



***TRACK MARSHAL TRAINING 2010***

## **Purpose**

*The purpose of this document is to provide a self paced training reference and assessment for all teams participating at this festival.*

*All teams are required to supply a minimum of two (2) volunteers per vehicle entered.*

*In the spirit of the festival we would rely on an honest self assessment by participants so that all concerned (participants, officials, spectators and organisers) may participate in a safe, healthy and competitive environment.*

*It is the responsibility of the team manager to ensure that a suitable amount of volunteers under take this program*

*This package includes*

- *training presentation*
- *questionnaire*
- *questionnaire with answers*

*Details of marshalling points and times will be released closer to the event.*

Enquiries re marshalling may be directed to Daniel Mills (Chief Marshall) or John Mills (Clerk of Course) on 0418 553 015 or email [johnm@cchpvcc.org.au](mailto:johnm@cchpvcc.org.au)

# ***Track Marshalling***

## *AIM*

*To assist the Clerk of Course and Festival Directors administer and manage the festival by ensuring a smooth and efficient process.*

## *PROCESS*

*Each team will nominate track marshals, who are 16 years of age or over.*

*Marshals shall be briefed by the team manager in regards to duties, position, time, etc.*

*Each marshal shall “report in” by two way radio on each changeover. Name – team – marshal point Number.*

*Each marshalling area will be allocated a marshal point equipment box*

*Each marshal shall wear a visible / designated vest.*

*The last rostered marshal on each point shall return the Casey-Cardinia HPV & Cycling Club equipment box and contents to the Race Control Centre on completion of the trial.*

## ***Penalties for non attendance of marshals***

*Non compliance to marshalling duties: the team will attract a progressive time / lap penalty at the discretion of the Chief Marshal. Some possible penalties may be:*

*Late / non attendance by more than 5 minutes results in a 3 lap penalty*

*Late / non attendance by more than 10 minutes results in your team's vehicles being stopped until the situation is rectified and for a further period to be determined at the time*

*It is imperative that the assigned marshal attend his / her duty on time, so as not to incur any team penalties.*

**NOTE:** *The Chief Marshal will conduct radio checks at changeover times*

## ***Marshal Safety guidelines***

*Stay alert / don't become distracted*

*Stand behind a barrier (where possible)*

*Face incoming traffic.*

*Be aware of your own safety and that of others at all times*

*Wear the safety vest provided – BE VISIBLE*

*Wear warm / water proof clothing – suited to climate*

*Be sun smart i.e.: wear a hat; maintain fluid levels*

*Give quick direct instructions – to riders and / or other marshals*

*Do not enter into a conflict situation*

*Do not accuse or threaten a team or rider directly*

*Use appropriate behaviour. Be courteous*

*Maintain radio contact with marshalling personnel*

*Any complaints should be in writing to Chief Marshal – refer to incident form attached*

*Debrief relieving event marshal*

## **What to monitor**

*Inappropriate behaviour;*

*Foul and or abusive language;*

*Poor fitting / missing bike helmets;*

*Poor fitting / not worn / unbuckled seatbelts;*

*Dangerous riding;*

*Excessive speed (pit lane, no more than 10 kph);*

*Deliberate obstruction;*

*Failing to keep left;*

*Inappropriate overtaking; e.g. in rider change area / on the left etc.*

*Enforce slow speed & safety at pit lane entry and exit points*

*Enforce pit lane speed restriction – WALKING PACE ONLY (no more than 10 kmh)*

*Broken or loose vehicle parts;*

*Poor or no vehicle lighting at night (not required on this occasion);*

*Spectators crossing the track and spectator behaviour*

*Spectators “assisting” rolled / stopped vehicles on the track*

*Vehicles with a “tag” attached*

## ***Key rider safety items***

### *Seatbelts*

*A properly fitted and adjusted seatbelt must be worn at all times. This includes the pit area and is not to be removed until the vehicle is at a complete stop.*

### *Helmets*

*Riders must wear an approved bicycle helmet, properly adjusted and fastened whilst riding a vehicle. This includes the pit area.*

### *Safety Glasses*

*Riders of **all** vehicles must wear safety glasses. This includes enclosed vehicles*

### *Clothing & Footwear*

*Riders are required to wear appropriate clothing and covered shoes at all times whilst riding. Upper body clothing is to cover the rider's shoulders and upper arms. Singlets and tank tops are not allowed. Gloves are required and should be of a strong fabric.*

## **Key track safety items**

### *Yellow Flag condition*

*All vehicles should slow to walking pace and hold their track position. Whilst in this condition no overtaking is permitted.*

### *Excessive speed in the pit area.*

*The Pit lane speed is deemed to be walking pace (no more than 10 kmh), this applies to vehicles entering and / or exiting the area.*

