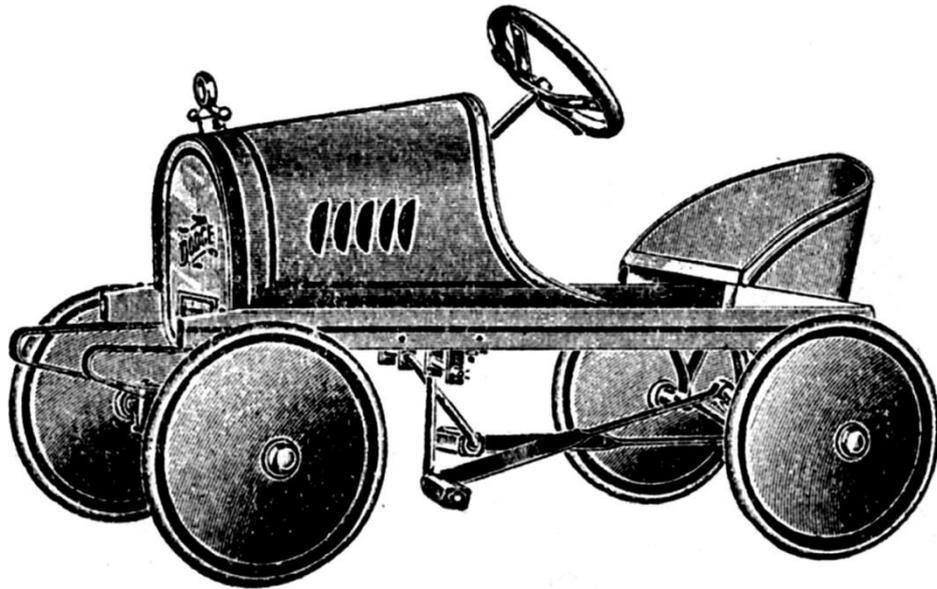


# HPV Hand Book

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**Beaconsfield Primary School**

Edition 1.1

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## **HUMAN POWERED VEHICLES (HPV)**

Human Powered Vehicles are small, light-weight vehicles powered only by the riders' legs, fitness and endurance. HPV is a fun and exciting sport that combines individual effort and team work.

The HPV program provides students an opportunity to represent Beaconsfield Primary School in a friendly and supportive team environment. Teams consist of both girls and boys of different ages and abilities as well as parents and members of the wider Beaconsfield community. Students will learn about the mechanics of HPV, fitness, good training habits, healthy eating and how humans impact the environment.

Students who participate in HPV can expect to:

- Have fun;
- Improve their fitness;
- Build their confidence;
- Learn how to function in a team environment;
- Learn how to operate a vehicle safely in a race environment;
- Make friends; and
- Have fun.

Beaconsfield Primary School participates in the HPV series for the enjoyment of the students. It is important to always be mindful that this is about the kids and ensuring that they enjoy their racing experience.

### **Participating in HPV**

At all times when participating in any HPV activity, riders, parents and spectators are required to conduct themselves' in an acceptable manner. A copy of School Sport Victoria's Code of Behaviour is included in Attachment 1.

### **HPV Committee**

Managing the HPV program takes a lot of time and effort. To make this possible, a HPV Committee has been established to manage all the various aspects of our HPV program.

The HPV Committee is made up of a combination of teachers and parents. A copy of the Committee structure is included in Attachment 2.

## Our Vehicles

Beaconsfield Primary School has four HPV's for racing. The vehicles are called Hulk, Cat Woman, Ironman and Dash. Teams are generally made up of 6-10 riders depending on the event. Figure 1 shows our vehicles.

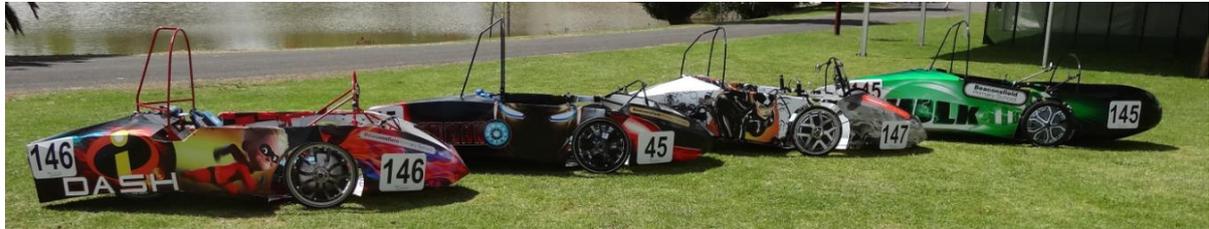


Figure 1 – Our vehicles (left to right) Dash, Ironman, Cat Woman and Hulk

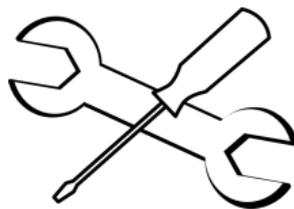
## Vehicle Safety

Every vehicle is fitted with the following mandatory safety devices:

