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## Cardiff University / Cardiff Half Marathon

### *Bag Drop Support*

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#### **The Event**

The annual Cardiff Half Marathon is the second largest half marathon in the UK. In 2019, 27,500 runners took part on Sunday 6<sup>th</sup> October. The 13.1 mile route will take runners past Cardiff's most iconic landmarks and scenery. It will be an incredible event!

#### **On arrival/ what to bring:**

- When you arrive, please report to the **Volunteer Hub** to sign in and be issued your volunteer T-shirt, bag and event accreditation.
- Once you have collected your volunteer t-shirt, bag and event accreditation you **MUST** then meet at the Bag Drop area **for 08:00** to be briefed.
- Please come appropriately dressed for the weather, you will be outside for a number of hours. We would recommend wearing layers and where at all possible **PLEASE** wear plain trousers/jeans and comfortable shoes.
- We will be providing you with an exclusive volunteer drawstring bag that we ask you to wear/ keep your personal belongings in whilst volunteering. Please bring only essential personal belongings (everything you need including food and drinks will be provided).
- **PLEASE NOTE:** Your volunteer t-shirt and accreditation must be visible at all times. Please wear your volunteer t-shirt over any other clothing at all times.
- You will have full access to the Volunteer hub where you will be able to grab some lunch, drinks and a break. There is no need to bring any extra food unless you wish to do so.
- You will be very busy on the day but everything you need to undertake your role will be waiting for you, you just need to turn up with lots of energy and enthusiasm!

#### **Bag Drop Support:**

You will be undertaking a vital role in managing runners Bag Drop, while they tackle this 13.1 mile challenge! With over 27,000 runners taking part, we are relying on you to ensure that runners bags can be quickly, efficiently and safely stored before the race and returned to them in one piece once they have crossed the finish line. Runners will be nervous and excited and due to the high-profile nature of the event we have strict security procedures in place in the Bag Drop Area.

**Please Note;**

- The Bag Drop tents will be divided into bays of a specific number, that will correspond with runner's race numbers.
- Only runners are allowed to deposit bags and they must have their runner number/Bag Drop label from their number with them.
- Please ensure that the Bag Drop label (which is torn from the bottom of a runner's number) is attached to any bag deposited for storage.
- There will be spare labels and pens, should the label from a runner's number become damaged.
- **Place all Bag Drop in numerical order within the relevant bay for quick recognition on collection.**
- Bags are only to be handed over to runners wearing the corresponding Runner Number/or on presentation of the correct Runner Number.
- **DO NOT** open bags or remove any personal belongings.
- Please help to keep the Bag Drop area clean and tidy using the bins provided.
- There will be spare, empty bays screened off to form a changing facility, should runners wish to utilise these.

**Safety:**

- Security staff will be conducting random bag searches at the entrance to the Bag Drop area.
- There will be sniffer dogs occasionally around the Bag Drop area please do not distract them from their role.
- Some bags may be heavy so ensure correct position and posture for handling.
- Ensure bags on hooks are distributed evenly so the barriers do not fall over
- **DO NOT** throw bags
- Keep a clear working area/pathway in each bay and be aware of potential trip hazards when moving around the tent

**Timetable for Bag Drop Support**

**07:00 – 07:50** – Please arrive at the Volunteer Hub to sign in and obtain your volunteer uniform, bag and event accreditation, before making your way to the Bag Drop area for your briefing.

**08:00** – Bag Drop Support briefing and setup @ Bag Drop

**08:30** – Bag Drop Tents open to runners

**09:50** – Wheelchair race starts

**10:00** – Race Start

**10:00 – 11:00** (Break time - as directed by supervisors)

**11:00** – First Runner to cross the finish line

**11:20 – 13:00** – BUSY PERIOD with most runners collecting Bag Drop

**13:00 – 14:00** - (Approx.) – Clear up of the Bag Drop tent areas. As the number of left bags becomes minimal and the area is clean and tidy, your supervisor will be able to start sending you home, provided there is enough resources left in the area.

**14:00** - Any remaining bags to be taken to the Finish Line for collection