



TEN TORS 2019 –A TEAM MANAGERS’ SURVIVAL GUIDE

Ten Tors Challenge (TTC) Specific Jubilee Challenge (JC) Specific

Pre-Event

1. Ensure you complete Pre-Registration!
2. Read the [Orange Card](#) which contains the Rules for Team Staff during the Event. You will receive copies on Registration which will ensure you have the most up to date version. **Ensure that you are able to abide by the rule concerning extraction contingency.**
3. **Require Team members to watch and understand the online [Tracker Brief](#).**
4. Before the weekend ensure that maps are marked up to show **all** manned locations supporting the **JC** or **TTC** and all the detail contained in [Annex A](#) to the Rules. Paper copies of Annex A will be on display in Okehampton Camp however individual copies will **not** be issued.
5. Consider laminating maps and remember that no MOD Dartmoor maps will be issued at Registration although at least one is required per Team **or Walking Group**.
6. Brief parents/guardians using the [Notice to Parents](#) and [Camp Plan](#). Check you have parents/guardians’ contact details and that they have your mobile phone number. If your establishment has multiple entrants with different managers make sure that they have the contact details for the correct manager.
7. Remind participants to come wearing their ‘Friday’ clothing – including waterproofs – so that they can keep their walking kit clean and dry for Sat morning. **If possible use spare tents and sleeping bags for your participants on Fri night.**
8. Consider taking:
 - a. Battery powered lighting and phone charging as generators aren’t allowed on the camp site.
 - b. Blue tack to stick vehicle pass to inside of windscreen.
 - c. Earplugs as the campsite can be noisy.
 - d. Loo paper in case the Portaloos run out.
 - e. Wheelbarrows/trolleys for carrying kit to camp site.
 - f. Blank route planning sheets, pencils, spare permanent pens & meths for cleaning maps.
 - g. Labels and bags for personal kit left behind on Sat morning.
 - h. Zinc oxide tape for feet.
9. Remember that the Kit List at [Annex B](#) is the **mandatory minimum**. Participants may need to carry additional equipment, particularly if the weather conditions demand it (eg. foot powder, spare tent poles, sunscreen etc.).

Arrival

10. Carparks open at 0600hrs and campsites at 0630hrs on Thu. On arrival at Okehampton Camp you will be issued one free car pass per team; parking for additional vehicles costs £10 for the whole Event or £5 for each of Friday, Saturday or Sunday.
11. When you first arrive at Okehampton Camp you will be directed to an unloading or parking area. No vehicles are allowed on the campsites **with the exception of authorised essential medical vehicles.**

12. Try to get yourself and your participants to Okehampton Camp as early as you can on the Friday. You **must** though arrive in sufficient time to complete Registration and attend the mandatory Safety Brief.

Campsite considerations

13. Site appropriate fire extinguishers near tent doors.

14. Ensure campsite occupants and visitors are briefed within 30 minutes of arrival. Include the layout of Okehampton Camp and the campsites, safety information from the Orange Card, and other hazards including tent pegs / guy ropes, etc. Caution people against running, games, or walking in bare feet.

15. Ensure that kit is put inside tents while participants are elsewhere and that flaps are closed in case of rain; secure valuables

16. Try to minimise noise; note the mandatory requirement to keep noise to a minimum in the campsites from Fri 2200 – Sat 0500hrs and Sat 2200 – Sun 0700hrs.

17. Dogs are not permitted to overnight in carparks or allowed on the campsite unless in transit. They may be taken into the public areas of Okehampton Camp and onto the Moor provided they are on a lead and owners deposit faeces in the bins provided.

Registration

18. Registration is open Fri 0900 / 1200 hrs and closes at 1700hrs. You can check which route your team is allocated on the website or at Registration from Fri 0800hrs.

19. If possible take the team phone, fully charged and switched off, so that it can be sealed in the issued opaque bag. If the phone isn't available you are responsible for subsequently sealing it in the bag.

20. Check the list outside the Registration building for your allocated Registration Desk. The desks are organised by Establishment so you only need to queue once for all your teams. If any detail has changed from Pre-Registration report to the MIS desk to amend the detail. Be aware this could take some time.

21. Check the printed Certificate of Competence and confirm that the information you provided on entry and during pre-registration (TM, Team Staff, participant names & DOB) is unchanged. Sign one copy of the Certificate to provide the assurances to Director Ten Tors mandated in the Rules.

