



RAB 2022 - CREW AND VOLUNTEER BRIEFING DOCUMENT

Event Summary

Dates	Friday 9th to Sunday 18 th September 2022
Number of riders	Approx 760
Packages	Full course (Classic) – 9 days England – first 6 days Scotland – final 3 days Daily Stages – any of the days solo (Babble riders only - staying in camp the night before riding) RAB Plus Package – 9 days with hotels
Title Sponsor	Babble are Lead Partner on the event but are not a full title sponsor
Event partners	Babble, High 5, Perkier, TRAILMED, Just Giving
Gold charity partners	Alzheimer’s Society, Cancer Research UK, Macmillan, Parkinson’s UK, The Princes’ Trust and Prostate Cancer UK

Ride Across Britain is a 9 day cycle ride from Land’s End to John O’Groats for approximately 760 riders. With the event now in its twelfth year, we are excited to get back on the road and take in the amazing scenery of the UK with 760 riders each day and around 150 crew and suppliers, a big team on the ground to manage the various logistical elements!

On Friday 9th September, riders will arrive in Land’s End base camp from 2pm to register and get themselves ready for the challenge ahead. Nine days on the road is a long time and a massive effort so the element of support for this event from Threshold is second to none – providing the riders with everything they need such as tented accommodation, warm showers, luggage transfer, bike racking, medical support, mechanical support, a laundry service and lots more.

Each night a base camp is built in a new location for all the riders and crew travelling up the country. The scale of this event is certainly something to note, at any one time during the week there are approximately 4 or 5 base camps either being set up, live or de-rigged along with 760 riders out on the open road.

There is a huge focus on breathless sightseeing and fun for this event, rather than being super competitive. So we have endeavoured to harness our ability to provide a great overnight experience, and create an atmosphere of camaraderie. The event attracts riders from all walks of life, whether it is for health and fitness

reasons, charity or bucket list – during the 9 days the personal stories will become apparent which adds to the flavour of the event.

Venue/ Route Overview

Date	From	To
Saturday 10 th September	Land's End	Okehampton
Sunday 11 th September	Okehampton	Bath
Monday 12 th September	Bath	Ludlow
Tuesday 13 th September	Ludlow	Haydock
Wednesday 14 th September	Haydock	Carlisle
Thursday 15 th September	Carlisle	Edinburgh
Friday 16 th September	Edinburgh	Strathdon
Saturday 17 th September	Strathdon	Kyle of Sutherland
Sunday 18 th September	Kyle of Sutherland	John O'Groats

Event Information

For more detailed information about the format of the event from a rider point of view, it would be beneficial for you to read the rider Event Information Pack, which can be found on crew hub.

One key logistical element to explain is how we control the number of riders. This is done by a coloured zone system. The rider field will be split into 6 coloured zones. These zones will be used for camping, bike racking and luggage. On registration riders will find out their colour zone - this will be denoted by the colour of their bike number, and luggage label.

All riders will also have an accreditation wristband, which relates to their colour zone, so we can control which areas that they are allowed to go. The wristbands are as follows.

- Full course (Classic) – **GREEN, BLUE, RED, PURPLE, YELLOW (women only zone)**
- Plus Package – stay in hotels each night - **PINK**
- Chaperones and Babble – **WHITE**

Overview of Crew -

Responsibilities of Crew

Below is an overview of the responsibilities of each crew and volunteer team.

Head of Threshold Event Operations – Karen Hannaford

Overall responsibility of the smooth running of the event as a whole, in conjunction with Andy Cook (Technical Route Director). Will travel from live site to live site mostly along the route.

Key responsibilities:

- Oversee the event as a whole (both route and basecamps).
- Point of contact for Event Control on base camps, pit stops and event issues.
- Oversee the team of managers responsible for the separate site-specific areas and route tasks.
- Oversee basecamp and route medical team.
- Ensuring safety and management of all riders.
- Delegation of staff for unforeseen issues or tasks requiring immediate attention.
- In charge of major incident procedures – manage evacuation plans, fire control with Operational Manager.

