

Memorandum of Understanding for IRONMAN Weymouth 2017

The purpose of this Memorandum of Understanding is to establish an agreed working relationship between IRONMAN and Dorset County Council Highways, in order to facilitate a nationally recognised sporting event in the Weymouth and Dorset area which will be to the benefit of the local community, local businesses, together with local charities and good causes. It should ensure the robust planning for the event and help showcase Dorset as being a destination that are able to host successful, safe and prestigious sporting events.

IRONMAN have a specific Race Director and support team for IRONMAN Weymouth who are responsible for managing the event. This document indicates the guidelines for this working relationship.

Each of the two organisations named above is party to this memorandum and shall seek to perform the following tasks within the agreed timescales and to confirm that the said tasks have been completed.

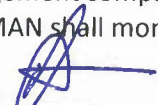
It is accepted that this is a live document and can be amended and / or added to throughout the planning process.

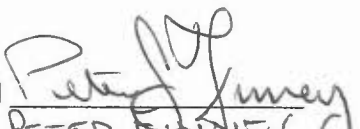
This Memorandum of Understanding is not intended to be legally binding, and no legal obligations or legal rights shall arise between the parties from this document. However, the organisations enter into the Memorandum of Understanding intending to honour all their obligations.

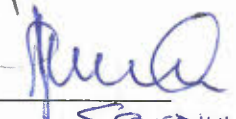
IRONMAN and DCC Highways hereby agree to work together to plan the event and ensure all aspects are implemented on time, and provide a high quality experience for competitors, local residents and local businesses.

Other parties will also be involved in various aspects of the planning and implementation of this event. These include, but are not limited to; West Dorset District Council, Weymouth and Portland Town Council, Parish Councils in areas effected by the event, Dorset Police, the appointed traffic management company and the appointed SAG.

IRONMAN shall monitor and maintain this Document and share it openly with DCC.

Signed 
Name ALAN ROSE
Organisation IRONMAN
Date 27.2.17.

Signed  MBE
Name PETER RUNNEY
Organisation Dorset County Council
Date 14/03/2017.

Signed 
Name SLEDHILL
Organisation DORSET COUNTY COUNCIL.

A) 6 to 9 months from event (March 2017) – Initial Planning Phase

IRONMAN Actions

- a) Confirm date of the event
- b) Book race village
- c) Propose favoured course
- d) Seek support from Dorset CC (DCC) Highways/Councillors
- e) Prepare event comms plan and agree an initial media strategy with DCC
- f) Nominate event and race director
- g) Nominate event Liaison Officer with contact details for the public to reach
- h) Notify SAG Chairman
- i) Ensure all necessary licenses and permissions and time frames are known:
 - Highways
 - Weymouth Town Council
 - Water Authority
 - Air wave
 - British Triathlon
- j) Have a developing Traffic Management Plan (TMP)
- k) Initial consultation with key stakeholders
- l) Identify all other stakeholders – start to ramp up at 6 months' out
- m) Start to develop Risk Assessment
- n) Ensure all suppliers are booked:
 - Marshals
 - TM Company
 - Signing Contractor
 - Radio comms
 - First Aid Provision
- o) Keep Comms Log of visits and conversations with stakeholders
- p) Book road space if required
- q) Formal meeting with Highways and MoU signed
- r) Produce a risk register

✓	
✓	
✓	
✓	
✓	developed and shared - ongoing
✓	Kevin Stewart / Alan Rose
✓	AR race / RSS + RS access and traffic
✓	April / July booked in
✓	Details by SAG on 3/4/17
✓	Meetings held with all key stakeholders
	Wessex Water / may not be needed
✓	Permits through NRB
✓	Kevin to submit details
✓	
✓	
✓	
✓	DCC agreed and MJ event stewards
✓	RSS
✓	RSS
✓	NRB
✓	EMC
✓	
✓	
✓	
✓	

DCC/Highways Actions

- a) Agree course
- b) Agree event date
- c) Ensure Portfolio Holder and County Councillor support
- d) Work with DCC Comms and event on appropriate Comms/media strategy
- e) Evaluate emerging TMP
- f) Evaluate emerging event engagement material
- g) Book road space (if event pays for this service)
- h) Attend formal meeting and sign MoU

✓	
✓	
✓	
✓	
✓	
	sent on 6/7/17
✓	

B) 3 months from the event (June 2017) – Detailed Planning Phase

IROMAN Actions

- a) Check for conflicts of any known events/roadworks
- b) Update SAG with finalised EMP and Risk Assessment
- c) Check status of all necessary licenses
 - TEN's
 - TTRO's
 - Water
 - Air wave
 - Sporting body
- d) Finalise TMP
- e) Have a well evolved signing schedule
- f) Confirm all suppliers
- g) Continue with Call Log and report on trends and actions
- h) Confirm feed stations locations
- i) Ensure all marshals have necessary qualifications or are booked on training
- j) Share publicity material with DCC

✓	Rotary Cycling / moreton
	SAG is scheduled for 28/7/17
✓	
✓	n/a
	With RSS - awaiting meeting
✓	no licence needed - sign off from HM
✓	Permits through NRB
	Awaiting final risk assessments for run
	Ready for SAG
	With RSS
✓	
✓	
✓	In feed station plans
	MJ event stewards are - don't know about DCC stewards
✓	Have copied in highways to all emails that have been sent to Parish Councils and Businesses

- c) Check for any unscheduled events
- d) Deploy advanced warning signs
- e) Erect TTRO poster notices
- f) Attend formal meeting with Highways
- g) Ensure Dorset Waste Partnership are on-board for road sweeping route
- h) Review risk register with Highways

	changed from 1 week
	changed from 1 week
	changed from 1 week

DCC/Highways Actions

- a) Seal TTRO and issue poster notice
- b) Attend formal meeting with IRONMAN
- c) Monitor publicity

E) One week to the event (11th September 2017) – Final Check Phase

IRONMAN Actions

- a) Ensure Hot line is sufficiently manned
- b) Share contact details of race officials
- c) Report on publicity
- d) Marshal briefing
- e) Distribute marshal packs
- f) Hold a final meeting to check all is in place
- g) Review risk register

DCC/Highways Actions

- a) Check for any clashes
- b) Assist with marshal briefing (if felt necessary)
- c) Attend any final planning meeting
- d) Review on publicity monitoring

F) Immediately prior to the event starting – The event!

IRONMAN Actions

- a) Ensure Event and Race Director is happy for the event to commence and all the plans are in place

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DCC/Highways Actions

- a) Man the Traffic Control Room (if agreed and necessary)

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G) Post event (by end of October) – Post Event Appraisal.

IRONMAN Actions

- a) Arrange and attend a wash up meeting within a month
- b) Collate and share any marshal feedback
- c) Respond to any feedback
- d) Report an Economic Impact Assessment if asked.

	done for 2016 so wouldn't do in 2017

DCC/Highways Actions

- a) Chair wash-up meeting and find venue
- b) Collate and summarise compliments and complaints received.

