VOLVO 600

Guinness World Record Attempt

The Largest Parade of Volvo Cars in the World 27/06/2021

Operations Manual and Guide

Version 0.3

12/04/2021

(All times stated are BST)

In a nut shell:

By reading this manual, organisers, venue owners, specialist supplies and the general public will understand why the Volvo600 event is being run, the rules that will be observed for safe operation and the needs of the organisers with regard to public and event safety.

The manual will also explain the four high level objectives which detail:

1) How the public will gain access to the Elvington Site.
2) How cars will be registered and detail required to ensure the event team have the evidence to support the GWR record claim.
3) How cars will be marshalled to assure a single file procession without gaps and to ensure when on circuit a speed limit of no greater than 15 mph is observed.
4) How clubs and specialist suppliers will be organised to ensure the public have a safe location to rest, socialise and receive event instruction.

This document will be used to rehearse organisation scenarios in advance of the event day to ensure the public attending are directed in line with the event timetable and the risk manual assumptions are tested and were needed, mitigated.

This document will make clear various roles and responsibilities and assumes a minimum number of officials needed to conduct the event safely and to collect the evidence in support of the GWR claim.

For purposes of illustration and planning the Torquevolvo event team will limit the event a maximum of 1500 cars, including those cars belonging to organisers and officials.

Access to the event will be controlled through the use of pre-registered two part snap cards.

It is assumed each car will have an average of two people per car with the event attracting approximately 3000 members of the public.

VOLVO600 Operations Manual
GWR Attempt Elvington 27/06/2021

1.0 Roles, Role Type and action performed on the day.

Role Type	Number required	Role description
Volvo 600 Marshall	30 Yellow HV Jackets	Marshalls following the risk plan identification will be stationed at entry and exits to ensure traffic flow is kept to speed limits on approach and registration.
Volvo Specialist and Independent Witness	4 Red HV Jackets	Officials will be independent witnesses that mark and count cars through the start, middle and end gates and note attendance to the event through observation of the scanning of snap cards. Two Volvo experts/specialist witnesses are required to validate that the cars in the parade are genuine Volvo Cars. Whiteness Statement to be submitted to GWR afterwards.
Volvo600 2 Mile course official	10 Green HV Jackets	Course Official to be placed every 800m to ensure cars follow and complete the mark course.
Photographers	5 Blue HV Jackets	Positioned in different sections of the course
Video	6 Blue HV Jackets	Two cameras stationed on each gate to video the single file parade. The parade must be filmed in one continuous take with date and time stamp visible in the frame.
Media	3	Various Classic Car Weekly and Practical Classics
Drone Pilots	4 Orange HV Jackets	Four drones need to record the parade from the air for GWR evidence. Drones will be zoned into four flying areas and managed by a focal point controller.
Elvington Official	2	Confirmed to the day. (TBA)
Event Control	2	Official tent located alongside runway in the rest area.
Total	66	

2.0 Event Information

2.1 What is Volvo600?

Attempt Number 1.

On the 31st March 2019, 1574 Volvo cars and over 5000 members of the public assembled at the Bruntingthorpe Proving Grounds for the first Volvo600 event.

The meeting was an un-paralleled success for assembling the largest number of privately owned Volvo cars in the UK and it proved to be a great platform for raising money for charity.

In 2019 the event raised near to 20 thousand pounds for Breast Cancer Care UK.

However, the Guinness Record can only be awarded if all rules associated with the challenge are strictly observed.

Sadly the record could not be awarded as one of the primary rules associated with the challenge, 'no more than two car lengths between vehicles was not observed'. This was evident in the video footage of the parade submitted with the witness statements.

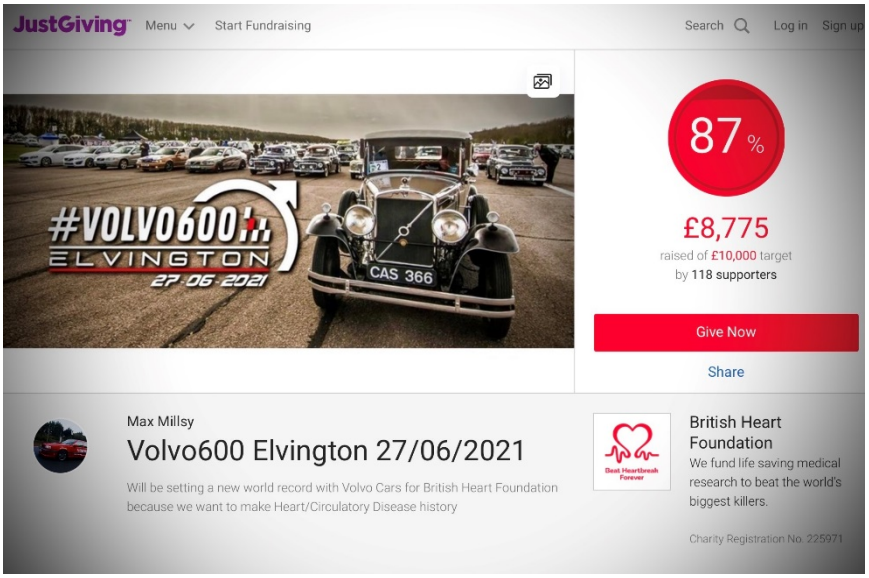
So for 2021 the event team having reviewed feedback from GWR and formally performing their own review of the event have decided to go to Elvington Airfield for a second attempt.

