a team. But, what about your responsibilities during the lead up to and the Ten Tors Challenge? Well, here’s my checklist that provides you with a handrail to surviving.

PREPARATION

2. Read the *Welcome Flyer* <http://www.tentors.org.uk/training/formscardsandnotices/>.
3. Require team members to watch and understand the *Tracker Brief*.
<http://www.tentors.org.uk/files/videos/Beacon-Training.mp4> . Get them to explain it to you!
4. Consider laminating maps.
5. Complete the proforma available at <http://www.tentors.org.uk/training/formscardsandnotices/> asking for team and individual information to assist finish and presentation commentators.
6. Require teams to mark maps with manned locations <http://www.tentors.org.uk/files/pdf/20150928-manned-locations-tt16.pdf> and RBNA <http://www.dartmoor-npa.gov.uk/learningabout/lab-tentors/lab-tentorsbirdnestingmaps>. Note RBNA have been amended for 2016 and have changed since military maps were last printed.
7. Brief parents/guardians using the *Notice to Parents* <http://www.tentors.org.uk/training/forms-cards-and-notices> and inform them of the format of the weekend, traffic, parking, the Ten Tors website for team progress, delays in information not being a cause for concern and possible camping sites or accommodation. The Notice is available in Word so that you can add your own information.
8. Check you have parents’/guardians’ contact details and that they have your mobile ‘phone number. If your establishment has multiple teams with different team managers make sure that the parents/guardians have the contact details for the correct manager, especially if different from those who managed the training.
9. Make sure that your parents/guardians and the participants are aware you have to be able to hand them over after the presentation on Sunday and that participants have to collect their personal kit from your campsite.
10. Ensure parents /guardians are aware that you are their first point of contact for all queries and questions rather than the organisers.
11. Consider using different tents for Fri night so that your team starts with a dry, lighter tent and spare sleeping bags so that your team can be fully packed by Fri evening.
12. Remind participants to come wearing their ‘Friday’ clothing – including a waterproof - so that they can keep their walking kit separate for scrutineering and clean/dry ready for use on Sat morning.
13. Consider taking:
 - a. Battery powered LED lights and computer/phone charger for a vehicle as generators aren’t allowed on the camp site.
 - b. Fire extinguishers. Compulsory if cooking with open flames.
 - c. Blue tack - to stick vehicle pass to inside of windscreen.
 - d. Earplugs – the campsite can be noisy.

- e. Loo paper – in case the Portaloos run out.
- f. Wipes for loo seats.
- g. Spare cable ties – to fix rucksack panels.
- h. Wheelbarrows/trolleys - for carrying kit to camp site.
- i. Blank route planning sheets, pencils, spare permanent pens & meths for cleaning maps.
- j. Labels and bags for personal kit left behind on Sat morning and to be collected on Sun.
- k. Zinc oxide tape for feet.
- l. Internet capable mobile phone as there is no WiFi available on camp.
- m. Route card blanks and spare permanent pens & meths for cleaning maps.

14. Bearing in mind that no outside assistance is permitted during the Challenge, check that you have vital spares for your team to take eg tent pole repair kits.

ARRIVAL

15. You will not be allowed onto the campsites before 0630 Thu and will have to remain in the car parking areas if you arrive earlier.

16. When you first arrive at Okehampton Camp on Thu or Fri, you will be directed from the Apex to an unloading and parking area. If the ground is firm, this will be either the Public Car Park or the Parade Square or to the road alongside Campsites Y and Z for unloading only. No vehicles are allowed on the campsites, except for medical vehicles essential to Jubilee Challenge participants authorised by Exeter UOTC.

17. You will be asked whether your minibus can be made available to support the Evacuation Contingency Plan for which approx 200 minibuses are required from Sat morning. If you are willing, you will park on the Parade Square. Your vehicle will remain available to you, should you need to use or load it and for you to depart when your team has finished.

18. There is a free minibus shuttle bus to and from Okehampton for your use to encourage you to park your vehicle on the Parade square and to reduce traffic on the road to the Camp.

