



# COURSE MARSHAL INSTRUCTIONS

National Interscholastic Cycling Association  
2414 Sixth Street  
Berkeley CA 94710  
(510) 524-5464  
www.nationalmtb.org

## OVERVIEW

Course Marshals have an active role in ensuring safety on the course. Course Marshals stand at key marshal points along the course to warn riders of hazards, direct riders, ensure fair play and provide rapid response to incidents. Course Marshals may also act as crossing guards and/or league representatives to other trail users. Radios are provided to communicate report any incidents or to call in medical assistance. A note pad is provided to keep track of any outside support, rule violations and riders who abandon the race. Course Marshal's can hike or ride bikes to their marshal points. Lastly, remember to cheer on those riders as they pass by!

## GOALS AND TASKS

- Increase safety for riders and participants;
- Enhance communication on course to provide for faster response to injuries and situations requiring assistance;
- Direct riders to stay on course;
- Discourage and report course cutting and/or inappropriate behavior, including non-racers riding on course;
- Record and report “dropped riders” (riders that are abandoning the race)
- Record and report riders receiving mechanical assistance (a 5-minute penalty applies to riders receiving outside support);
- Record and report riders that exhibit poor sportsmanship (inappropriate language, aggressive behavior)
- Provide encouragement;
- Look out for and warn careless spectators (especially watch for young children and dogs); and
- Repair broken course markings
- If you Marshal in the afternoon, after you are relieved from your position by the Final Sweeper, please take out as much as possible course markings and items dropped by riders.

## PROCEDURE

### Use of Two-Way Radio System:

*Please confirm your radio's channel with Chief Course Marshal.*

- Test message relay to home base after finding position on course.
- Hold radio about 6 inches from the mouth when speaking.
- Depress button 1 second before and after speaking.
- Keep radio communication to a minimum.
- If you are not receiving a response, check channel and volume levels. If still not working, ask roaming or sweep marshal to report your technical difficulty.

### In Case of an Injured Rider and/or Emergency:

- 1) Remain calm;
- 2) Announce yourself and who you are trying to reach on radio (i.e., “Course Marshal 2 calling Chief Marshal”) when reporting the accident / situation;
- 3) Identify the location of downed rider in relationship to your marshal post number (e.g., “500 feet before MP 3”);
- 4) Identify the race plate number of the injured or sick rider, but do not report their name;
- 5) Provide an initial assessment of the injury (do not provide treatment beyond your training);
- 6) As much as possible, provide clothing/cover to keep injured warm and reassured;
- 7) If injury is traumatic, prevent unnecessary movement of the rider's head & neck;

- 8) Do not allow a coach or spectator to interfere with caring for rider;
- 9) If necessary, ask for spectators and/or other riders to help control rider traffic around downed rider; and
- 10) Wait calmly for help to arrive.

#### **Other Essentials:**

- Please do not leave your post until instructed to do so or relieved;
- Bring food and water, appropriate clothing, and an umbrella if you have one;
- Report rider's plate numbers if someone cuts the course (even if they say they are done (DNF));'
- Report rider's plate numbers if someone receives a mechanical assist; and
- When reporting/recording a rider, a description of the rider can also be useful (jersey/bike/helmet color, team, etc.)
- Please return your gear to the Chief Course Marshal

#### **EQUIPMENT LIST**

- 4 Watt Medical Radio
- Course Marshal Pack Containing
  - Food and water for yourself or bonking riders
  - Ice pack
  - First Aid Kit
  - Emergency Blankets
- Race Official Vest
- Race Official Flag for communicating with riders
- If at a road crossing, handheld stop sign

#### **VOLUNTEER LOCATIONS AND HOURS**

Check in with your volunteer coordinator for specific races and times.

#### **OTHER REFERENCES**

Videos of volunteer positions are available online using the following link:

<http://www.nationalmtb.org/nica-race-volunteer-guidelines/>

***THANK YOU FOR YOUR SUPPORT!***