- **Brakes** – front and rear hand brakes
- **Warning buzzer** – a warning buzzer for informing other riders that you are passing them.
- **Lights** – Head lights and a tail are fitted to each vehicle for night riding. Race officials will advise all riders when lights are required to be switched on.

Each rider must be familiar with the operation of these devices.

## Maintaining our vehicles



It requires a lot of time and effort to maintain each vehicle in good, safe condition. Maintenance is managed by the Maintenance Committee and carried out by parent volunteers with help from others.

## **RIDERS**



The riders are naturally the centre of the HPV program. Keeping them safe during the race is paramount.

## **Personal safety**

It is important that all riders are dressed appropriately for racing including appropriate clothing, helmet, hand and eye protection and the right shoes.

## **Helmets**



Every rider **MUST** wear a correctly fitted bike helmet that meets the Australian Standard. An Australian Standard label must be attached. See Figure 2.



Figure 2: Australian Standard label.

## **Gloves**



Gloves protect the rider's hands from possible gravel rash or friction burns. Gloves must fit correctly and enable the rider to correctly and safely operate the brakes, gears and warning buzzer. Fingerless gloves are ideal for this.

## **Safety glasses**



Safety glasses must be worn at all times to protect riders' eyes from foreign matter. Clear glasses or sun glasses are acceptable.

## **Clothing**



It is important that riders do not wear loose fitting clothing. Bike pants or leggings are ideal.

Runners are the ideal shoes for racing. Laces need to be taped up to prevent them getting caught in the chain. If you are riding with cleated shoes, it is a good idea to bring footwear that is easy to slip on and off between rides. A pair of crocs is a good choice.

Long hair should be tied up to keep it clear of any moving parts.

## **Hydration**

Remaining adequately hydrated is very important for rider's health. Each rider needs to bring a drink bottle with a plastic tube for hydrating while riding.

A plastic drink bottle with a pop-up spout is ideal. A hole drilled in the side of the lid or the top of the bottle will enable a plastic drinking tube to be inserted. While riding the spout should be open. When not riding, the spout can be closed to reduce the risk of leaks or spills.

An example of a suitable drink bottle is shown in Figure 3.



Figure 3 – A suitable drink bottle

Barrels of water are provided in the pit gazebo for riders to refill their drink bottles.

## **Training**



As with any sport, to achieve the most out of it, participants need to train regularly in order to develop their skills and fitness level. Riders are encouraged to attend HPV training sessions. As well as HPV training, riders can build up their strength and fitness with private training doing things like:

- Bike riding
- Running
- Swimming
- Squats (to build up leg strength)

## **Team Selection Considerations**

For a rider to be considered for team selection, a number of basic criteria must be met. The selection criteria will include confirming that the rider:

1. Is a current student at Beaconsfield Primary School.  
*If all possible positions are not filled by a current student from BPS positions may be offered to past students.*
2. Is able to competently control the vehicle.
3. Is safe when riding and understands and follow the rules while on and off the track.
4. Is supportive of all team members and the Human Powered Vehicle program.
5. Has attended a minimum of 70% of training sessions.
6. Has a good report from their teacher.
7. Has a suitable level of fitness to be able to participate in a HPV race event.

Consideration will also be given to:

8. Maintaining the correct gender ratio and age requirements for the Junior or Primary School Class.  
*If it is not possible to meet all of these requirements, then consideration will be given to the Open class.*
9. Vehicle fit and to compatibility of ability level with other riders in the team.

## **HPV EVENTS**



We generally participate in five HPV events each year. Two of these events are one day races while the other two are overnight races that require overnight stays. If there is enough interest, we may also participate in one additional Victorian event and one interstate event.

### **One day events**

#### **Casey**

Casey Fields hosts two, six hour events each year. The first event is in February and the second event is usually around October. Both these events are usually six hour endurance races that begin at 10am and finish at 4pm.

When racing at Casey:

- The vehicles and equipment will arrive track side around 2 hours prior to race start.
- Each team is required to have at least two parents track side when the vehicles and equipment arrive to assist with set-up and vehicle preparation.
- All riders are required to be in the pits no later than one hour prior to race start.
- At the completion of the race, all participants are required to assist with packing up. The more hands that help, the quicker we will be finished.

