



# Code of Practice and General Guidelines

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Issue 2

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## **1. General**

### **1.1 History**

The National Escort Group (NEG) was formed in 1999 as a method of providing an accredited group of motorcyclists trained to assist with the safety cover for all road based sporting events (cycle racing, triathlons, marathons, etc) and consisted of a handful of members throughout Britain.

Since then the NEG has grown to over 100 active members with a sister division running in Wales (NEG Wales) with over 30 members.

NEG members may be requested to assist with a cycling road race, either working with police motorcyclists in providing a safe route for competitors, or operating where there is no police cover by assisting with the direction of the race, and complementing static marshals.

Apart from many British Cycling events (Tour of Britain 2004 to date, regional road races and local county leagues) the NEG has successfully undertaken marshalling duties for the 2012 London Olympics and Paralympics' Games.

The NEG also assists in the safe passage of the cycling segment for the British Triathlon federation and have provided mobile marshalling for various national charity events.

### **1.2 Mission Statement**

To provide a high standard of motorcycle marshals for a variety of sporting events held on the public highways and to enhance the safety for competitors, officials and members of the general public alike.

## 2. Behaviour & Welfare

### 2.1 Riding Behaviour

Every NEG member, whilst on duty (including to/from an event), is responsible for the safety of themselves and of other persons who may be affected by their acts or omissions.

The NEG will not tolerate any bad or dangerous riding behaviour, such as wheelies, stoppies or burn-outs amongst others at any time.

NEG members are expected to ride to the high standard as practised within the IAM or RoSPA and must obey the Highway Code at all times.

It is the personal responsibility of the NEG member to exercise their own judgement about the course of action they take. Do not follow another motorcyclist's actions.

Ride in staggered formation when in close proximity to other motorcyclists and only overtake when safe and legal to do so.

When being overtaken indicate by putting your leg out to the side you wish to be passed on

### 2.2 Personal Behaviour

Members are requested not to give interviews to members of the press. Please forward all requests to the NEG General Enquires. Remember that whilst attending an event you are representing the NEG and your actions reflect on the organisation and your fellow members. This includes posting comments or photos on social media sites.

In the case of a serious incident during an event please refrain from posting comments (speculative or eye-witness) on social media sites as the incident may become a police matter.

### 2.3 Personal Wellbeing

The NEG does not allow any of its members to be under the influence of drink or drugs whilst on duty including to/from an event.

Ensure that when you turn up for an event that you are emotionally and physically fit for duty. Such factors may include tiredness, emotional state, physical injuries or medical issues.

If during an event you become unwell or have a medical issue then inform the NEG Team Leader or the Event Organiser at the earliest opportunity.



### 2.4 Welfare

It is advisable to carry food & drink with you and whenever the opportunity arises during the event to ensure that you drink, eat and take comfort breaks.

As there may be limited welfare facilities available during the event it is worthwhile to carry sterile hand-wash gels or wipes.

## 2.5 Emergency Contact Details

The NEG recommends that members keep their Next Of Kin details on your person in an easy to find place whilst on duty and ensure they are up to date with NEG (and BC and BTF where necessary).

## 3. Clothing, Equipment & Motorcycle

### 3.1 Helmet

The NEG insists that your helmet conforms to British Standard 'BS 6658:1985' and carries the BSI Kitemark or conforms to UNECE Regulation 22.05.

The NEG does not require that its members wear a certain make, model or colour of helmet. However it would suggest a 'flip-up-front' style of helmet as this generally gives quicker, better flexibility between both riding and marshalling.

The NEG recommends that a white coloured helmet gives the best chance of being seen by others as and to project a unified professional image of the NEG.

### 3.2 Hi-Viz Jacket

For BC organised road race events the orange BC Hi-Viz jacket must be worn during the event and must not be worn to or from the event. These will be distributed by BC via your local RC.

For BTF organised events the orange BTF Hi-Viz jacket must be worn during the event and must not be worn to or from the event. These will be distributed by BTF.

