

## VOLUNTEER ROAD MARSHALS DUTIES AND PROCEDURES

Each club member must take At least one turn as road marshal during the TT season. Please [email us](#) regarding the TT you would like to marshal. As safety is the greatest concern, IF WE HAVE NO MARSHALS FOR AN EVENT, THAT EVENT WILL BE CANCELLED.

### Duties:

Each time trial event and race will require marshals to ensure the safety of the participants and provide an enjoyable racing experience. An initial inspection of the course prior to race time should be done to determine any unsafe areas. The following information outlines some of the duties and responsibilities of marshals attending weekly time trial events.

### Start/Finish Area Marshal

- Fortunately, we have an assigned timekeeper for each of our weekly events that is responsible for a number of tasks, the most important being accuracy of the individual rider's results. The marshal's duties at this area will include the following:
- Only for the 40 km. Assisting in the sign-up sheet area. This includes grouping the rider's according to their average speeds based on last season's results. The slower riders will go out first followed at one minute intervals by faster riders. The sign-up sheet will have these categories pre-determined.
- Line up the riders in order of the list. Maintain a safe condition around the start.
- Depending on the particular route, we would like to try an avoid having a large group of riders all lined up at the starting line. It is important to keep the riders off to the side of the road or on the shoulder.
- Assist each rider by holding his/her bike at the start. Advise the rider when he/she has 30 seconds remaining, and then count down the last 3 seconds.
- Start riders in 1 minute intervals.
- Watch for riders as they approach the finish line to ensure that the timekeeper has the proper name of the individual.

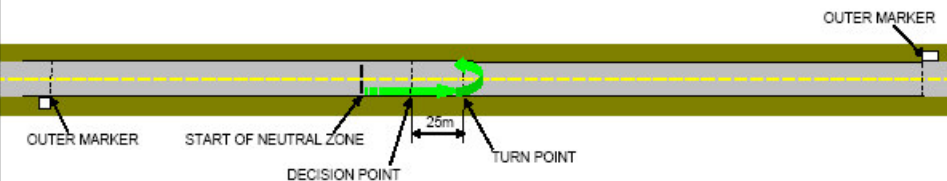
### Turn Marshal

- A turn marshal is on duty to mark the turnaround point and to vouch that riders reach the turnaround point. The marshal is not authorized to advise the rider on whether the rider should turn, but only indicate whether or not there are vehicles inside the safety zone for the turn as indicated below. The marshal is not authorized to interfere with traffic but. Ultimately, THE RIDER must determine when THEY can safely turn, but THE RIDER must stop if a marshal gives that instruction.
- **Pre-Race Meeting.** Attend MANDATORY Pre-race Meeting in the parking lot at 6:25PM before every Time Trial. This way all riders will see who the Marshals are.

- **Marshals Box.** A “Turn Marshal’s Box” for the turn area, that includes:
  - Marshals instruction sheet
  - Two-way Radio
  - Safety vests (must be worn by the marshal(s))
  - First aid kit
  - Blanket
  - Pen & paper for recording any necessary information ie: riders who lost time
  - 1 orange flag
  - 2 pylons
  
- **Traffic.** The Turn Marshal is NOT to interfere with or direct traffic at any time.
- **Two Way Radios.** Turn Marshals will use the two way radio provided for communication with the starter in the case of an emergency.
- **Vehicle.** Turn Marshals must have a vehicle to drive to the turn, not ride to the turn. This may be necessary to pick up a rider in case of a mechanical. The Turn Marshal will also be required to bring the marshals box, signage and cones to the turn and should park their vehicle as outlined in the club TT policy.
- **Cyclist Turning Signs.** Two signs at the turn will be placed on the shoulder of the road at an appropriate distance (approximately 300m) on each side of the turn-around to warn motorists of “**Caution Cyclists Turning**”. These signs form the outer markers for the “Safety Zone” referred to in the Turn Marshal’s Turn Procedure below.
- **Orange Flag.** We will have the marshal display a orange flag that will be used to warn on-coming cyclists to stop. See Turn Marshal’s Turn Procedure below.
- **Safety Zone.** Safety Zone (see diagram below) is the area between the outer markers as discussed above and shown on the diagram in the Turn Marshal’s Turn Procedure
- **Neutral Zone or Slow Down Zone.** A Neutral Zone or Slow-Down Zone (see diagram below) will be indicated by a small orange cone marked at 50m before the turn. This will allow for the rider to get off their aero bars or drops, sit up and check the Turn Marshal’s signal, and to check for traffic before reaching the turn-around point. A warning will be given to those cyclists that don’t obey the slow down zone and their name will be flagged. If a rider receives three warnings during the year they will not be allowed to race in any club events for the remainder of the season.
- **Placement of Turn Cone.** The turn cone is to be placed at the turn around line on the edge of the paved shoulder close to the gravel shoulder. If there is no paved shoulder the cone is to be placed on the gravel beside the turn line. DO NOT place the cone on the yellow line; it must stay on the shoulder of the road.
- **Turn Area.** The rider must turn after the cone in front of the marshal. The marshal should stand at least 15 feet past the cone, so as not to interfere with the turning riders.

- **Abuse of Officials.** The club will not tolerate the abuse of any official -either physical or verbal. Should it be deemed that this inappropriate behaviour has taken place, the minimum punishment shall be disqualification from the event and the rider will have to volunteer at a club event prior to reinstatement to racing. If a rider has issue with an official's decision, it may be appealed by using out the [Event Dispute Procedure](#) document.

ITT TURN MARSHAL'S PROCEDURE



The diagram illustrates the ITT Turn Marshal's Procedure on a track. It shows a horizontal track with a central dashed line and two solid lines representing the boundaries. A green arrow indicates the direction of travel from left to right. Key points are marked: 'OUTER MARKER' at the far left and far right; 'START OF NEUTRAL ZONE' at the beginning of the track; 'DECISION POINT' at the start of the neutral zone; and 'TURN POINT' at the end of the neutral zone, which is 25m from the decision point. A green arrow shows the rider's path curving to the right at the turn point.

- 1 As the rider approaches the Decision Point, look behind for traffic inside the "outer Marker
- 2 Turn and check for traffic inside the other outer marker
- 3 If there is no traffic inside either outer marker, hold the flag low to the ground.
- 4 If there is traffic inside either "outer marker", raise the flag and hold it high. (Don't wave the flag)
- 5 In the event of the rider being stopped by traffic, lower the flag when all approaching traffic has passed the turning point and there is no more traffic approaching inside either outer marker.
- 6 If the rider must stop, using stopwatch provided, time the stoppage and record.
- 7 Note any violations of the instruction to stop and report to the race coordinator
- 8 Always error on the side of caution!

April 3, 2010