

APPENDIX A

APPENDIX A

Colorado Statute: Athletic or Special Events

A - 2

Colorado Statute 24-33.5-226.

Athletic or special events - closure of highways by patrol or municipality or county - payment of costs.

(1) (a) Subject to the provisions of this section, highways or designated portions of highways may be partially or completely closed or restricted for the purpose of conducting athletic or special events thereon or for the purpose of ensuring the safe and efficient movement of traffic to and from or around an athletic event or special event which is in such proximity to a highway that the event or any traffic attendant thereto will have a significant effect on the normal traffic flow.

(b) When the term “close” or “closure” is used in this section, it shall be deemed to include the partial closure of any lane or other portion of a highway or the restriction or regulation of traffic on the highway by the Colorado State Patrol, members of the department of transportation, or authorized agents of a municipality or county.

(c) (I) The chief has the authority to close a state highway or portion thereof for the purposes of paragraph (a) of this subsection (1) when an athletic or special event is proposed to be held on such highway or when a proposed event may cause a significant disruption to the normal flow of traffic on a state highway and such highway is outside the boundaries of a municipality.

(II) The chief or his designee shall coordinate any closure of a state highway with the executive director of the department of transportation or his designee.

(III) The chief shall not approve an event which the state does not have sufficient resources to properly manage in a manner consistent with the preservation of the public peace, health, and safety.

(d) Notwithstanding the provisions of paragraph (c) of this subsection (1), a municipality has the exclusive authority to close a highway or portion thereof for the purposes of paragraph (a) of this subsection (1) if the highway or portion to be closed is contained entirely within the boundaries of the municipality and any attendant disruption of traffic is contained within the boundaries of the municipality; except that, if such closure is on a state highway, the municipality shall coordinate the closure with the executive director of the department of transportation or his designee and shall provide for adequate traffic control and an alternate route where applicable.

(e) Notwithstanding the provisions of paragraphs (c) and (d) of this subsection (1), a board of county commissioners or the duly authorized sheriff, county division of public works, or other county division or department authorized and designated by the board of county commissioners shall have the authority to close a highway or portion thereof for the purposes of paragraph (a) of this subsection (1) when such highway is not a state highway and the highway or portion to be closed does not extend within the boundaries of a municipality. When a proposed event may cause a significant disruption to the normal flow of traffic on a state highway or to any municipal highway, such closure shall be approved by and coordinated among all agencies involved.

(f) In the event that a closure or disruption of traffic resulting from a closure crosses jurisdictional boundaries, such closure shall be coordinated among all agencies involved. If the event requires the active participation of the patrol and if the event may cause a significant disruption to the normal flow of traffic, the chief's authority under paragraph (c) of this subsection (1) shall apply.

(2) A closure by the chief may be authorized only if:

(a) A written application therefore is submitted to the chief, containing such information as the chief deems necessary, and the application is approved by the chief; and

(b) The applicant pays to the Colorado State Patrol at the time he submits the application the amount estimated by the chief to be the actual costs of said patrol for processing the application and the applicant agrees to pay in accord with subsection (3) of this section the actual costs of the patrol and the department of transportation in providing any services for the conduct of the closure. Such costs shall include any regular or overtime salaries; equipment, and fuel; and

(c) The applicant agrees to pay for and provide evidence of liability coverage in those amounts specified in section 24-10-114 (1) to protect the state from any liability for any injuries or damages which may arise out of the closure or the Colorado State Patrol's or the department of transportation's assistance in ensuring the safe conduct of the closure. Such insurance shall provide coverage which corresponds to the requirements of article 10 of this title. Liability claims resulting from the closure of a

highway pursuant to this section shall be first paid from the liability insurance required by this paragraph (c) prior to any payment from the risk management fund created in section 24-30-1510. Nothing in this paragraph (c) shall alter or affect the application of article 10 of this title; and

(d) A local jurisdiction approves the closure if the closure of the highway would restrict the use of any road, street, or highway of the affected jurisdiction; and

(e) The closure is implemented in a manner that will cause the least inconvenience to the driving public consistent with the requirements of the athletic or special event and the event can be conducted in a manner consistent with the preservation of the public peace, health, and safety.

