

MK MARATHON

EVENT CREW GUIDE



2026

mkmarathon.com/eventcrew



THE OUTSTANDING RACE MANAGEMENT

Welcome to the MK Marathon Event Crew



We would like to say a special Thank You to all the wonderful volunteers with us over the weekend. This year we will have a team of over 400 people, some of whom commit their time over several days, to ensure that every athlete has the most enjoyable event day possible.

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!

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 3rd MAY

Awards will be next to the finish.

Rocket 5K

Start	09:00
Awards	09:30

MONDAY 4th MAY

Awards will be next to the finish.

Stadium

Open	07:00
------	-------

Red Zone

Start	09:00
-------	-------

Yellow Zone

Start	09:05
-------	-------

Blue Zone

Start	09:10
-------	-------

Green Zone

Start	09:15
-------	-------

Superhero Fun Run

Start	09:30
-------	-------

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

Speedy Check in at the event

We will be using the RaceDay CheckIn app to provide a quick, stress-free race-day check-in experience.

We will resend your volunteer confirmation email a few days before the event. The email will include your unique QR code.

Please bring the email or screenshot of the QR code with you so your manager or captain can check you quickly.

FREE ROCKET PLACE FOR 2027

In order to qualify for a free place, you will need to make sure that you have been checked in by your manager.


Volunteer Welfare

Safeguarding refers to measures taken to protect individuals' health and well-being.

SAFEGUARDING LEADER: Portia Simond

WELFARE OFFICER: Rena Galardziak

Should you need to report or discuss any issues, please go to the Info Point in the Arena and ask to speak to a manager, who will contact one of the above.

	<p>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.</p>
--	--

Event Crew Roles

Pre-Race Day

Bib packing at the Parks Trust offices, Campbell Park

what3words: ///prove.albums.stun

Bib Packing 1

Date: 16 April

JOB DURATION: 10:00 to 13:30

Bib Packing 2

Date: 16 April

JOB DURATION: 13:30 to 17:00

Number collection roles at the Up & Running shop in Go Outdoors, Milton Keynes. Giving out runner numbers.

what3words: ///farmland.articulated.stopwatch

Number Collection 1

Date: 25 April

JOB DURATION: 10:00 to 13:00

Number Collection 4

Date: 2 May

JOB DURATION: 10:00 to 13:00

Number Collection 2

Date: 25 April

JOB DURATION: 13:00 to 16:00

Number Collection 5

Date: 2 May

JOB DURATION: 13:00 to 16:00

Number Collection 3

Date: 26 April

JOB DURATION: 12:00 to 15:00

Event Crew Roles

Sunday 3rd May

If you have volunteered for a role on Sunday 3rd 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: Pay by phone using RingGo, location code 8694. This can be pre-booked. We will reimburse this to you.



Rocket 5k Finish Area

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

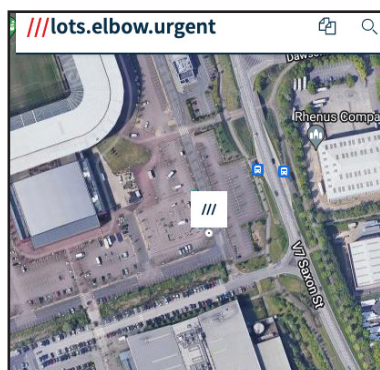
BRIEFING: 07:30 - South Eastern Corner of the stadium car park, between KFC and ASDA, StadiumMK, MK1 1ST

REPORTING TO: Scarlett Chambers

what3words: ///lots.elbow.urgent

JOB DURATION: 06:30 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.



