

Edition 4 Stage Rally Safety Requirements Annexes Booklet



Annex A - Guidance on Content of Safety Plans

The Safety Manual or Dossier

This content list should help to guide you with the rest of this safety essentials document helping you to produce the detail of the plan. The overall safety manual (dossier) should consist of the following main elements which will need to be combined in such a way as to maximise distribution without incurring unnecessary printing costs. You may therefore choose to incorporate sections in the most effective way for your event. What is critical is that they are included.

- A. **A Safety Plan** including:
 - a. Risk Management documentation (see Motorsport UK website)
 - b. Stage safety information and maps
 - c. Stage/venue set-up information and diagrams
 - d. Spectator area plans
- B. **Operational Plans** for all officials/roles (these may include your radio logistics plan)
- C. An **Incident Management Plan** (including the Major Incident & Communications Plan)

A. The Safety Plan

1. An introduction setting out:

- The purpose of the plan;
- Who should read it;
- Reference to all other documents/operational plans produced for the event;
- Your Safety Policy.

2. The safety plan should specifically address issues in each of the following areas:

- **Safety of the public (including medical/first aid cover);**
- **Safety of the competing crews;**
- **Safety of the volunteers at the event.**

3. The full event time schedule including all safety cars used and an overall route map;

4. The location and primary contact number for the Rally Headquarters (Rally Control) and/or the Emergency Telephone number if different

5. **A note of the key roles and responsibilities** followed by the names and primary contact number for the various people in charge:

- Motorsport UK Safety Delegate
- Motorsport UK Steward and Club Stewards
- Clerk of the Course
- Deputy Clerks of the Course

- Event Safety Officer
- Chief Medical Officer
- Spectator Safety Officer
- Radio Controller(s)
- Stage Commanders for each special stage
- Media Officer

6. The telephone numbers of the various emergency and safety services:

- Police
- Hospitals (including address)
- Fire Service
- First Aid and casualty transport
- Ambulance Service
- Rescue Units located at each special stage
- Recovery units located at each special stage
- Doctor(s) &/or Paramedics located at each special stage
- Others as appropriate

NB The hospitals selected should be contacted in writing before the rally requesting that the emergency services be placed on standby.

Consideration should be given to the transport of casualties to hospital under inclement weather conditions. This is particularly important when local facilities rely on helivac.

7. Risk Assessment is simple common sense so use the templates found on Motorsport UK Risk Management Tool (or in Annex M) and think through each of the headings in relation to the three categories. You will need to consider the risks during set up and break down as well as on the live event. For the safety delegate and others outside your event organising team, a template is often the simplest way to understand your risk management plans.

8. **The plan must describe the risks assessed and how they are to be managed.** There should be specific coverage for spectators/general public, competitors and the officials/marshals.

9. For spectator safety, you could include information under the following headings:

- Likely numbers of spectators expected and any specific issues that have arisen;
- Plans showing access routes, parking and spectator viewing areas with the relevant text pages on the facing page;
- Signage used on your event;
- Communications to spectators on the event regarding safety e.g. programme, website, safety cars;
- Role of marshals on stage in managing spectators in relation to no-go areas, taped areas and spectator viewing areas;
- Predicted marshals per stage;
- Role of stage commander in assisting marshals dealing with unruly spectators i.e. in suspending the stage if spectators do not wish to move when asked;
- The role of the safety cars in managing spectator safety – spec safety, 0, and 00/ 000 if used;
- Any issues specific to your event;
- Map references/GPS locations for stages and RV points
- Routes from the RV points to the nearest hospital

10. **The safety plan for each special stage**, which should list all key officials, emergency services for that stage plus a detailed map of the special stage including radio and rescue locations, spectator areas and rendezvous points for casualty transfer locations. [You should make provision for an alternative route for each special stage, to be used in the event of a stage cancellation.]
11. Arrangements related to the media should be set out in accordance with Annex H
12. Safety Plans should also be in place for all non-stage venues such as Scrutineering, the Service Area and Time Controls

Welfare and Environmental requirements:

13. Consider the need for provision of toilet facilities. This is especially important at time controls and any pre-planned spectator areas. There are no specified minimum requirements provided by the HSE, however, there are several websites which give a good guide to the minimum numbers that you should provide (and your local supplier). This should include disabled toilet requirements;
 - Servicing requirements for facilities provided;
 - Litter management plans;
 - Collection and disposal of waste e.g. at service areas.

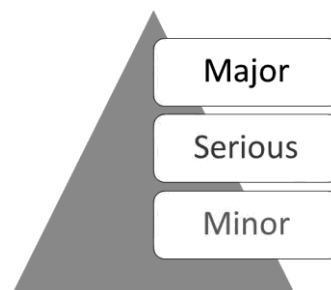
B. Operational Plans

14. These are an important element of your overall safety planning as they provide your officials with the details they need to both set up their stage/section as well as the information of what to do if certain events occur. Ideally you would include the relevant sections from your different safety documents so that they are fully aware of what is required and when.
15. Operational Plans should be available for all roles and may include:
 - Sector Officials
 - Radio Marshals (including Red Flag procedure and radio logistics plan)
 - Marshals
 - Safety Car Crews
 - Timing Marshals
 - Service Area Officials
 - Scrutineering & Documentation
 - Rally HQ and Rally Control
16. As the Safety Plans are such a crucial element of the event for all officials it may be worth considering asking them to confirm receipt by either an email or signing for the documents when they are collected.

Annex B - Guidance on Content of Incident Management Plans

Incident Management Plans

1. Whilst nobody likes to believe that there will be an accident which will involve spectators, officials or competitors, it is prudent to plan for such an eventuality. This plan can be part of the overall Safety Plan or can be held as a separate document. This plan is designed to identify what actions should be taken IF an identified risk or an unexpected event occurs.
2. The Incident Management Plan (IMP) should consist of an explanation of how a **Minor or Serious Incident** (a routine occurrence that impacts on the safe running of the event but does not require the police to assume the co-ordination of its resolution) or a **Major Incident** would be handled. For example, what will you do if there is a crowd control situation? These incidents can be categorised as:
 - a. Minor Incident – a routine occurrence that impacts on the running of the event but does not need outside assistance, any injuries will be minor and easily able to be treated by either the First Aid personnel available or the events own resources.
 - b. Serious Incident – an incident that impacts on the safe running of the event. A serious incident may include injuries; however, all required actions are able to be managed within the resources of the event.
 - c. Major Incident – is defined as an occurrence that poses a threat of serious injury, loss of life or a breakdown in public order and does require the Police to assume the co-ordination of its resolution



3. Minor Incidents

Despite effective planning there may still be minor incidents. However, it is recognised that Rally Control should be able to address such circumstances effectively.

Resolution of such routine occurrences is an intrinsic part of the management of the event. Given their predictability, appropriate contingency arrangements should have been implemented and will be managed by Rally Control.

4. Serious Incidents

Some incidents are more significant than a minor incident and may require event interventions such as rescue and recovery vehicles entering the stage.

Management of a serious incident is also an intrinsic part of the actions of Rally Control and as such will be coordinated through standard radio procedures to ensure the correct resolution and control of the event. If there are injuries, the event medical crew and the Chief Medical Officer will liaise and ensure the correct treatment is provided.

5. Major Incidents

Whilst Rally Control is responsible for dealing with Minor and Serious incidents, those involved must be aware of the limitations of their own ability to cope with a situation and thus recognise the occurrence of a Major Incident. In such circumstances responsibility for co-ordination of the response will pass to the Police who will require the assistance of Rally Control in the communication of essential information to marshals, officials and members of the public.

Your Incident Management Plan needs to cover how this situation would be managed.

6. In all cases, contact should be made with the local authorities to draw up this rescue plan to be implemented in the event of a major incident which does not fall within the scope of the medical service on site. For example, how would you handle a fire or a bomb threat?
7. In each case, you will need to explain the process and arrangements for:
 - a. Decision making roles and responsibilities
 - b. Communicating with the event's safety services and if required, the emergency services
 - c. Communicating with the competitors, the officials and the spectators
 - d. Communicating with the media
 - e. Reporting mechanisms for those on scene.
8. The IMP can be included within the overall safety plan or can be a separate standalone document
9. A Major Incident Communication Plan is a useful element to include in the IMP and should explain who will be involved in any decision making, what messages will be issued and by whom. Pre-planning these matters is most helpful when dealing with a major incident.
10. *When dealing with an incident where no medical intervention is required; it is worth ensuring that all officials understand the procedure that you wish to be used for the reporting of any stage blockage, whether a partial or full blockage. How should these situations be reported? Who should do what? What descriptions should the radio operators use to describe the situation? For example:*
 - a. Clear
 - b. Passable with care
 - c. Blocked
11. *As any of the above situations could involve a red flag situation it is important that both officials and competitors are aware of the procedure. The radio operators notes and the competitor briefing are the ideal places to share this information.*

Annex C - Safety Plan Template Multi Venue

The RallyFuture Stages

The RallyFuture Stage Rally will be held on 01 January 20XX at Riverside Park., Colnbrook, Slough under Motorsport UK permit 20191234

The purpose of this safety plan is to:

Insert here, why you feel the safety plan is important and what its purpose is

This plan will be distributed to the following people and agencies

Insert here a list of who will get the document and whether in hard copy or electronically

What other documents do you have/have you produced which should be read in conjunction with the Safety Plan to show the extent of your planning and preparation for the event and its safety elements

Insert here a list of other documents such as your operation plans, your Incident Management Plans, any set up tulips as well as mentioning that you comply with the Motorsport UK Yearbook.

Do you have a Safety Policy – if so, mention it here:

Insert here the policy the event has and takes towards safety

The safety plan should specifically address issues in each of the following areas so make mention of each of these and say what you do about them in general terms linking the sentences to the specific areas that you have covered in your risk assessments.

