

	Masters and Ladies Cycling Club	Document Date: August 2007
	Card Collector Duty	Review Date: July 2008
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Report to the Race Organiser at the race venue, **30 minutes** before the start. You must have your **cellphone** with you, charged and on. Please ensure that you are available and have enough time set aside to do your duty properly; you will be amongst the last to leave the venue.

Equipment to be used from the trailer

- Orange safety bib
- Red flag
- “moon” bag containing card pin and string, permanent marker pen, cardboard cards
- at least 4 orange cones

Remember to return these items to the trailer before you go home

What must I do at my designated marshalling point?

- Check from the Notice Board the anticipated race time and make sure that you proceed to your duty point at least 10 minutes before A Group should finish. Stand at least 100 metres from the finishing line to give the cyclists time to slow down.
- Place the orange cones at the side of the road on the verge to show the cyclists where the “chute” is.
- The timekeeper records the times of the bunches over the line. The actual places of the finishers are therefore settled by the riders within the bunches themselves, by handing in their cards in the order in which they finish. **The responsibility to remain in the order of finish lies with the cyclists** and all you must do is put the finish card in the order that they give them to you.
- They may be required to be reminded of this from time to time.
- As the finishers come in, place the cards on the pin in the order handed to you. Make sure that every rider who comes in hands their finish card to you.
- **Don't** take more than one at a time and then place on the string

• Problems that normally arise:

- **Rider did not finish** - mark the card “**DNF**” on the front with the permanent marker and place it on the string as it is handed to you.
- **Mistakes in the order** - make notes on the cards rather than trying to remove and replace in correct order.
- **Rider started in wrong Group** - note clearly on his/her card.
- **Rider lost card or forgot to take, or too late** - make a substitute from the cardboard cards in the bag, noting the rider's name and number and group.
- **Rider forgot to hand card in** - ask who was behind and in front of him/her over the line, and mark the card with the marker accordingly. Place the card onto the string as it comes.
- **DO NOT UNDER ANY CIRCUMSTANCES EVER TAKE ANY CARDS OFF THE STRING.**

- **Remain at your duty point until the last cyclist has finished.**
- The race organiser will inform you who that is or the pick-up vehicle will inform you when you can leave.
- Report any incidents or events to the race organiser. Don't forget to return items to the trailer.
- We cater for all categories of riders and everybody is entitled to the same consideration. Be prepared for sometimes a long wait - you will be one of the last to leave.
- **DO NOT UNDER ANY CIRCUMSTANCES EVER TAKE ANY CARDS OFF THE STRING.**

EMERGENCY CELL PHONE WITH RACE ORGANISER

076 570 4636