



PRO ROAD & TIME TRIAL NATIONAL CHAMPIONSHIPS

JUNE 2017 • KNOXVILLE, TN

WELCOME AND INTRODUCTION

Thank you for your participation in the 2017 USA Cycling Road & Time Trial National Championships. Without the help of our Marshals/Volunteers/Medical, it would be impossible to successfully manage an event of this magnitude. Your hard work and enthusiasm will have a tremendous impact on the success and enjoyment for everyone involved.

This Volunteer/Marshal Handbook contains guidelines to help you not only understand your role during the event, but also to enable you to enjoy your experience at this year's USA Cycling National Championships. Please take some time to familiarize yourself with this handbook. By knowing and understanding what to expect and how to handle situations, you'll help ensure that this experience will be enjoyable and memorable for all.

Please remember that while you are volunteering, you represent the USA Cycling National Championships. It's important that you conduct yourself in a professional manner and be pleasant and courteous at all times. It is critical that all of our volunteers work together as a team so we can accomplish the smooth operation of the USA Cycling National Championships. Again thank you for your participation.

Your Number 1 Priority is Safety:

1. Your own personal safety: Don't put yourself in a dangerous situation.
2. The safety of other volunteers in your area: If you see a volunteer in a dangerous location, please advise them and help relocate them.
3. The safety of the athletes: Notify the riders of unsafe conditions or course directional changes. Keep spectators off of the course when riders are passing.
4. Spectator safety: This is a lot like herding cats. Refer to items 1-3.

.....

VOLUNTEERS ARE PUBLIC RELATIONS AMBASSADORS

As a volunteer, you will have more involvement with the locals, spectators, and people caught “unaware” than any other race staff. You are, in effect, a goodwill ambassador. It is very important to the City of Knoxville that a positive impression be made on everyone involved. The manner in which you conduct yourself, deal with other people, and carry out your responsibilities will go a long way toward assuring that this event is a success.

99% of the situations that you will encounter can be handled with a smile and polite yet firm tone of voice. Being friendly, cordial and helpful will certainly be appreciated and help us win friends for our event. If you are experiencing difficulty with someone, don't get angry or demanding. Instead, remain calm and polite, but be firm. If the problem continues, contact a race staff member for assistance.

We want everyone to go away with a positive experience. Everyone is coming to see a great race and to have fun. Let's enhance their experience by making it enjoyable and SAFE for all. The following tips will help you in your volunteer position.