## **Knox**

The Knox endurance race is a 6 hour event held in the city of Knox by Bridge Builders Youth Organisation. This is not one of the events that we regularly participate in. When there are enough riders wishing to participate in this event, we will consider entering teams.

## **Bendigo**

The Bendigo endurance race is a 10 hour event held in the city of Bendigo. While this event is technically a one day event, with a 10pm finish on Saturday night, participants are encouraged to stay in Bendigo overnight rather than driving back to Melbourne.

## **Over-night events**

There are three events each year that are run over two and three days which require overnight stays. Generally this involves camping track-side in an area allocated for the school. While camping track-side is not compulsory, it is encouraged. The benefits of camping track-side include:

- Being available for any team meetings/briefings
- The opportunity to ask any pre-race questions about the event
- The opportunity to have an experienced team member explain or demonstrate any activity or duty that you are unsure of prior to race commencement
- Getting to know other parents and riders
- Building a strong team spirit
- Participating in the total event experience

If you do decide to camp off site, it is important that you arrive before activities begin each day and remain on site until activities are completed.



## **Wonthaggi**

The Wonthaggi event is a 24 hour endurance which commences on Saturday and finishes on Sunday. While some teams will race non-stop for the 24 hours, junior primary schools participate in a 16 hour event with a compulsory eight hour rest period overnight.

The 16 hour junior primary school endurance race begins at 12pm on the Saturday and finishes at 12 pm on the Sunday, the same as the 24 hour event. However, junior primary schools will stop racing at 10pm Saturday night and recommence at 6am Sunday morning.

A number of teams members arrive on Friday and set-up camp and the team pits. Friday afternoon is also the time when teams register and collect vehicle numbers and transponders from race control and fit them to the vehicles. It is also the time when vehicles are put through scrutineering.

All riders must be trackside at least one hour prior to race start for pre-race meeting and any last minute instructions.

### **Murray Bridge**

Murray Bridge is considered by many as the ultimate HPV event of the year. As the name suggests, the event is held in Murray Bridge, South Australia. It is a full 24 hour non-stop endurance race.

Due to age limits placed on riders and the long drive to get there, we do not usually participate in this event. However, every few years, we may find that we have a group of eligible and suitably skilled riders who are keen to participate in this event.

### **Maryborough**

Maryborough is the largest HPV event in Victoria, held over four days in late November each year. The primary school events commence on Thursday with the final event finishing at 10pm Saturday night. Beaconsfield PS usually participates in two events. These are:

- **Tri-athlon** – This includes a team presentation on Thursday, obstacle and time trial on Friday, a 2 hour practice session Friday night and an 8 hour endurance event on Saturday following the completion of the 14 hour endurance event.
- **Endurance** – This includes a team presentation on Thursday, a 2 hour practice session on Thursday night and a 14 hour endurance event, 9 hours on Friday and 5 hours Saturday.

The vehicles and equipment usually arrive on site on Wednesday afternoon. Registration, collection of transponders and vehicle numbers will usually happen first thing Thursday morning. All riders are required to be on site no later than 10am on Thursday to participate in:

- Rider briefings
- Collection of wrist bands (no rider can participate without a wrist band)
- Final display and presentation review
- Display and presentation
- Scrutineering and license presentation

Team members participating in the Endurance event are required to assist in setting up the pit area.

## **RACING**



### **Loading the trailer**

In preparation for a race the vehicles and equipment need to be loaded into the trailer. This requires the assistance of parents and riders.

Riders and parents will be notified of the loading time. Your assistance with this will be greatly appreciated.

Transport of the trailer and equipment is managed by the maintenance/transport committee.

### **Race Day**

Race day is a busy day for all involved. The pits will be very active leading up to start time and usually become extremely busy once the race is underway.

While every effort is made to prepare riders and parents for what happens on race day, there is no substitute for race experience. If you have any questions, an experienced team member will be happy to answer any questions or provide assistance on the day. But please be mindful that while the race is underway there is a lot of activity in the pits and many jobs that need to be done. So if others appear to be busy or not wanting to stop and chat, it is because they are there for the kids and concentrating on keeping everything running smoothly for them.

### **Race Teams**

Race teams will be selected prior to race day. Each team is made up of the riders (students) and the team support crew (parents).

Each team will have a Team Manager and Assistant Team Manager who will be responsible for managing the team and the various jobs that need to be done during the race.

