

**Darkness to Daylight 2021
Volunteer information Pack**

Date	Monday 31 May
Time	Key timings as follows: 12.00am Arrival on site for bump in 03.30am First runners arrive 04.00am First wave for 10km challenge begins 0700am Closing ceremony
Location	Brisbane City Botanic Gardens Entry via Main Gates is encouraged Main Gates located on corner of Alice St and Albert St, Brisbane CBD When you arrive to the event make sure to register at the registration tent
Safety and security	For the safety and security of all runners and Marshals, Australian Defence Force personnel, Queensland Police Service and Queensland Ambulance Service will be on site for the duration of the event. Australian Defence Force will be at each turn around point of the route (Marshal Points 1 and 15). 1300Medics are also on board and will be set up in the hub area for non-trauma or emergency medical assistance.
Event contacts	Hollie Brown - 0437 999 704 – hollie@aceoc.org Jacinta Messer – 0448 721 854 – jacinta@aceoc.org
Contact to greet you on the day	Hollie Brown - 0437 999 704 Jacque Lachmund – 0429 421 213 Jacinta Messer – 0448 721 854

Volunteer Role: Main Gate Greeter

Time	Who	What
3.00am	Main gate greeter	Arrival time and register
3.15am – 7.55am	Main gate greeter	Greeting participants as they arrive and directing to where they need to register
8.00am	Main gate greeter	Depart

Volunteer Role: Marshal Point Co-ordinator

Time	Who	What
3.00am	Marshal Point Co-ord	Arrival time and register
3.15am – 7.00am	Marshal Point Co-ord	Supporting a marshal point directing runners and walkers, monitoring safety on the course, encouraging participants
7.00am – 7.55am	Marshal Point Co-ord	Pack-down marshal point and return to main event precinct (Brisbane City Botanic Gardens – Alice St)
8.00am	Marshal Point Co-ord	Depart

Volunteer Role: Pack-Down Champion		
Time	Who	What
6.00am	Pack-Down Champion	Arrival time and register
6.15am – 8.55am	Pack-Down Champion	Supporting the pack down of the event, ushering participants out of the area monitoring safety
9.00am	Pack-Down Champion	Depart
Volunteer Role: Sign-Pack Down Pacer		
Time	Who	What
7.00am	Sign-Pack Down Pacer	Arrival time and register
7.15am – 8.55am	Sign-Pack Down Pacer	Walking the course and removing all signage
9.00am	Sign-Pack Down Pacer	Depart
Please Arrive 15 minutes before your shift. If you are running late please contact Hollie on 0437 999 704		

Volunteer Role Description

Volunteers' safety is of paramount importance to us, as they are main support for the event and runners. Due to safety, all volunteers will work in at least pairs.

Registration and Information Crews

At registration tent volunteers would assist participants to sign in and provide them with their race bibs. Provide general information.

Set Up Crew

Assisting with setting up of the event at the Brisbane City Botanic Gardens.

Pack-Down Champion

Assisting with packing up of the event and ensuring nothing is left behind

Marshal Point Co-ordinator

The marshal position supports the safety and coordination of the Darkness to Daylight Challenge runner, specifically:

- Warning runners of upcoming hazards such as uneven ground and obstacles
- Looking out for suspicious packages and reporting any concerns to Event Crew immediately
- Notifying check in point and volunteer information tent of injury, illness or distress of runners or marshals
- Advising runners of the correct route
- Keeping watch on runners' health and wellbeing, and responding appropriately to injury or distress
- Keeping area free from rubbish or other obstacles/debris
- Supporting the closure of the event in the unlikely case that this will happen
- Cheering/encouraging runners (keeping in mind your surrounding environment during early hours)
- collect and return marshal point pack

Marshal Overview

All volunteers to sign in and out of their shift at Check-In/Check-Out Point (marshal point 1 MinterEllison marquee at start/finish line)

