

# Marshals

We decided to marshal the whole route when we began OYB as we felt this would be safest for the young children and their parents. As we have expanded the routes, we do not fully marshal the longest route, but each route interconnects with a shorter route which means that riders are never far away from help.

In return for offering to pay 50% of all proceeds over to a charity, we ask the charity to help with providing the marshals. Many of them have come back year after year to help, which means we now have a knowledgeable group of individuals who need little briefing.

To start, draw a clear map of the route noting all the turns where riders could potentially go the wrong way, and any major road crossing points. Marshals must be located at all of these points, especially the junctions where riders could take the wrong route.

Then calculate the total number of marshals needed and see whether any of the early marshals could be re-positioned to a later point on the route once all the riders have passed through. Assume people would like to work in 2s so double the number. We do not allow anyone under 16 to marshal on their own.

Depending on the route length it is advisable to have a tailing car which drives behind the last rider. When he passes each marshal point, the marshals can then return to base.

We also position a car and driver at the half way point and at the furthest point on the route from the start/finish (assuming they are in the same place).

Each marshal position is equipped with a first aid kit. Each marshal is provided with:

- Dayglo jacket
- Snack and drink
- Map
- Contact numbers

The marshals arrive in time to attend a briefing 1 hour before the event starts. They are then given coffee and a bacon sandwich, pick up their snack, jacket and map, and head for their position. They are advised to bring a chair to sit on, suitable weather gear, a mobile phone and they receive the briefing sheet in advance (see Appendix ....)

The marshals need to return to base to check back in and return their jackets and First Aid Kits.

The marshals are also asked for feedback on the event and any suggestions for improvement.

## Half Way Point

We increase the number of marshals at the half way point so that we can offer water, cut up fruit and biscuits to the riders. These marshals can also note which riders have gone on the longer route(s) and then check them back when they pass the half way point en route back to the start. It is advisable to have the half way point in a good mobile reception area in case of difficulties.

The half way point needs tables, chairs, bin liners, cups, water, fruit, pen and clipboard for recording rider numbers. It potentially also needs a bike rack for riders to store their bikes if they stop.

## Marshal sign up and confirmation

When each marshal has signed up their details are recorded on a central database and they receive a confirmation / information letter and a copy of the route map.

### **Sample Marshal Confirmation Letter**

First of all thank you so much for agreeing to help marshal this event. Here is some information for you.

You will need to bring with you a mobile phone (please e-mail your number if you have not already done so to [insert marshal co-ordinator detail] who is our marshal co-ordinator this year) and we recommend a folding chair if you want to sit down! Waterproofs might be advisable if the weather requires.

We will supply a small pack of light refreshments to help you through lunch and we will distribute basic first aid kits (plasters and antiseptic wipes) for any emergencies.

The ride this year starts earlier at [insert time]. Therefore, on [insert ride date] please come to [insert location] and park in [insert details] *Note to organiser – make sure the marshals can quickly move from the briefing point to their marshal position and are not blocked in by other vehicles. **Please be prompt.***

We will have a quick briefing, provide you with your refreshment bag, first aid kit, course map and dayglo jacket, as well as contact telephone numbers. We will also run through the ride procedures and any questions you may have.

We intend to finish the briefing by [insert details]. We will then ask each of you to drive or cycle to your designated marshal points which are shown on the attached map. There is sufficient parking at or close to each of these points. We will arrange the transfer of tables and refreshments to the half way point.

The ride will begin at [insert time] from [insert location]. Riders will be set off in batches and there will be a back marker who will let you know as he/she passes each marshal point. Once all riders are through, you no longer need to remain in position. The trailing vehicle will advise you that all riders are through. **Please would you come back to school to return your jacket and first aid kit.** We anticipate that it will take [ ] hour for riders to compete the short route, [ ] hours for the mid length ride and [ ] hours for the long route.

### **Emergency Contact**

We will nominate a Ride Director and Assistant based at school, each of which will have a mobile phone. You will be provided with these numbers on the day in case of emergency. At school there will be Red Cross representatives and an ambulance. We will also have vehicles available to transfer bike and rider back to school in case of emergency. You will be given the appropriate numbers on the day.

### **Route Direction**

A copy of the route is attached at the end of this sheet for your advanced information. The route will be well marked with directional signs. Please note that we have added a third route this year. We also have a health walk but this will not be marshaled. Your role as marshals is to direct the riders and not to stop the traffic. We have positioned you on the trickiest junctions where the greatest care is needed by the riders.

### **Half Way point**

The half way point of both rides coincides at the point where we will have refreshments (water, oranges and biscuits). The marshals designated to this point will be responsible for preparing and handing out the refreshments. We need to encourage riders not to stop for too long to avoid congestion on this corner. Bike racks will be erected to avoid congestion. There is space opposite the junction where the refreshment tables can be set up.

### **Queries**

If you have any questions at all, please contact [insert detail]. **IF FOR ANY REASON YOU ARE UNABLE TO MARSHALL AND YOU CANNOT FIND A REPLACEMENT, PLEASE CALL [insert detail].**

Once again thank you for helping to make this event another memorable occasion.

**REMEMBER TO THANK ALL MARSHALS AND LET THEM KNOW WHAT YOU HAVE RAISED.**