Event Crew Roles

Sunday 3rd 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 (off Saxon Street)

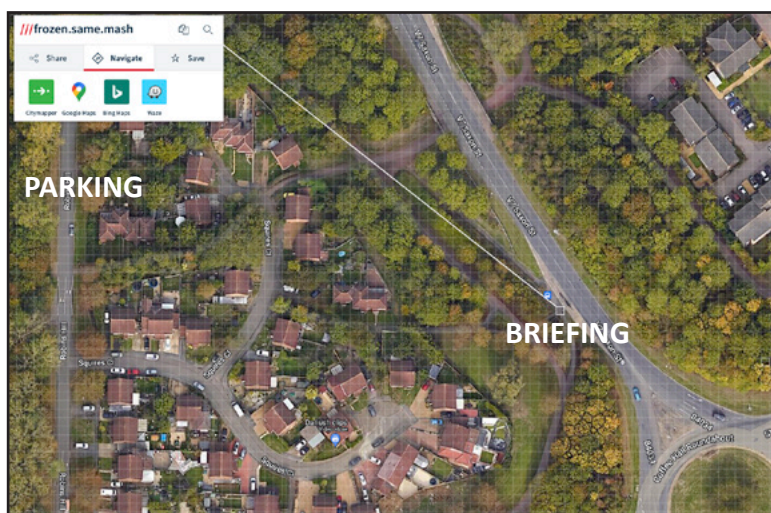
what3words: ///below.glare.unrealistic

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



Pre-Race Set Up

You will assist in packing the finisher bags for the Marathon and Half Marathon, ensuring everything is ready for Monday's event.

PARKING: Stadium car park (we requested your car registration when you entered)

what3words: ///truck.curiosity.moved

BRIEFING: 12:00 - On the stadium service yard. South eastern corner of stadium

REPORTING TO: Portia Simond

what3words: ///shield.gone.each

JOB DURATION: 12:00 to 14:00

Event Crew Roles - STADIUM

Monday 4th May

VOLUNTEER PARKING AT MOUNT FARM

We have secured off-site parking at Mount Farm. You will be sent a parking permit a week before the event, and you will need to show this to access the car park. There is a 5-10 minute walk to the stadium.

Car park what3words: ///descended.beside.hugs

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 Arena using gate 6.

BRIEFING: 06:30 [Location *6]

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 16:30

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: Michelle Amesbury

JOB DURATION: 06:00 to 16:30

Photographer

Based out on the course or at the stadium.

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.

BRIEFING: 08:00 [Location *6]

REPORTING TO: Marion Van Onselen

JOB DURATION: 08:00 to 15:00

Cow & Star Wars Mascots

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: 08:00 [Location *6]

