

MK MARATHON

EVENT CREW GUIDE



2024

mkmarathon.com/eventcrew



Welcome to the MK Marathon Event Crew



Thank you for volunteering your time to play a very important part in the safe and smooth running of the MK Marathon Weekend 2024.

It's really great news that this iconic event is back at StadiumMK!

These instructions will provide you with essential information alongside our more detailed briefing, which you will get when you arrive at the event. Please read this carefully and take the time to understand your responsibilities as a member of our Event Crew.

We hope that you enjoy your experience with us, make some new friends and most importantly have fun whilst helping our runners and spectators have a great weekend!

Runners from across the United Kingdom and from other countries are coming to see the best that Milton Keynes has to offer with your help!

Thank you again for giving up your time and energy; the event would not be able to take place without your kindness and commitment. Equally, our participants would not receive the valuable encouragement and support that is so essential to their success and achievement on Race Day.

Andy Hully

MK Marathon Weekend Race Director

#MKMarathon

Big thanks to our main sponsor...



MK Marathon

Weekend Overview

The MK Marathon Weekend encompasses the Rocket 5K, Superhero Fun Run, Marathon Relay, Half Marathon and Full Marathon.

SUNDAY 5th MAY

Awards will be next to the finish.

Rocket 5K

Start	09:00
Awards	10:00

MONDAY 6th MAY

Awards will be next to the finish.

Stadium

Open	07:00
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Half Marathon

Start	09:00
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Marathon

Start	09:00
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Marathon Relay

Start	09:00
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Superhero Fun Run

Start	09:30
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AWARDS

Awards will be presented on the podium at the finish line as soon as possible.

Age category certificates will be posted after the event.

Winners can win more than one award.

All awards are based on gun time.

Team Edwards Lifetime Achiever Award will be presented when the chosen winner has finished.

- Superhero Fun Run expected to be @ 10:00
- Half Marathon expected to be @ 10:30
- Marathon expected to be at @ 12:00
- Marathon Relay expected to be @ 12:30
- Steve Edwards 1000th expected to be @ 12:45

Event Crew Roles

Sunday 5th May

If you have volunteered for a role on Sunday 5th May, then you will need to attend a briefing as listed below..

Rocket HQ Team

Giving out runner numbers, sorting out issues and helping with the race start. Clearing up after the runners have left.

BRIEFING: 07:00 - Wetherspoon Pub, 201 Midsummer Blvd, Milton Keynes, MK9 1EA

REPORTING TO: Corinne Hully

what3words: presumes.proven.wriggle

JOB DURATION: 07:00 to 09:30

PARKING: There is plenty of parking near by, however you will need to set up payment using RingGo from 08:30 to avoid getting a ticket.



Rocket 5k Finish Area

Setting up the finish barriers and branding. Giving out medals, helping with the awards, answering questions and clearing the site.

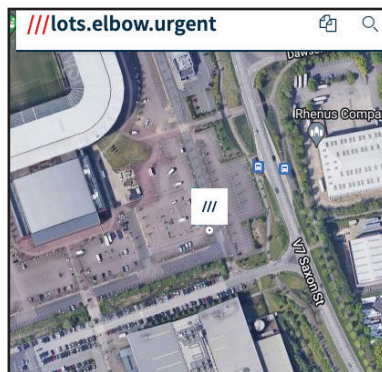
BRIEFING: 07:30 - South Eastern Corner of the stadium car park, between KFC and ASDA, StadiumMK, MK1 1ST

REPORTING TO: Scarlett Chambers

what3words: lots.elbow.urgent

JOB DURATION: 07:30 to 10:30

PARKING: There is plenty of parking at the Stadium, however you will need to give us your car registration to avoid getting a ticket.



WHAT3WORDS

The world has been divided into 3 metre squares and each square has been given a unique combination of three words. We have provided a what3word combination for the Rocket start and finish locations. Please download the free app in advance of race day to make sure you are in the correct spot.

Event Crew Roles

Sunday 5th May continued

Rocket 5k - Course Marshals

Managing the running flow at Coffee hall Roundabout in case emergency services need to access the hospital from the west. We will use a bungee cord to divert the runners each side of the roundabout as required.