(2.5) (a) No liability shall attach to the state of Colorado for any injuries or damages which are caused solely by the use of a state highway for an athletic or special event when such event has not been approved by the chief. Claims for such injuries or damages shall be subject to the limitations of article 10 of this title.

(b) Any person who conducts an athletic or special event on a state highway when a permit for said event has not been issued or any person conducting said event who violates the terms of a permit which has been issued for an athletic or special event commits a class 1 misdemeanor and shall be punished as provided in section 18-1-106, C.R.S.

(3) (a) If a closure application is approved, the applicant shall pay, when applicable, to the Colorado State Patrol and the department of transportation prior to the closure the amounts the chief and

executive director of the department of transportation estimate to be the costs of the patrol and the department of transportation in conducting the closure and shall provide the chief with evidence of the acquisition of the insurance provided for in paragraph (c) of subsection (2) of this section.

(b) Moneys paid to the Colorado State Patrol pursuant to this section shall be transmitted to the state treasurer, who shall credit the same to the Colorado State Patrol closure fund created in paragraph (c) of this subsection (3).

(c) There is hereby created in the state treasury the Colorado State Patrol closure fund. The moneys in the fund shall be subject to annual appropriation by the general assembly for the purpose of paying salaries for officers performing duties in accord with the provisions of this section and for all other expenses incurred by the Colorado State Patrol in carrying out the provisions of this section, and such moneys shall not be transferred to or revert to the general fund of the state at the end of any fiscal year. Such salaries and other expenses shall be paid at the direction of the chief, and, notwithstanding section 24-33.5-207 (2), the chief may authorize payment of such overtime salaries as he deems necessary for officers performing any duties pursuant to this section.

(d) All moneys paid to the department of transportation pursuant to this section shall be transmitted to the state treasurer, who shall credit the same to the state highway supplementary fund.

(4) The chief and executive director of the department of transportation are authorized to use such equipment and personnel as they deem necessary to ensure the safe conduct of the closure.

APPENDIX B

APPENDIX B

Sample: CSP Permit Application

B – 2

Colorado State Patrol

**APPLICATION FOR A PERMIT TO CONDUCT
AN ATHLETIC OR SPECIAL EVENT ON THE HIGHWAY**

NOTICE TO APPLICANT

Applicant is responsible by law for the total actual cost to the Colorado State Patrol and the Colorado Department of Transportation for conducting any closure of a street or highway for the purpose of an athletic or special event. Applicant is further responsible to pay for and provide liability insurance in such amount and for such coverage as may be required by the Chief of the State Patrol sufficient to protect the state from any liability for any injuries or damages which may arise out of the closure. Such insurance must include general liability and auto liability, must extend coverage to spectators and participants, and must name the State of Colorado and its employees as additional insured.

Applicant must pay in advance the estimated cost of such closure. Any actual cost in excess of the estimated cost will be billed to the applicant. If the estimated cost exceeds the actual cost, the balance will be refunded.

INSTRUCTIONS

Please read the following instructions carefully before completing this application for a permit to conduct an athletic or special event on the highway.

THE PROCEDURES FOR OBTAINING A PERMIT FOR AN ATHLETIC OR SPECIAL EVENT ARE AS FOLLOWS:

1. Complete this application supplying all required information. The information must be detailed. Attach explanations if necessary. A map showing the proposed route or area of activity must be attached. Include on the map all suggested traffic control points and any suggested detours.
2. A signed application must be submitted to any Colorado State Patrol office at least 120 business days prior to the event.
3. A \$25.00 application fee must accompany the application.
4. If the application receives preliminary approval, it will be returned containing a statement of total estimated cost and the amount of liability insurance that will be required. The application must be resubmitted with a certified check payable to the Colorado State Patrol in the amount of the total estimated cost and a certificate evidencing an insurance policy in the required amount.
5. Upon final approval the permit will be issued and mailed to the applicant.