Operational Event Directors – James Merrey & Connie Potter & Bill Athey (Connie will be on site until Bath)

Responsible for the management of live base camp facilities, crew & volunteer movements and supplier set up on live sites. Karen's 2IC for route and pit stop management. Will travel from live site to live site.

Key responsibilities:

- Liaise with the Site Manager at each base camp responsible for all of the separate site-specific tasks and suppliers if necessary.
- Liaise with suppliers and assist the Site Manager with any supplier issues.
- Delegation of staff for unforeseen issues or tasks requiring immediate attention.
- Pit Stop Team preparation
- Management of pit stop food deliveries (alongside Pit Stop Managers).
- Ensuring Rider Services are set up and running on time at each live site.
- Dark Site Accommodation.
- Crew Management and Welfare.
- Assisting Karen Hannaford with any major incident procedures.
- Available to move forward more than one camp or move back to the previous camp if circumstances dictate.

Site Manager

- Specific responsibility for build programme on that site.
- First point of liaison with the landowner or representative from the premises.
- Manage all suppliers during build and live day.
- Responsible for contingency plans if site becomes damaged.
- Responsible for closure and hand-back of site to owner/representative

Pit Stop Managers

There will be 2 pit stops per day along the route, each managed by two Pit Stop Managers and a team of 5 or 6 volunteers at each.

General Crew

The majority of this team will move from live site to live site in order to ensure that the base camp is set up in time for the first riders to come in. James, Bill and Connie will be in charge of General Crew logistics (e.g branding, crew, luggage transport, gazebo/ area set up, catering). Sophie Baggs is in charge of all riders,

including administration (registration, tent allocation, information desk, rider queries). Each evening we will brief you on your role for the following day. On arrival at each site we will complete set up before starting individual jobs.

RAB Plus Team

RAB Plus Package is in its 5th year. This opens RAB up to people that aren't fans of camping. This team consists of the rider/hotel liaison manager, RAB Plus shuttle drivers and RAB Plus luggage transfer from hotel to hotel and is headed up by Fiona Stockbridge

Volunteers

You will mainly be stationed at one of the two pit stops each day, helping with set up and then refuelling the riders with food and sports nutrition. Other roles include helping out in the catering marquee with food service at busy times and general basecamp duties as per the crew.

Account Management Team

This team consists of Threshold Staff who are responsible for the looking after of VIPs, corporate riders and corporate sponsor contacts including hospitality.

Key responsibilities:

- Management of all sponsors/partners on and off site.
- Management of any activation
- Ensuring all guests have appropriate accreditation.

Marketing, PR, Photography & Videography

Key responsibilities:

- Management of media and PR and celebrity/ elite cyclists (if applicable).
- Photography & Videography – rider, sponsor and Threshold requirements.
- Social media.
- Incident and PR Communications.

Medical team

The Chief Medical Officer will manage the route and basecamp medical teams each day. The medical team will be based in the medical tent. The two pit stop medics will leave with the pit stop teams before the riders depart and the 5 route medics will be in vehicles stationed along the route each day.

Sue Read's Sports Therapy Team – from Okehampton basecamp and finishing at Bonar Bridge basecam

Sue Read's team will attend to riders who have an injury which cannot be dealt with by stretching alone and to assist with strapping. We will also have assisted stretching and yoga sessions each day. There is no general massage.

Tent/Bike Racking Teams

There will be 3 crews from Pinnacle travelling up the country and setting up tents and bike racking on base camp sites. These teams are known as the Live Team, Advance 1 and Advance 2. We are reverting back to the old system of allocating tents each day so riders do not always go in the same numbered tent. On arrival at the basecamp they get allocated the next number in the sequence in their coloured zone.

Andy Cook Cycling – Technical Route Director & Chaperone Team

Our Technical Route Director is Andy Cook, who has been involved with RAB from its concept. He provides a safety/route briefing every morning and evening for the riders.

