



GLOUCESTER CITY CYCLING CLUB CLUB TIME TRIALS MARSHALLING GUIDE 2022 SEASON

INTRODUCTION

Each marshal helps for two weeks as follows and will need to attend by car. On the first week each marshal can come and race for free, but will need to stay to the end, collect the signing on sheet and timekeeper's log, collect up the course signs and signing on equipment, and take it all home with them.

On the second week, the marshal will set up the course and sign on equipment, make themselves known to Malcolm Grainger the timekeeper, do the sign on, then help with the start, marshal the course and help Malcolm. They will not be able to race that week.

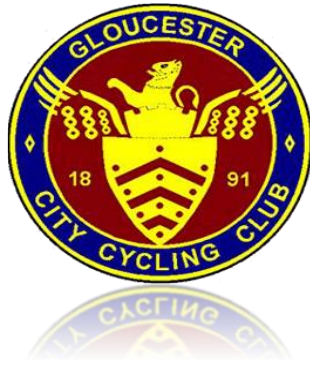
This guide contains the following information:

- Before the event
- Covid risk assessment
- First week: clearing up at the end of an event
- Second week: setting up checklist, how to do the sign on, starting and timekeeping
- Contacts

It needs to be read in conjunction with the map of the course being used.

BEFORE THE EVENT

You will be emailed one week before the day you are due to clear the course, to act as a reminder, and also confirm the courses that you are due to clear the one week and set up the next. Remember it is your job to find a substitute if you cannot do one or both of your weeks, otherwise the event will not go ahead.



COVID RISK ASSESSMENT

- The legislation to do with infection control in the Covid pandemic has now been repealed, but what follows is common sense advice; it is recommended that it is followed, particularly because at the time of writing CTT have not changed their guidance.
- Anyone with Covid symptoms (temperature, new continuous cough) should not be at the event in any capacity.
- The people collecting and setting out signs should clean their hands with the hand sanitiser provided after they have touched them. The signs themselves do not need cleaning.
- Clean the pen used during the sign on with the Clinell wipes provided between different people using it.
- Contactless payment only.
- Participants should have their own safety pins if they are using them.
- Clean the race numbers after use wearing the provided gloves with the Clinell wipes and put them back in the sign on bag.
- Put any wipes into the rubbish bags provided, tie up the bag, sanitise your hands and dispose of the bag in your own rubbish bin, at home.

FIRST WEEK

Clearing up at the end of the event

- Collect the timekeeper's log and signing on sheet from Malcolm Grainger the timekeeper. It needs to be given, to Derek Dowdeswell, who collates and publishes the results.
- If Derek is not at the event, take a picture of the timekeeper's log and send it to him, by email or picture message (See Contacts below). Put the timekeeping log and signing on sheet into the bag.
- Clean the race numbers as described in the Covid risk assessment above.
- Collect up the course signs and sign on equipment.
- Take them home for next week.

SECOND WEEK

Setting up

- Arrive at course well before the start and review it for hazards. These include the weather (heavy rain), mud or surface water on the road, roadworks,



temporary traffic lights, excessive traffic. Cancel the event if the hazards are significant, fill in the risk assessment form and inform race secretary.

- Put out signs in the locations on the course maps. As a general principle there should be 'Cycling Event' signs at the junctions of the roads approaching the course, and left turn signs at each left turn.
- Sweep excess gravel away from corners (particularly important with the Staunton UC713 course)
- Set up the sign on in the locations as detailed on each course map. Usually they are next to the start, apart from the U72 course in Maisemore.
- Malcolm tends to arrive about 30 minutes before the start.

How to do the sign on

General

- Equipment: folder with CTT sign on and parental consent forms, pen, Sum Up machine, disposable gloves, hand sanitiser, Clinell wipes, race numbers, rubbish bag.
- Each participant needs to complete the sign on sheet, including their age, details of an emergency contact, and whether they are a GCCC first or second claim member.
- All participants must have a hard shell helmet and front and rear lights on their bike, or they cannot start.
- For participants under the age of 18, you need to see their parental consent form. This can be downloaded from the CTT and club website and completed in advance if their parent/guardian is not with them. There are consent forms in the bag which can be completed on the night.

Taking payment

- The SumUp machine is easy to use and contains its own SIM card so does not need to be paired with a mobile phone. The instructions are in the bag if needed.

Prices

In general the cost of under 18s is lower because they are only paying the CTT levy.



GCCC first and second claim members

18 and over	£5.00
Under 18	£4.00

Prices (continued)

Non GCCC members

Member of CTT affiliated club

18 and over	£5.00
Under 18	£4.00 + day membership

Member of non CTT affiliated club

18 and over	£5.00 + day membership
Under 18	£4.00 + day membership

Day membership

18 and over	£2.00
Under 18	£1.00
Family	£3.00

A form needs to be completed for day membership, which is in the bag.

The start and timekeeping

The start and finish of each course is marked with spray paint. Malcolm will be our timekeeper every week and all of the guidance will come from him. He tends to bring his own timekeepers log but there are spare sheets in the bag.

There is a basic guide below for your own information. Participants will do their own standing start this season: the club have decided not to do pushing off this year.



Basic guide to timekeeping

Each event needs to be started on time at 7pm, unless stated on the race calendar. One minute before the first rider is ready to start, start both Stop Watches simultaneously. This then gives you a backup if one of them goes wrong.

Start rider number 1 off on the first minute, rider number 2 on the second minute etc. Advise rider of time to go before start @ 30sec, 15sec, 5,4,3,2,1.

It is always advisable for the rider to check nothing is coming before they start (by looking over their shoulder) and helpful if the start timekeeper can mention if any traffic is approaching.

The timekeepers log needs to be completed correctly in order to get the right times for each event. This is broken down in the following columns:

<i>Elapsed Time</i>			<i>Actual Time</i>	
Min	Secs	No.	Mins	Secs
71	47	9	62	47

Example. If ride number 9, finishes a club 25 in 1hr 11mins 47sec on the stopwatch. It is recorded as above with the number 9 converted into minutes and removed from the Elapsed time. Riders number 9 actual time is 1hr 2min 47sec.

It is easier to leave the stopwatch going when timekeeping and read it as the rider crosses the line, so you do not accidentally stop it by mistake.

CONTACTS

Roger Whittle Race Secretary

[gcccrcasesecretary@gmail.com](mailto:gcccracesecretary@gmail.com), 07973 560740

If an event is cancelled or any adverse events (e.g. an accident), problems with course equipment

Malcolm Grainger Timekeeper

mm.grainger@btinternet.com, 07534 494338



Derek Dowdeswell Results

derekd137@hotmail.co.uk, 07763 234814

**Roger Whittle
March 2022**