

## **18. Marshals' Instructions**

**These instructions reflect the Covid restrictions in place at the current time (May 2021).**

Whilst Motorsport UK have set out guidance to allow for Events to resume, participation is not mandatory, and every individual must consider their own personal circumstances and determine whether they should participate. Organisers will follow Government advice that the personal views of individuals are to be respected and that it is the responsibility of all participants to adhere to the guidance for the protection of all involved.

**This document serves as the marshals' briefing.**

### **18.1 Introduction**

Firstly, on behalf of myself, the Clerk of the Course and the Organising team, thank you for the help you are giving us on this event. Without it, we would be unable to run events of this type or indeed any form of motor sport. We shall be running a marshals' draw on the event with several cash prizes, the winners will be announced over the radio network. Prizes will be posted out after the event.

### **18.2 Pre-event actions and signing-on**

Signing-on will be carried out using an on-line system in advance of the event (for competitors) and email for marshals and officials. Allocation to posts will be done either prior to the event or remotely. Written briefings and instructions will be sent electronically in advance of the event. Briefings will be carried out by electronic means or, if necessary, in an open area, respecting social distancing and with hygiene measures available.

Your role is to keep yourself and others safe on the stage. Safety at the event, and especially on the live stages, is our main concern. Please ensure you have signed the official signing-on form and submitted it before the event.

When parked at your location, please ensure vehicles are at least 30m away from the stage.

Marshals should be socially distanced at all times unless all from one household or family bubble.

The majority of marshals will be Motorsport UK registered. Other marshals will be buddied up with suitably experienced marshals. If you have not completed the Motorsport UK on-line marshals training programme, we encourage you to complete it – it should take no more than 45 minutes.

Please check you have all the necessary equipment. We will provide:

- All stage equipment (arrows, tape, solid barriers etc.)
- Clocks (For Control marshals only)
- Paperwork – this will be sent out electronically or by post prior to the event. To minimise the transfer of material between people, we ask that you print your own paperwork if at all possible – please let us know in good time if you are unable to print your own paperwork. No paperwork will be issued on the day of the event.

You will need to bring:

- PPE (including face masks or coverings) and sanitiser
- Tabards
- Your Motorsport UK Marshal registration number or (if possible) evidence that you have completed on line training (see below)
- Appropriate footwear (ideally with toe protection)
- Warm clothing, food, drinks, etc. Due to Covid-19 precautions, there will be no catering at the venue and we shall not be providing marshals' goodies or refreshments this year.

### **18.3 Arrival at the venue**

On arrival at the venue, please follow the reporting instructions issued prior to the event.

### **18.4 Programme**

This year's rally is made up of two events, a single venue rally and a single venue Junior Rally.

For each stage layout, the competitors in the Junior Rally will attempt the stage twice before the adult competitors attempt the stage for their first time.

Setup crews and senior officials will be travelling on the stages before and after each pair of stages.

A provisional time schedule is attached to these instructions. Timings may change during the day due to incidents. In the event of severe dust we may need to revert to starting cars at 1 minute intervals for safety reasons which will affect the schedule.

#### STAGE RUNNING ORDER

Safety Car '0'

Juniors, Stages 1 & 2 – Layout U

Adults, Stages 1 & 2 – Layout U

Safety Car '0'

Juniors, Stages 3 & 4 – Layout T

Adults, Stages 3 & 4 – Layout T

Safety Car '0'

Juniors, Stages 5 & 6 – Layout G

Adults, Stages 5 & 6 – Layout G

Safety Car '0'

Juniors, Stages 7 & 8 – Layout B

Adults, Stages 7 & 8 – Layout B

Safety Car '0'

Juniors, Stages 9 & 10 – Layout A

Adults, Stages 9 & 10 – Layout A

Sweeper Car

**It is a Motorsport UK stipulation than Junior Competitors cannot be live on a stage at the same time as adult crews. If a Junior Crew stops on stage due to mechanical problems, please alert the stage commander as early as possible.**

For ease of identification competing cars will have a black and white sticker at the top of the windscreen at the co-driver's side giving their car number.

#### 18.5 Identification

Please wear a Hi-Vis tabard that helps identify you as a marshal whilst you are on the stages. (Preferably an official type with the Motorsport UK "Motorsport is dangerous" triangle) This may help give you authority over spectators.

**PLEASE WEAR YOUR MARSHAL TABARD AT ALL TIMES WHILST OUT ON STAGE AND UNTIL THE STAGE IS CLOSED.**

#### 18.6 Spectators

##### Spectator Access Arrangements

Spectators are not permitted. However, despite the organisers' best efforts to discourage them, we recognise that spectators may come to the event and on-lookers from service crews, retired competitors, etc. May be encountered. The main entrance to the venue will be closed at 08:00. No vehicles other than competitors and service vehicles will be allowed into the service area.