Attempt Number 2, will officially take place on Sunday June 27th 2021 at 08:15 am.

For 2021, the meeting will focus on raising money for the British Heart Foundation charity.

Guinness World Records have kindly confirmed their permission to have a second run at the record and the attempt in 2021 will be evidenced under the GWR application reference number 1908222016051pov

The small team of organisers of this event are all volunteers, Volvo owners and are motivated and committed to ensure the day passes safely and successfully with all proceeds from the day being passed to the British Heart Foundation.



2.2 Why the event is called Volvo600?

Guinness World Records, (GWR), confirmed that a record for the largest parade of Volvo cars had been set in September 2010 in Poland on the border between Katowice and Chorzow.

The count of cars was officially recorded at 570 cars, with independent witnesses ensuring a constant flow of cars and spaces between cars was maintained.

To beat and take the world record, the UK team will need to gather and parade 571 Volvo cars, however with 571 cars being an odd number to remember, the team agreed that a more rounded number was needed for participants to remember, hence VOLVO600 was confirmed as the event name.

The location of Elvington in the UK, has been confirmed as the venue to attempt the record and is large enough and allows for a much greater number of cars to be assembled and paraded with a safe operating limit of 1500 cars and 5,000 people.

The organising team, have created this event operations manual using these numbers.

2.3 Where and when is the event being held?

Volvo600 will be held at Elvington Airfield, located to the east of York and to the west of Elvington Village in the UK.

The event will start at 08:15 am on Sunday 27th June will end approximately at 16:30.

Elvington airfield is a privately owned and operated facility situated to the east of the City of York and to the west of Elvington Village. Access to site is only permissible using the post code YO41 4AU.

The station was originally a grass airfield within No. 4 Group RAF. In the early 1940s the airfield was entirely reconstructed with three hardened runways replacing the grass. It re-opened in October 1942 as a station for 77 Squadron RAF and along with RAF Melbourne and RAF Pocklington was known as "No. 42 Base". It boasts a very impressive straight runway which is just short of 2 miles in length and affords an additional 2 miles of taxi way ideal for helping set the rolling parade.

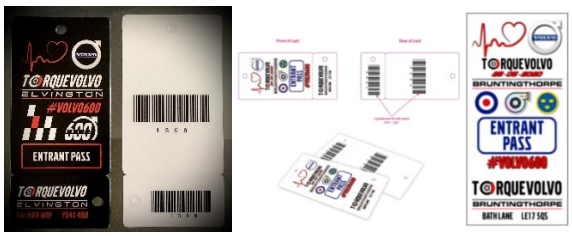
Patrons will only be able to attend the 2021 record attempt if they have pre-registered and are in possession of the two part snap card. Each snap card is individually numbered and the barcode contains link information requested by GWR that will verify the record attempt.

Access to the event will only be granted when the driver presents their card for entry on the day.

The Snap Card replaces the paper based 4 part form used in the 2019 attempt, simplifying registration and confirming the number of expected participants in advance.

The event access card can only be purchased from the Torquevolvo online shop. Entry will not be granted to the site if the driver of the vehicle does not produce the snap card upon request.

https://torquevolvo.myshopify.com/?fbclid=IwAR0MVlpzxrmCUB2ixRYsubj9QSJfiX_jxOZOyz6fhKkpjVs_3D5C3x1o598