Safety of the public (including medical/first aid cover);

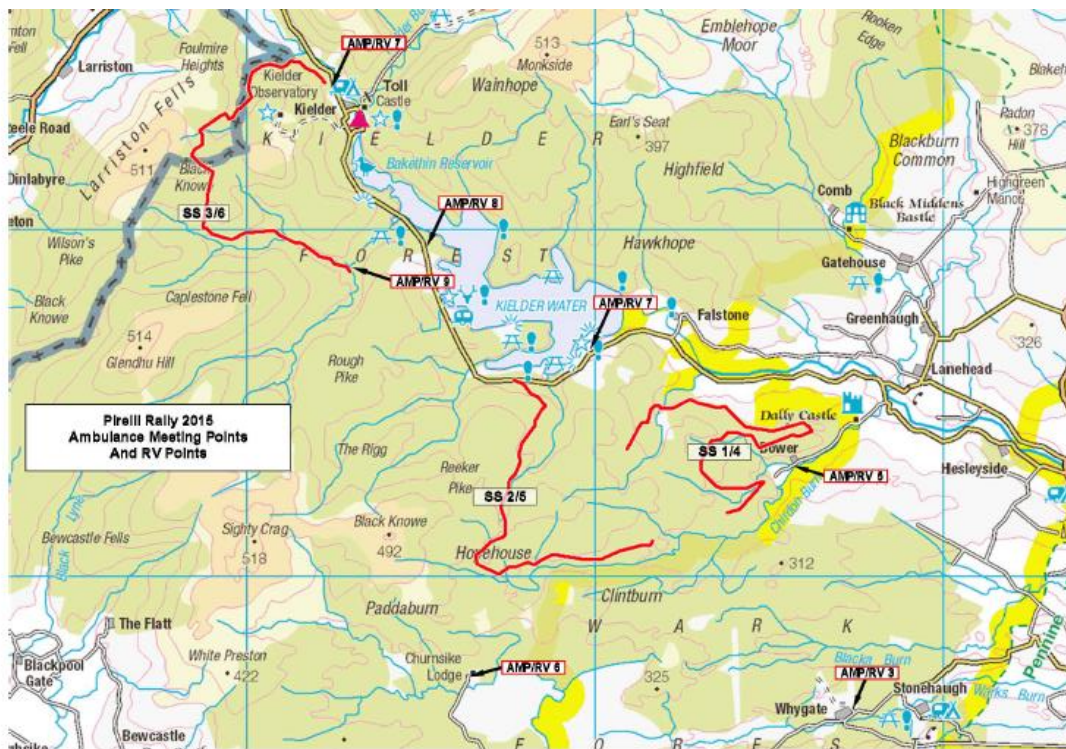
Safety of the competing crews;

Safety of the volunteers at the event

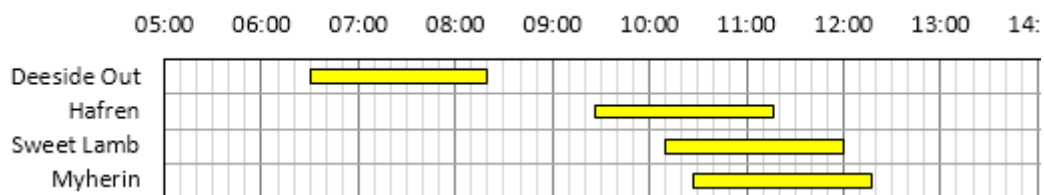
Event Schedule

Pirelli Carlisle Rally					
Saturday 25 April 2015					
2.0					
TC SS	Location	SS Dist. Miles	Liaison Dist. Miles	Section Time	1st Car Due
0	Carlisle Start				10:00
1			48.73	1:40	11:40
SS 1	Black Crag 1				11:43
SS 1F		8.69			11:53
2			1.38	0:10	12:03
SS 2	White Sike 1				12:06
SS 2F		7.38			12:15
3			5.26	0:18	12:33
SS 3	Buck Fell 1				12:36
SS 3F		8.21			12:46
Service		(24.28)	(55.37)		

Route Overview *and RV points*



Convoy Diagram



Safety Car Schedule

	Clock Delivery	Stewards	Safety 000	Spectator Safety	MSA Safety Delegate	Safety 00	Safety 0	1st Competitor
TC 0 Carlisle Start	08:00	-	-	-	-	-	09:50	10:00
SS 1 Black Crag 1	09:43	10:43	10:53	11:03	11:13	11:23	11:33	11:43
SS 2 White Sike 1	10:06	11:01	11:11	11:26	11:36	11:46	11:56	12:06

RALLY HQ contact number +44 1234 567 890

Rally Control Emergency Number +44 1234 567 999

Senior Officials on the event

Safety Delegate/Motorsport UK Observer	Fred SMITH
Motorsport UK Steward and Club Stewards	Jane GORDON, Ernest RIGHT, Jo BROWN
Clerk of the Course	Tes JAMES
Deputy Clerks of the Course	etc
Event Safety Officer	
Chief Medical Officer	
Spectator Safety Officer	
Radio Controller(s)	
Stage Commanders for each special stage	
Media Officer	

Emergency and safety services contact details

Police
Hospitals (including address)
Fire Service
First Aid and casualty transport
Ambulance Service
Rescue Units located at each special stage
Recovery units located at each special stage
Doctor(s) &/or Paramedics located at each special stage
Divers if required
Other??

Risk Management

The plan must describe the risks assessed and how they are to be managed.

There should be specific coverage of the 3 categories of people – Competitors, Officials/marshals and spectators/the public. The example below is a good version of a practical Risk Assessment Template and can be found on the Motorsport UK website resources section for clubs and organisers as well in Annex M. This is not the only way to show the information, the second example is also one that works well.

	1. What are the hazards?	2. Who might be harmed and how?	3. What are you already doing?	4. Do you need to do anything else to manage this risk? If so, what?	5. Action by whom	6. Action by when	7. Date complete
1	Uneven ground and tree trunks	Spectators and marshals	Advising everyone to wear sensible shoes and taping off any excessively bad areas	As the stage is run entirely in daylight no other precautions are in place. First Aid cover is in place at spectator areas.	Advise marshals of the risks Notes in programmes and on website	2 weeks prior to event	
2	Refuel Area	Marshals	2 metre clear zone Separate from service area	Fire trained marshals with fire extinguishers in “ready” mode	Service Area Manager	Set-up	Event day

Hazard	Risks Posed	Risk Evaluation	Precautions/controls in place	Further action available	<i>Post action Risk Evaluation</i>
Uneven ground and tree trunks	Personal injury to spectators and marshals	Low to medium	Everyone is advised to wear sensible shoes and any excessively bad areas will be taped off	First Aid available at Spectator Viewing Areas and marshals can radio through to the Stage Commander should there be a problem	<i>Low</i>

(The Incident Management Plan will show what to do if despite your Risk Management Plans there is still an incident or accident).

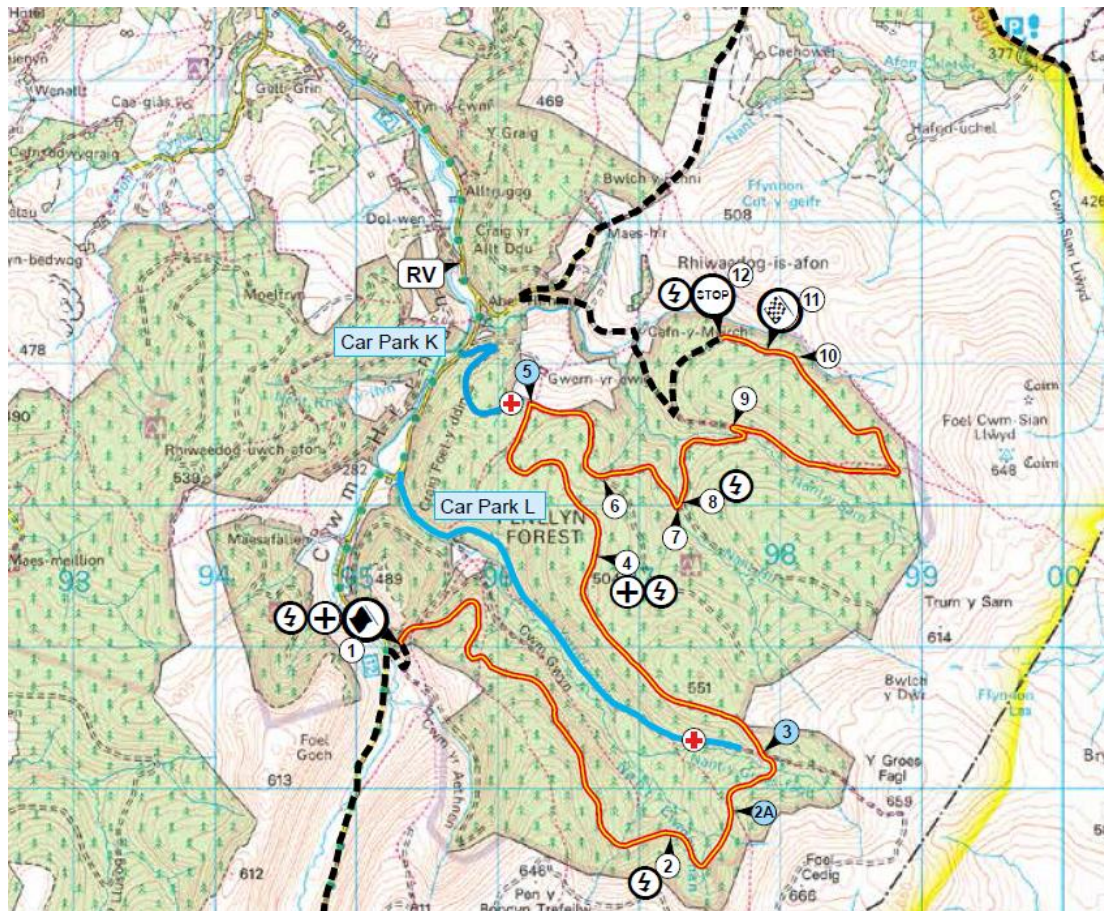
Spectator Safety

For spectator safety, you could include the following information in your risk assessment table and/or in your stage safety plans/set up diagrams

- Likely numbers of spectators expected and any specific issues that have arisen;
- Plans showing access routes, parking and spectator viewing areas with the relevant text pages on the facing page;
- Motorsport UK Notices and posters plus other signage used on your event;
- Communications to spectators on the event regarding safety e.g. programme, website, safety cars;
- Role of marshals on stage in managing spectators in relation to no-go areas, taped areas and spectator viewing areas;
- Predicted number of marshals per stage and at specific spectator areas;
- Role of stage commander in assisting marshals dealing with unruly spectators i.e. in suspending the stage if spectators do not wish to move when asked;
- The role of the safety cars in managing spectator safety – spec safety, 0, and 00/ 000 if used;
- Any issues specific to your event;
- Map references/GPS locations for stages and RV points

Stage Plans

Also see examples in [ANNEX D & E](#)



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Annex D - Safety Plan Template Single Venue

The RallyFuture Single Venue Stages

The RallyFuture Single Venue Stage Rally will be held on 01 January 20XX at Riverside Park., Colnbrook, Slough under Motorsport UK permit 201954678

The purpose of this safety plan is to:

Insert here, why you feel the safety plan is important and what its purpose is

This plan will be distributed to the following people and agencies (may include Land Owner too)

Insert here a list of who will get the document and whether in hard copy or electronically

What other documents do you have/have you produced which should be read in conjunction with the Safety Plan to show the extent of your planning and preparation for the event and its safety elements.