PARKING: Robins Hill

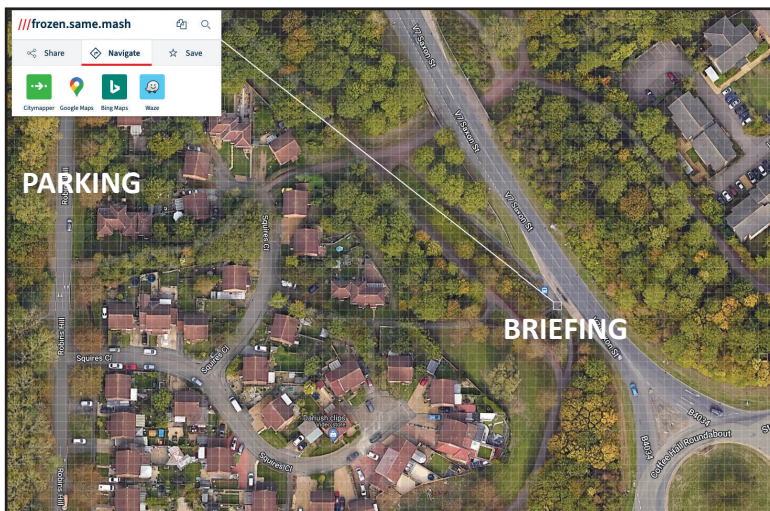
what3words: ///below.glare.unrealistic

BRIEFING: 08:30 - The northbound bus stop on Saxons Street just north of Coffee Hall Roundabout. Do not go into the road until the closure is in place.

REPORTING TO: Andy Hully

what3words: ///frozen.same.mash

JOB DURATION: 08:30 to 10:00



Event Crew Roles - STADIUM

Monday 6th May

VOLUNTEER PARKING AT THE STADIUM

The stadium now operate RingGo so if we don't submit your car registration then you could get a ticket. Please make sure we have your details here: <https://mkmarathon.eventrac.co.uk/users/profile>

If you have provided your vehicle registration you will be sent a parking permit with details. The volunteer car park will be isolated during the race so you won't be able to get out until later in the day when it is safe to do so.

Stadium Finish Area

Finish area. Setting up, giving out water and medals then clearing down. Access via the service tunnel.

BRIEFING: 07:30 [Location *5]

REPORTING TO: Jim Nesbitt

JOB DURATION: 07:30 to 16:30

Race Registration/Info/Merc

Giving out numbers to runners and sorting out any issues and selling merchandise. Access via gate 6.

BRIEFING: 07:00 [Location *7]

REPORTING TO: Scarlett Chambers

JOB DURATION: 06:30 to 16:00

Baggage

Setting up the baggage area. Taking baggage and storing in number order and giving back to runners when they finish. Access via service yard or gate 6.

BRIEFING: 06:30 [Location *1]

REPORTING TO: Jason Raggett

JOB DURATION: 06:30 to 16:00

Rewards in the Arena

Setting up the rewards queue. Giving out rewards to finishers. Access via service yard or gate 6.

BRIEFING: 06:30 [Location *2]

REPORTING TO: Portria Simond

JOB DURATION: 06:30 to 16:00

Race Start Area

Setting up the race start, organising the start into zones, clearing up the start area and marshalling the finish from Saxon Street to the stadium entrance.

BRIEFING: 06:00 [meet on Saxon St near McDonalds at the start]

REPORTING TO: Andy Hully

JOB DURATION: 06:00 to 17:00

Photographer

Based out on the course. Taking photos to show the race day atmosphere. Groups of runners, volunteers and water stops, etc. Please note that we do not want individual shots of runners. Uploading them to our Flickr account.

BRIEFING: 08:00 [Location *6]

REPORTING TO: Michelle Amesbury

JOB DURATION: 09:00 to 15:00

Cow Mascot

You should be outgoing and happy to mingle with the runners before the race and give runner cuddles above the waist only as they cross the finish line.