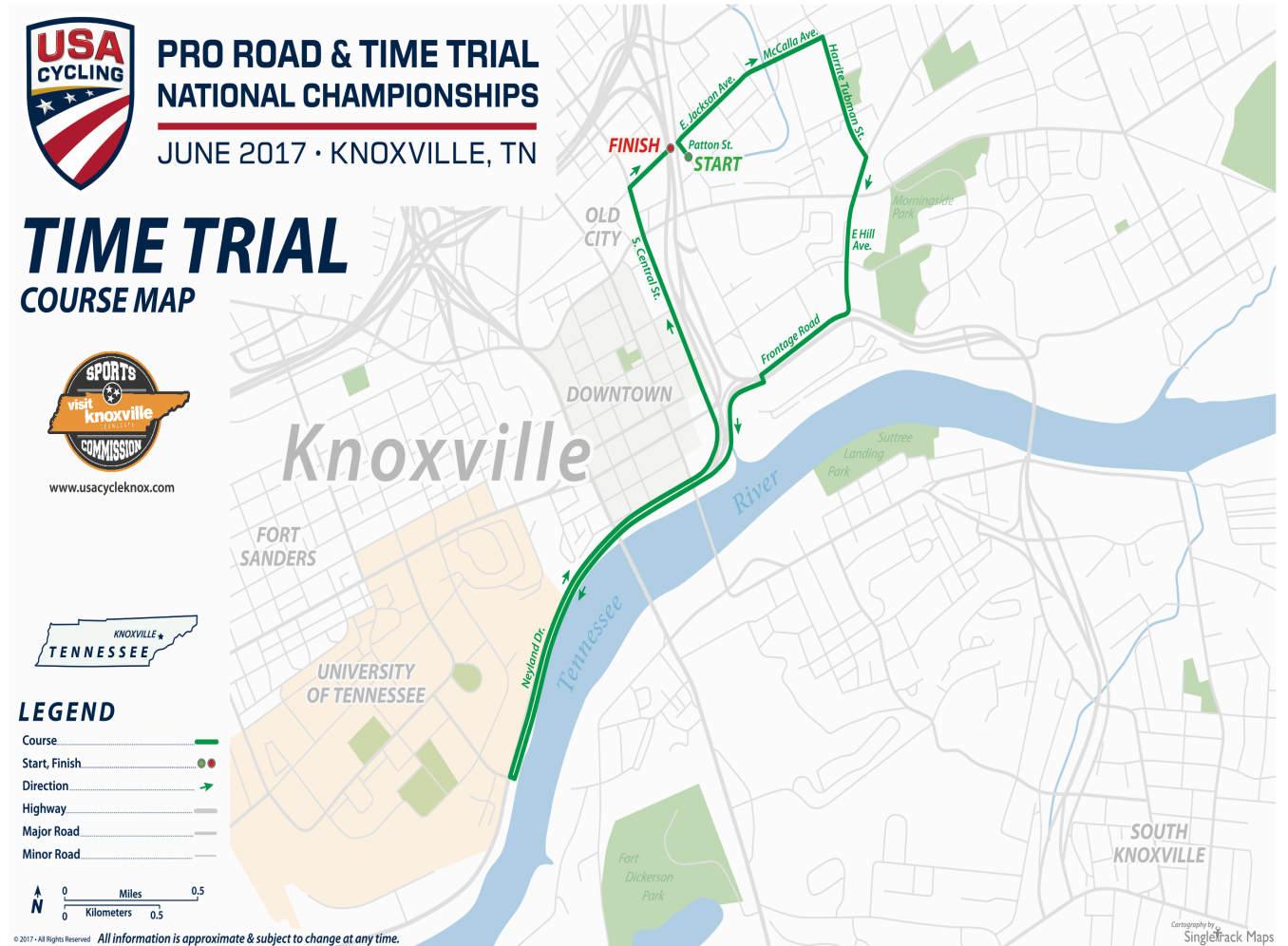
1. Use tact when dealing with the public
2. Be firm but helpful. You are in charge, but use a polite tone of voice
3. Assist spectators, pedestrians and photographers whenever possible
4. Respect your area and our city
5. Say “THANK YOU” to other volunteers, the local police, and spectators. They'll love it!
6. Ask for help from the police, the Marshal Coordinator, or the Volunteer Coordinator if you need it
7. Have fun - this always rubs off on others
8. Ask questions if you are unsure of anything

