

CANBERRA CYCLING CLUB

W W W . C A N B E R R A C Y C L I N G C L U B . O R G . A U

Instructions for Marshals

Each club member is assigned to marshal at a road race every one or two years. For safety and the smooth running of races it's important that you turn up on your scheduled day and help out.

If you're unable to come, make arrangements to swap with someone else on the calendar or another club member.

Duties include: turning up about 45 min before the start, taking entries, giving out numbers, starting the races for each grade or handicap, marshalling at turns, recording results and allocating prize money.

The person listed first on the list in the calendar is the chief marshal for the event, and should take responsibility for allocating jobs to the other marshals and getting the race underway.

Ask a Committee member or an experienced rider if you're unsure of what to do. The Club Handicapper & Race Secretary can assist in sorting out grades and handicaps.

A few things to remember ...

Avoid riding to the venue. The marshal point you stand at may be a considerable distance from the start and finish and you will need to carry signs out. You may also have to transport riders that have been involved in minor accidents, or have had mechanical problems with their bikes.

Get there on time. Arrive at the start about 45 min before the start time so that you can get organised and the race can start on time. Check the program beforehand as some events may have different start times.

You're representing the club. Remember that you're representing the club. An altercation with a member of the public can effectively end use of a venue. Be polite, don't hold up traffic unnecessarily and if you see a rider disobeying instructions then report it to the chief marshal. Similarly you might be the first contact a new member (or potential member) has with the club – be polite and welcoming and help out where possible.

When you get there

When you get there find the race director and help set up equipment from the trailer. Once the trailer has been unpacked decide with the race director the allocation of tasks amongst the marshals (see the tasks outlined below).

Take the initiative in finding the race director and helping to set up – it saves time and gets things moving.

Race Director

Prior to the race day, ensure you are familiar with the venue, start time, and distance of events to be held and the names of the rostered marshals. Ring the rostered marshals up in the week before the race to confirm their availability, the start time and that they are familiar with the course – refer them to this set of instructions on the website.

The race director stays at the start finish area, helps out where necessary, coordinate and assigns tasks to the other marshals and start the races.

Registrations

There should be two people on the registration desk. One person gives a race number to each rider as they register, the second person enters that number against the rider's name on the race sheets provided

The Club Handicapper will either provide the grade or handicap race sheets to the marshals on the day or will have arranged for them to be there.

Grades should contain between 8 and 15 riders – to ensure there is good competition, but also that the group does not present a traffic hazard.

If a rider's name does not appear on the grade sheet or if they are a new member, or a member of another club, then refer them to the Handicapper or, in the Handicapper's absence, a senior Club Official for grading.

Note that the rider's Australian Cycling Federation licence must be sighted; because of liability issues and insurance, no rider can start if it is not certain that they are registered with the Australian Cycling Federation.

Entry Fees

The prescribed entry fee (\$5 for Under 17 upwards; Under 15- Under 11 no entry fee) is to be collected from each rider prior to the riders being given a number or marked on the sheet. The rule is simple: No License, No Start

Keep the entry fee money secure and do not mix it with the canteen money in the till.

Entries must close 10 minutes before the race starts to give marshals time to move into position, and riders an opportunity to warm up. For races starting at 10.30 this means entries close at 10.20, 8.30 close at 8.20 and 8.00 close at 7.50. After that time it's the same story as licenses – No Entry, No Start.

Marshalling (General)

All necessary traffic control, corner or race marshals must be in position before the race starts.

Marshals must have the appropriate signs, stop/slow lollipops, red flags, witches hats, etc. for the position they are marshalling and should wear a bright coloured marshals vest. Marshals should be aware of approximately the number of groups or riders that are expected to pass their position and how often. Experienced marshals should be posted at points where conflicts might arise.

Be very conscious of the need for traffic marshals in the immediate vicinity of the start/finish area, particularly at the start and finish of the events when riders are assembling and/or sprinting, etc.

Corner Marshals

"Caution Cycle Race" signs should be placed approximately 100-150 metres either side of the intersection and a Stop/Slow lollipop or red flag should be used.

Position yourself so that you can see approaching riders and traffic that may present a hazard. Know where the bunch is going and direct them accordingly.