## **Riders responsibilities**

All riders must:

- Bring all required safety gear;
- Be in the pit area at all times during your riding time slot;
- Be prepared to ride when required;
- Have any required foam padding ready to place in vehicle;
- Have your water bottle with you and full

## **Parents responsibilities**

Parents of riders must:

- Ensure that their child has sufficient food and drinks for the duration of the race;
- Ensure that their child arrives at the race track on time;
- Be in the pits at all times while their child is riding;
- Assist with the various jobs that need to be done on race day;
- Supervise your child at all times.

## **Setting up**

Upon arrival trackside, there is much work to be done in order to setup the pit area in preparation for racing. This is the time when all parents are needed to assist in getting things setup as quickly and efficiently as possible.

The first thing to be done is position the trailer in the pits. Once this is done, the trailer is unloaded and setting up will begin. Things that need to be setup include:

- The gazebos;
- Timing table and chairs;
- White board;
- Drinking barrels;
- Table for cleated shoes

## **The Pits**

### **Pit crew**



Just like any race event, HPV races have vehicle pits and pit crews. Each vehicle requires a separate pit crew made up of the riders parents. Each vehicle requires a pit crew of two to assist riders in and out of vehicles.

The pit crew is responsible for:

- Ensuring that vehicles pull up in a safe location before riders exit or enter a vehicle;
- Assisting riders exiting the vehicle. This can include releasing the seat belt, releasing pedal clips, removing water bottles;
- Assisting riders into the vehicle. This may include:
  - adjusting the seat position;
  - placing required padding on the seat;
  - placing riders drink bottle into holder and giving the tube to the rider;
  - connecting and tightening the seat belt;
  - ensuring that the riders feet are secured to the pedals (straps are tight or cleats are locked in correctly);

### **Time keeping**



Another important job is recording of rider's times around the track. A 'time keeping' table will be located at the front of the pit gazebo. One timer keeper is required for each vehicle on the track. A time keeper is a parent from each team currently riding who records the rider's times on the provided form. Time keepers must be present at all times during the race.

The time keeper is responsible for:

- Writing the current riders name on the time sheet;
- Starting the clock when the race commences; and
- Recording the race elapsed time adjacent to the riders name, as each vehicle passes the pit.

It is helpful if one of the pit crew is standing in a safe position in front of the pit to provide a warning to the time keepers by calling out the vehicle name and advising that the vehicle is approaching.

## **Marshalling**



While the race is underway, two track marshals will be stationed at each corner of the track to ensure safety of riders and spectators. Each school will be rostered to provide marshals for a two hour time slot at some time during the race.

To share the load, the marshalling duty will be split into 2 X 1 hour blocks. Four parents will be required to assist by undertaking a one hour marshalling duty.



## **ATTACHMENT 1**

### **School Sport Victoria Codes of Behaviour**



# **SCHOOL SPORT VICTORIA CODES OF BEHAVIOUR**

## **COACHES' CODE OF BEHAVIOUR**

- (a) Be reasonable in your demands on player's time, energy and enthusiasm.
- (b) Avoid over-playing the talented players. The "just-average" players need and deserve equal time.
- (c) Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of the players.
- (d) Develop team respect for the ability of the opponents as well as for the judgment of officials and opposing coaches.
- (e) Accept decisions of all umpires or referees as being fair and called to the best of their ability.
- (f) Do not criticise players in front of spectators but reserve constructive criticism in private or in the presence of the team.
- (g) Do not criticise the opposing team or supporters by word or gesture.
- (h) Set a good example in personal appearance.
- (i) Emphasise that the winning of a game is the result of "team work".
- (j) Make every sporting activity serve as a training ground for life and as a basis for good mental and physical health.
- (k) Emphasise that good sports are good students and are both physically and mentally alert.
- (l) Place the welfare and development of the individual team, and of the child, above win and loss records.

## **PLAYERS' CODE OF BEHAVIOUR**

- (a) Play for the "fun of it" and not just to please parents and coaches.
- (b) Play by the rules.
- (c) Never argue with an official. If you disagree, have your captain or coach approach the official during a break or after the game.

