Taff Tidy World Record Requirements

Join TAFF TIDY as a Volunteer, or as an Official Attempt Location

To successfully complete a world record, each official location for the cleanup needs to meet certain requirements to qualify for a World Record, including having on-site a set number of volunteers.

Volunteer Positions Required per location:

| **Title** | **Brief description** | **Ideal volunteer hours** |
| --- | --- | --- |
| Venue Manager(1 per venue) | Overseeing the entire operations of the location and be the primary point of contact for all communication | 2 hours prior & 6 hours on 21 March |
| Witness(2 per venue) | Ensure that the event is meeting official World Record requirements | 2 hours prior & 4 hours on 21 March |
| Timekeeper(2 per venue) | Start on-time and track the duration of the cleanup | 3 hours on 21 March |
| Steward(1 per 50 participants) | Be responsible for the wellbeing and participation of a maximum of 50 participants | 2 hours prior & 4 hours on 21 March |

We also require volunteers to assist with indirect world record activities:

(These roles can be completed by the above volunteers)

| **Title** | **Brief description** | **Ideal volunteer hours** |
| --- | --- | --- |
| Water quality testing | Help carry out water quality testing along the River Taff | 1 day |
| Safely analyse and dispose of waste collected | Help sort, itemise and safely dispose of the rubbish collected during the world record attempt | 1 day |
| Social media and press contact | Help carry out research, create content and be a contact for press leading up to and during the world record attempt | 2 hours/week |

Location Requirements

Each official location needs to meet the following criteria:

* **A minimum of 50 people actively cleaning the river** and the river bank for the location to be an official world record attempt location
* One Venue Manager to oversee the smooth running of the location
* Two experienced time keepers with stopwatches accurate to 0.01 seconds
* One steward for every 50 participants at location (eg 102 participants = 3 stewards)
* Two independent witnesses, one a qualified expert in environmental studies
(this ‘expert’ status will be verified by Dr Numair Masud)
* All official people (stewards, time keepers & venue Manager) to wear visible clothing
* Establish & mark out a record attempt area for participants to take part
* Clearly mark steward location, aside from the official cleanup location
* Pre-printed witness statements
* Two stopclocks and a large clock visible for the duration of the attempt
* Keep Wales Tidy to share risk assessment & specific logistical requirements for each location (eg parking, meet & greet participants etc)
* Local authority approval

Timeline & Support

**January**

* Onboard locations & Venue Managers
* Arrange visits to each location & confirm exact official cleanup attempt location
* Create Volunteer WhatsApp Group
* Promote to local schools (Kate & Keep Wales Tidy to lead)
* Kate & Numair (when available) to speak at numerous school assemblies
* Kate to reach out to vulnerable community groups (e.g. retirement homes, mental health charities etc.)

**February**

* Confirm final locations
* Risk assessment training at each location with each Venue Manager
* Group volunteer call to offer role training & complete course on health & safety
* Kate & Numair (when available) to speak at numerous school assemblies

**March**

* Final numbers confirmed for each location
* Equipment confirmed for each collection (high visibility jackets, stopwatches, barriers, clock, rubbish pickers, rubbish bags)
* Rubbish collection protocol: where to store & safely dispose of rubbish
* Second and third group volunteer call to prepare for event & answer questions
* Receive printout of participant attendees, including:
 Athletes supporting location & announcing official start
 Charities present at location
 On-water participants (kayakers and others)
 Any media present
* Each location confirms post attempt activities (if applicable)

**21 March**

* 9am: Volunteers arrive
* 9:30am: Mark out official cleanup area
* 10am: Check stopwatches & clock are accurate
* 10am: Greet volunteers & personalities (athletes and other public figures)
* 10:15am: Group call with Venue Managers
* 10:30am: Volunteer photo!
* 11am: Start welcoming participants WITNESS to sign in participants, then pass 50 to one STEWARD
 Witnesses confirm participant numbers
 Distribute appropriate rubbish collection equipment
 Carry out Health & Safety briefing
* 11:30am: Media interviews (if applicable)
* 11:40am: Welcome & safety talk to all participants
* 11:55am: Announce 5mins to go!
* 12pm: World record starts - sound bell/horn
* 12pm: Timekeepers start stopclocks
* 12-1pm: World record attempt taking place. Lots of photos & videos taken
* 1pm: Sound bell/horn. World record over
* 1:30pm: Cleanup stops.
 Collect rubbish collection equipment
 Place rubbish in pre-agreed location
* 2pm: Confirm all World Record paperwork completed
* Onwards: If applicable, direct participants to local club or venue for post attempt celebratory party

Volunteer Role Descriptions:

VENUE MANAGER

A Venue Manager is someone independent who oversees the smooth running of the GWR venue. They are the primary point of contact for all GWR comms leading up to, on the day of and after the event.

* Sign NDA & data protection policy
* Be present at assigned location at least one hour prior to record attempt and stay for the duration of the attempt
* Be the primary point of contact for the venue
* Oversee the Stewards, Timekeeper & Witnesses roles
* Available for training and preparation calls, dates tbc
* Health & Safety Brief
* Responsible for writing a risk assessment & update it on morning of event
* Give a H&S Briefing to all participants & all participants adhere to the H&S requirements
* Crisis management - how to manage it

STEWARDS

**Number per venue**: 1 per 50 participants

A Steward is a person who must observe an allocated grouping of participants, noting for disqualification any who leave the attempt area or do not perform the record action as described in the guidelines.

* Stewards must be sourced by the attempt organiser and must be independent from them.
* Each Steward must be allocated a specific group of participants for observation during the attempt. Participants must be positioned in clearly delineated areas; this can be done using coloured clothing, a clearly marked area or any other method.
* For every 50 participants, there must be one designated Steward, unless stated otherwise in the specific guidelines above.
* Stewards do not participate in the record activity nor help participants to fulfil it.
* Stewards must note for disqualification any participants who do not perform the record action or leave the attempt area before the attempt has officially finished.
* Each Steward must complete a Steward Statement that fully describes how many participants they observed, along with the number and reasoning for any disqualifications they made during the attempt.
* If Guinness World Records (“GWR”) determines that a Steward is not performing their duties properly, their whole group of participants could be disqualified. This is at GWR’s sole discretion.

WITNESSES

**Number per venue**: 2

A Witness is someone independent who can act as a proxy for GWR, tasked with overseeing the whole attempt and confirming that all guidelines have been adhered to and that the final total is accurate.

* Where the attempt has less than 5,000 participants AND/OR under 15 venues, it must be overseen and verified by at least two independent witnesses.
* The witnesses must personally perform the counting process or directly observe it.
* The witnesses must perform spot checks during the attempt to ensure the rules above are adhered to.
* Witnesses do not participate in the record activity nor help participants to fulfil it.
* Where the attempt has 5,000 or more participants attending the single venue, it must be overseen by two independent witnesses and verified by an independent, professional third party (details below).
* If the specific guidelines call for a specialist witness, then additional proof must be supplied that confirms they can be regarded as an authority on the subject in question.

TIMEKEEPERS

**Number per venue**: 2

A timekeeper is someone who has previous experience using a stopwatch e.g. from a local athletics club.

* Two experienced timekeepers must time the attempt with stopwatches accurate to 0.01 seconds.
* Video and photo records of starting and ending the stopwatches must be taken.