

Southend Wheelers

Club Time Trials

Organisers duties 2013

These notes should be read in conjunction with the Riders Briefing Notes, Marshalls (roadside) Duties, and Signing on and Timekeepers Duties, documents.

The Organisers duties are not limited to the following but these are the most important. Any other requirements will be explained to you by the committee or will become evident as your experience grows.

The club committee have, using the Generic Risk Assessments, carried out by CTT Course Sub-Committee, on the TT courses we use, produced an easy to follow guide for organisers when preparing courses. The guide is a set of maps and photographs which, in conjunction with this document, explain the requirements and procedures.

As a club Time Trial Organiser your main duty is to ensure that the safety arrangements, as specified in the Organisers guide, are in place prior to the start of the event and that they are removed at the end.

For most events your main duties will be:

Before the start

Preparing the course.

1. Ensure the course signs are set in accordance with the instructions provided.
2. Carry-out an 'On The Day' Risk Assessment, completing the simple form.

Preparing the course and carrying out the on 'On the Day' Risk Assessment should be carried-out by a team of at least two people. The safety of you and your colleague's must be your primary concern and you must not put yourselves at any risk.

Note the following when preparing the course:

- i. Wear Hi-Vizibility vests at all times
- ii. Obey the rules of the road and follow the highway code at all times
- iii. Park/stop your vehicle off the road whenever possible, Where it is not possible:
 - a. Use Hazard warning indicators.
 - b. Get out of car on the nearside.

Where it is necessary to remove debris from the road, including sweeping gravel, one person should be the safety look-out.

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On occasions, you might identify new hazards during the 'On The Day' Risk Assessment. In that case, if the risk presented is not already controlled within the existing measures or could be controlled by simply warning the riders, it will be necessary to take further action. Deploying another Marshall, placing a red warning flag and advising the riders may be sufficient and within the resources available to you. .

The event must only be allowed to start once, having implemented such control measures, you are able to note on the 'On The Day' Risk Assessment that the risk can be described as low. **Should you not, having deployed control measures, be able to describe hazards as low, you must cancel the event.**

Riders are aware that your decision will be final and should not be questioned.

Under no circumstances is it acceptable to modify the original course or change the direction of travel. Neither should either the Start or Finish be moved.

The Organisers guide explains the mandatory number of Marshalls required and where they must be positioned. Should you find that you do not have enough marshalls then the event should be considered as cancelled until replacements are found from amongst the riders. You should first ask for volunteers, if none are forthcoming 'draw straws'. Note the riders name and ensure they are not selected for subsequent events.

Deploying Marshals (You may appoint a Chief Marshal to action)

1. Issue Hi-visibility tabards to Marshals, ensure they know their duties and are in position.
2. Allocate positions to Marshals and ensure they are in place in time.

Handing the Course over to the Time keeper (probably at the start)

3. Deliver the completed 'On The Day' Risk Assessment to the Timekeeper, briefing him on the outcomes.

Once the last rider has finished - Collect in the signs and Hi-visibility tabards.

Some or all of these duties could be delegated to a 'Chief Marshal' nominated by you.

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Important Note: In writing these notes and the guide. We have tried to avoid potential for doubt or question by intentionally limiting the discretion of Organisers to prepare the course other than as prescribed in the guide. We have intended that it will only be possible to consider controlling low/medium risk, new hazards.

Your most important duty is to ensure the safety of yourself, other Marshalls, riders and other road users by handing a low risk course over to the Timekeeper. In most cases you will be able to prepare the course without noting any hazards. On other occasions hazards may be present. Your primary concern is always safety and your decisions must not be compromised by a desire to not let people down by cancelling an event. Although these notes do give guidance on how one might overcome unexpected hazards there is no expectation that you should attempt to manage any unforeseen circumstances. We recognise that 'in the heat of the moment' is no time to be making decisions.

Together with the Timekeeper and in the absence of a Committee member, you are the clubs representative in any matters involving competitors, the public or emergency services. You must report any new hazards either temporary or permanent and details of any incidents to the committee via the General Secretary as soon as possible after the event.