BRIEFING: 07:00 [Location *6]

REPORTING TO: Michelle Amesbury

JOB DURATION: 07:00 to 14:00

Event Crew Roles

continued

Here to Help

Giving out information to runners. Helping runners locate where they need to be. Please note you will be walking around the Stadium area, holding a sign and answering any questions

BRIEFING: 07:00 [Location *6]

REPORTING TO: Michelle Amesbury

JOB DURATION: 07:00 to 14:00

Superhero Fun Run Crew

Sorting out number collection, and course marshalling. Meet on the balcony in the Cow Shed Bar. Access on the concourse from gate 5 or 7.

BRIEFING: 06:30 [Location *8]

REPORTING TO: Rena Galardziak

JOB DURATION: 06:30 to 11:00

Lead Bikes

Lead the 1st Male runner, 1st female runner in the full and half marathon, plus the 1st Relay team around the marathon course. You must be familiar with the route. You need to attend a briefing before the race starts at 09:00.

Go to the Bike Park outside gate 5.

BRIEFING: 08:00 [Location *3]

REPORTING TO: Jonathan Stone, TREK

Tail Bike Marathon

Following the marathon runners on both laps. On the 2nd lap give any runner who falls behind 15min/mile pace the option to pull out at each water stop where they will be collected by the sweeper bus.

Go to the Bike Park outside gate 5.

BRIEFING: 08:30 [Location *3]

REPORTING TO: Jonathan Stone, TREK

Social Media Manager

Post regular updates on social media showing the progress of the event using photos and live

updates.

BRIEFING: 07:30 [Location *7]

REPORTING TO: Scarlett Chambers

JOB DURATION: 07:30 to 15:00

Tail Buggy Marathon

Following the runners in a buggy and taking down the signs as you go. Start north of McDonalds and do not go over the start line.

BRIEFING: 08:30 [Race start]

REPORTING TO: Andy Hully

JOB DURATION: 08:00 - 16:00

Rapid Response Course

Collect some unopened water packs from the water stops. React to any emergencies on race day, which might include delivering water, signs, bin bags, etc. Access from outside the stadium.

BRIEFING: 08:30 [Race start]

REPORTING TO: Andy Hully

JOB DURATION: 08:00 - 16:00

Shuttle Bus

Collect runners who have pulled out of the race from each water stop. You will be given a schedule and maps.

BRIEFING: 08:30 [Race start]

REPORTING TO: Andy Hully

JOB DURATION: 08:00 - 16:00

VIP Team

Responsible for looking after the VIP's and Ambassadors in the VIP room. The Pacer Manager will also be responsible for pacers in this area. Access on the concourse from gate 5 or 7.

BRIEFING: 07:00 [Location *9]

REPORTING TO: Corinne Hully

JOB DURATION: 07:00 - 15:00

Course Marshal Roles

Monday 6th May

Relay Team

You will be looking after the MK Marathon Relay Event. Dealing with Registration, getting the teams to the start line and organising the relay changeover points. Giving out medals and awards. You will be divided into teams.

BRIEFING: 06:30 [Location *2]

REPORTING TO: Annette Smyth

JOB DURATION: 06:30 - 16:30

PARKING: Please provide your vehicle registration and we will email you a permit.

THE COURSE HAS BEEN DIVIDED INTO 2 SECTIONS

If you have volunteered for a role as a course marshal then you will need to attend a briefing as listed below before going to your location.

COMMAND POST 1

Course Sections 1 to 7.

COURSE DIRECTOR: Tim Mackley

BRIEFING: 07:00

The briefing location is on the green just north of The Cross Keys Pub in Woolstone.

what3words.com/posed.unzips.skewing

COMMAND POST 2:

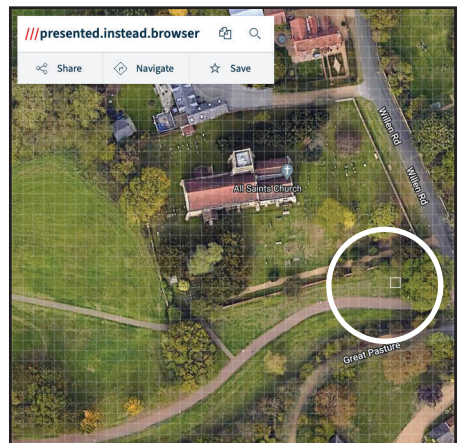
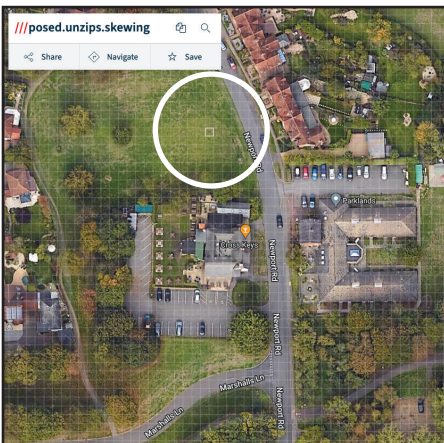
Course Sections 8 to 15.

COURSE DIRECTOR: Sarah King

BRIEFING: 07:30

The briefing location is on the redway just south of All Saints Church in MK Village.

what3words.com/presented.instead.browser



General Rules & Customer Service

It will benefit your day hugely if you take some of this information on board. Rest assured that we are working very hard to make this event very special for everyone involved and we really hope you have a fantastic and rewarding experience.

ON THE DAY YOU HAVE SOME KEY RESPONSIBILITIES:

- Sign in at your job role location in plenty of time.
- Being the friendly approachable face of MK Marathon Weekend.
- To report accidents and incidents to your Manager or Course Captain.
- To be understanding and helpful to all participants and spectators.
- To monitor the crowd and be visible and calm.
- To look out for participants' and volunteers' well being.
- To have a duty of care to yourself; come prepared, wear comfortable clothes and shoes and get a good night's rest the evening before.
- To arrive on time to your correct area
- To not leave your point on the day until told to do so.
- The MK Marathon Weekend operates a no smoking policy – please help us to enforce this.

WHAT IS NOT YOUR RESPONSIBILITY:

- To deal with medical incidents. You are not here to administer First Aid and you are not insured to either. We have a very large and experienced medical team – it is imperative that you communicate any medical incidents. You will be given a laminated medical card at the briefing.
- You will receive a full briefing about your role when you arrive to check in for your duties.

Your Safety Whilst Volunteering

Please remember that your safety and the safety of our volunteers is paramount. If it is a hot day please make sure you drink plenty of water, wear a hat and sunscreen and take breaks as instructed by your Manager.

At all times, please be aware of your own safety, particularly in regard to traffic and moving vehicles. If you have any concerns please raise them with your Manager.

THINGS YOU SHOULD KNOW FOR HEALTH & SAFETY:

- Do not put yourself in compromising situations and if something feels wrong tell your Director or Manager.
- Make sure you are aware of your surroundings.
- Make sure you have told someone where you are for the day.
- Never give your personal details out to strangers.
- Make sure you have the tools you need to do the job safely.
- Only lift or carry things that you can easily manage.
- If you are asked to operate a piece of equipment make sure you have been properly shown how it works.
- If you are given safety equipment and or clothing please use it – this is your responsibility.
- Inform your Director or Manager if you have any medical conditions or are pregnant.

First Aid

The MK Marathon Weekend has employed the services of a team of experienced clinical specialists to support the event. Medical teams will be on site at all times; at the start, the finish and in the Arena. First Aid posts will also be on the course at mile 6, 8, 11, 16, 21 and 24.

IN THE EVENT OF A RUNNER HAVING A MEDICAL ISSUE

PROTECT THE CASUALTY

Protect the casualty from further injury, or from other runners tripping over them. Do not move the casualty if there is any indication of a neck or back injury – otherwise move them to a safe location (from which they can be easily evacuated).

ASSESS THE CASUALTY

Is he/she conscious? Are they responding (talking sensibly)? Is there any obvious sign of injury? If they are unconscious check if they are breathing freely. If not check that their airway is not obstructed.