2016 USA Cycling National Championships

Volunteer Positions

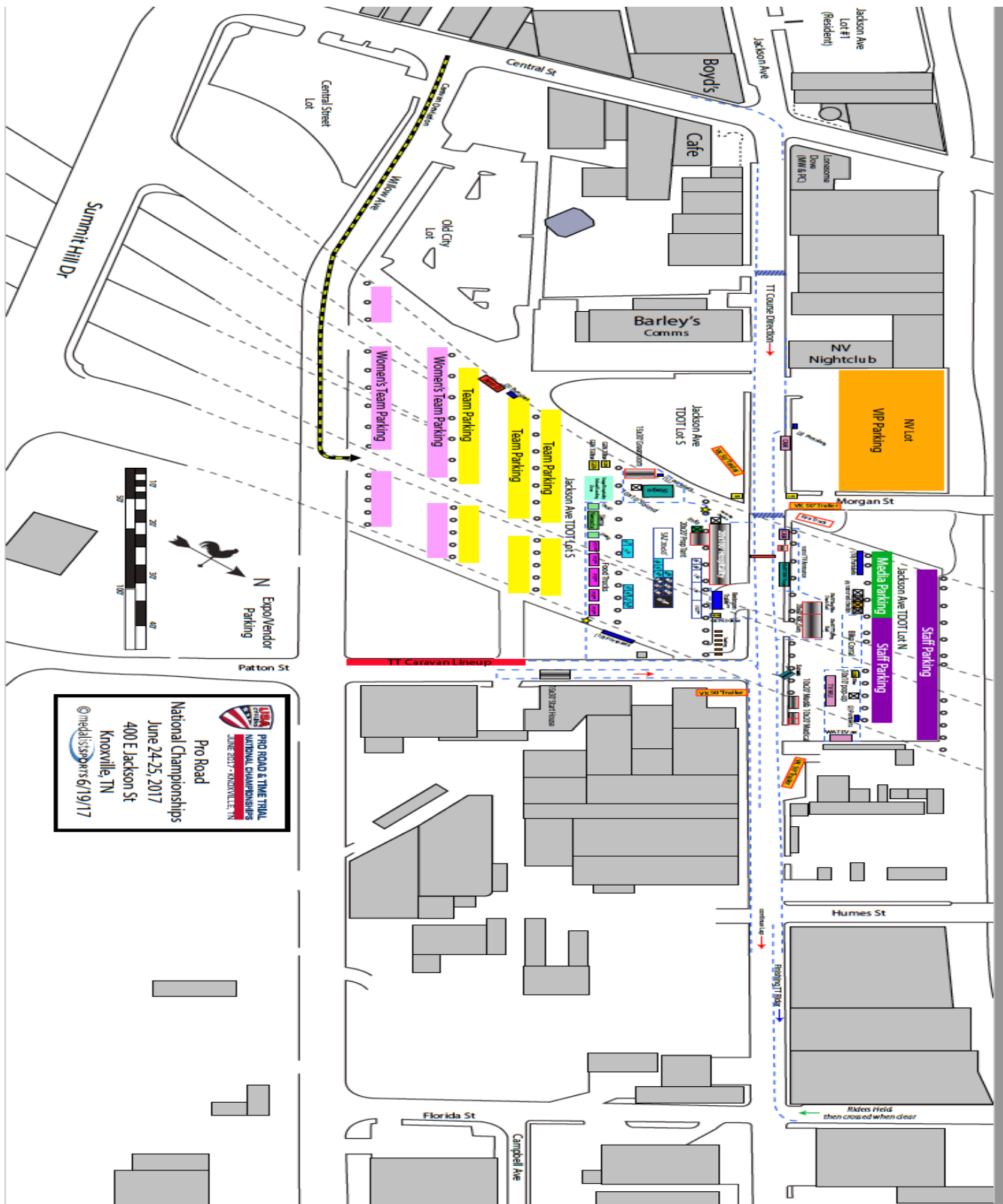
- **Course Marshals:** Assigned to a designated area along the race course to assist with the coordination and safety of the field of play. Course marshals are needed for each stage of the race.
- **Safety Crew:** Assist security staff with access control, including on-course, hospitality, awards ceremonies, green room and press conferences. Must arrive 15 minutes before your shift starts and stay approximately 30 minutes after the race finishes.
- **Media:** Assist media operations staff with media check-in, credential distribution, general press inquiries, office set-up and tear-down, and serve as a “runner”. (For Tours, volunteers must show up two hours before the race begins in the start city and stay through the start of the race. In finish cities, volunteers must show up three hours before the finish, and stay through the post-race media activities.)
- **Volunteer Check-in:** Assist volunteer coordinators with set-up, check-in, registration and deployment of volunteers. Plan to arrive one to two hours before the start of the race and stay until the riders take off.
- **Parking Marshal:** Assist event staff and manage the flow of traffic in/out of designated parking areas.
- **Beer Garden:** Work with Director of Hospitality and the catering company with checking identification at the Beer Garden. Bring a smile and be ready to have fun.
- **VIP Hospitality:** Assist staff with checking VIP guests in and out of Hospitality on event day.
- **Medical:** In conjunction with the Medical Staff, medical volunteers will attend to all rider needs as dictated by lead Medical Staff. Your duties and locations will be independently assigned by the lead Medical Director.
- **Anti-Doping Chaperone:** Chaperone female or male medical (non-skilled): Serve as an athlete escort on behalf of the drug testing service. Riders are to be walked directly to the Anti-Doping location near the race finish area.

Course Map for the Time Trial: Saturday - June 24, 2017



Venue Layout for the Time Trial and Road Race

Old City - 400 E. Jackson St, Knoxville, TN



Course Map for the Road Race: Sunday - June 25th, 2017

Women: 9:00am - 8 laps

Men: 1:15pm - 14 laps





PRO ROAD & TIME TRIAL NATIONAL CHAMPIONSHIPS

JUNE 2017 • KNOXVILLE, TN

Course Marshal Rules and Regulations

“Marshal” is a title that describes a very important group of people. In a challenging cycling event like this, the position requires individuals with a wide assortment of talents and skills. A good Course Marshal must be enthusiastic, informative, communicate and work well with others, and react QUICKLY and CALMLY to any problem that occurs. Marshals are required to work long hours with one major goal: Provide a safe and flawless bicycle race for the participants and spectators. These goals can be reached by following the guidelines as set-out in this handbook, by being prepared for anything that may happen, and by using GOOD COMMON SENSE.