- Marshals will be advised which marshal point they have been allocated upon sign in
- All Marshals can collect an event T-shirt upon sign in
 - All Marshals must wear safety vests (provided in Marshal Packs) at all times
 - Volunteer to collect Marshal Pack from Check-In/Check-Out Point (marshal point 1 MinterEllison marquee)
- Marshals allocated to farthest points will be transported to their marshal points.
- Marshals allocated to closer points will walk to their marshal points.
 - Brisbane City Cycle Bikes will be provided to marshals for use during the event
 - Please see included City Cycle waiver
- Head Marshal to radio Volunteer Information Tent "Marshal Point X to Information Tent"
- Please be considerate of residents in the area and keep noise to a minimum particularly during 4am -6am (this includes when cheering on the runners)
- No one is to be left alone
 - There must be no less than 2 marshals at any point at all times
 - Marshals to accompany runners and fellow marshals with a flashlight when using bathroom facilities
 - Ensure fellow marshals know where you are at all times
 - Marshals to remain at their marshal point until the end of the event
- All Marshals to sign out at Check-In/Check-Out Point (marshal point 1 MinterEllison marquee at start/finish line) at the end of the shift

What to bring

Please remember the event runs very early in the morning. The night temperature in early May in Brisbane is likely to be between 12 and 14 degrees Celsius. Wind chill may lower this, we suggest you bring to your shift:

- Head torch if you have one
- warm jackets or coats
- enclosed comfortable shoes
- charged mobile phone
- water bottle
- snacks
- umbrella/poncho (in case of wet weather)

Volunteer Schedule

Set up crew

12:00am — Volunteers report to Event Crew

3:30am — (or earlier if set up complete) Volunteer sign out

Marshal Shift

3:00am — Marshals report to Check-In/Check-Out Point (marshal point 1 MinterEllison marquee at start/finish line)

3:15 – Bus leaves to drop marshal point 7,8,9 volunteers at locations

3:30am —Head to Marshal Points

7:00am — All participants should be back on their way to Brisbane City Botanic Gardens. Marshals pack up and head back to Brisbane City Botanic Gardens. Please collect event posters and tape along the way. Marshals from Kangaroo Point to ask runners to start heading back to Brisbane City Botanic Gardens.

7:30am —Marshals sign out at Check-In/Check-Out Point (marshal point 1 MinterEllison marquee at start/finish line)

Pack down crew

6:00am — Volunteers report to Check-In/Check-Out Point (marshal point 1 MinterEllison marquee at start/finish line)

7:00am — Volunteers walk through path and pack up everything left behind

8:30am — Volunteers sign out

Injury/Emergency or Closure of Event

Injury

If a runner indicates to you (or appears to be) injured, unwell or distressed:

1. Enquire into the nature of their condition
2. Provide a safe spot off the route for them to sit or lie down
3. Head Marshal to notify Check-In/Check-Out Point of runner's bib number and their condition
4. Follow instructions from Check-In Point
5. Ask if they intend continuing the run or wish to rest or drop out. Please advise Check-In Point if runner wishes to drop out and direct runner to Marshal

Point 1

6. If you become unwell or injured please notify your Head Marshal as soon as possible. Head Marshal to notify Check-In Point.

7. Apply emergency first aid if you have a current first aid certificate. First aid kits are included in each Marshal Pack

Emergency Situation e.g. Heart Attack, Hypothermia, Dehydration.

If you notice or are notified of a runner or fellow Marshal in severe distress:

1. Contact Queensland Ambulance Service who would be present during the event for consultation on next action [the contact details will be provided on marshal points].
2. Apply emergency first aid if you have a current first aid certificate. First aid kits are included in each Marshal Pack
3. Head Marshal to notify Check-In/Check-Out Point of runner's bib number and their condition
4. Follow instructions from Queensland Ambulance Service and Check-In/Check-Out Point
5. Reassure the person that help is on the way
6. Check-In/Check-Out Point will contact runner's emergency contact

Closure of Event

The event organisers have identified two reasons the event may be closed:

- A situation involving firearms/hostage or other threat
- Storm or weather event

Marshals will be notified by Check-In/Check-Out Point if the decision is made to close the event. In this unlikely occurrence, please closely follow instructions given by Check-In/Check-Out Point and/or Queensland Police Service to safely clear and exit your area.

Marshals to advise runners that the event has been closed and to safely exit the area. If it is safe to do so, all runners and Marshals should sign out of the event at the Information Tent/Marshal Point 1. Alternatively, Head Marshals to radio Check-In/Check-Out Point advising they have cleared their section of the route and exited the event.