Insert here a list of other documents such as your operation plans, your Incident Management Plan, any set up tulips as well as mentioning that you comply with the Motorsport UK Yearbook

Do you have a Safety Policy – if so, mention it here:

Insert here the policy the event has and takes towards safety

The safety plan should specifically address issues in each of the following areas so make mention of each of these and say what you do about them in general terms linking the sentences to the specific areas that you have covered in your risk assessments.

Safety of the public (including medical/first aid cover);

If you are running a non-spectator event – identify what you will do for the family, friends and mechanics as well as the media

Safety of the competing crews;

Safety of the volunteers at the event

Rally Control Emergency Number +44 1234 567 999

Safety Delegate	Fred SMITH
Motorsport UK Steward and Club Stewards	Jane GORDON, Ernest RIGHT, Jo BROWN
Clerk of the Course	Tes JAMES 07654 123 456
Deputy Clerks of the Course	etc
Chief (Event) Safety Officer	
Chief Medical Officer	
Spectator Safety Officer	
Radio Controller(s)	
Stage Commander	
Media Officer	

Emergency and safety services contact details

Police	101 or 999
Hospitals (including address)	
Fire Service	
First Aid and casualty transport	
Ambulance Service	
Rescue Units	
Recovery unit	
Doctor(s) &/or Paramedics	

Stage diagrams and set up tulips/plans showing

- Tape and Signage
- Footpaths and Rights of Way
- Media locations
- Predicated marshal numbers
- Spectator Viewing Areas
- Service Area and Refuel Arrangements

Examples are provided in ANNEX E

Risk Assessment Templates for site specific risks (see Annex M for Risk Templates)

Hazard	Risks Posed	Risk Evaluation	Precautions/controls in place	Further action available	Post action Risk Evaluation
Concrete curbs for first 150 yards of stage.	Competitors damage their cars or roll.	Medium	Place bales at the first line of curbs to push competitors away from the line. Advise by signed bulletin at documentation. Include warning in stage tulips	Have rescue and recovery on stand-by from stage start.	Low
<i>Gazebos in the Service Area</i>	<i>High winds could blow them over and injure people</i>	<i>Medium to High</i>	<i>Ensure all Entrants, Competitors and service crew are aware of the need for sufficient and appropriate ballast</i>	<i>Marshal to patrol the Service Area to ensure all gazebos are suitably ballasted and fixed.</i>	<i>Low to Medium</i>

Annex E - Stage Set Up Templates








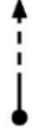





20XX RALLYFUTURE STAGES

SS 1 Stage Set Up - Version 2 (1 March 20XX)

Insert a stage map here showing;

- Stage Route
- Approach and Depart road route
- Start / Finish
- Post Numbers
- Radio Points
- Rescue/Recovery locations
- Car Parks
- Main spectator areas

20XX RALLYFUTURE STAGES						
SS 1 Stage Set Up - Version 2 (1 March 20XX)						







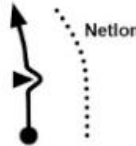

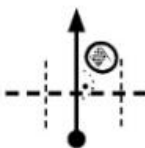





Post No.	Miles		Direction	Information	Safety	Predicted Marshals
	Total	Inter				
-	0.00	0.00		Enter Forest Notices A & C both sides		0
-	0.02	0.02		 TIME CONTROL		4
1	0.12 0.00	0.10 0.00		 START	 	6
2	0.14	0.14		Onto asphalt		0
3	0.25	0.11		Onto gravel Box junction No Entry & Notice B signs Red & white tape round outside		2
3A	1.62	1.37		Red & white tape on outside		0
3B	2.96	1.34		Red & white tape on outside Box junction No Entry and Notice B signs		2
4	3.27	0.31		Box junction No Entry & Notice B signs Red & white tape on outside		4

© 20XX RallyFuture Stages

Page 2

20XX RALLYFUTURE STAGES

SS 1 Stage Set Up - Version 2 (1 March 20XX)

Post No.	Miles		Direction	Information	Safety	Predicted Marshals
	Total	Inter				
4A	5.86	1.59		Box junction No Entry & Notice B signs Red & white tape outside		2
5	8.78	1.64		Box junction No Entry & Notice B signs Mid Point Safety Vehicles	 	2
5A	9.53	0.75		Red & white tape Cover mountain bike sign		2
6	10.14	0.61		Chicane Yellow & black Netlon Yellow & black tape round tree line. Notice B signs	 Spec Plan	6
7	10.99	0.85		 FLYING FINISH PUBLIC FOOTPATH Red & white tape Notices A & C		2
8	11.18	0.19		 STOP Notice B signs		4
-	11.33	0.15		Join Public Road Notices A & C both sides		0

Post No.	Miles		Direction	Information	Safety	Predicted Marshals
	Total	Inter				

Annex F - Spectator Set Up Diagrams

All Spectator Viewing Area diagrams should include the following:

- Stage number, name, total distance, First Car Due (FCD)
- Post number and distance from Stage Start
- Direction of rally route
- Type of taping or barrier required
- Indication of the location of Motorsport UK Notices A & C
- Indication of the location of PROHIBITED AREA signs (Motorsport UK Notice B). *Ensure the area is clearly defined.*
- Indication of NO SPECTATORS beyond this point notices (Motorsport UK Notice D)
- Indication of the location of The Spectator Safety Code
- Direction for the spectator access
- Predicted marshal numbers (this is what you believe you need to run this location based on the predicted spectators anticipated)
- Direction of and distance to nearest radio point if NOT at that location
- Explanatory notes for those involved in the area to explain any of the points in the diagram
- It is strongly suggested that the letter of each notice is written on the back so that marshals, officials and safety cars know which sign is being used where.






You may also include if relevant:




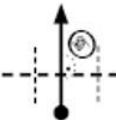

- Crossing points
- Box junctions
- Mandatory Radio location
- Name of Sector Official
- Call sign and name of Radio marshal
- Walkways to other spectator areas if available
- Any special media locations (e.g. film crew)
- Footpaths/Rights of Way
- Location of radio car
- Location of Rescue/Recovery
- Direction of First Aid (if required)
- Hospitality

The following examples are intended to give you an idea of the sort of Spectator Safety diagrams that are currently considered “best practice”. It is not necessary for you to use exactly one of these as you may well have your own version which covers all the requirements. For those who haven’t got anything already, we hope they provide a good starting point for your plans.

Example 1

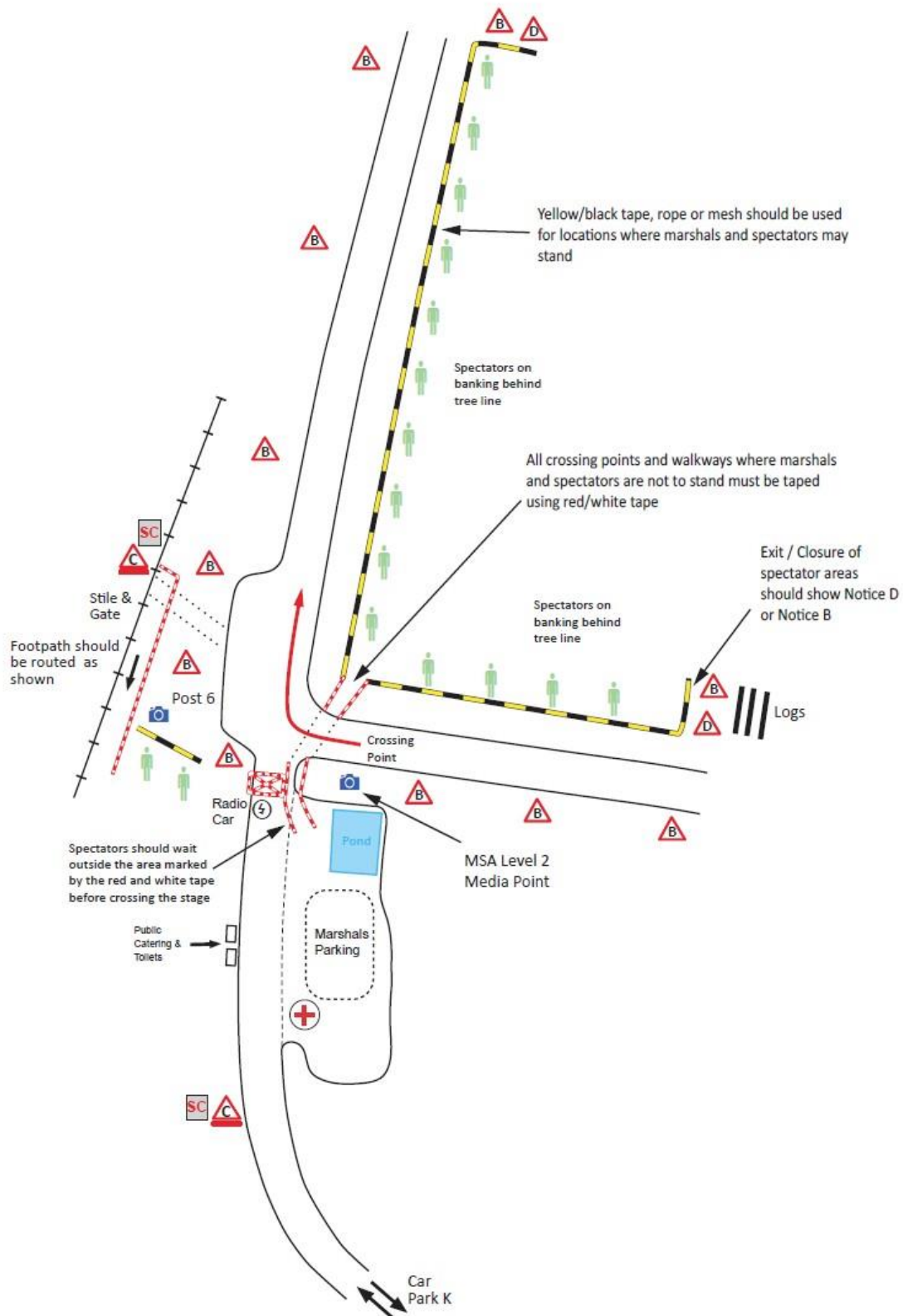
A simple tulip version of stage set up diagrams which are sufficient in their own right – no further diagrams would be necessary. Templates for these in word, excel and publisher are available on www.motorsportuk.org RallyFuture Resources section.