APPLICATIONS MAY BE DISAPPROVED FOR THE FOLLOWING REASONS:

1. The event will create an unreasonable hazard to the participants or other highway users or will create an unreasonable inconvenience to motorists.
2. The State Patrol and the Department of Transportation do not have sufficient resources to manage the necessary closures and traffic control.
3. The application contains insufficient information to allow proper analysis of the event.
4. Failure to submit the application 120 business days prior to the event.
5. A local jurisdiction in which a restriction of a street or highway would occur fails to approve the closure.

False or misleading information on the application or any attachment thereto will be ground for revocation or denial of a permit.

Colorado State Patrol

APPLICATION ROUTING

INITIAL RECEIPT OF APPLICATION

DATE:

LOCATION:

Upon the completion of each step, please check the appropriate box.

- I. Forward application to the troop commander at the event location.
 - A. Disapproved - Return application to applicant stating reason for disapproval.
 - B. No Impact - Forward application to local agency with form letter of approval.
 - C. Troop Impact - Proceed to step II.
 - D. District Impact - Forward application to district captain.
 - E. Multi-District Impact - Forward application to field major.

- II. Preliminary approval meeting CSP.DOT/Local Agency will occur within 20 business days.
 - A. Disapproved - Return application to applicant stating reason for disapproval.
 - B. Approved
 - 1. Obtain local agency approval with signature.
 - 2. No costs to be assessed - proceed to step IV (insurance requirement).
 - 3. Costs to be assessed - proceed to step III.

- III. Preliminary approval meeting CSP.DOT/Local Agency will occur within 20 business days.
 - A. CSP - complete cost estimate, determine insurance requirement, and forward to DOT by:

25 Business Days from date of receipt

- B. DOT - complete cost estimate and return the application to:

by:

30 Business Days from date of receipt

- IV. Return application with cost estimate and insurance requirement to applicant upon receipt from DOT:

Date Mailed

- V. Resubmitted application received on: _____
Date
 - Check received
 - Certificate of Insurance received

- VI. Permit Issued

ADMINISTRATION OF BICYCLE EVENTS ON COLORADO ROADS

FOR OFFICIAL USE ONLY (Do not write below this line)

AGENCY APPROVALS		
Colorado State Patrol	CONDITIONS OR RESTRICTIONS:	

SIGNATURE		

RANK	DATE	ESTIMATED COST

DEPARTMENT OF TRANSPORTATION	CONDITIONS OR RESTRICTIONS:	

SIGNATURE		

TITLE	DATE	ESTIMATED COST

CITY/TOWN	CONDITIONS OR RESTRICTIONS:	

SIGNATURE		

TITLE	DATE	ESTIMATED COST

APPLICATION HAS BEEN APPROVED _____ DISAPPROVED _____ REASON:		

THE TOTAL ESTIMATED COSTS WILL BE:

(Applicant has to pay this amount)

Sponsors and/or event organizers must furnish a certificate of insurance of a general liability insurance policy and an auto liability insurance policy covering claims that might arise from the event including participant and spectator liability. These policies must have as a minimum limit _____ per occurrence and must name the State of Colorado and its employees as additional insured.

If preliminary approval of the application has been indicated above, resubmit the application with a certified check in the amount of the total estimated cost payable to the Colorado State Patrol and a certificate evidencing an insurance policy in the amounts indicated above to the address below by _____.

APPENDIX C

APPENDIX C

Sample: CSP Bicycle Race Road Use Permit
Application

C – 2

Colorado State Patrol Bicycle Race Road Use Permit Application
(For bicycle RACES this form is required in addition to the form in Appendix B)

BICYCLE RACE ROAD USE PERMIT
APPLICATION FORM

SECTION I APPLICANT DATE: _____

NAME: _____

ORGANIZATION: _____

ADDRESS: _____

CITY: _____ STATE: _____

PHONE: _____ OR _____

RACING CLUB? YES NO NAME: _____

SPONSORS: _____

SECTION II EVENT

RACE NAME: _____

SANCTIONED BY USCF? YES NO PERMIT NUMBER: _____

CHIEF REFEREE: _____

PHONE: _____ OR _____

RACE DATES: _____

RACE DAY TIMES: START _____ FINISH _____

RACE LOCATION ADDRESS: _____

CITY: _____ STATE: _____

SECTION III DESCRIPTION

DESCRIBE RACE IN DETAIL ON SEPARATE PAGE

RACE TYPE (Check one each column):

