



GLOUCESTER CITY CYCLING CLUB CLUB TIME TRIALS MARSHALLING GUIDE 2026 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 the timekeeper, usually Emma, do the sign on, then help with the start, marshal the course and help the timekeeper. They will not be able to race that week.

This guide contains the following information:

- Before the event
- First week: clearing up at the end of an event
- Second week: setting up checklist, cancelling an event, changing to an alternative course, how to do the sign on, starting and timekeeping, advice about marshalling on the course, procedure for incidents
- Contacts

It needs to be read in conjunction with the guide to the course being used, and its risk assessment. These are in the folder in the kit box.

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 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, or the event will have to be cancelled.



FIRST WEEK

Clearing up at the end of the event

- If Emma is timekeeping, she will make a spreadsheet of the times and collate the results.
- If Emma is not at the event, take a picture of the timekeeper's log and send it to Emma by email or picture message (See Contacts below). Put the timekeeping log and signing on sheet into the bag.
- Collect up the course signs, sign on equipment and numbers.
- Take them home for next week.

SECOND WEEK

Setting up

- Make sure you have read the guide and risk assessment for the course.
- Arrive at course well before the start and make an on the day risk assessment, where you review for hazards. These include the weather (heavy rain, wind), mud or surface water on the road, roadworks, temporary traffic lights, excessive traffic.
- On the start sheet, tick the box to say that you have followed the risk assessment, and answer the question which asks if there are any additional hazards found in the on the day risk assessment; document what the hazards are if found.
- Put out signs in the locations on the course maps.
- 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 UC714 Corse Lawn course (that is at the end) and the Portway hill climb course (which is by the Kings Head pub at the bottom of Upton Hill).
- **All marshals should wear a high visibility tabard.** These are in a holdall in the equipment box.
- Emma tends to arrive about 30 minutes before the start.



Cancelling an event

- This hardly ever happens, and cancelling is basically common sense, but reasons for doing so would include:
- *No marshal*, because the allocated person cannot marshal and has been unable to find a substitute.
- *Weather*. In past years we have cancelled in advance if there is an amber or red warning around the course at the time of the race (the one occasion I remember was when the wind and rain turned out to be very bad indeed). Otherwise, events have been abandoned if there are severe wind and rain.
- *Obstructions on the course*. The commonest would be temporary traffic lights and roadworks, also mud and surface water. There is an approved alternative course every week; this could be used instead. Details of this are on the race spreadsheet on the club website.
- *Excessive traffic*. The commonest course this affects is the U7B, if the nearby M5 is closed for any reason.
- If you think an event should be cancelled, please tell the racing secretary: contact details below. They will tell the timekeeper and publicise the cancellation.

Changing to the alternative course

- The commonest reason will be roadworks on the intended course.
- The racing secretary will check in advance for roadworks on the course using the county council website and will let the marshal know if the course is clear; if it looks as if a change is needed at that point the secretary will organise this, let the marshal and timekeeper know and get the change publicised.
- If you think the course needs to be changed for another reason (for example if temporary traffic lights have suddenly appeared when you arrive to set out the course), again contact the racing secretary for advice.

How to do the sign on

General

- Equipment: folder with CTT sign on and parental consent forms, pen, Sum Up machine.
- 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 working 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. Only one form per season needs to be completed.

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

Non GCCC members

Member of CTT affiliated club

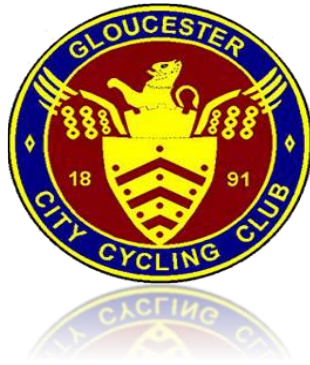
18 and over	£5.00
Under 18	£4.00 + day membership

Member of non CTT affiliated club

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

Day membership (form needs to be completed)

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



The form needed for day membership is in the bag.

The start and timekeeping

The start and finish of each course is marked with spray paint. Emma is usually our timekeeper, and she tends to record the timings as a spreadsheet on her phone. She then collates the results and does the points for all the trophies.

If Emma is not timekeeping, you may have to do it yourself. There is a guide below and timekeeping logs in the kit box. In that event, please take a picture of the timekeeping sheet on your phone and email it to Emma (contact details below)

There is a basic guide below for your own information.

It is your choice to have participants do their own standing start or hold them up and push off.

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.

MARSHALS ON TIME TRIAL COURSES

A marshal in a time trial has no standing in law and cannot interfere in any way with traffic (CTT guidance note 11). Each rider participates at their own risk. It is the rider's responsibility to follow the route of the course correctly.

If a club time trial has only one marshal, then their role is to set up the course and to assist the timekeeper as above. The marshal should have followed the course guide and risk assessment and must have conducted an on the day risk assessment and documented it as described above.

If a marshal is available for the course itself, they should wear a high visibility tabard and may indicate the way to go to riders, **but it is up to the rider how they use that information.**

INCIDENTS

- Incidents are very uncommon. If any accidents happen, a CTT accident form will need to be completed by the witnesses. There are forms in the kit box. Please take a picture of the form on your phone and email it to the racing secretary (contact details below).
- There is an up to date first aid kit in the kit box.

CONTACTS

Roger Whittle Racing Secretary

gccracesecretary@gmail.com, 07973 560740



Contact the racing secretary if an event has to be cancelled, a course has to be changed, or if there is an incident.

Emma van der Wal, Timekeeper and Results

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Roger Whittle
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