REPORTING TO: Marion Van Onselen

JOB DURATION: 08:00 to 15:00

Here to Help

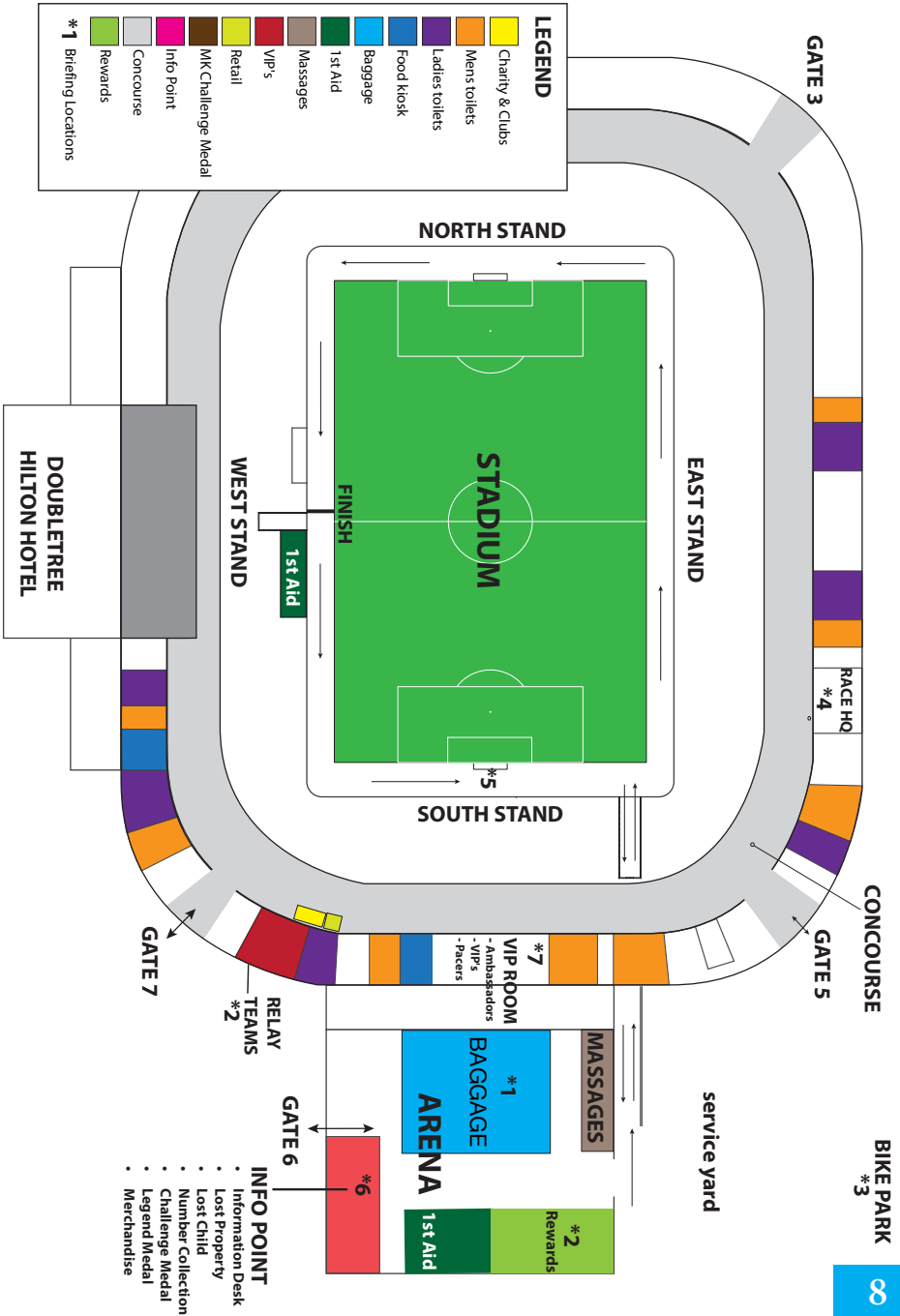
Giving out information to runners. Helping runners locate where they need to be. Please note you will be walking around the Stadium area, holding a sign and answering any questions

BRIEFING: 07:00 [Location *6]

REPORTING TO: Marion Van Onselen

JOB DURATION: 07:00 to 14:00

Stadium Area Layout



Event Crew Roles

continued

Superhero Fun Run Crew

Sorting out number collection, and course marshalling. Meet at the number collection desk in the Arena. Access Arena using gate 6.

BRIEFING: 06:30 [Location *6]

REPORTING TO: Rena Galardziak

JOB DURATION: 06:30 to 11:00 *

** It would be great if you could help elsewhere after your shift. Just go to the Event Crew desk if you can stay and they will direct you.*

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 can request a .gpx file. 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: Chris, TREK BIKES

Tail Buggy Marathon

Following the runners in a buggy and taking down the signs in CMK and after the 22nd lap. You will need to attend a briefing and collect the keys. Start north of McDonalds and do not go over the start line.

BRIEFING: 08:15 [Location *4]

REPORTING TO: Andy Hully

JOB DURATION: 08:15 - 16:15

Rapid Response Course

Collect any unopened water packs from the water stops. Do not collect any packs that have been opened as we can't return them.

Stack on pallets at the end of the service road
///summer.slope.vest

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

BRIEFING: 08:15 [Location *4]

REPORTING TO: Andy Hully

JOB DURATION: 08:15 - 16:30

VIP Team

Responsible for looking after the VIP's, Pacer's and Ambassadors in the VIP room, which will be based in the Cow Shed Bar.

The Pacer Manager will also be responsible for pacers in this area. Access on the concourse from gate 5 or 7. Please make sure the pacers return their flags when they finish.

BRIEFING: 07:00 [Location *7]

REPORTING TO: Corinne Hully

JOB DURATION: 07:00 - 16:00

Pacer Manager: Group photo at 08:00 at the finish line

VIP Director: Collect Mayor from hotel entrance at 08:15

Course Marshal Roles

Monday 4th 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: You will receive a parking permit for a car park at Mount Farm. This is a 5-10 minute walk to the stadium.