19. Car parking for vehicles in addition to the free one vehicle per team, costs £10 for the weekend or £5 for each day.

20. Best if your team arrives on Fri before midday. If you can't arrive before 1700 Fri to Register and/or your team before 1900 for Briefing and Scrutineering, you must organise timings for Registration, Briefing and Scrutineering, with the Ten Tors Secty **before 1200 Fri.**

BRIEF EVERYONE ON ARRIVAL OR IN TEAMS AS THEY ASSEMBLE, IF THEY AREN'T ALL ARRIVING BY COLLECTIVE TRANSPORT INCLUDING VISITORS TO YOUR CAMP SITE

21. Describe the layout of Okehampton Camp and the campsites.

22. Remind of risk hazards around the campsite and Camp – vehicles, running, games - injuries/tripping over tent pegs, damaging bare feet.

23. Talk through fire prevention, the need to keep firebreaks and access to them clear, and action on outbreak of fire based on *Welcome Flyer* <http://www.tentors.org.uk/training/forms-cards-and-notices> on web. If self-catering, remind about fire safety when cooking. Site extinguisher near tent door.

24. Point out location of water and portaloos.

25. Instruct that kit be put inside tents while participants are elsewhere and closed in case it rains.

26. Secure valuables or give to adult for safekeeping.

27. Keep site tidy, pick up litter and place in respective waste or recyclable containers.

28. Your curfew requirements and keeping site peaceful.

29. No dogs are permitted on the campsite. They may be taken into Okehampton Camp and onto the Moor, provided they are on a lead and owners clear up after them.

30. 6 Rifles' Stewards, wearing high viz jackets, will provide advice and also deal with emergency situations. PInfo is the central location for advice and the TTC results, where priority will be given to TMs as you are required to feed information to your parents/guardians and supporters.

FRIDAY REGISTRATION

31. Print *Camp Record* from the web site and complete **one per team** in advance – you will then only have to insert 'X' to mark your base camp. Spare forms will be available at Registration.
32. From 0800 Fri, check the route your team is allocated on the website or Wolverson Hall, Bldg 136. Registration opens at 0900 Fri until 1700 and then from 1900 – 2100 for those Estbs that have arranged it with TT Sec.
33. If available, take the team 'phone, fully charged and switched off, so that it can be sealed in the issued bag. The bag contains instructions for use. If the 'phone isn't available, you are responsible for sealing it in the bag, together with the written instructions before scrutineering.
34. Check the list outside Bldg 136 for your allocated Registration Desk. The 13 desks are organised by Establishment so you only need to queue once for all your teams. If any detail has changed from Pre-Registration turn right and report to the MIS desk to amend the detail. Beware this could take some time.
35. If unchanged go to your Registration Desk.
36. Check the *Certificate of Competence* given to you and confirm the information you provided on entry and during pre-registration is unchanged; TM, Deputy TM, team names, DoB, Team Leader at 1, and 'Red' for pre-existing medical conditions. Sign one copy of the *Certificate* to assure Director Ten Tors that all participants are eligible to participate, agree to support its Charter and ethos, and abide by the Ten Tors Rules, have trained together and are sufficiently trained, physically prepared and suitably equipped to complete the Challenge unaided even in adverse conditions.
37. Receive 2 copies of the *Certificate* that will act as your and your Deputies' identification combined with photo ID to accompany your team to the start, collect fall outs/crash outs/casualties and reclaim your team after the Presentations.
38. **Receive location map, Green Card, River Crossing and Road Access Instruction, TT prayer,** the Control Card and wrist ID bands and inserts, which will have been pre-printed with the detail from your Pre Registration, 2 x ID panels each for packs & tents, CASREP card, mobile phone opaque bag, cable ties, 2 x refuse bags. Before you leave the building collect your team's Tracker, which has the Route Code on its home screen to ensure you give it to the correct team. It will be switched on and cannot be switched off.
39. As you leave the building, collect 1 x **1:25,000** military map. If your team has been selected for scrutineering choose a time for scrutineering. Scrutineering will run from **1100 – 2100**. Bear in mind when the participants arrive, you will need time to unpack and issue team kit, and that it doesn't matter whether you go to scrutineering or briefing first.
40. And then finally, the staff will update the MIS to confirm that your team(s) have completed Registration

