



## UCKFIELD RUNNERS

### NEWPLACE 17 DECEMBER 2023 VOLUNTEER NOTES

Please note some people will be allocated to more than 1 role. Please ensure you arrive at least 10 minutes before your earliest briefing time. A separate area will be marked off at the back of the barn please make your way to that area at least 5 minutes ahead of the briefing time. There are briefings every 15 minutes so if you arrive late the briefing may run into the next time. Refreshments will be available for volunteers on Sunday.

Further information can be downloaded from the Racing tab on our website: [Events Overview \(uckfieldrunners.co.uk\)](https://uckfieldrunners.co.uk) scroll down to ESSCCL

### SATURDAY

#### **Saturday Course set up 3 persons) : 11.00 am**

We will mainly use parkrun arrows and tabs. The parkrun arrows are short and can easily be carried in a bag for life.

#### **Saturday Barn and yard set up (2 positions): 11:00am**

Registration and refreshments will be in the barn. Tables need to be set up for both

Registration Table to be laid out with numbers and pins. We will also bring marshal vests on Saturday

An area also needs to be set aside at the back barn behind the registration table for volunteer briefings within the barn

Please also set up signage around barn and car park (HQ, Toilets, Car Park, Directions to Senior and Junior Race start).

### SUNDAY

**PLEASE PLEASE CAR SHARE:** Whilst this is local there is limited parking and it will be at a premium so we want to minimise the spaces taken up by volunteers cars. Ray and Tanya have kindly allowed Volunteers to park in front of their house: but without car share there will not be enough spaces. So please car share as much as you can. Thank you.

**SANTA HATS ETC ENCOURAGED (IMPORTANT)**

**Car parking including Entrance gate (6+1 persons): 8:15 briefing**

**All car park marshals to meet in the barn for briefing at 8:15 and to collect Hi Vis jackets and radios**

All car parking volunteers will be issued with radios so they can communicate

Run Wednesday will be bring a coach so an area needs to be set aside for this.

Please radio when the first aid support arrives (expected 9:45am). The first aid will be in a 4\*4 ambulance and should be parked near the finish.

The course will be marked out on Saturday but there will be some final set up on Sunday morning. Initially there will not be too many cars arriving so it would be helpful if a couple of car park marshals can assist with final set up. In particular we are likely to put up the gazebo at the finish on Sunday and table and chairs for finish.

**Marshals (8 persons): 9:00am briefing**

**All marshals to meet in the barn for briefing at 9:00 (please arrive before 9:00am) and to collect Hi Vis jackets and radios**

All marshals will have radios with the possible exception of Marshal point 6 which is close to the finish.

Please see map of marshal points. Points on specific marshal positions.

- Marshal point 1 is at the junior start so can go out the junior race team at 9:35am. You will direct the U15/U17 (who have black ESSCCL on their numbers) to start their second lap (U11/U13 red ESSCCL only complete one lap) and direct the seniors across the road. The senior race is two laps. U15/U17 start at 09:50am and U11/U1 at 9:55am (note the U11/U13 start exactly 5 minutes after the U15/U17 so if there is a delay in the U15/U17 start the same delay will apply to the U11/U13). The lap is 1.25 mile so it is expected there will be a short gap between the last U15/U17 and the first U11/U13 to make it easier to identify who needs to carry on to the second lap and who is finishing: but it is possible a very quick U13 could catch the last U15/U17.
- Marshal points 2 to 5 will go out the at 9:25am
- Marshal points 1 to 5 are on both the junior and senior routes. U15/U17 start at 09:50am and U11/U1 at 9:55am (note the U11/U13 start exactly 5 minutes after the U15/U17 so if there is a delay in the U15/U17 start the same delay will apply to the U11/U13).
- Marshal point 4 will direct the juniors to turn right and go down the internal road (note U15/U17 do two laps). They can either run on the concrete path or on the grass next to the part. Seniors go straight on. The last juniors should be through at least 10 minutes before the first seniors. Note Juniors have black numbers (U15/U17) or red (U11/U13) ESSCCL on their numbers, on seniors it is black.
- Marshal point 5 will have the League defibrillator (there will also be a defibrillator with the medical support). Marshal point 5 will take two positions first on the internal road at the

corner on the junior race and once the U11/U13 tail runner has passed walk across the field to the position where the senior runners turn left on the opposite side of the field.

