



Armidale Cycling Club

Instructions for Race Marshals

The importance of race marshals

Armidale Cycling Club is able to run club races through our affiliation with Cycling NSW, and with approvals from NSW Police and Armidale Dumaresq Council's Traffic Committee. It is vital that we run these races within the conditions of these approvals. Following the instructions outlined in this document will ensure that this happens.

Responsibilities of competitors

The number one responsibility of competitors is to follow the road rules at all times. Further, competitors should treat personal safety and the safety of fellow competitors with the utmost importance, and always ride within the rules of the race. We also need to be courteous and show appropriate consideration to other road users and local residents. Marshals should reinforce these responsibilities before the start of each race.

The calendar and finding out when you are on marshalling duty

ACC maintains a calendar of races at the following location:

<http://www.armidalecyclingclub.org/calendar/>

Members can find when they are rostered on duty to act as marshal here. There is also an option to make a PDF file of the calendar which can be printed for easy reference. Please be aware though that the calendar changes from time to time, so PDF print outs can easily become out of date.

Importantly, the marshal on duty cannot ride in the race. If you are unable to act as a marshal on your nominated day, it is your responsibility to find a replacement. Try to do this well in advance, and what works best is to swap with someone. Please let either Rob Tindale or Andrew Swan know that you have swapped if possible so the calendar can be updated.

Web resources

This document and other information needed to run a race (including sign-on sheets) are located here:

<http://www.armidalecyclingclub.org/running-a-race/>

Key responsibilities

Responsibilities of the marshal include:

- Put out the signs (road).
- Arrange the sign-on, including collecting money (\$3 for seniors, free for juniors to U17) and checking licenses (for riders not on the sign on sheet, visitors for example). The sign-on sheet is available on the web address above. Note that all names on the sign sheet are current members of the club.
- Assist the handicapper to allocate the riders to starting groups in handicap races.
- Brief riders on road conditions and reinforce the importance of following the road rules at all times.

- Start the race, time it where necessary, and record the results.
- Ensure the race is run fairly and safely without interference between riders.
- Make sure the first aid kit is on hand.
- Take down the signs at the end of the race (when the last rider is home).
- Return signs to container, keys and money to Armidale Bicycle Centre, results to handicapper and publicity officer as required.

Setting up the signs

The plan for location of signs on both Dangarsleigh and Long Swamp roads is shown on the following page. Please put out the signs according to this plan. It is important to allow sufficient time to put out signs so that you can be available for marshalling riders 20 minutes before the scheduled start (2pm during the winter season and 4pm during the summer daylight savings season). Putting out the signs can take up to 1 hour, particularly for a race using the 20km turn on Dangarsleigh Road.

For races involving multiple laps of Dangarsleigh Road, two “Cyclists Turning” signs must be located at the start-finish (these are not shown on the plan). Extra signs can be added to the course at the discretion of the marshal.

Signs and other equipment

Signs and other equipment needed to run a race are located in the container in the track, and maintained by the equipment officer. Keys for the container (and the entrance gate to the track) can be picked up from Armidale Bicycle Centre.

What to do during the race

Marshals should be located at the start-finish. For road races with multiple laps of the course, the marshal should assist riders to turn at the start-finish (riders must give way to traffic before turning).

For any medical emergency, call 000 immediately.

New conditions for racing on Dangarsleigh Road in 2013

From 2013, two marshals are required in the Police approval for races on Dangarsleigh Road, one to be located at the start-finish and one in an escort vehicle following the race.

Contacts for 2013

Calendar	Rob Tindale Andrew Swan	0438 346 667 0402 209 990
Handicapper	Col Maciver	0427 410 723
Equipment officer	Dene Bourke	6771 1513
Club commissaires	Peter Wilkinson Ray Phillips	0413 336 447 0414 713 883
Armidale Bicycle Centre	Mark Bullen	6772 3718
Publicity officer	Dave Rubie	0447 711 108