Car park: ///descended.beside.hugs

COURSE MARSHALS 1 - 7

If you have volunteered for a role as a course marshal then you will need to attend a briefing with your Course Captain as listed below.

Course Section 1

BRIEFING: 08:00

COURSE CAPTAIN: Julie Martin

PARKING: ///magic.shrimp.slap

BRIEFING: ///boring.video.gates

JOB DURATION: 08:00 - 13:00

Course Section 5

BRIEFING: 08:25

COURSE CAPTAIN: Jen Bates

PARKING: ///spike.leads.shaped

BRIEFING: ///entrust.lift.thinnest

JOB DURATION: 08:25 - 13:30

Course Section 2

BRIEFING: 08:00

COURSE CAPTAIN: Daria Crocker

PARKING: ///stammer.beaten.realm

BRIEFING: ///inflates.megawatt.outnumber

JOB DURATION: 08:00 - 11:00

Course Section 6

BRIEFING: 08:30

COURSE CAPTAIN: Annis Turner

PARKING: ///elect.tuxedos.hostels

BRIEFING: ///bless.tank.tabs

JOB DURATION: 08:30 - 13:30

Course Section 3

BRIEFING: 08:00

COURSE CAPTAIN: Andrew Chilcraft

PARKING: ///views.warp.workbook

BRIEFING: ///embraced.typed.chugging

JOB DURATION: 08:00 - 11:30

Course Section 7

BRIEFING: 09:15

COURSE CAPTAIN: Judith Cumino

PARKING: ///ultra.elite.training

BRIEFING: ///physical.conquests.divides

JOB DURATION: 9:15 - 13:50

Course Section 4

BRIEFING: 08:15

COURSE CAPTAIN: Debbie Dickinson

PARKING: ///player.solve.wins

BRIEFING: ///anyone.jukebox.treat

JOB DURATION: 08:15 - 13:30

Course Marshal Roles

Monday 4th May continued

COURSE MARSHALS 8 - 14

If you have volunteered for a role as a course marshal then you will need to attend a briefing with your Course Captain as listed below.

Course Section 8

BRIEFING: 09:30

COURSE CAPTAIN: Ellie Dickinson

PARKING: ///cubs.outbursts.soda

BRIEFING: ///alerting.stars.spots

JOB DURATION: 09:30 - 14:15

Course Section 9

BRIEFING: 09:30

COURSE CAPTAIN: Kevin Church

PARKING: ///freshest.mimed.pricing

BRIEFING: ///pulps.popped.named

JOB DURATION: 09:30 - 14:30

Course Section 10

BRIEFING: 08:30

COURSE CAPTAIN: Andy Gardner

PARKING: ///double.scratches.performed

BRIEFING: ///idea.keeps.wrenching

JOB DURATION: 08:30 - 14:35

Course Section 11

BRIEFING: 08:30

COURSE CAPTAIN: Steve Burlace

PARKING: ///overhear.clots.positions

BRIEFING: ///idea.keeps.wrenching

JOB DURATION: 08:30 - 14:45

Course Section 12

BRIEFING: 08:45

COURSE CAPTAIN: Alice Richards

PARKING: ///hung.answer.things

BRIEFING: ///union.truly.wool

JOB DURATION: 08:45 - 15:00

Course Section 13

BRIEFING: 08:45

COURSE CAPTAIN: Lucy Briglin-King

PARKING: ///lines.maker.spent

BRIEFING: ///beams.chairs.bank

JOB DURATION: 08:45 - 15:30

Course Section 14

BRIEFING: 09:00

COURSE CAPTAIN: Gary Howard

PARKING: ///drew.testers.miles

BRIEFING: ///boot.plant.space

JOB DURATION: 9:00 - 15:45

Course Section 15

BRIEFING: 09:00

COURSE CAPTAIN: Laura Beechey

PARKING: ///opens.study.angel

BRIEFING: ///bumps.windy.remedy

JOB DURATION: 9:00 - 16:00

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

This number is to be used on race day only

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.

RACE HQ

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

THE COURSE

The Race HQ will have contact with the lead bike, tail buggy, course directors and the rapid response team.

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.