If the runner is in clear need of urgent medical attention (eg. Not conscious or breathing) please **dial 999** immediately. You must also report to Medical Control so that they can despatch one of our ambulances, which may be in the area. Check the back of the casualty's race number for details of any medical condition listed and report it to the medical team. Do not remove the race number.

REPORT THE CASUALTY

You will be asked for:

- Your own name, phone number
- Your marshal number & location
- The exact location of the casualty and the nearest vehicle access point
- The casualty's race number
- The nature of the incident and the condition of the casualty – including any notes on the back of the race number
- Are they conscious?
- Are they breathing?

STAY WITH THE CASUALTY

Stay with the casualty until the medical team arrive, monitor his/her condition periodically. Prepare the access route for the medical team – you may need to move spectators.

Medical Team: 01908 921111

Communication

Due to the large number of staff and volunteers on site and the complexity of the event, it is essential to have a clear communication structure.

STADIUM AREA

All Directors and some Managers will have radios at the stadium area. Please see your Manager if you need to report an incident or need to leave your post.

Please make sure that you have the phone number for your Manager and/or Director and the Medical Help Line.

You should contact our medical team in case of a medical issue and your Manager if you have any other issues.

RACE HQ

The Race HQ will be located in the stadium. There will be no access to runners or spectators.

COURSE MARSHAL

We are asking all volunteers to come with their mobile phone fully charged on the day. Each marshal will be given a laminated map at the briefing showing their marshal location using what3words and marshal number.

Lost Children

DIFFERENCE BETWEEN A LOST CHILD AND A FOUND CHILD

- Lost child: A child is reported lost by a parent or guardian.
- Found child: When a child cannot see/find their parent or guardian.

REPORTING A LOST OR FOUND CHILD

- Ensure you stay with the found child or person reporting the lost child, until given further instructions
- Report the lost / found child by one of the following:
 - See if there is anyone close by with a radio – e.g. a medic or steward and ask them to report in that you have a lost / found child
 - If this is not possible, contact your Manager
 - If no answer, then please call the Event Co-ordinator on 07825 654 199
- When reporting the incident please give a description of the child but **DO NOT** give the child's name over the radio or over the telephone.
- Please do ensure you provide the following:
 - Child's age
 - Child's hair colour
 - Child's height and sex
 - Child's clothing description
 - Location on where the child was found/or last seen
 - Your name and contact details
- Once reported, you will be given next steps as to how to manage the lost or found child.

Lost and Found Property Policy

ACCEPTING LOST PROPERTY

- Lost property can be accepted by MK Marathon volunteers and staff
- Please ensure all lost property is handed in to your Manager if it is found on the course or Info Point (near gate 5) if it has been found at the stadium.
- They will then look after this until the zone closes down.
- When an item is received please ensure the item is logged with the following details:
 - Item description
 - Where and when the item was found
 - Handed in by whom

RETURNING LOST PROPERTY

- Property can be returned if the Manager is happy that they are the rightful owner.
- A full description should be obtained to support proof of ownership.
- For record purposes it is important that the rightful owner signs prints and dates when the item is collected.

POST EVENT

- After the event all lost property will be taken back to the MK Marathon HQ in Great Linford.
- All lost property enquiries will be handled by the event organisers from there.
- If anyone enquires about a lost item once your zone has closed down, please ask them to email run@miltonkeynesmarathon.co.uk with a detailed description of the item they have lost.

Event Crew Checklist

WHAT TO WEAR & BRING WITH YOU

- Appropriate clothing for the weather
- Suitable footwear
- A pen / notebook
- Mobile phone with enough battery
- A hot drink in a thermos if a cold day
- Sun screen and hat

WHAT WILL BE PROVIDED

- A high-viz jacket – please wear this over the top of a jumper /fleece or jacket
- Technical T-Shirt
- Commemorative pin badge
- Subway roll and Brioche roll but you may wish to bring extra snacks to keep you going especially if you have any special dietary requirements

HIGH-VIZ JACKETS...



DIRECTORS



MANAGERS



EVENT CREW

WHAT TO DO AT THE END OF YOUR SHIFT:

As with any event, an exact finish time is very hard to predict. Please do not leave your location until you have permission of your Manager/Course Captain. Please return the high-viz jacket to your Manager after your shift. Course Marshals should also return their location map lanyard.