SCRUTINEERING

41. Scrutineering in Bldg 83W **is open from 1100 – 2100 Fri. You must ensure that your team arrives at scrutineering at the time allocated.**

Run through the kit list beforehand to ensure everyone has everything as you are likely to be sent away if something is forgotten. Check maps are marked with 2016 RBNA

(<http://www.dartmoor.gov.uk/learningabout/lab-tentors/lab-tentorsbirdnestingmaps> as they have changed from those shown on the military maps) and manned locations. Water bottles are empty. No food requiring refrigeration. Sealed team 'phone. No extra phones or GPS. Take Control Card folder with team leader's paperwork in a waterproof folder. Attach team ID panels to packs before scrutineering. Think how to attach the panel if a rucksack cover is to be used; cord round the rucksack? **Tent pole repair kit and know how to use it.**

42. Individuals can take everything in a bag + rucksack. If your team is selected for scrutineering, pack their Ten Tors 'walking' kit in strong poly bags or similar – ideally in the reverse order to that shown on the Clothing and Equipment Guidance. There's no point in packing rucksacks ready for the Challenge until through scrutineering. Ensure your teams are fully briefed on the equipment issued at Registration, some teams are rushed to Scrutineering and are not aware of the written instructions that they are carrying eg Green Card, CASREP card etc

43. Put ID wrist bands with inserts on team members (red for anyone with a pre-existing medical condition) & ensure all team members are aware of team member's medical condition, how to treat & where medicine is kept.

44. Ensure team leader is carrying the Tracker. The 'phone should be carried by a different participant so that at least one is available should the leader be stuck in a bog.

45. Distribute team kit, In addition to checking items, particularly those necessary for the anticipated conditions, the Scrutineers may weigh an individual's pack to ensure that it is not heavier than 1/3rd of the individual's body weight and up to a maximum of 13.6 kilos (30lbs). If your team is found wanting, the Scrutineers will take a much deeper look at your team.

46. Enter Bldg 83W from the west. The queuing area is inside the Hangar so the teams are under cover rain or shine. You must be present and remain at the side of the hangar whilst your team is being checked by the scrutineers - so that you can remedy a deficiency. Your team will not be allowed to leave the building until the Scrutineer has signed their Control Card.

47. If your slot is late morning or just in case the queues are building up, it is advisable for the participants to take packed lunches & drinks.

AND IF YOUR TEAM ISN'T SELECTED FOR SCRUTINEERING

48. Consider running your own 'in-house' scrutineering process to ensure that your team (s) are on top of their game. If your team knows that they're going to be subjected to scrutineering one way or another, it will keep them focused on the task in hand rather than 'crossing their fingers'.

BRIEFING

49. Briefings are in Bldg 83E on the hour every hour from 1000 to 2000 Fri.

50. Take Control Card and Tracker.

51. Team Manager must accompany your team to Briefing.

52. The Briefing will cover essential safety messages, last minute changes and a reminder of key points. It will be followed by an interactive Tracker brief to reinforce the video on the Ten Tors website and a weather forecast by the Met Office.

53. Leader must get Control Card stamped to confirm attendance.

54. If there is time, take the team to the top of the Camp to see the TT Cross and look out at the start & see the way their route will take them in the morning

TEN TORS SHOP

55. Don't forget to visit the ten Tors Shop opposite the entrance to Bldg 83 E, TTC Briefing and later PInfo.

ROUTE PLANNING

56. Allow lots of time for your team to plan their route carefully. Double check their calculations.

57. The team should plan their own route but can & should take advice, particularly on river crossings.

58. You are responsible for checking that the route they have chosen is suitable.

59. Check Rare Bird Nesting Areas are marked on any maps being used and routes avoid them.

60. Take account of the Annexes A and B to the Ten Tors Rules

<http://www.tentors.org.uk/files/pdf/20150823-rules-annex-a-tt16.pdf> and

<http://www.tentors.org.uk/files/pdf/20150928-ten-tors-river-crossings-road-access-annex-b.pdf> . You may need to explain the implications, if you haven't already done so.