Closest Vehicle Access to Marshal Points

MP12 Holman Street (Towards Annie Street and Holman Street Ferry) Kangaroo Point

MP11 Corner of Mackenzie Street and Annie Street Kangaroo Point

MP 10 Corner of Bright Street and MacDonald Street Kangaroo Point

MP 9 Thornton Street (then down the stairs to the Ferry Terminal) Kangaroo Point

MP 9 Thornton Street (then 300 meters towards South Bank) Kangaroo Point

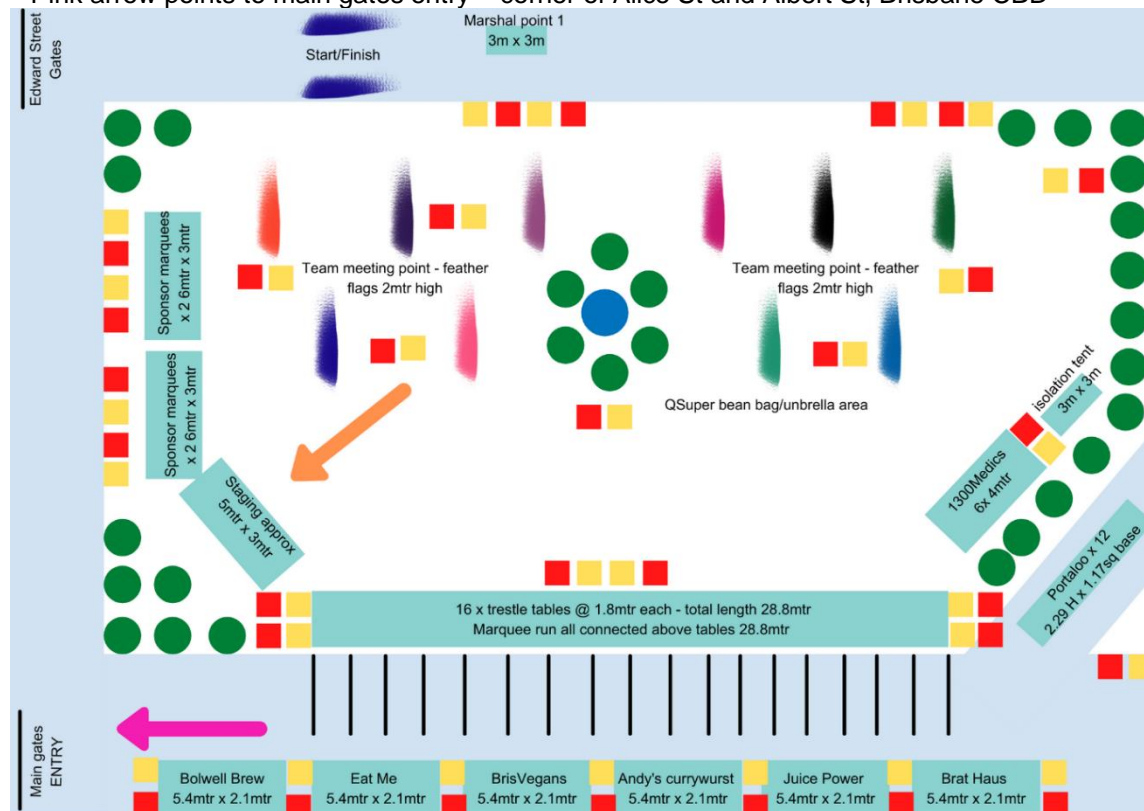
MP 8 Lower River Terrace (to the end) then 100 meter away from South Bank Kangaroo Point

MP 7 Lower River Terrace Kangaroo Point

Precinct map

**Orange arrow points to stage.

**Pink arrow points to main gates entry – corner of Alice St and Albert St, Brisbane CBD



Event information and background:

- Australia's CEO Challenge hosts Darkness to Daylight – a 110km run – where each kilometre represents the average number of lives lost to domestic and family violence each year in Australia.
- Due to COVID, this year the event took on a blended format with
 - o 100km virtual challenge (from 1 May to 30 May)
 - o 10km live event (with 3km option)

- At the live event we come together as a community to let those experiencing DFV know that they are not alone, the abuse they are experiencing is not okay, and that we will not stop until the violence does.
- This year we had record breaking number of participants – 3,090 and 111 teams
- As at 24 May we have raised \$250,000 and you can track live amount raised here - <https://www.darknesstodaylight.org/>
- Funds raised go towards the important work Australia's CEO Challenge do to prevent domestic and family violence