

**Marshal Guidelines**

* Pleasure ensure you have a whistle (one blast for stop, two for go), group riders list, first aid kid, maps (supplies), a pencil and a means of telling the time. The first-aid kit includes a sealed envelope of rider medical details for emergency use only.
* Maps include checkpoints, food stop and useful info. You can add your own notes at the marshal briefing.
* At major stops, ensure you enter your group arrival time and note the planned departure time.
* After explaining fitness, skill levels and expected group speeds to participants, ask them to indicate which group they expect to ride in. Introduce yourself and explain your role to your riders. Emphasis safe riding practices such as warning of hazards through hand signals (when safe) and calling out. Marshals have whistles with one blast for stop and two for go. Brief riders on the day’s routes, in particular the next stage.
* Explain this is **NOT** a race, and that while you need to pay attention to what’s happening in front of you, you must ride according to the people behind you.
* Reminder you are riding at the pace of the **slowest** member of the group.
* Introduce yourself to the support crew and leader. They will be able to provide you with any relevant information. At checkpoints, tell the crew your group number and number of riders.
* You need to exercise your authority. You and the support drivers are primarily responsible for your group’s safety and wellbeing, including how stretched out the group is. Ensure the group ride as a coherent group.
* Emphasise safe riding practices such as warning of hazards through hand signals and calling out.
* Urge riders to use smooth actions to avoid hazards – avoid sudden braking and swerving. Also make sure riders do not do things like riding into the gravel to do skids.
* Advise cyclists of any problems you’ve noticed about their bikes. If the bike is ‘unroadworthy’, the rider may be required to repair or retire. Don’t argue with the rider - refer the issue to the head marshal.
* Liaise with support crew to ensure the route is known, food stops are known, all known hazards are discussed, and that there are adequate provisions for each leg, including adequate food and water (carried by both riders and vehicles), sunscreen, first-aid kit, radios and/or mobile phones, pumps/spares



**Rider/group Control**

Safety and enjoyment are two key goals for the ride and should be at the forefront of our minds. There are several factors that can affect these. Key issues regarding marshalling are:

1. There will be two marshals per group. Marshals will have high visibility safety vests. The lead marshal must know the route to be taken and rides at or near the front to ensure the group follows the route. The tail marshal is to ensure no riders get left behind. The marshals will have a whistle to signal to riders that there is a problem.
2. At road crossings, intersections or forks, the first rider behind the lead marshals tops to direct the remainder of the group onto the correct path. This is known as ‘marking’. The marker rejoins the group ahead of the rear marshal.
3. At all turns and deviations, each rider should be able to see the rider behind them to ensure the following rider knows where to go.
4. All groups will have detour loops, with fast groups doing additional/longer ones. Marshals must know where these are, and the route of the detours.
5. Ensure the group rides as a coherent group - this includes ensuring that the group rides to the slowest member’s speed and stronger rides support weaker riders.
6. Group speed is determined by the weakest rider. Support them where possible. If weak riders cannot handle the pace of the group, they may need to move a slower group.
7. Make sure riders do not do erratic things within the group such as skids and wheel stands.
8. Report all incidents such as injury or accident, etc to the support crew leader as soon as practicable.
9. Emphasise that when coming out of corners, cresting hills, going from single- to double-file etc, the acceleration of the lead riders must be gentle - do NOT sprint. Once the group has re-formed, the lead riders can gradually increase the speed.
10. When going from double- to single-file (e.g. when being passed by other cyclists), ensure riders move to the edge of the path (not to the middle) and ensure warnings are yelled as tail riders may need to almost stop.
11. The marshals are to take control of serious incidents to ensure the group is not putting themselves at further risk and to ensure any injured riders are treated ASAP. If an accident is serious enough to incapacitate a rider, the marshals must attempt to contact the event coordinator, support crew or emergency services by phone, radio (if available) or by riding to the next checkpoint. As a minimum, one marshal and the most competent first aider (if available) are to remain with injured cyclist. Noting the current position and measuring the distance to the checkpoint, the second marshal and a strong rider head to the next checkpoint to provide the position to the support staff. Once the situation is under control, or if it appears to be getting too late, the remaining riders and marshal continue to the next checkpoint, leaving the two most medically capable riders with the injured rider.
12. Should a second accident happen while only one marshal is in the group, attempt to contact and get help as above. As a minimum, one marshal and most competent assistant remain with cyclist. The marshal delegates a person to marshal the remainder of the group who should continue to the next checkpoint, as described above.
13. Enforcing the riders rules (see Rider Guidelines).
14. Marshals changing groups should inform incoming marshals of the dynamics that are most affecting the group.
15. Marshals changing groups must advise the support crew leader.
16. Marshals changing groups should introduce themselves to riders in their new group when practical. Riders need to know who you are.