For all other events the yellow & orange NEG Hi-Viz jacket must be worn. This may be worn to and from all NEG events.

### 3.3 Motorcycle

The NEG insists that you ensure that your motorbike is taxed, in good working mechanical order and holds a valid MOT Certificate if older than 3 years old.

The NEG does not require that its members ride a certain make or model of motorbike but recommends that it should have a suitably large enough screen to clearly display a screen-blade.

It also recommends a 'tourer' style of motorbike as this generally gives a better fuel capacity for all day/long events and typically gives better viewing coverage in the wing mirrors. It will also provide better comfort for all day/long events and better luggage/storage options.

Please arrive at the event in a timely fashion with your motorbike fully fuelled and ready to go.

### 3.4 Screen blade

For certain events NEG members may be given a screen blade to be attached securely to the front screen of their motorbike.

The typical screen blade might display "CAUTION. CYCLE EVENT". Regardless of the wording it must be clearly visible and legible when attached.



### **3.5 Flag & Whistle**

For certain events NEG marshals shall be issued with a yellow triangle flag and their own personal issued whistle to be used to warn cyclists of obstacles and/or give direction.

The NEG does not allow the use of sirens on bikes.

### **3.6 Radio**

NEG marshals may need to use UHF radios on certain events. The Event Organiser/Commissaire will generally take the lead with communications and you are not expected to talk unless you need to report in an obstacle/emergency or are specifically asked to respond.

Use the phonetic alphabet when necessary. Speak clearly, don't shout. Know what you want to say before keying up the radio and keep your message short and simple.

### **3.7 Warning/Flashing Lights**

Hazards warning lights should only be used when stationary to warn other road users that your vehicle is temporarily obstructing traffic. Hazard warning lights should only be used when moving on a motorway or unrestricted dual carriageway and you need to warn drivers behind you of a hazard or obstruction ahead.

Amber strobe/flashing lights may be used on a vehicle used for escort purposes such as a British Cycling Road Race.

The NEG does not allow blue or red strobe/flashing lights on any of its motorbikes unless specially authorised and qualified as a medical support motorcycle.

White strobe/flashing lights do not conform to the 'Road Vehicles Lighting Regulation 1989' legislation and may lead to prosecution by the police. The NEG recommends that white strobes/flashing lights are only used on Close Road events.

### **3.8 Map/SatNav**

The NEG recommends that members either carry a detailed map or satellite navigation device that clearly highlights the route.

Where applicable, food stops and service areas should also be highlighted.

## **4. Training**

NEG members are required to follow structured training programmes whether marshalling for British Cycling Road Races or British Triathlon events. An in depth explanation of these can be found within the relevant NEG Documents.

Due to the nature of Sportives and Charity escorts no specific training is required to undertake the marshalling of these other than your IAM or RoSPA skills.

## **5. Insurance**

### **5.1 BC & BTF Event Insurances**

For British Cycling sanctioned events you are covered by the British Cycling 'Motor Vehicle Insurance for Nominated Road Event Officials'. This provides fully comprehensive cover, carries an excess (currently set at £250) and covers those NEG members who have passed their Part 3 test, are current British Cycling members and are over the age of 25.

For British Triathlon Federation sanctioned events you are covered by the British Triathlon fleet insurance policy on a fully comprehensive cover. To ensure this cover is in place the details of both rider and motorcycle must be held by British Triathlon England and that the Event Registration Form has been completed prior to the event taking place.

You are not covered under BC or BTF insurance when travelling to / from an event, carry passengers (organisers, judges, photographers, etc...) unless specifically authorised to.

Ensure that your motorcycle details are recorded on the 'Event Vehicle Registration Form' in advance, typically at least 2 days, of the event.

On the day of the event make sure that you sign in with the Event Organiser and that they have recorded your details correctly.

