

## Guildford Pancake Race 2015

### The Race

1. Location:

- Racing will take place over a course of approximately 50m at the upper end of Guildford High Street starting outside the Guildhall and running up to Sainsbury's.
- Registration will take place in the Guildhall
- Pancake making will take place on the High Street outside the Guildhall
- A mascot 'Green Room' will be available in the Guildhall's Mayors Parlor
- Commentary of the event will take place from the Guildhall balcony by radio DJ PG.
- Prizes will be distributed on the first floor of the Guildhall

2. Date and Time:

- 17<sup>th</sup> February 2015
- 10:30 Pancake Making Starts
- 11:00 Registration Starts
- 11:15 Mayor arrives (TBA)
- 11:27 Event is opened by Mayor David Elms
- 11:30 First race
- Various races (see below)
- 12:45 Racing complete and barriers opened up

3. Rules:

- Each competitor must start and finish with a frying pan containing a whole pancake
- The winner is the first person to cross the finish line with frying pan and whole pancake (intact or otherwise!), having tossed the pancake at each tossing point.
- In relay races, the next runner may only start when they have received the frying pan, with pancake, from their team's previous runner.
- Competitors start with their feet behind the start line.
- The race is started by the Starter firing the starting pistol or by other means as briefed by the Starter, following precautionary orders as briefed by the Starter (eg "on your marks" etc).
- Children in Years R, 1 and 2 run a 25m course; other children and adults run a 50m course.
- The finish line is at the end of the course nearer the County Club.
- Tossing points are marked by lines across the course: four for the 50m course, two for the 25m course.
- Competitors must toss their pancake at each tossing point and must be stationary while tossing.
- Two Stewards (Tossing Monitors) will monitor each tossing line to ensure competitors comply with the tossing rule. They will draw any cheating to the attention of the Finish Line Team.
- The Finish Line Team Leader will judge the winner and second and third placed competitors.
- The first part of a competitor's body, including the frying pan if it is held in the hand and the pancake if it is touching the pan, to cross the finish line determines that competitor's position.
- The adjudication of the Finish Line Team Leader is final.
- Competitors must follow the instructions of the Race Marshal at all times and the Starter for the start of the race.
- Competitors who fail to follow the instructions of the Race Marshal, Starter or any Steward, who cheat, or who otherwise behave in an unsafe manner will be asked to leave the course
- Whilst competitors are encouraged to 'dress up' the use of objects that assist the competitor in winning, or are deemed dangerous by the Race Marshall, are prohibited. One such example would be a wheelbarrow.

4. Competitors:
  - Children who are on half term
  - Adults who register to run, either individually or in teams of four.
5. Race Events:
  - Children's individual races, as required to enable registered runners to participate.
  - Adults: one or two individual races; several relay races. Dependent on numbers registering.
6. Course markings:
  - Start lines at 50 m and 25m
  - Tossing points at 5m, 15m, 25m, 35m
  - Finish line, approx.. outside the Guildhall.
7. Crowd barriers
  - 50M either side of course plus 5M across road at finish.
  - There must be a clear area 5M beyond the finish line with barriers either side and across the end to keep spectators out and allow runners to stop safely.
  - Barriers provided by Eve Trakway

**Manning**

8. MC: Peter Gordon from Eagle FM
9. Guest of Honour: The Mayor of Guildford, Councillor David Elms
10. Jobs
 

|   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Event co-ordinator</li> <li>• i/c Volunteers</li> <li>• Race marshal</li> <li>• MC liaison</li> <li>• Registration x 3</li> <li>• Starter</li> <li>• Tossing monitors x 8</li> <li>• Finishing line x 2</li> </ul> | <ul style="list-style-type: none"> <li>• Frying pan collectors x 2</li> <li>• Prize team x 3</li> <li>• Shepherds (for child runners)</li> <li>• Pancake makers x 3</li> <li>• Bucket collectors x 6 minimum.</li> <li>• First Aider</li> </ul> |
|---|---|
11. ~~Two-way radios required for:~~

