

LEAD MARSHAL CHECKLIST

BM008 rev 03



Pre-Event Day:

- 1) Confirm event public liability insurance as per *Event Details Form*.
- 2) Copy of event *Risk Assessment* from the event organiser.
- 3) Emergency phone numbers obtained from Event Organiser.
- 4) Route map.
- 5) Event start time and location.
- 6) Email route, risk assessment, key no's to all Marshals before event.
- 7) Static Marshal positions confirmed with event organiser.
- 8) Plan for Marshals to groups/key junctions/key roles if necessary.
- 9) Confirm route to be driven/assessed before event, where possible.

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Event Day:

- 1) Check with organiser for any last-minute changes.
- 2) Confirm all Marshals are in attendance.
- 3) All Marshals to sign on for event insurance cover.
- 4) Distribute hi-viz jackets as necessary.
- 5) Distribute radios as necessary.
- 6) Confirm lead and broom-wagon vehicles.
- 7) Assign designate for communicating a serious incident to committee.
- 8) ICE details for riders available from BikeMarshals Chairperson or Secretary.
See bikemarshals.ie for contact numbers.

Briefing to Marshals:

- 1) Roll call / Introductions.
- 2) Serious Incident process. Assign Designate. Access to ICE numbers.
- 3) Report Near Misses. Confidentially if preferred.
- 4) Communications check (if relevant).
- 5) Confirm all Marshals have event emergency contact numbers.
- 6) Summarise route details, highlight any key hazards such as weather.
- 7) Assign marshals to specific actions if necessary (Chaser, Point).
- 8) Marshalling:
 - Leapfrog or Caterpillar system?
 - Your own safety first. Rules of the Road apply.
 - If junction is not marshalled and you feel it should be then DO IT!
 - Overtaking other Marshals? Always get signal first.
 - Overtake cyclists on the right and only when safe to do so.
 - Use of whistle, horn and red flag.
 - Be polite (it gets you a long way).