

Marshalling at Off-Track Endurance Events (Roles & Resources)



Dave Cairns
Level 4 Endurance Official
officialsendurance@scottishathletics.org.uk
m. 07899 891298

Marshalling at Off-Track Endurance Events

What is an Off-Track Endurance Event?

- Cross-Country
- Trail
- Road
- Mountain / Hill / Fell
- Ultra (Any terrain or surface)



Marshalling at Off-Track Endurance Events

Questions you might have asked yourself:

- **What is a Marshal and why are they needed?**
- **Who decides how the job is done?**
- **What needs Marshalling?**
- **Who does what?**
- **Who can do the job?**
- **What Resources do you need?**
- **What is a Marshals Briefing?**
- **Any difference for International Events?**
- **Why should I volunteer to Marshal?**

Marshalling Roles

What is a Marshal and why are they needed?

Marshalls and Stewards are essential to implementation of appropriate Health & Safety **Hazard Mitigation Actions** identified in an **Event Risk Assessment**.

Marshalls are on the front line, striving to provide a **Safe and Enjoyable Experience of the Event** for everyone, whether directly or indirectly involved.

They are the most underrated of our Officials, the “face” of an event seen by the public, without their skills and expertise, safe and friendly events wouldn't happen.

Marshalling Roles

Who decides how the job is done?

The **Event Organiser** or **Race Director** has ultimate responsibility but should work closely with others, ***who have a detailed knowledge of the event***, in producing the **Risk Assessment**.

Depending upon the scale of the event the Start, Course and Finish Directors should be included in this group and will determine resources, personnel and their deployment.

Close consultation with the **Local Authority** and **Emergency Services** will also be necessary throughout this process.

Marshalling Roles

Who decides how the job is done (continued)?

Race Director (Road Races) / Organiser (Cross-Country):

- Has overall responsibility and control of event organisation, ensuring all aspects of race and course planning have been incorporated into the Race Event Plan / Risk Assessments and appropriate permissions received.
- This is achieved through liaison with the Race Organising Committee, the Meeting / Event Manager, Local Authority and Landowners, Police, Emergency Services, Start / Course / Finish Directors, as appropriate.

Marshalling Roles

Who decides how the job is done (Continued)?

Start Director:

- Works closely with the Race Director and Start Area Manager.
- Controls all matters relating to the start of a race, design / layout, construction, spectator / athlete control, managing security of the start area and personnel.

Finish Director:

- Works closely with the Race Director and Finish Area Manager.
- Controls all matters relating to the finish of a race, design / layout, construction, spectator / athlete control. Managing security of the finish area and personnel.

Marshalling Roles

Who decides how the job is done (Continued)?

Course Director:

- Works closely with the Race Director and Clerk of Course.
- Responsible for the safe management of all activities on the course, setting the course (using Course Measurement Record for Road Races), implementing Risk Assessment action points, course signage / marking and supervising interaction of competitors / traffic / vehicles / pedestrians / other road users as appropriate.
- Works with the Clerk of Course and Chief Marshal in identifying where Course Marshals are required and their required roles.

Marshalling Roles

What needs Marshalling?

The general image of Marshalling is Course Marshalling, but many other areas might need covered:

Stewarding:

- Event Access / Egress
- Parking
- Runners
- Spectators
- The Start
- Baggage Drop-off / Collection
- The Finish

Marshalling:

- The Course
- Runners
- Spectators
- Other Road Users
- Assisting Police with traffic management
- Drop-bags, Drinks /Sponge Stations

Marshalling Roles

Who does what?

Depending upon the scale of the event the following designated “chiefs” will have delegated authority for the direct control and organising of stewards / marshals:

- **Chief Start Area Steward:** Delegated control and organisation of start area stewarding.
- **Chief Finish Area Steward:** Delegated control and organisation of finish area stewarding.
- **Chief Marshal:** Delegated control and organisation of course marshalling.
- **Sector Marshal:** In longer races the course may be broken down into manageable sectors, the Sector Marshal will have delegated authority within their designated sector.

Marshalling Roles

Who does what - Event Access?

- **Event Access / Egress:** Check associated signage is in place, direct buses / cars / event traffic to allocated areas, including designated event staff / officials parking.
- **Parking:** Control parking to ensure drivers follow planned parking procedures / efficient use of available space, otherwise:



Direct attendees to designated pedestrian event access route, monitor and enforce any event site dog exclusion rules.

- **Meet and Greet:** Welcome attendees, direct runners to registration, baggage drop-off, etc. and spectators as appropriate.

