



**PEARCE**

**CYCLES**

# Marshal Handbook

Published March 2023

# Contents

Introduction.....	1
Responsibilities.....	2
Hours of Work.....	3
Equipment Supplied.....	4
Communication.....	5
Radio Rules and Usage.....	5
Marshal Duties (Red and Yellow flags).....	7
Marshal Duties (during race only).....	8
Road Crossings.....	8
Medical Incident.....	9
Concussion Protocol.....	10
Other Rules and Procedures.....	11
Commissaires and Pearce Cycles Staff.....	12

## **Introduction**

This is a guide to your responsibilities as a Marshal for Pearce Cycles Downhill Races.

This guide will serve as a tool to assist you with your duties. It will explain your role in the overall workings of the event, your responsibilities and give you suggestions on handling situations you are likely to encounter as a course marshal.

Keep in mind that you will be outdoors for a long period of time, generally in a mountainous environment. Such areas often experience rapid weather changes. You should carry a backpack or small bag with everything that you may need, including a waterproof jacket, rain gear, sunscreen and insect repellent and wear sturdy footwear.

# 1

## Responsibilities

Your specific responsibilities will include:

- Informing riders of accidents and / or dangers using the flag system provided and report to medics if necessary.
- Making any necessary course repairs as soon as possible - as long as it is safe to do so.
- Reporting any incidents of foul riding, cutting of the course and any other significant rule infraction.
- Write down any possible infringements made by riders.
- Advise photographers that they must, at no point, be located on the course and inside of the tape, this includes 'no go' Zones which are off limits to everyone.
- To clear the course of rubbish on Saturday once the course is closed.
- To clear the course of rubbish, tape and poles on Sunday once the course is closed.
- Requesting a medic to respond when required.

## Hours of Work

You are required to marshal for both days unless there is an arrangement notified to the Organisers beforehand.

- **Saturday** 08:30 to 17:00

Meeting at race registration in the finish arena at 08:30.

- **Sunday** 07:30 to 17:00

Meeting at race registration in the finish arena at 07:30.

Occasionally there may be a requirement to extend the afternoon for any delays.

## **Equipment Supplied**

- A clean high visibility vest which must be worn at all times on the hill.
- A radio.
- A whistle.
- Course tape for repairs.
- A bottle of water. A hot drink will be brought to you during the day.
- A bin bag to clean your area at the end of the day.
- Yellow Flag, this may be used during practice only (Saturday all day and Sunday from 08:30 to 11:00) and is to slow the riders down.
- Red Flag, this may be used during practice and racing and is to stop riders when another rider has fallen and is unable to be moved quickly.
- Note pad and pen/pencil.
- Map showing marshal and first aid points. List of marshal duties and instructions and timetable.

## **Communication**

A radio is signed out to you each morning and must be handed back to the Chief Marshal at the close of play on Saturday and Sunday. In the event of wet weather the radio must be kept dry, preferably in a plastic bag.

## **Radio Rules and Usage**

- Radio is turned on to Channel One - do not change Channel unless requested to do so by the Chief Marshal.
- Press button and hold to speak.
- Release button to receive a message back.
- Start all messages with 'Your Marshal Number' followed by "to Chief Marshal or medics". Wait for an acknowledgement and then relay your communication.
- In a red flag situation where medics are in attendance, radio silence is to take effect. This will ensure that the Medics, Commissaires, Event Organisers and Chief Marshal may communicate effectively and swiftly in an emergency situation.

## 5

- Anyone within a 20m radius of a radio can hear what is being said, please be discreet if necessary.
- If a long buzzing noise is heard, just check you are not sat on the radio pressing the button in. If the radio fails, contact the next marshal and request a backup from the Chief Marshal.
- Act on any news instantly.
- Respond to all radio checks by saying your marshal point number "in position".
- If requesting medical assistance state your marshal point number, call a red flag if appropriate and request Medics to attend. Check with the marshal above you to make sure they have their red flag out.
- Your first point of contact will be to the Chief Marshal. Any queries or questions are to be made to the Chief Marshal.
- Please be discreet on the radio. If necessary, ask the Chief Marshal to move to Channel 2 and pass on a message especially if a Riders number needs to be passed to Registration in the event of an accident.
- Event communication only.



## **Marshal Duties**

- Blow whistle (one short blast) for every rider that passes your marshal point. This is an audible message to riders, spectators and the next marshal that there is a rider on track.
- Yellow Flag - means slow down to the riders on track. (To be used in practice only when the racing line is partially blocked but you feel it remains safe to allow riders around the obstacle at a slow speed).
- Red flag - means stop to the riders on track. (To be used if a rider falls and blocks the track for more than 10 seconds. On the radio state your marshal point number and call "Red Flag").
- When the track is free to ride again, notify the Chief Marshal by stating "track clear" on the radio. (Before the track is re-opened, the Chief Marshal is to ensure that there is medical cover on course and notify the Commissaire who will authorise the track to go live).