Chaperones will be identified by a chaperone cycling jersey. Team consists of 25 experienced cyclists along the route who are in place to support, encourage, and advise riders. They have good knowledge of bike mechanics - this will allow them to diagnose most problems and efficiently offer a suitable solution, most likely assist with punctures etc, and escalate to the OTEC mechanics when necessary.

The Technical Route Director will have a deputy who will drive the Directors car and also manage the chaperone team. Chaperones will be spread throughout the riders with 2 Chaperones as backmarkers each day. The back Chaperone will be tracked so Event Control are aware of where the back of the ride is. Chaperones will camp in the rider area (Purple) with the whole route team.

This team also includes the Signage Up, and Signage Down Teams who are responsible for the route signage, and the Broom Wagon personnel who are responsible for picking up riders who do not meet the cut off times at each pit stop, or who choose to retire.

OTEC – Bike Mechanics

OTEC will have a team of mechanics out on the route each day. There will be a team based at each Pit Stop, as well as a team roaming the route to help cyclists with any bike mechanical issues. The mechanics will then be on hand at basecamp in the afternoon and early the following morning to help riders with anything further.

What tasks will you be doing, and when?

With regard to exacts tasks on the Ride, these will be explained to you on arrival at Land's End during a full briefing and consequent team briefings by the relevant Team Managers. However, as a guide, please see below to get an idea of what a day looks like on RAB for the riders, and where our roles fit into this. Each day there will be a crew briefing at 9.30pm (earlier if we can) to discuss the next day's arrangements.

Basecamp AM:	
5:30 am	Early morning wake up

	RAB Plus riders shuttles back to basecamp from hotel
05:30 - 07:30	Breakfast
	Collect sports nutrition
06:00 – 07:30	Non overnight daily riders arrive to register
	RAB Plus riders return to basecamp
06:30 - 07:30	Drop off your luggage
06:00 - 08:00	Collect your bike
07:00 - 08:00	Start line open (rider briefing before each wave departs – varies per day)
08:00	Start line closed
On the Road:	
09:00 - 13:00	Pit stop 1 open
	Water, snacks, sports nutrition all available.
11:00 - 16:00	Pit stop 2 open
	Water, snacks, sports nutrition all available.
19:00	Route Closed
Basecamp PM:	
14:00 onwards	Base Camp open for riders
	Afternoon Tea and Coffee available
	All facilities open: Showers, medical services, mechanical services
14:00 – 19:00	Daily riders staying overnight arrive to register
	RAB Plus riders shuttles start to hotel
18:00 - 21:00	Dinner
20:00	Daily riders depart after ride day
20:30	Rider Briefing (Those staying overnight)
21:00	RAB Plus riders – last shuttle back to hotel
19:00 - 22:00	Evening entertainment (not at all camps and times may vary)

How will you be getting to and from the event?

We are currently working on your travel to and from the event and this will be available shortly.

How will you be travelling on the event?

You will be briefed regarding your transportation on the live event. Your transportation will relate to your role on the event ensuring you are getting from A to B and are where you need to be.

Emergency Contact

In the case of an emergency please either call 999 (if urgent) or either:
 Karen - 07768 925234 // James Merrey 07949 936729 // Louise (who will be office based) 07553 269691

On most sites you will have mobile reception, however the following number can be left at home with your families or loved ones in case there is any issue. Ideally, this number must only be used in an emergency:

Threshold Office - 0207 603 1878. Messages will then be passed on to the team on the event as appropriate.

Additional Details

Food and Subsistence

Catering will be provided from the moment you arrive in Land's End to when you leave. Crew & volunteers have the same food as the riders but we ask that you try to eat after the peak rider periods. There will be a packed lunch each day but you have to remember to pick it up!

Drinking water is available at all base camps, as is squash, tea and coffee. PLEASE ENSURE that you bring a water bottle with you and maybe a small flask as crew are often still on a site when catering has moved on so it is always a good idea to fill up a flask and/ or water bottle at breakfast time.