- | | |
|--|-------------------------------------|
| <input type="checkbox"/> Totally closed course | <input type="checkbox"/> Criterium |
| <input type="checkbox"/> Partially closed course | <input type="checkbox"/> Circuit |
| <input type="checkbox"/> Totally open course | <input type="checkbox"/> Time Trial |
| | <input type="checkbox"/> Road Race |
| | <input type="checkbox"/> Stage Race |

APPENDIX D

APPENDIX D

Sample: CSP Athletic or Special Event Permit

D – 2

Colorado State Patrol Athletic or Special Event Permit

Colorado State Patrol

PERMIT FOR ATHLETIC OR SPECIAL EVENT ON A HIGHWAY

Event # 070

Permission is hereby granted for Bob Cook Memorial - Mt. Evans Hill Climb to hold the

following event Bob Cook Memorial - Mt. Evans Hill Climb

on Colorado 103 and Colorado 5

List Highways/Location

From July 9, 1994 7 AM - 2:30 PM To _____
Date/Time Date/Time

Subject to the following conditions and restrictions _____

State troopers will escort the larger groups of riders, riders must stay on the right side of the road and not cross the center line. The road will remain open to traffic. Troopers will direct and control vehicular and bicycle traffic to maximize safety

COLONEL JOHN N. DEMPSEY
CHIEF, Colorado State Patrol

By:

APPENDIX E

APPENDIX E

Sample: CSP Cost Estimate Worksheet

E – 2

Colorado State Patrol Cost Estimate Worksheet

Colorado State Patrol
**ESTIMATE OF COSTS
FOR SPECIAL/ATHLETIC EVENT**

Event _____

Date(s) _____

PERSONNEL COSTS: _____ Man Hours at _____ per hour _____

Explanation

VEHICLE COSTS: _____ Miles at _____ per mile _____

Explanation

AIRCRAFT COSTS: _____ Hours at _____ per hour _____

OTHER EXPENSES: (itemize)

ESTIMATED TOTAL OF EVENT

(This is an approximate estimate only - any amount received in excess of actual costs will be refunded. If actual costs exceed estimate, applicant will be billed for balance.)

Prepared By

(Date)

APPENDIX F

APPENDIX F

CSP Special Event Procedures

F – 1

Colorado State Patrol Special Event Procedures

1. At least 120 days before an event is to take place, the event producers should call the troop captain where the event is going to be conducted, for their input at the earliest planning stages of any organized event. The captain may want to meet with the organizer early in the planning process to get any potential problems worked out prior to the actual permit application be submitted.
2. The State Patrol will require permits on all organized events that seriously inconvenience highway users or pose a substantial hazard for the participants, spectators or other highway users.
3. The State Patrol will require State Patrol personnel staffing at any event that requires exemption from any state statute regulating traffic or relating to the use of highways. Should the event not require an exemption from compliance, non sworn personnel, such as bike marshals, may be used to control the event participants but in no event will marshals be allowed to direct or control any other vehicular or pedestrian traffic. Special event organizers may request more than the minimum State Patrol staffing required in the permit.
4. It is possible to grant a special event permit and not use law enforcement staffing, provided that all state statutes are complied with and upon reviewing a plan/map the troop captain and the resident CDOT traffic engineer agree that no staffing is necessary.

5. When an application and permit fee are received the troop captain will review the application for impact on traffic. If he deems it unnecessary to issue a permit, he will contact the CDOT representative, if they do not require a permit to be issued, the application fee can be waived, with no further involvement with the State Patrol. In which case the permit fee check will be returned to the applicant with a letter stating no permit required.