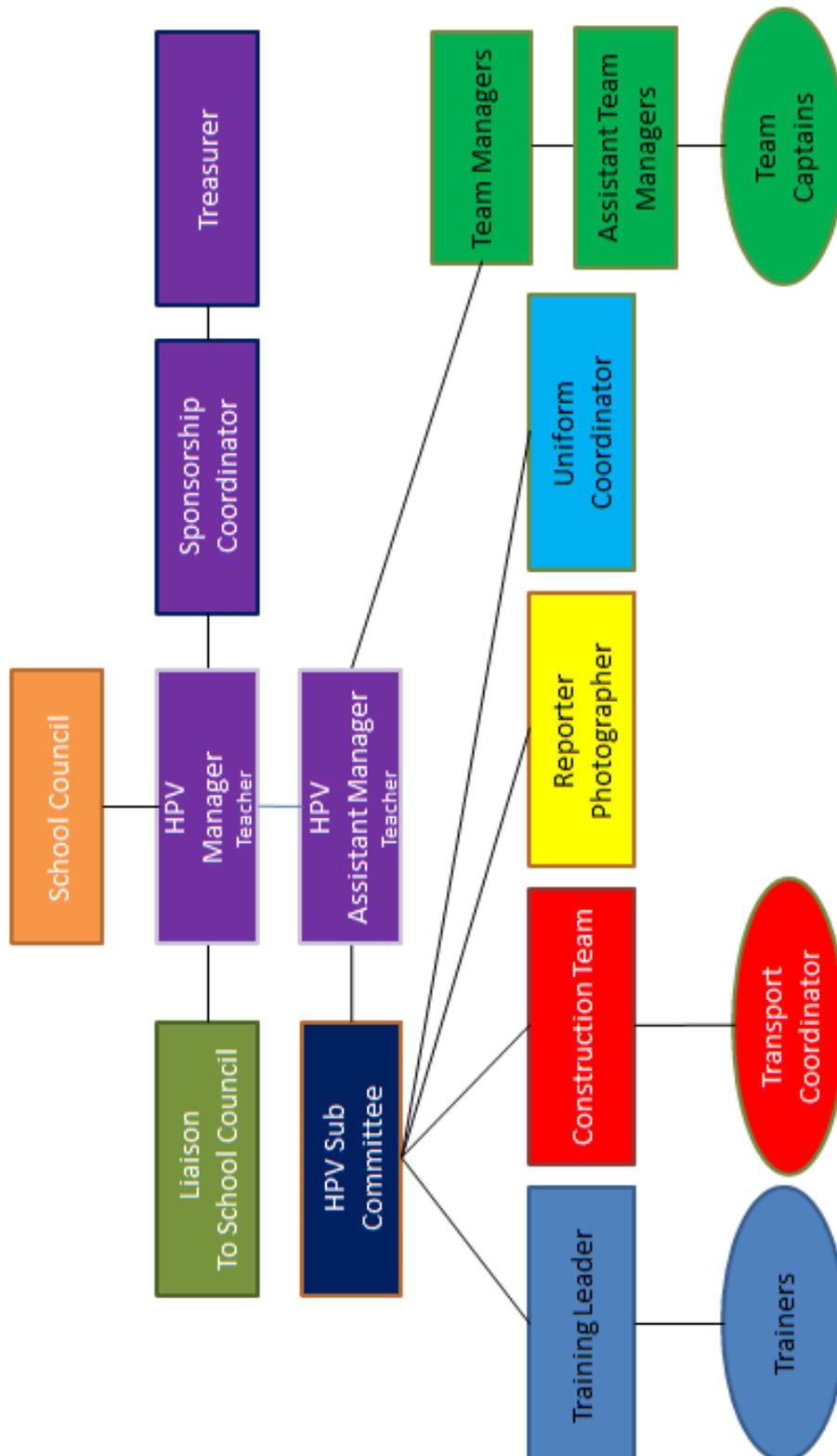
- (d) Control your temper. Verbal abuse of officials or other players, deliberately fouling or provoking an opponent and throwing equipment is not acceptable or permitted in any sport.
- (e) Work equally hard for yourself and your team. Your team's performance will benefit, so will you.
- (f) Treat all players as you would like to be treated. Do not interfere with, bully, or take unfair advantage of another player.
- (g) Co-operate with your coach, team-mates and opponents. Without them there would be no game.

## **SPECTATORS' CODE OF BEHAVIOUR**

- (a) Students play organised sport for fun. They are not playing for the entertainment of spectators only, nor are they miniature professionals.
- (b) Applaud good performance and efforts by your team AND the opponents. Congratulate both teams upon their performance regardless of the game's outcome.
- (c) Respect the officials' decision. If there is a disagreement, follow the appropriate - procedure in order to question the decision and teach the children to do likewise.
- (d) Never ridicule a player for making a mistake during a competition. Positive comments are motivating.
- (e) Condemn the use of violence in any form, be it by spectators, coaches, officials or players.
- (f) Show respect for your team's opponents. Without them there would be no game.
- (g) Encourage players to play according to the rules and the officials' decisions.
- (h) Demonstrate appropriate social behaviour by not using foul language, harassing players, coaches or officials.