- Stay alert at all times
- Take control and move spectators where you want them to be as they start arriving – BE POLITE BUT FIRM. Use peer pressure from other spectators if someone refuses to move
- If there is a delay to the stage or a temporary halt, keep spectators informed about what's happening – they will be less likely to move
- Keep everyone off the live stage – use a whistle to alert about approaching cars. Always ensure that spectators are in a safe place and kept back from the edge of the stage – preferably several metres back.
- Be aware of the arrangements for media access.

- Do not take photographs or videos, or share information on social media whilst marshalling.

NO-ONE IS ALLOWED TO STAND IN PROHIBITED AREAS AT ANY TIME – SPECTATORS, MARSHALS OR MEDIA.

These will be shown by red & white tape and includes box junctions intended as run off areas for cars that fail to make a turn and generally the outside of bends. However, be aware that rally cars can leave the stage at any point and be alert at all times.

If you have concerns about safety on stage or spectators/media refuse to move from an unsafe location, make this known to the Stage Commander via the nearest radio operator. A decision will be taken on whether to suspend or stop a stage and you will be supported by the Stage Commander and Clerk of the Course in taking this action – we want to support a good competition but safety always comes first.

### **18.7 Arrows/Signs**

If you are positioned near a stage arrow or board, please keep a watchful eye on them to prevent any spectators collecting them for souvenirs or changing the angles. This also applies to all other signs on the stage. Please ensure that barriers that are erected to block roads where competitors are not supposed to be are in position throughout the event especially if demolished by a competitor.

### **18.8 Chicanes**

Chicanes are built to slow the average speed of competitors, if they get damaged or demolished they should be re-built if safe to do so. Notify radio control if you are rebuilding any stage furniture. If you do not have enough manpower or equipment at your location, radio control who will dispatch extra rally personnel to your location with assistance and equipment.

**Please note that penalties will be applied for cars striking stage boards, bales, cones & tyres etc which will define splits, merges & chicanes. Please report these incidents clearly on the Incident Report Form provided. Please notify the organisers (via Radio control) of the existence of these reports as early as possible, and upload them to the TCS/NERS document upload system at the earliest opportunity.**

After all the competitors have completed the stage (twice) the stage will close to allow the appropriate sectors to be altered or repaired (vehicles may only move on the stage under the instruction of the Stage Commander).

You will see how we set up the first stage when you arrive at the venue. The route shown on your stage plans must be strictly adhered to.

You may repair damage which has been inflicted on your sector of the stage during the running of each stage so long as you think it safe.

Arrowing must be to the Blue Book see Section R Diagram 29 (see below).

Chicanes should be set up and signed in accordance with the Blue Book see Section R Drawing 29.1.1 (see above).

If the chicane is damaged beyond just a small knock and it needs repairing then:

1. Post a lookout for on-coming cars to use their whistle to warn their colleagues when a car is approaching,
2. Implement the agreed plan as quickly as possible, moving well away from the track if competitors are approaching
3. If it is not safe to undertake this task – advise the Stage Commander who will determine whether the stage should be held while the chicane is re-built, or if the stage will continue with the current damage.