22. Mark the Campsite Record to show your Establishment's base camp.

23. Receive copies of the Certificate which, when combined with photo ID, will act as your and your Staff's identification to accompany your participants to the start, collect fall outs/crash outs/casualties and reclaim your participants at the Finish.

24. Collect the Control, Pink and Orange Cards, wrist ID bands and pre-printed inserts, ID panels, mobile phone opaque bag, cable ties, and refuse bags.

25. The Registration staff will then update the Event's Management Information System to confirm that you have completed Registration.

26. Outside the building, collect the 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.

Safety Brief

27. Briefs take just over 30 minutes and are held in Bldg 83E at 1100, 1300, 1400, 1500, 1600, 1700, 1800, and 1900hrs.

28. You **must** take your Pink, Orange and Control Cards (with pen/pencil) otherwise you will have to attend the Brief again.

29. Briefs must be attended by Team Managers and Teams / Walking Leaders.

30. At the end of the Brief the Control Card must be marked up with the correct River State before it can be stamped to prove attendance.

Other Friday preparation

31. Make a final check to ensure that maps are marked up to show **all** manned locations supporting the **JC** or **ITC** and all the detail contained in **Annex A** to the Rules.
32. Keep participants drinking throughout Fri in order to be well hydrated for their Challenge. Balance with food and, if necessary, rehydration salts.
33. If there is time take the team to the top of the Camp to talk them through next morning's start.
34. The British Red Cross, which provides first aid cover for the Event, run first aid refresher training for participants in Bldg 153 Classrooms 1 & 2, opposite the Tribar, at Fri 1000 – 1900hrs.
35. Allow participants plenty of time to plan their own route although be on hand to give advice if required, particularly on river crossings. Remember that you are responsible for checking that their chosen route is suitable.
36. Ensure your participants understand all the details in the Pink and Control Cards and that they have correctly assimilated the Safety Brief.

Friday evening

37. Rucksacks need to be carefully packed before it gets dark. Consider packing all kit and securing it centrally overnight to ensure participants do not forget items in the morning.
38. Keep kit dry in tents. Water bottles should be filled during the evening because long queues form for taps in the morning. Make sure they do not leak in tents or packs.
39. No one should go barefoot in case of injury on tent pegs. At dusk remind participants to have a torch handy.
40. Anyone prone to blisters should have feet zinc oxide taped in the evening (it will stick better) and then sleep in socks to prevent tape sticking to the sleeping bag.
41. Warn participants to get to the Portaloos quickly in the morning and if queues are long to go to the Parade Ground Portaloos. Have extra loo roll available.

Saturday morning

42. Check all participants are fit to start. If changes are necessary, go to Registration between 0530 – 0630hrs.
43. Check the correct Control Card is accessible and the correct Tracker secured in the top of the Team Leader's rucksack.
44. Check everyone has eaten their breakfast and had a drink. Ensure you depart the campsite by 0610 / 0645hrs at the latest in order to be ready at the Start by 0630 / 0715hrs.
45. Before leaving the campsite check boot laces are properly tightened and if it is raining make sure waterproofs are on. Leave the campsite as a group and stay together as it is easy to get separated in the crowd. There are more Portaloos at the Start.
46. Only **one** member of the Team Staff is permitted to accompany each Team to the Start and they **must** have their Certificate of Competence and photo ID to hand. All other Team Staff and spectators are to move to the Spectator Area via the Okehampton Moorgate. Note that, in order to avoid a crush at Antony Stile, this separation will occur at the southern edge of the Parade Ground and **not** at Anthony Stile as in previous years.
47. Once at the Start, Teams are to wait behind the post with their route letter. These are arranged in a semi-circle in alphabetical order with A to 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 and a prominent feature identified as an RV. Warn the team that if they stand at the front of the pack they may get pushed over in the rush and remind them not to run at the Start: with many miles to go it is foolish to risk injury or separation in the first few yards.
48. Ensure you have a copy of the Ten Tors Brochure with you as it contains the Ten Tors Prayer which is not being issued on a separate card as in previous years.

