



OFFICIALS EDUCATION

Endurance Level 1 – 3

LEVEL 2

Self-Taught Module

SECTOR MARSHAL

Road Races

September 2024



SECTOR MARSHAL: CONTENTS

- **Roles and Responsibilities**
- **Resources**
- **Phases of Preparation**
 - **Pre-Event**
 - **Race Day**
 - **Post Race**



Roles & Responsibilities 1

The Sector Marshal is responsible for the safe management of all activities on a designated sector, group of road junctions, area or section of the course route.

List as many responsibilities as you can think of on your Self-Taught Module Return Form.



Roles & Responsibilities 2

Here are those we have identified

- Ensuring erection (and subsequent removal/recovery) of course route signage
- Checking the course route is clear of obstructions
- Briefing of marshals at individual road junctions and pedestrian crossing points
- Supervising traffic management (where appropriate), managing interactions between competitors and vehicles and/or pedestrians and other road users
- Implementation of action points (or control measures) specified for the course route in the event Safety (or Management) Plan, arising out of the event Risk Assessment



Roles & Responsibilities 3

Here are those we have identified

- **Ensuring competitors follow the marked course, avoiding both shortcuts and diversions**
- **Supervising the setting up, staffing and break down of on course drink (and sponge) stations.**
- **Providing timely reports to the Course Director**
- **Supervising course route clearance, recovery of equipment, litter picking, refuse collection**
- **Monitoring the deployment of on course first aid and medical resources.**
- **Liaison with police deployed on the course route – if applicable.**
- **In many races supervision of groups of road junctions will be delegated to Sector Marshals reporting to the Course Director.**



Roles & Responsibilities 4

The Sector Marshal will need a detailed understanding of all activities within their designated sector including, team briefings, event timings and safety measures plus contact details for all key personnel and background knowledge of other event and sector activities (e.g. start / finish or ancillary events, fun run etc).

Clear communications and reporting structures plus contingency plans should be agreed in advance for key events such as readiness for race start, monitoring progress of runners and stand down of volunteers, plus accident reporting and emergency procedures.

Previous knowledge of the event (for instance as a marshal or shadowing a sector marshal in previous years) and/or experience of working in similar capacity at other events will be valuable.



Resources 1

Suitable clothing, depending on weather and activities to be undertaken (including high viz if working on or adjacent to an open highway).

Transport for yourself (if required). For instance, car or bicycle if covering a larger area.

Event personnel and vehicle passes (if required).

Race day contact details for all key personnel, first aid and emergency services.

Copy of the traffic management and marshalling plan for your sector.



Resources 2

Copy of the event safety plan and contingency plan.

Copy of the course route facilities plan (first aid, toilets, drinks/sponge stations, signage).

Details of arrangements for refuse collection and disposal.

Details of any special arrangements to ensure access to/from adjoining properties.

Keys required for access to land or property.



Phases of Preparation 1

We will look at the preparation in three phases:

- **Pre-Event**
- **Race Day**
- **Post-Race**

Draw up a list of what you think will fall into each category on your Self-Taught Module Return Form.



Phases of Preparation 2

Pre-Event

- **Liase with Course Director. Familiarising yourself with the course route, traffic conditions, traffic management, marshalling, facility (first aid, toilets, drinks/sponge stations, signage, refuse collection/disposal) event Safety and Contingency Plans, including welfare arrangements (toilets, food and shelter) for volunteers, plus de-brief notes from previous years for your sector.**
- **Where keys are required for access to land or property these should be collected before race day. Special arrangements may have been made to ensure access to adjoining properties.**



Phases of Preparation 3

Pre-Event

- Obtain race day contact details for your marshal team, adjoining sector marshals and all key personnel, first aid and emergency services.
- Supervise the briefing of your team marshals, on course drinks/sponge stations, course route signage erection/recovery and refuse collection/disposal, plus arrangements for delivery of essential equipment – signage, barriers, cones, radios, loudhailers etc.



Phases of Preparation 4

Race Day

- **Report your arrival to the designated person. This may be the Course Director or event control. Collect any essential equipment – radio, loudhailer etc.**
- **Check the erection (and subsequent removal/recovery) of course route signage in your sector.**
- **On arrival at post inspect your sector for obstructions and delivery of essential on-course equipment – signage, barriers, cones, toilets etc requesting either for obstructions to be removed or for protection and/or diversions to be provided around remaining obstructions. This should continue to be monitored throughout the event.**



Phases of preparation 5

Race Day

- **Check the attendance of marshals (plus delivery/collection of essential equipment) and confirm their readiness for implementation of road closures or traffic management (where relevant), stewarding/directing of runners (and spectators/pedestrians) in your sector prior to race start. Arrange re-deployment of marshals as necessary to resolve shortfalls in attendance or additional hazards/measures arising.**
- **Supervise the setting up of any drink (and sponge) stations, toilets, entertainment points etc in your sector.**
- **Monitor the deployment of on course first aid and medical resources.**



Phases of preparation 6

Race Day

- Liaise with police deployed in your sector – if applicable.
- Ensure the implementation of any special arrangements agreed prior to the event to ensure access to adjoining properties, pedestrian crossing points etc in your sector.
- Report on progress of the race through your sector, the implementation and lifting of traffic and crowd/pedestrian management (where relevant), standing down marshals and medical teams, leading to final sign off after the last finishers.



Phases of preparation 7

Race Day

- **Supervise the clearance, recovery of equipment, litter picking, refuse collection etc from your sector.**
- **Maintain a log of incidents and timings occurring during the event (plus photos/video where appropriate), to assist the de-brief process and any formal accident/incident reports.**
- **Confirm your stand down to the designated person and return any equipment before departure.**



Phases of preparation 8

Post Race

- **Ensuring the collation and return of attendance records, debrief reports and expenses claims for your sector volunteers (and contractors).**
- **Provide a post-race debrief report on the course route management, including a review of the course route safety measures identified in the event risk assessment for your sector.**



Questions 1 – Sector Marshals

End of module questions must be completed by the candidate, with answers inserted into your level 2 Self-Taught Module Return Form. You may need to complete some additional research to assist you in answering and justifying your answers to the questions for this module.

1. Throughout the module you will have learnt about the key interfaces for a sector marshal, list 5 of those key interfaces
2. Where are you most likely to find a sector marshal in action:
 - a. At the Start Area of the race
 - b. Setting up the finish area
 - c. On a designated section of the course
 - d. At the refreshments station
3. Describe the kinds of things a sector marshal will need to include with a report of an incident or accident within their sector.
4. Describe 3 of the race day duties of a sector marshal.
5. What are the resources needed by a course marshal?



Questions 2 – Sector Marshals

6. What should a marshal do if they spot a runner taking a short cut?
7. What tasks should a marshal not do?
8. In what ways can a marshal help runners?
9. True or False, a sector marshal has overall responsibility over the marshals that are operating within their sector.
10. Outline the typical briefing that a sector marshal would deliver to their marshals, what would you ensure that you should cover off with them?
11. List 3 race associated items that a sector marshal should ensure their marshals have access to.
12. What should a sector marshal do in the event that a runner tries to take a short cut?