

# National Trails Day 2011

## Sunday 2<sup>nd</sup> October



### Notice to Event Organisers

NATIONAL TRAILS DAY is a celebration of Ireland's wonderful variety of trails and a chance for everyone to enjoy some of our most beautiful countryside, forests, mountains and lakes.

National Trails Day 2010 was very successful, with more than 20,000 people getting out to enjoy trails in a variety of ways at over 185 events held across the country. Last year we had "bat walks", mountain bike cycles, family orienteering, canoeing adventures, Leave No Trace hikes, trail conservation work, heritage walks and just plain ordinary walking! This year we hope that we can do even more interesting and exciting things on a trail, be it on land or water.

This year, once again, we are delighted that National Trails Day will be an all-island event with the Countryside Activities and Access Network co-ordinating the Northern Ireland events. The sponsors of this year's events are Coillte, Fáilte Ireland, the Irish Sports Council/ National Trails Office and the Dept. of the Environment, Community and Local Government.

The partners in National Trails Day wish to invite you to organise your local trail event. We include some guidance on the types of events to be held and assistance on how to get your event onto the National Trails Day website.

This year, we would especially like to see "**Come-and-try**" trail events organised for those who may be a little reluctant to participate without your guiding help.

### Who is it for?

This year National Trails Day will be held on Sunday 2<sup>nd</sup> October 2011 with the objectives of:

- Promoting an awareness of the recreation trails (walking and biking) and allied outdoor recreation facilities that are currently available in Ireland
- Promoting an understanding of the need to manage and resource our trails and other facilities
- Promotion and awareness of the work of all key agencies in delivering trails and other facilities

The target audience is the general public - maybe those who haven't considered going out or using a trail or maybe those that don't know where to start. There are many different trails aimed at many

different users across the country and National Trails Day is intended to promote the diversity of what we have to offer.

### **Getting the message across**

National Trails Day will be launched in early September to promote maximum coverage for this year's events. There will be a media campaign in local, regional and national press beginning in September and a national radio promotion campaign to help promote the events taking place on the day.

You will be sent an event pack in September which will include posters for your local area to promote your local event, along with site banners to put up on-site to advertise your location.

The event website ( [www.nationaltrailsday.ie](http://www.nationaltrailsday.ie) or [www.nationaltrailsday.co.uk](http://www.nationaltrailsday.co.uk) ) is set up to give all information on any particular event, including location, description, time and duration, who the event is aimed at, etc...

### **What events can be included for National Trails Day?**

We aim to have over 200 events organised and promoted for 2011 Trails Day. They can include:

- Organised cycles
- Organised walks / organised runs
- Trail repair work shops/demonstrations
- Guided water-based trail events
- Events on Multi access trails to highlight wheelchair accessible trails
- Beginner's ride on a mountain-bike trail
- Nature trail events
- Leave No Trace awareness walks
- National Looped Walks events
- Ride out on an equestrian trail
- Orienteering for beginners on trails
- Family treasure hunt events based on trails
- Railway walks (on upgraded trails on disused lines), etc...

This year we ask organisers to nominate a theme for their trail event to allow the public to search by theme for an event that they may wish to participate in. The event information form has a space to enter the theme of your event.

We would also ask you to pick the groups who you are aiming to attract, e.g. family groups, experienced hillwalkers, general public, etc..

### **Guidelines for planning events**

Some guidelines for planning events are:

- The events **must be trail-based** as the emphasis is on the use of trails across the country

- All events must be on 'off-road' trails
- Try to 'theme' your event, e.g. Nature Walk/ Family Cycle/ Orienteering, etc...
- Permission of the landowner to hold the event is required.
- There must be a **clear leader/ host organisation** who are responsible for organising and running the event. (this includes any site clean-up that may also be required).
- Events should typically run for between **1 and 3 hours**.
- Adequate and safe parking must be available for predicted level of visitors at each site – the Gardaí/ PSNI must be informed of the proposed event.
- First-aid provision appropriate to the event should be available if necessary.
- **Children at all events must be accompanied by a parent or guardian.**
- All events must be free-of-charge.

### **Request for events**

The organising partners of National Trails Day now request interested groups or organisations throughout the country to plan and run an event on the day. It is hoped that there will be a number of events organised in every county throughout Ireland.