Runner Numbers

There are different coloured bibs for each event.

COLOURED STRIP
SHOWS THE
STARTING ZONE



TEAR OFF
BAGGAGE LABEL

HALF/
MARATHON
timing chip is
stuck on the
back of the
race number.
Runners must
not remove it or
damage it!



T-SHIRT IMAGE
SHOWS THE
T-SHIRT SIZE

RELAY teams
will run the
full marathon
distance. The
timing chip will
be in the baton



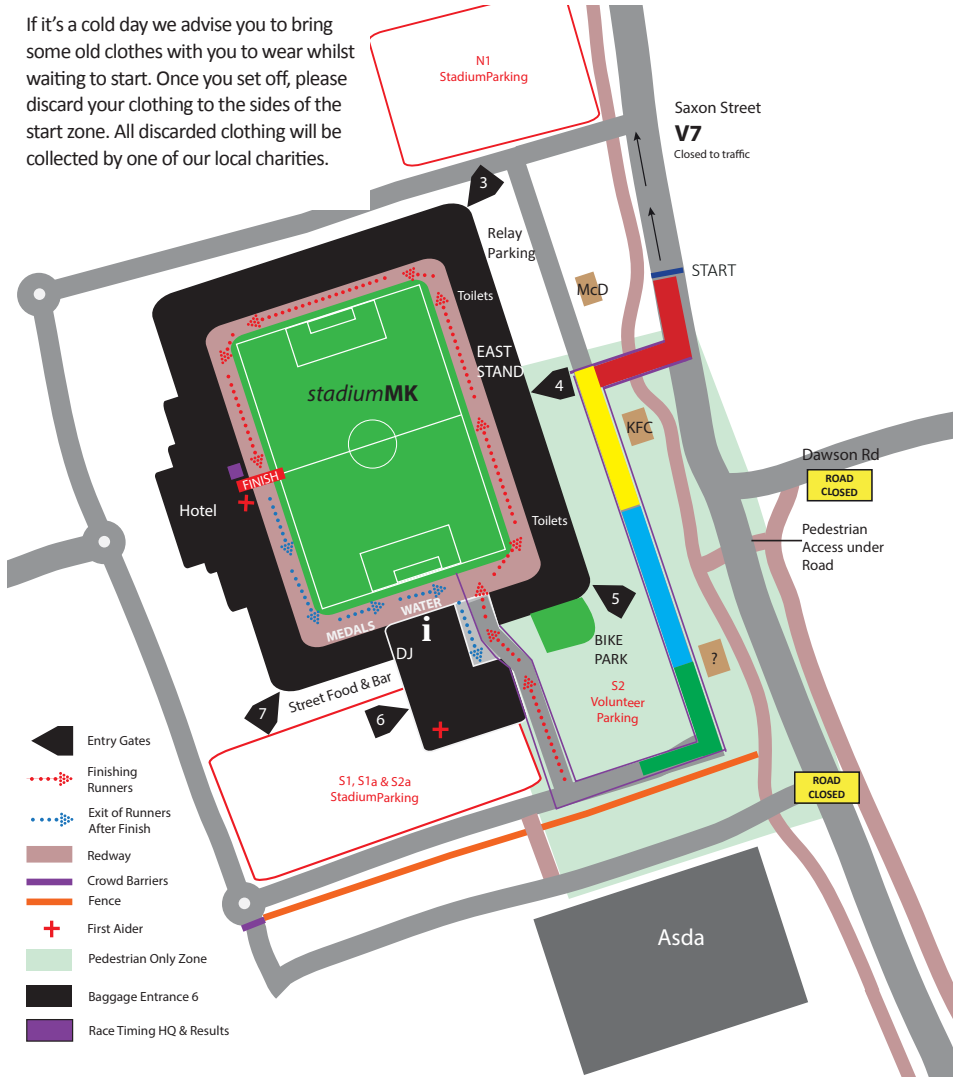
Race Start Zones - Monday

YOU SHOULD BE IN YOUR STARTING ZONE BY 08:40

There will only be a short break between each zone starting.

