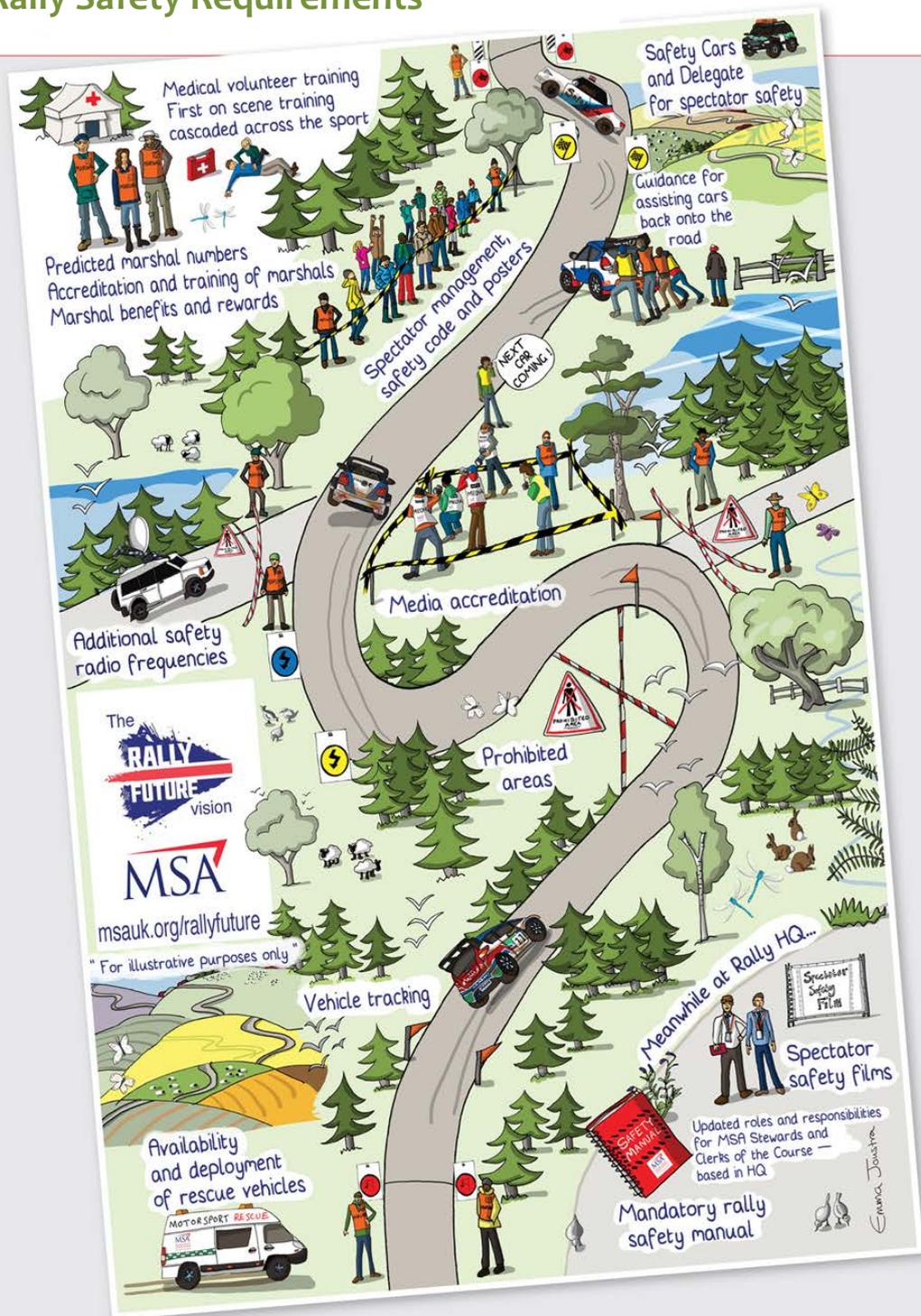


May 2016 mapped to April 2017 Edition 3 Stage Rally Safety Requirements



Introduction

The Motor Sports Association (MSA) is the governing body for motorsport in the UK and is the National Sporting Authority (ASN) for four-wheeled motor sport affiliated to the Federation International de L'Automobile (FIA).

This document is written for single-venue and multi-venue stage rallying events and should be used in conjunction with the MSA Yearbook. It will provide you with the additional requirements necessary to organise a rally.

These requirements are not optional – you must comply with the measures set out here. These requirements have been written to give you flexibility to adjust them to suit the scale of event you are running. They are designed to be customised but not omitted.

It is absolutely vital for the future of our sport that you effectively manage the safety risks to everyone – competitor, volunteer, media or spectator. Remember, anybody other than a marshal on duty or a competitor who is competing is a spectator. Safety must be at the heart of every rally event. By proving that you take safety seriously we know we are then all playing our part in making sure that the sport we love has a future.

This document includes the updates and clarifications developed as a result of on-going learning and consultation. They have been collated based on input from various sources including: Rallies Committee, Rally Forums, Safety Delegates, Clerks of the Course and general input from events, marshals and officials.

We are grateful for the continuing support received from event organisers and marshals which is enabling our sport to consolidate our learning and continue to develop best practice based on learning and experience.

As this is a living document and will continue to be updated to reflect best practice from events across the UK and around the world, we have re-presented the document with a new style of numbering to allow an easier way to amend and update the document from 2017 onwards. *The amended document (MSA SRSRs with amendments) shows the original numbers in brackets alongside the new numbering system whilst this document is the amended version without reference to any previous document.*

Clarification

Throughout the document certain words are used for specific meanings these are:

Should/Could – recommended but not mandatory, if you decide NOT to implement this, please give it careful thought to ensure you are clear about why it is not necessary under your circumstances

Must/Will – this is a mandatory requirement and one that you are required to incorporate into your plans and actions

Deletions are shown with, date changes are in **red**, amendments and additions in **blue italics**.

THE REQUIREMENTS

This document provides advice on managing the risks within our sport. It sets out the approach you should use to identify and manage risks to spectators, the general public and to competitors; sets out the role of safety cars; advises on arrangements for briefing marshals; and sets out the approach to be taken to media representatives on the rally.

Many rallies have well-established safety plans with many excellent examples; however, they do not all sufficiently take into account the special needs of spectator safety. This manual provides you with checklists and good practice guidance in order that you can plan and run your event thoroughly and as safely as possible. It will also help you to produce a safety plan to the right standard. **Every multi-venue and single-venue stage rally running in the UK must have a safety plan as a mandatory element of the permit for running that event.**

The general public are often not aware of the potential dangers at a rally and cannot fully comprehend the speed of approaching cars. It is your responsibility to ensure that spectators are well-informed, that they are directed to acceptable locations where possible and that they are clearly aware of the risks at a rally and the real dangers if a car should get out of control.

This document provides the minimum standard. Anything less than the elements identified here is not acceptable. You can choose to do more but please keep your actions reasonable and practical.

1. KEY ELEMENTS *OF SAFETY PLANS* INCLUDING ROLES AND RESPONSIBILITIES

- 1.1. This section highlights the key elements that are priority areas essential for the safe running of rally events. *Safety Planning is critical to an event and as such there may well be more than one document in your overall Safety Dossier. The primary elements of this dossier are likely to be:*
 - The Safety Plan
 - The Incident Management Plan
 - Operational Plans
- 1.2. **The Safety Plan** is a critical element of stage rallying. It is your written commitment that you have put safety at the heart of your event. It is therefore important that it clearly demonstrates how you have assessed the hazards and risks they pose along with the measures that you have put in place to manage them. The safety plan should also demonstrate the actions you have taken and propose taking to reduce or prevent the likelihood of an incident occurring as well as mitigating the result of any incidents should they occur. 1
- 1.3. Your *draft* safety plan (*which may consist of one or more documents*) *must* be submitted to the MSA *and MSA Safety Delegate at least 6 weeks* prior to your event (you can email Competitionsandclubs@msauk.org) or send with the permit application if earlier. As well as being used by the rally organising team, event officials and marshals, the MSA Safety Delegate for your event will ~~request~~*require* a copy of your draft safety plan as part of their input into the safe planning of your event. *This applies to both Single-Venue and Multi-Venue events* 2