## **During Racing only**

- Red flags only to be used.
- If a rider leaves the track, they must re-join where they left it. If they do not, take their rider number and report this to the Finish Commissaire.
- No assistance by spectators or marshals is allowed.
- Report any incident to the Chief Marshal if you believe that spectators, photographers, riders or staff are acting inappropriately or are refusing to follow your reasonable directions.

## **Road Crossings**

The marshal on the road is the driver's eyes. As soon as the marshal gains the driver's trust, the quicker the road crossing will run smoothly. Be confident, clear with hand signals and look the driver in the eye.

Two marshals will be allocated to a road crossing. One marshal is positioned above the crossing whilst the other marshal is on the road crossing. This marshal is in control of the marshal point and controls the flow of riders and traffic depending on who has priority (to be confirmed each day by the Chief Marshal).

Make clear hand signals to all drivers when it is safe to pass. Do not use the flags as hand signals as it may confuse the riders and drivers.

## **Medical Incident**

- If you have to attend to the rider and leave your marshal point, inform the Chief Marshal and request medical assistance.
- Call a Red Flag on the radio if appropriate.
- Stop the next rider to prevent another accident.
- Ensure your safety first. Make sure the track is closed above you and no riders are descending before you step into the track to assist the casualty.
- Verbal communication with the rider is key. Talk to the rider and keep them still and calm.
- DO NOT remove their helmet unless the casualty is not breathing or you hear a gurgling sound. In these two cases only, undo chin straps and roll the rider onto their side and wait for medical assistance.
- If the rider wishes to remove his own helmet let them do so.
- If the rider can make their way to the side of the track, guide them to a safe area and collect their bike.
- If there are two medical incidents in quick succession of each other then the whole course needs to be closed until medical cover is available. DO NOT open the track without confirmation from the Chief Commissaire or Chief Marshal.

If the rider needs medical assistance, radio Medics stating:

1. Your marshal point
2. Injury believed to be sustained
3. A quick assessment of the rider, and
4. The urgency of the matter.

### **Concussion Protocol**

- We have a concussion protocol in place that all riders must adhere to.

If a rider either:

- Reports they have banged their head in a crash
- You witness a rider banging their head
- Their helmet comes off in a crash or is damaged

They must be cleared fit in our medical centre using our concussion assessment tool. If the rider has initially recovered they can make their own way to the medical centre, if not the medical team will organise transport. Please note rider number as they can be withdrawn from the event if they do not comply with this protocol.

## **Other Rules and Procedures**

- Once all marshals are in place at the start of each day, the Chief Marshal shall carry out a radio check, followed by the Medics and the course will be handed over to the Chief Commissaire. On their call the track will go live.
- At end of practice sessions, radio down the last rider's number which will ensure there are no riders left on the course. Only after the last rider has completed the course and the Chief Commissaire announces that the track is clear can all marshals stand down and make their way back to Race Registration.
- On Sunday, there will be three radio checks, one at the start of practice and one at the start of each of the two race runs.
- Do not allow anyone except Pearce Cycles staff to take a bike down the course. If a bike needs to be taken down, please contact the Chief marshal who will make the necessary arrangements. The bike will be stored at race registration.
- Ensure any photographers or spectators filming, that their equipment stays outside of the tape. No action cameras are allowed on poles sticking into the track. That includes camera flashes etc.
- If a piece of track requires course maintenance, radio the Chief Marshal and describe what work you believe needs to be carried out - remembering that this is a downhill event so protruding rocks and roots is all part of the sport.
- Only replace broken tape when it is safe to do so. Request course maintenance if necessary.

## 11

- All spectators and media must stand outside of the tape, that includes 'No Go' zones. Nobody is allowed on the track.
- Do not allow anybody to stand on the outside of a corner or on the downside of the track where a rider may fall.
- Advise everyone to stand above the track.
- Spectators may cross the track at dedicated track crossings or at marshal points. They must use the spectator paths at all times.
- Do not allow any rider to push up the inside of the tape. They must leave and push up outside the tape during all practice sessions. Excluding Sunday when it is full runs only. They can stop but they must then carry on down the course.
- Litter - if you see anyone dropping litter (riders or spectators) please ask them to take their litter away with them and dispose of it sensibly. Alternatively, pick it up and bring back with you.
- Ask dog owners to put any loose dogs on leads and to keep on their lead at all times. If you see a dog defecate please ask the owner to pick up and dispose of sensibly.
- Drone aircraft - Please ask the pilot not to fly the aircraft.
- If you need the toilet, contact the Chief Marshal.
- You are important to the smooth and safe running of the event. Any abuse from riders or spectators will not be tolerated. If a rider is involved record the rider's details and inform the Chief Marshal.

- After each day, please return all kit to the Chief Marshal.
- If you have any problems or concerns, speak to the Chief Marshal.

## **Commissaires and Pearce Cycles Staff**

Commissaires attend both days and are responsible for ensuring the race is run under race rules. They may contact you to seek your input on a certain situation that you have witnessed at your location. Write down any rider's race number who you may believe has been impeded on their race run. Do not contact the Commissaire to report this, just keep a note in case the Commissaire contacts you.

There is always one member of Pearce Cycles Staff located in the Registration Tent. If you are unable to make contact with the Chief Marshal, then contact Registration who may assist.