Warn the approaching riders of any traffic (or other) hazard. Remember it may not be practicable or possible to stop traffic and you may have to ensure the riders are directed accordingly or possibly slowed or stopped if necessary.

Try not to delay traffic unnecessarily.

Above all, do not place yourself in a situation where you could be injured or hit by a vehicle or the riders. You are there primarily to give directions and to warn/caution the riders and traffic of any potential hazard.

Remember to return the equipment you have used to the trailer when finished.

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Turn Marshals

On out and back courses, turn marshals are needed to ensure that riders turn at the correct location and that it is safe to do so.

Place a witches hat in the centre of the road at the turn point and place Caution Cyclists Turning Signs approximately 200 metres either side of the turn. Use a Stop/ Slow lollipop sign.

On most of our normal courses the turn point is well established and marked, the turn point should be at a place where there is good vision for a considerable distance either side of the turn. Do not position a turn on blind bends or on crests.

The best position to stand is just past the turn point toward on the left-hand edge of the road for oncoming traffic (i.e. on the opposite side of the road to the approaching riders).

Do not place yourself in a situation where you could be injured or be hit by a vehicle or the riders.

Be very conscious of the need to warn riders not to turn and to move to the left of the road if there are oncoming vehicles or vehicles immediately behind the bunch which may not be prepared to slow or stop. The riders are required to give way to vehicles in this situation.

Try not to delay traffic unnecessarily.

Once all of the riders have turned, you should follow the last rider home to ensure that no assistance is required and that all riders are accounted for.

Remember to return the equipment used to the trailer when finished.

Assembling and Starting Bunches

Call riders to the line in time for their allotted start and make sure that the riders are no more than two abreast and close to the left-hand side of the road. Be aware that traffic needs to pass.

The race director should brief riders at the start of the race, this briefing should include;

- **Riders should obey the road rules**
- **Keep to the left hand side of the road**
- **Do not hold up traffic**
- **A reminder not to litter on the course**
- **A warning regarding the condition of the course – hazards that may be known or unknown**
- **A reminder that riders are representing the club, and that continued access to courses depends on their behaviour.**

Record the start time (stopwatch elapsed time) on the race sheets and ensure that bunches start at the correct elapsed time, particularly in the case of handicaps.

Judging Finishes and Timekeeping

Record the race numbers of riders in the order they cross the finish line together with the elapsed time on the race sheets. Try and record as many riders as possible.

In large bunch finishes, it will be difficult to judge all riders across the line; in this case at least try and get the major places and confirm others in the bunch by checking afterwards with the riders, who should claim their places. Useful judging techniques are to use several judges each allocated to get say 1,2,3 and 2,3,4 etc. or to have one person call the numbers in sequence as they cross the line and another to write them down.

All riders in the same finishing bunch will be given the same time, do not worry about separate times for riders who have merely dropped off the bunch in the finishing sprint.

The race sheets have a column for inserting the rider's actual race time, this is merely the rider's finish time minus the bunch start time.

Completion of race

Check the start list to ensure all riders have finished or have been noted as "DNF" (Did Not Finish) if they withdrew early.

Any riders that have turned short should be marked as "DNF".

If riders cannot be accounted for, it may be necessary to do a sweep of the course in case some mishap has occurred and riders need assistance.

The Race Director should collect the completed race sheets and send the results in the "Canberra Times". To do this, send an email with the results to sport@canberratimes.com.au and copy it to the club handicapper and race committee. An example of an email is included below ...

Subject: CANBERRA CYCLING CLUB RESULTS: 17 MARCH 2002

On behalf of the Canberra Cycling Club, I submit the following results for publication in the sports news columns of the "Canberra Times". I am contactable on telephone number 6247 2398, or via fax/answering service on 6257 0426.

Thank you,
John Warren

17 March 2002,
Canberra Cycling Club,
Scratch races: Uriarra Homestead: (results following in text of email)

Before Going Home

Check that all equipment is returned to the trailer and stored. If any equipment has been left out on the course you need to retrieve it – lost equipment costs the club quite a lot of money.

There is a list of equipment normally held in the trailer, attached to the trailer notice board. Report any missing equipment to the Property Officer or a Club Committee member.

Make sure that there isn't any rubbish left around, and take the rubbish bag home to put in your bin (primarily cans, etc., which can go in your wheelie recycling bin).