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

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

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
- Sublimation T-Shirt
- Commemorative pin badge
- Sandwich Shack roll (Monday only) 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



REGISTRATION
DETAILS
*only a manager can
read this QR code*

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 SIZE IF THEY
PURCHASED ONE

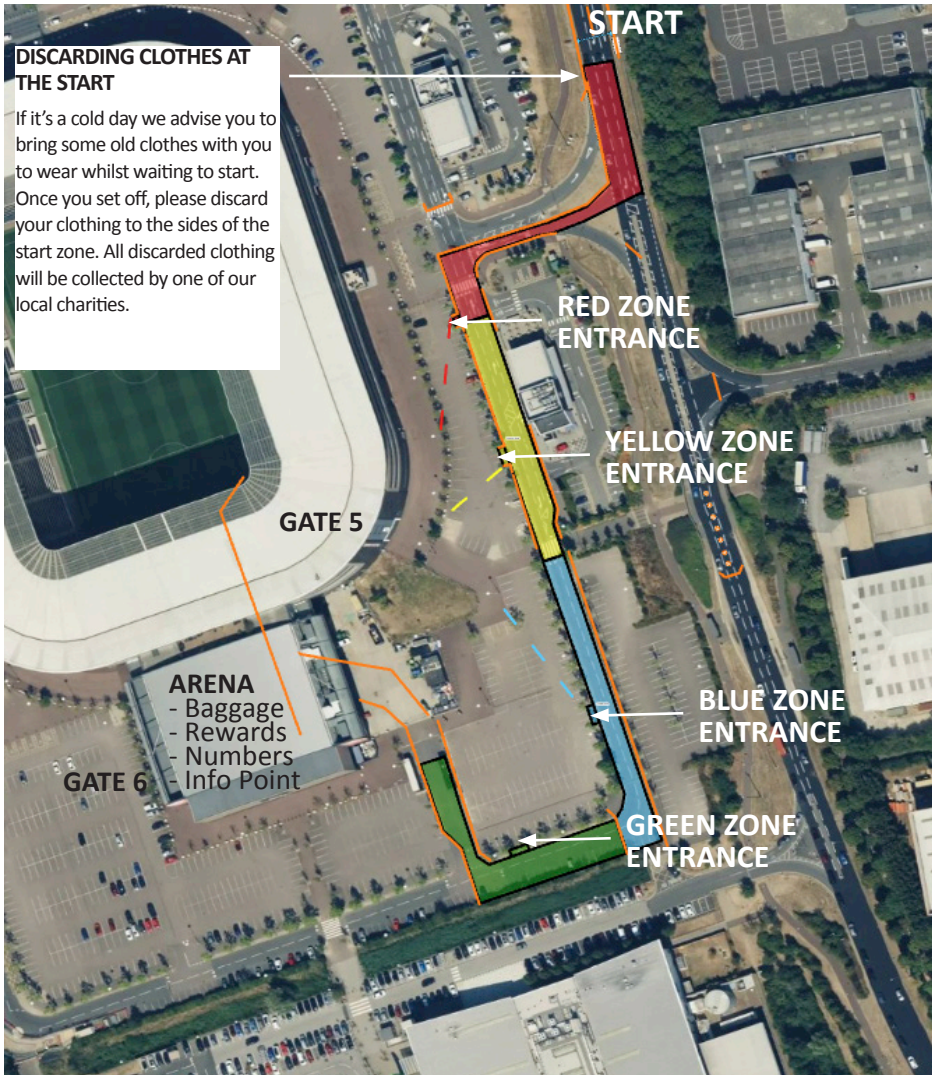
RELAY teams
will run the
full marathon
distance. The
timing chip will
be in the baton



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.



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, 5, 8, 11, 12.5, 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 11, 18, and 24.

ENERGY GELS

High5 EnergyGels will be available at mile 11 and 21 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 6:30 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.

