**Leighton Fun Runners 5k 30th September 2018**

**Marshals Guidelines**

**Key**

**Key Contact**
Race Director: Becs Finch-Parsons 07803 053372
Head Marshal: David Ayers Tel: 07967 686039

 Marshal Points

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**Role of the lead marshal**

* Ensure course has adequate signs to direct the runners accurately round the course and to warn the general public that the event is taking place.
* To ensure that the course is clear and secure before race starts.
* To provide a full briefing to all marshals.
* Liaise with the on course medical provision.

**Role of a marshal**

* Marshals must be clearly visible, identified and alert.
* Direct and assist the competitors, spectators and members of the public.
* To inform runners of hazards ahead.
* To direct runners along the correct route.
* Instruct runners to follow highway code, giving way to motorists.
* Use Pointing, waving, shouting or talking to communicate with runners.
* Be able to use the recovery position in case of an emergency.
* To wear high visibility clothing suitable to weather conditions.

**Marshal briefing expectations**

The briefing of marshals should include the following: -

* An explanation of where they are to be positioned on the course, where the runners are and what direction the marshals need to give [refer to map and table matrix].
* What time they need to be in position [09:20].
* What time they can stand down. This needs to be communicated on the day to cover any unforeseen problems/delays [once tail runner has passed].
* Understand the cut off time for completing the race [10:35].
* What method of communications the event is adopting [mobile phones].
* Where to locate your nearest: -
	1. Marshal point.
	2. First aid/medical [Race HQ].
	3. Toilets [race HQ].
	4. Public telephone box or access to phone [check before in position].
	5. Where the start/finish is located [Cedars Upper Sch].
	6. Arrangements of any sweep vehicle or/and vehicle for picking up injured athletes [refer to emergency contact list].
* Duty of Care: responsibilities towards the runners.
	1. How and what to check for if an athlete collapses.
	2. How to implement a recovery position.
* Do not direct traffic.
* Allow right of way to traffic and access to all businesses on route.
* Do not engage in conversation/argument drivers.
* Do not put yourself in danger.

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| **Name** | **Number** | **Contact Number** | **Location** | **Role Explanation** |
| Dave Ayers | Head Marshall / leaflet drop | 07967 686039 |  HQ | Briefing all marshals. Contacting Key Marshals to ensure no issues. Ensuring all marshals are in correct positions. Point of contact for any issues and First Aid Requests |
| Fiona Weekes | MP1  |  | MP 1 - Cedars Playing Field, by the gate to Cedars Nursery. | MP 1 - Ensuring late runners do not miss the start & keeping the runners to the perimeter of the field.  |
| Chris Ayres | MP 2 |   | MP2 - bottom gate from Cedars playing field onto canal.  | Warning public about runners on the path.Immediate Right Turn. Warning of uneven path.  |
| Laura Goss | MP 3 |  | MP3 - entrance to Tiddenfoot circular path from the canal path.  | Directing runners right towards the paddock. Warn pedestrians of runners and runners of pedestrians and dogs.  |
| Michaela Wickham-Hills | MP 4 |  | MP4 – Turning point at the tree with the intersections of paths in Tiddenfoot  | Guide runners round the tree and onto the lower path with the lake now on the runners right.  |
| Vicki Courage | MP 5 |  | MP5 – Back onto the Tiddenfoot circular path.  | Directing the runners back onto the circular path, with the lake on their right-hand side, guide around the right-hand bend. Be aware of public and dogs.  |
| Alison March | MP 6 |  | MP6 – At the base of the grass slope up towards the pylon | Directing the runners Right, keeping the Lake on the Right-hand side. Next Marshall is very close.   |
| Lucie Roberts | MP 7 |  | MP7 - on path beside the entrance to the bridge.  | Directing runners to follow the inside path around Tiddenfoot, Keeping the Lake on their RH side. |
| Nic Dimmock | MP 8 |  | MP8 – At the top of the hill by the intersection to the new path | Direct runners around the turning point, onto the new path and back towards the bridge.  |
| Sarah Warner | MP 9 |  | MP 9 – At the foot of the Tiddenfoot footbridge  | Guide runners over the bridge and to turn right onto the towpath, warn pedestrians of oncoming runners.  |
| Kevin Hare | MP 10 |   | MP10 - Bottom of the black pedestrian bridge over canal  | Directing the runners to stay on the towpath and not exit the canal at this bridge (exit is at the next bridge – white)  |
| Becky Munford | MP 11 |  | MP11 - Bottom of the white pedestrian bridge over canal | Guiding the runners to use the bridge to exit the canal part of the route, advising the runners to turn right towards the playground. |
| Kelly Doyle & William Langdon | MP 12 & MP 13 |   | MP12 & 13 - Mentmore Rd Playing Fields - corner of playground with pre-school building behind you | This is a 2 man point; guiding the runners from the canal onto the playing fields, ensuring the runners stay right (& don’t go on the estate) Also need to care for the safety of any children exiting the playground.  |
| Clare Kelly | MP 14 |  | MP13 - Mentmore Rd Playing Field, by the playground with the field ahead of you   | Directing the runners to turn sharp right and follow the perimeter of the playing field |
| Nick O’Connell | MP 15 |  | MP15 - Mentmore Rd Playing Field opposite MP14 | Guiding runners towards the exit gate of the playing field  |
| Chris Ellis & Kim Bak | MP 16 & MP 17 |  | MP16 & 17 - Mentmore Rd Playing Field pedestrian entrance/exit on public footpath | Directing runners to turn left towards Cedars School. Warning pedestrians of runners, ensuring that the runners do not run on the road |
| Pauline Glen | MP 18 |  | MP18 - Mentmore Rd Playing Field Carpark entrance/exit | Warning cars entering/exiting car park of runners |
| Len Holland & Michelle Evans-Riches | MP 19 & MP20 |   | MP 19 & 20 - Camberton Road intersection with Mentmore Road | Warning drivers of runners crossing the road - hold cars if possible looking for natural gaps in runners |
| Tracy Cardno | MP 21 |  | MP21 – Mentmore Gardens intersection with Mentmore Rd | Guiding runners across road - warning runners of cars |
| Ali Whitbread | MP 22 |  | MP22 - Mentmore Road, next to the zebra crossing at entrance to alley way down past Cedars Nursery. | Directing runners down alley way, warning pedestrians of runners |
| Chris Ayres & Fiona Weekes | MP 23 & MP 24 |   | MP23 – Alley Way & Cedars Nursery Car Park. MP24 – Cedars Field | Guiding runners through the gate & back onto the school field where they will turn right and run down to the finish.  |
| Gavin Prechner | MP 25 |  | The Paddock Area (Tiddenfoot) | Guide runners right around the perimeter of the paddock turning right on their exit. |