



Small park BIG RUN: marshals' briefing

Thank you very much for helping us.

Your help will ensure runners and visitors have a brilliant and safe time and other park users can be kept informed, if needs be.

These notes aim to help you do that. Please try read it and bring it with you; don't worry if you cannot take it all in - there will be a briefing session when you arrive .

A/ GENERAL INFORMATION

Please bring a mobile phone

Emergency number: If none of the personal numbers below are available, call:

07903 113 728

This will be used for receiving calls only. Calls need to be brief.

Please use this number if you think a runner needs help. If you think it is serious call an ambulance and then call the on-duty run organiser (see below)

In the unlikely event you find a child lost or distressed: call the emergency number to report it and bring them to the sign-in tent by Meersbrook Hall, which will also act as a 'lost and found'. If they are 'claimed' while you are bringing them over, please ask the parent to come with you.

1/ Run organisers

The On Duty Run Organiser is the person who is responsible for everyone's safety and for making decisions - if any need to be made. We are operating a shift over the 24 hours as follows

Time	Person	Phone
Saturday 10th June Noon - 6pm	Caroline	07864 723 425
Saturday 10th June 6pm - midnight	Jawad	0794 666 5755
Saturday 10th June midnight - 6am	Andy	07974 836 469
Saturday 11th June 6am - midday	Jonny	07904 656 077
Fun run	Jane	07588 702 486

Before noon on Saturday June 10th, all five organisers will be available



Small park BIG RUN: marshals' briefing

2/ First aider

We will have a first aid rota and two first aid directors responsible for making decisions about any injuries. One first aider and one director will be available at all times. The director details are below. The first aid rota will be on the sign-in desk.

Person	Phone
Paul Redgrave	0779 556 5087
Jack Czauderna	0779 188 5521

3/ When you arrive

Come to the registration desk and let the run organiser who is on duty know you are around.

We will let you know what to do, show you where to get a drink and brief you on how things are going and what to look out for.

B: MARSHAL'S DUTIES

There are various things we will be asking marshals to do.

- Being on the registration desk
- Controlling access to Meersbrook Hall
- Patrolling the park
- Being at Turner's Hill

You will be briefed when you get to the park. Further information about each role is available below.

C: TRANSPORT AND PARKING

- 20, 25 and 44 buses run to Chesterfield Road from Sheffield City Centre. To get latest travel info state starting point is Sheffield City Centre and end point is Meersbrook Chesterfield Road on the [SYT journey planner](#)
- If using your own car
 - Parking during the day by the park is fine on the park side of the road. There should be plenty of room in the streets around the park.
 - You can also find space in the car park in front of Lidl which is opposite the Meersbrook Park Road exit to Chesterfield Road
 - All parking at your own risk



Small park BIG RUN: marshals' briefing

D: PLEASE BRING...

We will provide what you need - tea and coffee will be available in Meersbrook Hall, but please bring the following

- A torch if you are on duty at night
- A waterproof coat /warm clothing as required
- Some food if you are on a long duty

E: MARSHAL ROLES

Meersbrook Hall marshal

The hall will be made available for runners and marshal welfare. You can use it to have a rest, make a drink, watch telly, get changed and leave valuables.

Role: If you are asked to be on the Hall door your role is

- to ensure that no one enters who is not a marshall or a runner (or in the case of a child runner, a parent) or a member of the emergency services. Runners are identified by their number. If in doubt contact the 'on duty run organiser'.
- to act as a point of information when the registration desk person is busy
- to staff the registration desk if marshalling overnight

Toilets are **not** for public use

Registration desk

The registration desk (some of us might also call it the sign in desk) is for runners to register and a general point of information.

When a runner arrives, please

- tick them off the list
- give them their number and their goody bag
- confirm all their running times with them
- Ask them to wait for their briefing if this is their first time on the course
- Briefings will be given by the Organiser on duty 5 minutes before the runners start their time slot. They will take place at the start of the circuit outside Meersbrook Hall. Time slots start every 30 minutes.

You will have

- A list of runners their running times and next of kin
- A list of first aiders and their allotted times and their phone numbers
- A list of on duty run organisers (see above)
- A list of marshals and their allocated times and duties



Small park BIG RUN: marshals' briefing

Water

- A table with water donated by the co-op will be under the sign-in gazebo. Runners will grab one as they go by or may stop to drink.
- Runners may leave their own water bottle on the table too.

Night time:

- The registration desk will be inside the Meersbrook Hall between 10pm Saturday and 8am Sunday
- The sign-in and hall marshal will be combined during this period

Patrolling role

If you are asked to patrol the park there are three things to do

a/ Keep the course and runners safe

- Please ensure the course markers are secure, and also check the information boards
- If a runner is in trouble please call the emergency number or use the walkie talkie if you have been given one

b/ Pick up litter

- Please make sure there is a patrol with gloves and a bin bag once an hour

c/ Give directions or information to anyone who asks

Please have a programme and leaflets with you so you can let people know what is happening

Programmes will be posted around the park too

If people ask what this is about

- please pass them a leaflet
- invite them to see the film on Saturday afternoon and the photographic exhibition, both in the Walled Garden
- invite them to the finishing celebration and join in the link up with Gaza and do the fun run

Turners Hill

Turners Hill is at the corner of the steepest part of the park. When runners get to that point they will need lots of encouragement!

The role of the person at this spot is primarily to tell runners how well they are doing !

As this is the top of the hill look out for runners in signs of distress. - this is a community run and the participants will have very varying levels of fitness.



Small park BIG RUN: marshals' briefing

They will also have a safety and information role as the patrollers (see above)

You should have with you leaflets, a programme and a phone or walkie talkie if one is available.

Take some food and water and a chair if you like.