- | | |
|---|---|
| <p>1.4. A <i>suggested</i> list of safety plan contents (Annex A), Incident Management Plan Contents (Annex B) and Sample templates (Annex C & D) <i>which are there for your guidance</i> can be found on https://www.msauk.org/The-Sport/Rally-Future</p> | 3 |
| <p>1.5. The Incident Management Plan may be a separate document or a separate section within your Safety Plan. Its purpose is to cover the actions that will be taken and roles of those involved should an incident occur. This Incident Management Plan needs to show who will be responsible for each part of the event and how the communication and decision making processes will work both within the event and when handing over to the emergency services.</p> | 4 |
| <p>1.6. Also within this plan it is worth including a section on communication with the media to show how messages in the event of an incident will be managed in order that they are kept informed through official channels and not just social media.</p> | |
| <p>1.7. A Suggested Contents List for Safety Plans is contained in the Appendices and sets out proposed contents for both the safety plan and the Incident Management Plan. The safety plan will help to set out and communicate to rally officials, marshals and to key external stakeholders, the key elements in place to manage the event safely and will usually including things such as:</p> <ul style="list-style-type: none"> 1.7.1. <i>Event</i> time schedule, safety car <i>schedule</i>, arrangements and route map; 1.7.2. Roles and responsibilities; 1.7.3. Risk Management Information; 1.7.4. Spectator safety – measures to manage spectators incl. spectator safety plans; 1.7.5. Predicted marshal numbers; 1.7.6. Stage maps and relevant information; 1.7.7. <i>Service Area and Refuelling</i> 1.7.8. General set up information for each location (special stage or other spectator venue); 1.7.9. Incident Management Plan. | 5 |
| <p>1.8. The <i>overall</i> safety plans should demonstrate that risks to the public, volunteers and competitors have been assessed and managed. The safety plans should be focused on preventative measures (planning for safety). You must describe in your plan how you have assessed safety risks and the measures taken to address them. There is an example of typical risk assessments shown in <u>Annex C & D</u>, which will need to be amended to suit your event plus templates which are also available on the MSA website https://www.msauk.org/assets/msariskmanagementtool.pdf</p> | 6 |
| <p>1.9. On spectator safety for example, your plan should contain a section that clearly sets out how you are managing spectator issues and how the stages will be checked prior to the event. The safety plan must be a living document that is adapted each year to reflect new issues, previous safety issues etc. Of course, long standing events will have certain elements that do not significantly change from year to year, but, a safety plan that does not change from year to year is unlikely to be effectively assessing risk.</p> | 7 |
| <p>1.10. The safety plan is your handbook for the event. It should be made available as widely as required (along with the other operational plans) to ensure that everyone on the event is aware of the overall approach to safety and their specific role on the day.</p> | 8 |

2. ROLES AND RESPONSIBILITIES

- 2.1. Key roles and responsibilities at your event must be clearly set out in your *Safety Dossier* and are listed below. 9
- 2.2. The following LICENSED OFFICIALS should all be trained and licensed/appointed MSA officials at your event: 10
- 2.3. The MSA Safety Delegate** 11
- 2.3.1. The role of the MSA Safety Delegate is to assess the effectiveness of safety measures aimed at keeping the public, volunteers and competing crews safe. The safety delegate is an experienced person provided as a check and balance on safety; they will support you and provide advice to help in ensuring the safe planning and management of your event. 12
- 2.3.2. The safety delegate role has four specific parts: 13
- Input into your event at planning stage – make contact with your safety delegate in the early stages of your planning process to agree input;
 - Visiting each stage usually on the day prior to the event (with the Spectator Safety Officer, Event Safety Officer or other Senior Official) to confirm set-up plans and overview safety planning proposals;
 - Travelling around the special stages during the event - in a safety car to a schedule agreed with you (potentially travelling with the Spectator Safety Officer);
 - Taking part in post-event debrief – including a written report to the MSA that will be made available to your event. *The Safety Delegate should provide you with a draft copy of this for comment prior to it being sent to the MSA.*
- 2.3.3. The safety delegate has also been given specific regulatory powers. These are: 14
- G2.4.2 Subject to G.2.5 in the case of force majeure or for safety reasons, instruct the Clerk of the Course to postpone, abandon or stop an event or part of an event. Any such instruction must be formally recorded. Provided that an event is run in more than one heat or part, these powers may, if thought fit, be exercised in respect of one heat or part.*
- G.2.5 The Stewards of a Meeting have another major function, to prevent unnecessary danger, and the MSA Steward has overriding authority in matters of safety save where the MSA has appointed a safety delegate, in which case the Safety Delegate shall have overriding authority in matters of safety.*
- 2.3.4. The Safety Delegate will exercise these powers if absolutely required on the event. They will require a radio which has the capability to talk to both Rally Control and through Radio Control to the stages. A poor report from the Safety Delegate would be expected to result in changes to the event or, potentially, to a permit not being approved for that event the following year. 15
16
- 2.4. The MSA Steward** 17
- 2.4.1. The MSA Steward has the power to cancel the entire event or part of the event on safety grounds.

2.4.2.	The Steward is the senior MSA individual attending the event (other than the Safety Delegate) and needs to be available in Rally Control to the Clerk of the Course. The MSA Steward must remain in Rally Control during the running of live stages (but can move around outside those times). The MSA Steward can liaise with the Safety Delegate as required including in the event of an incident.	18
2.4.3.	<i>On a Single Venue Rally, the MSA Steward will also undertake the role of the MSA Safety Delegate.</i>	
2.5. The Clerk of the Course		
2.5.1.	The Clerk of the Course leads the team of organisers and is the senior licensed club official responsible for the competition and the safe running of the event. They must, without question, control the event from within Rally Control during live stages to enable effective decision making.	19
2.5.2.	They have overall responsibility for the general conduct and control of the event and many other safety related duties under the regulations (R.24.4)	20
2.5.3.	For this reason, it is important that Rally Control is located where radio communications are available to all parts of the rally route so that messages can be received from and passed to safety cars as well as the Stage Commanders. This may mean that Rally Control has to be located away from Rally HQ, this is not however an ideal solution because information flowing into the results service or the media officer can be very helpful to any decision-making process.	21
2.5.4.	<i>The Clerk of the Course is ultimately responsible for decision making as the most senior member in the chain of command and as such will take decisions regarding the stages in conjunction with the Stage Commanders.</i>	
2.5.5.	The decision-making process on events, should always consider safety as the first priority and the time schedule as a secondary aspect.	153
2.5.6.	<i>On a Single Venue Rally, the Clerk of the Course is also responsible for ensuring that a Competitor Briefing is given to ALL competitors as part of the administrative procedures (see Annex K for further details)</i>	
2.5.7.	<i>On all events the Clerk of the Course is responsible for ensuring that senior members of the organising team are properly briefed including the Stage Commanders</i>	
2.5.8.	Clerks of the Course and Chief Timekeepers should consider the need for competitors to remove helmets and FHR devices on road sections by allowing a slightly more relaxed time where required.	154
2.6. Scrutineers		
2.6.1.	In order to fulfil their role, Scrutineers will <i>should</i> be present at stage starts, <i>particularly the early stages of an event</i> , carrying out duties such as checking, amongst other things that FHR's, seat belts and helmets are correctly worn. <i>For some venues, typically single venue stage rallies, it may be more practical to have any checks made by the scrutineers at or immediately after the service out control. Scrutineers must identify themselves and liaise with control officials or the Stage Commander before commencing checks.</i>	155

2.6.2.	They may also occasionally need to enter the special stage. This should only be the case when there is a <i>serious</i> accident <i>resulting in a stage stoppage</i> . If a Scrutineer needs to inspect a car in any other situation, this should be done after the stage has closed. They should follow immediately after the sweeper car <i>ensuring they are always able to communicate with Rally Control via radio whilst in the stage</i> .	155
SENIOR OFFICIALS - these are ROLES and not specifically individuals and as such may be performed by one or more people depending on the scale of the event.		22
2.7. The Event Safety Officer		
2.7.1.	The Event Safety Officer has overall responsibility for coordinating all safety matters on the event and will work with several others on the organising team. This is a key role that is essential to the safe running of an event and must be carried out by someone with considerable experience of safety at rallies.	23
2.7.2.	They are responsible for ensuring that the safety manual is produced in a realistic way that reflects what is happening on the event. As part of their role they: <ul style="list-style-type: none"> • Should be involved in the planning (including route planning), delivery and debrief for the event • Will produce a safety manual which matches MSA and Health & Safety requirements and will ensure that all those involved in the running of the event are aware of the plan and where appropriate have received training in its implementation; • Will ensure sufficient marshals and if appropriate, Security Industry Authority (SIA) trained personnel are involved in each venue; • Liaise with the emergency services and relevant Safety Advisory Groups to ensure full consultation is undertaken; 	24
2.7.3.	Will ensure safety plans are created for all special stages and non-stage venues such as refuels, <i>scrutineering</i> and service areas including setup diagrams and information about spectator locations within those stages.	25
2.7.4.	Guidance on the running of a service area can be found on the MSA website, RallyFuture section.	156
2.7.5.	The stage plans should also include where relevant: <ul style="list-style-type: none"> • Rescue/recovery vehicle location. • Key stage personnel locations. • Location of mandatory communication systems, Doctors and/or Paramedics, Marshal locations and Media Photo locations 	
2.7.6.	Is responsible for co-ordinating the activities of the Organising Team to ensure consistency of approach and application of safety policies and procedures for the greater safety of those involved with the event;	26
2.7.7.	Will carry out general Risk Assessments for the event overall;	27
2.7.8.	Will work with the Clerk of the Course to carry out stage specific risk assessments and will monitor the risk assessments throughout the event in order to make future recommendations;	28