2.4 What time will the event start and what is the schedule of events

Start Time	Scheduled Event	Notes	End Time
07:30	VOLVO600 Event officials admitted to site, via main security gate.	Safety briefing given and officials sent to responsible areas. Radio checks performed. Team will set up cones to mark course, GWR Start, Middle and End gate signs.	08:00
07:30	Catering Team onsite to start food prep	Food prep ready to serve from 8:30am	16:00
07:30	Club Stands and trade teams admitted to site to setup.	Details of cars to be supplied to Elvington Security in advance. Entry to site will be via the main security gate.	09:00
08:15	**Admission given to public cars (Admission see step description)**	**Cars will be admitted only if driver displays 'Entrant Pass" Drivers and cars not able to show the pass will be turned away.**	**11:45**
08:15	Cars directed onto the airfield parking and rest area and parked in columns.	Once cars are parked in holding position, attendees can walk to the club stand rest and catering area.	12:00
08:30	Event catering, trade, Club Stands Open	Catering, trade and Club Stands and will close at 16:00	16:00
11:45	**Entry closed to public entry. (Final queuing traffic will be admitted).**	**Marshall Team return to airfield.**	**12:00**
12:15	Event officials gather for a final briefing in the event tent located in the rest area before the start of the parade.	All Marshalls and event team members return to rest event tent for final briefing before parade starts.	12:30
12:45	Event officials take up positions on the marked course and check point gates.	Radio check conducted	13:00
13:00	**Parade starts**		**14:30**
14:30	**Parade Halts**	**All cars are held in rows to allow final GWR photos and evidence to be collected. Drone to perform fly past. GWR Evidence**	**14:30**
15:00	Event Control confirms record run is complete and decides if we are to make a second official run or opt for informal parade.	Second official or informal run started and completes	16:30
16:30	**Event Exit Procedure invoked.**	**Police cars sent to mark entry to the exit road and ensure public exit correctly.**	**18:00**
16:30	All event and club stands close and catering is packed away		17:00
16:30	Event Closes and all public and organisation cleared to exit event by 18:00		18:00
18:00	Clean Up and Event Crew Exit	Clean up once public offsite, cones packed away and area cleared of rubbish. Event crew exit via main gate.	19:00

2.5 How is the Volvo600 event funded?

The total cost of Volvo600 is estimated to be between £14,000 and £16,000 pounds.

As professional involvement and commercial sponsorship will impact the clauses set out in GWR's terms and conditions, the organising team have taken the approach to ensure funding for the event

will be achieved through the production and selling of specific entry cards and merchandise directly associated with the Volvo600 event as offers of sponsorship funding from trading companies such as Volvo cannot be allowed.

Once the event has been funded and associated invoices settled, additional funding created from merchandise and entry cards will be donated to the British Heart Foundation.

2.6 Charity Fund Raising

British Heart Foundation has been chosen as the charity that Volvo600 will support and raise funds for in 2021. The ambition is that donations before the meeting and on the day will raise in excess of £4,000 pounds, with the day itself boosting the total to a figure beyond £10,000 pounds.

All proceeds donated via the just giving page or on the day will go directly to this charity.

A link to the just giving page is copied here;
https://www.justgiving.com/fundraising/torquevolvo600

Collections will be taken on the day via officially registered British Heart Foundation collection buckets.

3.0 Volvo600 Five Core Event Steps

3.1.0

The 2021 Volvo600 event will be divided into five core steps, these are;

1) Admission
2) Column Park
3) Record Parade
4) Exit

3.1.1 Admission.

Admission to the 2021 Volvo600 GWR event will only be permissible if the driver is able to produce on entry to the car park an 'Entrant Pass' two part snap card.

The Car Owner/ Driver will be ask to pre-register their vehicle via the Torquevolvo online shop and in return an 'Entrant Pass' two part snap card and lanyard will be sent to them before the event.

The final date to register and obtain an 'Entrant Pass' will be Friday 14th June or when the total allocation of 1350 passes have been issued.

The 'Entrant Pass' will allow entry for a single vehicle, driver and any occupants in the car, entry to Volvo600.

In summary only one Entrant Pass is required per car. *(Not one entry card per person in the car).*

The checkout process on the Torquevolvo online shop will capture the information requested by GWR and ensure compliance to the following rule.

- ***Barcoded ticketing system – Tickets obtained prior to the event are scanned as vehicles enter and the scanner registers the number of tickets. If vehicles pre-register online and obtain a personalized barcode, the machine can also register their names and other information. (see section 4.6).***

