

CHRISTMAS CRACKER 10k 2014

PRE-EVENT INSTRUCTIONS AND GUIDANCE FOR COURSE MARSHALS

SECTION 1: GENERAL GUIDANCE

Remember: As a marshal, you are there to ensure that the safety of yourself, the runners and other members of the public, are maintained at all times.

What do you need to bring on the day?

- Warm and waterproof clothing available with you – after all it is December!!!
- Suitable footwear for the conditions of the marshal position you have been allocated
- Sun protection cream and sun hats (may be needed for sunny days!!!)
- **All marshals should have access to a mobile phone – if you do not have a personal phone please let the Assistant Race Director and Team Leader know before race day.**
- Water/juice (non alcoholic of course) is advisable – consider also bringing a snack – it is anticipated that you will be out on the course for at least 2 1/2 hours.

When should I arrive?

- All marshals must report to the marshal check in point (large white van south side of the pier) by 09:30am at the latest. We will confirm which team you are in, your team leader and where your briefing will be by 3rd December 2014. All briefings will take place at 10:00am on the seafront.

What do I get given on the day?

- High visibility clothing (jackets or tabards) will be issued and must be worn by all marshals. This is for your safety and to identify you to runners/spectators needing advice or information. These will be issued when you report to the marshal check in point on race day.
- A whistle for all road marshals – to be used only for warning purposes.
- A pencil for any notes you might need to scribble down on your position sheet of any pertinent details should there be an incident that needs recording.
- An emergency number card with contact details of your team leader, Annette Giles (Casualty/Medical Controller), Jim Wotton (Deputy Race Director) and Malcolm Gammon (Race Director)
- Position sheet – issued by your team leader. This will have details of your position and other information to assist you.
- Thermal blanket for use with runner should they be taken ill or need to drop out of race due to injury.

Ensure you fully understand what your duties are

- These will be detailed on your marshal position briefing sheet given to you on the day by your team leader. They can also be accessed via the website. www.westonac.co.uk/marshall.htm. On the day please ask your team leader for clarification of any points you do not understand.
- **The Beach and Beach Road will be closed as a throughway. The remaining roads remain open.**

- Ensure the safety of the runners by reducing possible conflicts with other road users. On the public highway you may have to flag drivers down and politely ask them to stop or slow down.
- Keep to the near side of the vehicle, whenever possible. **Do not ever stand in front of a vehicle**
- On the beach you will need to ask pedestrians and dog walkers to stay off the course as runners come by and to keep their dogs under close control – ideally on a lead.
- Marshals must be aware that although they can advise they cannot legally enforce directions.

What do I do if someone ignores my warnings/advice?

- Try to remain calm and do not get into any argument.
- Make sure you are safe and that you warn everyone around you that the person/vehicle is present.
- On the road, use your whistle. You may need to get runners to move to one side if their safety is compromised.
- It might be worth recording any registration numbers and time – just in case we need it later
- Restore any signs that may have been moved back to their original position
- Pass any registration number(s) to your team leader for post-event reporting, along with a short note of what occurred.

SECTION 2: IN CASE OF EMERGENCY – GUIDANCE

If there is a medical emergency/incident at your marshal point

Should a medical emergency occur at your point on the course, you should take the action(s) you feel are immediately appropriate. These include:

- Communicating with Runners to advise of avoiding action(s) to be taken
- Contacting Annette Giles via mobile phone for further advice/medical help
- Communicating with other marshals in the immediate vicinity to seek additional help
- Recording any details (names, race numbers, registration number) that might help further action
- Enlisting the help of runners, if required.
- Implementing any first aid measures that you are trained in and happy to execute i.e. placing runner in the recovery position.

If you consider the incident to be of a serious medical nature you may have to stop any further runners passing the point of incident. Communication with your Team Leader and Race Control is top priority if you have had to stop the race. Help will be directed to you as soon as is possible.

If there is a general emergency/incident at your marshal point

Should a general emergency occur at your point on the course, you should take the action(s) you feel are immediately appropriate. These include:

- Communicating with Runners to advise of avoiding action(s) to be taken

- Contacting Jim Wootton via mobile phone for further advice/ help
- Communicating with your Team leader and other marshals in the immediate vicinity to seek additional help
- Recording any details (names, race numbers, registration number) that might help further action to be implemented.
- Enlisting the help of runners, if required.