6. When it is determined by the troop captain and a representative of CDOT that a permit fee is required, a receipt will be issued and sent to the applicant, along with the estimate of costs for the upcoming event, also a letter stating the requirements that need to be met, and a date to have all required items back to the troop office. Including, but not limited to:
 - A check in the amount of the estimated costs

 - Insurance Certificate (The “State of Colorado and Its Employees” must be named as additionally insured under the certificate)

 - W-9 Form completed

7. The troop captain will set up a meeting with the applicant and CDOT as necessary. The captain will review the course, if it is unfamiliar to them. This will enable all involved to be prepared in areas where a potential problem may arise.

8. 10 working days before the event is scheduled the estimated costs must be received at the troop office. A receipt will be issued to the applicant and mailed along with the event permit and a “have a safe/good event letter”. Anytime during the planning stage the event organizer, captain, or CDOT representative may request a meeting to review plans.

9. If at the end of the event a credit is due the applicant, a refund will be made. If on the other hand there are additional charges accrued, an invoice will be mailed to the applicant. Keep in mind that most special events are open 6 to 9 months. Therefore, you may not receive a refund/invoice for several months after the event has finished.

APPENDIX G

APPENDIX G

Sample: Marshal Handbook

G – 2

Courtesy of Jay Cozza, Gravity Storm Racing

THERE IS NO SUBSTITUTE FOR PREPARATION

As you prepare for the event, please do not underestimate the difficulty of the task ahead. Being a Marshal is a tough assignment. Get a good night's sleep and be prepared for a couple of long days ahead. Standing along a road at the crack of dawn is no cure for a hangover.

The motto of the Boy Scouts of America should also become yours for the next several days:

“BE PREPARED”

Here are a few things you should have with you at all times.

1. Watch - Make certain you are on time!
2. Sunscreen and lip guard
3. Sunglasses
4. Comfortable shoes (sandals or flip-flops won't work)
5. Water container filled with water (as many as you need)
6. Rain poncho
7. Healthy snacks (fruit, granola, trail mix, etc.)
8. Dog leash (10 feet of light rope with a loop in one end)
9. Whistle
10. Paper and Pen
11. Current race information
12. Medication (if you have to take it on a regular basis)
13. Fanny pack or day pack to put it all in
14. Radio, brooms, garbage bags and any race provided materials (you are responsible to return all items checked out to you)

YOUR SCOPE OF AUTHORITY

The racers in the Mike Niels Memorial Stage Race will depend on marshals at every turn in the road. The racers will look to you for direction if a situation or caution scenario arises and you must be prepared to provide it. That's one of the main reasons you are there. Standing next to you at that turn may be a local police officer, a county sheriff or a state patrol officer. You may become "race interpreter" for the police representative.

The Mike Niels Memorial Stage Race is dealing with several law enforcement jurisdictions in the course of three days of racing. For those marshals who will have contact with the various police authorities, please give them the respect and the response they deserve. Explain your role as marshal to them and develop a good working relationship. They may be unsure of the dynamics of the event and your explanations will allow them to do their jobs better and enjoy the event more.

The police are there to help and they know what to do in a crisis.

DO EXACTLY WHAT THE POLICE SAY IF A CRISIS OCCURS

Remember, *you are not* a police officer. Only duly authorized officers can 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 Chief Marshal or the Race Director. What you do and say reflects on the Mike Nields Memorial Stage Race - the proper respect combined with helpful information and a “thank you” in the end goes a long way in building a good relationship with the authorities.

MARSHAL DUTIES

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

Before the Race

Marshals assist other crews in setting up equipment in preparation for each day’s events. Use this time to train your eye for safety hazards and look out for the upcoming needs of racers and spectators. Eliminate potentially dangerous situations such as potholes, gravel and loose equipment. Keep the area “ship shape”.

Providing well planned crosswalks and defining spectator areas can provide racing fans with great places to view the race and safe, easy ways to get to them. You should consider the amount of foot traffic and the visibility of the race when securing these areas.

