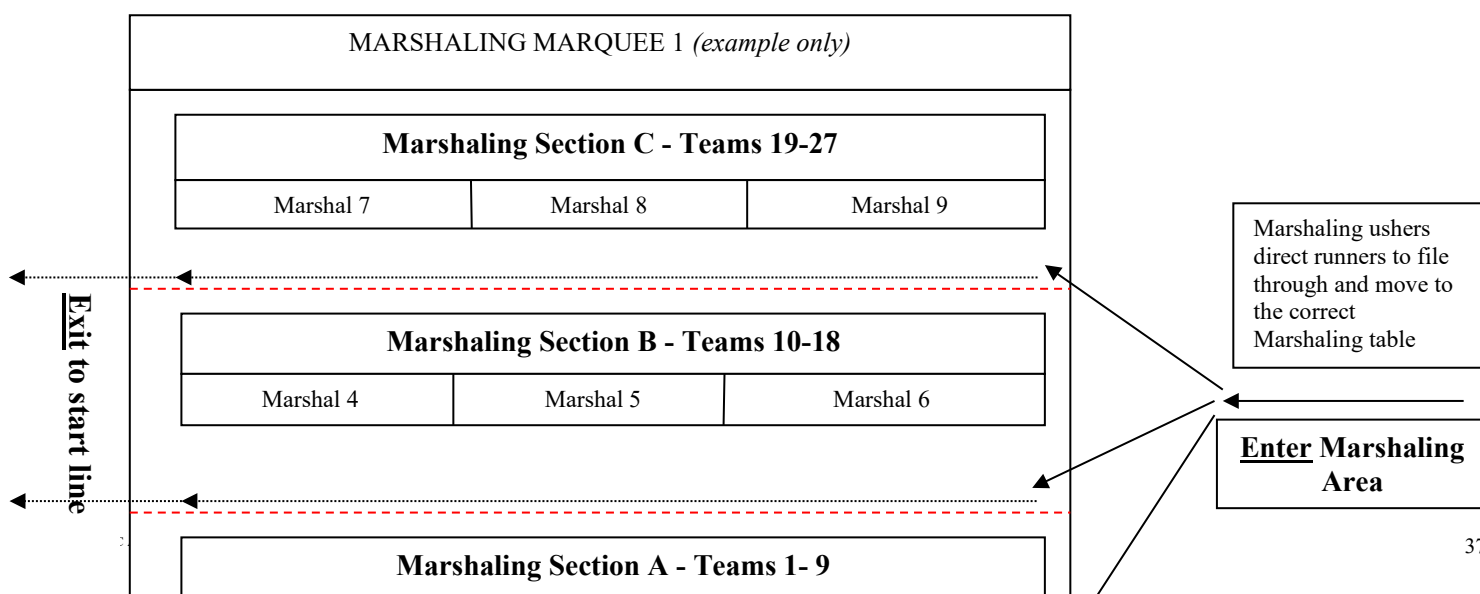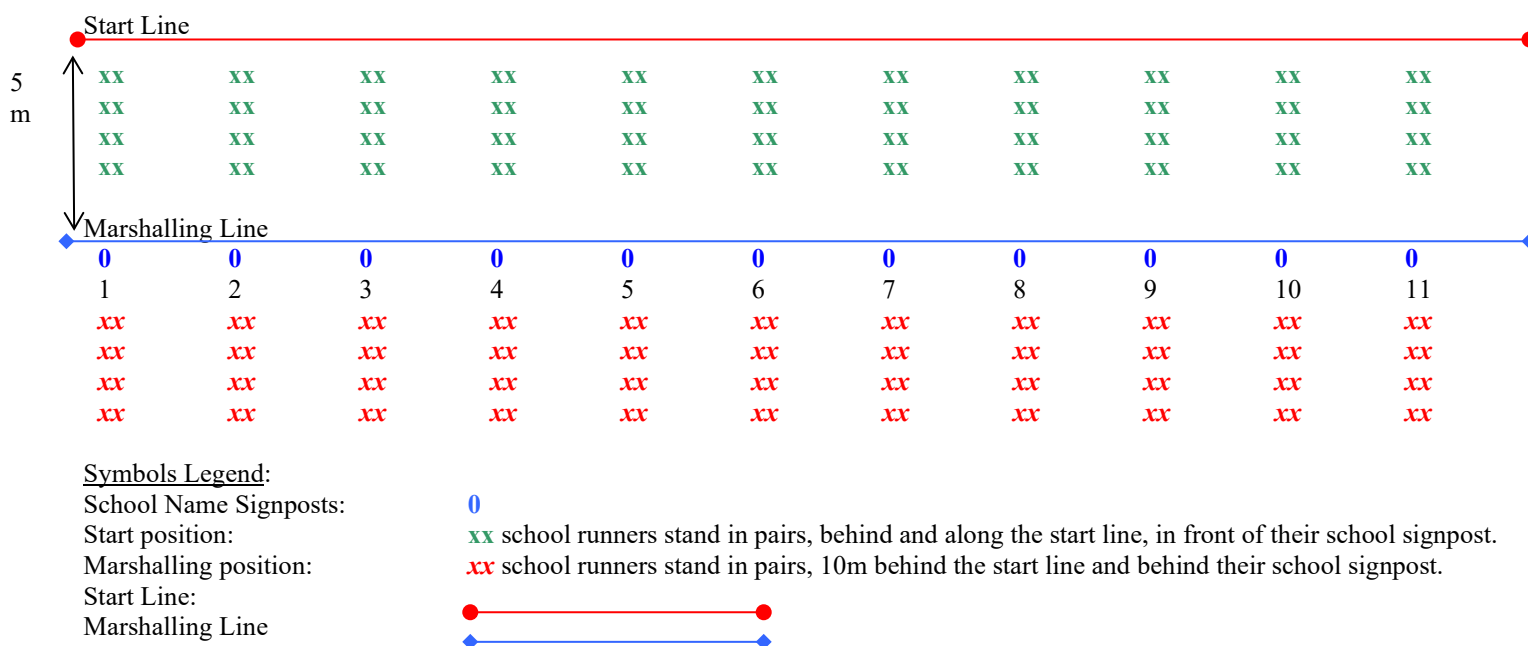*Appendix 6i*

