



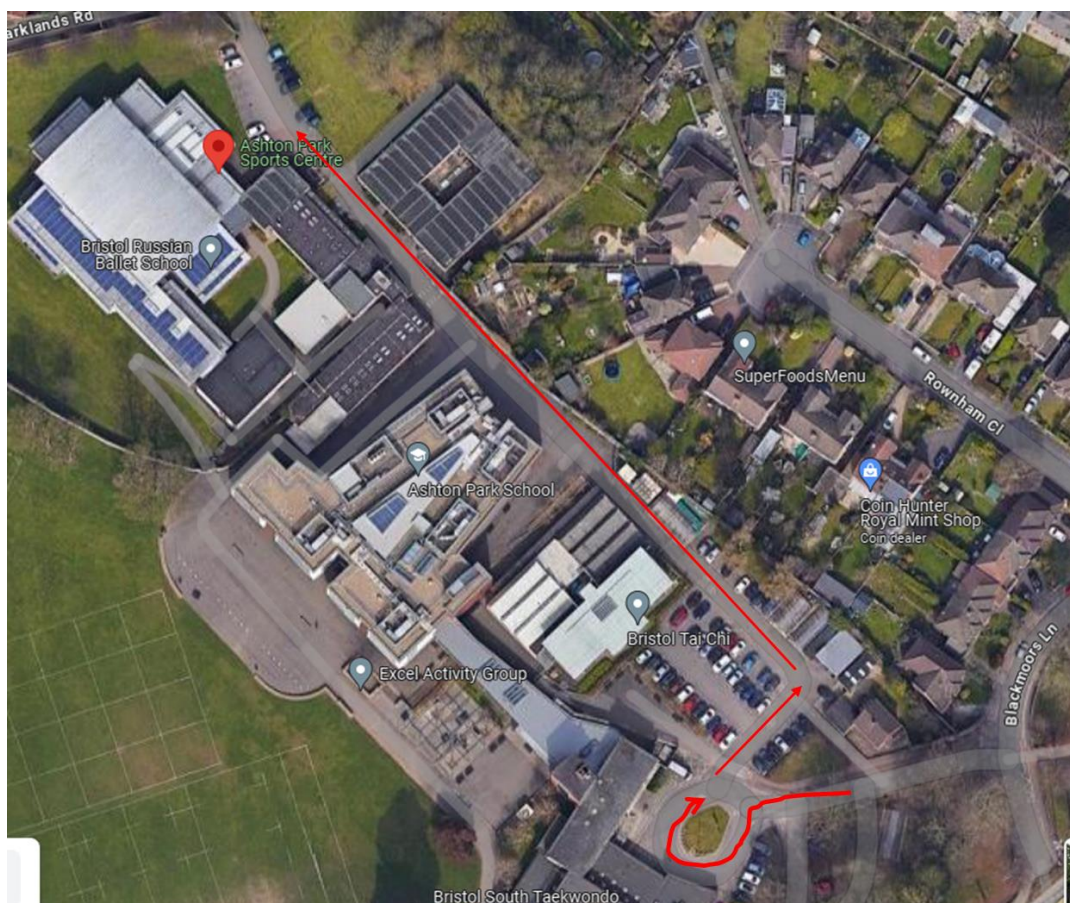
## Event Officials' course: Organising & Planning Events 9am – 5pm Saturday 27 April 2024 Ashton Park Sports Centre

### Car Parking:

Parking is available adjacent to the Ashton Park Sports Centre, Ashton Rd, Bristol BS3 2JL.

You should enter the site via the entrance at <https://what3words.com/moons.sank.cherry> (off Blackmoors Lane).

Please note that access to the Sports Centre is via Ashton Park School, and at the front of the school there is a roundabout which must be used when coming onto site. Follow the route to the Sports Centre car park as indicated by the red arrows in the photo below:



There are no parking charges in the Sports Centre car park but please note that the School car park (the one you will pass by to the south en route to the sports centre car park) will be used later in the day for football supporters who have an arrangement with the school to park their cars there on match days as Bristol City are due to be playing that afternoon (3pm kick-off) at Ashton Gate v Rotherham United. Please avoid this car park for that reason.

## The Course:

We are very grateful to Richard Rossington and Mike Forrest for agreeing to give this training.

The morning session will be devoted to Organising Events and will be delivered by Richard.

The afternoon session will be on Planning Events and will be given by Mike Forrest.

The training will start at 9am and should be finished by 5pm.

Most of the training will be classroom based but it is probable that for the Planning training Mike will be using the nearby Ashton Court Estate for some practical elements of course planning so you should come prepared to cope with the prevailing weather conditions in terms of your clothing and footwear.

## Logistics:

Please bring your own food. Water, coffee and tea will be available, but should you need to bring your own food for lunch please do so. There are realistically no shops within walking distance bearing in mind the limitations of time and driving to the local shops will probably not be a sensible option bearing in mind that Bristol City are playing that day which means that after 1pm the local roads will become increasingly busy.

Wi-Fi should be available on the day, so feel free to bring along any electronic devices, e.g. laptops, that you may find helpful to aid with the training.

## Registration:

Pre-entry only will be via Pre-Entries on the BOK website. **Closing date for entries is 23:59 on Thursday 25 April 2024**; this is to enable us to confirm that we have adequate resources for provision of the course for the numbers of students expected to attend on the day.

You can register for either element of the course separately or attend both, depending on the specific area of training that you require.

## Start/Closure:

Starts 9am– 5pm. The centre will be open from 8.30am onwards so please arrive promptly to ensure that the courses can begin on time and to avoid disruption to the other participants.

Approx timings:

|               |                                       |
|---------------|---------------------------------------|
| 9am – 12.30pm | Organising Events: Richard Rossington |
| 1pm – 5pm     | Planning Events: Mike Forrest         |

We must promptly vacate the classroom after 5pm. Unfortunately, this will probably coincide with the conclusion of the Bristol City game so it will be in your best interests to

get away quickly before the local roads become swelled by the football supporters also trying to leave the area.

### Entry Fee:

There is none!

### Facilities:

Toilets available in the sports centre. Some limited local vending machines.  
Coffee, Tea & Water (self-serve).  
Disabled access.  
Free car parking.  
Wi-Fi

### Safety:

Beware of traffic around the residential streets and roads, and you must be respectful to other pedestrians.

Competitors take part at their own risk and are responsible for their own safety. If travelling alone or with relevant pre-existing medical conditions, you may wish to notify the Course providers in advance.

### Course Providers (all BOK):

- Event Organisation: Richard Rossington
- Event Planning: Mike Forrest
- Training Coordinator: David Faulkner [david.e.faulkner@blueyonder.co.uk](mailto:david.e.faulkner@blueyonder.co.uk) 07867 537171

### Local Attractions:

The venue is approx. 1 mile from Bristol City Centre and is near to the historic Bristol Harbourside. The Ashton Court Estate, where BOK regularly holds orienteering events, is also adjacent to the venue location. Clifton village is also nearby.

**Data Protection:** Your personal information provided for this event or obtained from registration databases will be used to process your entry.



Further details and latest information on the BOK website:  
[www.bristolorienteering.org.uk](http://www.bristolorienteering.org.uk)