## ATTACHMENT 2

### Beaconsfield Primary School HPV Committee Structure



**ATTACHMENT 3**

**Casey and Cardinia HPV Track Marshal Training Handbook**



***TRACK MARSHAL TRAINING:  
2014***

## **Purpose**

The purpose of this document is to provide a self-paced training reference and assessment for all teams participating at Round 1 and 3 of the 2014 Victorian HPV Series.

All teams are required to supply a minimum of two (2) volunteers per vehicle entered, per event.

In the spirit of the events we would rely on an honest self-assessment by participants so that all concerned (participants, officials, spectators and organisers) may participate in a safe, healthy and competitive environment.

It is the responsibility of the team manager to ensure that a suitable amount of volunteers under take this program.

This package includes

- training presentation
- questionnaire
- questionnaire with answers

Details of marshalling points and times will be released closer to the event.

## **Track Marshalling**

### **AIM**

To assist the Clerk of Course and Event Directors administer and manage the event by ensuring a smooth and efficient process.

### **PROCESS**

Each team will nominate track marshals, who are 16 years of age or over.

Marshals shall be briefed by the team manager in regards to duties, position, time, etc.

Each marshal shall “report in” by two way radio on each changeover.  
Name – team – marshal point Number.

Each marshalling area will be allocated a marshal point equipment box.

Each marshal shall wear a “hi – visibility” / designated vest. The last rostered marshal on each point shall return the Casey-Cardinia HPV & Cycling Club equipment box and contents to the Race Control Centre on completion of the trial.

## Penalties for non-attendance of marshals

Non-compliance to marshalling duties: the team will attract a progressive time / lap penalty at the discretion of the Chief Marshal. Some possible penalties may be:

- Late / non-attendance by more than 5 minutes results in a 3 lap penalty
- Late / non-attendance by more than 10 minutes results in your team's vehicles being stopped until the situation is rectified and for a further period to be determined at the time

It is imperative that the assigned marshal attend his / her duty on time, so as not to incur any team penalties.

NOTE: The Chief Marshal or a designated person will conduct radio checks at changeover times.

## Marshal Safety guidelines

- Stay alert / don't become distracted
- Stand behind a barrier (where possible)
- Face incoming traffic
- Be aware of your own safety and that of others at all times
- Wear the safety vest provided – BE VISIBLE
- Wear warm / water proof clothing – suited to climate
- Be sun smart i.e.: wear a hat; maintain fluid levels
- Give quick direct instructions – to riders and / or other marshals
- Do not enter into a conflict situation
- Do not accuse or threaten a team or rider directly
- Use appropriate behaviour
- Be courteous
- Maintain radio contact with marshalling personnel
- Any complaints should be in writing to Chief Marshal – refer to incident form attached
- Debrief relieving event marshal

## What to monitor

- Inappropriate behaviour
- Foul and or abusive language
- Poor fitting /missing bike helmets
- Poor fitting /not worn /unbuckled seatbelts
- Dangerous riding
- Excessive speed (pit lane, no more than 10 kph)

- Deliberate obstruction
- Failing to keep left
- Inappropriate overtaking; e.g. in rider change area / on the left etc.
- Enforce slow speed & safety at pit lane entry and exit points
- Enforce pit lane speed restriction – SLOW WALKING PACE ONLY (no more than 10kph)
- Broken or loose vehicle parts
- Poor or no vehicle lighting at night
- Spectators crossing the track and spectator behaviour
- Spectators “assisting” rolled / stopped vehicles on the track
- Vehicles with a “tag” attached

## Key rider safety items

### Seatbelts

A properly fitted and adjusted seatbelt must be worn at all times. This includes the pit area and is not to be removed / unbuckled until the vehicle is at a complete stop.

### Helmets

Riders must wear an approved bicycle helmet (meeting the relevant Australian Standard with the tag intact), properly adjusted and fastened whilst riding a vehicle. This includes the pit area.

### Safety Glasses

Riders shall wear safety glasses when the vehicle is not fully enclosed

### Clothing & Footwear

Riders are required to wear appropriate clothing and covered shoes at all times whilst riding. Upper body clothing is to cover the rider’s shoulders and upper arms. Singlets and tank tops are not allowed. Gloves are required and should be of a strong fabric.

## Key track safety items

### Yellow Flag condition

All vehicles should slow to walking pace and hold their track position. Whilst in this condition no overtaking is permitted.

