



**ANTHEM  
SPORTS**

# Volunteer Road Marshal Instructions

## 1. Volunteer Road Marshal General Responsibilities

- a. Participate in one of the pre-race marshal trainings (in person or via conference call or web) to learn more about the event and receive brief instructions.
- b. Report to your corner at, or preferably before, the assigned time. If you have any problems, call the marshal zone coordinator for your area immediately (number to be provided separately). Please do not call anyone if there is not a problem.
- c. Always wear your high-visibility safety vest as your outer layer so it is clearly visible.
- d. **Park along a side road (not on the race course), at least 200 ft from the intersection where you will marshal.** If possible, park completely off the road surface. Do not park where your vehicle will impair the vision of any motorist or competitor, or block a traffic sign or access of a nearby resident. Also, do not park where your vehicle will obstruct the emergency lights of any police car stationed at your corner.

## 2. COURSE MARSHAL ONSITE DUTIES

- a. Direct the competitors through the intersection
- b. Momentarily hold traffic as the competitors pass.
- c. If you are at an intersection where a police officer is stationed, his/her primary duty is to direct motorists, and you should follow his/her detailed instructions to you. The police will control the intersection and marshals are there to assist the police officer and direct the racers.

### **3. USE OF FLAGS / ALERTING MOTORISTS:**

- a.** In general use your flag to alert a motorist to stop, and use your other hand to direct cyclists along the course.
- b.** To signal a motorist to stop or hold their position (as cyclists are passing), hold your flag (fully 2 open) perpendicular to an oncoming car at elbow height, while standing in the center of the travel lane facing the vehicle
- c.** Do not wave the flag as this may be confusing.
- d.** In general, it is not necessary to motion the motorist to commence their travel again - simply move out of the travel lane to the edge of the road, put the flag to your side (fully closed) and let the motorist move on. In the event that you are stationed at a location where your primary duty is to keep traffic moving, stand at the edge of the road and move your partially open flag in a circular motion at elbow height.

### **4. USE OF WHISTLES:**

- a.** Whistles may be available for marshals.
- b.** Whistles are to be used to alert marshals at locations in close proximity along on the course that cyclists are coming.
- c.** Use one brief burst to indicate a single rider and 2 brief bursts to indicate a pack of cyclists.
- d.** If there is an unsafe condition, use an extended burst to warn oncoming racers, other marshals, motorists, spectators, etc.
- e.** Avoid extraneous use of whistles if you are within speaking distance of other marshals, and please do not ever let children play with a whistle.

### **5. USE OF RADIOS:**

- a.** Radios may be used critical intersections (where the competitors are turning onto another road)
- b.** One marshal or police officer generally will have a radio per marshal post.
- c.** Radios are to be used primarily to listen to pace and follow vehicles that are approaching an intersection.

- d. Drivers may identify which group of riders they are with, and approximately how many riders are in the group.
- e. It is not necessary to re-transmit this information to the next marshal – they should be able to hear the driver’s message as well in most cases.
- f. Avoid extraneous use of radios, as they are intended primarily as a listening device for marshals.
- g. Radios may be used by marshals to warn pace and follow vehicles if there is an unsafe situation (accident or obstruction) at your intersection.
- h. In the event of a hazardous condition on the road, briefly respond with the pertinent hazard information.
- i. Do not use the radio to summon emergency services to an accident – **use a cell phone and dial 911 or alert someone who can.**

## **6. IN THE EVENT OF AN ACCIDENT AT OR NEAR YOUR POST:**

- a. Move any bicycles obstructing the roadway.
- b. Enlist the help of others if necessary.
- c. A wheel/support vehicle will likely stop to help.
- d. Remember that other competitors may be arriving shortly - make sure that someone continues to perform the marshalling duties to prevent any further accidents.
- e. In most instances, the injured competitor will get back on his/her bike and resume the race. If the cyclist is conscious and alert, ask if he/she can remove themselves from the road.
- f. If the cyclist(s) is unable to move on his/her own, or is unconscious, **dial 911 immediately** and advise the dispatcher the location and nature of the incident.
- g. In the event of an unconscious cyclist, determine if anyone nearby is CPR qualified. If not, the 911 dispatcher will give you instructions.
- h. If CPR is being performed on the competitor by you or someone else, remain on the line with the dispatcher - do not hang up - continue to give updates on the injured party until medical assistance arrives.

- i. As emergency vehicles arrive, direct them to park off the course if possible.
- j. Use your radio to contact the next race support vehicle to advise them of the situation if the roadway is obstructed
- k. If there are sufficient personnel at your intersection, have someone move up the road to warn approaching cyclists with a sustained burst from a whistle or raised flag.

## **7. IN THE EVENT OF A PROBLEM WITH A MOTORIST (belligerent, drunk, etc.):**

- a. Do not provoke the motorist.
- b. Avoid a verbal or physical confrontation.
- c. Make note of the license plate number and state of issue.
- d. Also note the make/model/color of the vehicle, and a physical description of the driver, if possible.
- e. **Call 911 immediately** and describe the nature of the incident.

## **8. THE END OF THE RACE:**

- a. A final race vehicle will follow the last racer on the course to tell you when the event has concluded.
- b. If this is the last day of your assistance at the event, please turn in your gear (radio, vest, flag, & whistle) to the final car. Occasionally, this follow vehicle gets delayed.
- c. We may ask volunteers to coordinate with their Marshal Zone Coordinator and have the Zone Coordinator pick up the supplies from marshals.
- d. If for some reason you are not able to have an individual pick up the supplies from you, please contact the Volunteer Coordinator after the race.

## **9. HOW TO PREPARE PRIOR TO RACE DAY:**

- a. Read the several instructional documents provided to you at the volunteer section of the web site and during marshal training

- b.** Review an area map to understand exactly where your intersection is.
- c.** Estimate the best way to travel to your intersection as well as how long it will take to get there.
- d.** Consider how the race course and temporary road closures may affect the time it takes you to get to your intersection.
- e.** Study an area map to understand alternate routes for motorists if there are longer than expected delays at your intersection. You may need to direct them on a detoured route.
- f.** Charge your cell phone and assemble the supplies you will bring with you the day of the race, so your travel will not be delayed the morning of the race.

**10. WHAT TO BRING** (some suggestions):

- a.** Hat, sun block, insect repellent, appropriate clothing
- b.** Snack or drink if desired (take note of nearby bathrooms or woods)
- c.** Folding Chair (only sit where you can watch – stand as racers approach)
- d.** Umbrella and Rain Gear (check forecast - race is rain or shine)
- e.** Pen/pencil and paper
- f.** Copy of the race map
- g.** Fully-charged cell phone (turned on with ringer set to maximum)

## Phone Numbers:

### **EMERGENCY**

**911**

**Volunteer Dir. Christine Congelosi-Lulla**

**518.915.4501 (cell)**

**518.303.2468 (office)**