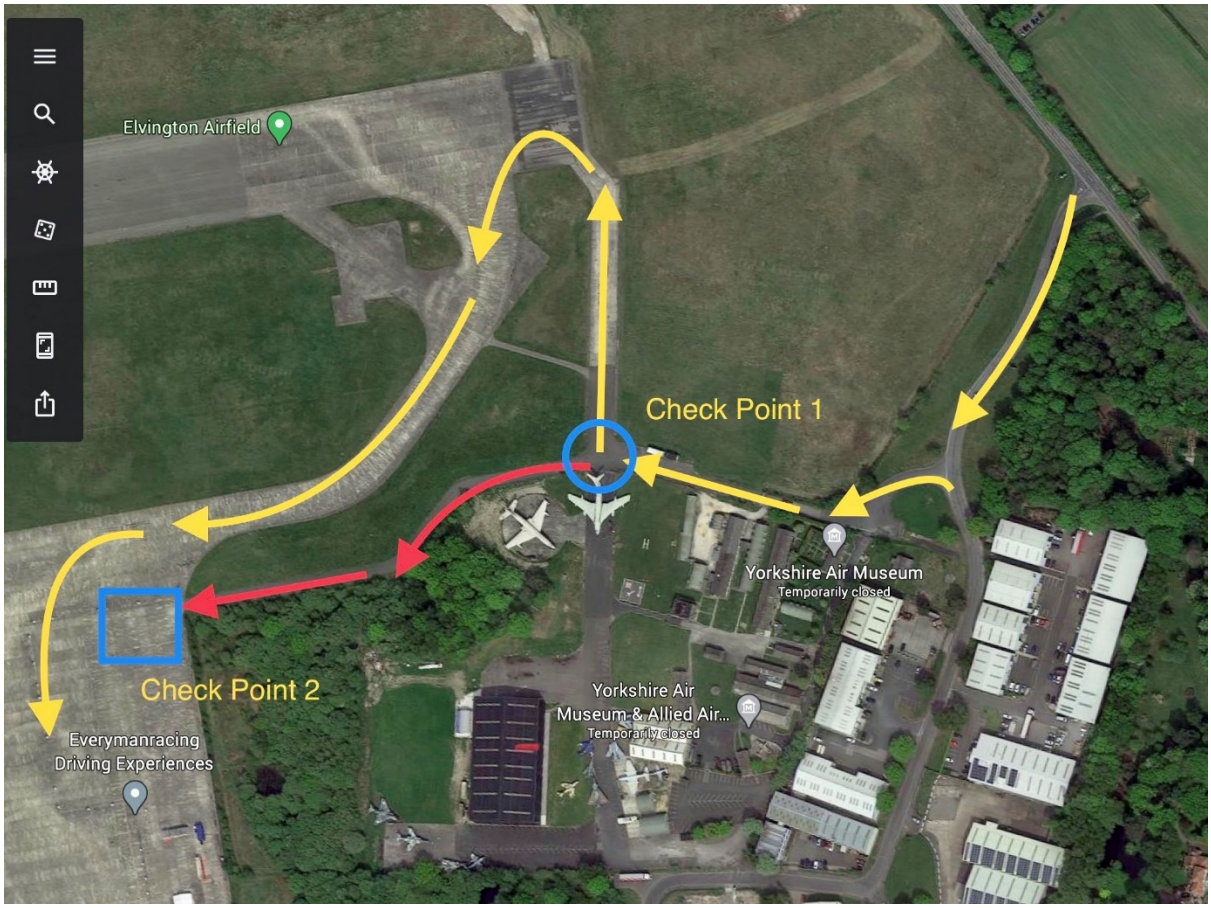
Once admitted, vehicles and drivers will then be directed via the perimeter roads to the airfield and designated area on the hardstand. Marshalls and signage will be used to direct traffic.

Admission to the event will start from 8:15am and complete at 12:00pm sharp.

At 12:00 noon the Car Park gates will be closed allowing Marshalls to fall back to field duty.

The following picture highlights flow of incoming traffic.

1) Yellow Arrows shows the flow of traffic to check point shown by a Blue Circle.
2) Blue Circle is Check Point 1 where passes will be checked.
3) Cars with an Entrant Pass will be allowed through following yellow arrow to the car park.
4) Cars without passes or spectators will be sent down the Red Arrow route to the Blue Square (Check Point 2) to check details held on record.



3.1.2 Column Parking

Vehicles and Drivers will be guided onto the hard standing area and guided to park in designated columns or distinct lines, while all entrants and cars are loaded onto the hard standing area.