To 'ACC Cross Country'

CHIEF MARSHAL, TEAM MARSHALS, MARSHALING USHERS AND START LINE ASSISTANTS

- The main task of the Marshalls is to check all competitors' numbers, age groups and provide the correct timing bib to each runner. Once the names/age groups have been checked, timing bibs provided for each team, then the competitors are to be placed behind the marshaling line in preparation for the start.
- Mask Wearing: As of the 29-4-22 mask wearing is no longer compulsory in most settings. However, the ACC is operating under a COVID Event Plan, and the marshalling process is considered a high-risk area. During the marshaling process each marshal must wear a mask. Once the marshaling rush period passes masks can be removed until the next event comes through.
- The start line is approximately 60m wide. Each school is allocated a specific point on the start line and there is a small name sign for each school. * See Appendix 16 for Start Line Positions.
- TBC - There are **27 team marshals**, one chief marshal, **3 reserve marshals**, **3 marshaling ushers and at least 3 start line assistants**. *Each team marshal must have one student assistant.* The last three marshals (28-30) will act as a reserve marshal for each marquee to relieve or replace other marshals as required.
- **Each school should send a team liaison person** to the marshaling area to assist the marshals with the allocation and attachment of the timing chips. Team liaison personnel may be staff or competent senior students.
- **Each school is only allowed 6 runners per event, except U19 8 runners. Any Multi Class/Inclusive runners do not count in the team number.**
- Each marshal will be provided with a printout of all the listed competitors, age groups and competitor numbers for their allocated school(s). The marshal will also be provided with all the numbered timing chips for their allocated school(s). These chips will be disposable bibs.
  Please keep chips in numerical order to avoid misplacement or loss
- The team marshal is to check that each competitor has the correct computer number and team code written on the back of their hand and should tick off each student on their team sheet when they have been marshaled. The numbers listed on team sheet are correct and in the timing system. If students have a different number written on their hand that is not matching their allocated number on the team list then it is incorrect and should be changed.
- Once the students have been ticked off on the sheet and they have the correct number, the marshal will then provide the student with the correct numbered timing chip which corresponds with their competitor number, e.g. student A is number 405 on the team sheet they MUST be given chip number 405. The marshal is to ensure that the timing chips are correctly fitted to each runner. The student assistant should assist the marshal in finding the correct timing chip and handing the chip to the runner. *Each team should have a school liaison person with their runners to assist with the allocation and attachment of timing bibs.*
- Competitors that have been moved up to a higher age group, or who have been entered as an emergency on the day will need to have a **CHANGE TICKET** (see Appendix 10) to verify that the change has been recorded in the results room. Students that are not on the team list and do not have a change ticket **MUST NOT** be allowed to compete. (TBC)
- If there is any confusion or doubt as to the number or age group of a student, then the team marshal must confirm with the computer room official through the chief marshal on the two-way radio.
- If your assigned school is absent for an event(s) please assist the marshal next to you.
- **After the final event, the team sheets and any change of age group tickets will be collected by the Chief Marshal and sent to the results room. **Do not put any team sheets in the bin****
- After each race starts the start line assistants are to ensure that the school name signs are still in place and in the correct order.
- The Chief Marshall MUST supply their own loud hailer.
- Marshaling area layout: The marshaling area comprises 3 adjoined under cover marquees in front of the start line, each divided into 3 sections. Each section will have three marshals. Each marshal will be assigned to manage 2 teams; some marshals may have three teams. Students will file into the marshaling tent that corresponds to their team start line number. Ushers will be at the entrance to the marquees moving runners into the correct tent.
- The following diagram is an example of one marshaling marquee layout, there will be three marquees on the day; numbers may differ at the carnival. *** See Appendix 16 for Start Line Positions & Marshaling Areas**

