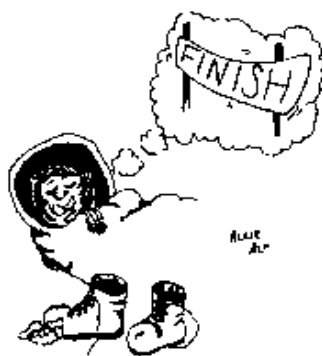


Significant amendments since TT17 are identified 'New' or in red font.



TEN TORS CHALLENGE –A TEAM MANAGERS' SURVIVAL GUIDE

T C Reganam

23 Apr 18

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. As forewarned when maps were issued at the TM Brief, no MOD maps will be issued at Registration but at least one MOD Dartmoor map is required per team.
5. Complete the proforma asking for team and individual information to assist finish and presentation commentators. <http://www.tentors.org.uk/training/formscardsandnotices/> .
6. Require teams to mark-up maps with manned locations and RBNA <http://www.dartmoor.gov.uk/wildlife-and-heritage/wildlife/birds/birds-nesting> . Note RBNA have been amended 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 Camp Plan. 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. It is available in Word so that you can add your own information. **Camper vans are required to park 6m apart in a designated area of the main public carpark. The carpark is not suitable for caravans.**
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. Consider using spare tents for Fri night so that the team starts with a dry, lighter tent and spare sleeping bags so that they can fully pack by Fri evening.
11. Remind participants to come wearing their 'Friday' clothing – including a waterproof - so that they can keep their walking kit clean/dry ready for use on Sat morning.
12. **To enable emergency announcements to be heard, in consideration of others and to reduce fuel hazards, generators are not permitted on the campsites.**
13. Consider taking:
 - a. Battery powered LED lights and power monkey/a vehicle phone charger 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. Spare cable ties – to fix rucksack panels.
- g. Wheelbarrows/trolleys - for carrying kit to camp site.
- h. Blank route planning sheets, pencils, spare permanent pens & meths for cleaning maps.
- i. Labels and bags for personal kit left behind on Sat morning and to be collected on Sun.
- j. Zinc oxide tape for feet.

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. Carparks will open at 0600hrs Thu. When you first arrive at Okehampton Camp on Thu or Fri, **sign for your free team car pass and purchase others (£5 per day or £10 for all 4 days) for additional vehicles.** You will not be allowed onto the campsites before 0630 Thu. You will then be directed from the Apex to an unloading or 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. **Note the clockwise one way circuit and 15mph speed limit.**

16. No vehicles are allowed on the campsites, **except the Jubilee Challenge campsite and then only for essential medical vehicles authorised by Exeter UOTC.**

17. You will also 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 having unloaded. 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. Best if your team arrives on Fri before midday. **If you can't arrive before 1700 Fri to Register and/or before 1900 Fri for the Team Safety Brief,** you must organise timings in advance by emailing the Ten Tors Mailbox.

19. The farmer, who kindly lets us use his field for vehicle parking, is concerned about damage to his stock fences. Additional gates have been provided to ease access and egress between the carpark and the campsite. The organisers will take action against any Estb crossing the fences or resting kit on them.

20. The **fire precautions' 6m separation from other tents for cooking areas requires careful siting adjacent to fire breaks.**

BRIEF TEAMS STAFF AND VISITORS TO YOUR CAMPSITE WITHIN 30 MINUTES OF ARRIVAL

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 stand pipes 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 the site peaceful.

29. No dogs are permitted on the campsite or allowed to overnight in the car park. They may transit through the campsite, be taken into the publicly accessible parts of Okehampton Camp and onto the Moor, provided they are on a lead and owners clear up and deposit faeces in the non-recyclable waste skips.

FRIDAY REGISTRATION

30. Print *Camp Record* from the web site and complete one per Establishment in advance – you will then only have to insert 'X' to mark your base camp.

31. From 0800 Fri, check which 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 Establishment that have made arrangements by e mail through the TT Mailbox.
32. If available, take the team mobile 'phone, fully charged and switched off, so that it can be sealed in the issued opaque bag, which has the written instructions stuck on the outside. If the 'phone isn't available, you are responsible for sealing it in the bag.
33. 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.
34. If unchanged go to your Registration Desk.
35. 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, pre-existing medical conditions and ethnicity. 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.
36. 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.
37. Collect the Control Card and wrist ID bands and inserts, which will have been pre-printed with the detail from your Pre Registration, manned location map, **water resistant Participant Aide Memoire ('The Pink Card')**, River Crossing and Road Access Instruction, TT prayer, 2 x ID panels each for packs & tents, Casualty Report (CASREP) card, mobile phone opaque bag, cable ties, 2 x refuse bags. **NEW**. Wrist bands and inserts are now in different colours for TTC participants, JC participants and JC carers. The CASREP will enable medical staff to identify Pre-Existing Medical Conditions, medications and allergies.
38. As you leave the building, if your team has been selected for a **kit check** choose a time between 1100 and 1700. Bear in mind when the participants arrive & that they will need to be issued with the team kit that needs to be unpacked.
39. The Registration staff will then update the MIS to confirm that your team(s) have completed Registration.
40. 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.