### **5.2 Non-BC or BTF Event Insurance**

For non BC or BTF sanctioned events you should clearly establish (via the NEG Team Leader) what level of cover is provided for you and your motorcycle under the organiser's insurance. Again, ensure that your motorcycle details are recorded in advance of the event.

As the level of organiser insurance cannot always be guaranteed the NEG would also suggest that members look into establishing business cover with their own insurance broker to cover non BC or BTF events.

Some sportive organisers may decide to pay an initial additional payment to NEG trainees to cover the cost of the additional insurance cover.

It is worth noting that some insurance companies may not cover you if you have, or use, flashing/strobe lights during events. It is therefore advisable to inform your insurance company of the lights but to only use them during BC events where you are covered under the BC insurance to use them.

## 6. Event Marshalling

### 6.1 Before an Event

It is advisable to check your motorcycle (**P**etrol, **O**il, **W**ater, **E**lectrics, **R**ubber) before an event to minimise the chances of a mechanical breakdown on the day.

Also ensure that clothing and your helmet are clean and that any batteries (radio and/or mobile phone) are fully charged.

Make sure that you have your BC or BTF Membership card (where required), whistle, flag, screen-blade, radio and spare battery.

You may also need to pack spare inner tubes, a pump, basic toolkit, mechanics gloves, a puncture repair kit and a basic first aid kit.

Check that you know where to meet up for the event, at what time, the route of the event and a list of contact telephone numbers.

Make sure that you pack drinks, snacks (energy bars), hand wipes/gels and sunglasses in your tank bag or easy to reach pockets.

### 6.2 Day of the Event

If on the day of the event you believe that you are not emotionally or physically fit for duty contact the NEG Team Leader for that event as soon as possible.

Before leaving home or place of rest remember to record your mileage as this may be used when claiming 'out of pocket' expenses.

Ensure that you leave your home or place of rest with plenty of time to reach the event meeting point for briefings, kitting up and welfare requirements.

Once on site make sure that you sign in or make contact with the Event Organiser and check that they have your correct details.

Attend any NEG or event briefings which may involve noting any course changes, highlighting any potential problems, specific roles to be carried out, placement of static traffic marshals, etc...

Where radios are being used confirm the channel to be used (and possible backup channel if first choice becomes un-useable) and carry out a communications check to ensure good, clear speech in both directions.

### 6.3 During the Event

Never leave an event without informing the NEG Team Leader and the Event Organiser.

If during an event you become unwell or have a medical issue then inform the NEG Team Leader or Event Organiser at the earliest opportunity.

#### **Remember**

- **Do not compromise your safety during the event.**
- **You have no power in law to direct or stop other road users, unless in an emergency.**



Your role as an NEG marshal is to ensure the safety of the participants within the event, do not allow yourself to become distracted with minor roles.

NEG marshals are reminded that during a typical event that they have no power in law to direct or stop other road users unless in an emergency. However marshals are allowed to ask the traffic to stop, but the traffic does not have to follow your instruction or wait. Always politely thank any traffic that does stop or warn the riders if there is any danger.

NEG members are not permitted to carry pillion unless specifically trained and pre-agreed with the Event Organiser.

## 7. Incidents

If during an event you are faced with an angry member of the public stay calm and always remain polite and courteous. Explain the nature of the event, that it is an authorised event and that it has the knowledge and backing of the local borough council and police force. Make clear that the reason for the delay or road closure is for the safety of the cyclists and that they will be on their way as soon as possible. Do not engage in a battle of words or attempt to physically restrain them.