### *Deliberate obstruction*

*No vehicle shall deliberately obstruct other vehicles; slow moving vehicles must stay to the left allowing faster vehicles to pass on the right. The exception to this is when you are entering the pit area from the right of the track. Sufficient time should be allowed to move right i.e. no sudden late movements when entering the pits*

### *Overtaking & Contact*

*Overtaking vehicles should use the right hand side of the track and provide enough distance between vehicles before moving back to the left hand side of the track. It is possible contact between vehicles may occur. Marshals must consider whether it was accidental or deliberate.*

### *Serious collision or rollovers*

*Any vehicle involved in a serious collision or a rollover shall be “tagged” and is required to have the tag removed by a scrutineer (located in the pit area) before continuing in the event.*

*Note: Track marshals should report indiscretions to the Chief Marshal*

## ***Reporting infringements***

*Should a marshal deem an infringement against the competition rules has occurred and deems it to be of an intentional nature, details of the incident should be documented on a 'Race Incident Form' and supplied to the Chief Marshal. The following information will be required:*

*Vehicle number;  
Time & Place;  
Incident;*

*Please Note:*

*Incidents may also be reported over the marshalling radio channel  
Reporting marshals are not to give teams a penalty.  
Only the Chief Marshal may action penalties.*

## ***Marshal tool kit***

*The tool kit contains*

- 1 x Green flag*
- 1 x yellow flag*
- 1 x red flag*
- 1 x blue flag*
- 1 x radio (Channel – to be advised on the day)*

*Vehicle “tagged” stickers*

*Copies of race incident forms*

- 2 x safety vest*
- 1 x copy marshal safety guidelines*
- 1 x copy marshal personal safety guidelines*
- 1 x clipboard*
- 2 x pens*

*The Casey Cardinia HPV & Cycling Club request that Marshals look after this equipment. Please report any missing items to the Chief Marshall. Equipment should not be left unattended at any Marshall point. The last rostered marshal should return the kit to the race Control Centre located near the pit area.*

## **Event signals**

*Officials at strategic points around the track will signify track conditions through the use of coloured flags. Therefore it is essential that team managers ensure that their riders understand the following signals:*

*Australian National Flag – TRIAL START*

*Green Flag – Racing conditions*

*Yellow Flag – A sign of danger or track obstruction in the vicinity of the marshal point. Riders are required to pass the point of danger at a reduced speed using extreme caution. It is an offence to overtake another vehicle while a yellow flag is displayed. Riders must not resume competition until they see the next green flag.*

*Red Flag – An indication of extreme danger. STOP  
All vehicles shall come to an immediate stop. Racing has ceased. Riders will absolutely follow the directions of the Clerk of Course and Flag Marshals.*

*Black Flag - Displayed with the vehicle number at the start/finish line. The vehicle indicated shall stop at the Chief Marshal's post on the next lap. (Near entrance to pit area)*

*Blue Flag Note that a vehicle is positioned close to you. Riders shown the Blue flag must move left to allow overtaking*

*Chequered Flag - END OF TRIAL*

## ***Flag protocols***

*The Chief Marshal will coordinate flag conditions throughout the trials.*

*A track marshal can go to yellow if they perceive a hazardous situation, this requirement should be radioed to the chief marshal and those marshal's immediately before the situation should also go yellow.*

*EG: marshal 5 reports situation, marshal 4 should also go yellow*

- Once situation is clear the reporting marshal should radio "situation clear" to Chief Marshal who will then ask all marshal's to revert to green (racing) condition.*

*NOTE: No marshal can call a red flag situation without the Chief Marshal's authority*

*When marshal's need to use flags, the flag must be waved at all incoming traffic*

## **Radio communication**

*All marshal points will be equipped with radios; these are to be used to report issues or infringements to the Chief Marshal and other race marshals*

*To use*

*Hold mic button in and speak to send a message, then release button to hear other users.*

*NOTE: when talking use your normal voice level and talk clearly (do not yell)*

*Example*

*Press mic button and hold (slight pause) “marshal point 1 reporting “blah blah blah”, release mic button and await response*

*It is imperative that when calling that correct location and information are given.*

*E.g. Marshal point 5, vehicle 25, rollover, yellow condition  
Chief Marshal Response: marshal point 4 go to yellow*

## ***Personal comfort***

*Track marshals should equip / attire themselves so as to remain comfortable throughout their allotted times*

*IE:*

- Warm clothing (may need to be waterproof)*
- Gloves*
- Hat & sun glasses*
- Sunscreen*
- Personal drinks*
- Comfortable footwear*
- Chair*

# ***Marshal Training Questionnaire***

**Please use this as a self assessment of the knowledge you have gained from this handout. The answers are attached following the questions.**