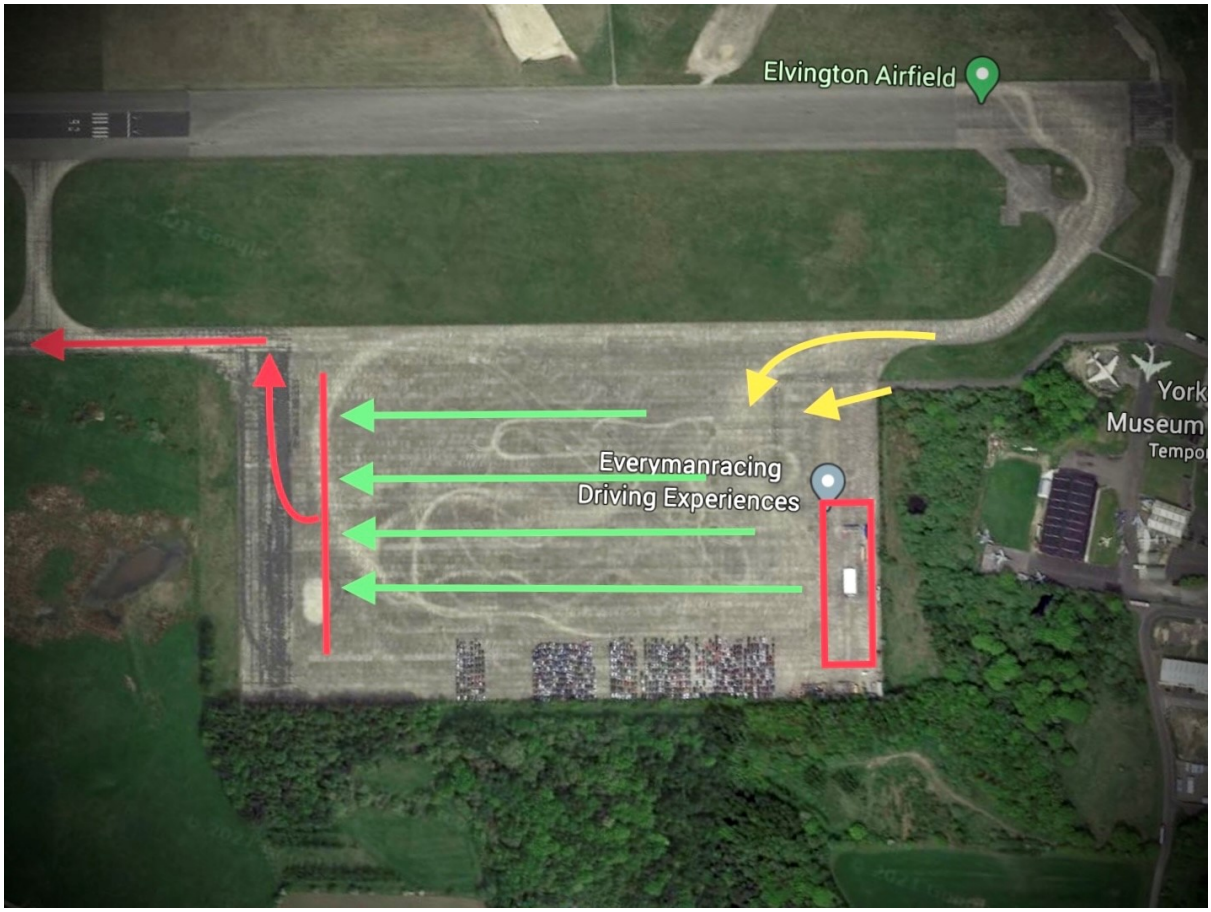
Marshalls will guide drivers into columns and come to rest in a single square patch. Drivers will be asked to observe their place in the columns and once parked can exit their cars to rest, eat and socialise. The attached picture attached here acts as a guide.

This procedure will take place at the same time as the admission procedure starting at 8:15am and will complete at approximately 12:00 noon.

VOLVO600 Operations Manual
GWR Attempt Elvington 27/06/2021

The following picture;

1) Two entry points highlighted with Yellow Arrows
2) Green lines indicate rested lines of cars in their designated columns (1 car per square patch)
3) The white square (highlighted in Red) is the marquee. Toilets, club and food stands to be located within this area.
4) Red Arrows to designate the flow into the GWR parade.



3.1.3 Record Parade 13:00 – 14:30.

At approximately 13:00. Marshalls will direct the columns forward into a single column formation. Cones will be used to ensure the speed is limited in advance of three GWR Marshall Points

1) Check Point 1.

   Will see an official snap the lower part of the card and scan the barcode confirming entry into the GWR parade. An official Parade Number is issued to the driver to display in the left had side of the windscreen. (This is the formal car parade number for the 2021 attempt).

2) Check Point 2.

   An official will confirm the formal parade number is still being displayed in the windscreen and a reminder issued to the driver to observe position in parade and when they are inside the 2 mile official parade circuit and to observe the no more than two car length rule. “MIND THE GAP”.

3) The driver will finally be waved forward to the 2 mile parade route under marshal supervision.

The steps described on the previous page are required to cover off the following GWR rules;

1) If the parade is for motorised road vehicles, then all drivers must hold a full driving license.
2) If the parade is for motorised road vehicles, then license plate numbers of all vehicles participating in the parade must be provided.
3) All vehicles participating in this world record attempt must be moving – it is not acceptable merely to park them in a row.
4) The minimum distance of the parade must be at least 3.2 km. (2 miles) from the starting point to the finish (all vehicles must cross the start line and drive the length of the route to the finish line).
5) Proof of course length must be submitted. The length of the line created by the vehicles may be recorded for interest but is not relevant to the record attempt.
6) If a vehicle cannot complete the route, that vehicle must be deducted from the total count.
7) Stewards must be positioned at 1 km intervals along the course to observe any vehicles who leave the course before completing the required distance. Stewards must then report their observations to the independent witnesses, so that any non-compliant participants can be deducted from the final total.
8) *There must be no significant 'gaps' in the flow of vehicles. The vehicles in the parade may not be more than two vehicle-lengths apart during the parade.*

The following picture shows the position of the check points.