BE PREPARED

Don't be fooled, a Marshal's job is a HARD job. Leave the partying for the final After-Party at the end of the event. Get a good night's rest, and be prepared for the long day ahead. Other than clean clothes, here are a few more things that marshals should have with them at all times. In the words of Karl Malden, "Don't leave home without them!"

1. Sunscreen and lip guard
2. Sunglasses
3. Rain-gear: Pants and/or Jacket
4. Water
5. Healthy snacks
6. Cool weather clothing
7. Course maps
8. Comfortable footwear (no sandals)
9. Pen and paper

- 10. Knife - folding
- 11. Current race information
- 12. Backpack
- 13. Watch - make sure you're on time!
- 14. Whistle
- 15. Portable folding chair

POLICE AUTHORITY

The riders in the USA Cycling National Championships will depend on marshals at almost every turn in the road. The racers will look to you for direction if a situation or dangerous scenario arises, and you must be prepared to provide it. That's one of the main reasons you are there.

The USA Cycling National Championships are dealing with many police jurisdictions during the course of this race. For those marshals who will have contact with the various police authorities, please give them the respect and the response that they deserve. Introduce yourself as a course marshal, and explain your role to them. This will help you develop a good working relationship throughout the event, as they may be unsure of certain race dynamics. Your explanations will help them to do a better, more informed job.

The police are there to help and they know what to do in a crisis. If a crisis arises, **DO EXACTLY WHAT YOU ARE TOLD BY THE POLICE TO THE BEST OF YOUR ABILITY**. Remember, you are not a police officer. Only duly authorized officers can and should enforce the law. Never compromise the event or yourself by exceeding your authority.

If a problem of jurisdiction or a misunderstanding about responsibility arises, notify the Marshal Captain in your sector or the Volunteer Coordinator. When offering helpful information, remember to be courteous and respectful. Saying "please" and "thank you" goes a long way in building good relationships with everyone involved.

MARSHAL DUTIES

Depending on the type of race (closed circuit or road race), course marshals duties can vary as described below.

Specific duties will include:

- Directing the riders in the correct direction;
- Assisting the police with a road closure;
- Keeping vehicles from entering the course when the race is passing;
- Keeping spectators, children, pets and any other number of hazards off of the course.

Based on your location on the course, the Peloton may pass you more than once. Below is what's expected and the actions you should take:

Securing the race course is only a small part of your overall responsibilities. From pre-race to post-race, each marshal will be involved in a wide range of tasks that will lead to producing the best event possible.

BEFORE THE RACE

Marshals may be asked to assist other crews in setting up race equipment in preparation for each day's events. Use this time effectively to train your eye to look for safety hazards and for the upcoming needs of racers or spectators. Eliminate potentially dangerous situations by pointing out hidden hazards such as potholes, gravel and loose equipment to the production crew or your coordinator beforehand.

Providing well-planned crosswalks and defining "Spectator Areas" can provide racing fans with great places to view the race. You should consider the amount of foot traffic and the visibility of the race when securing these areas.

When you arrive at your post:

- Assess the location: Note traffic patterns, the direction the race will travel, and any hazards.
- Course clean-up: Remove debris and any other obstacles that are on the course (branches, gravel, trash, etc.)

- Get to know your neighbors: Introduce yourself to the police officers or volunteers you are stationed with. Make sure everyone working knows their duties.

DURING THE RACE

A Marshal's duties will vary according to the course location he or she has been assigned to and is responsible for. One hour before the race start, or arrival at your assigned post, you should have completed your course set-up. If you can assist the police, event construction crew or volunteer marshals, then by all means do so. A more enjoyable time will be had by all if we work as a team. Remember, "Teamwork makes the Dream Work"!

If you have done your homework you should know the following things:

1. The day's course route, distance, and ETA.
2. Current race – start time and finish time.
3. Location of team, staff, and spectator parking.
4. Re-routing of traffic patterns.

