



NFCC
National Fire
Chiefs Council



BRITISH FIREFIGHTER CHALLENGE

Saturday 27th – Sunday 28th July 2024









Merseyside Fire and Rescue Service – Host Information Pack



In aid of **The
Fire Fighters
Charity**



2019 stats;

-  186 competitors
-  23 relay teams
-  £7,000 raised for the Firefighters Charity
-  25,000 website views
-  30 endorsements and sponsors
-  800 app downloads
-  30,000 spectators
-  48,000 stream views



www.britishfirefighterchallenge.co.uk

hello@britishfirefighterchallenge.co.uk

British Firefighter Challenge C.I.C is a registered Community Interest Company - 13081311

Welcome to our vision

- **Inspire health and fitness** across the UK Fire and Rescue Service
- **Support the physical and mental rehabilitation** of our operational and retired colleagues by fundraising for the Firefighters Charity
 - **Provide a social platform** that brings Firefighters and their families together from around the World
 - **Advocate for Mental Health** - social events, participation, volunteering, camaraderie, a feeling of belonging
 - **Promote volunteering** to enhance community development, community spirit, self-confidence, life skills and more
- **Equality and diversity** - a unique Fire Service sporting event that can boast ages 18 to 60+ entering, with over 10% female entries
 - **Economic opportunity** - a mass audience event, the competition moves to new locations in the UK each year.
- **Engage with the younger generation** – provide activities for the whole family, including community safety and fitness challenges

Registered Community Interest Company - 13081311



A competition **organised by**
Firefighters, for Firefighters



BRITISH
FIREFIGHTER
CHALLENGE



Letter of support and booking agreement

Safer Communities, Safer Firefighters

Our Ref: CFO/KLD
Date: 24th July 2019



HUMBERSIDE
Fire & Rescue Service

John Gregory
23 Barr Close
Leicester
LE19 2AF

Service Headquarters
Summergroves Way
Kingston Upon Hull HU4 7BB
www.humbersidefire.gov.uk

The person dealing with this
matter is: Chris Blacksell

Tel: 01482 567417
Fax: 01482 567477
E-Mail: cblacksell@humbersidefire.gov.uk

Dear

BRITISH FIREFIGHTER CHALLENGE 2020

I am writing to confirm our offer to host the British Firefighter Challenge in 2020.

Humberside Fire and Rescue Service will undertake to cover at least 50% of the costs. We will endeavor to cover that through sponsorship. If we are unable to get sufficient sponsorship then the Service will fund the difference between the sponsorship and 50% of the costs. If we receive sponsorship in excess of the costs then we would donate any remaining funds, after expenditure to host the event, to the Firefighters Charity.

The Service will manage risks and liabilities through our own Public Liability Insurance (PLI) and through liaison with the owners of the site and their PLI.

An agreement has been made with Hull City Council with the areas of King Edward Square, King Edward Street and Queen Victoria Square, Hull booked for our exclusive use. Help and assistance from the Hull City Council Events Team and the Event Safety Advisory Group for Hull will also be available and the Council have stated that they are very excited about working alongside the Fire Service on this event

I hope the 2019 event goes well and I am really looking forward to hosting the event in 2020.

Yours sincerely



Chris Blacksell
Chief Fire Officer and Chief Executive



When a Fire and Rescue Service would like to host the BFC, what is required?

Please see letter of support from Humberside Fire and Rescue Service, Chief Fire Officer. This forms a template for what is required, in short we ask the host to underwrite all cost and risk for the event;

The host Fire and Rescue Service undertakes at least 50% of event costs (with the BFC Team attracting the other 50%), and if they fail to reach this amount through corporate sponsorship, the service will fund the difference. Funds need to be in the BFC accounts no later than June 1st, if excess funds are raised, these will be given as donation to the Firefighters Charity.

The Service will manage risks and liabilities through their Public Liability Insurance (PLI) and through the owners of the site and their PLI.

“

**UNDERWRITE
COST & RISK**

”

**BRITISH
FIREFIGHTER
CHALLENGE**

Cost

Running costs are variable for each event. Below is an example of costs over previous years, which now stand at approx. £50,000. However, some costs such as venue hire, security, ambulance services can be agreed locally in kind, or in return for sponsorship, thus not incurring a charge at all. We do not anticipate any event costing more £50,000, please see below.

Website fees £2,000

Stationary, Merchandise - £1,500-£2,000

Hammers and other perishable equipment items - £2,000

T-shirts - £4,5000

Security - £2,000 - £3,000

Streaming, videography, photography - £6,000

Events company (PA, Music) - £4,000

Hire of venue and any additional rooms/buildings - £1000

Accommodation for the BFC Team - £1,500

Hire of Ambulance Services (St Johns or other) Advisory Group requirement - £3,000

Entertainment licenses - £150-200

Council licenses - £100

Banner printing for course perimeter - £1,200-£2,000

Marquee hire - £1,000

Hire of; Fencing, Cherry Picker, Manitou (£1,500)

Cost of tower transport/erecting and dismantle of tower (£8,000)

Cost of tower maintenance, loan repayment, certification £5,000-£8,000

TOTAL – approx. £50,000

Competitor fees and corporate sponsorship

(based upon total costs approx. £50,000)

Do the registration fees of £8,500 come to the host, to offset against costs? If so, how are registration and payments managed?