2.7.9.	Liaise with the events' Chief Medical Officer and ensure first aid cover for spectators is provided in alignment with current legislation;	29
2.7.10.	Will ensure the safety plan (or relevant sections) is distributed to all those who require a copy;	30
2.7.11.	Complete all MSA required paperwork on time;	31
2.7.12.	Will work with any local authorities as required in relation to any commercial and public areas which have H & S requirements;	32
2.7.13.	Will be responsible for ensuring the recruitment of all ambulance, extrication, fire and rescue teams is carried out;	33
2.7.14.	On-event, will remain in close contact with the Clerk of the Course and give advice on the practicality of any safety and rescue operations.	34
2.7.15.	<i>Will ensure that all post-event incident reports are completed</i> (as required by the MSA and the Landowners). These reports should be completed within 5 working days.	34
2.7.16.	<i>The MSA will hold</i> Event and Spectator Safety Officer training programmes <i>each year as needed</i> , invitations to this programme will be through event Clerks of the Course.	35
2.8. The Spectator Safety Officer		
2.8.1.	All stage rallies must ensure that the spectator safety officer function is covered from within the organising committee (R24.3.2), reporting directly to the Event Safety Officer. It is not essential to identify a separate individual to perform this role, you can combine it with another role (for example the Event Safety Officer) provided that it can be adequately carried out. This is a key role that is essential to the safe running of an event and must be carried out by someone with considerable experience of safety at rallies.	36
2.8.2.	<i>The MSA will hold</i> Event and Spectator Safety Officer training programmes <i>each year as needed</i> , invitations to this programme will be through event Clerks of the Course.	37
2.8.3.	The spectator safety officer should be involved in the planning (including route planning), delivery and debrief for the event.	38
2.8.4.	The spectator safety officer should flag up any spectator safety concerns that might prevent certain parts of a proposed route being utilised if they cannot be adequately controlled. They should contribute to the safety plan, particularly the section on spectator safety including spectator access and car parking.	39
2.8.5.	During the event the spectator safety officer has a key role in the management of spectators and will <i>usually</i> travel around the special stages to an agreed schedule prior to the live running of each stage, spotting and dealing with issues as they arise. A flow chart showing the typical running order is shown in the MSA Safety Car Roles and Responsibilities Book <u>Annex I</u> also found at https://www.msauk.org/The-Sport/Rally-Future	40
2.8.6.	Following the event, the spectator safety officer should be proactively involved in the debrief. This should analyse any spectator problems or incidents that arose on the event, consider the contributing factors and suggest solutions for the next event. The spectator safety officer should	41

view any internet footage of the event from spectators and any in car footage from safety cars and competitors as available.

2.9. The Chief Medical Officer	
2.9.1. The Chief Medical Officer is responsible for all doctors, paramedic and other medical staff including a medical helicopter should it be required.	42
2.9.2. They will undertake the recruitment of all medical staff and ensure they are qualified to deal with their allotted tasks and know exactly what is expected of them.	43
2.9.3. Additionally, they contact all hospitals on route to advise them of the event as well as ensuring all First Aid cover is in place, suitable and adequate for on-event spectator needs.	44
2.9.4. They will complete all necessary medical paperwork as required by the MSA and make sure that all medical personnel are allocated to the right locations and have all necessary documentation.	45
2.9.5. <i>Ideally, the CMO is located in Rally Control along with the Clerk of the Course, the MSA Steward and the Radio Controller.</i>	
2.9.6. Finally, it is important that they complete all post-event <i>medical</i> incident reports as required by the MSA and the Landowners. These reports should be completed within 5 working days.	46
2.10. Stage Commander	
2.10.1. All Stage Commanders should ensure they receive copies of the appropriate sections of the event safety plan (relevant to their stage) including set-up diagrams, spectator parking and viewing area information.	46a
2.10.2. They should have the opportunity to be involved in establishing predicted marshal numbers for their stage.	46b
2.10.3. <i>The Stage Commander will work with the Clerk of the Course for all major decision making matters which relate to the potential interruption of the stage</i>	
2.10.4. Stage Commanders should make themselves available to attend the event organisers briefing or contact the event organisers to ensure they have the relevant information prior to the event.	46c
2.10.5. The Stage Commander is responsible for briefing their Sector Officials either in person or via phone/conference call or other method. This briefing should, as a minimum, cover the on-event sector official role and any sector specific hazards, risks and safety management plans	46d
2.10.6. The Stage Commander or their nominated representative must also brief the marshals as they arrive at their stage	46e
2.11. Safety Car Team	
2.11.1. All Safety Car Crew Members must have undertaken the on-line marshal accreditation modules.	47a
2.11.2. At least one member of each safety car team for the whole event must have attended part one of the MSA Safety Car Training Session.	47b
2.11.3. By 01-01-18 At least one member of each safety car crew must have attended one of the MSA Safety Car workshops.	47c

2.11.4.	At least one member of the safety car team must have been involved in pre-event planning. All crew members of the team must be fully briefed on the safety plans for the event by this person or another senior event official <i>prior to the event in order that they can prepare for their role.</i>	47d
2.11.5.	Detailed guidelines on MSA Safety Car Roles and Responsibilities are published on the MSA website and supplement the above requirements <u>Annex I</u> also found at https://www.msauk.org/The-Sport/Rally-Future	47e
2.11.6.	The Safety Car workshop registration form can be found on the MSA website RallyFuture section, only those who have been nominated by the Clerk of the Course and have completed the <i>marshals'</i> on-line accreditation will be eligible to attend the workshop.	47f
2.11.7.	<i>Parts one and two of the Safety Car Workshop have now been combined, elements of part two will be incorporated into part one. This single day will be the mandatory day. Further Driver Awareness days may be available in the future.</i>	47g
3	STAGE MARSHAL REQUIREMENTS	
3.1	At the planning stage, rally organisers must consider the number of marshals required to allow the running of each special stage of their event. You will know from your knowledge of the local geography and previous experience with spectators, the numbers you are likely to need but this must be proactively reviewed each year.	48
3.2	You need to show the predicted number of marshals on each special stage <u>and</u> at each planned for or anticipated viewing area as well, of course, as at starts and finishes. Other parts of the stage may not need marshals to be specified other than radio marshals.	48
3.3	<i>Aim to</i> ensure you have additional marshals to those listed as your predicted requirements in order that they can be deployed to any areas which require their services on the day.	48
3.4	<i>The predicted marshaling strength at any location is the number of marshals that the organising team consider to be appropriate having taken account of all local circumstances and potential spectator activity.</i>	
3.5	<i>The actual circumstances on rally day may change for many reasons therefore the predicted number is neither a minimum nor maximum and may need to be adjusted.</i>	
3.6	<i>The predicted number of marshals will be the number that is entered into event documentation and listed in the setup information. It will be used to recruit and allocate marshals and will be referred to by the Safety Delegate when inspecting the venue.</i>	
3.7	<i>Further information on predicted numbers can be found in Chapter 4 Stage Radio Requirements and Annex J, predicted marshal numbers.</i>	
	Remember to:	
3.8	Identify the total number of marshals required on each stage to include <i>timing and</i> radio marshals who may also be required to work as <i>stage</i> marshals should the need arise, further information on identifying radio marshals is available in chapter 4.	48a
3.9	Include that number in your draft and final safety plan;	48b

3.10	Show your predicted marshal numbers at the key spectator areas, Rights of Way, tracks and footpaths.	48c
3.11	Include in the safety plan the main marshalled locations of each stage;	48d
3.12	Cancel or shorten to a suitable length any stage that does not have the <i>predicted</i> number of marshals in place on the day. The stage must not run with fewer marshals than you have identified in your safety plan i.e. the total on the stage and those required at the pre-defined spectator areas <i>unless reviewed and agreed with your Safety Delegate on the day.</i>	48e
3.13	<i>Cadet Marshals should NOT be included in your predicted numbers</i>	
4	STAGE RADIO REQUIREMENTS	
4.1	<i>A radio car crew shall ideally consist of two marshals comprising a radio operator and a radio marshal.</i>	
4.2	<i>At least one member of the radio car crew must have completed the MSA Marshal Accreditation and whenever deployed outside of the radio car must wear a marshals' tabard.</i>	
4.3	<i>If a radio marshal has not undertaken the on-line accreditation they must be buddied with an accredited marshal.</i>	
4.4	<i>All radio marshals may be required to assist with event management issues such as vehicle incidents and spectator management as needed so they should be prepared for outdoor work as well as in car duties.</i>	
4.5	<i>Events should ensure that there is a distance of approximately 3 miles between radio locations.</i>	
4.6	<i>Be aware that any radio location listed in your road book MUST be staffed at your event in order for the stage to run.</i>	
4.7	The radio communication network and Radio Controller should remain in place until all Rescue, Medical and Recovery services have completed their tasks.	96d
4.8	If you choose to run a dedicated <i>radio/gsm</i> tracking frequency, their locations and details should also be listed on the radio plan.	97
4.9	In all cases, radio operatives must ensure that they park and position themselves sufficiently far back from the competitive route and do not block the exit route, see MSA regulation R24.4.12. "All non-competing vehicles must be parked in an appropriate place at least 30m from a road..."	98
	<u>Mandatory Radio Points</u>	96a
4.10	Mandatory Radio Points should ideally be staffed by two or more people and are defined as follows:	96.a.i
4.10.1	Radios at the <u>Start and Finish</u> of each stage. These must be shown in the safety plan and road book but <u>do not</u> require radio boards to be displayed. They <u>do not</u> require yellow flags.	99
4.10.2	The Start, Flying Finish/Stop radio positions should be located to ensure direct communications are possible to Rally Control. Priority should be given to the safe running of the event and consideration should be given to the siting of these locations and this may necessitate the shortening of the stage route.	96.a.ii
4.10.3	Radios located at <u>intermediate safety points and</u> at a shortcut re-join junction that safety vehicles may use. These locations must be shown in the safety plan and road book as well as having radio boards in place on	