If you consider the incident to be of a serious nature you may have to stop any further runners passing the point of incident. Communication with your Team Leader and Race Control is top priority if you have had to stop the race. Help will be directed to you as soon as is possible.

Should there be an emergency on any other part of the course:

Any emergency vehicle must have priority and be allowed to pass the runners – if necessary you might need to ask runners to stop whilst the vehicle passes. You will be contacted and given information if your instruction to the runners needs to be changed.

If you are stationed at a road junction and an emergency vehicle approaches do not remove any barriers/signs until the vehicle has slowed and you have been able to confirm with the driver that there are runners on the road and they need to take precautions.

You may then move any signs/barriers to allow them to enter the course. Make sure you warn all runners and marshals in your area that a vehicle is now on the course.

If the incident is considered to be of a serious nature you may be required to stop any further runners passing your marshalling point. Please await further instruction before allowing runners to re-commence.

SECTION 3: EVACUATION PROCEDURES – GUIDANCE

If we need to perform an evacuation of part of the course the following will apply:

For evacuations near the Grand Pier:

- **Pre-race:** Evacuate spectators, runners and all race staff to safe locations onto promenade on either side of pier at least 600 metres from main structure taking into account wind direction and tide conditions. North = Knightstone Causeway, South = First Aid /Lost Children's Post. If major fire then race will be abandoned. If small fire that is quickly and easily brought under control – start will be delayed and then continue as normal as long as no structural damage has occurred.
- **During race:** the emergency situation will be communicated to all personnel in possession of radio's, race finish point to be relocated to 600m south of pier i.e. First Aid/Lost Children's Post.
- **Scenario 1:** runners approaching pier on 1st or 2nd lap of beach before heading to Uphill. If south side of pier, runners can be turned around by marshals and sent to Uphill early. If

runners are north of the pier – they need to be taken off beach at Waves Cafe slipway, directed to Knightstone Causeway by marshals (RV point) – race will be over for them as frontage of pier/promenade will need to be kept clear for emergency vehicles/access.

- **Scenario 2:** runners approaching pier on final lap of beach will be turned around at Sea Life Slipway to head back towards Uphill in order to finish at a new point i.e. Royal Sands (Drink Station). All runners who have already passed through the original finish will be asked to quickly leave the beach by Waves Cafe slipway and directed to Knightstone Causeway by marshals (RV point).
- If major fire then race will be abandoned. If small fire that is quickly and easily brought under control – race will continue with deviations to route as described above.
- **Post race:** As pre-race.

For evacuations on the road/beach other than near the Pier:

Occurring within your marshalling position:

- Initial action: direct runners away from the incident requiring evacuation – direct them to safe distance away i.e. at least 300m.
- Notify team leader or race control of the incident and need for evacuation. Inform them of action taken so far and an idea of what assistance is required i.e. emergency services response,

Occurring away from your marshalling position:

- You will receive clear instructions on where the runners closest to your position should be asked to run/wait. In general we would ask them to continue on the route to the next designated evacuation point – **you will be informed of these as part of the race brief.**

On being given the all clear, runners should be asked to continue along the course and back to the finish on the beach.

If the race has to be abandoned due to severity of the evacuation incident that has occurred, then marshals will be instructed to inform the runners of the situation and also of the safest and most appropriate route the runners should take in order to return to race headquarters.

SECTION 4: POST RACE ACTIVITY

Once the sweepers and sweep vehicle has passed your marshal point (for the **SECOND** time if you are on the beach between the Grand Pier and Royal Sands and the seafront between Royal Sands and Sealife) your main duties are over. Ensure that you are safe and then please finish by performing the following:

- Collect any items discarded by the runners to assist in the clean up of the course
- Collect together any RACE signs or cones/tape for collection. **You must not move any of the road closure signs/barriers or cones unless instructed by your team leader.**

- Return your safety clothing and radio if applicable (this may be done via marshal team leaders)
- Debrief your marshal leader about any incidents during the race that might require investigation and review by Race Control.

FURTHER INFORMATION

<http://www.westonac.co.uk/marshall.htm>

N.B. Please remember, Cracker T-Shirts will **NOT** be able to be collected on Cracker Day this year – the runners have priority for allocation. We will ensure everyone who assists with the race receives their T-Shirts after the event. Many thanks,
Cracker Organising Committee.