

Quick Reference Guide - Marshal Points

ROLE: Marshal • Maintain marshal point control by blocking stage entrance while road is closed • Communicate with spectators/civilians and encourage safe viewing • Ensure safe viewing of event	RESPONSIBILITY • Block ALL entry to closed stage road • Ensure spectators in safe locations • Spectator Marshal: crowd control • Emergency Stage Closure
Pre-Event ☐ Registration Check-In & Equipment pick up (vest, etc.)	
Marshal Setup ☐ Arrive to Pick Up on time, follow caravan to stage ☐ Vehicle placement - refer to instructions if provided ☐ Block stage entrance in safe position (as directed) ☐ Safety high-vis vest for all volunteers ☐ Banner tape check for full coverage across road, adjustment ☐ Marshal Radio (if applicable) – Place signage and Notify Net Control when in place	
Marshal Operations ☐ Vehicle Schedule: Advance, Safety Delegate, Course Open (000, 00, 0), Competitors, Sweep ☐ Road is CLOSED after 000 car passes (refer to road closure letter in packet) ☐ DO NOT allow <i>any</i> vehicles to enter the stage when road is closed ☐ Keep spectators behind YELLOW banner tape, and in safe locations ☐ DO NOT allow <i>anyone</i> behind RED banner tape ☐ Allow Media access if they arrive, access varies by color (see ARA media guide) ☐ In case of emergency Raise Arms in Cross above head – <i>this will result in stage being canceled!</i> Emergencies include: unofficial vehicle entering stage while road closed, vehicle traveling reverse direction while road closed, immediate spectator danger, etc. ☐ In case of competitor distress/crash – do NOT assist or allow spectators to assist ☐ Road is OPEN only after sweep GREEN LIGHT passes ☐ DO NOT leave position or allow any vehicles on stage/road until GREEN LIGHT sweep has passed (<i>stage may run multiple times</i>) ☐ Avoid confrontation if possible, emphasize to spectators importance of safety to continue running the stage (stage will be <i>canceled</i> if safety issues are present)	
Stage Shutdown ☐ Cleanup and debanner surrounding area ☐ Return signage/equipment to stage captain or designee	