

**Please refer to the sections relevant to the roles you have signed up to:**

### **Gate/Parking**

In this role you will be part of a larger team during peak times and will be shown in person what you need to do. Outside of peak times or when there are no race arrivals – you will be making sure no vehicles enter the event field, checking passes/bands and directing parking in the car park. Here is some basic info to get you started:

There will be a radio to contact the parking team manager or HQ if there are any problems/queries or if you need extra help. Please review the transport plan, radio comms sheet and site plan documents as these will be useful to your role and there will be copies available at your post.

The parking manager on duty will assign you a role at peak times. We anticipate that it will be our event team that are responsible for checking codes and organising camping bands and payments and that our volunteers will either assist or direct traffic/manage car parking. However if you are helping with this you will be given full instruction at the event. There will be staff in the arrivals area where anyone with queries or issues with their code etc should be directed to.

Please welcome people with a smile and direct them to the parking or camping areas as quickly as possible according to the site plan. At peak times it will be important to keep things brief in the interest of keeping traffic flowing (ie if there is a queue of cars). If you are based in the car parking area please ensure that cars are parking sensibly (ie not blocking other vehicles – especially around the 10k events and with spectators on Saturday/Sunday morning). You can direct them into spaces as explained by your team leader.

Up until 10am Saturday morning, campers should be directed to the main field via gate 4 where there are signs directing them to each camping area. Please familiarise yourself with the site plan and transport plan.

Please allow anyone who needs disabled parking to park close to the main gate (gate 4).

**Any one **not** camping must park in the car park.**

Anyone wishing to leave the event early (ie between 10am Saturday and midday Sunday) must park in the car park or camp in Orange area. No cars are allowed to move on/off/around the camping field from 10am Saturday until the end of the race.

All caravans/motorhomes must park in green area (tents are also allowed in this area.)  
Smaller campervans (eg VW T5 or transit size) can go in this green area or general camping.  
The only exception to this is solo runners – caravans, motorhomes and campervans are allowed in the blue solo camping area.

After 10am on Saturday all campers must use Orange area or park in the car park and access the main field on foot. This also applies to solo runners.

Dogs are welcome on site as long as they are kept on a lead and cleared up after but they are not allowed on the run course.

Remember you are the first point of contact for people arriving at the event, please help set the tone of the event and be polite, helpful and welcoming, even if you need to be firm. If they have questions you can't answer refer them to race HQ.

Checking codes on arrival in brief.

When people arrive they will be asked to show their arrival code (which they will have been texted/emailed before the event). When it is checked by our team it will bring up details of the runner, their race category/categories and also any spectator camping passes purchased. The person scanning will then allocate camping bands to 24hr runners and also issue any spectator bands.

Camping bands are needed by everyone camping (except children age 4 and under). Team and Solo 24hr runners get one included in their entry for themselves. Anyone else needs to purchase one. Most people will have done this online, if not direct them to the staff to buy one.

If people are just spectators visiting for the day (ie no code/entry) they will be given Day Visitor Wristbands which are free of charge and allow them access until 10pm. They will also be asked to pay £3 per car parking charges per car and given a parking pass to display.

If people have not got camping passes and wish to camp they will need to purchase bands before entering the site. Direct them to the staff in the arrivals area.

Laura 07809 678 657 Johnny: 07869 410635

## **Race Registration**

In registration you will be handing out race packs to runners. There will be separate desks for SOLO, SMALL TEAM, LARGE TEAM. 10K and Kids Fun Run. Solo and 10k runners are numbered and ordered alphabetically by surname, teams are ordered alphabetically by Team Name (look out for # or quote marks which may alter their order in the list). If runners give their team name, please double check the captain's name on the entry to make sure they have the correct pack as some teams have similar names. Once you have found the person/team on the list, highlight the list to show it has been given out and hand them their pack. They should be directed to then go and collect race t-shirts.

Only one team member should come to collect the race pack which contains the numbers, chips, t-shirt size info and slap band (relay baton) for the whole team – it can be any team member.

Any changes, queries or missing info, direct them to Laura at the Entry Queries desk.

### **T-shirt collection:**

There are different t-shirts for team and solo runners and also mens and womens styles. The style/size they selected will be printed on the sheet and also on their form from the race pack. If they have selected No T-shirt they cannot collect a t-shirts.

Solo runners can give their name – lists are ordered alphabetically by surname.

Highlight collected t-shirts from the lists.

Teams – they will have a sheet on their race pack with sizes on – use this and tick off on that list the shirts given, remembering to also highlight the collection list. If they don't have their list, you can find the sizes ordered on our lists. If any team members are not on the list or their size is not on the list it means they didn't complete the info before the deadline or that they were a late entry. They will need to return to collect their t-shirt after 1pm Saturday with their number.