Having correct and up-to-date information will be very important to you in establishing a good rapport with spectators and law enforcement.

General Information

What happens in the Time Trial?

- For the time trial the road is closed to all traffic.
- Riders will pass one at a time, and in some locations will pass in both directions.
- Police will be positioned at all intersections to control traffic or pre-determined course locations.
- If a local resident needs to leave their home or business during the race, please hold them in location and notify one of the motorcycle marshals patrolling the course (wearing orange vests).
No civilian traffic is to be on the course without an escort!
- Do not leave your post until relieved. Remember, in many locations the last rider will come back by heading in the opposite direction.

What happens when the Road Race comes by?

- In many cases, the police will begin closing roads or sections of a road just before the race arrives. Off to assist them when they begin this action.
- If you are stationed without a police officer, chances are it will be on a smaller, less traveled road. Once you see the lead vehicles for the race, no vehicular traffic should be allowed onto the race course.
- At certain intersections there will be traffic cones or lightweight barricades. These are to be used to assist you in closing the road when the race is passing.
- Note that there may be several groups of racers with gaps in between. A police car with an “End of Convoy” sign will indicate the end of the closure.
- Once the entire caravan passes, traffic is allowed to flow as normal until the race arrives again.
- Remember that at times there are multiple laps. Please don't leave your position until relieved!
- When you are relieved, please be sure to leave your post cleaner than you found it. Thank everyone that you've been working with, and thank the spectators for coming out to watch the race.

Specific Duties for Course Marshals

Safety is your Number One priority:

1) Your own personal safety and the safety of the other volunteers in your sector

2) Athlete safety; and

3) Spectator safety

Nothing that happens today is worth an injury

- Marshals will “flag” all course directing. This will include most corners and street turns throughout the course.
- In addition to corners, marshals will also be deployed in areas where there might be a routing or safety concern (entrances to divided sections of road, steep down hills, rough roads etc.).
- It will be the responsibility of the course marshal to ensure that the course is clear from various road hazards, including trash and debris. (Items that will be provided by the race are: cones, safety vests, brooms, shovels, patch material, etc.).
- When stopping traffic from entering the course, the course marshal will primarily be concerned with private driveways, commercial exits, business driveways, over-crowded sidewalks, etc. This can be performed by using simple hand-motion commands.
- Full-time volunteers will be focused on managing cross-streets and intersections, as well as cleaning and clearing the route of any debris while prepping the course for the Peloton’s arrival.
- Course Marshals will not close roads along the course. The local law enforcement will be responsible for road closures or partial road closures and will announce when it has been closed to both vehicle and pedestrian traffic.
- Once the road has been announced “CLOSED”, volunteers should stop all vehicle and pedestrian traffic from entering or crossing the course from driveways, cross-roads, alleys, parking lots or intersections. This is important for everyone’s safety.

START/FINISH AREA

SPECTATORS

Fans will lean over the fence, stick their heads through the fence, and jam-up your crossing gates! In the excitement, they will do anything for a good view. When you see a safety problem, deal with it immediately - but always be respectful and polite. No one wants to get hurt. Many spectators have never seen a bike race before, and aren't aware of the dangers that can exist. After they realize you're telling them something to keep them safe, they will follow your instructions. However, for the small percentage of the population that won't cooperate, get a police officer to assist you.

You will have the highest concentration of spectators at the Start/Finish line. Be alert, keep the flow of traffic going through the crossing gates as smooth as possible. If anyone asks, make the suggestion they walk a circuit course against the race traffic. Again, with many people watching and trying to see over the person in front of them, they may not know that a lot of excitement happens on deserted back roads of the race. Make suggestions that they check out other stages of the race.

Turns on the course are always popular gathering spots for fans. Unfortunately, they can also be potential accident sites. Warn spectators about the possibility of hazard to them. This should be done numerous times during pre-race and race.

When manning crossing gates, it is critical that they be placed so that you can see the racers approaching, and so that people can cross at convenient locations. When the race is approaching, it is imperative that you stop the flow of pedestrian traffic. Most people will not be able to gauge how fast the racers are approaching. You make the decision and make it stand!