	the stage route. These locations <u>must have a yellow flag</u> . Some stages under 9 miles may not have a shortcut/re-join junction and therefore will not need yellow flags.	96.a.ii
4.10.4	Radios needed to comply with the MSA requirement for a distance of approximately 3 miles between radio points. These locations must be shown in the safety plan and road book as well as having radio boards in place on the stage route. All these locations <u>must also have a yellow flag</u> .	96.a.ii
4.10.5	Yellow Flags must be displayed and withdrawn only on the instruction of either the Stage Commander or the Clerk of the Course.	
	<u>Main spectator area radios</u>	
4.11	These radio marshals do NOT need to see the competitor numbers and should be located to keep their eye on the spectator area. These locations must be shown in the safety plan but are not required to be shown in the road book or have radio boards. They <u>do not</u> require yellow flags unless they coincide with locations described in 4.10.3 or 4.10.4 above.	96.a.iii
	<u>Supplementary Radio Points</u>	
4.12	Supplementary Radio Points <i>should ideally consist of two or more marshals</i> .	96b
4.12.1	These <i>points</i> are located throughout the stage as required by the event, signage is not required and they <i>do NOT</i> need to appear in the road book.	
4.12.2	Their location and details should however be listed <i>within the safety plan</i> . They <u>do not</u> require yellow flags. <i>As these locations are NOT included in your road book they do NOT all have to be staffed in order for your event to run.</i>	
	<u>Predicted Radio Marshal Numbers</u>	
4.13	The following may be of assistance when calculating your predicted marshal numbers including the relevant radio marshals	
4.13.1	<i>The Radio Operator is responsible for the monitoring and operation of the Event Safety Radio Network for their location and the surroundings (NOT included in predicted numbers)</i>	
4.13.2	<i>A Radio Marshal will support the Radio Operator but will be expected to deploy from the radio car as a marshal for that location as and when required to do so. (included in predicted numbers)</i>	
	<ul style="list-style-type: none"> • <i>Where a radio car crew is staffing a Mandatory Radio point, the Safety Radio must be staffed at all times whilst the stage is live by one of the crew.</i> • <i>Where a radio car crew is staffing a Supplementary Radio point, then both the radio operator and the radio marshal must be prepared to deploy away from the radio car as marshals when needed.</i> • <i>At a mandatory radio location requiring a yellow flag, a marshal must be available to display the yellow flag when required to do so, this may be a radio marshal (included in predicted numbers). On National events the marshal displaying the yellow flag must be wearing a marshals' tabard and on International events they must wear the radio tabard.</i> 	
4.13.3	<i>If an event is using an additional frequency to track the progress of cars the primary responsibility of the tracking radio operator is to monitor and report on the passage of the cars. (NOT included in predicted numbers)</i>	

4.13.4 *All stage personnel therefore will be counted towards the predicted marshal numbers except for:*

- *radio operators at mandatory radio points*
- *tracking radio operators (where used).*

5 HEALTH & SAFETY PRINCIPLES AS THEY APPLY TO MOTORSPORT

5.1 Events need to run in line with the law and with the health & safety principles set by the Health & Safety Executive as they apply to us. 49

5.2 Our Duty of Care as organisers means that you need to do what is “reasonably practicable” when planning an event, this means that you need to work out the amount of risk compared to the cost (in time, money and effort/inconvenience) and what is required to reduce the risk to an acceptable level. **Current legislation requires you to carry out an assessment of the risks.** 50

“The less incidents, the less accidents”

5.3 The accident pyramid below shows how near misses relate to serious accidents

6 RISK ASSESSMENT – IDENTIFY AND ASSESS THE RISKS

6.1 Managing the risks in our sport must be at the heart of all you do whether it is planning the route, thinking about spectator viewing areas or arranging documentation and scrutineering. Usually your common sense ensures that the way you have planned and organised your event is sensible and as safe as possible, reducing the number of incidents to the lowest possible amount. This does not however provide landowners and other interested parties with any evidence of your actions. It is logical therefore that you document what you do. You should make notes to answer the following questions: 51

- 6.1.1 What are the hazards that are faced by your marshals, officials, competitors and spectators?
- 6.1.2 What is the risk attached to each of these hazards?
- 6.1.3 What measures do you (as an event) already have in place?
- 6.1.4 If an injury occurs – how serious will the consequences be?
- 6.1.5 What else can be done?

Options:

Eliminate (remove the hazard altogether maybe by doing a re-route)

Reduce (reduce the likelihood or the consequence)

Isolate (the hazard from the people)

Control (access, the use of signage and rope/tape)

PPE - Personal Protective Equipment (a last resort)

Disciplined actions & behaviour (Trained officials and marshals, spectator education and awareness by including information in programmes, on websites and social media

52

- 6.2 On the MSA website you will find a Risk Management Tool which provides links to all the current H & S information (on the HSE website) that you might need along with some simple templates which you can download to use as part of your safety planning. **Risk Assessment Templates** are also available within this resource and an example can be found in Annex C & D as well as a blank template in Annex M <https://www.msauk.org/assets/msariskmanagementtool.pdf>

7 IDENTIFYING AND MANAGING THE RISKS TO SPECTATORS

- 7.1 Identifying the potential risks to spectators is the first step to managing spectators on your event and is fundamental to running a safe event. 53
- 7.2 The HSE in conjunction with the MSA have produced a free downloadable guide to organising motorsport events (HSG112) (*updated 2016*) this can be found at <http://www.hse.gov.uk/pubns/books/hsg112.htm> 54
- 7.3 You must consider the risks to spectators when **planning** your route and not after the route has been set. The *event and/or* spectator safety officer, should be involved at the route planning stage and should consider suitable viewing points, access/*egress* points and car parking. 55
- 7.4 There are a number of things to be aware of and to plan for in seeking to effectively manage the risks to spectators attending your event. These are set out below. You should also use the experience of your team in running the event, the debrief from the previous year's event and any issues that are flagged up to you by your MSA Safety Delegate. Use your previous experience to know the popular viewing points and ensure that your marshalling teams are in position ahead of the crowd to place the spectators where you want them and to ensure that they don't establish themselves in unsuitable locations. 56

Identifying and Assessing the Risks

- 7.5 Set out below are some things to consider that will help you to identify the risk areas and the level of risk to spectators. 57
- 7.6 **All high-risk areas should be designated as prohibited or "no-go" areas.** Outside of those areas, you need to ensure that you manage risks to an appropriate level – clearly there are no 100% safe areas on a rally but you need to put appropriate steps in place to manage risks and ensure that you are clearly communicating the risks to spectators and everyone out on *the* stages. 58
- 7.7 Think about the following to help you to identify risks:
- 7.7.1 What spectator risks and issues arose in previous years, particularly at the last event, where did they happen and why? Utilise social media comments and online footage of your rally taken by spectators;
 - 7.7.2 Have there been changes to the route that need special assessment?
 - 7.7.3 Are you running any specific spectator areas?
 - 7.7.4 Are you expecting any changes in the numbers of spectators at your event?
 - 7.7.5 Are there any changes planned to access routes or planned car parking facilities for spectators?
 - 7.7.6 If there were any incidents or near misses in the previous year, have all the implications for this year's event been thought through?
 - 7.7.7 What weather conditions are you expecting?
 - 7.7.8 Are you aware of the implications of any work taking place on the stages in the run up to the rally?
- 7.8 What risks are there at specific points of the route? High risks might be at the following points 59
- 7.8.1 Major changes in direction;
 - 7.8.2 Sharp corners
 - 7.8.3 "S" bends – a double change in direction;

- 7.8.4 Immediately over jumps or a brow where cars could lose control on landing and leave the road;
- 7.8.5 Deceptive bend after a very fast section;
- 7.9 After your risk assessment, you should be able to identify:
- 7.9.1 High risk areas that should be designated as prohibited “no-go” areas;
- 7.9.2 Areas that are particularly suitable as spectator viewing areas;
- 7.9.3 Appropriate measures to control risks at all other areas of the route.
- 7.10 Prohibited “no-go” areas** 60
- 7.10.1 All high-risk areas identified must be designated as prohibited “no-go” areas *Use* taping where necessary, prohibited area signs (*Notice B*) should be erected where required but well inside any boxed off area to ensure that there is no confusion.
- 7.10.2 These areas need to be identified in your risk assessments and any actions shown as part of your safety plan. They need to be carefully marshalled by appropriately experienced individuals. Marshals’ briefings and training need to include reference to these locations along with the rationale behind the risk management approach you have taken. They should also be made aware of how to manage any specific situations at their location. 61
- 7.10.3 No-one should be allowed to stand in a prohibited area – member of the public, media or a marshal.
- 7.11 Danger area**
- 7.11.1 *Notice D should be used at the end of Spectator Areas to reinforce the “end of spectator zone taping/roping”. They can also be used for Time Controls preceding a Special Stage Start, Flying Finishes and Stop Lines or other areas where you do NOT wish spectators to access. The sign does NOT apply to level 2 media or to marshals.*
- 7.11.2 The diagram 8.9.4 gives you an example of how to set up a crossing point and the correct coloured tape to use. It is also advisable to have crossing point signs which should be mounted at a height of approximately two metres to ensure spectators can see them from a distance. Further guidance will be available on crossing points through the MSA website RallyFuture section.
- 7.11.3 Remember, red and white tape is for route definition, no go areas and box junctions, yellow and black or highly visible netting is to define Spectator Areas.
- 7.12 Other areas of the route**
- 7.12.1 High ground is usually the better place to be, *consequently* identifying higher ground that can be used by spectators is helpful *when planning your spectator areas*. These areas can simply be managed by the placement of suitably briefed and identified marshals with tape and signage to identify the points beyond which spectators may not pass. All hazards that your risk assessment has identified should be taped and/or have appropriate signage. Footpaths, junctions and gates should be appropriately taped/signed and managed. You will want to identify suitable locations on stage for marshals to park. 62