### Excessive speed in the pit area.

The Pit lane speed is deemed to be a slow walking pace (no more than 10 kmh), this applies to vehicles entering and/or exiting the area.

### Deliberate obstruction

No vehicle shall deliberately obstruct other vehicles; slow moving vehicles must stay to the left allowing faster vehicles to pass on the right. The exception to this is when you are entering the pit area from the right of

the track. Sufficient time should be allowed to move right i.e. no sudden late movements when entering the pits

### Overtaking & Contact

Overtaking vehicles should use the right hand side of the track and provide enough distance between vehicles before moving back to the left hand side of the track. It is possible contact between vehicles may occur. Marshals must consider whether it was accidental or deliberate.

### Serious collision or rollovers

Any vehicle involved in a serious collision or a rollover shall be “tagged” and is required to have the tag removed by a scrutineer (located in the pit area) before continuing in the event.

Note: Track marshals should report indiscretions to the Chief Marshal.

### Reporting infringements

Should a marshal deem an infringement against the event rules has occurred and deems it to be of an intentional nature; details of the incident should be documented on a ‘Race Incident Form’ and supplied to the Chief Marshal. The following information will be required:

- Vehicle number;
- Time & Place;
- Incident;

Please Note: Incidents may also be reported over the marshalling radio channel. Reporting marshals are not to give teams a penalty. Only the Chief Marshal may action penalties.

## Marshal tool kit

The tool kit contains

- 1 x Green flag
- 1 x yellow flag
- 1 x red flag
- 1 x radio (Channel – to be advised on the day)
- Copies of race incident forms
- 2 x safety vest
- 1 x copy marshal safety guidelines
- 1 x copy marshal personal safety guidelines
- 2 x pens
- 1 x contact numbers

The Casey Cardinia HPV & Cycling Club request that Marshals look after this equipment. Please report any missing items to the Chief Marshall.

Equipment should not be left unattended at any Marshall point. The last rostered marshal should return the kit to the Race Control Centre located near the pit area.

## Event signals

Officials at strategic points around the track will signify track conditions through the use of coloured flags. Therefore it is essential that team managers ensure that their riders understand the following signals:

Australian National Flag –	TRIAL START
Green Flag –	Normal conditions
Yellow Flag –	A sign of danger or track obstruction in the vicinity of the marshal point.

Riders are required to pass the point of danger at a reduced speed using extreme caution. Vehicles are not permitted to overtake another vehicle while a yellow flag is displayed.

Riders must not resume competition until they see the next green flag.

Red Flag –	An indication of extreme danger. STOP.
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All vehicles shall come to an immediate stop on the left of the track. The trial has temporarily ceased.

Riders must follow the directions of the Clerk of Course and Flag Marshals.

Black Flag -	Displayed with the vehicle number at the start /finish line. The vehicle indicated shall stop at the Chief Marshal's post on the next lap. (Near admin in pit lane)
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Chequered Flag -	END OF TRIAL
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## Flag protocols

The Chief Marshal will coordinate flag conditions throughout the trials.

A track marshal can go to yellow if they perceive a hazardous situation, this requirement should be radioed to the chief marshal and those marshal's immediately before the situation / hazard should also go yellow.

EG: marshal 5 reports situation, marshal 4 should also go yellow. Once situation/hazard is clear the reporting marshal should radio “situation clear” to Chief Marshal who will then ask all marshal’s to revert to green (normal) condition.

NOTE: No marshal can call a red flag situation. The Chief Marshal shall advise all points if a red flag is required.

When marshal’s need to use flags, the flag must be waved at all incoming traffic.

## Radio communication

All marshal points will be equipped with radios; these are to be used to report issues or infringements to the Chief Marshal and other race marshals

### To use

Hold mic button in and speak to send a message, then release button to hear other users.

NOTE: when talking use your normal voice level and talk clearly (do not yell)

### Example

Press mic button and hold (slight pause) “*marshal point 1 reporting “blah blah blah”*”, release mic button and await response.

It is imperative that when calling that correct location and information are given.

E.g. Marshal point 5, vehicle 25, rollover, yellow condition.