- Marshal points 7 and 8 are close to the finish so may go out later but need to be in place by 10:45am
- The senior race is a 2 lap course. Marshal point 8 you need to direct runners the right (the runners right so your left) to continue onto the second laps after their first lap and to the runners left at the end of the second lap to the finish. Note that is likely that the fastest runners will lap the slowest runners so here will be a point when some runner will need to be directed to start the second lap and some directed to the finish. It generally will be fairly obvious whether a runner is finishing their first or second lap (those finishing the second lap will be running much quicker)

#### General points

- Please point runners in the direction they need to go and give encouragement
- There is a public right of way on part of the course. Please inform other users that there are runners coming through and thank them for their understanding.
- Please report any incident to Graham who is run director as incidents need to be reported to the EA
- What is an incident ?
  - o An incident is something which involves one or more of the following:
    - ☐ personal injury to anyone
    - ☐ near misses with potential to cause serious injury
    - ☐ property damage
    - ☐ ill health and sickness
    - ☐ If you require the DEFIB please use the radio giving location as to where you are and advice if ambulance has been called
    - ☐ Conflicts or complaints
    - ☐ Safeguarding issues (Junior race)
- Please do not leave your post until the senior race tail runner advises all runners have passed.
- Please take course markings with you as you go past. If you are picking up fence stakes please roll the tape around the post and keep the tape tied to both or all 3 stakes. This makes is easier as we borrow them from Uckfield parkrun and need them to set out the parkrun course next week.

### **Registration (3 persons): 8:30am briefing**

Three people will be on registration. One for Juniors one for seniors and one to help take money, hand out numbers and also receive pre reg lists from club reps (runner show have entered all 6 races in advance prior to the start of the season: this is most of the runners) .

Registration should be open no later than 9:00am

Registration is direct into a laptop. We do not get entries on day to fill in forms. There are two laptops one for seniors and one for juniors.

You will be shown how to use the registration and result model which is an Excel spreadsheet on the laptop as part of the briefing. You do not need to be an expert in Excel but should be familiar with use of a laptop. It is only data entry but it is a great help if you used to using a laptop keyboard. We do two full size keyboards and mouse if you prefer this to using the touch pad and laptop keyboard.

Runners entering on the day should join the queue by 10:00am so all can be registered before the start of the race.

There are two tabs for registration for each of Senior and Junior:

- Entries on day. The details of all runners who have previously entered a race as an entry on the day this season will already be input shown in back colour purple. Ask the runner if he has previously raced if used the list is alphabetical by surname locate his name and just input the number given to him. The charge is £5 if affiliate or £7 if not.

If he is not previously entered just input the details in first blank yellow row the columns provided. Note the age category is automatically calculated from DOB. If they are a member of one of the participating clubs it is important to select from the drop down list not manually type the club in (eg the computer will not know that A80 is Arena 80 AC)

If he has previously entered please do just input the number against his/her name: 1. Is much quicker, 2. If there is any slight difference in spelling when the results are produced they will be treated as a different person.

- Pre reg  
Pre reg numbers are issued at the start of the season by each club rep and the runner should just turn up with their number (the same physical number is used at each rep). The club rep will record they are present but they do not need to register.

However if someone has forgotten their number or lost it they may require a new number Find their name on the pre reg tab and enter the new number in the yellow cell next to their name.

- Pre reg check lists

Each club rep should bring a check list to registration. A plastic wallet will be provided to put these in. If time allows it is useful if these can be input.

Note that the pricing strongly encourages pre reg so a large majority of runners will be pre reg.

### **Junior (7 persons ) and Senior Race (7 persons ) Finish: 9:15am briefing**

- Time keepers: This can be with on with ex parkrun stop watches r using he parkrun app: which ever you prefe. The times are saved on the watch/app so do not need to manually recorded. With watch the times are uploaded directly from the watch to the laptop after the race or if using the app email the results to Graham [grahamwest20@btinternet.com](mailto:grahamwest20@btinternet.com). Thus the results do not need to be manually input.