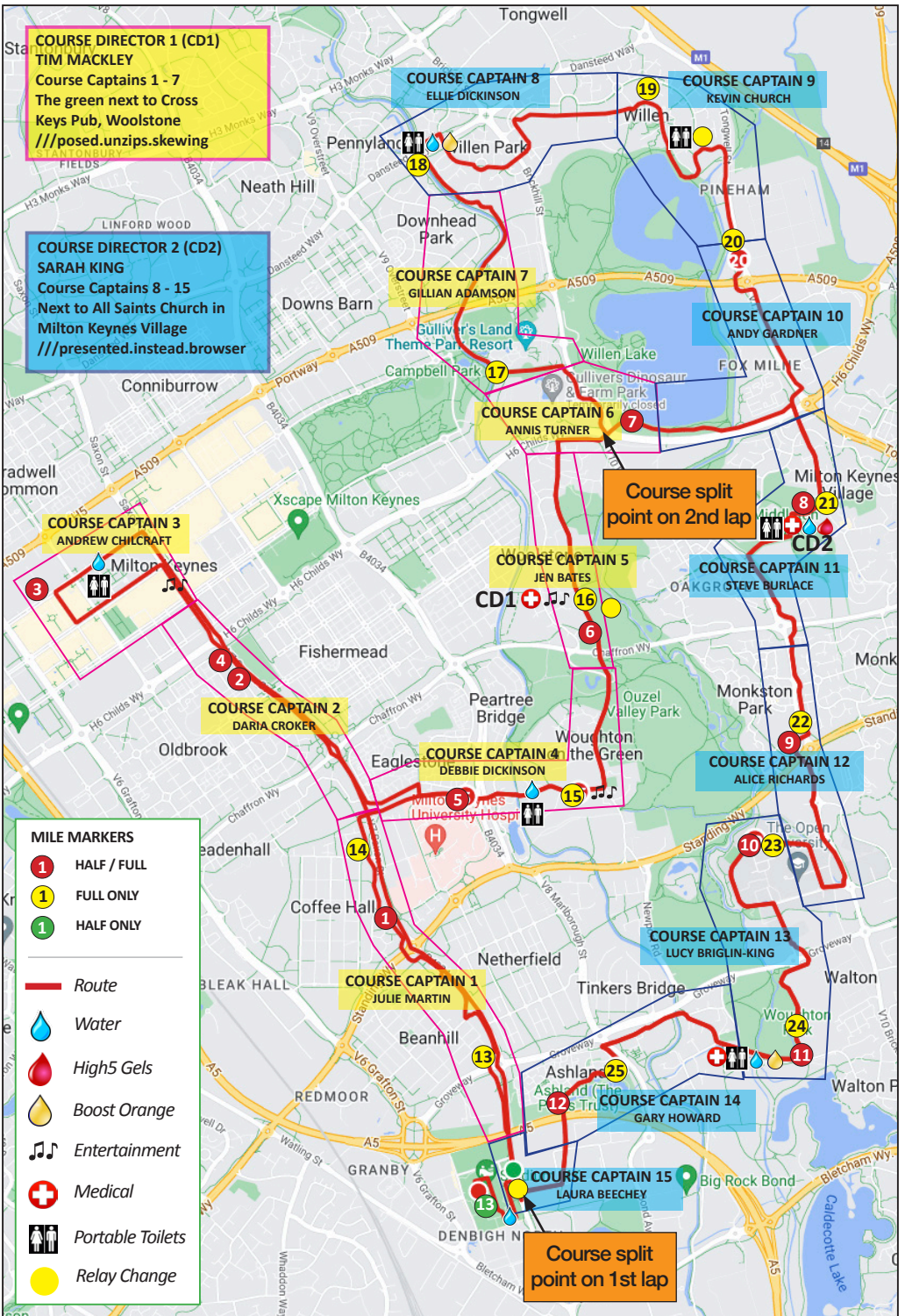
We want to leave Milton Keynes neat and tidy. Runners are encouraged to discard bottles, cups and gel wrappers in the Drop Zones after every water stop.



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.



Don't Forget

PHOTOS

SHARE YOUR PHOTOS ON THE DAY.

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

WE'RE STILL RECRUITING

Your friends or family can get a front-row seat to the race by signing up as a Course Marshal!

Course Marshals are assigned locations throughout the marathon and half marathon course, and they play an essential role on race day: cheering runners on and keeping an eye on their section of the course.

Click below for more information and to sign up. It's also a great experience for groups, so please spread the word!

More info is available here:

www.mkmarathon.com/eventcrew



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.