## Personal comfort

Track marshals should equip/attire themselves so as to remain comfortable throughout their allotted times, i.e.:

- Warm clothing (may need to be waterproof)
- Gloves
- Hat & sun glasses
- Sunscreen
- Personal drinks
- Comfortable footwear

# Marshal Training Questionnaire

**Please use this as a self-assessment of the knowledge you have gained from this handout. The answers are attached following the questions.**

## Questions:

- 1) What is the minimum age you should be before you can be a marshal?
- 2) During your duty as a track marshal should you have any loyalty to your team?
- 3) As a track marshal are you permitted to enforce a penalty?
- 4) As a track marshal can you momentarily stop / go a vehicle for a safety breach?
- 5) As a track marshal should I be physically fit? **(give 2 reasons)**
- 6) As a track marshal what tools would I need to carry out my duty?
- 7) How many flags will I be issued with and what are their colours?
- 8) What is the purpose of each flag colour in your set?
- 9) What would be the key points to relay/state when using the radio?
- 10) As a track marshal where would/should you be standing?
- 11) Why should you be wearing a safety vest? (give 2 reasons)
- 12) In the event you were the last track marshal: upon the conclusion / end of the event, what should be your last action?

## Case study 1

In the event of a roll over that is not obstructing traffic flow near your station, what would be the sequence of actions you should take?

## Case study 2

In an event of a vehicle crashing / rolling over and that vehicle is and will obstruct traffic flow, list the actions you would take in a priority order.

## Case study 3

In the event you note a vehicle going slow in the middle of the track and obstructing traffic flow, list the steps you would take.

## Case study 4 a

In an event you note that a driver was not wearing protective glasses but the vehicle had a fully enclosed canopy, what action would you take?

## Case study 4 b

Same example as above but the vehicle was an open canopy type, what action would you take in order of priority?

## Case study 5

In an event a vehicle breaks down e.g.: puncture / broken chain etc. in a dangerous part of the track, what action would you take?

Case study 6

In an event of a vehicle entering rider change area (pits) and is deemed to have exceeded the speed limit (walking pace), state the action you would take in a priority order.

Case study 7

In the case you saw a rider making a rude gesture / using foul language to you or other people, what action would you take?

Case study 8

In the event the chief marshal requested “RED” condition, what action would you take?

# Marshal Training Questionnaire Answers

- 1/ 16 year of age
- 2/ No
- 3/ No
- 4/ No
- 5/ Yes So as to stand for long periods of time, Good vision / eye sight for monitoring purposes, Good level of concentration
- 6/ vest, radio, flags and race infringement forms
- 7/ 4 (red, yellow, blue & green)
- 8/ Green - Go Yellow – Warning of hazardous situation Red – Stop  
Blue - Move to the left
- 9/ Station Number, Vehicle Number, Situation, Any prior warnings
- 10/ Behind a safety barrier where possible
- 11/ To be visible to competitors, officials and spectators
- 12/ Return all marshalling tools to the chief marshalling area

## **Case study 1**

- Go to yellow flag condition
- Notify the chief marshal and therefore alerting other marshals
- Be directed by chief marshal
- Must not move from your marshalling point
- Monitor other vehicle infringements (speed, overtaking etc)
- Assign other people to render assistance to the roll over vehicle
- Attach a “tag” to the vehicle

## **Case study 2**

- Report situation to chief marshal
- Display red flag
- Stop all vehicles on left hand side of the track
- Monitor for any vehicle infringements and report if necessary
- Render assistance to clear or remove hazardous vehicle
- Attach a “tag” to the vehicle

## **Case study 3**

- Display a blue flag
- Use voice and hand gestures to get offending vehicle to travel in the left hand lane
- Notify all other marshals via radio, to check vehicle has followed your direction

## **Case study 4 a**

No action

### **Case study 4 b**

- If possible, using voice / hand gestures communicate with the driver requesting that he / she return to their pits and collect some protective eye wear
- Notify other track marshals
- Notify chief marshal for notation and possible need for stop / go to advise compliance

### **Case study 5**

- Notify chief marshal and go to yellow flag condition
- When safe ask the rider to move the vehicle to a safe area until assistance can be provided by his / her team
- Notify chief marshal when track is clear and request to return track to green condition

### **Case study 6**

- Using words / gestures you request the rider to comply with the speed limits
- Monitor until the vehicle has stopped
- Advise the chief marshal of the infringement

### **Case study 7**

- Notify the chief marshal via radio
- Fill in event infringement form and pass onto the chief marshal A.S.A.P

### **Case study 8**

- Wave the red flag at all traffic
- Ensure all vehicles were stopped in the left hand lane of the track
- Wait for further instruction from the chief marshal

## **Conclusion**

The Casey Cardinia HPV & Cycling Club Committee envisages these events to be both enjoyable and competitive, thus we seek your support and impartiality to make this an enjoyable experience for those competing as well as yourselves.

The Committee would like to thank all teams and support personnel for their involvement. Your participation will help to make this an enjoyable occasion for all.