1) The Red line show the GWR record route which is 2 miles in length.
2) Checkpoints are number and indicated by Blue Triangles, along with the Starting Gate, 1 Mile Midway Gate and 2 Mile Finish Gates.

The following picture highlights the measured two 2 miles GWR course.

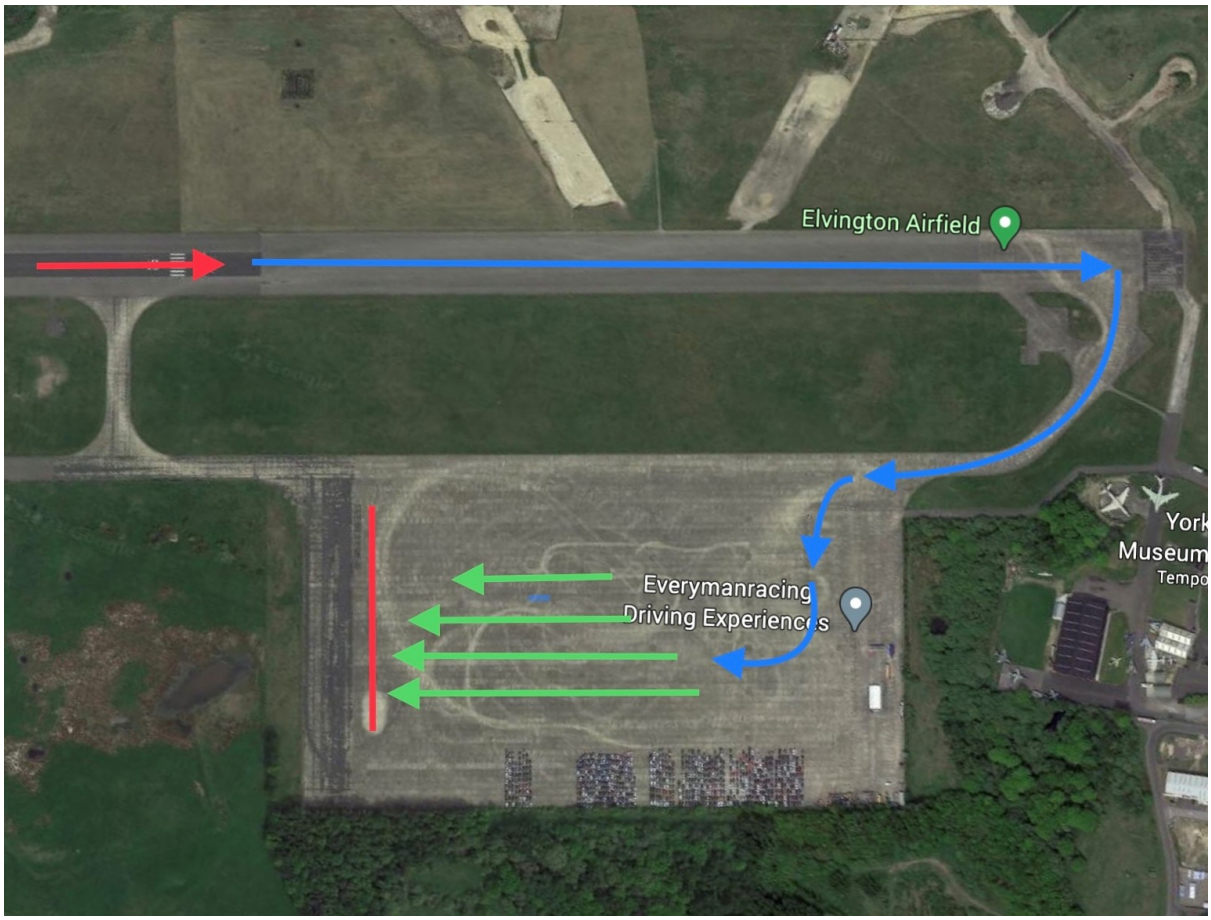
This will be conned off to allow a single file two mile route with check point and marshalling point's visible along the route.

The Starting Gate, 1Mile Midway and 2 Mile Finish gates will be marked with flags and will have two cameras to record an uninterrupted and time stamped recording of the parade.