MEDIA & VIP'S

These groups can be the kindest or most difficult spectators you will deal with. Always remember that it's your job to keep everyone safe. Make sure that only people with the correct credentials are on the course. For photographers trying to get that "once-in-a-lifetime shot", make sure that they are positioned so as not to cause an accident as the race passes. Most photographers will welcome your help in helping them find a good viewing place on the course. However, if a photographer is endangering himself or the racers, get him off the course, regardless of what his credential says. As the end of the race approaches, remind the photographers (and anyone else in the finish area) to get their shot set-up and "hold it" for the finish of the race. Poor planning and last minute scrambling usually results in a bad shot.

BACK COURSE AND ROAD RACES

While working the back course, or a remote section of the road race, remember this: Even though there aren't as many spectators, the people there are probably twice as dangerous. It's easy to contain a crowd at a start/finish area with fence. It's much harder to contain a curious child in a remote area of a road race. With no fencing to help you, marshals working in these areas must be constantly alert for hazards. Talk with the people you see, inform them of what's about to happen. Ask the adults about children playing and loose animals that might be in the area. A dog that appears to be snoozing on the porch 5 minutes before the race arrives will become loud and excited when it sees all the activity. Make sure the problem is contained before it occurs.

Your interaction with spectators will be more one-on-one away from the Start/Finish line. Again, a smile will go a long way ... it will be tough to pacify an angry motorist who is in a hurry. Be polite and sympathetic, and explain what's going on. Encourage them to be patient and to try to enjoy the race.

Help spectators have a great experience at the race. Answer their questions to the best of your ability with a smile, no matter how silly they may seem.

AFTER THE RACE

Once the race is finished, or has passed your post, your next task is to clean-up the area and leave the site the way you found it. This job can range from the pick-up and disposal of trash, to assisting the construction crew with striking the start/finish area.

The most important consideration is to remember that the race is a guest to our city, and if we don't clean up after ourselves, we may not be invited back. The only memories we want to leave are those of fun and exciting racing - not littering!

Jerseys

In the USA Cycling Championships, performances are signified by special jerseys. The jerseys are prestigious. The competition for these jerseys is fierce.

Overall National Champions Jersey – Road Race and Time Trial

This jersey signifies the over-all winner of the Road Race and Time Trial for both men and women. Each rider will wear this jersey for one year when they compete in any national or international race and be presented as the National Champion of the United States.

Cycling 101

Cycling as a Team Sport

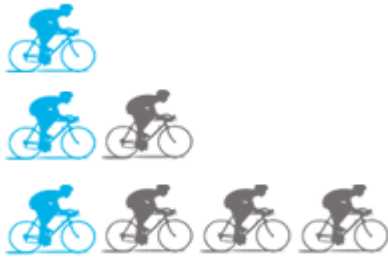
It may come as a surprise to some to learn that cycling is a team sport. In fact, it is one of the most strategic team sports of all. In a typical pro race, teams have 8-12 riders on the start line. Each team has its own game plan for winning, and each rider plays a different role in that game plan. Most teams have one leader. His/her teammates play the role of domestiques, who sacrifice their own chances of winning in support of their team leader.

A domestique is the “worker ant” of the team, protecting the leader from the wind, chasing down breakaway riders, fetching food or clothing for the leader, and even sacrificing their bikes’ parts for the leaders.

Few riders can go it alone and be successful in a race. Understanding this truth in cycling will make watching the National Championship Road Races even more exciting.

Strategy

One of the most crucial concepts in team racing is **drafting**. Riders can conserve energy by riding in the **slipstream** of another cyclist. As a result, teams try to surround their leader with teammates, keeping him out of the wind and fresh to attack at the just the right moment.



Different formations can increase the energy-saving benefits of drafting, and wind can necessitate a variety of drafting formations.

Teams also develop complex strategies to win specific stages and the races within races, such as points for **King of the Mountain** or **Sprint** competitions. Not only do teams designate a leader for the overall race, but many also select riders to try and win the best sprinter and best climber competitions.

Cycling Glossary

Break/Breakaway - A rider or group of riders that has left the main group behind.

Caravan/Race Caravan - The official and support vehicles in a race.

Circuit Race - A one-day race that laps around a circuitous route.

Classic Race - A one-day race in which the route travels between two separate points, instead of a circuitous route.

Criterion - A multi-lap, one-day race on a closed, short course, typically one mile or less.

DNF - Short for Did Not Finish.