|   |   |
|---|---|
| <ul style="list-style-type: none"> <li><del>• Event Coordinator</del></li> <li><del>• Registration</del></li> <li><del>• Finish Line Team</del></li> <li><del>• Prize team</del></li> </ul> | <ul style="list-style-type: none"> <li><del>• Race Marshal</del></li> <li><del>• MC Liaison person</del></li> <li><del>• Chief Steward</del></li> <li><del>• First Aider</del></li> </ul> |
|---|---|
12. Volunteers to report to i/c Volunteers on arrival.
13. ~~Leaders of the following teams to attend a briefing at the Spike on 23 Feb 14 at 20.00:~~

|  |  |
|--|--|
| <ul style="list-style-type: none"> <li><del>• Stewards/Tossing Monitors</del></li> <li><del>• Finishing Line</del></li> <li><del>• Registration</del></li> </ul> | <ul style="list-style-type: none"> <li><del>• Prize Team</del></li> <li><del>• Shepherds</del></li> <li><del>• MC Liaison</del></li> </ul> |
|--|--|
14. Lists of: a). telephone numbers of key people, and b). allocation of volunteers to jobs, to be compiled and circulated to:
  - Event co-ordinator
  - Race marshal
  - MC liaison
  - Registration

Timings

|                       |  |
|-----------------------|--|
| <b>Previous night</b> | <ul style="list-style-type: none"> <li>Briefing for key volunteers (CJT)</li> <li>Course measured out and marked on kerb (CJT)</li> </ul>  |
| <b>0900</b>           | <ul style="list-style-type: none"> <li>Cars/vans moved off course (GBC)</li> </ul>   |
| <b>0930</b>           | <ul style="list-style-type: none"> <li>Barry Cogger arrives to set up sound system (Eagle)</li> <li>Guildhall Opens Charles</li> <li>Barriers Arrive (Eve Trakway)</li> </ul>  |
| <b>1000</b>           | <ul style="list-style-type: none"> <li>Course marked out (CJT)</li> </ul>  |
| <b>1015</b>           | <ul style="list-style-type: none"> <li>Prizes delivered to Guildhall (CJT)</li> <li>Registration and pancake making equipment in place (CJT)</li> <li>Volunteers assemble at Guildhall (CJT)</li> </ul>  |
| <b>1030</b>           | <ul style="list-style-type: none"> <li>Registration and pancake making start (CJT)</li> </ul>  |
| <b>1100</b>           | <ul style="list-style-type: none"> <li><del>Shriving bell starts tolling</del> (<del>HT Church</del>)</li> <li>High Street Closed (GBC)</li> <li>Prize area set up in Guildhall (CJT)</li> <li>Equipment for Race Area in place (CJT)</li> <li>Crowd barriers in place (latest) (Eve Trakway)</li> </ul> |
| <b>1115</b>           | <ul style="list-style-type: none"> <li>Banners attached to crowd barriers (sponsors)</li> <li>Commentary by PG starts (Eagle FM)</li> <li>Mayor (David Elms) arrives (GBC)</li> </ul>  |
| <b>1120</b>           | <ul style="list-style-type: none"> <li><del>First school children arrive</del> (<del>CJT</del>)</li> </ul>   |
| <b>1127</b>           | <ul style="list-style-type: none"> <li><del>Shriving bell stops tolling</del> (<del>HT Church</del>)</li> <li>Mayor makes speech from County Club window (GBC)</li> </ul>  |
| <b>1130</b>           | <ul style="list-style-type: none"> <li>First race starts (CJT)</li> <li>Then as per race schedule</li> </ul>   |
| <b>Approx 1245</b>    | <ul style="list-style-type: none"> <li>Racing complete</li> </ul>  |
| <b>1600</b>           | <ul style="list-style-type: none"> <li>Barriers removed (Eve Trakway)</li> <li>High Street re-opens to traffic (GBC)</li> </ul>  |