All water on the base camps is drinkable apart from that in the portaloos and toilet trailers and is tankered onto the green field sites. Most water on the permanent sites is also drinkable but please follow site signage.

Accommodation

Pop up tents and a self-inflating camping mat will be provided. Each crew member/volunteer will get a 2 man tent for single occupancy on each site. You will need to take your tent down each morning to assist the tent teams but it will be put up for you at the next site. You will need to keep your camping mat with you for the duration of the event too for hygiene purposes.

Driving

All the crew vehicles have been hired, so need to go back in pristine condition. Please drive sensibly at all times. There are plenty of drivers within the crew and we will let you know which ones you are insured on if you are a driver. Please do not race to the next base camp to keep to a time schedule or drive if you are over-tired. Any traffic violations during the event will be passed to you personally. Please also take particular care when passing the cyclists. There will be a parking area at each base camp.

Showers and Loos

Each site will have showers and loos. The permanent sites obviously have a number of indoor facilities and in these instances we mainly just put a few more portaloos in the camping area. Please can you shower either in the morning or later in the evening after the riders have showered to avoid queues.

Charging Facilities

Please don't bring laptops unless you have been requested to do so by the events team. There will be phone charging facilities on each site and where possible we will set up a separate crew charging area (which is the TS office/crew only zone) so make sure you bring your phone charger with you and label it. Also a good idea is to have a screen saver unique to you! Car chargers always useful too if you know you are going to be driving.

Smoking

During a build there will be a dedicated smoking area. Please do not smoke anywhere else. On a live site we

have a no smoking policy so you will have to go offsite to smoke. Please do not under any circumstances, smoke in your tent.

Accreditation

All crew and volunteers will be given a wristband for the duration of the event on arrival at Land's End or your first site if you are joining half way through. This will ensure you get fed and watered and are allowed on site!

Crew & Volunteer Welfare Chief and Crew/Volunteer Area

There will be a Crew & Volunteer Welfare Chief to look after you during the event! On most sites we also have an area away from riders and a separate eating area for crew/volunteers. Please remove your hi-vis vest when eating and/or off duty.

Medical Provision

There will be a team of doctors and paramedics at each base camp. Please feel free to see them if you need to. On a dark site the Site Manager has a first aid kit. Please make sure any accidents are logged with him. Please ensure you have also filled in the medical and dietary requirements form on line as instructed. There will also be pre event covid declaration forms to fill in and we will require you to take a lateral flow test before being allowed on site but more details will follow on that.

Kit

Threshold Sports will provide all crew & volunteers with 3 crew t-shirts and a hoodie for the event – these are to be worn on live sites so riders can identify you. Hi Vis vests will also be provided for wearing over your own coat and for those crew that need to be more visible. Please bring your own waterproof clothing – packing list below. If you are on a dark site you don't necessarily need to wear the crew clothing until the site is live. Please keep your packing to a minimum, but come prepared for all weathers. Waterproof shoes/boots and/or wellies are a must!

- **WATERPROOF LUGGAGE BAG...essential ☺**
- Sleeping Bag
- Camping Pillow (A down jacket shoved in a pillow case is a good alternative!)
- Ear Plugs
- Sunglasses
- Beanie and/or baseball cap
- Mobile phone and charger (labelled!)
- Battery pack...essential piece of kit
- Mosquito repellent and head net (Scotland)
- Plastic bags/dry bag (for inside big bag) or alternatively a waterproof bag!
- Head torch and plenty of spare batteries
- Sun cream – let's be hopeful!
- Shorts/ Trousers
- Spare T-shirts (tops to wear underneath crew t-shirts)
- Warm clothes
- Wash kit and personal toiletries
- Water bottle/ Small thermos
- Waterproof jacket
- Waterproof trousers
- Wellies, crocs/flip flops and trainers (three essential sets of footwear)
- Windbreaker/down jacket
- Personal medication
- Driving licence if you have been told you are driving
- Photo ID if you are flying at all

Health and Safety

An independent Health and Safety Advisor has assessed the event and its suppliers. John Radford is the representative on the event and will be present at some of the sites to help make sure everything is in order. John is there to help and is very approachable. With an event of this size and nature it is however

difficult to monitor everything. If you see any practice or hazard that you feel is potentially dangerous, please inform the Site Manager immediately.