DISCARDING CLOTHES AT THE START

If it's a cold day we advise you to bring some old clothes with you to wear whilst waiting to start. Once you set off, please discard your clothing to the sides of the start zone. All discarded clothing will be collected by one of our local charities.



Water Stops, Toilets, Course Time Limit & Litter

WATER STATIONS

There will be water stations along the course, providing bottles of water. These will be positioned at approximately mile 3, 6, 9, 12, 15, 18, 21 and 24 miles.

TOILETS

There will be portable toilets at every water stop.

SPORTS DRINK

Gatorade Sport will be available in cups at the water station at mile 9, 15 and 21.

ENERGY GELS

High5 EnergyGels will be available at mile 12 and 18 on the marathon route. This year we will be using bins to collect gel wrappers so we can return them for recycling.

MILE MARKERS

There will be a mile marker at every mile.

Mile markers will be located on the nearest lamp post to the mile point.

EMERGENCY ACCESS

In the unlikely event that an emergency vehicle needs to cross or access the course, please give them every assistance.

COURSE TIME LIMIT

We have an agreed road closure plan in place, giving runners up to 3:30 hours to finish the half marathon and 7:00 to finish the marathon. This works out at approximately 15min mile pace. If runners slow down they may be asked to run as a pedestrian on the pavement observing the Highway Code. We want them to finish and will give them every encouragement to do so.

We want to leave Milton Keynes neat and tidy. Runners are encouraged to discard bottles, cups and gel wrappers in the Drop Zones after every water stop.



LITTER

Hopefully most of the rubbish will be discarded in the drop zones, however every course marshal will be given a black bin bag just in case.

Please collect any rubbish in your area and give it to your Manager.

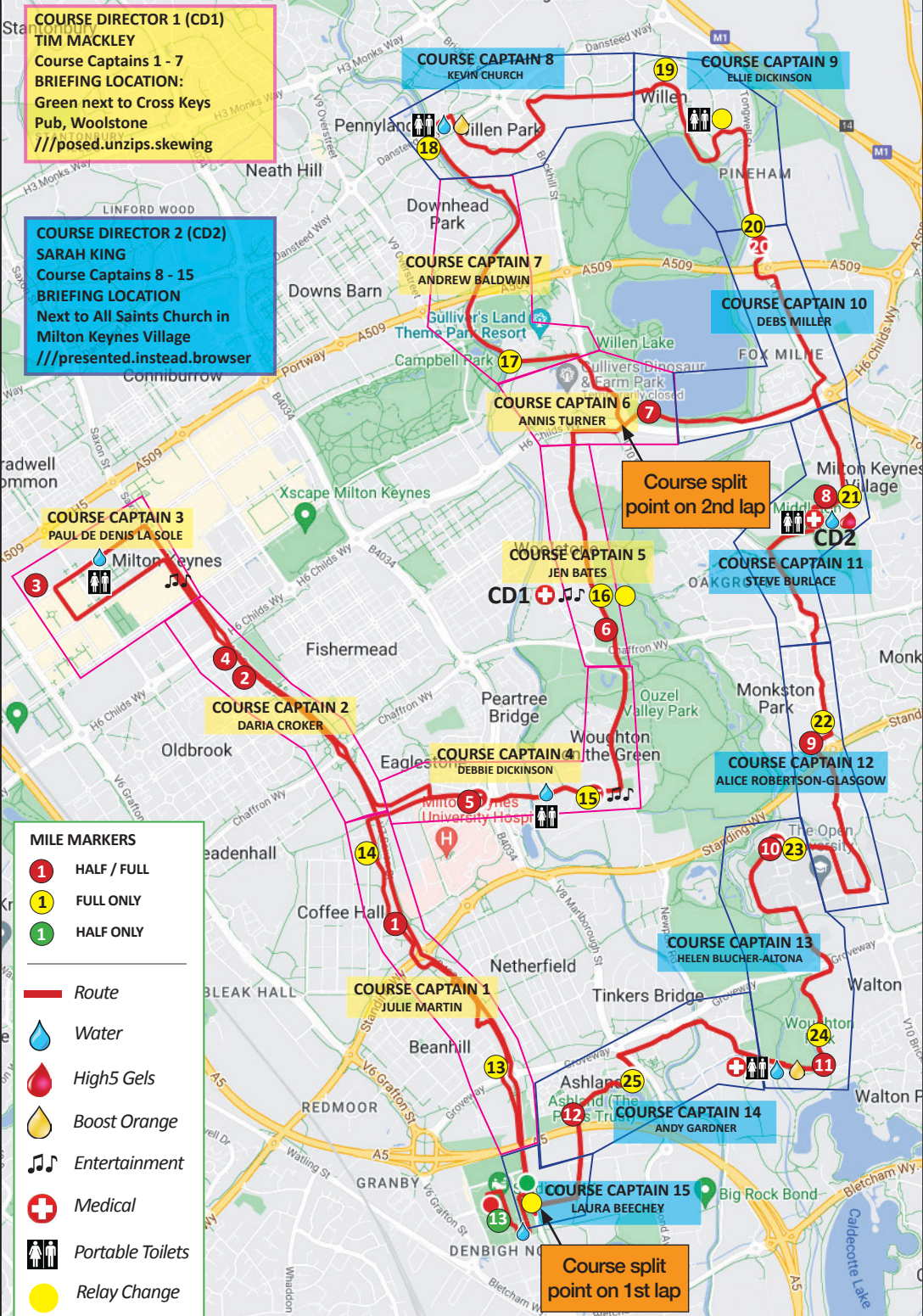
COURSE DIRECTOR 1 (CD1)
TIM MACKLEY
 Course Captains 1 - 7
BRIEFING LOCATION:
 Green next to Cross Keys
 Pub, Woolstone
 ///posed.unzips.skewing

