



COURSE MARSHAL GUIDELINES

National Interscholastic Cycling
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OVERVIEW

Stationary and Roving Course Marshals play an active role in ensuring safety and fun on the course. Both groups experience the race on course and are the first responders on scene to alert the Chief Course Marshal of mechanical issues, student distress or injury and must attend a mandatory training held by the Chief Course Marshal and/or medical staff.

Stationary Course Marshals hike or ride a bike to designated Marshal Points that are distributed throughout key risk areas on the course. They encourage riders, ensure fair play and coordinate rapid emergency response to incidents with onsite medical staff. When located at an intersection, the Stationary Marshal also acts as a crossing guard and/or league representative to other trail users.

Roving Course Marshals have the same role as Stationary Course Marshals, except they ride their bike around a portion or the whole course. The Roving Course Marshal is typically the first witness to arrive on scene of an incident requiring coordination with onsite medical providers. Roving Course Marshals are continuously passed by student-athletes while riding challenging terrain. It is important to have excellent bike handling skills and be in good aerobic shape that allows for 2-3 hours of trail riding.

Radios are provided to each Course Marshal to report incidents and to call for medical assistance. A note pad is provided to keep track of outside support, rule violations and riders who abandon the race.

Lastly, remember to cheer on and encourage all riders on course!

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 riders that are abandoning the race
- Record and report riders receiving mechanical assistance
- 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)
- Repair broken course markings
- If you Marshal in the afternoon, after you are relieved from your position by the Final Sweeper, please pick up as much as possible (course markings and items dropped by riders) as you return to the marshal tent

GLOSSARY TERMS

Category- A group of riders defined by grade or ability-level and gender.

Wave- A group of categories that race during the same time period.

Number Plate- A vinyl sign affixed to each rider's bike.

Number Series- The plate numbers assigned to a single category (ex: JV Boys 300s)

Staging Area- Location where riders line up into their categories before the race starts.

RACE DAY

After checking in at the Volunteer Tent, Course Marshals attend a mandatory safety briefing led by the Chief Course Marshal and/or Medical Staff to review the following:

Equipment List (League Provided)

- Radio
- Course Map
- Race Official Vest
- Course Marshal Pack Containing
 - Food and water for yourself or bonking riders
 - Stop the Bleed Kit
 - 2 Emergency Blankets
 - Race Official Flag
 - Notepad/Writing Object
- Handheld Stop Sign (when stationed at road crossing)

Use of Two-Way Radio System

Roving Marshal: Confirm your radio channel with Chief Course Marshal prior to departing for your shift

Stationary Marshal: Upon arrival to designated Stationary Marshal Point relay to home base that you are in position

- Hold radio about 6 inches from the mouth when speaking
- Depress button for 1 second before and after speaking
- Keep radio communication to a minimum
- Always refer to riders by rider number (not name)
- Notify Chief Course when a Sweep has passed your marshal point

Troubleshooting: If you are not receiving a response, check channel and volume levels. If still not working, ask the roving marshal or sweep to report your technical difficulty

Responding to 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 a suspected injury, only onsite EMS can release a rider to get-up or continue riding

Communication Plan for Injured Rider and/or Emergency

- 1) Remain Calm & Speak Clearly
- 2) Announce your position and who you are trying to reach on radio (“Course Marshal 2 calling Chief Marshal”)
- 3) Identify the location of downed rider in relationship to your marshal post number (“500 feet before MP 3”)
- 4) Identify the race plate number of the injured or sick rider, (not their name or team) (“Rider 401”)
- 5) Provide a description 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 unless they are first aid trained
- 9) If necessary, ask for spectators and/or other riders to help control rider traffic around downed rider
- 10) Wait calmly for help to arrive

Student-Athlete Evacuation

To ensure NICA's Athlete Abuse Policies of no 1:1 contact, if evacuating a student-athlete under their own power, ensure 2 or more adult volunteers are present (never allow a student to be led off course by only 1 adult).

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

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

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

Altered consciousness- extremely dehydrated, not responding to normal stimulation, any doubt of ability to ride

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

*Student-athletes may only exit the course via the finish line OR if they are escorted by league volunteer/staff

*Student-athletes are not to leave the course even if they are abandoning the race - they must finish the lap

*Student-athletes are not to ride/walk backwards on the course

Other Essentials

- Never leave your post until instructed to do so or relieved
- Bring food and water, appropriate clothing, skin care (sunscreen, bug repellent) for the weather
- 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 mechanical assistance
- Upon completion of shift, return your gear to the Chief Course Marshal

COMMON RULE VIOLATIONS

- Outside physical mechanical assistance (you can talk through how to fix the problem without penalty)
- Cutting the course
- Unsafe passing
- Riding with headphones
- Switching bikes
- Riding course backwards
- Abusive behavior
- Parent/Coach - no helmet

VOLUNTEER LOCATIONS AND HOURS

Check in with your volunteer coordinator for specific races and times.

THANK YOU FOR YOUR SUPPORT!