Personal Admin

Nothing annoys the tent team more than crew who do not vacate their lodgings properly in the morning!

Please ensure you leave the tent how you found it. It is a good idea to pack up when you get up, and put your luggage either in a luggage truck or your vehicle if there is room. Don't assume your bag can go in the vehicle that you are travelling in on a daily basis. We will provide you with a luggage label for your bag.

***Also good to note is that it is an A to B route so we don't go back to any site we've been to...if you leave something behind! But we do have Pinnacle teams that are advanced, which means that they go to every other basecamp, alternating. So lost items could catch up with us but don't rely on it!

Lights Out!

If previous years are anything to go by, most crew/volunteers are collapsing into their tents as early as possible. If you are staying up late, please ensure you are quiet so as not to disturb other members of the team or riders. There will be bars on all sites but please limit your alcohol intake and do not occupy the Rider Chill Out areas when it is busy. Drunken behaviour or any illegal drug taking will not be tolerated.

Radios

Select crew will be supplied with a radio for the event to ensure that key members are easily contactable. It goes without saying to uphold polite etiquette on the radios. If you've not used a radio before and would like some details if you're given one, just let us know.

Health and Hygiene

It is imperative during the event that you look after yourself as well as, if not better than, you do at home. It is very easy in a group of this size for viruses to spread so please be particularly vigilant in hand washing before you eat and after you have been to the loo. Below is the Health and Hygiene advice, please read and adhere to it. It is not much fun to be ill in the middle of a field/ tent!

If you are feeling unwell prior to the event, it is important to let us know, in order to ensure that no one arrives at Land's End with an illness that could spread. It is a group effort and we can all help each other – this is a serious plea. If you become ill on the event, it is essential that you report any illness to the Event medical team immediately (in particular diarrhoea and vomiting symptoms).

Covid

We are still closely monitoring the government guidelines for event in terms of Covid. Currently there are no restrictions so we will carry on as normal. However if you feel more comfortable wearing a mask in busy areas then please feel free to do so. If you have any covid type symptoms then please see the medical team who will carry lateral flow tests.

Essential tips:

- Good personal hygiene is essential to prevent the spread of any illness not only Covid! You need to be stricter with personal hygiene in a base camp environment than when you are at home.

- ALWAYS wash your hands after going to the loo and before eating. We will have anti-bacterial hand gel dispensers in the dining area at the base camp and at pit stops. Please use them and make sure riders use them.
- Wear disposable gloves if dishing out food or sports nutrition.
- Do not share water bottles or drinks with others (or packets of unwrapped sweets).
- Clean your teeth in the sinks provided and not in the sinks in the toilet trailers or portaloos
- Wear disposable gloves and masks when dealing with dirty towels or clearing out tents.
- Do not let riders touch the sports nutrition dispensers or water dispensers. This is done by crew.
- Encourage riders to wash their sports nutrition bottle out carefully. We will provide warm water and steriliser in the camps for this.
- If you do develop diarrhoea then please seek medical attention early. The medical team are happy to see you during the event and are on hand to offer advice and treatment.
- We will supply all crew with a sleeping mat, for the duration of the ride. Please make sure you keep your own rather than a different one each day.
- Carry a small bottle of hand sanitizer – you should all be used to that by now!

THANK YOU

Thank you so much for helping out on this event - we know that you'll enjoy it! It should be a great event and it is very exciting for Threshold to once again be hosting their flagship event with the help of a fantastic team!

A few final thoughts...

- Keep up the usual Threshold charm – out-smile the riders
- Ooze the feeling that 'nothing is too much trouble'
- Go the extra mile if riders need help
- Don't forget the razzle dazzle!