**Equipment**

|               |  |               |   |
|---------------|--|---------------|---|
| Race Area:    | Frying pans<br>Pancakes (two packs of 6 at least)<br>Tossing monitor sashes<br>Finish tape<br>Line marking kit<br>Name badges for all volunteers<br>Adult winner cards<br>Whiteboard and Markers   | Prize area:   | <del>Table &amp; Chairs</del><br>Signs.   |
| Marquee:      | <del>18'x10' for pancake making.</del><br><del>Needs sandbags.</del>   | Pancake area: | <del>Gazebo</del><br>Tables x 2<br>Gas stove with gas bottle x 2<br>Chopping board<br>Utensils: cooking spatulas, knives, spoons<br>Ingredients: pre-made pancakes, oil, lemon juice, sugar<br>Frying pans x 2<br>Matches<br>Handwashing kit<br>Paper serviettes<br>Pedal Bin, rubbish sacks<br>Table cloth<br>Fire Extinguisher<br>Fire Blanket<br>Disposable gloves<br>Cloth(s) and detergent for washing off tables<br>Spatula x 3 |
| Registration: | <del>Gazebo</del><br><del>Table &amp; Chairs (from County Club)</del><br>Rules<br>Registration forms<br>Stickers or badges (pre-numbered & sticky so they don't fall off fleeces)<br>Carbon paper for copying registration forms<br>Cash float | Guildhall:    | First aid kit   |
| Collectors:   | Collecting buckets + 2 bins<br>Labels for buckets and collectors   |               |   |

15. Jerkins to be worn by:
- Event co-ordinator
  - Race marshal
  - Starter
  - Stewards/Tossing Monitors
  - Finish Line Team
  - Shepherds
  - Bucket collectors = 22

16. GBC to provide:
- ~~Parking space in Tunsgate for CJT vehicle~~
  - ~~Parking permit for Barry Cogger's car on High Street during closure.~~

**PR**

17. The CJT Pancake Race banner to be hung from the railings of HT Church 26<sup>th</sup> Feb.
18. The GBC website to have a page on the pancake race provided by CJT.
19. Info to be provided to MC:
- Race schedule
  - List of prizes for each race
  - Copy of registration forms so he knows who is running.
  - Script with "sound bites" about topics such as:  
sponsors; thanks to....; Mayor; organizers; CJT; Spike; partner charity; etc
20. Information about CJT, Spike and partner charity to be available for public to see.

**Safety**

21. Qualified first aiders will be provided by St John's or Sainsbury's.(TBA 16/2/15)
22. A risk assessment has been carried out and will be available for inspection.

**Job Allocations - provisional**

| Job   |  | Name                    | Mobile No    |
|---|--|-------------------------|--------------|
| Event Co-ordinator on Door at County Club         |  | Gina Redpath            | 07976 793080 |
| i/c Volunteers                                    |  | Tieleke Williams        |              |
| Race Marshal                                      |  | Alan Dix/Howard Smith   |              |
| MC Liaison  |  | Kelly-Marie Blundell    |              |
| Mayor's Chaperone                                 |  | Jean Bridger (TBC)      |              |
| Registration x 4 (3)                              |  | Zoe Nash-Williams (i/c) |              |
|   |  | Moira Tailby            |              |
|   |  | Chris Tailby            |              |
| (Runner)  |  | Kelly Marie Blundell    |              |
| Starter   |  | Alan Dix/Howard Smith   |              |
| Stewards/Tossing Monitors x 8 (4)                 |  | Leslie Jones            |              |
|   |  | Mike Maltby             |              |
|   |  | Leslie Strudwick        |              |
|   |  | UniS Student 1          |              |
|   |  | UniS Student 2          |              |
|   |  | UniS Student 3          |              |
|   |  | Lions 1                 |              |
|   |  | Lions 2                 |              |
| Finish Line Team x 3                              |  | Chris De Chazal         |              |
|   |  | Sue Davis               |              |
|   |  | Fiona Miller            |              |
| (badge and children's pancake giver outer)        |  | Mike Pope               |              |
| Frying Pan Collectors x 1                         |  | Freddy Redpath          |              |
|   |  | Joe Butler              |              |
| Prize Team x 2                                    |  | Mary Jones              |              |
|   |  | Wendy Jones             |              |
|   |  |                         |              |
| Shepherds<br>(for child runners – 1-2 per school) |  |                         |              |
|   |  |                         |              |
| Pancake Makers x 2                                |  | Anne Milton             |              |
|   |  | Tony Scott              |              |
|   |  |                         |              |
| Bucket Collectors x 4 minimum.                    |  | Wendy Metcalfe          |              |
|   |  | UniS Student 4          |              |
|   |  | UniS Student 5          |              |
|   |  | Lions 3                 |              |
|   |  | Lions 4                 |              |
|   |  |                         |              |
| Mascot Minder                                     |  | Alsion Gibb (TBC)       |              |
| First Aider                                       |  | TBA                     |              |