CLOTHING AND EQUIPMENT CHECKS

41. Responsibility for checking that participants have suitable clothing and equipment for the Challenge lies with Team Managers, who are required to sign the Competence Certificate at Registration assuring Director Ten Tors that the team is suitably equipped to complete the Challenge unaided even in adverse conditions.
42. Guidance on clothing and equipment required for the Ten Tors Challenge is given at <https://www.tentors.org.uk/training/clothing-and-equipment-guidance> . At any time during the Challenge and immediately after the Finish, teams may be scrutinised by the Scrutineers and Safety Control staff particularly if, in their opinion, the team does not appear to be properly clothed or equipped. If teams are found to be lacking in essential items the team will be disqualified and 'crashed out' through the fall-out system.
43. To assist future Ten Tors planning a small number of teams will be selected for clothing and equipment checks.
44. At Registration, Team Managers of the selected teams will be invited to bring their team to Bldg 83W between 1100 and 1700 Fri for the team's kit to be checked.
45. If Team Managers want advice or want their team's kit checked, they should report to Bldg 83W between 1100 and 1700 Fri.

SAFETY BRIEFING

- 46. Briefings are in Bldg 83E on the hour every hour from 1100 to 2000 Fri and take just over 30 minutes depending on questions
- 47. Take Control Card and Tracker.
- 48. Team Manager must accompany their team to the Briefing.
- 49. The Briefing will cover weather forecast, the river and fire state, 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.
- 50. After the Briefing, the Team Leader must get the Control Card stamped to confirm attendance.
- 51. 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 which way their route will take them in the morning, so they don't get separated at the start.

ROUTE PLANNING

- 52. Allow lots of time for your team to plan their route carefully. Double check their calculations.
- 53. The team should plan their own route but can & should take advice, particularly on river crossings. Have route card blanks and spare permanent pens & meths for cleaning maps available.
- 54. You are responsible for checking that the route they have chosen is suitable.
- 55. Check Rare Bird Nesting Areas are marked on any maps being used and routes avoid them.
- 56. Make sure that 45 and 55m teams know where they can camp; common land and land within the blue boundary of the Military Training Area, shown on the Dartmoor Training Area map. Not all public access land may be for wild camping and 45 and 55m teams may not camp within 1000m of a Safety Control or Check Point.
- 57. Check that all manned locations are marked on the maps as any can be used for assistance.
- 58. Make sure the team understand the River Crossing Contingency Plans that could affect them.
- 59. 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.
- 60. Ensure that the Team populate their Pink Cards with team information and the river state.

FIRST AID DEMONSTRATION AND REVISION

- 61. British Red Cross, which provides first aid cover for the Event, will provide first aid refresher training for participants in Bldg 153 Classrooms 1 & 2, opposite the Tribar, from 1000-1900 Fri.

REMINDERS FOR YOUR TEAM

- 62. Make sure your team understand the instructions on the reverse of the Control Card
- 63. The Challenge is not a race. Aim to finish as a complete team.
- 64. Ensure they know their fellow team members' existing medical conditions, medications and allergies including location of epipen so that they can provide first aid.
- 65. Don't run at the start. You may injure yourself or get separated from the team.
- 66. Activate the Tracker at each checkpoint and the Finish to transmit your time of reporting.
- 67. 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.
- 68. At the finish, walk in as a team in line abreast & savour the applause. Running can divide the team if some are exhausted or injured.
- 69. Keep drinking throughout Fri to be well hydrated for the Challenge. Balance with food and, if necessary, rehydration salts.
- 70. Don't overtighten the chest strap; it can cause chest pains. Take weight of rucksack on shoulders and hips.

FRIDAY EVENING AT CAMPSITE

- 71. 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.
- 72. Consider packing all kit and securing it centrally overnight to ensure participants have everything.
- 73. No one should go barefoot in case of injury on tent pegs. At dusk remind them to have torch handy.
- 74. 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.
- 75. Warn participants to get to the Portaloos quickly in the morning & if queues are bad go to parade ground Portaloos. If campsite track muddy, go around road route. Have extra loo rolls available.