2	0.14	0.14		Onto asphalt		
3	0.25	0.11		Onto gravel Box junction No Entry & Prohibited area signs Red & white tape round outside		
3A	0.62	0.37		Red & white tape on outside		
3B	0.8	0.18		Red & white tape on outside Box junction No Entry and Prohibited area signs	 Spec Plan	

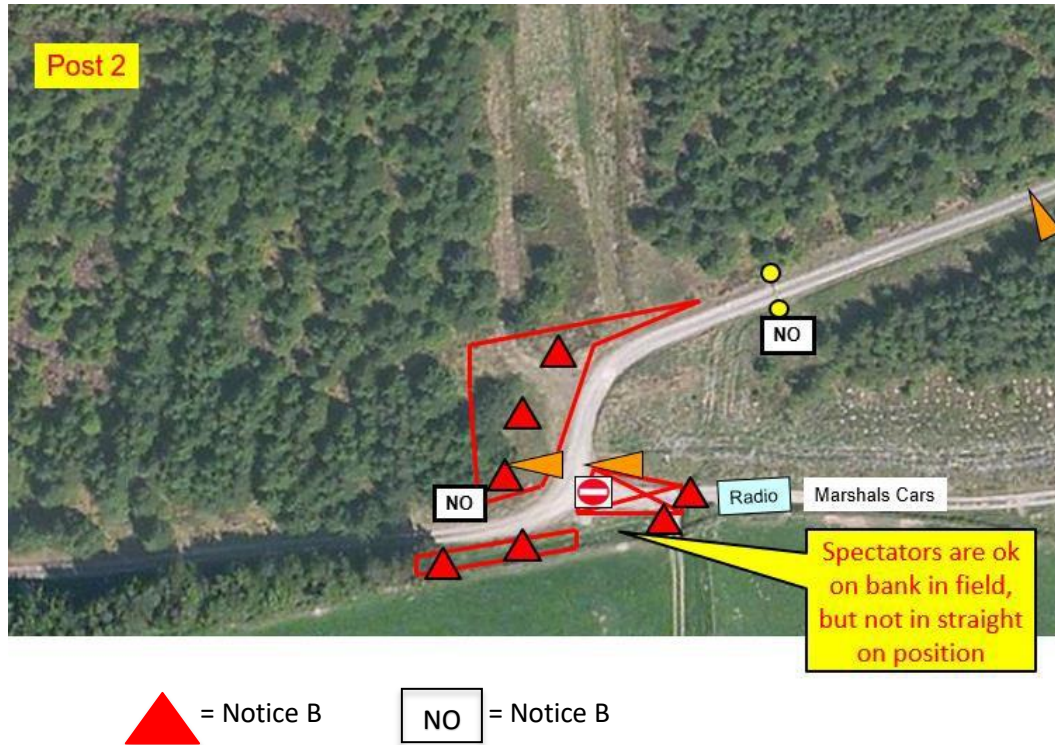
5A	9.53	0.75		Red & white tape Cover mountain bike sign		2
6	10.14	0.61		Chicane Yellow & black Netlon Yellow & black tape round tree line. Notice B signs	 Spec Plan	6
7	10.99	0.85		 FLYING FINISH PUBLIC FOOTPATH Red & white tape Notices A & C		2

Example 2

A Spectator Area Plan using google maps for the route tracing and then adding information as required

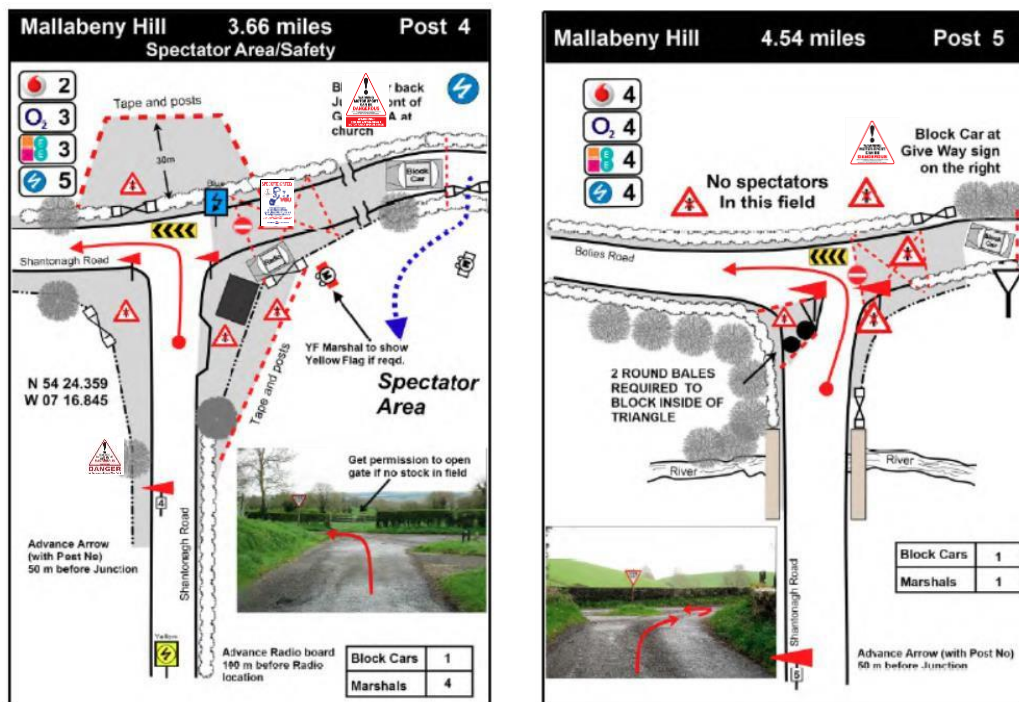


Google maps image with information added (obviously, this would be in a template with the rest of the information required)



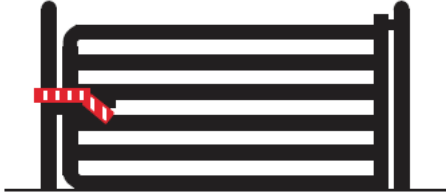
Example 4 Created diagram and information added

(Chevron shown in this diagram is exclusively for Northern Ireland)



Example 5 - Closed Road Taping Requirements

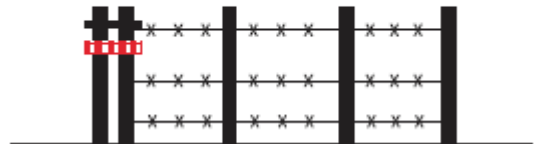
Single Gate



Double Gates - Manual:



Wire Gate - (Slap):



Gates - Automated:



Gaps - Between Piers:

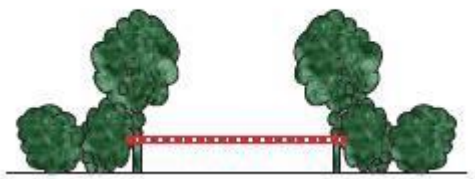


Gaps - In Open Ground:



Drive two stakes and tie tape from stake to stake

Gaps - In Hedges





Annex G - Marshal Information

Thank you very much for agreeing to marshal at this event. Marshals are a key part of the rally team and the rally wouldn't run without you.

Your job is to keep yourself and others safe on the stage. Safety at the event, and especially out on the live stages, is our main concern.

More experienced marshals will be used in the appropriate places with buddying arrangements in place on the stage for new and less experienced marshals. Experienced marshals may be asked to buddy up with new marshals as part of their training.

Marshal training/briefing has been arranged on at o'clock please attend.

To ensure you are covered by Motorsport UK insurance, you are required to sign-on.

Signing on is taking place at

Don't forget;

Appropriate clothing, food and drink as you may be on duty for several hours in extreme conditions

REPORTING TO YOUR STAGE

When you arrive on stage, report to your stage commander at stage start and you will be given your duties and a short briefing.

PLEASE WEAR YOUR MOTORSPORT UK MARSHAL TABARD AT ALL TIMES WHILST OUT ON STAGE AND UNTIL THE STAGE IS CLOSED. If you don't have one, please flag that up to your stage commander.

You should ensure that you know –

- **Where the nearest radio car is to your location;**
- **Where the nearest red flag point is to your location;**
- **Who to contact in the event of any concerns you have about safety issues arising on stage (by radio or mobile phone) – INSERT KEY CONTACT TEL NUMBERS:**
 - **Stage Commander;**
 - **Deputy Stage Commander;**
 - **Rally Control;**
- *What to do in the event of an incident or stage blockage (partial or full)*

OUT ON STAGE

Several safety cars will pass through the stage prior to the 0 car and first competing car. These cars are-

LIST OF SAFETY CARS FOR THE EVENT

Chief Marshal

000

Motorsport UK Safety Delegate

00

0

Sweeper Car

In order to communicate with the Safety Cars (especially the Safety Delegate), marshals should use the FIA specified gestures below to indicate whether you are satisfied with the safety situation at your location (All OK) or whether you have any problems (Stop I need support). The two gestures are shown below:



All OK



Stop I need support

Marshals are the means of controlling safety on a stage and will often be in the front line if an incident happens.

Remember to bring your whistle for use on stage you should blow your whistle whenever you hear an approaching car including the Safety Cars. This whistle is to be used for two purposes:

1. To advise the spectators and other marshals in your location of the approach of a vehicle, whether that is an official car, a safety car or a competitor
2. To advise the spectators (at exactly 30 minutes before the First Car is Due) that there is to be no further movement on the special stage. This is to be done by a long continuous whistle at FCD minus 30 minutes.