Domestique - A team rider who will sacrifice his individual performance to help a designated teammate. Duties can include giving up one's bike for another rider, supplying refreshments to teammates, and catching breakaway riders. French for “servant.”

Draft - To ride closely behind another racer, saving energy by using that racer as a wind break. Riding in front is very strenuous but affords a great energy-saving advantage to the rider behind.

Drop/Dropped - When a rider has been passed by another, or left behind.

Echelon - A staggered, long line of riders, each downwind of the rider ahead, allowing them to move considerably faster than a solo rider or small group of riders. In windy sections where there are crosswinds, a large peloton will form into echelons.

Feed Zone - A designated area along the route where riders can grab “musette bags” filled with food and drinks as they ride by. There is an unwritten rule in the peloton that riders should not attack the field while the riders are going through the feed zone.

Field Sprint - A mass sprint at the finish among the main group of riders in a road race.

Gap - The amount of time or distance between a rider or group of riders and another rider or group of riders.

General Classification (G.C.) - The overall leader board in the race, representing each rider’s total cumulative time in the race. The rider with the lowest time is number one on the G.C.

Grand Tour - Refers to three-week major cycling stage races: Tour de France, Giro d'Italia (Tour of Italy), and Vuelta a Espana (Tour of Spain).

Gruppetto - A group of riders that form at the back of the field on mountain stages, who ride at a pace that allows them to finish just inside the time limit (see Time Cut). Usually the gruppetto is comprised of sprinters and other riders that are not climbing specialists or race leaders. Gruppetto is Italian for “a small group.”

Hammer - To ride hard. Also, to “put the hammer down.”

Jump - A quick acceleration, which usually develops into a sprint.

KOM/QOM – King/Queen of the Mountain. Award for the Best Climber.

Lead Out - To intentionally sacrifice one's chances in order to create a windbreak and creating an opening for a rider behind. A racing tactic whereby one rider races at high speed to give a head start to the rider on his/her wheel.

Mechanical - Slang for a mechanical problem with the bicycle. “He had a mechanical.”

Mountain Climb Classifications - Large mountain climbs are normally classified according to their difficulty. Category 4 is the easiest, followed by Categories 3, 2, 1, and the Hors-Categorie (which is the hardest). Mountain climbs are classified according to their length and the average gradient of the road's incline.

Off the Back - When a rider or riders cannot keep pace with the main group and lag behind.

Off the Front - When a rider takes part in a breakaway.

Paceline - A string of riders that moves at high speed with each individual taking turns setting the pace and riding in the draft of the others. See also Train.

Peloton - The main field, or pack, of riders in the race. Peloton is French for a group moving forward.

Prologue - One type of beginning for a stage race, which is a relatively short time trial.

Popped - Blown. Had it. Knackered. Stuffed. Lots of words to describe the legs just going all weak. Loss of power.

Puncture - Flat tire.

Road Rash - Skin abrasions resulting from a fall or crash onto the road.

Saddle - The bike seat.

Sitting up - When the rider is no longer tucked, or riding in the most aerodynamic fashion.

Slipstream - The area of least wind resistance behind a rider.

Stage Race - A bike race held over successive days, with a different course each day. Stage races can last anywhere from three to 25 days. The rider with the lowest total time (or accumulated points) after completion of all the stages wins the overall race.

Team Leader - The rider for whom the team rides in order for the leader to win a stage or race.

Time Cut - Mostly applicable to the Grand Tours. On each stage all riders must finish within a certain percentage of the winner's time to remain in the race. Those who are unable to make the cut are disqualified from the race.

Time Trial - A race in which riders start individually and race against the clock. The fastest over a set distance is the winner. Riders can pass each other on the course but they are not allowed to draft off of each other. Also known as the "race of truth."

Train - A fast moving paceline of riders.

UCI - Union Cycliste Internationale, the international governing body of cycling.

Wheel Sucker/Wheelsucking - Someone who sticks to a rear wheel ahead of him or her and refuses to go to the front.

USA Cycling - America's governing body of cycling. USA Cycling supervises the activities of all cycling disciplines (road, mountain, track, cyclo-cross), and establishes criteria for the US Olympic Cycling Team.

Velo – means Bike in French.

Without YOU, our volunteers, this event could not happen. We greatly appreciate your time, effort and support of the

2017 USA Cycling Pro Road & Time Trial National Championships

Thank You!