Registration fees cover the cost of administration for the website each year and are not given to the host. All sponsorship/income attracted for the event both via the host Fire and Rescue Service (FRS) and the British Firefighter Challenge (BFC) team are to be paid into the BFC bank account. The BFC team will then pay all expenses relating directly to the event from this account. For example, if the host organising team negotiate the medical cover from a local company, the cost will be paid from the BFC account not from the host, bank details and up to date statements for this account will be given on request.

Is the remaining £41,500 worth of corporate sponsorship arranged by the BFC committee, or would it be the responsibility of the host Fire and Rescue Service to raise these funds?

The total costs of the event are shared between the BFC Team and host FRS. Based upon the above £50,000 total, we ask the host FRS attract a minimum £25,000 and the BFC team will endeavour to reach £25,000. Overall responsibility for costs is underwritten by the host FRS.

Please note that certain fees can be offset, i.e in Suffolk 2018 and Watford 2019 security services provided were either donated or part donated as sponsorship (as such was seen as sponsorship generated by the host FRS for that year) The Security company was given a level of branding that they were happy reflected their input/cost to the event in keeping with the Sponsors Pack which will be provided. **Please ensure any sponsorship negotiations are discussed with the BFC team before confirming any fees/branding opportunities.*

Corporate sponsorship

Are there any corporate sponsorship arrangements in place with the BFC committee, whereby sponsorship is provided by a particular business on an annual basis?

Yes, the BFC Team will provide all of the equipment for the course; the equipment has either been given to the BFC team, or is loaned to us annually in return for sponsorship (costs depending). These are as follows, Angus Fire hose, Delta Fire branches, Harken Industrial lines, Corhaven Forcible Entry Machines, Ruth Lee manikins and MSA Breathing Apparatus Sets.

The BFC Tower constructed by Crofton Engineering is partly sponsored and covers costs of all maintenance, loan repayments, and team safety certification. Transport of the Tower by PHD Access is also sponsored in part. We have quoted £8,000 however this transport fee could be reduced or covered in full.

We have good relations with many Fire Service equipment providers such as Ballyclare, Ruth Lee, Skills for Justice, Emergency One, MSA, Gore, Hainsworth, Delta Fire, Bosch, Rockwool, William Wood Watches and PBI Products, but each company negotiates their level of sponsorship each year. Our current sponsors are listed at the bottom of our website for your information. Please note that *any discussions with potential sponsors we ask for complete transparency. We don't want the BFC team and host Fire and Rescue Service approaching the same companies, a sponsorship plan should be made going forward with a list of sponsors to approach drafted by each team.*

If the sponsorship is the responsibility of the host Fire and Rescue Service, how would this be managed, and by whom?

As above, we advise that the host attract a minimum of 50% of costs for the event. We ask that the host FRS underwrite the costs and risk each year, this must be placed in a writing by the Chief Fire Officer or Deputy Chief Fire Officer to confirm a successful bid to host the BFC. In Suffolk 2018 this was achieved through local corporate sponsorship and a council grant of £10,000 from Bury Town Council. *NB - accounts are available on request.*

Risk

Are the host Fire and Rescue Service responsible for overall risk, how would this be managed and by whom?

Yes, the host FRS are required to provide their Public Liability Insurance. If the event takes place on Council property the Council will also provide Public Liability Insurance, or in the case of a private location such as the Fire Service College, the venue is expected to provide their PLI. Any external vendors and exhibitors around the perimeter of the course are required to provide a PLI certificate. And anyone competing or volunteering within the perimeter of the course do so at their own risk having signed a declaration upon registration and with the guidance of a pre-race safety briefing outlining our risk assessment.

The host organising team are responsible for the overall management/safety of all those who attend. Crowd management, security, emergencies etc are set out in the Event Management Plan (EMP) and Crowd Management Plan (CMP) for reference.

A risk assessment (RA) will be required from the host organising team along with the above event plans, see current RA and EMP for reference.

Management

Who will project manage on behalf of the host FRS and what are the requirements of the BFC committee around periodic update/site visits, etc.?

The host FRS would be required to nominate a Project Manager; the BFC team will arrange a site visit in spring 2023 to ensure the location meets all the requirements, with a follow-up meeting to speak through any early concerns. In previous years it has worked well having a Senior Manager as project manager on behalf of host FRS, and a project manager from the BFC overseeing the organisation and integration from the BFC team. Meetings will need to be held every other month from March 2023 and every month from January 2024 to ensure all tasks are completed. The Host FRS project manager will be required to attend Advisory Group meetings with the council, the project manager from the BFC team can also attend if required.

