

MTB Marshals

This guide has been produced to assist marshals at MTB events

Role of a Chief Marshal

The Chief Marshal is responsible for the team of marshals; their main role involves communicating between the organising team and the marshals on the course. In the event of an incident, the Chief Marshal is responsible for communication between first-aiders, the organiser, commissaires and the marshals.

The role of a Marshal

- To ensure anyone on or near the course is aware of the event and does not present a hazard to the riders (and vice versa)
- To make riders and members of the public aware of potential hazards
- To communicate any incidents on the course and report injured riders to Chief Marshal/First-Aiders
- To make any necessary repairs to the course
- To report any infringements made by riders to the Chief Marshal
- Be a source of basic information for spectators
- To check that riders are following the correct route.
- Report for the race briefing prior to the start of the event

What to expect

- As a marshal you could find yourself in one place for a long period of time with rapid changes in weather. Make sure you have with you a small backpack to carry everything you may need e.g. waterproof clothing, sunscreen, food, insect repellent and spare radio battery
- You should be issued with a schedule of training and racing; contact details for the organisers; Chief Marshal and commissaires.
- The organiser should also make clear how the beginning and end of each session will be indicated, don't be afraid to ask if this is not made clear

Interaction with others

- If a rider/spectator ignores your requests and you are unable to deal with them alone contact the Chief Marshal for assistance
- They should ensure no spectators are standing in positions that could impede a riders progress or encroach on safety zones that need to be kept empty in case of an incident. Remember unauthorised people on the course could cause an accident
- If a rider has a mechanical in your area, you are not allowed to assist the rider; the rider is unable to receive help from anyone and they must fix it themselves
- Media photographers/cameramen must not enter the course or pose a risk to the riders. If you experience any problems contact the Chief Marshal
- The chain of communication at events needs to be precise, marshals should always communicate with the Chief Marshal who will then inform the appropriate person (e.g. organiser, Chief Commissaire, medic)

Radio usage & protocol

It is vital to remember that with two-way radio systems, whilst one user is speaking no one else can. So you should first consider whether the information you are about to deliver is necessary. If you decide it is, then consider the following protocols when using the radio:

- Allow a very brief pause after pressing the transmit button before speaking
- Hold the microphone (or body of the radio if handheld) approximately 10cm from mouth and speak at a normal conversational level and pace
- Precede your message with who you are and who you wish to address the message to, *for example 'Commissaire 2 to Chief Commissaire'*
- If you are giving information that does not require a specific response, precede it with 'for information' *for example: 'Commissaire 2 for information, leaders passing 1km to go marker'*
- Keep your message concise and to the point
- Do not speak whilst another radio user is speaking
- Do not use unnecessary words which will prolong your transmission, for example when giving numbers in a break don't precede each number with the word 'rider'
- If you are about to give information that the recipient(s) will need to write down, give forewarning. For example, 'Stand by for the numbers in the leading group... [pause]'
- When giving numbers in a group, give both the individual numbers and the composite, for example: 'four seven...forty seven; one three five...one hundred and thirty five'
- If you are the recipient of information, acknowledge receipt so that the sender knows you have heard them
- Be aware of the situation of the race before transmitting on the radio, for example whilst a time check is running or on a descent after a climb.
- Consider who else will hear your transmission and use another means of communication (for example mobile phone) when relaying private or sensitive information.

After The Event

- When notified by the chief marshal the course can be deconstructed.
- From your marshal point walk forwards along the course, (i.e. in the direction the riders took) removing all stakes, tape and signs.
- **DO NOT WRAP THE TAPE AROUND THE STAKES.**
- Cut or break the tape off the stakes and put in bin bags provided.
- Pick up any litter left by the racers (Gel Packs especially)
- If you have too much to carry then place equipment in an obvious open area/wide path for collection later.
- When you reach a place where the next marshal has already done this, your job is done and you can return to the event village.
- Return all other equipment to event village.