Marshalling Roles

Who does what - The Start?

- **Baggage Drop-off:** For point-to-point and ultra events, runners drop off baggage they will need at the end of the race or drop-bags for along the way. These should be clearly labelled with name, bib number and the location.
- **Race Start:** Control spectators and runners, help manage start area ensuring a smooth and organized start. “Wave starts” require runners directed to appropriate “Finish Time” start zones.
- **General Duties:** Assist with setting up / derigging event infrastructure, signage, etc. and clearing debris. Provide Post-race feedback.



Marshalling Roles

Who does what (The Finish)?

- **Race Finish:** Control spectators and runners. Hand out medals, goody bags and water, encourage runners through a smooth and organized finish.
- **Chip Timed race De-Chipping:** Although chip-in-bib is now common, de-chipping will be needed for returnable chips.
- **Baggage Collection:** Direct runners to baggage reclaim and assist as required.
- **Family Reunion:** Direct runners and spectators to family reunion points.
- **General Duties:** Assist with setting up / derigging event infrastructure, signage, etc. and clearing debris. Provide Post-race feedback.

Marshalling Roles

Who does what (The Course)?

- **Course Marshal:** Ideally in pairs for longer races. Check course signage / marking in place and hasn't been vandalised. Warn traffic on open roads, signal to slow down or stop. Direct and encourage runners, warn of obstacles / hazards, direct to toilets / aid stations and report any incidents.
- **Police:** You might be allocated to assist police with traffic management, traffic or pedestrian course crossing "Lock-gates", emergency vehicle on-course access.
- **First Aid:** Summon First Aid assistance, keep casualty warm until help arrives, assist First Aiders.
- **General Duties:** Assist with setting up / derigging event infrastructure, signage, etc. and clearing debris. Provide Post-race Feedback.

Marshalling Roles

Who does what?

(On-Course Aid / Drop-bag Stations)

- **Aid Stations:** Help set up and manage Drinks / Sponge / Feed / Aid stations (might include first aid). Encourage runners and distribute drinks, etc. safely. Direct runners to on-course toilets. Assist runners as required.
- **Drop-bag Stations:** Assist runners in finding their on-course drop-bag and support as required.
- **General Duties:** Assist with setting up / derigging event infrastructure, signage, etc. and clearing debris. Provide Post-race feedback.

Marshalling Roles

Who can do the job?

- Anyone of any age who is fit and healthy enough to do their appointed role, subject to legal and H&S considerations.
- On open roads marshals must be an adult (over 16 in Scotland, over 18 for remainder of the UK).
- Under 18's should be accompanied by a responsible adult.

Marshalling Resources

What Resources do you need?

- Event / Vehicle Access Passes.
- Course map and your location.
- Appropriate clothing to suit the weather and your location.
- Hi-Viz top.
- Sunscreen / midge net.
- Emergency foil blanket.
- Notebook and pencil.
- Food and water (+ spare water for any runner in distress).
- Mobile phone with relevant Chief Marshal / Emergency contact numbers. You may also be issued with a radio.
- Transport to your location (might be road closures).
- Briefing / Instructions.

Marshalling Resources

What is a Marshals Briefing?

Marshals Briefing is a set of instructions to the marshals, preferably pre-circulated, with face-to-face delivery and any changes on the day, individually or as a group.

Here are some examples of what might be included, depending upon event discipline and level of competition:

- Contact details for Chief /Sector Marshals and any appropriate Event / Control Centre personnel.
- Emergency contact and course access procedures.
- Marshals' identification reference (e.g. M2) and location / grid reference, essential to include your reference when reporting issues or summoning assistance.

Marshalling Resources

What is a Marshals Briefing (Continued)?

- Course security arrangements, marshals' accreditation, road closures and marshals access arrangements.
- Course map, marshal point, nearest feed / water / sponge / toilet and First Aid stations.
- Contact method e.g. mobile phone / radio with radio operation / protocol instructions.
- Radio is fully charged, course communication blackspots?
- Resources provided e.g. Hi-Viz bibs / jackets, Emergency foil blankets, meals / vouchers, water, etc.
- Hi-Viz and radio return procedures.
- “Comfort break” arrangements.