7.12.2	REMEMBER, A CAR THAT IS OUT OF CONTROL CAN TRAVEL A LONG DISTANCE. ALWAYS ENSURE THAT SPECTATORS ARE KEPT WELL BACK <i>OR ON HIGHER GROUND</i> AT DANGEROUS POINTS.	64
7.12.3	On a single-venue or special stage close to a service area, the family, friends and team members may also wish to spectate. Provision should be made for them even if a stage is a non-spectator stage	65
7.12.4	Within a forest rally, it is common practice to tape at the tree line along certain parts of the route. Please ensure that you tape further back bearing in mind all of the above issues. A few metres can make a significant difference, for example, where cars are expected to slide under muddy conditions. Also consider the status of the treeline – taping at the <i>first</i> tree line may be an insufficient approach if the trees are extremely close to the stage at all points or if the trees are further apart. <u>Consider taping at the second tree line as opposed to the first.</u>	66
7.12.5	Where the crowd is likely to push against any tape, consider using rope to wrap the tape around or use plastic netting or other, more substantial barrier to prevent the crowd from pushing forward into a potentially risky location.	66
7.12.6	<i>Once the route is set up, it is good practice to have photographs or video taken of the finished set up layout in order that the event has a record of what was originally in place.</i>	
7.12.7	<i>Service Areas and Refuelling are also areas that need planning and careful layout. Annex P covers these points.</i>	
8	MSA SIGNS, NOTICES AND POSTERS	
8.1	The notices required under the MSA regulations must be used and clearly displayed.	75
8.2	Additionally, it is important to ensure that pre-event information is used around stage locations to inform visitors that the area will be closed on the day.	76
8.3	MSA Yearbook R26.10 states: Means of access onto the stage should be closed by barriers and signs sufficient to prevent any non-competing vehicle gaining access. Warning notices as detailed in D.31.1 should be displayed. It should also be impossible for anyone on foot to get on to any stage through normal access roads or tracks without: <ul style="list-style-type: none"> 26.10.1. Being aware of it; 26.10.2. Having been seen by an Official; 26.10.3. Having seen a warning notice; 26.10.4. Having seen the Safety Code. 	
8.4	The Safety Code	
8.4.1	<i>These are available with either a tint (on the left) or a clear background (on the right).</i>	
	<i>MSA Drones Poster (new from 2017)</i>	
8.5	MSA Notices (section D Appendix1 MSA Year Book)	76
8.5.1	<u>Warning Notice A</u>	

At any entrance to an event or part of an event on private ground (D31.1)

8.5.2 Warning Notice B

In any area of particular danger on a special stage (D31.5)

8.5.3 Warning Notice C

At any means of spectator or vehicular access to a rally Special Stage (D31.4)

8.5.4 Warning Notice D

To be used to define limits of spectator access.

This is a new sign which will be added to the MSA Year Book in 2018

8.6 Additional posters

8.6.1 These are available for events to use as either signage at Spectator Areas, in Car Parks or in local shops/*public places*. *They do not replace the spectator safety code (above) but can be used to supplement The Code if required.* They can also be used on the event's website or shared through social media. These posters are available from the MSA's website in the RallyFuture section. *It is suggested that events provide further guidance on the signage to spectators in order to explain to the spectators the purpose and meaning of each of the signs.* Further information can be found at Annex L

8.7 Public Rights of Way

8.7.1 These must be clearly taped and have the appropriate MSA signs. Marshals must be located at or near these locations to provide guidance and support should a member of the public attempt to access or cross the stage.

8.7.2 *Tape and signs should be well back from rally route (not at the edge of the track) so that they can be seen by walkers or cyclists well before they reach the stage.*

8.7.3 *Any walkers, cyclists or horse riders who approach the area will be informed of the event by the marshals at those locations where such rights of way exist.*

8.7.4 *Where footpaths / bridleways/ restricted byways are still open, and they wish to continue, please see them safely across the route between cars to ensure their safety.*

8.8 Spectator Areas

8.8.1 Ideally, at all stage rallies, you would want spectators to access special stages only where there are specific identified spectator viewing areas, spectator stages or specific spectator access points.

8.8.2 Consider whether you need to provide other facilities such as toilets and basic catering if you are trying to attract spectators to a certain area. Some rallies are now developing spectator viewing areas as part of their approach to running the event. However, whether you are running a closed roads or forest event it is very unlikely that you can prevent spectators appearing at many points of the route and in places where they were not anticipated.

63

67

67

8.8.3	In doing your risk assessment, it is good practice to plan, as far as possible to limit access to pre-identified areas/access points where you are able to do so. The criteria noted above will help you to identify suitable spectator areas along with access and parking. This will help you to manage spectators effectively. Of course, on the day of the event, you will also need to be flexible and deal with spectator issues as and when they arise. Use your website and local media to help publicise the dedicated spectator areas.	67
8.8.4	When creating your set-up notes/diagrams/tulips for your stage, ensure you include whether the junction is a spectator viewing area or a likely spectator point. Also, show in your set-up notes whether there is to be a radio car there and, if so, where should they be positioned with safety a priority. If marshals are parking there, give an indication of where they should park too. Also, indicate in these set up tulips what tape, signage, brush etc. is required and where. See Annex E for examples	93
8.8.5	As part of your safety plan, you should have more detailed plans for each identified area of specific spectator viewing (examples are provided in Annex F). Each Spectator Viewing area plan should include: <ul style="list-style-type: none"> • The predicted number of spectators – high, medium or low would be useful if these descriptors are defined elsewhere in the safety plan; • A diagram showing the location in relation to the rest of the stage including the distance from the stage start and the nearest radio point; • A plan showing where the tape/rope/netting will be placed as well as showing what signage is to be used and where it too should be placed; • Locations for marshals parking (including radio marshals); • Predicted marshal numbers for those locations where you anticipate spectator activity whether a published Spectator Viewing Area or not; • Radio locations • Availability and location of a first aid facility if provided; <p>In addition:</p>	68
8.8.6	All access roads to the event and Rights of Way <i>must</i> be indicated with MSA warning signs as shown in the MSA Yearbook.	68
8.8.7	All pre-planned access roads should be announced in the official programme, in special informative leaflets and on the website. Simple signs could be included to guide all spectators from main roads towards the proper parking areas and the designated spectator areas.	68
8.8.8	These plans may be created on a computer or hand drawn as long as they are clearly understood and cover the points listed above. Examples can be found in Annex F and Templates are available within the resource section on the MSA website https://www.msauk.org/The-Sport/Rally-Future .	68
8.8.9	In addition to the spectator viewing area plans you will also need to provide setup information for all other junctions, this will be checked by the MSA Safety Delegate and will be used by the Safety Car Team as they travel through the stages.	69
8.8.10	One of the biggest problems in setting up a stage is ensuring that this is done well ahead of the arrival of the spectators. There is no point in setting	70

up the stage and having the marshals arrive after the spectators have arrived as it will be difficult to get them to move into the correct position.	
8.8.11 Your schedule for the running of the stage needs to identify a time at which the relevant senior official enters the stage to check that it is set out and, if necessary, inform the Stage Commander of further requirements. (See Regulation R.36.5 and the Safety Car roles & responsibilities booklet, Annex I).	71
8.9 Use of Coloured Tape	
8.9.1 In order to achieve a consistent message across the whole of rallying in the UK, “No Go” (prohibited) areas must be defined by <u>red and white tape and/or notice B</u> ; this will include box junctions and tape across marshalled footpaths.	72
8.9.2 Spectator viewing areas should be defined with <u>yellow and black tape substituted as needed by rope, barriers and /or tape or mesh fencing of a bright visible colour, different to the colour of the environment. The exit/closure of the area being well defined with clear signage for example Notice D or a “No spectators beyond this point” board</u> . When marshals are also located at these exit points it helps ensure a tighter control of these areas and less risk that spectators will walk on the stage route. <i>These are important spectator management points.</i>	73
8.9.3 When ordering tape, consider having no entry symbols and words on the red and white tape and the words spectator area on the yellow and black tape.	74
8.9.4 <i>Use of coloured tape, signage and guidance on the layout of a crossing point.</i>	61
9 WORKING WITH PARTNERS	
9.1 Remember that pre-event, you need to consult with your Forest Liaison Officer, Landowners and Local Authorities for Public Rights of WAY (PROW) http://jncc.defra.gov.uk/page-1378 and Countryside Rights of Way (CROW) notices etc. http://www.legislation.gov.uk/ukpga/2000/37/notes/division/1/1/1 . All legal requirements MUST be complied with and notices shown as required.	77
9.2 You may also need to attend a Safety Advisory Group meeting (SAG) with the relevant Local Authority. This meeting will usually include representatives from the Police, Fire and Ambulance service as well as the Local Authority H & S Officer and their Environmental Health Officer.	78
9.3 If you are running a forest stage, make sure that you use your contacts with your local forest office. They may be able to work with you to:	79
9.3.1 Identify possible spectator areas;	
9.3.2 <i>Help</i> ensure the road surfaces are sufficiently bedded down for the rally to run;	
9.3.3 Help you to determine access routes;	
9.3.4 Work with contractors to ensure that work in the forest has been identified with any related issues such as log piles flagged up.	
9.3.5 Publicise the event on their website	

