



COURSE MARSHAL INSTRUCTIONS

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

OVERVIEW

Course Marshals and Roving 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.

GLOSSARY TERMS

Category- a group of racers defined by grade-level and gender. Categories usually consist of five to one-hundred riders depending on the category and league. Each category is defined by one number series. An example of a category is JV Boys which usually has the 300s number series. Categories usually stage and start in intervals of 3 – 5 minutes.

Wave- defines a group of categories that race during the same time period. Examples of waves are: Girls Wave, Boys Wave, and Middle School Wave. Waves usually have three to five categories. There are generally two to four waves in each NICA race day.

Number Plate- is a vinyl sign affixed to each rider's bike. The number plate identifies the rider to Staging Officials, Course Marshals, Scoring, and if the rider is injured Emergency Medical Services . Number plates should be attached according to the instructions on the back of the plate (below):

- Accurate timing and scoring depends on how well you mount the plate.
 - Mount your number plate vertically in front of your bike's cables. Use all 3 mounting points.
 - No stickers, cutting/trimming, folding, marking or otherwise modifying the plate is allowed.

Staging Area- area riders line up into their categories before the race starts. Generally each category's area is marked off with ribbon and has a small opening where Staging Officials stand.

Number Series- the numbers assigned to a single category. These are generally standardized across NICA. The best place to find which number series is associated with a particular category is the Race Flyer.

Race Flyer- flyer that has all information for a particular race. Good to reference for race start times, category numbers series, and wave times.

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.

PROCEDURE PRACTICE SCENARIO

You come across a rider who has fallen with potential for injury

- **LOOK-** is fallen rider or yourself at risk of being hit by other riders?
- **SECURE-** encourage rider to not move if you expect any potential for injury AND place your flag on the trail where oncoming riders can see it.
- **REPORT-** what happened to your Chief Course Marshal who will communicate with onsite EMS
- **RELEASE-** if there is an expected injury, only onsite EMS can release a rider to get-up or continue riding. It is up to the onsite EMS if they choose to release a rider over the radio or only in person.

If there is the possibility of any of the following injuries the protocol is evacuation?*

Concussion or other head injury- rider falls on head, has loss of consciousness, pukes after a fall, any denting or debris on helmet

Spinal or back injury- rider falls on back, rider falls on head, any reported tingling or loss of sensation

Altered consciousness- extremely dehydrated, not responding to normal stimulation, or any doubts of ability to ride out via the course

Uncontrollable asthma or allergy attack- rider needs medicine that they are not able to administer themselves

*Able-bodied student athletes may only exit the course via the finish line OR if they are escorted by a Roving Course Marshal. Riders are not to leave the course even if they are abandoning the race.

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
- Course Map
- 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!