

RACE MANAGER

- **GENERAL DESCRIPTION**

- **Race Manager:** This is an alternating position as appointed by the Racing Convenor. All Race Managers need to have an understanding of the Cycling Southland “Traffic Management Plan” and be supplied with a current Position Description as detailed below. His/Her responsibility is to liaise with the key personnel listed below and to ensure that every effort is made to provide a safe and fair environment for all participants. The Race Manager must be provided with the appropriate equipment and any other information relevant to the task.

KEY PERSONNEL

- **Racing Convenor:** Responsible for receiving event entry fees and preparing handicaps and grades for racing.
- **STMS & Traffic Controllers:** Responsible for setting up and removal of the safety signage for the start/finish areas of the event and for the corners and identified hazards on the circuit, according to the Cycling Southland Traffic Management Plan. (TMP)
- **Course Steward:** Responsible for arranging adequate personnel to safely marshal the race circuit, according to the prepared Cycling Southland Traffic Management Plan.
- **Commissaire:** This is an alternating position. If a qualified Commissaire is unavailable, an experienced official may be appointed by the Racing Convenor, to act as the Event Referee.

RACE MANAGER DUTIES

- Ensure that the safety equipment has been arranged to be present at the race venue and liaise with the STMS. The Cycling Southland office will provide you with this information.
- Ensure that a course description is supplied to the key personnel and all known hazards are identified. Race Manager to obtain sufficient course maps from the STMS to supply to the Course Steward for distribution to the event marshals
- Liaise with the above key personnel to confirm that the start/finish areas and all course hazards are covered adequately by marshals and the appropriate equipment supplied.
- In consultation with key personnel, make appropriate decisions regarding changes to course route and distances to ensure the participants safety. Eg additional hazards, roadworks, weather conditions.
- In the event of key personnel not being available on the day, the Race Manager shall appoint responsible replacements. If personnel are not forthcoming or not available on the day, the Race Manager may limit the event to an out and back event requiring limited personnel, or intending riders may be asked to officiate, or if in an extreme case, the race may be abandoned, or a unofficial bunch ride be organised without involving officials.
- Ensure other officials eg judges and time keepers are available
- Liaise with Race Sponsor to arrange race presentation venue if applicable.
- Arrange with Commissaire/Referee to brief all riders and supply him with relevant information

When the Race Manager is satisfied that the circuit is adequately manned and all required safety measures are in place, he/she shall then notify the starter/timekeepers that the event can proceed. The control of the race is then the responsibility of the Commissaire.

At the conclusion of the event, the Race Manager shall check with other officials to ensure that riders have adhered to the race rules before confirmation of placings are announced.

Remember to thank all race officials, participants and sponsor of the day.

RACE MARSHAL

If you are asked to carry out a marshal's duty, please assist wherever possible. Your participation is important for the safety and the success of the event and its participants. If you are unsure of any aspect of the task you have been asked to do, please seek advice or confirmation in order for you to perform your task safely and efficiently.

Race marshals are asked to become familiar with the Cycling Southland Traffic Management Plan and understand its rationale. The Traffic Management Plan is a Local Authorities requirement and needs to be adhered to.

DUTIES

- A traffic management team will set up the signage at each of the sites.
Equipment for each corner marshal to include
 - a fluoro orange vest
 - a red warning flag
 - an amber vehicle warning light
 - a broom
- View a copy of the race route and be familiar with the corner or hazard that you are officiating at
- Go to your position in adequate time to enable you to be familiar with the site you will be controlling, and prepare for your duty. (a site is the corner or position identified in the Traffic Management Plan)
- Put on your safety vest before commencing your duties
- Wherever possible, sweep or remove any loose gravel from your corner
- Position your vehicle where the approaching riders can see it, with the amber flashing light on the top of your vehicle
- Stand in a prominent position at your point so that you can be seen by approaching traffic and cyclists. Do not place yourself in a position of danger when carrying out your duty.
- Hold the flag vertically above your head and indicate the direction the cyclists are to take by extending your arm and pointing
- If in your opinion you believe that there is a danger to the oncoming cyclists because of threatening traffic, order riders to slow or stop verbally and wave your flag in a warning manner
- When the tail end vehicle passes or if you have been given the all clear by race officials, please assist in dismantling the equipment at your site and position it for the traffic management team to pick up. Always wear your hi viz vest while carrying out this activity and be vigilant.
- Please respect the condition of all safety signage and equipment as this is a major expense to our organisation.

Please consider your input as being very important and crucial to the event proceeding. Cycling Southland recognises the importance of the many volunteers that service our sport and greatly values your time and cooperation.