MARSHAL ROLES AND RESPONSIBILITIES

- Ensure spectators stay in designated spectator viewing areas at your location or otherwise in safe locations – preferably several metres back from the stage 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;
- Be aware of the arrangements for media access;
- Do not take photographs or video or share any information on social media whilst marshalling – stay alert at all times;
- If there is a delay to the stage or a temporary halt, find out what is happening and keep spectators informed– they will be less likely to move;
- Keep everyone off the live stage – remember to use your whistle to alert others of approaching cars. Always ensure that spectators are in a safe place and kept back from the edge of the stage – preferably several metres back.

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

These areas will be shown by Motorsport UK notices B, C and D and/or red & white tape and include box junctions intended as run off areas for cars that fail to make a turn and are generally the outside of bends. However, be aware that rally cars can leave the stage at any point so 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 your Stage Commander – tel xxxxxxx. 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.

RED FLAGS

A red flag system will be in operation on the event on stages XX and YY. Ensure that you know the location of the nearest red flag *to you* and who will display it if required. The decision will be taken by the Stage Commander or Clerk of the Course and communicated to radio locations. Any marshal displaying *the red* flag must wear a tabard and hold the flag stationary without waving it. Competitive cars, on seeing the flag, are required to slow down to a non-competitive speed as a rescue vehicle may be on stage.

IF AN INCIDENT HAPPENS

You should remember the following:

- Stay calm and assess the situation – your own safety is the first priority;
- Ensure spectators are kept back – where there are several marshals, ensure that some remain to control spectators and guide them to avoid positions of danger.
- When an incident happens, **a marshal's primary responsibility is to act as a look out** to allow another person to assess the needs of the competitor;
- 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 possible, let the following crews continue to the end of the stage to avoid any blockage.*
- *Are the competitors OK – have they put out their **OK** sign and warning triangle? To be effective, approximately 50 - 100 metres before and off the competing line but clearly visible to oncoming competitors. if so, ensure they move well away from the vehicle into a suitable location*
- 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;
- *If the following competitors are shown an SOS board should know what to do next. Their role is to wait until the following car arrives and pass on whatever information they have gleaned.*
- *The second car on scene should then travel to the next radio point to advise them so they can let Rally Control know what the situation is. Try to provide this second crew with as much information as possible in a clear, concise and accurate form. Await the rescue unit and medical teams. If you have received First Aid or First on Scene training and feel comfortable doing so, please put it to good use.*
- Report circumstances as quickly as possible to radio crew if nearby or stop the next competing car and ask them to report:
 - Any medical assistance required;
 - *Location;*
 - Car number;
 - Whether blocking stage *and to what extent (clear, passable with care, blocked);*
 - Any other relevant information.
- Replace any damaged stage furniture and ensure stage is kept clear of spectators.

AT THE END OF THE STAGE

- Wait until given the message to stand down;
- If driving on the stage always drive in the direction the competing cars took and not the wrong direction (WD) back down the stage;
- If you can, dismantle stage furniture and leave at the end of the stage.

Thank you very much for marshalling and enjoy the event!

XXXXXX Rally Organisers

Contact Details:

Emergency Number _____

Rally Control _____

XX _____

Rally Marshal Incident Report Form

PLEASE COMPLETE ONE OF THESE FORMS FOR EVERY NOTIFIABLE INCIDENT YOU HAVE INFORMED RADIO CONTROL OF. PLEASE USE REVERSE FOR ANY ADDITIONAL COMMENTS. THIS FORM **MUST** BE USED WHERE MEDICAL ASSISTANCE WAS REQUIRED.

This form, once completed, **MUST** be returned to the Event Safety Officer at Rally Headquarters – directly or via the Sweeper Car.

Event:
Stage No. & name:
Your name and location:

At time of the incident:

Weather:	Dry	<input type="checkbox"/>	Wet	<input type="checkbox"/>	Ice	<input type="checkbox"/>
Visibility:			Good	<input type="checkbox"/>	Poor	<input type="checkbox"/>
Stage condition:	Dry	<input type="checkbox"/>	Wet	<input type="checkbox"/>	Ice	<input type="checkbox"/>
Stage surface:			Sealed	<input type="checkbox"/>	Unsealed	<input type="checkbox"/>
					Snow	<input type="checkbox"/>

	Time:		Time:
Incident occurred:		Incident reported:	
Stage held:		Stage restarted:	
Rescue Unit at scene:		Doctor/Paramedic at scene:	
Rescue Unit leave scene:		Doctor/Paramedic leave scene:	

What happened:

--

Actions taken and/or observations made:	Time:

Witness details (Names, Addresses etc.)	Witness details (Names, Addresses etc.)
Name:	Name:
Address	Address
Tel No.	Tel No.

Print and sign your name:

Print

Date

Signed

Time report completed

Annex H - Guidelines on Working with the Media

Overview

The Motorsport UK Rally Media Accreditation scheme was created and developed in conjunction with members of the rally media, including key journalists, photographers and broadcasters.

The scheme is only required and 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:

- Level One offers a Motorsport UK Media Pass only and caters mainly for the needs of journalists
- Level Two adds a Motorsport UK Media Tabard – carrying additional privileges set out in the conditions below – and caters only for photographers and broadcasters.

Motorsport UK media tabard



The 2019 Motorsport UK Media Tabard is green, with the Motorsport UK logo, year, word 'MEDIA', tabard number, and warning triangle.

If anybody is seen at an event in 2019 wearing a 2018 (purple); 2017 (blue) or 2016 (white) Motorsport UK/MSA Media Tabard, they must not be given any access privileges over and above an ordinary spectator and, if possible without conflict, the tabard should be confiscated and returned to the Communications Department at Motorsport UK House.

Event Photographer and Videographer provision

Event organisers are encouraged to use a Motorsport UK Level Two Accredited Photographer to capture and supply any promotional images required. However, an event organiser may nominate and sign on one Event Photographer and one Event Videographer of their choosing, subject to a written request and subsequent authorisation by Motorsport UK.

The request must state why the organiser wishes to use the relevant individual, and provide all relevant details of the preferred individual, who as a minimum must have completed the Motorsport UK's online rally marshals' training modules and hold public liability insurance cover worth at least £5m.

If successful in their request to Motorsport UK, the Event Photographer/Videographer may be allowed provisions and access equivalent to those of Motorsport UK Level Two accredited media. The Event Photographer and/or Event Videographer will also be subject to the same Code of Conduct and conditions as Motorsport UK Level Two accredited media. Requests must allow enough time for the Event Photographer to be issued with a Motorsport UK Media Tabard, which must be returned to Motorsport UK during the working days following the event, unless otherwise agreed with Motorsport UK.

FREQUENTLY ASKED QUESTION

Should we run our own accreditation process on top of Motorsport UK Rally Media Accreditation?

Motorsport UK Rally Media Accreditation holders have already had their credentials scrutinised by Motorsport UK and therefore they should not be expected to show those credentials again for every event. However, it is recognised that organisers need to know who to expect at their event, so it is perfectly reasonable to adopt a process whereby Motorsport UK Rally Media Accreditation holders must confirm their planned attendance in advance via a simple email to your press officer or equivalent, with their name, outlet, and Motorsport UK pass and tabard numbers. This information can be verified against the online list of accreditation holders available on the Motorsport UK website.

Do we have to accept any Motorsport UK Rally Media Accreditation holder who wants to sign on for our event?

No, it is your event and therefore it is ultimately your decision as to who is or is not allowed to sign on. If there is a particular Motorsport UK Rally Media Accreditation holder who you do not wish to be present on your event, please email media@motorsportuk.org with details.

Can we sign on as media someone who doesn't have Motorsport UK Rally Media Accreditation, such as our local press?

Yes, but you can only grant them special stage access equivalent to Level One Motorsport UK Accredited media: 'When on special stages, Level One Motorsport UK Media Pass holders cannot stand in locations to which ordinary spectators do not have authorised access.'

In all cases, you should scrutinise the application, asking to see a commissioning letter from an editor/producer for your event, and a public liability insurance certificate. Always ensure that you are wholly satisfied by someone's credentials before signing them on as media.

What level of access can we grant Motorsport UK Media Tabard wearers?

The accreditation conditions state: 'When on special stages, Level Two Motorsport UK Tabard holders may only operate in locations additional to those to which ordinary spectators and Level One media have access when those locations have been agreed with the event organiser in writing in advance and are included in the event's Safety Manual. The Motorsport UK Safety Delegate must be made aware of all such agreements and has the authority to amend those locations on the day if necessary.'

It is understood that different events gave different levels of access to Motorsport UK Media Tabard holders. For clarity, an agreed 'location' for Motorsport UK Media Tabard holders does not necessarily need to be a very particular and defined area – for example, depending on the nature of the event it could be determined that the agreed media 'locations' are any that are not Prohibited Areas. The more restricted an accreditation holder is, the more likely they are to conclude that they might have as much freedom as an anonymous spectator.

Therefore, it may be considered pragmatically that a less restrictive approach to media locations could help to ensure that the media remain accredited, identifiable and accountable.

Do we need to share stage maps with Motorsport UK Rally Media Accreditation holders?

The Motorsport UK Rally Media Accreditation scheme calls for the media and organisers to work together to determine any privileged locations for Motorsport UK Media Tabard holders. Therefore, we would expect organisers to share stage maps in confidence – usually this should be around four to six weeks in advance if possible – unless they have a particular reason not to. Once determined, those media locations should form part of the safety plan, but we would not expect an organiser to release the safety plan to photographers.

Can we set up designated Media Areas?

Yes. The Motorsport UK Stage Rally Safety Requirements call for the use of designated spectator areas, and there is no reason why some of – or parts of – these cannot be reserved exclusively for signed-on media, in which case they could be renamed Media Areas. The key point is that if they were not designated as Media Areas, they would still exist but as Spectator Areas.

Can we give photographers our own tabards?

Not for national events – only Motorsport UK now issues rally media tabards. In 2018 these are purple with the Motorsport UK logo, the word 'MEDIA', the year and the tabard number in white, plus the RallyFuture logo and warning triangle (see above).

As stated above, any media that event organisers sign on without Motorsport UK Rally Media Accreditation can only be granted access equivalent to Level One Motorsport UK Accredited media. Since this means that they cannot stand in locations to which ordinary spectators do not have authorised access, they will not require a tabard.

For international events, which carry a different set of considerations, organisers may liaise with Motorsport UK if they require alternative arrangements.

Do Motorsport UK accredited media have to sign on with us?

The conditions state: 'Members of the media must first sign on with event organisers and will not exercise the privileges of Motorsport UK Rally Media Accreditation until having done so.' The signing on form is available to organisers [here](#).