They cannot swap sizes until after all the pre-ordered shirts have been collected or set aside – usually after 1pm Saturday. After this time, swaps are allowed if their t-shirt hasn't been worn/dirty etc. There will be some late entries who can also collect t-shirts after 1pm, they will have a race number not on the list – check with Laura if unsure. Keep a note of numbers and sizes given in these cases.

If you have any problems/questions just ask!

As a back up contact Laura or Johnny

Laura: 07809 678657 Johnny: 07869 410635

## **Kids Fun Run**

Cheer the children over the finish line and direct them to collect their medal – medals will be given just off the run course or at HQ. Only children with a race number get a medal, if they don't have a race number, direct them to HQ.

Keep an eye out for children who can't find their parents and wait with them or take to Race HQ where they can be collected. If any children are upset or seem injured take to race HQ if their parents aren't there.

Please keep the run course exit clear and keep spectators off the course. Try to move children off the course as quickly as possible to avoid crowding.

## **Finish line**

Please ensure there is a supply of filled cups ready on the tables for the athletes to take for after the 10k races as it will be busy (12:45-1:30pm and 8:45-9:30pm). Outside of the 10k events we will encourage the use of paper cones and self service to reduce waste.

Please use hand sanitiser before and after you refill the water containers and/or cups.

Hand sanitiser will be on hand for runners to use before and after if they wish. Please regularly wipe the water container taps, tables with blue roll and sanitiser spray or antibac wipes.

Please collect any cups in the vicinity that the athletes drop using the litter pickers and/or disposable gloves and sanitise hands after.

At the end of the 10k races please direct finishers to collect their medals at race HQ.

Please help the runners to exit the course in the correct place promptly after handing over the band to their teammates and help ensure the relay tagging area is kept clear of spectators. It is vitally important that no one (spectator or runner) is 'hanging around' in the finish/start area. Try to keep the area running smoothly.

For runners starting a lap after a break they must enter the course via the tagging area, ensuring they cross the start mat at the end of the start/finish area. Use the whistle for attention.

Headtorches – from 7pm all runners must have a headtorch or hand/body torch to light their way on the course – so from 6pm we start to ask runners heading out to take a torch. Do not allow runners to start a lap after 6:30pm without a torch – they must return to their tent to get one if they don't have one. Radio ahead to MP1 and HQ if any runners do not comply so we can follow it up.

No runners allowed on the course without a race number (which contains their timing chip). If you see a runner without please alert them and ask them to go and get theirs – if they do not comply please radio HQ and alert the next marshal point.

If you need first aid assistance please contact us and we will dispatch immediately. If it is an emergency and an ambulance is required, please call them first (see Emergency Procedures Document).

If you notice any runners who seem unwell or you are worried about in any way, please note their number and radio us so we can keep an eye out for them or send assistance.

There is a radio, hi visibility vest and a fabulous Swimzi XK (a big warm full length waterproof coat for you to borrow if it gets chilly). Please leave everything at your point when you are finished. At the end of your shift, please wait for your replacement to arrive.

If you have any problems/questions use your radio (see radio communication sheet)

As a back up contact Laura or Johnny

Laura: 07809 678657

Johnny: 07869 410635

## **MARSHAL POINT 1 – Crossroads**

On arrival at your point, please review the documents in the folder including: course map, site plan, radio comms sheet and emergency procedures.

**Follow the run course out of the field about 50 yards to the crossroads. This is a point on the course, not far from the camping field where runners pass three times on the route. You will see the marshal point/gazebo. The main aim here is to direct runners, provide support and encouragement and be a point of contact for any problems or emergencies. Arrow signs will be showing runners which way to go, a marshal is there as a backup – please see the run route maps for reference.**

**People will run out of the camping field and straight over the crossroads past you. They will then turn right into Knipton Pastures field then come back towards you. They then turn right at your point out into the course towards MP2 and MP3. They also run past you again at the end of their lap to re-enter the camping field and run round to the finish.**

### **Run course info:**

No runners allowed on the course without a race number (which contains their timing chip). If you see a runner without one please alert them and ask them to go and get theirs – if they do not comply please radio HQ and alert the next marshal point. HQ will direct you what to do in this situation.

After 6:30pm runners should not be starting a lap without a torch/headtorch. If you notice runners without one please remind them that it will soon be dark, they may want to return to get one. From 7pm – 7am a torch of some kind is compulsory – if you see someone without a torch please tell them to return to camp to get one. If you notice a torch is failing please inform the runner. Please do not give the torches from the marshal boxes to runners.