**Job Descriptions**

| <b><u>Job</u></b>       | <b><u>Description</u></b>  |
|-------------------------|--|
| Event Co-ordinator      | Coordinates whole event, etc etc   |
| i/c Volunteers          | Allocates job to volunteers, briefs volunteers   |
| Race Marshal            | Sets out course<br>Supervises races<br>Responsible for safety on the course<br>Briefs & supervises Starter/Tossing Monitors/Finish Line team/Frying Pan Collectors<br>Organises runners for each race<br>Briefs runners on rules<br>Ensures runners each have a frying pan and pancake<br>Liaises with Registration/Prize Team about numbers and types of races<br>Keeps MC Liaison advised of race order/type<br>Liaises with shepherds about child runners |
| MC Liaison              | Supports MC<br>Provides script, details of races, details of winners, Liaises with Race Marshal/Finish Line/Registration   |
| Mayor's Chaperone       | Chaperones Mayor<br>Liaises with Event Coordinator about Mayor's programme<br>Liaises with MC Liaison about Mayor's speech from County Club window.  |
| Registration            | Processes adult runners<br>Ensures runners are aware of rules and sign disclaimer<br>Allocate runners to races<br>Adjust numbers/types of races if required<br>Liaises with Race Marshal/Prize Team/MC Liaison   |
| Starter                 | Starts races under direction of Race Marshal   |
| Steward/Tossing Monitor | Assists in managing crowd<br>Ensures space on pavement is available for school children to spectate<br>Monitors tossing of pancakes during races, marking tossing lines, shopping cheaters to Finish Line Team   |
| Finish Line Team        | Keeps finish area clear during races<br>Holds finishing tape<br>Adjudicates 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> and 4 <sup>th</sup> places in each races<br>Hands out winners' cards (for prizes) and runners' badges<br>Obtains names/ details of winners and tells MC Liaison<br>Liaises with Race Marshal/MC Liaison  |
| Frying Pan Collector    | Collects frying pans (with pancakes) from runners and returns them to the start line<br>Issues runners with frying pans and pancakes   |

|                  |  |
|------------------|--|
| Prize Team       | Assigns prizes to races, adjusting as required if number/type of races changes (as advised by Registration)<br>Hands out prizes to winners   |
| Shepherd         | Greets children and staff from allocated school on arrival<br>Cooperates with school staff to<br>separate runners from spectators<br>hand runners over to Race Marshal<br>guide spectators to allocated viewing area<br>Collects child runners at finish and escorts into County Club for prizes.<br>After the prize giving helps to take runners to the marquee for pancakes and helps with supervision<br>Escorts runners back to school staff on completion |
| Pancake Maker    | Makes and sells pancakes, ensuring appropriate standards of safety and hygiene at all times  |
| Bucket Collector | Pesters spectators for cash, ensuring conditions of collecting licence are adhered to  |
| First Aider      | Holds in-date First Aid qualification<br>Remains on-call to provide first aid throughout event   |

**Race Schedule**

| Time  | Race No. | Name   | Max. Numbers | Course  |
|-------|----------|--|--------------|---------|
| 11:30 | 1        | Friary Centre Children's Challenge (3 – 6 year olds)   | 7            | 25M     |
|       | 1A       | Friary Centre Children's Challenge (3 – 6 year olds)   | TBA          | 25M     |
| 11:35 | 2        | Friary Centre Children's Challenge (7 – 11 year olds)  | 7            | 50M     |
|       | 2A       | Friary Centre Children's Challenge (7 – 11 year olds)  | TBA          | 50M     |
| 11:40 | 3        | Friary Centre Children's Challenge (12– 15 year olds)  | 7            | 50M     |
|       | 3A       | Friary Centre Children's Challenge (12 – 15 year olds) | TBA          | 50M     |
| 11:45 | 4        | Adult Relay 1  | 7 teams      | 50M x 4 |
| 11:55 | 5        | Clyde & Co Pancake Pursuit (individual)                | 7            | 50M     |
| 12:00 | 6        | Charles Stanley Exchange Relay (Estate Agents only)    | 7 teams      | 50M x 4 |
| 12:10 | 7        | County Club Cup (Councils only)                        | 7 teams      | 50M x 4 |
| 12:15 | 8        | Experience Guildford Relay                             | 7 teams      | 50M x 4 |
| 12:25 | 9        | Video Game Vendetta (Game companies only)              | 7 teams      | 50M x 4 |
| 12:30 | 10       | Finicky Housewife's Race (must dress as housewife)     | 7            | 50M     |
| 12:35 | 11       | Legal Eagles Leg It (Legal firms only)                 | 7 Teams      | 50M x 4 |
| 12:40 | 12       | Cavender's Mascot's Race (Mascots only)                | 7            | 50M     |