SATURDAY MORNING START REGISTRATION

- 76. 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

- 77. 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.
- 78. Check everyone has eaten their breakfast & had a drink. Warn that departure from the camp site is at 6.00am (6.20 am at the latest) as you need to be at the start before 0640 in time for the displays, prayers and speeches.. Remind that all belongings left behind are to be placed in a securely labelled bag & left in the tent.
- 79. Give participants a copy of the Ten Tors prayer
- 80. 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 more Portaloos at the start.
- 81. 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!
- 82. After the TT Challenge Start please do go to Moor Gate to support the Jubilee Challenge, which starts at 7.30.
- 83. 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 ensure that one of you is available in Camp.
- 84. You can follow team progress at Plnfo in the Hangar or online. This will only show your team's time at the SC/CP and 35m teams Camped. 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.
- 85. Showers will be made available 0900 - 1700 Sat for adult team staff only in the Ablutions Block opposite Headquarters Dartmoor Training Area.

FALL OUTS AND CASUALTIES

- 86. Keep your phone switched on and with you throughout the Event, including at night, in case you are needed. You are contacted by 'phone in preference to the tannoy to avoid causing alarm to others.

87. 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 Wolverton Hall or the Okehampton Camp Medical Centre. You will be required to sign for the FO/CO.
88. Although you may wish to unwind after the months of effort you have put into training, remember that you or your Deputy may have to take back responsibility for one of your charges at any time **or to drive in support of Contingency Plans**: ensure that at least one of you is able to do so.
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 arrange for parents to do so.

TEN TORS AWARDS AND DIRECTOR'S BRIEF

93. Bldg 83E at 1800 Sat to celebrate the years of service to Ten Tors and for Dir TT's address.

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 – consider how long you may 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. At the Finish, Bristol UOTC will give a commentary on teams arriving over the Finish PA system.
97. Teams go through finish, activate their Tracker & get final stamp on Control Card.
98. Parents can take photos as teams finish and just after the finish tent. Stress to parents and others that they **must** keep the finish funnel clear and follow the direction given by Event staff at the finish.
99. Team continue walking down the hill accompanied by their Team Manager or Deputy; selected teams will have their kit checked. On arrival at the De-Kitting Area, the team's Tracker will be handed in and the Team Leader will then have the Control Card checked. The Card will be retained by the team unless further checks are required. **The Team Leader will be given the medals and the team certificate, which will be awarded to all teams that finish.** The Team Manager or Deputy will be required to sign for the team members.
100. The team will then move to the Presentation Holding Area and be held there.
101. Obey the instructions given by Bristol University Officer Training Corps (BrUOTC), who will arrange the presentations as quickly as possible.
102. 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.
103. Take the stamped Control Card off the leader to stop it getting lost or damaged.
104. There is a British Red Cross first aid tent in the Presentation Holding Area should it be needed.
105. When called forward to the Presentation Tent, the Team Leader gives the medals and certificate to BrUOTC, ready for them to be awarded by the Presentation Officer.
106. **After the Presentation, you and the Team go the Dining Hall for drinks and a pasty. Tickets are not required. Marry up Fall/Crash Outs with their team.** Don't permit parents to enter the Dining Hall. Allow teams some time to decompress.
107. Hand over the participants to their parents. Remind them to collect any kit left at the campsite. Advise them not to remove boots until in a vehicle – if feet swell they won't be able get boots back on to walk to the car park.
108. Advise parents to consider having medals engraved. The engravers' tent is just west of the Presentation Area and it is cheaper to get it done at the Event <http://www.achievements-uk.com/>.
109. Photographs of teams will be available from <https://www.photo-fit.net/>.

SUNDAY EVENING

110. Relax, early bed and a chance to dream.

MONDAY MORNING

111. Start preparing for next year.

LATER

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 SWHQ-TenTors-MAILBOX@mod.uk.

SUMMARY OF TIMINGS

THURSDAY 10 MAY 18	0600 CAR PARK OPENS
	0630 CAMP SITES OPEN
FRIDAY 11 MAY 18	0800 ROUTES ANNOUNCED AT BLDG 136 & WEBSITE
	0900 – 1700 TTC REGISTRATION OPENS BLDG 136
	1000 – 1900 FIRST AID REVISION OPPOSITE TRI BAR
	1100 – 1700 KIT CHECK BLDG 83W
	1100 - 2000 SAFETY BRIEFINGS ON THE HOUR BLDG 83E
	1900 – 2100 REGISTRATION BY PRIOR ARRANGEMENT ONLY
	2100 LIGHTS OUT AND QUIET
SATURDAY 12 MAY 18	0500 REVEILLE
	0530 – 0630 CHANGES TO REGISTRATION ONLY BLDG 83
	0615 – 0630 DEPART CAMP SITE
	0650 IN POSITION AT START
	0700 TTC START
	0730 JC START
	0900 – 1700 SHOWERS AVAILABLE FOR ADULTS OPPOSITE HQ DTA
	1800 JC CLOSES
	1800 TEN TORS AWARDS & DIR'S BRIEF BLDG 83E
	2000 35M NIGHT STOP TIME.SC & CP CLOSE
	2200 45 & 55M SC & CP CLOSE
SUN 13 MAY 18	0600 SC & CP OPEN
	1700 TTC GATE CLOSES