The parade route will be marked, monitored and marshalled to assure adherence to the following GWR rule requirements;

1) The event should take place in a public place or in a venue open to public inspection.
2) All record attempts must take place in restricted areas with entrances and exits clearly marked and controlled. Outdoor attempts must be secured with fences or other physical barriers.
3) The number of vehicles must be accurately confirmed by a method approved by Guinness World Records. Please see the "ACCEPTABLE COUNTING METHODS" section of document. Any method other than those listed must be pre-approved by Guinness World Records.
4) Specific measures must be in place to ensure vehicles are not counted twice.
5) The entire attempt must be filmed. Both the entrances and the exit must be monitored by uncut, time-stamped video, which must be submitted with the evidence.
6) An aerial photo of the vehicles or a photo showing the parade must be submitted, in addition to the standard photos of the attempt when under duration.

Once you exit the coned area passed the Finish Gate, drivers will be directed to follow the Blue Arrows to then park in their original square patch.



The Record Parade is anticipated to take just over 1.5 hours. Once complete a check of video evidence will take place and if needed a second record parade can take place.

If a second parade is not required, and informal parade will take place allowing drivers to drive in multiple lanes alongside each other as per the parade in 2019.

3.1.4 Exit Procedure

At Approximately 16:30, the exit procedure will be invoked allowing cars to leave the field and venue through the way you entered the site.

4.0 Guinness World Record rules and evidence requirements

4.1 GWR Legal Notice

This section acts as a guide to the specific considerations and undertakings of the potential record attempt and is to be used in conjunction with the GWR Guide to Torquevolvo' s evidence which outlines the evidence GWR will require to verify the success of the record attempt.

These guidelines should be read and understood by all concerned with the record attempt prior to the attempt – this includes every participant, organiser and witness.

These guidelines are specific to the Volvo600 record attempt and must be followed.

Should any part of these guidelines be contravened, the record attempt will be disqualified, without any right of appeal.

Additionally, these guidelines in no way provide any kind of safety advice and cannot be construed as providing any comfort that the record attempt is free from risk.

Guinness World Records accepts no responsibility for the safety of participants or bystanders in any record attempt. It is your sole responsibility to ensure that (a) all necessary safety precautions are in place and that all equipment used is suitable and thoroughly checked prior to the record attempt taking place and (b) you are in compliance with all applicable health and safety laws and regulations.

Finally, the provision of these guidelines in no way constitutes Guinness World Records' consent for you to undertake a record attempt. Any record attempt will only be considered to be authorised by us where you have signed our standard agreement in relation to record attempts.

4.2 Record definition

- This record is for the largest number of Volvo cars in a parade formation over a set course.
- This record may be attempted by an individual or a team.
- This record is measured in number of participating vehicles.
- It is not possible for Guinness World Records to list separate records for every model of Volvo car ever produced. For this reason records for specific models of car will not be considered.

4.3 Rules for Largest parade of Volvo cars

This record is for the largest number of Volvo cars in a parade formation over a set course. Details of this venue (name and dimensions) must be submitted with the claim.

1. All vehicles must carry the Volvo name badge; it is not sufficient for the vehicles merely to be produced by the parent company.
2. The parade may not take place on public highways unless those highways have been officially closed for the record attempt. Proof of official closure should be submitted with the evidence pack.
3. A concise, clear and audited inventory must be submitted for all claims either including thumbnail pictures of all the items, or labelled with photo names, so as to allow the log book to be cross referenced with the images.
4. The entire counting process must be clearly visible in the frame of the video.
5. All entrances and exits must be monitored by uncut, time-stamped video, which must be submitted with the evidence. The counting process must be clearly visible in the frame of the video.
6. Stewards must be involved throughout the crowd to help ensure that all the contestants fully participate in the attempt. Stewards must be positioned along the course to monitor any participants who leave the course before completing the required distance. These participants must be deducted from the final total.

4.4 Rules for 'largest parade of vehicles' records

Please make sure you follow ALL these rules:

a) The parade may not take place on public highways unless those highways have been officially closed for the record attempt. Proof of official closure should be submitted with the evidence pack.
b) The parade route must be marked. If the parade takes place on water, buoys must be used to mark the circuit.
c) If the parade is for motorised road vehicles, then all drivers must hold a full driving license.
d) If the parade is for motorised road vehicles, then license plate numbers of all vehicles participating in the parade must be provided.
e) All vehicles participating in this world record attempt must be moving – it is not acceptable merely to park them in a row.
f) The minimum distance of the parade must be at least 3.2 km. (2 miles) from the starting point to the finish (all vehicles must cross the start line and drive the length of the route to the finish line). The only exception is for parades taking place on water (e.g. 'Largest parade of paddle boarders'), for which the parade route must be at least 1.6 km. (1 mile). Proof of course length must be submitted. The length of the line created by the vehicles may be recorded for interest but is not relevant to the record attempt.
g) If a vehicle cannot complete the route, that vehicle must be deducted from the total count.
h) Stewards must be positioned at 1 km intervals along the course to observe any vehicles who leave the course before completing the required distance. Stewards must then report their observations to the independent witnesses, so that any non-compliant participants can be deducted from the final total.
i) **There must be no significant 'gaps' in the flow of vehicles. The vehicles in the parade may not be more than two vehicle-lengths apart during the parade**.
j) The name of the organisation, company or person(s) making the attempt must be given, along with the date and place.
k) The event should take place in a public place or in a venue open to public inspection.