COURSE DIRECTOR 2 (CD2)
SARAH KING
 Course Captains 8 - 15
BRIEFING LOCATION
 Next to All Saints Church in
 Milton Keynes Village
 ///presented.instead.browser

MILE MARKERS

- 1 HALF / FULL
- 1 FULL ONLY
- 1 HALF ONLY

- Route
- 💧 Water
- 💧 High5 Gels
- 💧 Boost Orange
- 🎵 Entertainment
- + Medical
- 🚻 Portable Toilets
- Relay Change



COURSE CAPTAIN 8
 KEVIN CHURCH

COURSE CAPTAIN 9
 ELLIE DICKINSON

COURSE CAPTAIN 7
 ANDREW BALDWIN

COURSE CAPTAIN 10
 DEBS MILLER

COURSE CAPTAIN 6
 ANNIS TURNER

Course split point on 2nd lap

COURSE CAPTAIN 3
 PAUL DE DENIS LA SOLE

COURSE CAPTAIN 5
 JEN BATES

COURSE CAPTAIN 11
 STEVE BURLACE

COURSE CAPTAIN 2
 DARIA CROKER

COURSE CAPTAIN 4
 DEBBIE DICKINSON

COURSE CAPTAIN 12
 ALICE ROBERTSON-GLASGOW

COURSE CAPTAIN 1
 JULIE MARTIN

COURSE CAPTAIN 13
 HELEN BLUCHER-ALTONA

COURSE CAPTAIN 15
 LAURA BEECHEY

Course split point on 1st lap

COURSE CAPTAIN 14
 ANDY GARDNER

Don't Forget

PHOTOS

SHARE YOUR PHOTOS ON THE DAY.

Twitter: [@MK_Marathon](#)

Facebook: [MiltonKeynesMarathon](#)

Using [#MKMarathon](#) [#MKRocket](#)

RECRUITMENT

We will still be recruiting for Event Crew until late April. It's a great experience for groups of friends or family to work together at the event, so please spread the word!

More info is available here:

www.mkmarathon.com/eventcrew

CREW REWARDS

Event crew pin badge and technical t-shirt celebrating Back to the Stadium.



Thank you again for volunteering at the MK Marathon Weekend. This event really couldn't happen without you and we rely on every single one of you.