BAG DROP SUPPORT VOLUNTEER

WHAT IS THE BAG DROP ROLE?

You will be part of a team of volunteers supported by an experienced R4W supervisor, undertaking a vital role in looking after runners at the Bag Drop. Around 30% of runners choose to store a bag at the Bag Drop tent during the race.

You will have the chance to chat with runners before the race and wish them well, then see them again after the race when they return to collect their bag. We rely on the Bag Drop volunteers to ensure that bags are stored quickly and efficiently before the race and returned promptly to runners post-race, to minimise queues.

WHAT DO I NEED TO KNOW BEFORE VOLUNTEERING IN THE BAG DROP?

The Bag Drop is usually located in a marquee or a building near to the race start area. After signing in and collecting your volunteer kit, your supervisor will walk with you to the Bag Drop, where they will carry out a welcome briefing.

The Bag Drop area is divided into bays, with each bay corresponding to runner race numbers, for example 1-500, 501 – 1000. Runners queue at the relevant bay to hand over their bag. Only runners are allowed to deposit bags and they must have their Runner Number/Bag Drop label with them.

Ensure that the Bag Drop label (torn from the bottom of a Runner's Number bib) is firmly attached to their bag before they hand it over. Runners normally do this for you! Organise your bay into 5 rows of bags. For example, if you are looking after bay 501 – 1000, you will create 5 rows, each with a number range of 100 (501 – 600, 601 – 700, etc). Check the number on the bag and place it in the correct row. Later, once the runners have started the race, your supervisor will ask you to reorganise each row into numerical order to make it quicker for the runners to collect after the race. This is important if their warm-up clothes are in their bag!

On collection, bags are only to be handed over to runners wearing the corresponding Runner Number/or on presentation of the correct Runner Number.

Please help to keep the Bag Drop area clean and tidy using the bins provided. Runner bags are not usually heavy but always remember good manual handling techniques.
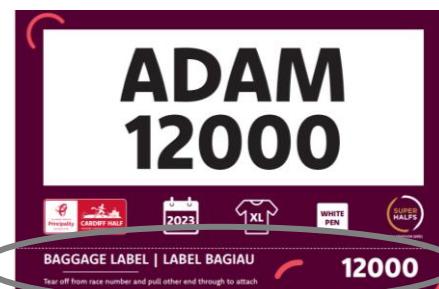
Minimum Volunteering Age We welcome volunteers aged 14+ at the Bag Drop. If aged 14 – 17, volunteers need to be accompanied by a nominated adult and parental consent obtained prior to event day. Please contact our Volunteer Coordinator for more details.

EVENT INFORMATION SHEET

This sheet contains everything you need to know for event day, including where to park, what time to arrive and who your supervisor is. It is emailed out a week before the event.

ARRIVAL AT THE EVENT

On arrival, please meet your supervisor and sign in. Collect an Extra Milers t-shirt and a lunch pack. Your supervisor will then gather everyone together and carry out a welcome briefing.

WHAT DO I WEAR WHEN VOLUNTEERING?

Please come appropriately dressed for the weather. Most volunteering roles are outside with no shelter! We would recommend wearing layers and comfortable **closed-toe shoes**. We will provide you with an Extra Milers t-shirt to wear and a branded drawstring bag for your belongings.

WHAT DO I NEED TO BRING?

Please bring only essential personal belongings, as we do not offer anywhere secure to leave your bags. We will provide you with a packed lunch and do our best to meet dietary requirements but just in case please bring snacks!

HEALTH AND SAFETY

Volunteers play an important part in keeping everyone safe at R4W events. The Event Safety Guide is sent out before each event. Please familiarise yourself with this.

Please also be aware of correct manual handling techniques when lifting (for example bags at Bag Drop, boxes of finisher items or cases of water). Do not lift anything you are not comfortable with!

Stop & Think | Position the feet | Adopt a good posture | Get a firm grip | Move the feet | Put down then adjust
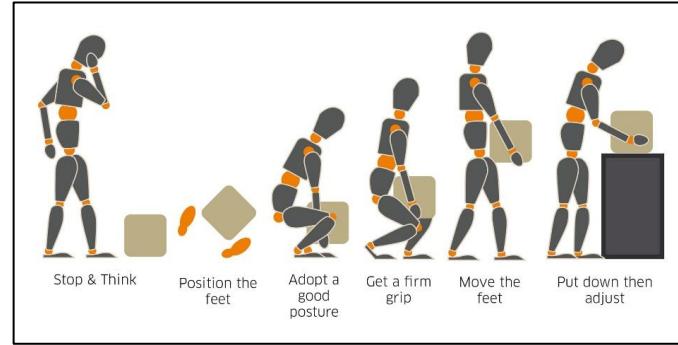
EVENT CONTROL

At each event we have an event control team who monitor the event and manage any incidents. Please inform your supervisor of any concerns and they will radio Event Control. If your supervisor is not within sight, we ask you to call Event Control directly using the number provided in your Event Information Sheet.