If during the course of an event you come across an incident:

- Ensure your own safety first.
- Place your motorcycle either out of the way or in a prominent position to shield yourself and the incident site when safe to do so.
- Assess the situation, call the Event control centre and, if required, medical response.
- If the incident is serious, attempt to keep the scene sterile and assist emergency services if required
- Try to note down details of the event at the earliest, convenient moment (date, time, location, what happened, witnesses)

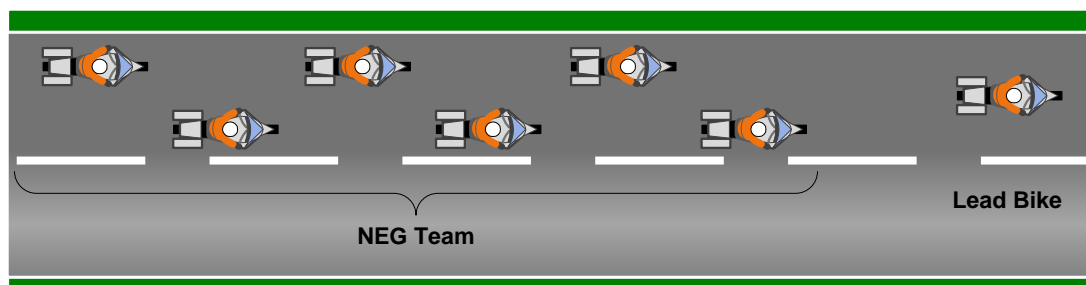
After the encounter try to note down details of the event in case an official complaint is made by the member of public. Record the date, time, location, what happened, what you did and the details of any witnesses.

## 8. Riding En Masse

The NEG needs to create a professional image to our clients and the general public when undertaking duties on an events, this includes riding to and from an event especially when riding as a group.

When riding en masse either to or from an event the NEG recommends the following:

- One rider will be selected as the Lead Bike based on their route knowledge or experience. They will ensure that the team are ready and understand the en masse riding system.
- The team should ideally form up in sequence so on arrival at the venue the team is in the correct order to deploy.
- If radios are working a check by number should be carried out. Team riders should number off in sequence. If not in radio contact a 'thumbs-up' will suffice.
- The Lead Bike will ensure that everything is in place before setting off
- During the ride the Lead Bike will take whatever position required to attain the best views of the road.
- The rest of the team will ride in a staggered formation offset to the left and right of centre. This position should be maintained, no matter what position the Lead Bike takes.



**Figure 1. En Masse Riding - Staggered Offset Formation**

Refrain from swapping positions down the ranks as it can be dangerous and looks unprofessional.

The only time this should be varied is on narrow or country lanes where there is clearly insufficient room to maintain this discipline. In this case single file and a greater distance between should be adopted until the road is wide enough to resume the staggered formation.

On arrival at the venue the Lead Bike should, if possible, select an area where the whole team can line up and park together. Riders should reverse into a suitable position and dismount in unison upon the command of the Lead Bike.

## Glossary

**British Cycling (BC).** The national governing body for cycling in Great Britain as recognised by the UCI. The BC encompasses Scottish Cycling, Welsh Cycling, The Isle of Man Cycling Association, The Gibraltar Cycling Association and the Jersey Cycling Association.

**Criterium (crit).** Is a cycle race held on closed public roads consisting of several laps around a circuit, the length of each lap or circuit ranging from about 1 km to 2 km.

**Etape/Sportive.** Is an organised mass participation event for amateur cyclist where the riders carry a number and the time they take to complete the course is recorded. Sometimes the event is held on closed roads but typically riders are set off at different times to ease road congestion on an open road course.

**Event Organiser.** The person in direct charge of organising the event and hiring the NEG.

**Lead Bike.** The NEG member selected to lead the NEG team when riding en masse based on their route knowledge or experience.

**Regional Coordinator (RC).** The NEG member in charge of allocating, planning and the looking after the NEG members within a British Cycling region.

**Screen Blade:** A flexible sign (typically a yellow hi-viz trapezoid shape) that is attached to the screen of a motorcycle to warn other road users of an approaching event.

**Sportive/Etape.** Is an organised mass participation event for amateur cyclist where the riders carry a number and the time they take to complete the course is recorded. Sometimes the event is held on closed roads but typically riders are set off at different times to ease road congestion on an open road course.

**Team Leader.** The NEG member selected to lead the NEG team whilst undertaking marshalling duties on an event based on their experience and grade.