## *Before the race 8:30am - 10:45am*

| Task | Lead | Description | Min. Volunteers | Volunteers | Key Notes |
|---|---|---|---|---|---|
| Set up start line | Mario Duraj | Part 1:<br>- Take to start line the start sign with attachments, flags with attachments, megaphone, batteries, ribbon<br>- Erect the start sign to the railings<br>- Put up Dolphin Square flags once timing mats are in place<br>- Test megaphone<br>Part 2:<br>- Set up the stage<br>- Put up starting ribbon<br>Part 3:<br>- After final runner has started, move start line equipment back to race HQ | 2 | Chris Tibbett<br>Emil Temnyalov | Those marked * to move support Goody Bags once set up complete |
| Walk the course | Matt Clare | - Walk the course<br>- Check and clear any hazards where possible<br>- Measure course<br>- Mark start and finish points; mark distance points | 1 | (Volunteer on the day) | |
| Goody bags | Michael Rutherford | Pack items into goody bag in assembly line, ensuring each bag has one item each | 8 | Chloe Reid<br>Diogo Castro<br>Gavin Hose<br>Hamish Watkins<br>HG Leong<br>Giacomo Calisti<br>Jerome Walczak<br>Jimmy Baker<br>Jon Faue<br>Jon Goenaga Aldai<br>Joseph Okonkwo<br>Julian<br>Julian Meldrum<br>Kenny MacLeod<br>Mansoor Ahmad<br>Nathan Stubbings<br>Nick Brown<br>Scott Miller<br>Sheridan Bolger<br>Stephen Tomaszewski<br>Zhaodi Cheng | Combined Goody Bags and Set up the Finish Line team |
| Set up finish line | Matt Sandknop-Haas | - Set up generator<br>- Erect gantry<br>- Set up netting and finish funnel (full funnel to gate)<br>- Set up tables for goody bags, medals, bananas and water bottles<br>- Put out goody bags, medals and water bottles<br>- Set out stools and buckets for shoe chip removal<br>- Place two Dolphin Square flags at either side of the start of the race funnel | 4 | | |
| Registration desk support | Derwin Brennan | - Hand out running packs<br>- Runners from Dolphin Square will collect their race pack from a separate table - place two Dolphin Square flags on either side of the table | 2 | Alastair Barr<br>Katie Shields<br>David Pena | Derwin to let Michael know if additional support needed |
| Bag drop | Richard McClenaghan | - Set up baggage tent, ensure it is set sufficiently back from the race route to prevent the path being blocked<br>- Place two Dolphin Square flags on either side of the baggage tent<br>- Collect bags from runners | 6 | Alex Swanson<br>Stephen Turnock<br>Neil Colquhoun<br>Sonja Astfalck<br>Adam Jones<br>Sophie Landau<br>Erika Kulikova | Once queues have ended (c. 10:45), Olatilewa and Julius to move to Finish Area<br>Richard to let Michael know if additional support is needed |
| Announcements | Ashley Harwood | - Create welcoming vibe to the event, thanking people for attending<br>- Encourage people to move towards the start line between 10:30 and 10:45 | 0 | | |

## *During the race 10:30 - 12:30*

| Task | Lead | Description | Min. Volunteers | Volunteers | Key Notes |
|---|---|---|---|---|---|
| Race marshalls | Michael Rutherford | - Set off to positions by 10:30, take a rubbish bag for after the race<br>- Ensure the course clear of any hazards<br>- Direct runners at key points of the course<br>- Communicate any first aid instances to the WhatsApp group to alert the First Aid support volunteers<br>- Once tail runner has gone past for third and final time, stewards at point B to remove the kilometre 2, 5 and 8 markers; stewards at point E to remove kilometre 3, 6 and 9 markers (if in doubt, ask lead). Bag up any race or racer related litter.<br>Race marshall positions are marked as A-G on the route map. | 16 | A: Mark O'Sullivan<br>A: Giacomo Calisti<br>B: Aine Hester<br>B: Sam Preston<br>C: Thomas Wroblewski<br>C: John Hugo<br>D: Francis O'Callaghan<br>D: Glynn McDonald<br>E: Anthony Cortvriendt<br>E: Saxony Anders<br>F: Win Fortunata<br>F: Nicholas Borsing<br>G: Paresh Dodhia<br>G: Erick Dodhia<br>H: Marion Bentata<br>H: Stev Abril<br>Pointing to the finish line:<br>Lisa<br>David Ayuso<br>Muhammad Hashim<br>Bob Ravelli<br>*Those on 'Before the Race' roles who are able to support the race and are not listed below to pick a marshalling station to support* | All: Clear any race/racer litter from your spot.<br><br>Those on Point B: remove the 2, 5, 8 km markers and bring to race village<br><br>Those on Point E: remove the 3, 6, 9 km markets and bring to race village<br><br>Those on Point A, B, H: once tail walker has gone past for the third time, support race park clear up (see below)<br><br>Those on Point C, D, E, F, G: bring litter to finish line |