## **Questions:**

- 1/ what is the minimum age you should be before you can be a marshal?
- 2/ during your duty as a track marshal should you have any loyalty to your team?
- 3/ as a track marshal are you permitted to enforce a penalty?
- 4/ as a track marshal can you momentarily stop / go a vehicle for a safety breach?
- 5/ as a track marshal should I be physically fit? **(give 2 reasons)**
- 6/ as a track marshal what tools would I need to carry out my duty?
- 7/ how many flags will I be issued with and what are their colours?
- 8/ what is the purpose of each flag colour in your set?
- 9/ what would be the key points to relay / state when using the radio?
- 10/ as a track marshal where would / should you be standing?
- 11/ why should you be wearing a safety vest? (give 2 reasons)
- 12/ in the event you were the last track marshal: upon the conclusion / end of the event, what should be your last action?

## ***Marshal Training Questionnaire cont:***

### Case study 1

In the event of a roll over that is not obstructing traffic flow near your station, what would be the sequence of actions you should take?

### Case study 2

In an event of a vehicle crashing / roll over and that vehicle is and will obstruct traffic flow, list the actions you would take in a priority order.

### Case study 3

In the event you note a vehicle going slow in the middle of the track and obstructing traffic flow, list the steps you would take.

### Case study 4 a

In an event you note that a driver was not wearing protective glasses but the vehicle had a fully enclosed canopy, what action would you take?

### Case study 4 b

Same example as above but the vehicle was an open canopy type, what action would you take in order of priority?

### Case study 5

In an event a vehicle breaks down e.g.: puncture / broken chain etc. in a dangerous part of the track, what action would you take?

### Case study 6

In an event of a vehicle entering rider change area and is deemed to have exceeded the speed limit (walking pace), state the action you would take in a priority order.

### Case study 7

In the case you saw a rider making a rude gesture / using foul language to you or other people, what action would you take?

### Case study 8

In the event the chief marshal requested "RED" condition, what action would you take?

## **Marshal Training Questionnaire Answers**

- 1/** 16 year of age      **2/** No      **3/** No      **4/** No  
**5/** Yes So as to: Stand for long periods of time, Good vision / eye sight for monitoring purposes , Good level of concentration      **6/** vest, radio, flags and race infringement forms      **7/** 4 (red, yellow, blue & green)  
**8/** Green - Go Yellow – Warning of hazardous situation Red – Stop Blue - Move to the left  
**9/** Station Number, Vehicle Number, Situation, Any prior warnings  
**10/** Behind a safety barrier where possible      **11/** To be visible to competitors, officials and spectators  
**12/** Return all marshalling tools to the chief marshalling area

### **Case study 1**

- Go to yellow flag condition
- Notify the chief marshal and therefore alerting other marshals
- Be directed by chief marshal
- Must not move from your marshalling point
- Monitor other vehicle infringements (speed, overtaking etc)
- Assign other people to render assistance to the roll over vehicle
- Attach a “tag” to the vehicle

### **Case study 2**

- Report situation to chief marshal
- Display red flag
- Stop all vehicles on left hand side of the track
- Monitor for any vehicle infringements and report if necessary
- Render assistance to clear or remove hazardous vehicle
- Attach a “tag” to the vehicle

## **Marshal Training Questionnaire Answers cont:**

### **Case study 3**

- *Display a blue flag*
- *Use voice and hand gestures to get offending vehicle to travel in the left hand lane*
- *Notify all other marshals via radio, to check vehicle has followed your direction*

### **Case study 4 a**

*No action*

### **Case study 4 b**

- *If possible, using voice / hand gestures communicate with the driver requesting that he / she return to their pits and collect some protective eye wear*
- *Notify other track marshals*
- *Notify chief marshal for notation and possible need for stop / go to advise compliance*

### **Case study 5**

- *Notify chief marshal and go to yellow flag condition*
- *When safe ask the rider to move the vehicle to a safe area until assistance can be provided by his / her team*
- *Notify chief marshal when track is clear and request to return track to green condition*

### **Case study 6**

- *Using words / gestures you request the rider to comply with the speed limits*
- *Monitor until the vehicle has stopped*
- *Advise the chief marshal of the infringement*

## **Marshal Training Questionnaire Answers cont:**

### **Case study 7**

- *Notify the chief marshal via radio*
- *Fill in event infringement form and pass onto the chief marshal A.S.A.P*

### **Case study 8**

- *Wave the red flag at all traffic*
- *Ensure all vehicles were stopped in the left hand lane of the track*
- *Wait for further instruction from the chief marshal*

## **Conclusion**

*The Casey Cardinia HPV & Cycling Club Committee envisages this festival to be both enjoyable and competitive, thus we seek your support and impartiality to make this an enjoyable experience for those competing as well as yourselves.*

*The Committee would like to thank all teams and support personnel for their involvement. Your participation will help to make this an enjoyable occasion for all.*