



Santa in the City 2023

Volunteer Information

Event	Santa in City 2023	Map Links	Registration point: The Founders Arms
Date	Wednesday 6th & Thursday 7th December 2023		Start line: Run start line
Meet Location	The Founders Arms, Southbank, London (next to Tate Modern)		
Event Timing	5.30pm – 8.30pm (PLEASE BE PROMPT)		
Event Website	www.santainthecity.co.uk		

Event Information

Thank you so much for volunteering your time to help at Santa in the City 2023! [Santa in the City](#) is London's 4.5km Santa run and now is in its seventh highly successful year. The Santa run starts in [The Founders Arms](#) with approx. 900 runners on each evening. Participants are made up of individuals and teams, a lot of these are from companies across the city and the UK running for fun or for their charity of choice. The volunteer role is vital to make the event a fantastic experience, lots of fun, but also to keep the participants all safe. We are grateful for your support and look forward to having you as part of the event. Please find below some information about the event:

Key actions before the event:

1. Read the following key documents before you arrive at the event:
 - volunteer brief (this document)
 - Code of Conduct for staff, contractors and volunteers (attached)
 - HOT, ACT & Hazardous Items protocols - which can be found [here](#).
2. Download the app [Zello](#) - the event push-to-talk walkie talkie app. Please ensure you bring your mobile phone to the event!
3. Ensure you bring with you some headphones (to hear walkie talkie) and a water bottle.

Event Communication

The event staff will be using the app Zello (a push-to-talk walkie talkie app) to communicate during the event. We would like all volunteers and staff to [download the app](#) and sign up prior to arriving at the event. It is likely that it will be noisy at some of the marshalling points so **please bring with you some headphones** that you can connect to your phone so you can hear what is being communicated at any time. We ask everyone working to only use the walkie talkie for essential event related purposes. We will also add you into a marshal team WhatsApp group on the night to help with further communications.

Time	Activity
17.30	Volunteers to arrive and report to the Registration desk at The Founders Arms . The registration will be located on the west side of the pub (opposite side to the Millennium Bridge and Tate Modern) and will have a large flag with the word 'Registration' on it. Volunteers will be provided with a high-vis waistcoat, staff lanyard, signs etc.
17.35	Volunteer briefing – led by Arun or Rich who will introduce the team, provide key information and explain the roles that volunteers will be doing as below:

Registration Marshall – Lucinda Morek

Volunteers will be stationed at the registration tent at The Founders Arms. Here participants will be able to collect their Santa suits and find out more information:

- Santa Suit collection – runners will show their running ticket and in return are given a Santa Suit, Runner Number and pins to fasten number to their suit. All runner numbers need to be filled in on the form and any children running will need to have a child registration form filled in.
 - Information – This is a place that runners can get event information and use as a meeting point.
- PLEASE NOTE THERE IS NO BAG STORAGE FACILITY FOR PARTICIPANTS.

Course Marshall – Rich Robertshaw

Volunteers will be stationed at various places on the course and will need to direct runners along the course. Each Marshall will be given a large foam hand and light stick to direct runners and in most cases will be marshalling in pairs.

Start and Finish line Marshall – Rebecca Millburn

Volunteers will be stationed at the finish line area and help with providing water for runners, presenting medals and helping with de-rig. There will be approximately 10 marshalls doing this role.

17.45	Walk all volunteers to marshalling points
19.00	Santa run starts
20.30	Clear The Founders Arms and Finish Line, then load the van
20.30	Volunteers to leave marshal points and meet Arun by registration desk to sign out.
20.45	Finish and depart

Marshal Point	Marshal Position	Instructions
1	Event registration desk	Ensure that event participants remain socially distanced when queuing to register, offered PPE and kept 2m apart.
2	Runner assembly point	When instructed use signs to assemble event participants and walk them to the Southbank via the Tate Modern pathway.
3	Start line - Southbank	Help assemble runners on start line and then runners will be set off. Runners will be kept to the left side of the path.
4	Southbank Path (Tate – Globe)	Keep runners to one left side of the path and direct runners towards the Globe Theatre and keeping on the left hand side.
5	Globe Theatre (corner of New Globe Walk)	Keep runners to one left side of the path and direct runners towards New Globe Walk and keeping on the left hand side.
6	New Globe Walk	Keep runners to one right side of the path and direct runners down New Globe Walk to Sumner Street.
7	New Globe Walk	Keep runners to one right side of the path and direct runners down New Globe Walk to Sumner Street.
8	Sumner Street	Keep runners to one right side of the path and direct runners down Sumner Street to Southwark Bridge Road.
9	Southwark Bridge Road	Keep runners to right side of the path and direct runners over Southwark Bridge.
10	Southwark Bridge Rd	Keep runners to right side of the path and direct runners over Southwark Bridge.

11	Upper Thames Street	Keep runners to right side of the path and direct runners over Southwark Bridge.
12	Queen Hithe Street	Keep runners to right side of the path and direct runners onto Thames Path.
13	Thames Path	Keep runners to right side of the path and direct runners along the Thames Path.
14	Walbrook Wharf	Keep runners to right side of the path and direct runners along the Walbrook Wharf.
15	Cousin Lane/Steelyard Passage	Keep runners to right side of the path and direct runners along Steelyard Passage.
16	All Hallows Lane/Hanseatic Walk	Keep runners to right side of the path and direct runners along the Hanseatic Walk, Thames Path.
17	Hanseatic Walk	Keep runners to right side of the path and direct runners along the Hanseatic Walk, Thames Path.
18	Swan Street	Keep runners to right side of the path and direct runners towards Upper Thames Street.
19	Upper Thames Street	Keep runners to left side of the path and direct runners along Southwark Bridge Road.
20	Upper Thames Street	Keep runners to left side of the path and direct runners along Southwark Bridge Road.
21	Upper Thames Street	Keep runners to left side of the path and direct runners along Southwark Bridge Road.
22	Tharle Street	Keep runners to left side of the path and direct runners along Southwark Bridge Road.
23	Maiden Lane	Keep runners to left side of the path and direct runners along Maiden Lane.
24	Park Street	Keep runners to left side of the path and direct runners along Park Street to Bankside.
25	Bankside	Keep runners to left side of the path and direct runners along Bankside towards Southbank.
26	Southbank Path	Keep runners to one left side of the path and direct runners towards the Tate Modern and keeping on the left hand side.
27 & 6	New Globe Walk	Keep runners to right side of the path and direct runners towards Globe Theatre.
28 & 5	Globe Theatre (corner of New Globe Walk)	Keep runners to one left side of the path and direct runners towards Tate Modern.
29 & 4	Southbank Path	Keep runners to one left side of the path and direct runners towards the Tate Modern and keeping on the left hand side.
30 & 3	Southbank in front of the Tate Modern.	Direct runners to finish and direct runners away from the finish area.

Contacts numbers when at the event

If you have any questions on the night please speak to your volunteer team leader. If you have any questions before the event if you can't access your team leader quickly you should call Arun Sharma on 07841 644828 or via arun@tfaltd.co.uk

Team Leader	Mobile	Volunteer Team	Location at Event
Arun Sharna	07841 644828	Event Director	The Founders Arms & Millennium Bridge
Rich Robertshaw	07962 428418	Route Marshall	Route
Rebecca Millburn	07737 835724	Event Manager	Registration Desk and Start/Finish Line