61. Make sure that common land and land within Military Training Area, shown on the Dartmoor Training Area map, is to be used for 45m and 55m camping. Not all public access land may be used for wild camping.

62. Check that all manned locations are marked on the maps as your team may need them in an emergency.

63. Make sure your team understand the River Crossing Contingency Plans that could affect them.

64. Keep a copy of their route so you are aware of their intentions and can judge their Sunday arrival time, depending on where they camp, and can let parents know which direction they might appear from at the finish.

FIRST AID DEMONSTRATION AND REVISION

65. British Red Cross, which provides first aid cover for the Event, will provide free first aid refresher training for participants in Bldg 153 Classrooms 1 & 2, opposite the Tri Bar, from 1200-1900 Fri.

REMINDERS FOR YOUR TEAM

66. Keep drinking throughout Fri to be well hydrated for the Challenge.

67. Make sure your team understand the instructions on the reverse of the Control Card

68. The Challenge is not a race. Aim to finish as a complete team.

69. Don't run at the start. You may injure yourself or get separated from the team.

70. Activate the Tracker at each checkpoint and the Finish to transmit your time of reporting.

71. Team staff are not allowed to contact participants in case it is construed as assisting; a disqualification offence. Make sure all the kit and spares needed have been packed.

72. At the finish, walk in as a team & savour the applause. Running can divide the team if some are exhausted.

EVENING AT CAMPSITE

73. Keep kit dry in tents. Rucksacks need to be carefully packed before it gets dark. Water bottles should be filled during the evening because there is a long queue for taps in the morning. Make sure Platypus mouthpieces/joints/caps are not leaking in tents or packs.

74. Consider packing all kit and securing it centrally overnight to ensure participants have everything.

75. No one should go barefoot in case of injury on tent pegs. At dusk remind them to have torch handy.

76. Anyone prone to blisters should have feet zinc oxide taped in the evening because it will stick better and sleep in socks to prevent it sticking to the sleeping bag.

77. Warn participants to get to the Portaloos quickly in the morning. If campsite track muddy, go round road route. Have extra loo rolls available.

SATURDAY MORNING START REGISTRATION

78. Check all team members are fit to walk. Only if changes are necessary, go to Wolverson Hall, Bldg 136, between 0530 - 0630 and inform the Registration staff.

MORNING PREPARATION & THE START

79. Check Team Leader has correct Control Card safe, accessible and in a plastic bag to keep it dry, and correct Tracker secured in top pocket of rucksack to give it the best connectivity to the satellites.

80. Check everyone has eaten their breakfast & had a drink. Warn that departure from the camp site is at 6.15am (6.30 am at the latest) as you need to be at the start by 0650. Remind that all belongings left behind are to be placed in a securely labelled bag & left in the tent.
81. Give participants a copy of the Ten Tors prayer
82. If raining, make sure overtrousers are on before they start. Check boot laces are properly tightened. Leave camp site as a team & stay together as it is easy to get separated in the crowd. There are a few Portaloos at the start.
83. Manager and Deputy Team Manager – have *Certificate of Competence* and photo ID on you so you can accompany your team up to the start where spectators are not permitted. Go to the post with their route letter. These are arranged in a semi-circle in alphabetical order with A in the north. All members of the team must know which way they are going after the start in case they get separated in the crowd. Have the first bearing already set on the compass. Warn the team that if they stand at the front at their route letter post they may get pushed over in the rush. Remind them not to run at the start. With many miles to walk, it is silly to run down the hill, get hurt or fall into the stream at the bottom or get separated from the rest of their team!
84. After the TT Challenge Start either go to Moor Gate for the Jubilee Challenge, which starts at 7.30 followed by Fresh Tracks, a pilot pony leading challenge, that starts between 0745-0800, or go back to the campsite for 2nd breakfast & tent drying/dismantling.
85. Manager and Deputy Team Manager – keep *Certificate of Competence*, photo ID, parents' contact details and mobile 'phone with you at all times. If you need to leave Okehampton Camp inform your Deputy. One of you must always be available in Camp.
86. You can follow team progress at PInfo in the hangar or online. This will show your team's time at the SC/CP, 35m teams Camped only. On Sun, team progress will be displayed at 1 min intervals from a team's last checkpoint to the Finish to give you warning to move to the Finish to welcome your team. Announcements of approaching teams will also be tannoyed in the Finish area.

