

KHMTT Position Descriptions and Duties

All volunteers must check in with the onsite Volunteer Coordinator at the COBRAS tent **before** the start of their shift. **DO NOT** just go to your assumed marshal position!

First Shift

- Check-in with onsite Volunteer Coordinator before 4:00 pm
- Stationed at position by 4:20 pm
- Remains at position until 5:40pm
- **Do not leave your position until second-shift replacement arrives! If the second-shift replacement is last, radio the Volunteer Coordinator.**

Second Shift

- Check-in with the onsite Volunteer Coordinator before 5:20 pm
- Stationed at position by 5:40 pm
- **Do not leave your position until the USAC official moto announces that last racer has passed position, usually by 7:00 pm**

Note: *Under NO circumstances should you leave your station early. If you have an emergency, please call or radio the onsite Volunteer Coordinator and request relief.*

Position Description and Duties

Holder

- Positioned at start line
- Holds bicycles allowing racers to clip-in for start

Stager

- Confirms racers are lined up in numerical bib order
- **Checks bib orientation and positioning (very important!)**
- Provides direction where needed

Runner

- Transports paperwork via bicycle between various positions around the course (From the registration area to the Chief Referee, onto the finish line Timer then back to the registration area)
- Runners are “on call”, stationed at either the start line or registration area

Spotter

- Positioned 100 yards before finish line with race radio
- Relays bib numbers to finish line Timer
- Typically requires standing on a short ladder

Spare

- Reports to Volunteer Coordinator at beginning of shift
- Available to fill vacant positions or secondary marshaling positions

Marshal

- Stationed at various intersections around the course
- Monitors motorists, pedestrians, and cyclists
- Provides direction as needed

Marshaling is a critical part of the race process with its primary role being managing vehicular and pedestrian traffic minimizing confusion where possible. (Note: Marshals do **NOT** have the authority to “control” traffic, cyclists, or pedestrians.)

The marshal’s secondary role is to ensure racers spot upcoming turns by using verbal commands and/or pointing or gesturing toward the turn. Marshals are also welcomed to encourage cyclists where appropriate (please do **NOT** reach out to give the “high-five” to passing racers or ring cowbells!)

Event and Course Knowledge

All support personnel will be expected to know the race route, start, and finish times and other general information to address questions from park users.

Warning Signals and Demeanor

There will be times when warning signals will be needed to protect you and others in the immediate area. Please adhere to the following guidelines.

- Be commanding, not demanding
- Make eye contact whenever possible
- Use hand signals that are “large” and clearly visible from a distance
- Use a loud commanding voice only when necessary
- Be courteous
- Use common sense
- Behave in a professional manner

General Info and Guidelines

- Wear light-colored clothing with your KHMTT Hi-Vis safety vest on the outside
- Hi-Vis safety vests distinguish event personnel from other park users
- Stand in the most conspicuous spot at your position so you are clearly visible
- NEVER assume a cyclist or motorist sees you!
- Avoid standing in the shade (minimizes your visibility to others)
- Stand alone, apart from other park users and support personnel
- Important: Stay at your position for the duration of your shift until officially relieved!

Note: If your position lends itself to a chair, please be sure you can see approaching racers from at least a quarter mile away, your chair is completely off the roadway and PLEASE stand as soon as you see an approaching racer!

Staying Focused

- Keep your mind on your duties and the safety of our racers, park-users, and motorists!
- **Do not use your smartphone** except to report accidents and/or other pertinent event information
- Avoid unnecessary conversation
- Do not step into the roadway or turn your back on approaching traffic

Race Radios

- Test radios at the beginning of your shift (whether first or second shift)
- The Volunteer Coordinator will call you on the radio (by position number) to verify that you are at your position
- Keep volume turned up so you can hear ALL transmissions
- Familiarize yourself with radio use
- Anytime you use the radio, identify yourself by stating your position number. Example: "Marshal 8 reporting a rider with a mechanical issue"

Accident Protocol

Important: If a rider needs immediate medical assistance do **NOT** dial 911 – contact the Race Director who will then activate the onsite EMT's and supporting systems if necessary (more below)!

If an accident victim is unconscious or severely injured:

- Do **NOT** move them!
- Enlist the help of others to direct traffic
- Radio or call the Race Director (**NOT** 911 – Race Director will activate onsite EMT's)
- If you can not reach the Race Director call or radio the Volunteer Coordinator
- Be clear and concise with communications noting the location of the accident
- Give the Race Director or Volunteer Coordinator your marshal position number

If a rider is **not** severely injured or has a mechanical issue:

- Assist if needed
- Move off the roadway
- Contact Race Director if transport to Smoky Hill parking area is required

Menacing Motorists

If you observe a motorist behaving in an unsafe or threatening manner please adhere to the following guidelines:

- Do **NOT** engage!
- Record license plate number, vehicle make and model
- Contact the Race Director
- Note actions and details
- Note time and location of incident
- Be courteous and professional!

Race-Day Cancellations or Delays

Do **NOT** relay information about race-day cancellations or delays unless you have received information **directly** from the Chief Referee or Race Director!

Marshaling Recap

Course marshals do **NOT** have the authority to **force** motorists, cyclists or pedestrians to stop or slow their speed! Their role is to manage traffic and minimize distractions and confusion.

Most Park users will follow instructions but, in the event, that they refuse, the course marshal is limited to **warning race participants** of possible hazards.

Conclusion

Cycling events present a multitude of challenges (and rewards) that require volunteers and support personnel to use common sense and good judgment at a moment's notice. If you have questions about your position or duties, please contact the Volunteer Coordinator at Coordinator@cobrascycling.org

We look forward to another successful season and appreciate your involvement!