At the event, as hosts are ultimately liable for risk, we ask that the same host Project Manager works alongside the project manager from the BFC team in a command structure. Communications (via radios) provided by Breeze events, and spans of control will be discussed at a later stage, details must be reflected in the Event Management Plan.

Resources

What resources/staff are provided by the BFC to run the event?

The BFC team will provide all the course equipment and all the required key roles needed to run the course over the two days of competition. We ask that the host service provide 50 volunteers each day and a volunteer co-ordinator to manage welfare/rotations.

The BFC team will co-ordinate registration and race briefing to competitors and volunteers each day. A volunteer co-ordinator must be assigned from the host FRS team to manage course volunteers, event marshals, charity collectors, staging area security checks and junior course roles. There must be enough volunteers to allow for rest periods as required.

Leicestershire, Nottinghamshire and Hertfordshire kindly now loan us vehicles to transport the course equipment. Therefore, no vehicles are required to collect or return equipment. We simply ask for a Host FRS vehicle (large transit van or similar) to help with transporting equipment on site, with a nominated local station/secure location identifying and storing for all deliveries such as BA sets prior to the event.

Project Manager of the BFC team will oversee exhibitor positioning and sponsorship opportunities. The host FRS team will be responsible for the onsite management of the vendors and exhibitors including all utilities required such as water, electric and WiFi. Please provide one person to act as liaison officer who will be available all weekend to assist the BFC Team in this area. They will oversee the Exhibitor Village, including all community safety, recruitment stalls, the junior course, exhibitors, firefighters charity etc. Please also provide an electrical engineer to ensure the continued service of electrics and WiFi.

Staffing

How many staff are the host Fire and Rescue Service required to provide to resource the event?

Wednesday 24th July 2024 – host organising team to meet Speedy Hire (fencing, cherry picker, manitou delivery) onsite AM. to prepare a sterile working area using fencing for construction of the tower to begin. Ensure all cars/removable objects are clear of the venue. Setting out the perimeter fencing as per the EMP. We require a dedicated crew of 4 persons to complete this task and to work with the BFC Tower construction team. Tower construction team to arrive onsite PM to build the base of the tower.

Thursday 25th July 2024 – Tower Construction; Full day. Dedicated team of 4 persons from the host FRS team as a minimum for Tower construction.

Friday 26th July 2024 – Clear day for tower contingency. Electrics prepared and other vendors/exhibitors arriving on site. Liaison required to help assist, and oversee works with BFC Team. – final fixings of the BFC Tower if required. Any course testing will also be carried out.

Saturday 27th and Sunday 28th July 2024 - we ask for as many senior volunteers or staff to be onsite as possible by 0800 to help set up the course. Ideally at this point if 2 Fire crews (or 8 staff) could meet us for 60 mins to assist. A full volunteer briefing will be followed at 0830 for course management. We require assistance from staff, fire crews if available and volunteers to pack up the event at 1700 while the award ceremony is taking place. All equipment to be loaded onto and stored in the course vehicles.

Monday 29th July 2024 - A full pack down of the course including tower, fencing and barriers will be required with the BFC Team, We require a dedicated team of 4 persons from the host FRS team. Shorter day approx 0900-1500.

Staffing (cont.)

Fencing collection will be from 0700hrs on Tuesday 30th – the fencing is required all day Monday to fence off the construction area for the tower.

The host Project Manager will require two assistants on the day. One for inside the course, helping the co-ordination and welfare of volunteers/competitors and one for around the course, to liaise with exhibitors, media, and maintain safety/crowd management. The BFC Project Manager will also remain outside the course to liaise with the host organising team. Please also assign 2-4 people to help carry out/co-ordinate any tasks required of the events team as a whole. A dedicated Fire Engine for the event is recommended, both to interact with the community but also to assist with such tasks.

What would the wages/overtime commitment be for host FRS as they don't seem to be factored in to the outgoings below?

As a Community Interest Company we do not consider the cost of wages. These events work internationally on the spirit of people and fire services willing to volunteer their time/services.

Accommodation and transport

You mentioned accommodation. Is it the role of the host to simply signpost competitors to local hotels, or would the host FRS have to manage bookings with a chosen venue?

We advise the host signposts recommended hotels, and also asks local accommodation for any discount available. This information can be placed on our website and on our social media for competitors, volunteers, spectators to organise themselves. If the information can be forward to the BFC Team no later than 1st December 2022, it can be included in the competitor confirmation packs at point of registration which opens Jan 1st 2023.

Is the host responsible for the collection/transportation of international competitors when arriving and departing the country. E.g. minibuses from hotels to airports/ferries? This is the case for the World Rescue Challenge.

This is not a requirement, but it is very welcomed. Firefighters for Christ along with Stansted Airport crews helped with the transport in 2018 and it literally was a god send. Many International Competitors volunteer on and around the course, so it is beneficial to all parties if we can transport them to and from airports/accommodation.

Thank you for reading

If you have any other questions, please feel free to contact the British Firefighter Challenge Team;

John Gregory 07725585017

or email us hello@britishfirefighterchallenge.co.uk