MARSHALING MARQUEE 1 *(example only)*

Marshaling Section C - Teams 19-27

| Marshal 7 | Marshal 8 | Marshal 9 |

Marshaling Section B - Teams 10-18

| Marshal 4 | Marshal 5 | Marshal 6 |

Marshaling Section A - Teams 1- 9

Exit to start line

Marshaling ushers direct runners to file through and move to the correct Marshaling table

Enter Marshaling Area

START LINE PROCEDURE:

- Marshalling:
    - Runners are required to marshal 20 minutes before race start time.
    - In the marshaling tents the team marshals will check that all runners have the correct computer number and code written on the back of their hand. Once numbers are checked then the marshals will give the correct numbered timing bib to each runner and ensure that it is correctly fitted.
    - Once the runners have been through the marshaling tent and received their timing chip, they should immediately move to the marshaling line and stand in pairs behind their school signposts, approx 5 metres behind the start line.
    - The start line assistants should assist the marshals in ushering the runners from the tent to their correct start line position.
    - Before the carnival, the ACC will randomly assign each school a position along the start line (1 – 55, from left to right).
    - Schools use the same start position for each race and the allocations will be re-assigned each year.
    - Runners should be positioned in pairs (2 behind 2) with the best runners at the front.
    - Start line assistants are to ensure that teams do not move away from their designated start line position and try to take up a more favourable position on the start line that may be vacant due to a missing school.
    - If your assigned school is absent for an event(s) please assist the marshal next to you.
- Start:
    - Schools should have briefed and prepared their runners before the carnival for a massed start in pairs 2 behind 2 with the best runners at the front and any *Multi Class./Inclusive runners at the back of the team*.
    - On the starters first command the start line assistants move up to the start line. On the starters second command the runners move up to the start line and take up their allocated school position on the line. This is directly in front of their school-marshaling signpost. There are no marks on the start line; the school signposts indicate position along the line.
    - The start line assistants and school liaison personnel then ensure that runners are positioned in pairs (2 behind 2) with the best runners at the front. When runners are in position the start line assistants signal the starter and move back to the marshal line.
    - Race commences on the starters gun. In the event of a false start — the procedure is repeated.

Symbols Legend:

School Name Signposts:	**0**
Start position:	**xx** school runners stand in pairs, behind and along the start line, in front of their school signpost.
Marshalling position:	*xx* school runners stand in pairs, 10m behind the start line and behind their school signpost.
Start Line:	
Marshalling Line	

* SEE Appendix 16 for Start Line Positions & Marshaling Areas

- Marshaling and start times are as follows:

SCHEDULE OF EVENTS

Event	Gender	Age	Marshal	Start	Finish Cut-off Time
1	GIRLS	U13	9:10 AM	**9:30 AM**	9:50 AM
2	BOYS	U13	9:35 AM	**9:55 AM**	10:13 AM
3	GIRLS	U14	9:54 AM	**10:14 AM**	10:34 AM
4	BOYS	U14	10:15 AM	**10:35 AM**	10:53 AM
5	GIRLS	U15	10:34 AM	**10:54 AM**	11:19 AM
6	BOYS	U15	11:00 AM	**11:20 AM**	11:43 AM
7	GIRLS	U16	11:24 AM	**11:44 AM**	12:09 PM
8	BOYS	U16	11:50 AM	**12:10 PM**	12:33 PM
9	GIRLS	U19	12:14 PM	**12:34 PM**	12:59 PM
10	BOYS	U19	12:40 PM	**1:00 PM**	**1:23 PM**
NB: Multi Class/Inclusive students will compete within their age/gender category, unless advised otherwise.					

NB: Start times for events are only approximate and may vary slightly on the day. Check with carnival manager.