Course set up duties include the following:

1. Courses must be swept clean of all debris - the smallest sharp object can cause a flat tire.
2. Crossing gate sites must have a CLEAR straightaway view of the course for a minimum of 200 meters. If a predetermined gate is not safe, notify a Marshal Captain. You are responsible for the safety of everyone who uses that gate - make sure you can provide them with safe passage.
3. Cones and hay bales should be strategically placed, taking into account the sweeping arc of a high-speed turn and the need to protect racers should they go down. Work with the construction crew on their placement. Look for anything that could be dangerous if a racer slams into it at 30 miles per hour.
4. Make sure there are ample garbage cans/bags nearby. It will make your clean up job a lot easier.
5. Work with the construction crew on securing the road surface. Potholes, manhole covers and all grates should be covered.

When you've completed your course set up duties be sure to stow your equipment (brooms, shovels, extra trash bags, etc.) in a safe place so they're not a safety hazard and are not stolen. Remember to pick them up before you leave.

During the Race

Marshals duties during the race vary according to what part of the course you are 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, construction crew or other marshals then by all means do so. Always remember that teamwork and helping each other is what makes the whole event work.

Having correct and up-to-date information will be very important to you in establishing a good rapport with spectators, racers, media and others involved with the race. If you have done your homework you should know the following things:

1. The day's course route, distance and ETA
2. Current race leaders
3. Location of racer, staff and spectator parking
4. Routing of traffic patterns

START / FINISH AREA

Spectators

They lean over the fence, stick their heads through the fence, jam up your crossing gates - anything to get a better view of the racing action. When you see a safety problem with a spectator, TELL HIM!! Always, with "please", and point out that it is a safety problem not an attempt to spoil their good time.

Many spectators at the Mike Niels Memorial Stage Race will have never seen a bike race before and aren't aware of the real dangers that exist. Most people, after they realize you're telling them something for their own good, will respond positively. But for the small percent who won't cooperate, be firm.

You will have the highest concentration of spectators at the Start/Finish Line. Be alert, keep the flow going through the crossing gates as smooth as possible, and help channel people to where they want to be. If anyone asks, make the suggestion they walk a criterium course against race traffic. Again, with many people watching that are new to the sport, they may not know that some great action is happening on a deserted back stretch while they can't see over the heads of the people in front of them.

Turns in the course are always gathering places for fans. They are also potential accident sites and the spectators at these points should be warned about the possibility of hazards to them. This should be done numerous times during the pre-race and race times.

Crossing gates serve the public as well as race fans. It is critical that these gates be placed so that you can see racers approaching and so that people can cross at convenient places. 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 up.

Media and VIP's

They will be the nicest and the most difficult people you will have to deal with. Always remember your job is their safety and the safety of the racers. Make sure at all times that only people with the correct credentials are on the course. Help the photographer get the once-in-a-lifetime shot, making sure that it won't cause a once-in-a-lifetime accident. Most photographers will welcome your help in finding a place on the course. But 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 all photographers (and anyone else in the finish area) to get their shot set up and "hold it" for the finish of the race. The wrong move by someone and the photographer has the back of a head for a finish picture.

BACK COURSE AND ROAD RACES

While working the back course or a remote section of a road race remember this - even though there aren't as many people or animals, they are probably twice as dangerous. It's easy to contain a crowd at the Start/Finish area with a fence. However, 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. The dog that is snoozing on the porch 5 minutes before the pack arrives will be screaming past you when it sees all the activity.

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. You've been delayed before - it can be really aggravating, no matter what the reason. Be sympathetic but firm, and encourage them to enjoy the race.

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

AFTER THE RACE

Once the race is completed or has passed your post you have a very important assignment leaving the site the way we 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 here is that the race is a guest 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 action - not garbage!

SPECIAL ATTENTION

Animals

Enough cannot be said about the dangers of loose animals at a bicycle race. An entire pack of racers can be taken down by a frightened animal on the course. While a person can listen to reason, an animal's only reaction is fear.

ALWAYS be alert to moving animals. It is not good enough when a person says "But he always obeys me!". All animals going through a crossing gate must be on a tight leash, with their owner told of the dangers.