What should we do if a Motorsport UK Media Accreditation holder misbehaves or ignores instructions from marshals and officials?

First, if anyone at all is standing in an area that is prohibited, unauthorised or considered by the marshals/officials on the day to be unsafe and refuses to relocate, please remember that Motorsport UK will always support a Stage Commander's decision to delay or cancel a stage safety grounds.

Alternatively, if a member of the Motorsport UK accredited media generally misbehaves or repeatedly ignores marshals' instructions, note the Motorsport UK Media Pass and/or Tabard number, and submit a detailed report with any available evidence to media@motorsportuk.org following the event.

We run our stage rally at a racing circuit. Can the venue's own accreditation holders sign on as media?

For stage rallies held at Motorsport UK licensed race tracks, the venue's own media accreditation holders should also be able to sign on as media, providing that in addition to meeting the venue's media accreditation criteria they:

- Hold public liability insurance worth at least £5m
- Successfully complete Motorsport UK's [online rally marshals training modules](#)

This is subject to the event organising club's agreement; the club must have sight of the full media list in advance, and any concerns or objections from either the club or the venue must be raised with Motorsport UK as soon as possible in advance of the event so that a satisfactory resolution can be sought.

Where the venue's own media accreditation holders are approved and signed on, they must also wear Motorsport UK media tabards (provided to the venue) to avoid any confusion that may arise from two different media tabards being used on the event.

On the event, the venue's media accreditation holders will be subject to the same code of conduct and conditions as Motorsport UK Rally Media Accreditation holders, as detailed in [this document](#).

The venue will be responsible for the conduct of its media accreditation holders on the event.

We run a stage rally in Northern Ireland; can we accept Motorsport Ireland media accreditation holders?

No, if it is a stage rally running under a Motorsport UK Permit then only the Motorsport UK Rally Media Accreditation scheme applies, unless conditional arrangements are made with Motorsport UK well in advance. For further guidance, please email media@motorsportuk.org.

How can we be sure that someone with a Motorsport UK pass or tabard is absolutely genuine?

A downloadable PDF document with the picture, name, publication, pass and/or tabard number of everyone granted Motorsport UK Rally Media Accreditation is available on the Motorsport UK website [here](#).

What are the rules for accredited media using drones?

The Motorsport UK drones policy can be found in the Resource Centre > Policies & Guidelines section of the Motorsport UK website. Please [click here](#).



Stage Rally Safety Car Guidelines

Updated April 2019 aligns with SRSRs Edition 4



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Overview

Motorsport UK 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 has been developed from the guidelines originally written in 2004 and has been updated to reflect the work undertaken as part of the RallyFuture project following the review of rally safety led by the Scottish Government Review Group.

It is absolutely vital for the future of our sport that we effectively manage the safety risks to everyone – competitor, volunteer, media or spectator. **Safety must be at the heart of every rally event.** The Stage Rally Safety Requirements provide the information necessary to ensure events are organised in accordance with current Motorsport UK Regulations.

The regulations state that the number of cars sent through any stage prior to the Competition shall be in accordance with the Stage Rally Safety Requirements. The regulations also confirm that the crew of each safety car shall have specific duties based on these Stage Rally Safety Requirements.

Safety Car Guidelines

All Safety Cars whether Spectator Safety, Intermediate Safety, 000, 00 or Sweeper Cars will be referred to as Safety Cars. The only car referred to as the Zero car will be the one with a single 0 on the side. Other vehicles will be referred to as Official Cars. The purpose of this document is to provide guidelines for Safety Cars and the Zero car that can be adopted as best practice at all rallies run under Motorsport UK Regulations at either International or National status as well as under FIA WRC or Regional Rally Regulations. It is recognised that Organisers have their own way of managing their events and this document is intended as guidance to assist them.

Safety Cars will be identified by carrying markings as specified in this document, no other vehicle will carry such markings. All other cars which need to traverse the stage will be referred to as Official Cars and should NOT have the word safety on their identification plates.

The primary function of the safety cars on an event is to check the course for route and safety information providing this information to Rally Control. It is advisable for all safety cars to be able to film each stage and for these films to be given to the event for future use.

General Information – all Safety Cars

As each event attended is different in the way the stages are presented with the safety plan and the documentation is prepared by different event teams. Always ensure you have received all your paperwork in sufficient time to prepare fully. As part of your preparation you should consider the following:

Pre-event preparation for example –

<i>Clip Board</i>	<i>Pens/Pencils (including permanent marker)</i>
<i>Staple Gun and Staples</i>	<i>Video camera, charger and fixing mount (ensure it does not obstruct the airbag)</i>
<i>Maps</i>	<i>Event Paperwork</i>
<i>Personal preparation including food and drink</i>	<i>Suitable clothing</i>
<i>Motorsport UK marshal's tabard & whistle</i>	<i>Motorsport UK Safety Car Licence</i>
<i>Personal First Aid Kit</i>	<i>Mobile phone and charger</i>
<i>PA/Sirens/Lights</i>	<i>Radio – fitted and working</i>

Obviously, there are many more items to prepare, refer to your notes from the Safety Car workshop for further information.

When installing dash cams, tablets, trip meters, mobile phones etc, please ensure they are not covering the airbag or obstructing the vision of the driver.

The role of the safety car is for safety purposes, they are not intended to undertake any towing and specifically, no multiple towing should be undertaken by anyone on the event.

Golden Rules

Without exception, the following Golden Rules should be applied to every Safety Car/Crew including the Zero car;

1. All Safety Cars should be clearly identified and all Safety Car crew members should also be clearly identifiable when they are out of their vehicles.
2. Pre-event the crew of each of the Safety Cars should familiarise themselves with the safety paperwork and the road book
3. Where realistic all official Safety Cars & Sweeper Cars should complete the full route and wherever possible maintain a completed time card. If this is not practical for all cars then at least one of each MUST fulfil this requirement.
4. Each crew should have a means of communication with the other Safety Cars **and** with Rally Control/Clerk of the Course.
5. All Safety Cars should proceed through special stages at a speed suitable to the vehicle being driven and to the prevailing stage condition. At no time should a Safety Car be driven in a manner that puts the occupants, stage officials or members of the public at risk.
6. Safety Cars including the zero car should only use road books and other printed information supplied by the event organisers. (They should not have access to or be using any subjective route notes/pace notes).
7. Safety Cars should not be used to entertain sponsors or to give “stars” a free run in order to boost event publicity, they have a vital role to play and as such their occupants are there to work.
8. Safety Car crew members should remember that marshals are volunteers and as such, be courteous to them at all times. It may be the case that marshals require reassurance and brief training on their duties.
9. Safety Cars should always keep to their pre-determined time schedule and ensure that they adapt this to compensate for any delays in the running of the event. The closer an event can keep to running on time, the safer it becomes.
10. It is essential that all crews have a “*see it sort it*” attitude for anything they see pertaining to the rally.
11. All Safety Cars (excluding the Zero Car) should have roof lights, sirens and a PA system. The Zero Car may have these or warning lights if the vehicle is suitable however sirens are strongly recommended.
12. As a minimum, events MUST have one (spectator) safety vehicle and one Zero Car.
13. Post-event, all Safety Cars and the Zero Car should provide a report to the Event Safety Officer or Clerk of the Course for use in the event debrief.

Extracts taken from Motorsport UK Stage Rally Safety Requirements April 2018 edition 4

2.12 Safety Car Team

- 2.12.1 All Safety Car Crew Members must have undertaken the on-line marshal accreditation modules.
- 2.12.2 ~~At least one member of each safety car team for the whole event must have attended part one of the Motorsport UK Safety Car Training Session.~~
- 2.12.3 At least one member of each safety car crew must have attended one of the Motorsport UK Safety Car workshops.
- 2.12.4 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 prior to the event in order that they can prepare for their role.
- 2.12.5 Detailed guidelines on Motorsport UK Safety Car Roles and Responsibilities are published on the Motorsport UK website and supplement the above requirements Annex I also found at <https://www.motorsportuk.org/The-Sport/Rally-Future>
- 2.12.6 The Safety Car workshop registration form can be found on the Motorsport UK website RallyFuture section, only those who have been nominated by the Clerk of the Course and have completed the marshals' on-line accreditation will be eligible to attend the workshop.
- 2.12.7 *The one-day Safety Car Workshop is mandatory and potential delegates will be nominated by their Clerks of Course to attend one of the Motorsport UK Programmes held each year.*
- 2.12.8 *A subsidised Driver Skills programme is available (at a personal cost) for those interested in attending. This programme is specifically designed for Safety Car Drivers however it is NOT mandatory.*

~~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.~~

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.
- 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.

11.1.7 *All Safety Cars (excluding the zero car) should be equipped to provide information to spectators as they travel through the stage*

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.

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.

11.2.4 ALL safety car crew members including the 0 car must have voice communication between vehicles 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 Motorsport UK Safety Delegate has approved it to run 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.

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 experience and by 2018 one member of each vehicle must have attended the Safety Car workshop.

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.

11.7 For consistency, events should use the following safety car descriptors on door panels: Spectator Safety, 000, 00, 0, Sweeper and Motorsport UK Safety Delegate. If you wish to use other safety vehicles, they should have a clear description of their function on the door plate.

11.8 The Safety Delegate will usually run before 00 to enable the crew of the 00 vehicle to undertake any additional actions required.

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.

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.

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.

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.

