

Instructions for Event Coordinator at Spokes Cycle Club Events

Prior to the event:

- Contact the marshals to remind them of their duties and ensure they are attending or that they have nominated a replacement. In larger events it is best to organise a meeting in the week prior to the Event with all Event officers.
- Allocate role of Timekeeper to one or two marshals allocated for the event- you might chose to do this role.
- Ensure marshal is aware of need to collect Spokes Cycle Club trailer from Jennie Haste's home, 7 Dianella Crt Strathalbyn. (0457 295 669 to arrange pick up time with Jennie)
- Ensure marshal and timekeeper are aware that they need to be at the start of the event at least 45 minutes prior to the start time.
- Ensure you have arranged with marshals to assist you with putting out signs.
- Liaise with Club Secretary to collect the RACE BOX with sign on and results book. Check race box for stop watches, bell and appropriate resources to record results.
- Obtain and read TMP prior to event and check the event course in the week prior to the event. (TMP = Traffic Management Plan copy in Race Box)
- Contact Main Roads WA 9956 1200 (Sarah Page or Peter Herbert) to arrange collection of additional signs not available in Spokes trailer (needed for major events) to be picked up on the Friday prior to the event then returned on the next working day after the event.

Day of the event:

- Utilising the Traffic Management Plan - place signs out and record the Daily Diary detailing the time of signage set out and removal
- Arrive at start line of the event at least 45 minutes prior to the event.
- Supervise marshal and timekeeper duties as per allocation
- Demonstrate Marshal's use of Red Flag as per Marshal's instructions
- Set up table (from trailer) and place sign on books (and race numbers) for access by riders.
- Ensure ALL riders complete sign on book and pay nomination fee
- Ensure ALL riders have compliant helmets and bicycles. Brief on compliance with Road Rules and obey Marshals' instructions
- Ensure juniors, who require parental consent and those under 16 years have a parent or responsible adult to accompany them in the event
- Ensure ALL riders have paid appropriate membership or day license where applicable.
- Place any new membership or day license forms in the relevant envelopes for handing to Club Secretary.
- Despatch marshal to appropriate area.
- Ensure timekeeper has full list of riders and is ready to commence.
- Check event type (handicap, mass start, time trial etc) and then advise riders of starting order.
- If handicapped event allocate starting order
- Welcome new riders, explain rules of event and thank event sponsor and give them opportunity to address everyone.
- Assist timekeeper with recording of cyclists as event is completed.

At the completion of the event:

- Advise cyclists of results and thank timekeeper and marshal
- Advise cyclists of next event and any upcoming meetings etc
- Provide Club Secretary with monies, sign on forms and membership/day license forms
- Provide Events Committee Member with results book
- Collect signage and repack sign trailer, ensuring all have been accounted for
- Return trailer to Main Roads on next working day

Complete write up and ensure write up and results are emailed to: spokescycleclub@gmail.com

Thank you for your support – it is very much appreciated.

Tim Glenister, President, Spokes Cycle Club

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