If an animal does get on the race course DO NOT PANIC!! The animal is scared. Gentle but swift movements to grab the animal are most effective in trying to catch it. If there is soft fencing, encourage the spectators to lift it and clear a passage for the animal while you "herd" it in that direction. If you are near a crossing gate, have someone clear the gate while you again try to herd the animal through it.

Rural and back course areas are always potential dog problems. In rural areas, ask the locals about loose animals. They will probably be more than willing to help you.

Crashes

It is a fact of life at a bike race that someone somewhere is going to crash. In the heat of competition a lot can and does happen. When a crash does occur it can be one racer sliding, getting back up and continuing the race, or it can involve lots of riders and a number of injuries. In case of a medical emergency, TAKE YOUR OWN PULSE FIRST!

Medical matters for the bike race are handled by trained medical team members. If not at the scene of the crash when it happens, they will arrive shortly thereafter. It is their job to assess the severity of the situation and take appropriate action.

Your job as a Race Marshal is to direct other riders not involved in the accident as well as vehicular traffic around the scene of the crash. Take a big deep breath and remember that you are there to make sure someone else isn't hurt.

**DON'T JUST DO SOMETHING -
STAND THERE!!**

Be alert and protect the parties on the ground from the hazards of oncoming racers and vehicles. Help is on the way!

PUBLIC RELATIONS

A marshal's job is more than safety. You will have more involvement with the local people, the spectators and the people caught unaware than any other race staff member. You are, in effect, a good will ambassador. It is very important to the long term goals of the Mike Nields Memorial Stage Race that a positive impression is 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 the race is established as a national caliber event.

99% of all situations can be handled with a smile and a firm tone of voice. Being friendly, cordial and perhaps getting an autograph for a young race fan will make you a great marshal and will win friends for our event. If you are experiencing difficulty with someone, don't get angry or demanding. Be calm but firm, making it an enjoyable and SAFE time for all.

The following tips should serve you well in bringing the race to the people:

1. Use tact when dealing with the public.
2. Be firm but helpful. You are in charge, but you can still be cordial.
3. Assist spectators, pedestrians and photographers whenever possible.
4. Remember the race is a guest wherever we are.

5. Say **THANK YOU** as often as possible to law enforcement authorities and others who assist you in your duties - they'll love it.
6. If you need it, ask for help from the police, Marshal Captains or any other race staff.
7. Have fun - this always rubs off on others around you.
8. Ask 'em if you got 'em - **THERE ARE NO DUMB QUESTIONS!**

On behalf of the Nields Family and all the sponsors of the Mike Nields Memorial Stage Race, thank you for making this event a success.

NOTE: The actual Marshal Handbook also contains maps of each event as well as a complete race schedule.

APPENDIX H

APPENDIX H

Colorado Statute: Operation of Bicycles

H – 2

Colorado Statute 42-4-106.5.

Operation of bicycle and other human-powered vehicles.

(1) Every person riding a bicycle shall have all of the rights and duties applicable to the driver of any other vehicle under his article, except as to special regulations in this article and except as to those provisions which by their nature can have no application. Said riders shall comply with the rules set forth in this section and section 42-4-218.5, and when using streets and highways within incorporated cities and towns, shall be subject to local ordinances regulating the operation of bicycles as provided in section 42-4-109.

(2) It is the intent of the general assembly that nothing contained in House Bill No. 1246, enacted at the second regular session of the fifty-sixth general assembly, shall in any way be construed to modify or increase the duty of the department of transportation or any political subdivision to sign or maintain highways or sidewalks or to affect or increase the liability of the state of Colorado or any political subdivision under the “Colorado Governmental Immunity Act”, article 10 of title 24, C.R.S.

(3) No bicycle shall be used to carry more persons at one time than the number for which it is designed or equipped.

(4) No person riding upon any bicycle shall attach the same or himself to any motor vehicle upon a roadway.