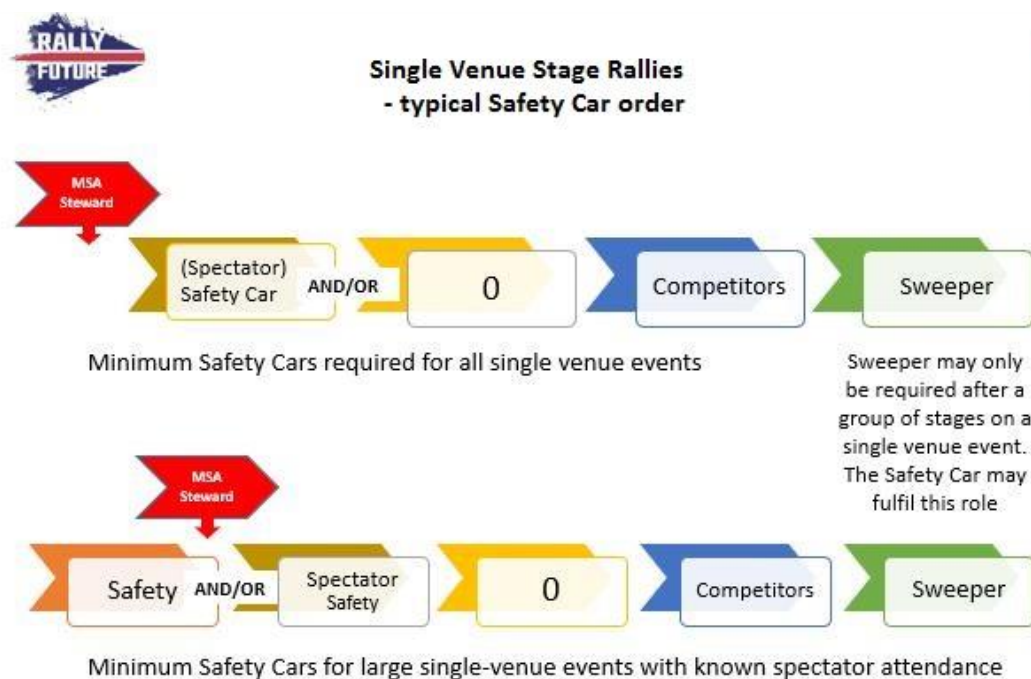
11.10.7 The size and type of event will determine the number of safety cars needed as well as the likely timings. These timings will of course also be affected amongst other things by the length of stage, number of competitors and weather conditions. The guide below may be helpful:

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

11.10.8 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 the 2018 closed road legislation.

11.10.9 *All Safety Cars (excluding the zero car) should be equipped to provide information to spectators as they travel through the stage.*

Safety Car Typical Running Order





Multi Venue Stage Rallies - typical Safety Car order

Minimum Safety Cars required for all multi-venue Stage Rallies where spectators are anticipated



Closed Road Rallies - typical Safety Car order



Typical FIA Championship Safety Car running order



Specific Responsibilities - Spectator Safety Car

The Spectator Safety Car (SSC) should always have suitable identification as well as a PA system and warning lights. It should be driven by a competent person who should have an in depth knowledge of the route. The Spectator Safety Officer will often travel in this vehicle.

1. Pre-event – where possible they should familiarise themselves with the route and spectator areas by visiting the stages prior to the event or watching previous in-car footage.
2. The SSC should visit every stage and should have their time card completed at these TC's, if possible they should also cover the entire route especially the service areas and any other spectator areas.
3. They should have means of communication with all other Safety Cars and Rally Control.
4. On a single venue event where limited spectator numbers are expected the minimum requirement is for either a spectator car or a zero car plus the Motorsport UK Steward.
5. If a significant number of spectators are anticipated and several Spectator Viewing Areas (SVA's) have been identified, then both 000 and a 00 Safety Car could be used, see chart on previous page.
6. On arrival at each stage start the SSC should liaise with the Stage Commander and find out if there are any Spectator Safety issues within the stage including any amendments to the predicted marshal numbers contained in the stage set-up/safety plans
7. They should contact Rally Control and confirm their due time into each stage (Rally Control may require the SSC to wait at stage starts if there has been a delay in any other section of the route).
8. When given clearance the SSC will proceed through the stage making sure that:
 - all spectators and marshals are in suitable positions in accordance with the stage setup plans, advising them of suitable locations as alternatives and reporting these situations to the following safety cars
 - the stage is in compliance with safety plans in terms of signage, taping etc (carrying spare equipment to distribute should it be necessary)
 - the stage marshals have any spectator issues in hand.
9. They should confirm that the correct number of marshals are in place at each of the spectator areas or work with the stage commander to rectify the situation prior to the stage going live.
10. The SSC should be prepared to stop at any spectator problem area and adopt a “*see it, sort it*” policy using all resources at their disposal.
11. The SSC should make Rally Control/Stage Commander aware of any such problem and its potential to delay the FCD start time and if appropriate, request assistance.
12. Wherever possible the SSC will use the PA system to announce when the due time of the first car is expected and provide any results available.
13. The SSC will work closely with the 000 and 00 to ensure that a consistent message is given to all

spectators ensuring they remain in acceptable locations.

14. When they reach the end of each stage they must liaise with the Stage Commander (or Deputy Stage Commander where appropriate) and report that they are satisfied all spectators are in a suitable area that is set up according to the safety plan and that there are sufficient marshals in place.
15. On an FIA sanctioned Rally (WRC/ERC level), the Stage Safety Officer (SSO) should travel through the stage with the Spectator Safety Officer in order that they can act as the eyes and ears of the Stage Commander as close to the FCD as possible. The SSO will then remain at the Stage Finish.
16. On a National Event, the Spectator Safety Car may be required to take the stage safety officer through the stage to the stop line for them to also check the stage plans are implemented according to the safety plan.
17. Although this vehicle is running very close to other Safety Cars, it should carry spare stage equipment as well as equipment for cordoning off spectator areas.
18. While it is very important that the SSC maintains its pre-determined time schedule it is critical that they are satisfied the stage is in a safe condition to run. If ensuring the stage is safe means delays then this cannot be avoided.

Specific Responsibilities - Safety Cars 000 and 00

It is recognised that many events may deem the use of a 000 Car unnecessary, while other events will use the 00 Car as a back-up to a Zero Car should the Zero Car be unable to complete the full route. Ideally (for forest events) 000 and 00 should be 4x4 vehicles to ensure their suitability for undertaking the role in all conditions. These vehicles also provide greatest visibility to spectators. The vehicle chosen should be determined according to the venue and requirements.

1. Only experienced crews should be utilised
2. These vehicles should always have suitable identification as well as a PA system, sirens and warning lights.
3. Pre-event they should familiarise themselves with the route, the safety plan including anticipated spectator numbers and other relevant documents plus the time schedule as well as liaise with the event officials over their final responsibilities.
4. On-event – check official notice board for any route alterations
5. Either the 000 or 00 Car must follow the complete route and should ensure they have a completed time card for each control that they visit. This must be clarified in the final safety car schedule. This may involve coaching the timing marshals in the correct completion of the Time Card, ensuring that the previous car number system is being implemented correctly.
6. It is essential that the 000 and 00 Cars comply with the pre-determined time schedule to enable the event to run on time but are ready to adapt the time schedule should the event require this.
7. They **MUST** have a method of communication with all other Safety Cars **and** Rally Control and work as a team to follow through on any requests related to spectator movement and locations.
8. At each TC before a special stage they should liaise with the Stage Commander before they enter. The Clerk of the Course or Event Safety Officer should structure the Safety Car's time schedule to allow for this. This may mean the 000 and 00 Car having a shorter time in any service/re-group

area than competitors. They need to ensure they are clear about any amendments to the safety plan, predicted numbers or set up plans in respect of signage or predicted numbers.

9. The 000 and 00 crews should, between them carry out a final check on stage furniture, safety issues, Motorsport UK official notices especially in relation to Rights of Way, marshalling & spectator safety. They MUST also carry spare stage furniture/equipment and the means to fix it.
10. Any issues encountered must be reported through to the Stage Commander/Rally Control for awareness or advice.
11. Interim Safety points as well as Mandatory Radio Location signs and Red Flags should also be checked by these crew
12. Check FF & Stop locations are in accordance with the road book and that fire extinguishers are also in place.
13. At the end of each stage they should confirm to the Stage Commander (or Deputy Stage Commander where appropriate) that the stage is in an acceptable condition to run. They should also ensure that this message is passed to Rally Control.
14. They should give/provide a post-event debrief/report to the Event Safety Officer or Clerk of the Course

Specific Responsibilities - Zero Car (0)

As the Zero Car should be a rally prepared vehicle then it should be presented for scrutineering (including sound test) in the same manner as any other competition vehicle, and the crew must at all times abide by the same rules as all other competitors, i.e. they must wear harnesses, FHR devices and approved overalls and helmets.

1. Only a crew with at least one member having both event safety and safety car experience should be utilised.
2. The driver of a Zero Car should either be an existing Stage Rally competition licence holder or should have previously held a Stage Rally competition licence
3. The Zero Car must follow the full route as per road book and should ensure they have a completed time card for each control that they visit.
4. It is essential that the Zero Car complies with the pre-determined time schedule to enable the event to run on time.
5. The Zero Car should have a method of communication with all other Safety Cars **and** Rally Control.
6. At each special stage start they should liaise with the Stage Commander and should enter where practicable on their due time.
7. The Zero Car should only use road books and other printed information supplied by the event organisers. (They should not have access to or be using any subjective route notes/pace notes).
8. Ensure the route is still compliant with the safety plans and if necessary be prepared to STOP. If this is required – immediately report to Rally Control requesting a delay to the stage start and explaining the situation. If it is possible to resolve the issue, do so. If not, be prepared for

the Stage Commander and Rally Control to cancel the stage. IT is NOT acceptable to run a stage that is not considered compliant with the safety plan.

9. At the end of each stage they should confirm to the Stage Commander, Deputy Stage Commander (or Clerk of the Course) that the stage is in an acceptable condition to run. They should also ensure that this message is passed to Rally Control.
10. Post-event debrief/report to the Event Safety Officer or Clerk of the Course where necessary.

Specific Responsibilities - Sweeper Car for Multi Venue and Single Venue Rallies

Some events may have more than one Sweeper Car, however where this is the case only one Sweeper Car should traverse each stage. The Sweeper Car for stage rallies should be identified by a single chequered flag on a door panel. Closed Road Events may use different signage.

1. The Sweeper should follow the complete route, including road sections. At each stage start they must report to the Stage Commander who will be able to provide the following information:
 - a. the number of cars that have entered the stage
 - b. number of cars that have exited the stage
 - c. accurate reports as to where any cars that have failed to complete the stage are
 - d. the time the last competitor left the stage start control
2. The Sweeper Car should confirm that the number of competitors that have entered the stage matches the number that has left the last stage including any that have retired on the road section.
3. They should collect all check sheets from all locations visited
4. It is essential that they gather all completed check sheets, official reports (including those of judges of fact) together with officials signing on sheets from each stage. These sheets must be returned to Rally Control at the earliest opportunity. It is advisable to keep them accessible for any queries Rally Control or the Results team may have. If there are any incident reports, try to photograph them and send by email at the earliest opportunity.
5. Then, with approval from Rally Control the Sweeper will enter the stage.
6. The crew in the Sweeper Car should have an in-depth knowledge of how the event timing system operates and should where possible, stop at each vehicle that has exceeded its maximum lateness (OTL) and in consultation with Rally Control gather their time cards along with their damage declaration form.
7. The crew should remain as close as possible to the last competitor on the event.
8. It is essential that the Sweeper Car liaises with Rally Control at all times in order to verify when a competitor is OTL and hence is no longer eligible to continue in the event.
9. If a Sweeper is delayed they should advise Rally Control immediately.
10. If the stage is being used again, the Sweeper Car crew should advise Rally Control of any junction or area which requires rebuilding/re-marking as well as identifying any areas with significant numbers of

spectators. They may also be asked to report on the location and where possible cause of competitor retirements.

