

Marshalling Procedure.

Marshals are an important part of any cycling event. The organiser and commissaire should ensure that all marshals are informed of any changes in the race and the last car in the convoy should inform the marshals when they are no longer needed or if they need to change their position as directed by the Chief Commissaire. Try to get the marshals back to the HQ for the prize presentations in order to see the results of their work during the day.

1. Ensure all your marshals are wearing fluorescent vests, have red flags and whistles. It is also advisable that marshals have pen and paper to write down license plates of vehicles that ignore them and a phone with the organiser's number to pass on this information.
2. Ensure each junction has directional arrows and 'Highways agency "Cycle Event" signs' positioned at enough distance to give adequate warning to oncoming traffic. Particular attention should be given to 'blind' corners. Do not bury signs in the undergrowth.
3. Almost all junctions require 2 marshals. 1st marshal to direct the race and, where necessary, warn approaching traffic. 2nd marshal to be positioned further along the course, away from the junction, to warn oncoming traffic. More complicated junctions may require 3 marshals.
4. Marshals should stand in a prominent and clearly visible position to ensure maximum public awareness. It is recommended that marshals stand in the road in a decisive and positive manner but at the same time ensuring their own safety. Their red flag should be held out into the road such that traffic may drive round it. Politely thank any traffic that does stop. Warn the riders if there is any danger.
5. Marshals are allowed to ask the traffic to stop, but the traffic doesn't have to follow their instruction or wait.
6. When cars have stopped the marshal should explain what is happening, request the driver's patience and apologise for any inconvenience.
7. If the driver does proceed make a note of their vehicle registration number.
8. The marshal should be courteous and must not get involved in arguments.
9. If an accident does occur do not admit liability that is for the insurance company to decide.
10. If a member of the public wishes to make a complaint the marshal should ONLY make a note of their name and address and refer them to the Race Organiser or Commissaire at the Headquarters and the marshal must not get involved in any further discussions.
11. Be Courteous at all times