## 18.9 Radios

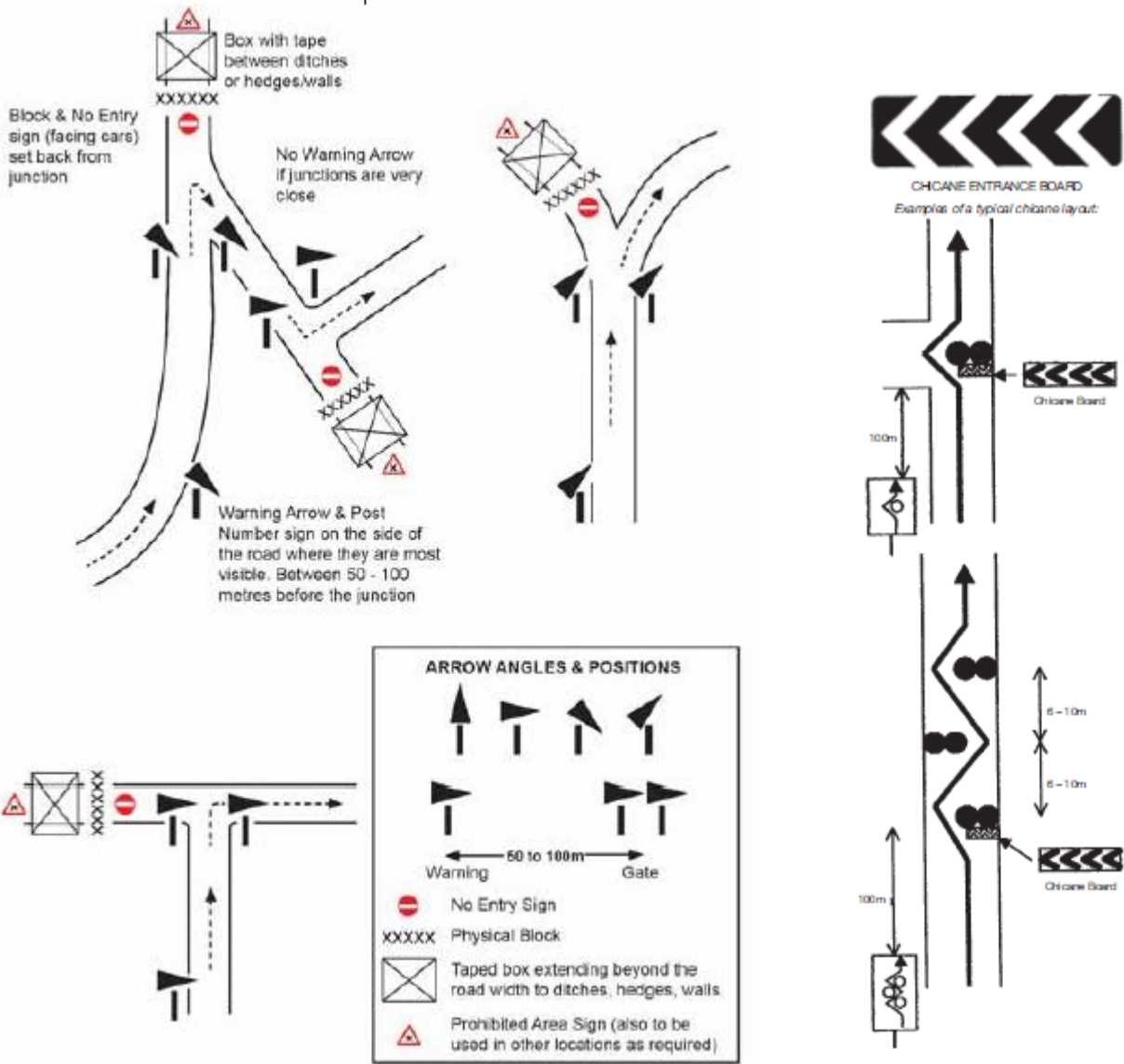
There will be radio contact between the start and finish and at locations around the airfield (see stage plans), each key location around the airfield is marked with a location number. If you need to contact Control to report an incident, please make sure you quote the location number to the Radio Operator.

The Organisers will be using hand held radios on a separate frequency, be mindful they may be having discussions on the separate frequency to resolve any issues you may have reported.

## 18.10 Incident Procedure

IF AN INCIDENT HAPPENS you should remember the following:

- Stay calm and assess the situation – your own safety is the first priority,
- Ensure any on-lookers are kept back – where there are several marshals, ensure that some remain to control on-lookers,
- When an incident happens, a marshal's primary responsibility is to act as a lookout in order to allow another person to assess the needs of the competitor, marshals can still approach a stationary vehicle in the same way as before, now looking for the thumbs up signal from the driver. You may be specifically asked to do this by the Clerk of the Course.
  - Always maintain social distancing or a protective barrier (e.g. vehicle window) between the driver and marshal
  - Marshals should not usually have to touch a vehicle however, if it is necessary, appropriate COVID-19 PPE is to be worn. Please refer to the PPE guidance document for further information.
  - Should a competitor signal that they are ok (thumbs up), move back and give space for the competitor to exit the vehicle, always maintaining social distancing and request that the driver moves to a safe location.
  - Report to event control as usual.
  - If medical attention is required:
    - Relay this information to the Clerk of the Course as soon as possible. The Clerk of the Course will then take immediate action to neutralise the session and deploy the appropriate response.
    - Don't open the vehicle doors or break social distancing, unless you have been provided with the correct COVID-19 PPE.
  - Should the vehicle be capable of being moved by pushing, request that the driver assists with steering and pushing where applicable. Appropriate COVID-19 PPE is to be worn and/or the use of hand sanitiser if more practical.
  - If maintaining social distancing is not possible correct COVID-19 PPE must be worn.
  - If the vehicle is in a position where pushing with limited marshalling numbers is not possible (e.g. gravel trap, uphill), request a recovery to move the vehicle
- If the incident has created a blockage or partial blockage and there are sufficient marshals on the stage, an additional marshal should go further up the stage to warn approaching cars,
- If the incident involves assisting competitors firstly ensure that you have a lookout in place and that you are in a safe position. Ensure that the SOS/OK board carried by all competitors is being shown and that someone takes and displays the warning triangle approximately 100 metres down the stage. The SOS board should be shown at the vehicle itself if a competitor needs medical assistance, Report circumstances as quickly as possible to radio crew if nearby or stop the next competing car and ask them to report:
  - Car number,
  - whether blocking stage,
  - Any medical assistance required,
  - Any other relevant information,
- Replace any damaged stage furniture and ensure stage is kept clear of spectators