9.4	All local forest offices are aware of the changing requirements around safety for both the sport and their own working environment and the MSA will continue to work closely with the Forestry Commission & Natural Resources Wales to maintain good working relationships. Where events are held on MoD or other private land, please ensure that the landowners are fully aware of your plans and are satisfied with their content. Some venues including the MoD have their own documentation to guide you. Always ask for anything like this before you start your preparations.	80
9.5	<i>Your Forest Office can also advise of any forest work that is being undertaken during your set up period. Ensure all your team are aware of the hazards whenever they see a Forestry or NRW Prohibited Sign.</i>	
9.6	When running a closed road event, ensure all relevant landowners and authorities are involved throughout the process.	81
9.7	Ambulances & First Aid	
9.7.1	<i>On events where on-stage Ambulances and Rescue Units MAY be required to transport injured parties to designated hospitals (particularly in Northern Ireland), organisers must provide these crews with clear, concise instructions and routes from stage locations to Accident & Emergency Department locations at the hospitals designated in the Event Safety Plan.</i>	
10	IDENTIFYING AND MANAGING THE RISKS TO CARS AND COMPETITORS	
10.1	During preparations for the stage you should also recognise areas of high risk for rally cars and competitors. This might be, for example, a tree on a fast bend, a big drop, damaged barriers, telegraph poles, narrow bridge, etc.	82
10.2	We recommend following the advice of a local very experienced driver or co-driver going through the stages in advance of the final route being confirmed in order to help with identifying the high-risk areas.	83
10.3	For protecting areas where risks have been identified you can use a variety of barriers, for example:	84
10.3.1	Temporary Barriers as used on road works	
10.3.2	Plastic water filled barriers	
10.3.3	Straw bales (round or square more than 1 m in diameter is recommended)	
10.3.4	Sand bank	
10.3.5	Earth bund	
10.3.6	Wall of connected tyres	
10.4	To highlight any other risks such as log piles or bridge ends or gate posts brightly coloured/reflective or Day-Glo shapes or red/white tape or boards could be used	85
10.5	Chicanes	
10.5.1	Chicanes can be used for reducing speed before certain high risk areas on a special stage, but organisers should plan stage routes to avoid the need for chicanes wherever possible. Chicanes should be created according to the MSA Yearbook. All chicanes must be noted in the road book and must be in place during reconnaissance (if applicable).	86
10.5.2	Chicanes should be of robust but not hazardous construction and can be made from:	87

<ul style="list-style-type: none"> • Straw bales (round or square more than 1 m in diameter is recommended) • Water tanks • Wall of connected tyres 	88
10.5.3 During the rally, there should be marshals positioned at each chicane to repair any damage caused by cars hitting parts of the chicane.	89
10.5.4 A radio marshal should also be at this location	90
10.5.5 If the chicane needs to be re-erected the marshals should have developed a plan between themselves prior to the event <i>to ensure they each know how it will be done.</i>	
10.5.6 If the chicane is damaged beyond just a small knock and it needs repairing, then: <ul style="list-style-type: none"> • Post a lookout for on-coming cars and use their whistle to warn their colleagues when the car is approaching • Implement the agreed plan as quickly as possible, moving well away from the track if competitors are approaching • If it is not safe to undertake this task – advise your Stage Commander who will contact Rally Control to determine whether the stage can be held while the chicane is re-built 	
10.5.7 Remember, chicanes can help keep the average speed on your event to an acceptable level, try to use roads with more corners where possible but if all else fails, chicanes can and should be used.	91
10.5.8 Distances given on the <i>following</i> diagram are for guidance purposes only, <i>gaps between elements of the chicane should be adjusted to suit the circumstances.</i>	90
10.6 Defining the Route	
10.6.1 Follow MSA Yearbook regulations in respect of safety and signage for arrowing but consider the use of tape or mesh where there are drops or to highlight deceptive corners (a double line of tape is very effective if it is not going to be stretched and become a distraction).	92
10.6.2 Avoid over-use of tape to define the route <i>and keep the competitive route clear from distractions where possible.</i> NEVER use metal pins on the track or close to the track, they should only be used in spectator areas or where it is highly unlikely a car will go.	94
10.6.3 <i>Where events use the same track several times and especially in opposite directions arrows that are not in use must either be bagged or have a contrasting colour on the reverse side (preferably matt black or white).</i>	
10.7 Flying Finish	
10.7.1 When planning the route, consider the location of the flying finish and always try to position it after a bend when the cars will be going more slowly (R26.2.1.), always ensuring that there is sufficient stopping distance between the flying finish and the stop line (at least 200 metres plus at least 100 metres before a public highway R.26.2.2). The area between the flying finish and the stop line should be free from bends, sharp or deceptive corners, or hazards such as gates, etc. This area is prohibited to spectators (R26.2.3).	95

10.8 Seeding

- 10.8.1 The MSA will continue to require rallies to run seeded in accordance with R24.1.4. The purpose of requiring stages rallies to run in seeded order of anticipated performance is to afford the Safety Delegate the best opportunity to assess the stages. Spectators typically gravitate towards watching the fastest cars and running in order of anticipated performance with those cars first on the road permits the time between the Safety Delegate making their assessment and the first car entering the stage to be kept to a minimum. For the same reason, reverse seeding is not permitted. 100
- 10.8.2 An additional concern to running split fields is the creation of gaps between the fields which further compromise safety and necessitate additional safety cars to be run through the stages with costs in time and money. 101
- 10.8.3 Where a rally comprises different competitions, such as National A and National B, those competitors will be seeded into one single field in order of anticipated performance. In the event of notional times being required, the Clerk of the Course may award these as currently provided for in respect of the seeded field. Effectively the event is one rally from which two classifications are drawn from the time sheets. 102
- 10.8.4 The only permitted exceptions to the above are as follows; 103
- International and National Stage Rallies. FIA regulations do not permit the inter seeding of National competitors with the International Entry. The FIA appoint a Safety Delegate or Observer to FIA World and European Championship Rallies and therefore the MSA Safety Delegate and other Safety Cars will typically run between the two fields.
 - For non-FIA Championship Internationals, the MSA Safety Delegate will operate ahead of the International field and the gap between the International and National fields will be kept to a minimum, dependent upon the length of the stages, and for this reason events may consider the advantages of shorter stages 103.a
- 10.8.5 The other exception is where effectively two rallies operate, one after the other. The respective rallies may not run concurrently and the time schedule must be such that the MSA Safety Delegate has the opportunity to complete the first route, with a suitable break before commencing their duties on the second run. This break will see the full close down of stages and their subsequent reopening with full deployment of Safety Cars. 103.b
- 10.8.6 Rounds of the Junior Rally Championships, which only take place at Single Venue Stage Rallies, will continue to run completely separately from any and all adult fields. 103.c

10.9 First on Scene

- 10.9.1 Events are strongly recommended to include in ALL road books a simple list of First on Scene actions (a list will be available from the MSA website RallyFuture section) as well as making the First on Scene video (MSA website) available either on their own websites or via a link to the MSA site. 157
- 10.9.2 *It is suggested that this video is made available to all competitors as part of the briefing (on a Single Venue) as well as being made available to*

competitors on the event website. The key points from these videos are available as Annex I and these should be included in the competitors' road book as well as the marshals' instructions.

10.9.3 You may wish to add a section to the road book, reminding competitors of the regulation and their required action should a yellow flag be shown to them.

10.10 Tracking

10.10.1 Exact details of the system will be circulated well before any implementation date but organisers should consider the following points in readiness:

10.10.2 Additional space will be required at scrutineering for the tracking company to install units in cars

10.10.3 Additional time should be allowed for scrutineering

10.10.4 Rally Control will require an internet connection as well as a dedicated laptop/PC to view the tracking system on

10.10.5 Competitors will be required to transmit an OK or SOS signal when they are stopped on a stage

10.10.6 Voice communications will be possible with a competitor who has pressed the OK/SOS button. Someone in Rally control should be nominated to deal with these calls

10.10.7 The Clerk of the Course will be able to issue yellow flag notifications to selected crews on any special stage

10.10.8 Marshals should be advised of the system and advised of the voice calls capability if the crew are injured or unresponsive.

11 SAFETY CARS AND THEIR DUTIES

11.1 For all Single-Venue stage rallies,

11.1.1 The minimum requirement is to run *either a* (spectator) safety car or a 0 car. 104

11.1.2 For all single-venue rallies with known spectator attendance, the minimum requirement is to *run two safety cars. The Steward may travel in the first safety car if required.*

11.1.3 For a Single Venue Event, *the Steward* will travel through *a group* of stages prior to the first competitor *and then* after any major changes to the route/*stage layout*.

11.1.4 They may either travel in a separate vehicle or with the event or spectator safety officer.

11.1.5 Sufficient time should be allowed to enable any safety interventions to take place prior to the start of the first competitor. A sweeper car is not always needed on a single venue event.