l) All record attempts must take place in restricted areas with entrances and exits clearly marked and controlled. Indoor attempts must take place in a room designated for the attempts, and outdoor attempts must be secured with fences or other physical barriers.
m) The number of vehicles must be accurately confirmed by a method approved by Guinness World Records. Please see the "ACCEPTABLE COUNTING METHODS" section of document. Any method other than those listed must be pre-approved by Guinness World Records.
n) Specific measures must be in place to ensure vehicles are not counted twice.
o) Venues and verification methods can be sent for approval using the Correspondence function within your application. Attachments such as venue layouts can be uploaded via the Evidence function. You do not need to use the Submit Evidence button after uploading; as long as you write to us in Correspondence and make sure to save the changes to your application, the materials will appear for
p) The entire attempt must be filmed. Both the entrances and the exit must be monitored by uncut, time-stamped video, which must be submitted with the evidence.
q) An aerial photo of the vehicles or a photo showing the parade must be submitted, in addition to the standard photos of the attempt when under duration.

4.5 WITNESS REQUIREMENTS

- The role of an independent witness, or in certain cases, the auditing firm, is to oversee the attempt as a whole and confirm the final total after having observed the entire process. They must be made aware of all specific guidelines in order to confirm that all have been adhered to.
- At least two independent witness statements must confirm the exact and final figure of the total vehicles as well as attest that all guidelines were followed during the attempt.
- The independent witnesses must personally perform the counting process or directly observe it.
- One of the independent witnesses must be a specialist independent witness who can confirm that all participating vehicles are of the correct type for this record attempt. Examples of suitable independent witnesses for this category are race engineer; automotive design engineer; specialist motorsport journalist or other expert; or committee member of a relevant automotive club or association. Other types of expert may but accepted, but the applicant should confirm their suitably with their Record Manage prior to the attempt.
- All attempts of greater than 5,000 vehicles must be overseen by a professional auditing firm, with a report submitted by the auditor(s) present at the attempt containing all details of verification as well as the final total. This report is required in addition to the two independent witness statements.

4.6 ACCEPTABLE COUNTING METHODS

Vehicles must be counted individually by an efficient, accurate method upon entering the venue. The below counting methods are acceptable when performed accurately and in accordance with all guidelines outlined above. Guinness World Records may accept additional methods, provided these methods are pre-approved.

- Barcoded ticketing system – Tickets obtained prior to the event are scanned as vehicles enter and the scanner registers the number of tickets. If vehicles pre-register online and obtain a personalized barcode, the machine can also register their names and other information.
- Wristbands – These can be barcoded (as with a ticketing system) or individually numbered and handed out in order by independent individuals at the entrances.
- Turnstiles – Counters on each turnstile record the number of people passing through into the attempt area.

4.7 Please make sure you supply the following evidence.

- One cover letter explaining the context of the record attempt. Please indicate the date, time and exact location of the record attempt, your chosen witnesses and your record attempt measurement. Also please provide full details of the person(s)/organisation attempting the record including details on the preparation for the attempt.
- Two independent witness statements confirming that the rules above have been adhered to and must explicitly state the exact and final figure of the total vehicles. Statements must describe the counting process and overall attempt in detail. One of these statements must be prepared by a specialist independent witness, as described under 'Witness Requirements' above.
- Where a venue has 5000 vehicles or more an official auditor's report must be submitted from an independent, professional auditing firm and must confirm the exact and final figure of the total vehicles taking into account any vehicles whom the stewards deducted from the total, as well as all details of the verification process.
- Photographic evidence of your attempt taking place capturing the details provided by the independent witnesses. The photographic evidence must include an aerial photo of the crowd or a photo showing the entire group.
- Video evidence of the entire record attempt, from start to finish that enables us to confirm the measurement achieved, that the guidelines have been adhered to and verify the details provided by the independent witnesses. In addition, all entrances and exits must be monitored on video and the counting process must be clearly visible in the video too.
- Media articles (newspaper, online, TV or radio) should be submitted as part of the evidence requirements. This is not compulsory evidence.

4.8 Additional and supporting GWR regulation

Please read the Guide to Your Evidence document, where you will find further information about the evidence requirements and evidence templates. It is paramount this document is read before you submit your evidence.

Document End