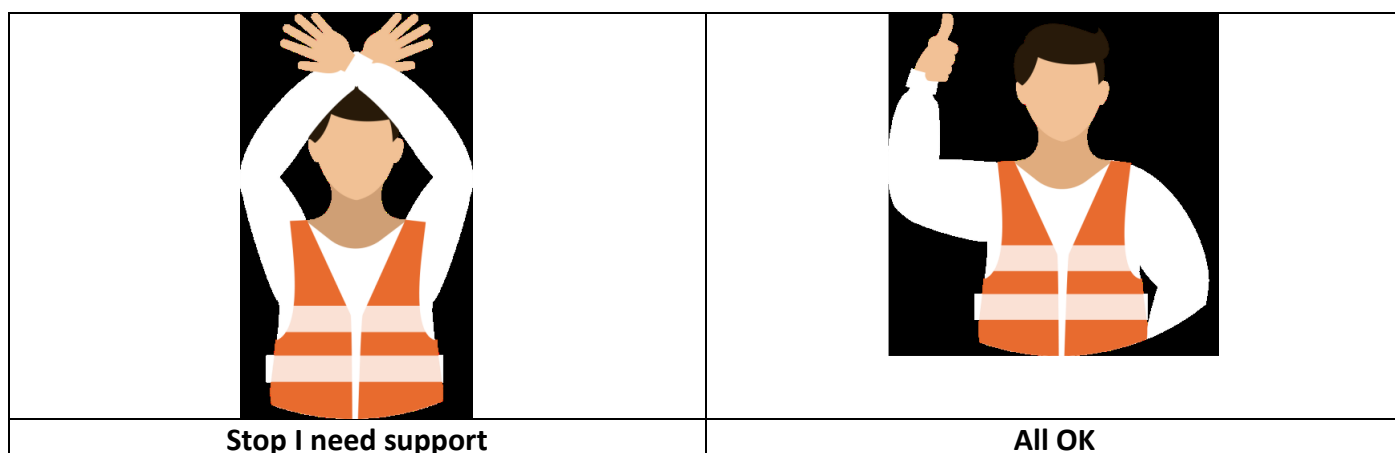
### 18.11 Red Flag Procedure

This event may use the red flag procedure. The red flag is to be used to neutralise the competition (for example, where spectator safety is compromised, or to authorise the movement of non-competing or rescue vehicles prior to the stage being cleared of all competing vehicles).

- Red flags will **only** be displayed if instructed by the Clerk of the Course or the Stage Commander, the instruction will be communicated by the Safety Radio network.
- Red Flags will be displayed at Mandatory Radio points, they **must** be displayed by a marshal wearing a tabard. Flags should be stored inside the radio vehicle unless deployed.

Upon seeing a red flag, competitors will immediately and significantly reduce speed, and be prepared to stop at any time; at no time must they overtake any safety vehicle they encounter on the special stage route. The driver must follow the instructions of any marshals and/or stage safety personnel until leaving the special stage route. Crews affected by a red flag must report to the stage stop line, unless communicated via the radio control network.

To demonstrate red flags are in location, they should be **shown**, but **not** waved to the safety car as it passes. If it is necessary to stop the safety car, the crossed arms FIA-specified gesture should be given.



### 18.12 Stage changes after Stages 2, 4, 6, and 8

Control will inform all radios when to carry out the turn around. The equipment vehicles will do the bulk of the work but we would like you to help in any way you can at your location (maintaining social distancing and hygiene). Some arrows and signs will be erected prior to the start of the event and will be covered with a bin liner, these will be uncovered / covered by the equipment crews at the appropriate times.

### 18.13 Safety Cars

A safety car (car '0') will open the first of each pair of stages, In addition if there is a delay of more than 20 minutes of a competitor entering the stage a safety car will drive the stage warning personal that the stage is about to restart.

### 18.14 On-event paperwork

To avoid transferring paperwork from person to person we shall be using the TCS/NERS document upload system to send information (control check sheets, Judge of Fact report forms, incident reports, etc.) to the results service and event officials. This works on smart phones by using the phone's web browser and camera to take a photograph of the document and upload it to the results service. You can either type a URL into the phone's web browser, or scan a QR code. If your phone does not have the ability to scan QR codes natively, then there are lots of apps in both the Apple and the Google stores which will scan QR codes. If you expect to be handling documents which need to go back to the organisers, please check whether your phone can read QR codes before the event.

**Thank you very much for Marshalling and enjoy the event!**

John Newlove, Chief Marshal