

# Example Role Description: **Bike Director**

## Overall Responsibility:

To prepare the cycle course and direct a team of marshals as identified in the event management plan assessment ensuring a proactive approach to competitor safety and enjoyment of the event as well as helping to raise the awareness of the general public to the event.

**Reporting to: Event Director**

## Description of Duties:

### Planning:

- Assist the Event Race Director to design and measure the bike course, undertake a risk assessment and develop appropriate arrangements for marshalling, drinks station(s) and medical access
- Liaise and to confirm event timings, number and position of marshals etc
- Help recruit, if necessary, additional marshals in liaison with Event Race Director

### Pre-event:

- Check bike course, sweep/clean any areas if necessary (report any areas of concern to the Event Race Director)
- Install directional signage

## Event Day:

- Final check of bike course to check that all traffic management arrangements/signage (and directional signage) in position
- Ensure that all bike course marshals are in position and fully briefed and confirm when the course is "good to go" with the Event Race Director
- Arrange for collection of competitors (and their cycles) in case of mechanical breakdown or accident using sweep vehicle
- Report all accidents (or near misses) to the Technical Official
- Report last cyclist finished to the Event Director
- Assist with collection of route signage

## Post Event

- Provide de-brief report to Event Race Director

# Key Contacts:

**Event Director:** Name/Number/E-mail

**Safety Manager:** Name/Number/E-mail

**Traffic Management Company (if applicable):** Name/Number/E-mail

**Garda Liaison:** Name/Number/E-mail

**Lead Medic:** Name/Number/E-mail

# Additional:

Required to attend event planning meetings and the Safety Advisory Group meeting if necessary.