FALL OUTS AND CASUALTIES

87. Keep your phone with you in case you are needed by the Fall Out Group. They contact you by 'phone in preference to the tannoy to avoid causing alarm.
88. Only the Team Manager or Deputy identified with *Certificate of Competence* and photo ID may collect a FO/CO. This may be from the Fall Out Centre in Wolverson Hall or the Okehampton Camp Medical Centre. You will be required to sign for the FO/CO.
89. Be prepared to deal with a disappointed participant, who is likely to need reassurance and comfort.
90. Keep parents informed.
91. Give FO/CO something useful to do if they haven't gone home, then after the presentation reunite them with their team.
92. If a casualty is hospitalised, be prepared to visit or make arrangements for parents to do so.

TEN TORS AWARDS AND DIRECTORS BRIEF

93. Bldg 83E at 1830 to celebrate the years of service to Ten Tors given by Team Managers, staff and organisers.

SUNDAY AT THE FINISH, DEKITTING AND PRESENTATION AREA

94. Take binoculars to spot teams arriving, camera, something to sit on and food/drinks.
95. Dress according to the conditions – take into account how long you expect to have to wait for all your teams to complete.
96. The Tracker will be displayed in PInfo from teams' last tor to the finish to give forewarning of their arrival.

97. Bristol UOTC will give a commentary on teams arriving over the Finish and Presentation PA system. If you haven't already done so, please complete the Commentary Form at <http://www.tentors.org.uk/training/forms-cards-and-notice> to highlight points that the announcers at the finish and presentation might wish to include in their commentary.

98. Teams go through Finish, activate their Tracker & get final stamp on Control Card.

99. Parents can take photos as teams finish and just after the finish tent. Only the Team Manager or Deputy may accompany their team. Parents/Guardians and supporters must take the pedestrian road down to Presentation Area.

100. Team continue walking accompanied by their Team Manager or Deputy. Selected teams will have the kit carried checked part way down the hill. In the De-kitting area the Tracker will be handed in, the wrist bands removed, the rucksack and tent panels handed back. The Team Leader will report to the building to have the Control Card checked. The Control Card will be retained by him/her unless further checks are required. The Team Leader will receive individual pasty tickets, and be given the medals and, if a complete team, the team certificate ready for them to be awarded by the Presentation Officer. Finally the Team Manager or Deputy will be required to sign for receipt of your team.

101. The team will then move to the Presentation Holding Area.

102. Obey the instructions given by BUOTC staff, who will arrange the presentations as quickly as possible.

103. Take snacks for your team if you want but drinks are provided as they wait for their presentation. After the presentation, pasty/soup is served to the participants in the Dining Hall on handing over their pasty ticket.

104. Take the stamped Control Card off the leader to stop it getting lost or damaged.

105. There is a British Red Cross first aid tent in the Presentation Holding Area should it be needed.

106. Don't permit parents to enter the Dining Hall. Allow teams some time to decompress.

107. At your pre-arranged rendezvous, hand over the team members to their parents. Remind them to collect any kit from the campsite. Advise participants not to remove boots until in a vehicle – if feet swell, boots won't fit for the walk to the car park.

108. Advise Parents/Guardians to have medals engraved. The engravers' tent is just west of the Presentation Area and it is cheaper to get it done at the Event.

109. Advise Parents/Guardians of the website of the photographer. www.photo-fit.net, where there are photographs for sale of teams out on the Moor, at the Finish and receiving their presentations.

SUNDAY EVENING

110. Relax, early bed and a chance to dream

MONDAY MORNING

111. Start preparing for next year.

LATER

112. Consider celebrating the team's success in front of the school or establishment by re-presenting the medals and team certificate. Also consider providing each team member with a copy of the Control Card and team certificate as a souvenir. If you would like to invite one of the Ten Tors organisers to your celebration, please contact 1ARTYX-SW-TenTors-MAILBOX@mod.uk.