

# **Blackpalfrey MCK - Marshal's Instructions – Covid-19 Precautions**

Below is the MSUK Guidance for Marshals

In addition to the normal things you do when marshalling, there are other requirements.

## **ALL MARSHALS**

### Signing on, etc.

- All will be done on-line.
- You **MUST** register on-line and sign on at least 72 hours before the event (i.e. by 09:00 Thursday morning before the event). The appropriate forms are available on the Blackpalfrey MCK web page. It is not permitted to turn up on the morning and hope to be allowed to marshal – it will not be permitted.
- If you develop any of the Covid-19 symptoms before the event, you **MUST** e-mail the organiser and stay at home. If the symptoms develop during the event you **MUST** make a list of anyone you have been in close contact with during the event and report this to the Organiser.
- You are responsible for your own safety throughout the event.
- Normal social distances apply.
- There will not be a marshals' briefing. Of you have any queries, please e-mail the organiser, or if urgent during the event you may telephone the organiser.
- The Start Venue will be advised in your Final Instructions.
- Your Marshal's Time Sheet will be sent to you with your Final Instructions which will give the opening time, siting of your Control/s, etc. You will also be sent a list of the Competitors.
- Please arrive at the Start Venue by 08:45 at the latest. It is not known whether there will be breakfast available, so it is best if you check with the venue yourself or make your own arrangements. Similarly, the halfway venue may not serve refreshments. Please ensure you leave the start venue in plenty of time to get to your Control point and set up at least 15 minutes before the first car is due.
- Collect your Time Control Board and post from the allocated Safe collection point.
- The finish will normally be close to a country pub. If anybody wishes to eat there, they are advised to contact them in advance to book a table; Health and Safety issues at the pub will not be part of the Club's liability.

### PPE

- Bring your own sanitiser, face coverings, wipes, etc.
- Bring your own clip board & pens.

### Control Boards –

- All equipment is to be sanitised by the person collecting it at the Start Venue.
- Bring your own hammer.
- Place the Time Control Board approximately 25 yards before your Control.
- When you have finished remove all equipment sanitise it & return to an agreed collection point at the end of the event.

### Time recording

- You will be required to sanitise the Liege Clocks after you collect them at the Start Venue.
- **Operating instructions will be issued with your Final Instructions. If you are uncertain on how to operate them please contact the Organisers.**
- You **MUST** record the names, addresses, telephone number and e-mail addresses of all people at the control on the time sheet.
- Marshals are Judges of Fact.
- The Control is timed to open 15 minutes before the due time of Car 1 and will close 15 minutes after the due time of the last car. Times will be given on the Marshal's Time Sheet.
- The Marshal's' Time Sheet upon which you will record the time of arrival of each car is the

definitive list of times that the organisers rely on to record into the software and create the results.

- When a car arrives at your control click the clock and write down that time on the Marshal's Time Sheet.
- If 2 or more cars arrive at the same time - **see Clock Operating Instructions.**
- Tell the competitor the time you have recorded for them.
- DO NOT write anything on the competitors' timecards, they are for their reference only.
- There MUST NOT be any physical contact between yourselves and the competitors.
- Send the Competitors on their way.
- When you have finished with the clock, wipe it with a sanitiser wipe and place it back in its cover.
- When you close the control take a photo of the Marshals' Time Sheet and WhatsApp it to the Results Team.
- Place the Marshal's Time Sheet in the clear plastic wallet provided and return it to the marshal at the MTC at the end of the section (i.e. this will be either at the rest stop or finish control.)

### **ROUTE CHECKS**

- There will be a number of Route Checks throughout the event. Marshals will not be required to erect or dismantle these.
- Competitors will be required to enter these onto the Competitors' Timecard.

### **MTC MARSHALS**

- The Marshal at the Main Time Control at the end of each section (coffee stop and end of event) will take a photo of each of the Competitors' Timecards and send it by WhatsApp to the Results Team.