11.1.6 *It is important that a safety car goes through after a change to a group of revised stages to ensure that they are set up according to plan. This vehicle may include the Safety Delegate.* 115

11.2 For Multi-Venue stage rallies ,	
11.2.1 The minimum requirement is to run a spectator safety car, a 0 car and a sweeper car.	104
11.2.2 All safety cars need to have direct radio contact with Rally Control. See Safety Car roles & Responsibilities document for further information.	
11.2.3 The 0 car provides spectators with a warning of the first competitive car. It should run at a maximum of 70-80% of rally speed to allow it to identify any last-minute issues on the special stage. The 0 car must NOT use route notes, if the 0 car is a competition prepared vehicle the crew must wear helmets, Frontal Head Restraint Devices and overalls.	105
11.2.4 ALL safety car crew members <i>including the 0 car</i> must have voice communication between <i>vehicles</i> and Rally Control.	
11.2.5 The 0 car does NOT need to be clear of the special stage before the first car starts as long as the MSA Safety Delegate has approved it to run <i>and the Clerk of the Course is satisfied that the time schedule is adequate to ensure they will be able to be clear of the stage ahead of the first competing car.</i>	105
11.3 In addition to the mandatory safety car requirements you may choose to run just a 00 car or run a 00 and 000 car. Any other car that runs as a safety car is there with the primary aim of identifying spectator problems.	
11.4 Those operating safety cars do not need to hold a competition license – they must however have safety <i>experience and by 2018 one member of each vehicle must have attended the Safety Car workshop.</i>	106
11.5 The cars must be driven at an appropriate speed that allows issues to be identified and they must be prepared to stop and sort issues out if required.	
11.6 Unnecessary official cars should not be run, if other senior officials are required to travel through the stages their vehicle should be called an “Official” Car and NOT a Safety Car.	107
11.7 For consistency, events should use the following safety car descriptors on door panels: Spectator Safety, 000, 00, 0, Sweeper and MSA Safety Delegate. If you wish to use other safety vehicles, they should have a clear description of their function on the door plate.	109
11.8 The Safety Delegate will usually run before 00 to enable the crew of <i>the 00</i> vehicle to undertake any additional actions required.	110
11.9 The crews of the safety cars should keep in close contact with Rally Control via radio so that they are aware of any delays to the due time of the first car. They should always monitor this so that they can adjust their schedule to ensure they do not run too far ahead nor do they fall back and delay the event by entering stages too late.	111
11.10 Interim Safety Cars	
11.10.1 Where there is an unplanned gap of more than 20 minutes between competitors it is mandatory to run an Interim Safety Car or consider cancelling the stage on safety grounds. For gaps of less than 20 minutes, it may be appropriate for you to consider the use of such a car dependant on the length of the stage and its position within the event time schedule. The Deputy Stage Commander may be suitable for this role or a dedicated crew and vehicle dependant on route and practicalities.	112

- 11.10.2 Interim safety cars do not have to be competition prepared or 4 x 4's but they MUST have lights, sirens and a PA which should be used to advise spectators that further cars are to follow.
- 11.10.3 It is not necessary for the Interim Safety Car to be clear of the stage *before the First Car enters*, dependant on length and terrain (see 11.2.5).
- 11.10.4 If the gap can be filled by spreading the competitors out for following stages, the Clerk of the Course should consider this option for example, by giving a two-minute gap rather than a one minute gap between competitors.
- 11.10.5 On an International event, the car running in between the two events should run as an Interim Car and not as a Sweeper Car. This will help ensure greater clarity for spectators as they will not assume the event is over at that point but will be aware that further competitors are on their way. 113
- 11.10.6 This car should be equipped to fulfil the duties of the Spectator Safety Car. This is especially important where events have only deployed the barest minimum of Safety Cars in accordance with these requirements (Spectator Safety Car and Zero Car). Factors such as the linear nature of your route might make it impractical to redeploy both or either Safety Car in the event that you need to restart a stage after a stoppage or period of delay. It is important that provision is made for the crew of this interim safety car to engage with and manage any spectators before judging the stage ready to recommence. 114
- 11.11 *The size and type of event will determine the number of safety cars needed as well as the likely timings. These timings will of course also be affected amongst other things by the length of stage, number of competitors and weather conditions. The guide below may be helpful:* 108

<i>FCD minus XX minutes</i>	<i>Small Single Venue</i>	<i>Larger Single Venue</i>	<i>Multi Venue Stage</i>	<i>Large Multi Venue Stage</i>
<i>40 – 50</i>				<i>Spec Safety /000</i>
<i>30 – 40</i>			<i>000 (if required)</i>	<i>000 (if required)</i>
<i>20 – 30</i>			<i>MSA SD</i>	<i>MSA SD</i>
<i>10 – 20</i>		<i>MSA Steward</i>	<i>Spec Safety/00</i>	<i>00</i>
<i>10 - 15</i>	<i>MSA Steward</i>	<i>Spec Safety/00</i>		
<i>5 - 10</i>	<i>0 or Safety</i>	<i>0</i>	<i>0</i>	<i>0</i>

- 11.12 Road opening car and road closing car descriptions should only be used on closed road events. *Further information on this will be available as an annex following any government decisions in relation to closed road legislation.* 109

12 **WORKING WITH THE MEDIA**

- 12.1 *The MSA has implemented a Rally Media Accreditation scheme that is valid for special stage rallies, single-venue rallies and rally timed trials. It is underpinned by*

a Code of Conduct, plus strict conditions. It features two levels to cater for the different needs of journalists and photographers/broadcasters:

- | | | |
|--------|--|-----|
| 12.1.1 | Level One offers an MSA Media Pass only and caters mainly for the needs of journalists | 117 |
| 12.1.2 | Level Two adds an MSA Tabard – carrying additional privileges set out in the conditions below – and caters only for photographers and broadcasters. | 118 |
| 12.2 | Details of this accreditation scheme can be found in Annex H. | |
| 12.3 | The Media are crucial to our sport and we recognise the advantages in media coverage of our events. | |
| 12.4 | If you have any questions relating to MSA Rally Media Accreditation or RallyFuture, please email media@msauk.org | |
| 12.5 | The accreditation documents can be found at https://www.msauk.org/assets/msarallymediaaccreditation2016.pdf | |
| 12.6 | Updated media sign-on forms for organisers are available here: https://www.msauk.org/Resource-Centre/Clubs-Organisers | |
| 12.7 | Event organisers are encouraged to use an MSA Level Two Accredited Photographer to capture and supply any promotional images required. However, to assist where such an arrangement is deemed impractical, an event organiser may nominate and sign on one Event Photographer and an Event Videographer of their choosing, subject to a written request and subsequent authorisation by the MSA. The request must state why it is deemed impractical to use an existing MSA Level Two Accredited Photographer and provide all relevant details of the preferred individual, who as a minimum must be an accredited MSA Rally or Cross Country Marshal, having completed the online training modules. They must also have public liability insurance cover of at least £5million. If successful in their request to the MSA, the Event Photographer/Videographer may be allowed provisions and access equivalent to those of MSA Level Two accredited media. The Event Photographer/Videographer will also be subject to the same Code of Conduct and conditions as MSA Level Two accredited media. | 121 |
| 12.8 | All accredited media will have undertaken the <i>marshals</i> on-line learning modules. | 122 |
| 12.9 | Media should register with the event in advance in order to receive information about spectator and media locations as well as any other safety and event specific information. | 123 |

13 TRAINING AND BRIEFING OF MARSHALS

- | | | |
|------|---|-----|
| 13.1 | All marshals are required to have completed the on-line learning <i>modules which relate to 1. The Roles and Responsibilities of a Marshal, 2. Spectator Management and 3. Incident Management</i> in order to become accredited. This will not affect their current grade. Any existing non-registered marshal who wishes to be recognised on the grading scheme at a level above accredited marshal, will be able to apply by registering and completing their on-line accreditation. | 124 |
| 13.2 | <i>The event is responsible for ensuring that marshals are either accredited registered or buddied and that the predicted number of marshals has been met, unless circumstances have changed which necessitates the amendment of the predicted numbers.</i> | 125 |

