



COURSE MARSHAL INSTRUCTIONS

National Interscholastic Cycling Association
805 Camelia Street
Berkeley CA 94710
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www.nationalmtb.org

OVERVIEW

Course Marshals have the most direct role in ensuring safety on the course. Course Marshals stand at key marshal points on the course to ensure everyone is safe and going the right way. Marshals have a variety of jobs on top of their primary tasks depending on their course marshal point such as: crossing guards, league representatives for other trail users, warning riders of upcoming obstacles and givers of encouragement. Radios are provided to communicate any problems or injuries. Course Marshals also keep track of any outside support, rule violations and DNF riders. Course Marshal's can hike or ride bikes to their marshal points.

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” and riders receiving mechanical assistance (a 5-minute penalty applies to riders receiving outside support);
- 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:

League Radios are **Channel 18 Code 1** / EMT Radios are **Channel 6, but sometimes vary, 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 numbers if someone cuts the course (even if they say they are done (DNF));
- Report rider numbers if someone receives a mechanical assist; and
- Please return your vest and radio to the Chief Course Marshal if you borrowed one.

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.

THANK YOU FOR YOUR SUPPORT!