There are two timekeepers for the Senior race and one for the Junior race. The time keeper (s) should stand at the front of the Funnel (also see diagram of finish) and record the time as the runners enter the funnel. If suing the stopwatch holding the watch in your right hand it is Thumb to start the watch using the right hand button and use you finger to record each runner using the left hand key: do not touch the middle key.

On the Junior race a single watch is used for both U11/U13 and U15/U17. Note U15/U17 start at 9:50am and U11/U13 9:55am. The watch is started when the U15/U17 go off and the U111/U13 are started at exactly 5mins on the watch: this 5 mins is then deducted from U111/U15 on the laptop on producing the results so it is important the time is exact: if for some reason it is not Graham needs to know the exact time.

- Number to Time Checker: This is the only manual part of the finish process. It is usual for the times and number of finishers to go out of Sync. When pressing the button when a number of runners come in together one can be missed or an extra runner recorded. Every so often (say about every 5 to 10 runners) when it is not too busy the Number Checker records the number of a runner and asks each timekeeper for their time, this is written down on the number checker form. If the list does go out of sync when producing the results the times can be adjusted to align with the values on the Number Checker form.

You will be provided with a clipboard with the number checker form on it and a pen

Note the intention is not to record every fisher this is undertaken separately on laptop or tablet.

The number checker should stand at the front of the funnel with the timekeepers

- Photos and Camcorder. The photographer starts the camcorder just before the first runner come in and takes pictures as far as possible of all runners. This is the same for both junior and senior race. The photos and video can be used to check the results and clear queries.

Senior pictures are posted to Facebook and the website. Juniors are not make public and only used for checking the results.

Lorraine will fill this role

- Funnel manager. The times are recorded at the front of the funnel but the numbers are recorded at the back of the funnel. The funnel narrows to one person wide. Runners must enter the back of the funnel in the same order they crossed the front of the funnel. The Funnel manager role is to make sure the runner enter the back of the funnel in the correct order. The Funnel manager should stand in the wide part of the funnel.
- Number caller. The number caller should stand next to or just behind the number recorder at the back of the funnel (ie the end of the narrow section) and call out each number to the number recorder. The needs to be clear and it is better to say eg nine zero and one nine rather than 90 and 19 which can sound similar.

The Number caller should be able to see the number recorder making input. The queue may be held briefly to allow the number recorder to complete input: the neck of the funnel should be long enough to allow for this.

Also see the finish layout diagram.

- Number recording.

As part of the briefing you will be shown how to make input into the Excel file

Number recording is on the same laptop as that used for registration ie the laptop used for Junior registration is used for Junior finish and ie the laptop used for Senior registration is used for Senior finish.

A gazebo, tent will be provided at the back of the funnel in case of rain. A table and chair will also will be provided.

Input is into an Excel spreadsheet: it is simple, type in number press enter the cursor will move to the next cell down enter next number etc. You do not need to be an expert in Excel but it is useful if you are familiar with using a laptop as a peak times the runner come in quickly so you need to be able to type the numbers in fairly quickly (much easier if you are used to a laptop keyboard).

As numbers are input the name and other details of the runner will be shown in blue font. If NO MATCH appears in red this means the invalid please ask the number caller to call the

number again. A query will also arise if the number is a duplicate.

Whilst waiting for the first runner it is useful if you can input the ticks from the pre reg sheets (see registration above) to the corresponding tab on the laptop (which is a copy of the pre reg sheets).

The junior race will usually be input a laptop but a tablet could be used if it is raining and we do not have a spare gazebo or tent or can otherwise shield the laptop (we do have a plastic storage box which can be put on its side with the laptop in it)

- Medal s Junior only: To hand out finisher medal.

### **Tail runners: 9:30am briefing**

2 for junior race: U15/U17 (9:50am start) and U11/113 (9:55am start). The Junior start is in a different location to the senior start. From the car park walk past the buildings the start is at marshal point 1.

1 for Senior

Run with or just behind the last runner.

### **Water Station (2 positions): 9:00am briefing**

Next to the house

### **Refreshments (3 positions) : 8:45 briefing**

Served in the barn next to the kitchen for donations to charity.

### **Clear up Course (3 positions): estimated start 12:00 after the race**

Pick up all arrows tape signs around the course

### **Barn Clear (2 positions) estimated 12:00 after the race)**

Tidy barn and also collect signs in car park and immediately around the barn,