

RUNNERS HANDBOOK





SHMUN VI

INTRODUCTION

Welcome to the runners team of SHMUN VI. As a Runner, you are the calm within the chaos. Your efficiency, professionalism, and awareness keep debates flowing smoothly, even when the room feels stormy.



THE GOAL

The goal of SHMUN V, themed "Eye of the Storm," aims to show the how different countried are provided a neutral ground for peace talks, delivering humanitarian aid in chaos, and protecting civilians, positioning it as the world's essential stabilizing force.

WHO IS A RUNNER?

Runners in Model United Nations (MUN) conferences assist with communication and logistics to ensure sessions run smoothly. They help by delivering messages, supporting council logistics, and providing general assistance to organizers and delegates as needed. Runners work closely with the chairs and security to facilitate efficient conference operations.



KEY DUTIES

- Message Delivery: Relaying messages between different delegates and to the chairs.
- Supporting Councils Logistics: Assisting with seating arrangements, document distribution, and general session needs.
- Emergency Assistance: Providing quick responses to any logistical issues or urgent tasks.
- Communication Link: Acting as a bridge between delegates and chairs.



PROFESSIONAL CONDUCT

In the eye of the storm, calm matters.



EXPECTED BEHAVIOUR AND SKILLS

- Time Management: Handling tasks promptly and efficiently.
- Communication Skills: Clearly relaying messages and instructions.
- Physical Stamina: Moving quickly between rooms and locations as needed.
- Adaptability: Handling unexpected tasks or changes calmly and efficiently.

DRESS CODE:

All delegates, runners, chairs, and security personnel are required to dress formally and professionally. Any participant dressed inappropriately will be asked to change into more appropriate attire.



Male: A formal shirt & formal trousers, best suit the occasion. A tie is a must. To further suit the occasion, wear a blazer.

Female: Formal shirts/blouses, formal dresses, slacks or skirts (below the knee) are all accepted attire. (Please note: stockings DO NOT compensate for this). Caps and hats are prohibited.



MAKE SURE YOUR DELEGATES FOLLOW THE SAME

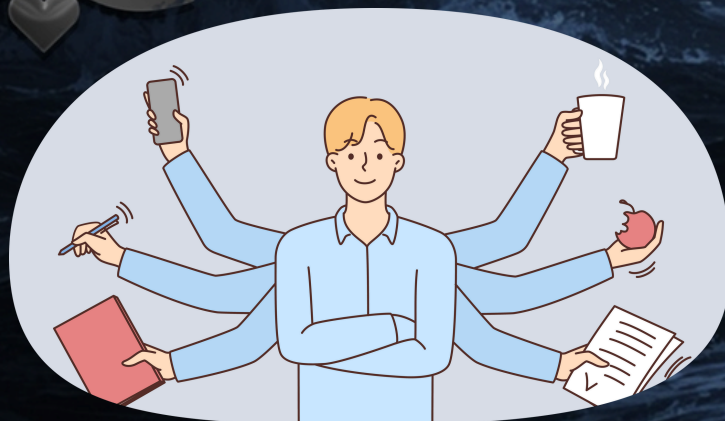
HANDLING NOTES AND DOCUMENTS

Accuracy and discretion are critical.

- Check that notes are signed and appropriate before delivering
- Never comment on note content
- Deliver documents promptly and directly
- If a note is inappropriate, return it to the Chair immediately

CHALLENGES FACED BY RUNNERS

- Managing Multiple Tasks: Balancing multiple requests from different delegates.
- Physical Demands: Moving quickly and efficiently across the council.
- Communication Accuracy: Ensuring that messages are delivered without errors.



DURING CRISIS COMMITTEES

Crisis committees reflect the storm most strongly.

- Expect fast-paced instructions and sudden changes.
- Remain flexible and calm under pressure.
- Deliver crisis updates and directives urgently.
- Never speculate or explain crisis content to delegates.



EMERGENCY & PROBLEM PROTOCOL

If an issue arises:

- Inform the nearest Chair or Secretariat member immediately.
- Do not attempt to resolve serious issues alone.
- In case of evacuation or delay, assist in orderly movement of delegates.



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BEST RUNNER CRITERIA

1. **Calmness & Adaptability**

- Remains composed under pressure
- Handles emergencies, chaos, and sudden changes effectively

2. **Responsibility & Reliability**

- Follows instructions accurately and on time
- Can be trusted with tasks, documents, and information

3. **Communication & Coordination**

- Communicates clearly and respectfully
- Works well with Chairs, Secretariat, and co-runners
- Knows when and whom to inform

4. **Professional Conduct & Neutrality**

- Maintains confidentiality and impartiality
- Displays respectful and mature behaviour at all times

5. **Problem-Solving & Initiative**

- Thinks logically in difficult or unexpected situations
- Takes appropriate action and escalates issues when needed

6. **Safety Awareness & Protocol**

- Understands basic medical and emergency procedures
- Prioritises delegate safety and conference rules

7. **Alertness & Stamina**

- Stays attentive during long hours
- Physically capable of handling runner duties



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CLIPPING CRITERIA

In order for a delegate to be clipped they must first receive:

- 2 Verbal Warnings
- 3 Official warnings

Requirements for Verbal Warnings:

- Crosstalk
- Disrupting when council is in session
- Sleeping

If a delegate has received more than 2 verbal warnings then the next warning they receive must be an official warning. Please be lenient when it comes to warnings.

Requirements for Official Warnings:

- Going against ROP
- Repeated Offenses of any verbal warnings





CONCLUSION

As a runner, you may not speak in debate, but your role is powerful. In the Eye of the Storm, when tension rises and crisis unfold, you ensure the conference stays steady. Thank you for being the calm that keeps everything moving.