(5) Any person riding a bicycle shall ride in the right-hand lane. When being overtaken by another vehicle, such person shall ride as close to the right-hand side as practicable. Where a paved shoulder suitable for bicycle riding is present, persons operating bicycles shall ride on the paved shoulder. These provisions shall apply, except under any of the following situations:

(a) When overtaking and passing another bicycle or vehicle proceeding in the same direction;

(b) When preparing for a left turn at an intersection or into a private road or driveway;

(c) When reasonably necessary to avoid hazardous conditions, including, but not limited to, fixed or moving objects, parked or moving vehicles, pedestrians, animals, or surface hazards.

(6) (a) Persons operating bicycles on roadways shall ride single file; except that riding no more than two abreast is permitted in the following circumstances:

(I) When there is no motor vehicle traffic approaching from the rear within a distance of three hundred feet and the sight distance on the roadway at the time and place and under the conditions then existing is a minimum of three hundred feet to the front and to the rear of the bicyclists; or

(II) When riding on paths or parts of roadways set aside for the exclusive use of bicycles.

(b) Persons riding two abreast shall ride within a single lane.

(7) A person operating a bicycle shall keep at least one hand on the handlebars at all times.

(8) (a) A person riding a bicycle intending to turn left shall follow a course described in sections 42-4-801 (1), 42-4-803, and 42-4-907 or may make a left turn in the manner prescribed in paragraph (b) of this subsection (8).

(b) A person riding a bicycle intending to turn left shall approach the turn as closely as practicable to the right-hand curb or edge of the roadway. After proceeding across the intersecting roadway to the far corner of the curb or intersection of the roadway edges, the bicyclist shall stop, as much as practicable, out of the way of traffic. After stopping, the bicyclist shall yield to any traffic proceeding in either direction along the roadway the the bicyclist had been using. After yielding and complying with any official traffic control device or police officer regulating traffic on the highway along which he intends to proceed, the bicyclist may proceed in the new direction.

(c) Notwithstanding the provisions of paragraphs (a) and (b) of this subsection (8), the transportation commission and local authorities in their respective jurisdictions may cause official traffic control devices to be placed on roadways and thereby require and direct that a specific course be traveled.

(9) (a) Except as otherwise provided in this subsection (9), every person riding a bicycle shall signal his intention to turn or stop in accordance with the provisions of section 42-4-803.

(b) A signal of intention to turn right or left when required shall be given continuously during not less than the last one hundred feet traveled by the bicycle before turning and shall be given while the bicycle is stopped waiting to turn. A signal by hand and arm need not be given continuously if the hand is needed in the control or operation of the bicycle.

(10) (a) A person riding a bicycle upon and along a sidewalk or across a roadway upon and along a crosswalk shall yield the right-of-way to any pedestrian and shall give an audible signal before overtaking and passing such pedestrian.

(b) A person shall not ride a bicycle upon and along a sidewalk or across a roadway upon and along a crosswalk where such use of bicycles is prohibited by official traffic control devices or local ordinances.

(c) A person riding or walking a bicycle upon and along a sidewalk or across a roadway upon and along a crosswalk shall have all the rights and duties applicable to a pedestrian under the same circumstances.

(d) A person riding a bicycle upon and along a sidewalk shall dismount before entering any roadway and, when crossing any such roadway, shall observe all the rules and regulations applicable to pedestrians.

(11) (a) A person may park a bicycle on a sidewalk unless prohibited or restricted by an official traffic control device or local ordinance.

(b) A bicycle parked on a sidewalk shall not impede the normal and reasonable movement of pedestrian or other traffic.

(c) A bicycle may be parked on the road at any angle to the curb or edge of the road at any location where parking is allowed.

(d) A bicycle may be parked on the road abreast of another bicycle or bicycles near the side of the road or any location where parking is allowed in such a manner as does not impede the normal and reasonable movement of traffic.

(e) In all other respects, bicycles parked anywhere on a highway shall conform to the provisions of part 11 of this article regulating the parking of vehicles.

(12) (a) Any person who violates any provision of this section commits a class 2 misdemeanor traffic offense; except that section 42-2-123 shall not apply.

(b) Any person riding a bicycle who violates any provision of this article other than this section which is applicable to such a vehicle and for which a penalty is specified shall be subject to the same specified penalty as any other vehicle; except the section 42-2-123 shall not apply.