- 13.3 Stage marshals are key members of the team. They are likely to be first on scene if there is an incident and they are responsible for managing spectators on stage. It is vital that they are all well informed with the right skills. Several First on Scene videos have been created and are on the MSA RallyFuture resources page of the MSA website. These can be made available to all marshals either via a link in an email or a link from the event's own website. 127
- 13.4 It would also be good practice to run a face to face briefing/training session for marshals. If practical, this could be done on the day of the event, the night before (if it is an event where a proportion of marshals will arrive earlier) or in the weeks prior to the event (particularly if many marshals live locally). The presentation could also be made available on-line or via email so that those who could not attend can still benefit from it. Try to arrange it at a time that is likely to suit the greatest number of marshals at your event and encourage attendance. Those marshals attending can be asked to take the messages to others. This need not be a long session. An hour session on event is fine or a couple of hours if you are arranging it pre-event. 128
- 13.5 A web based meeting with screen sharing (Webinar) is an alternative briefing method for those marshals who are unable to attend a face to face briefing. 129
- 13.6 *The officials signing on form will be updated during 2017 to enable marshals to record their status. Stage commanders should ensure that registration/accreditation cards are checked prior to the event or at signing on.*
- 13.7 New or Inexperienced Marshals – Buddying** 130
- 13.7.1 Any potential marshal arriving at your event MUST sign-on to ensure that you have all their details and *have been* encouraged to complete the MSA's on-line registration and accreditation so that once completed, the MSA can contact them regarding being added to the existing registration database. A marshals' *recognition package was launched* in 2017.
- 13.7.2 Please ensure all stages have sufficient copies of the relevant MSA registration forms (including under 18's) - these can and should be downloaded from the MSA website to ensure that you always have the most recent version. Paperwork completed at stage starts (and other venues) should be collated by the event and returned to the MSA licensing department within 5 working days.
- 13.7.3 The Stage Commander should assume responsibility for ensuring that all new marshals at their first event receive a short briefing direct from themselves or their nominated spokesperson about the role of the marshal, the role of safety cars, stage set up including the meaning of taped areas and no-go areas, and general information about how safety is managed. Specific information should be provided on spectator safety management. 131
- 13.7.4 All new or inexperienced marshals should then be allocated a location where an experienced marshal can support them during their first events. *It is recommended that a ratio of no more than 4 newcomers to one buddy be implemented.* Particular attention should be paid to placing new or inexperienced marshals in appropriate locations where they will have the support of other marshals and where they will not be expected to deal on their own with spectator management. 132

- 13.7.5 *Where experienced marshals are not yet accredited, they too will need to be located with an accredited marshal.*

13.8 Briefing Sessions - Stage Commanders

13.8.1 Event Organisers MUST brief all Stage Commanders on their event. This should be offered at an appropriate time prior to the event and can be either a face to face meeting or a teleconference or through one to one phone calls. This session is an opportunity to ensure that all stage commanders have full and consistent briefing about the event. At this session, you should ensure that the following are covered:

133

- All stage commanders have seen the safety plan and relevant operational plans;
- Key points from the safety plan should be covered including:
 - Spectator numbers expected and access/spectator viewing arrangements;
 - MSA Safety Delegate, Safety Car time schedule & Safety car arrangements;
 - Incident management plan;
 - Changes from previous years;
 - Predicted Marshalling numbers per stage, numbers achieved and actions required where numbers are not yet sufficient;
 - Predicted numbers for spectator specific areas;
 - Media arrangements;
 - Reminder of role in:
 - Delivering briefing to marshals on stage;
 - Arrangements for location/buddying/briefing of new or inexperienced marshals.
 - Chain of Command for low level incidents and for major incidents.

13.9 Briefing Session – Marshals

13.9.1 All **marshals** need to have received a briefing from the event in relation to any safety specific matters. This can be done by either the Clerk of the Course, the Event or Spectator Safety Officer or the Stage Commander and can be done through a meeting, via video presentation or on-line computer meeting (Webinar) or email or any other reasonable means of direct communication. An example of a marshals briefing sheet is provided as **Annex G**, this is not a usable document but a template for each club to personalise.

134

13.9.2 A briefing from the stage commander or their nominated representative must take place as marshals arrive on stage (and may have to be done more than once depending on when people arrive on stage). In certain situations, this could be done prior to the event by telephone with known and experienced team leaders but it must take place.

135

13.9.3 This briefing should include:

- Personal Safety information;
- Location specific risk assessment information;
- Chain of command and communication process for their location;

136

<ul style="list-style-type: none"> • Nearest yellow flag location if relevant and nearest radio marshal; • A diagram showing Spectator Viewing Areas (Go) and No Go areas; • Stage signage if appropriate; • A schedule for the pre and post event safety cars as well as the due time of the first car; • Mobile number for the Stage Safety Officer or nominated deputy/ person in charge/stage Chief Marshal; • Confirmation that all marshals will take the same approach in dealing with spectators and media in relation to prohibited areas and for example in asking spectators to move with advice given about delaying the start of the stage due to uncooperative spectators. • <i>A reminder about the importance of using a whistle to advise marshals and spectators on an approaching safety or rally car</i> 	137
13.9.4 The Stage Commander must be confident in the knowledge and abilities of their team.	137
13.10 Assisting Cars	
13.10.1 This has been a tradition in rallying but one that can unnecessarily place individuals or small groups of spectators (with or without marshals) at risk. Another car can easily leave the stage at the same point and very often, other competing cars are still continuing to pass on the stage.	144
13.10.2 When an incident happens, a marshal's primary responsibility is to act as a look out in order to allow another person to assess the needs of the competitor; Awareness of this will be included in the marshals' on-line learning modules which ALL marshals have to complete before becoming accredited. <i>The use of the marshals' whistle is strongly recommended as part of this role.</i>	145
13.10.3 Where marshals are on site, they should be responsible for-guiding spectators to avoid positions of danger.	146
13.10.4 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.	147
13.10.5 If the incident involves assisting competitors ensure that you have a lookout, that you are in a safe position, that the SOS/OK board carried by all competitors is being shown and ensure 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;	148
13.10.6 In a non-marshalled site, the spectator safety posters and on event communications must cover this element of the event. The education of the spectators is a key part of the overall safety strategy for the continued success of our sport.	149
13.10.7 The MSA has provided <i>guidance through</i> posters for this purpose (see the Elfyn Evans Poster below) and they are available to download from the RallyFuture resources page on the MSA website	149
13.10.8 Key points are contained in the poster here, these will be refreshed on a regular basis and should form part of the event's overall communication	150

strategy with marshals, spectators and of course the competitors themselves.	
13.10.9 Competitors will be provided with further information about this as part of the BARS test in the future	151
13.11 COMMUNICATION WITH SPECTATORS	
13.11.1 What messages are you sending to your spectators? As rally event organisers, you will want to ensure that potential spectators have access to information about the event but you also have an important role in ensuring that spectators are made aware of the risks. Good communication with spectators is vital to everyone.	138
13.11.2 To do this, you can use a range of communication methods. Consider the following:	139
<ul style="list-style-type: none"> • Have full information, including spectator safety information, on your website at least a couple of weeks before the event; • Circulate information through the local car clubs; • Use social media e.g. Facebook and Twitter; • Publish a programme and make it available locally e.g. in local shops prior to the event as well as on your website; • Involve local commercial radio and newspapers both before and during the event; • Use prominent signage to direct spectators to access points/spectator areas/car parks; • Use all MSA required signage; • Provide links to MSA safety videos <i>including “Don’t be like Bill” Rally Stage spectator safety video, the FIA Safety video as well as those from other events</i> such as Mull and Wales Rally GB – all these can be found on the MSA RallyFuture resources page. 	
13.11.3 Ask the Forestry Commission or Natural Resources Wales to publicise the rally on their website, noting the limitations to moving around the forest for other forest leisure users;	
13.11.4 Consider asking other local organisations to publicise the rally e.g. local community councils usually have web pages and notice boards.	
13.11.5 Remember to include safety awareness messages for spectators. This can include the link to safety information on the MSA website (www.msauk.org/events/spectator-safety). Safety messages should be included in all your communications including your programme and at the entrance to the venue. Each spectator should have the opportunity to see at least three safety signs as they approach the special stage.	140
13.11.6 In addition, provide clear information to your Safety Car crews to ensure that they pass on the correct messages as they apply to your event.	141
	142

“Spectators must obey the instructions of rally marshals. Spectators who are asked to move and refuse to do so are putting their own safety and that of others at risk. Where this happens, a rally marshal has authority to notify the stage commander that the stage may have to be delayed and the stage commander will immediately take the appropriate action which may include

- 13.11.7 Managing uncooperative spectators can be an unpleasant job for marshals and that is one of the reasons that the MSA wants to ensure that all marshals have received some training in future in managing spectators. You should ensure that you communicate a consistent message to both spectators (in the programme etc. as above) and to your marshals (in all materials/briefings) that: 143
- 13.11.8 Use the MSA spectator safety code and ensure you include it in spectator communications including your website and programme.
- 13.11.9 *On the reverse of any tickets you should always include Notice A from the MSA Yearbook.*
- 13.11.10 When producing your PR leaflets, you may wish to consider adding this Spectator Safety Code as part of your information. 152

ANNEXES (ALL UPDATED)

can be found at <https://www.msauk.org/The-Sport/Rally-Future>

ANNEX A	<i>Guidance on content of safety plans</i>
ANNEX B	<i>Guidance on content of incident management plans</i>
ANNEX C	<i>Safety template – multi venue</i>
ANNEX D	<i>Safety template – single venue</i>
ANNEX E	<i>Stage set up templates</i>
ANNEX F	<i>Spectator area set up diagram examples</i>
ANNEX G	<i>Sample marshal information</i>
ANNEX H	<i>Media accreditation guidelines</i>
ANNEX I	<i>Safety car handbook</i>
<i>ANNEX J</i>	<i>Predicted Marshal Strength</i>
<i>ANNEX K</i>	<i>Competitor Briefing</i>
<i>ANNEX L</i>	<i>Splits & Merges</i>
<i>ANNEX M</i>	<i>Risk Assessment Template</i>
<i>ANNEX N</i>	<i>MSA Notices & Posters</i>
<i>ANNEX O</i>	<i>First Competitor on Scene</i>
<i>ANNEX P</i>	<i>Service Area Guidelines</i>
<i>ANNEX Q</i>	<i>Guidance for the operation of a Refuel Zone</i>