*NB.* Race Schedule subject to change.

**Charges**

|                           |              |
|---------------------------|--------------|
| Children Races (under 16) | £1           |
| Individual Races          | £2.50        |
| Relay Races               | £10 per team |

The following have helped with prizes or sponsorship and therefore will be allowed free entry into one race.

- GBC and Waverley (Race 7)
- Eagle Radio
- Experience Guildford
- Charles Stanley
- Chapters Financial
- Finicky Shirt Co.
- Waterstones
- Clyde & Co
- Cavenders
- Guildford Barristers Chambers
- Friary Centre
- All Mascots and Mad Hatter Characters



**2015 Prizes (provisional)**

Prizes this year have been late coming in and the following list is subject to change:

| No. | Abbrev.     | Prize   |
|-----|-------------|---|
| 1-3 | FC CC (all) | Various Prizes from the Friary Centre, CJT & Waterstones                              |
| 4   | AR1         | 1 <sup>st</sup> 2 x Red Wine and 2 x White  |
|     |             | 2 <sup>nd</sup> 4 tickets to forthcoming GLive show                                   |
|     |             | 3 <sup>rd</sup> 4 Cadbury's Creme Eggs  |
| 5   | C&C PP      | 1 <sup>st</sup> Bottle of Champagne   |
|     |             | 2 <sup>nd</sup> Bottle of Cordon Negro  |
|     |             | 3 <sup>rd</sup> Wash Cut and Blow Dry at Toni and Guy                                 |
| 6   | CSER        | 1 <sup>st</sup> 2 x Champagne<br>2 x 1 night stay for 2 at Asperion Hillside 4* Hotel |
|     |             | 2 <sup>nd</sup> Jockey Club Tickets for 4   |
|     |             | 3 <sup>rd</sup> 4 x Cadbury's Creme Eggs  |
| 7   | CCC         | 1 <sup>st</sup> County Club Cup and Mug of Mini Eggs                                  |
|     |             | 2 <sup>nd</sup> Hand Crafted Wooden Spoon   |
| 8   | EGR         | 1 <sup>st</sup> 4 x Luxury chocolates from Hotel Chocolat                             |
|     |             | 2 <sup>nd</sup> Jockey Club tickets for 4   |
|     |             | 3 <sup>rd</sup> 4 x Cadbury's Creme Eggs  |
| 9   | VGV         | 1 <sup>st</sup> 2 Course Lunch for 4 at Lakeside Restaurant (UniS)                    |
|     |             | 2 <sup>nd</sup> Jockey Club tickets for 4   |
|     |             | 3 <sup>rd</sup> 4 x Cadbury's Creme Eggs  |
| 10  | FHR         | 1 <sup>st</sup> Voucher towards tailor made shirt (value TBA)                         |
|     |             | 2 <sup>nd</sup> Meal for two at Raddison Blu Edwardian – Steak & Lobster Retsuarant   |
|     |             | 3 <sup>rd</sup> 1 x Family ticket to GoFest   |
|     |             | 4 <sup>th</sup> EA Games Swag Bag   |
| 11  | LELI        | 1 <sup>st</sup> Bottle of Champagne   |
|     |             | 2 <sup>nd</sup> Jockey club tickets for 4   |
|     |             | 3 <sup>rd</sup> 4 x Cadbury's Creme Eggs  |
| 12  | CMR         | 1 <sup>st</sup> Argos Voucher £25   |
|     |             | 2 <sup>nd</sup> Argos Voucher £10   |
|     |             | 3 <sup>rd</sup> Argos Voucher £5  |
|     |             | 4 <sup>th</sup> 1 adult and 1 child ticket to GoFest                                  |