Marshalling Resources

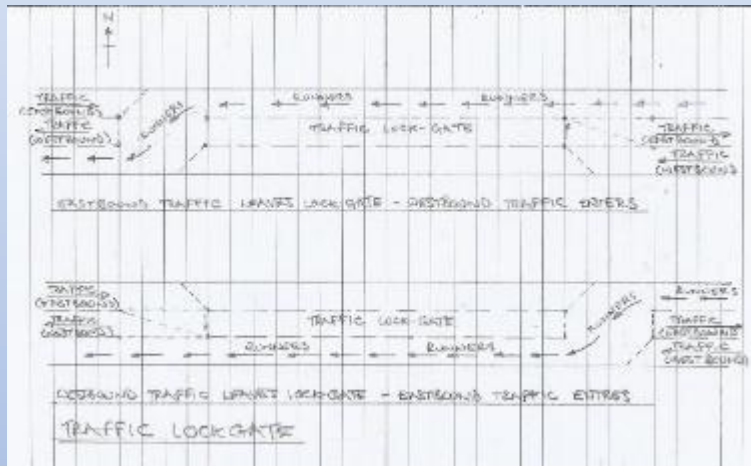
What is a Marshals Briefing (Continued)?

- Access arrangements to / from adjoining properties (pedestrians & motorists) e.g. Churches, Train Station, Bus Station, etc.
- Designated marshals may be asked to confirm any road closures or traffic management requirements have been implemented.
- Check race signage, cones, barriers, etc. are in place and have not been vandalised, if so, report to Chief Marshal.
- If road closures / parking restrictions in place, report any unauthorised parked cars to Chief or Sector Marshal.

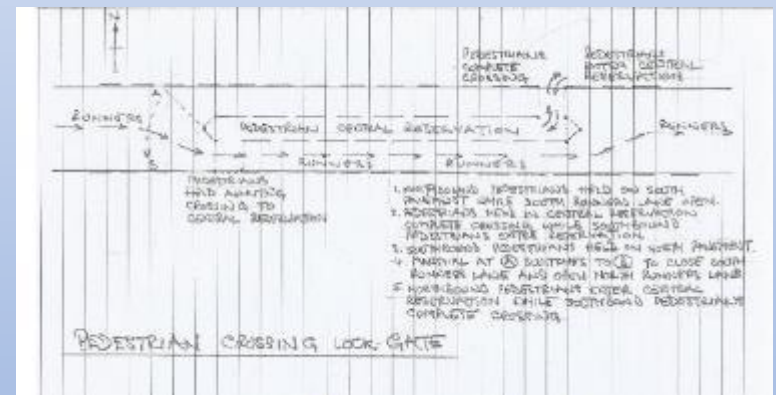
Marshalling Resources

What is a Marshals Briefing (Continued)?

- Detailed traffic or pedestrian crossing "lock-gate" layout and instructions, if appropriate. You may be asked to attend pre-event training.



Traffic "lock-gate"



Pedestrian Crossing "lock-gate"

Marshalling Resources

What is a Marshals Briefing (Continued)?

- Marshals report / briefing and marshalling point arrival times.
- Marshals have no legal power to direct or stop traffic but can politely ask motorists to “slow down or stop”. Request police assistance if necessary.
- Estimated arrival time of “Lead vehicle” / first runner.
- Any obstructions or hazards that runners should be aware of.
- Report any problems with runners / spectators / traffic / the public to Chief / Sector Marshal as appropriate (note bib number of any runner taking a short cut).

Marshalling Resources

What is a Marshals Briefing (Continued)?

- Reminder to stay calm, polite and not to be confrontational.
- “Stand down” procedures: Estimated arrival time of last runner / sweep vehicle, etc.
- Course clear arrangements. Placing and recovery of barriers, cones warning / direction signs may be covered by Traffic Management / Signage Teams. If not, marshals may be asked to assist with course clearance and litter collection.
- Arrangements for claiming Fee and /or Travel Expenses, if appropriate.

The list is endless and unique to the event.

Marshalling Resources

Any difference for International Events?

- For European, Commonwealth and Olympic Games International Marathons, etc. the same basic principals apply.

Some of the major differences you might experience:

- Strict security clearance required.
- Strict security course access procedures.
- Held under WA rules, including drug testing.
- Personal athletes' drinks follow strict chain of custody procedures and only the athletes National accredited Coach / representative will be authorised to handle runners' drinks at on-course aid stations.

Marshalling Roles & Resources

Why should I volunteer to Marshal?

Marshalling allows you to:

- Meet others within the running community.
- Experience the buzz of the race, without running it.
- Contribute to the safety of everyone involved.
- Continue your involvement if you're injured or the race is a longer distance than you would like to do.
- Give something back to the sport, leading to an appreciation of the contribution others make.
- Provide a positive experience for the runners by making the race more fun! Your smile and encouragement make all the difference.

Marshalling Roles & Resources

Any Questions?

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Many thanks for attending

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