There are 3 ways to get your event information to us for inclusion on the website. We would ask that you use option 1 if possible, for ease of management of information due to the large number of events taking place. Please fill in all areas on the form. Partial or incorrect information will not be posted on the website.

1. Organisations wishing to plan and run an event should access the website and fill in the online form with details of your event (click on this link <http://www.nationaltrailsday.ie/information.html> or [www.nationaltrailsday.co.uk/information.html](http://www.nationaltrailsday.co.uk/information.html) ). Please fill in all categories on the form.
2. If you cannot access the website, please fill in the form on the next page and email to [info@nationaltrailsday.ie](mailto:info@nationaltrailsday.ie)
3. Call Carol Ryan at 01-2011132 to request a form to be posted to you for your event information.

**Deadline for events: Please forward details of your event to us by Friday, September 2nd.**

### **Events in Gaeltacht Areas**

If your event is taking place in a Gaeltacht area, provide the information in Irish language also, for inclusion on the website.

### **Further Information or Queries**

For any queries you may have about any aspect of organising your event, please email [info@nationaltrailsday.ie](mailto:info@nationaltrailsday.ie) or alternatively contact Carol Ryan on 01-2011132

Thank you in anticipation of your trail event for 2011 ! Please forward this notice to others who may be interested in organising an event on their local trail.

Daithi de Forge,

Project Manager, National Trails Day

On behalf of the Sponsoring Partners

June 2011

## Form for Event Details

<b>Headings</b>	<b>Your information</b>
<b>Event Name</b>	
<b>Location</b>	
<b>Theme</b>	
<b>Description of event</b>	
<b>Host organisation(s)</b>	
<b>Contact name</b>	
<b>Phone number (office and mobile)</b>	
<b>Email address</b>	
<b>Website address</b>	
<b>Nearest town and county</b>	
<b>How to get there</b>	
<b>Meeting point</b>	
<b>Is pre-registration required?</b>	
<b>Time of event (from when to when?)</b>	
<b>Duration</b>	
<b>Suitable for</b>	
<b>Special instructions</b>	
<b>General instructions</b>	

## Sample - Event Information Form

Headings	Your information
<b>Event Name</b>	e.g. Guided <i>Lakeshore walk</i>
<b>Location</b>	e.g. <i>Portumna Forest Park</i>
<b>Theme</b>	e.g. Nature Walk
<b>Description of event</b>	e.g. <i>This event will give you views from the new lake shore trails developed at the Park and introduce you to all types of wildlife and forest plants.</i>  <i>The trails bring you to previously unexplored areas of the park and a leader will explain all the features you will encounter along the way.</i>  <i>There are picnic and BBQ facilities in the Park, so come prepared!</i>
<b>Host organisation(s)</b>	e.g. <i>Coillte and Friends of Portumna Forest Park</i>
<b>Contact name</b>	
<b>Phone number (office and mobile)</b>	<i>Office: 123456</i> <i>Mobile: 123456</i>
<b>Email address</b>	<a href="mailto:friends@portumna.ie">friends@portumna.ie</a>
<b>Website address</b>	e.g. <a href="http://www.friendsofportumnaforestpark.ie">www.friendsofportumnaforestpark.ie</a>
<b>Nearest town and county</b>	e.g. <i>Portumna, Co. Galway</i>
<b>How to get there</b>	e.g. <i>Leaving Portumna, on the R352 heading towards Mountshannon, the park entrance is 1km from the town on the left hand side. The trailhead is located in the car-park which is 1km inside the park gates</i>
<b>Meeting point</b>	<i>Meet at trailhead.</i>
<b>Is pre-registration required?</b>	<i>(If this event has a maximum number that can be catered for or requires registration for insurance reasons, e.g. trail repair workshop, etc...)</i>
<b>Time of event (from when to when?)</b>	e.g. <i>Nature Trail Walk starts at 1pm and finishes at 2pm</i>
<b>Duration</b>	e.g. 1 hour
<b>Suitable for</b>	e.g. <i>General public <u>or</u> experienced hill walkers <u>or</u> family groups, etc..</i>
<b>Special instructions</b>	e.g. <i>All children must be accompanied during this event <u>or</u> Strenuous exertion needed to complete this route, etc...</i>
<b>General instructions</b>	e.g. <i>Bring waterproof jackets, outdoor footwear, etc...</i> <i>BBQ facilities available at the park</i> <i>Toilets at the park</i>