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| Finish line | Michael Rutherford and Derwin Brennan | - Hand out goody bags and water at finish line<br>- Keep people moving and away from the finish area and ambulance<br>- Check with any people who are at risk of passing out<br>- Remove chips from all runners, put into buckets. Stand further down from finish line than previous years to extend the funnel. One volunteer posted at finish line to ensure visibility | 12 | Chloe reid<br>Diogo Castro<br>Gavin Hose<br>Hamish Watkins (after finishing)<br>HG Leong<br>Jerome Walczak<br>Jon Faue<br>Jon Goenaga Aldai<br>Joseph Okonkwo<br>Julian<br>Julian Meldrum<br>Kenny MacLeod<br>Nathan Stubbings<br>Nick Brown<br>Sheridan Bolger<br>Zhaodi Cheng | |
| Bag Drop | Richard McClenaghan | - Ensure that the race path is kept clear at all times and the Bag Drop queue doesn't block runners. | 4 | Alex Swanson<br>Stephen Turnock<br>Neil Colquhoun<br>Sonja Astfalck<br>Sophie Landau | Those marked * to support at the water station between 11am - 11: 40am. |
| Water station | Martin Nelson | - Give out water to runners at water station (next to toilets - see race village map) | 4 | Jack Snowden<br>Ciaran Parker<br>Kirsty Fitz-Poole<br>Mansoor Ahmad<br>Maeve Ward<br>Donna Day | Once tail walker has gone past, tidy up water station and bring back to Race Village. |
| First aid company assistance | Christos Bitzis-Politis | - Be available to support first aiders if required<br>- Cheer on runners near finish line | 2 | | |
| MC | Ashley Harwood | - Encourage supporters to cheer the runners, keep the happy vibes | 0 | | |

***After the race from 11:30***

| Task | Lead | Description | Min. Volunteers | Volunteers | Key Notes |
|---|---|---|---|---|---|
| Bag return | Richard McClenaghan | - Return bags to runners, checking that race numbers match<br>- Ensure runners collecting bags don't block the path until the tail runner has passed for the final tim | 4 | Alex Swanson<br>Stephen Turnock<br>Neil Colquhoun<br>Sonja Astfalck<br>Sophie Landau | |
| Pack up race village, return items to van for storage | Matt Sandknop-Haas and Owain Jones | - Matt to collect van as tail walker starts final lap<br>- Take down equipment across route once the tail runner has gone past<br>- Put down stage and race village once the final runner has finished<br>- Remove signs and materials around race village | 8 | David Ayuso<br>Lisa<br>Muhammad Hashim<br>Bob Ravelli<br>Mark O'Sullivan<br>Raymond Baudon<br>Anthony Cortvriendt<br>Saxony Anders | Matt to collect van as tail walker starts final lap. |
| Clear up park | Michael Rutherford | - Check area around start line, finish line and race village for any litter and put in bin bags<br>- All rubbish to be put in black bin bags and tied up. Location for leaving rubbish is near the Race HQ<br>- It is important that we leave the park as we found it, so please remove any run or runner related rubbish you see | 8 | Wojciech Pankow<br>Marius Thies<br>Aine Hester<br>Sam Preston<br>Stev Abril<br>Maeve Ward<br>John Hugo<br>Chris Tibbett<br>Thomas Wroblewski<br>Nicholas Borsing<br>Jack Snowden | Leave rubbish bagged and tied by gates of park |
| After Party | Gwen Wright and Nick Venaglia | - Set up table for organisers with raffle prizes and food/drink tokens<br>- Sell raffle tickets | 2 | Paresh Dodhia<br>Erick Dodhia<br>Kirsty fitz-poole | |