Runners who we are concerned about we like to monitor between marshal points – this is usually in the night time hours. If you notice any runners who seem unwell, unsteady or you are worried about in any way, first ask them if they are ok, need help or want to rest. If they want to continue and you are still concerned note their number and radio the next marshal point to check on them. If you think they need medical assistance radio HQ. If you are asked to monitor a runner by another marshal please confirm via radio on their status when you see them, check on them again and if you feel it necessary radio ahead to the next Marshal Point/HQ who will continue to monitor them. Ensure HQ are aware at each stage as they keep a log of this.

If you need first aid assistance please contact us and we will dispatch immediately. If it is an emergency and an ambulance is required, please call them first (see Emergency Procedures Document).

Please DO NOT give or lend any equipment to runners (including swimzis, torches etc).  
Please do not give out bottled water to runners unless it is an emergency. The water points are at the finish line and half way MP3.

You can contact HQ at any point with any questions.

Spectators are allowed to spectate at the edges of the course but they must not cause an obstruction.

No dogs off leads allowed on the course – please inform the owners or radio HQ.

Equipment: Marshal box: TO REMAIN AT THE MARSHAL POINT

- Document folder
- Notebook and pens
- head lamps for your use in emergency (to be left there when you leave – If you do use it please wipe with the sanitiser wipes/spray after removing it)
- Emergency supplies for runners including: gels, foil blankets, water, plasters/antiseptic wipes (for runners to use themselves, not for you to administer),
- Gloves/masks for your use should you need/wish
- Torch/lantern
- Hi vis vests
- Antibacterial wipes/spray

There is also a gazebo, lantern/lighting, a radio, chairs and a Swimzi XK (a big warm full length waterproof coat for you to borrow if it gets chilly).

At the end of your shift, please sanitise anything you have touched (eg folder, pens, etc) and wait for your replacement to arrive. If you have any problems/questions use your radio.

Laura: 07809 678657 Johnny: 07869 410635

## **MARSHAL POINT 2 – Hill**

Please review the documents in the folder including: course map, site plan, radio comms sheet and emergency procedures.

**The main aim here is to direct runners, provide support and encouragement and be a point of contact for any problems or emergencies. Arrow signs will be showing runners which way to go, a marshal is there as a backup. People will run up the road towards you in one direction and on their return they are running off road and veer towards and then away from the road close to your point. Please ensure they don't return to the road to run down the hill (this can happen at night when they are tired and not paying close attention to the signs.)**

**There will be a speaker there (Bluetooth) you are welcome to use your own music up there if you wish and have a phone with bluetooth. (just make sure it has mass appeal and no explicit lyrics).**

### **Run course info:**

No runners allowed on the course without a race number (which contains their timing chip). If you see a runner without one please alert them and ask them to go and get theirs – if they do not comply please radio HQ and alert the next marshal point. HQ will direct you what to do in this situation.

From 7pm – 7am a torch of some kind is compulsory – if you see someone without a torch please tell them to return to camp to get one. If they want to continue - please alert them to be extremely careful, to run with another runner if possible, make a note of their number and radio ahead to the next marshal point to monitor them – inform HQ and they will decide whether to collect the runner to return. If you notice a torch is failing please inform the runner – there are some spare batteries in the box which can be given if they fit. Please do not give the torches from the marshal boxes to runners.

Runners who we are concerned about we like to monitor between marshal points – this is usually in the night time hours. If you notice any runners who seem unwell, unsteady or you are worried about in any way, first ask them if they are ok, need help or want to rest. If they want to continue and you are still concerned note their number and radio the next marshal point to check on them. If you think they need medical assistance radio HQ. If you are asked to monitor a runner by another marshal please confirm via radio on their status when you see them, check on them again and if you feel it necessary radio ahead to the next Marshal Point/HQ who will continue to monitor them. Ensure HQ are aware at each stage as they keep a log of this.



If you need first aid assistance please contact us and we will dispatch immediately. If it is an emergency and an ambulance is required, please call them first (see Emergency Procedures Document).

Please DO NOT give or lend any equipment to runners (including swimzis, torches etc). Please do not give out bottled water to runners unless it is an emergency. The water points are at the finish line and half way MP3.

You can contact HQ at any point with any questions.

Spectators are allowed to spectate at the edges of the course but they must not cause an obstruction.

No dogs off leads allowed on the course – please inform the owners or radio HQ.

Equipment: Marshal box: TO REMAIN AT THE MARSHAL POINT

- Document folder
- Notebook and pens
- head lamps for your use in emergency (to be left there when you leave – If you do use it please wipe with the sanitiser wipes/spray after removing it)
- Emergency supplies for runners including: gels, foil blankets, water, plasters/antiseptic wipes (for runners to use themselves, not for you to administer),
- Gloves/masks for your use should you need/wish
- Torch/lantern
- Hi vis vests
- Antibacterial wipes/spray

There is also a gazebo, lantern/lighting, a radio, chairs and a Swimzi XK (a big warm full length waterproof coat for you to borrow if it gets chilly).

