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## Cardiff University / Cardiff Half Marathon

### Water Station

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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

- You will be met by your Water Station Manager who will sign you in, distribute your volunteer T-shirt, bag and event accreditation as well as brief you on your role.
- 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).
- The water will already be at the station when you arrive, along with tables and an event box with everything you need.
- **PLEASE NOTE:** Your volunteer T-shirt and event accreditation must be visible at all times. Please wear your volunteer T-shirt over any other clothes you are wearing.
- We will provide you with a packed lunch, snacks and drinks so there is no need to bring any extra food unless you wish to do so.

#### Water Station

You will be undertaking a vital role in ensuring runners stay well hydrated and motivated, by manning 1 of 4 mass water stations located around the course.

**You will be very busy!** At the time the mass runners reach you they will still be in a large group and coming towards you in the thousands.

#### Set Up

You will be fully briefed by the water station manager who will direct you in the set up on the Water Station. Set up of the water station should be on each side of the road so that runners can get water from both sides (as per map). Please ensure that;

- The bins are wheeled into the desired locations (as per the map)
- The water tables are put out (as per the map)
- You open (remove lids) and line up thousands of bottles on the tables ready for the runners, using the gloves provided to avoid blisters.
- Bottle lids/caps should be recycled, in the bags provided and discarded safely so as not to cause a hazard to runners.
- As the runners come through, extend your arm with the bottle of water for them to take (please stand close to the tables as to not obstruct the runners)

- Please help to keep the area tidy and free of trip hazards, by collecting any discarding bottles/lids and dispose of in the bins/recycling bags provided.
- Please be aware that we need to you to be flexible on the day and you may be asked to help support in other tasks such as the warning of hazards to runners.

**PLEASE NOTE:**

- **DO NOT** open every bottle. Keep a good open supply of bottles available but as the runners start to thin out, use your best judgement to keep a constant supply. Once a bottle is opened it cannot be reused.
- **DO NOT** open every pallet of water and keep any unopened water bottles together in cases on the pallets so they can be easily collected.

**Timings**

- **The wheelchair race will start at 09:50 and the main race at 10am from outside Cardiff Castle.** Runners will cross the start line in 4 waves, a minute and a half after the previous wave of runners has crossed the starting line.
- The Water Station Manager will inform you when the first athletes are nearing your location and you will be able to see an entourage of police bikes, bicycles and cars leading the first athletes.
- As the first participants approach please begin handing out water to the runners by extending your arm, as directed by the Water Station Manager. It is vital that we ensure a constant supply of water and energy drinks to the runners, so please take turns in distributing drinks and refilling the tables.
- Many of the vehicles on course will be filming live TV, so it is important that you act professionally at all times. You are not only representing the event but also Cardiff, Wales and the UK!
- The last runners will be indicated by a sweep vehicle and a line of back makers in high viz jackets that will be walking the route.
- **You will be very busy!** At the time the mass runners reach you they will be spread out but coming through in a long and thick constant stream.

**Clean up**

It is essential that we get the roads reopened as soon as possible and we are relying on your help to do this.

As the runners start to thin out please assist with the collection of any discarded bottles near the water station and place in the wheelie bins/recycling bags provided.

**DO NOT** leave any bottles on the pavement, grass verge or in the middle of the road, please sweep any discarded bottles into the road gutter (by the double yellow lines) so they can be collected by the road sweeper.

**You will be finished when the last runner has come through and the water station is all cleared up.**