During the Challenges

49. Ensure that you keep your phone switched on and with you throughout the Event in case you are needed. Although you may wish to unwind after the months of effort you have put into training, remember that you or your Team Staff may have to take back responsibility for one of your charges **at any time**: ensure that at least one of you is able to do so and that they have their Certificate of Competence and photo ID to hand.
50. Fall Outs / Crash Outs (FO/CO) will be collected from either the Fall Out Centre in Wolverson Hall or the Okehampton Camp First Aid Treatment Centre. You will be required to sign for the individual.
51. FO/CO are likely to be disappointed and need reassurance and comfort. Give them something useful to do and either arrange for them to go home or, if staying, reunite them with their team after the presentation.
52. If a casualty is hospitalised be prepared to visit them or arrange for their parents/guardians to do so.
53. Showers are available Sat 0900 – 1700hrs for adult Team staff only in the Ablutions Block opposite Headquarters Dartmoor Training Area.
54. You can follow team progress either at PInfo or online. This will show your Team's times through the manned locations and indicate that the 35m teams have camped. On Sun Team locations will be displayed in PInfo at 1 min intervals once they have passed their last manned location.
55. The Director's Brief will occur at Sat 1800hrs in the PInfo Hangar. This will contain critical safety information for the next day and therefore, unlike in previous years, it is **mandatory** that each Team be represented by a member of Team Staff.

Finish

56. Take binoculars to spot teams and food/drinks. Take snacks for your participants if you wish although after the Finish drinks are provided in the Presentation Area and pasties are served to participants in the Dining Hall.
57. Parents/guardians can take photos as teams finish. Stress to parents/guardians and others that they **must** keep the Finish funnel clear and follow the direction given by Event staff.
58. Once through the Finish Arch on the road next to PInfo, one member of Team Staff may join their Team or Walking Group. A member of the Team / Walking Group will then report to the Finish Control to confirm that all members of the Team / Walking Group are off the moor before having their Control Card checked and stamped.
59. Once through the Finish Arch in the field North of Anthony Stile, Teams are to activate their Tracker and present their Control Card which will be checked before receiving its final stamp (the Card will be returned to the team unless further checks are required). Selected teams will have their kit checked and Trackers will be handed in before the Team Leader is given the appropriate medals ready for them to be awarded by the Presentation Officer. A member of Team Staff with a Certificate of Competence and photo ID is then to sign for the team members.
60. Participants will then move to the Presentation Holding Area with their accompanying member of Team Staff **only**. There is a First Aid Post close to the Presentation Holding Area should it be needed. Participants will then be called up for presentation as quickly as possible and once this is done can join their supporters in the crowd under the auspices of their Team Staff.
61. Individual and Team Certificates will be distributed electronically after the Event.
62. Consider taking the stamped Control Card off the leader to stop it getting lost or damaged. You might wish to have copies made as a souvenir of individual efforts.
63. Advise parents/guardians that medals can be engraved at the engravers tent just west of the Presentation Area; it is cheaper to get it done at the Event although can be done afterwards – see <http://www.achievements-uk.com/> .
64. Don't permit parents/guardians to enter the Dining Hall where participants are having their celebratory pasty. Allow Teams some time to decompress.
65. If handing over children to their parents/guardians remind them to collect any kit left at the campsite. Advise them not to remove boots until in a vehicle – feet may swell and it is a long way to the carpark in bare feet.

Post-Event

66. Do engage with the TM’s Dashboard after the Event. It will allow you to explain any infringements, provide your feedback on any aspect of Ten Tors, and (most importantly) to print team and individual certificates of completion / attendance.

67. Consider celebrating your participants’ success in front of their school or establishment by presenting their certificates and re-presenting their medals. If you would like to invite one of the Ten Tors organisers to your celebration, please contact SWHQ-TenTors-MAILBOX@mod.uk .

68. Photographs of participants will be available from <https://www.photo-fit.net/> .

Summary of timings

Date	From	To	Event
Thu 9 May	0600		Carparks open
	0630		Campsites open
Fri 10 May	0800		Routes announced
	0900	1700	Registration
	1000	1900	First Aid revision
	1100	1900	Safety Briefs (se Para 27)
	1200	1700	Registration
	2200	0500	Minimise noise

Sat 11 May	0500		Reveille
	0530	0630	Amend Registration
	0610		Depart campsite
	0645		
	0630		In position at Start
	0715		
	0700		TTC Start
	0730	1800	Jubilee Challenge
1815	1915	Director’s Brief	
	2200	0700	Minimise noise
Sun 12 May	1300	1900	A30 slip road open
	1700		TTC Finish closes

Date	From	To	Event
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