At the end of your shift, please sanitise anything you have touched (eg folder, pens, etc) and wait for your replacement to arrive. If you have any problems/questions use your radio.

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### **MARSHAL POINT 3 (halfway water point)**

On arrival at your point, please review the documents in the folder including: course map, site plan, radio comms sheet and emergency procedures.

**There will be a mains drinking water tap close to the house for filling jerry cans of water which our marshals will show you when you are dropped off. If you need to fill them, please only fill enough so that you are able to lift them safely. See the manual handling policy in the folder. Please use hand sanitiser before and after you refill the water containers and/or cups.**

**Please ensure there is a supply of filled cups ready on the tables for the athletes to take. Please use hand sanitiser before and after you refill the water containers and/or cups and try to keep behind the table at a distance from runners collecting cups.**

**Hand sanitiser will be on hand for runners to use before and after and we ask you to regularly wipe the water container taps, tables with blue roll and sanitiser spray or antibac wipes.**

**Please collect any cups in the vicinity that the athletes drop using the litter pickers and/or disposable gloves and sanitise hands after. Please also replace the bin bags in the little bins and full bags can be sent back with the quads.**

**It is always appreciated if you can encourage the athletes and cheer them up the hill! There will be a speaker there you are welcome to use your own music up there but your device would need the round pin AV socket) or we provide an ipod with music on. There will be lights to turn on when it starts to get dark.**

**Midnight-6am – we will have sweets for the runners. This year we will use the bags/pots provided to put 3-4 sweets in for runners (rather than them help themselves like previous years). Please use the tongs and/or gloves provided and sanitise your hands before doing this. Make pots up for runners to grab from the table rather than them helping themselves from the larger bags. Sweets need to be kept at the back of the stand away from runners to avoid people helping themselves to prevent spread of illness. Please ask runners not to throw cups/pots on the run course but to use the bin at the marshal point or take it back to camp with them.**

#### **Run course info:**

**No runners allowed on the course without a race number (which contains their timing chip). If you see a runner without one please alert them and ask them to go and get theirs – if they do not comply please radio HQ and alert the next marshal point. HQ will direct you what to do in this situation.**

After 6:30pm runners should not be starting a lap without a torch/headtorch. If you notice runners without one please remind them. From 7pm – 7am a torch of some kind is compulsory – if you see someone without a torch - at this point they are too late to get one from camp - please alert them to be extremely careful, to run with another runner if possible and radio ahead to the next marshal point to monitor them. Inform HQ and they will decide whether to collect the runner. If you notice a torch is failing please inform the runner – there are some spare batteries in the box which can be given if they fit. Please do not give torches from the marshal box to runners.

Runners who we are concerned about we like to monitor between marshal points – this is usually in the night time hours. If you notice any runners who seem unwell, unsteady or you are worried about in any way, first ask them if they are ok, need help or want to rest. If they want to continue and you are still concerned note their number and radio the next marshal point to check on them. If you think they need medical assistance radio HQ. If you are asked to monitor a runner by another marshal please confirm via radio on their status when you see them, check on them again and if you feel it necessary radio ahead to the next Marshal Point/HQ who will continue to monitor them. Ensure HQ are aware at each stage as they keep a log of this.

If you need first aid assistance please contact us and we will dispatch immediately. If it is an emergency and an ambulance is required, please call them first (see Emergency Procedures Document).

Please DO NOT give or lend any equipment to runners (including swimzis, torches etc).

You can contact HQ at any point with any questions.

Spectators are allowed to spectate at the edges of the course but they must not cause an obstruction.

No dogs off leads allowed on the course – please inform the owners or radio HQ.

Equipment: Marshal box: TO REMAIN AT THE MARSHAL POINT

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- head lamps for your use in emergency (to be left there when you leave – If you do use it please wipe with the sanitiser spray after removing it)
- Emergency supplies for runners including: gels, foil blankets, water, plasters/antiseptic wipes (for runners to use themselves, not for you to administer),

- Gloves/masks for your use should you need/wish
- Torch/lantern
- Hi vis vests
- Antibacterial wipes/spray

There is also a gazebo, lantern/lighting, a radio, chairs and a Swimzi XK (a big warm full length waterproof coat for you to borrow if it gets chilly).

At the end of your shift, please sanitise anything you have touched (eg folder, pens, etc) and wait for your replacement to arrive. If you have any problems/questions use your radio.

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