



## **Tewkesbury Triathlon Club**

### **Event Marshalling Guidelines**

This document is based on the BTF and Triathlon England guidance for event organisers and marshals but is specific to the Club. It should be read and understood by all Club members.

Marshals are key to the success of our events and we are grateful to every volunteer that we have.

#### **1. General Marshalling Duties**

Main Responsibilities:

- Facilitate the smooth running of the event.
- Be familiar with the venue and the facilities.
- Ensure spectators do not enter athlete only areas.
- Remain at your designated point.
- Report any incidents to the Race Director ASAP.
- Be prepared to answer questions from athletes and spectators.
- Always remain calm and polite (see below).
- Responsible to and supported by the Race Director & Lead Marshal.

No experience is required and there will always be another Club member/fellow marshal there to offer advice.

The role requires enthusiasm, efficiency, confidence in giving instructions and the ability to motivate competitors. However, you are required to always remain calm and polite when carrying out your duties.

Our events attract both seasoned and novice athletes. Some will be entirely comfortable with the race environment, others will not. Please embrace these differences by adapting your behaviour to make them feel as safe and welcome as possible.

#### **Marshal Behaviours**

Maintaining the highest standards of behaviour is important for all marshals, so there are some behaviours which will not be tolerated:

- Use of offensive or foul language
- Use of discriminative language or behaviour
- Unneeded or inappropriate physical contact with athletes

Marshals or volunteers may be required to make physical contact with competitors (writing numbers on arms or legs for example). Where the situation is not an emergency and physical contact is required, you must:

- Clearly explain to the athlete what physical contact is required and why
- Ask for permission from the athlete to use the physical contact you have described
- Limit physical contact to what is necessary and appropriate to the situation.

You will be required to attend to your role and adhere to the guidelines for the duration of the event or as per the event briefing provided by the race team.

## **2. Transition Marshal Duties**

Main responsibilities include every aspect of section “1. General Marshalling Duties” plus the following:

- Direct athletes to the correct racking/transition area before the race
- Direct athletes out of the correct exit after set-up
- Keep spectators out of the transition area at all times
- Direct athletes into and out of T1 and T2 during the race
- Check that athletes leave the transition area with the correct bike at the end of the race

## **3. Swim Marshal Duties**

Main responsibilities include every aspect of section “1. General Marshalling Duties” plus the following:

- Ensure participants report at swim start
- Ensure that participants swim in the correct wave
- Watch for false starts and report any concerns to the Race Director
- Direct participants to the transition area
- Lifeguards:
  - Ensure the safety of the swimmers and be prepared to help with any rescues
- Water Based Support:
  - Ensure the safety of the swimmers and offer assistance as soon as it is required

Experience required depends upon the position held and the race team will ensure that only appropriately qualified or experienced volunteers fulfil any specialist roles.

### **Swim Marshal Behaviours**

The swim environment, either pool or open water can make some athletes feel especially vulnerable. As a swim marshal you should have a heightened awareness of this and provide additional personal space to athletes to ensure that any feelings of vulnerability are not amplified.

Physical contact with athletes in the swim environment is not required as part of the role. Providing additional personal space for athletes helps reduce the risk of unwanted and accidental physical contact.

#### **4. Bike Course Marshal Duties**

Main responsibilities include every aspect of section “1. General Marshalling Duties” plus the following:

- Direct cyclists to turn the correct way at junctions
- Keep spectators off the bike course
- Warn athletes of road conditions
- Direct participants to the transition area
- DO NOT attempt to stop moving traffic
- Wear a reflective vest at all times

#### **5. Run Course Marshal duties at TTC events**

Main responsibilities include every aspect of section “1. General Marshalling Duties” plus the following:

- All general marshalling duties as above plus:
- Direct runners on the correct course.
- Keep spectators off the run course.
- Direct participants to the transition area.

Thank You!