11. If competitor vehicles are still in the stage, consider whether there is a need to move them or whether it is more prudent to leave them in situ. Competitors will ALWAYS want to have their cars recovered at the earliest opportunity, this may however not be in the best interests of all others involved in the event. Do not ask for a vehicle to be recovered or moved unless it is actually blocking the stage or you are concerned it presents a hazard.
12. Once they are satisfied all crews have been accounted for then if it is the last time the stage will be run, on the authority of Rally Control, and only then, will marshals, doctors and rescue crews involved in the running of that stage be able to stand down.
13. Send or give a post-event debrief/report to the Event Safety Officer or Clerk of the Course where necessary.

Additional Vehicles (Official Cars)

These vehicles may travel through the stage before the Safety Cars

Equipment Officer

The Equipment Officer (EO), if used, is either responsible for ensuring that the stage is set up in a condition ready to run or for ensuring the stage commander has the correct equipment required for each location and timing point. If the former, there should be no alterations required to anything on the special stage after it has been checked by the EO.

Not all events run an EO at the front of the field but those who do should take the following into consideration:

1. The EO and any other members who are part of the EO's crew should always ensure that they have signed on as an event official. The EO should run approximately 90 minutes before the due time of the first car. Should the event be delayed there is no need to re-schedule the timing of the EO.
2. The EO should have an in-depth knowledge of the complete route (both stage and road sections) and as far as reasonably practicable, should know all the permutations of special stages being used.
3. The EO should be driven round the route by a competent person, thus allowing them to concentrate on the stage furniture etc. and ensure it is all set up as per the set up book from which they are working. They should carry as a minimum a complete set of stage start and finish boards along with barrier tape, stakes, mallet, arrows, a staple gun and staples. They should also have a direct method of contact with the Chief Timekeeper, Chief Marshal, Rally Control and the Clerk of the Course.
4. Wherever possible they should inform Rally Control that they are about to enter the stage and also ensure that the radio controller knows when they have exited the stage. As with all Safety Cars it is essential that they maintain the "*if you see it, you sort it*" attitude to any problems which they may encounter.
5. When the EO has passed through all stages they should remain in a location central to the

event, in order to co-ordinate any equipment requirements that may arise.

Chief Timekeeper

The Chief Timekeeper (CT) or nominated deputy, should run as one of the first official cars through the stage usually just in front of the Chief Marshal (this can be anything from 60 to 120 minutes before the due time of the first car depending on the structure of the event and the timing system being used). They should have a record of the serial numbers of each clock being used in the event. Where start lights and automatic timing equipment is used, they will keep a record of the equipment issued.

1. The CT must liaise with the Chief Marshal as to whom to expect at each control.
2. The CT should liaise with Rally Control when they arrive at each stage arrival control area and they should ensure that they have an official time card completed at each control.
3. Prior to entering any stage they should obtain permission from Rally Control to proceed into the stage. They should also confirm if there are any other vehicles in the stage at this time.
4. The CT should ensure that any marshal that is to use the clock or timing equipment knows exactly what they are doing and if necessary spend time reassuring the marshal on the operation of the equipment to ensure that the timing system is operated accurately for all cars. The Stage Commander should ensure that at least one member of the Timing Team are available when the CT comes through for this purpose.
5. The CT should ensure that where the previous car number system is being used, the marshals are competent in completing the Time Cards correctly.
6. At the end of each stage the CT should verify that there is a working system of communication between the Flying Finish and the Stop Line and that a backup system exists in the event of failure.
7. The CT should be driven by a competent person who should have knowledge of the complete route and who also is competent in the timekeeping role.
8. They should check all control area signage when traversing the route and ensure that it matches the supplied road book/route information. If any signage or equipment is missing they should report through to Rally Control to request the next official or safety car to issue the missing items.
9. It is also essential that they visit each time control, including the service area and regroup area to ensure everyone in these areas knows what they are doing, they do not necessarily have to traverse the complete route. If this is not possible, one of the other official or safety cars MUST attend these locations and undertake the role of CT for those locations.

Chief Marshal and/or Event Safety Officer

Pre-event - the more work the CM puts in prior to the event the easier it is for them to carry out their duties on the day.

It is recognised that at some events the CM may not travel through the stages, or may travel along with the Event Safety Officer (ESO). Where the CM does not travel through the stages one of the other official cars should undertake these duties:

1. The CM should ensure that there are sufficient marshals available to cover the event and stage

start areas and that they have the correct paperwork and suitable control boards and equipment.

2. Where practicable the CM should complete the route in full as is laid down in the road book or any other official route information.
3. On arrival at each control the CM should lead by example and always wear an official tabard or event clothing and/or identification.
4. They should ensure that every marshal at each post they visit has a clear and concise understanding of what duties they are expected to perform and that all stage personnel are wearing tabards.
5. By the time the CM reaches each control all stage/control furniture should be in place and they should check off each item on the set up book.
6. The CM should check that the correct number of marshals are in place to meet predicted numbers as described in the event safety plan.
7. They should always have their time card completed and run through the complete stage start procedure that will be implemented for each competing car.
8. As with all Official or Safety Cars the CM should be driven by a competent person. The vehicle should always have suitable identification as well as a PA system (may be useful).
9. They should have communication links with all other Safety Cars as well as Rally Control.
10. As well as stopping at timing points they should stop at each point that has been advertised as a spectator access point, ensuring that all Spectator Safety marshals are in position, at least the predicted number as identified in the Safety Plan. If this number is not according to the plan, a dynamic risk assessment will need to be undertaken to ascertain whether the number of marshals at that location are sufficient for the actual number of spectators anticipated.
11. All official Motorsport UK signage and appropriate warning notices should also be checked at all Rights of Way and access points onto the special stage.
12. If, on their route through the stage they identify an issue, they should immediately call Rally Control to discuss with the stage commander and agree an action plan to rectify the problem.
13. At the end of each stage they should radio back to the stage start and Rally Control and inform the stage commander that they are satisfied the stage is in a complete and acceptable condition to run. Only when this message has been confirmed should they proceed to the next stage/control point.
14. In the event of delays the CM should keep in constant communication with Rally Control in case there is an adjustment to their time schedule. If the CM is aware of any delay they should

cascade this information to the marshals out in the field.

15. The CM should always have a complete set of spare stage furniture, Motorsport UK warning notices and barrier tape together with a mallet and a staple gun in their vehicle.
16. They should also have spare official signing on sheets and wherever possible, they should ensure that each marshal has signed on.
17. The CM should also ensure that all doctors, rescue, recovery and radio crews are in position along the route. If any of these officials are not in position, the CM should investigate and deal with appropriately, while keeping Rally Control advised of any actions taken.
18. Where Red Flags are being used on the stage it may be appropriate for this vehicle to check that Red Flags are in the right locations and are being correctly displayed. It is advisable for the CM to carry spare flags.
19. Post-event – they collate all feedback from the marshals and provide a report to the event organising team for their debrief

Check sheets

The following is an example of a check sheet suitable for use by Safety Car Crew to check stage ready status. This document is available in editable format on the Motorsport UK website.

Stage - Please Circle						Safety Car ID - Please Circle					Time Started																																																																									
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Please use reverse of sheet to report any issues and resolutions

Closed Road Events

Road Closure Car (RCC)

The RCC is the first Car to technically “close the road” to the general public.

1. It is important that the RCC is easily identified by all residents, spectators as well as everyone involved in the rally.
2. The crew must be very experienced in the safety aspects of such an event and ideally one of the crew should be a member of the Organising Committee.
3. The crew must be familiar with the route and all the safety measures in place for ensuring the roads are closed.
4. The RCC MUST check that the “Road Ahead Closed” and “Road Closed” boards are correctly positioned at both ends and at the intermediate junctions within the stage.
5. They must be prepared to advise the equipment officer or set up crews of any work that is required in order to comply with the road closure order although it is appreciated, apart from the statutory Road Ahead Closed and Road Closed boards, it is not practical for this car to check tape etc. this will be checked by subsequent safety cars.
6. The RCC must run to the Road Closing Schedule even if the stage is not ready to run.
7. The vehicle should be clearly identified as the RCC so that all residents and spectators are in no doubt that the route is closed to all moving traffic other than Safety Cars and competitors.
8. They should have a PA system, in order to advise residents and spectators on route of the fact that the road is now closed and is due to open at XX.
9. They should have a siren (if permitted) to ensure all marshals and spectators know that the road is now closed. These must be operational from stage start through to the stop line. These lights MUST only be used within the closed road sections. They will be of a colour specified in the road closure agreement.
10. They will carry time cards which should be completed by the time control crews at each location.
11. They must follow the prescribed route through the special stage but may not be required to follow the entire route if time does not permit.
12. They must have permanent communications available to them for both Rally Control and the other Safety Cars and Set-up Teams.
13. A police vehicle may enter the stage as part of the road closing convoy under blue lights

Sweeper Car and Road Opening Car (ROC)

1. Following the last competitor into the stage the Sweeper Car/s will enter the stage. They may be numbered sequentially. This is to ensure that spectators are not aware too early that the Road Opening Car is following. Movement of people or vehicles onto stage before the Road Opening Car is not acceptable

2. The Road Opening Car will follow the sweeper cars (if used) and will have also have clear identification, this can often be the chequered flag OR the words Road Opening Car as well as flashing lights (colour to be agreed within road closure agreement).
3. The beacons must only be used within the closed road sections.
4. They may have other duties too such as those of a Sweeper Car.
5. It is important that the ROC is easily identified by all residents, spectators as well as everyone involved in the rally as it is only when this vehicle has passed their location that they are free to move on the roads again.
6. As this is a legal requirement, organisers must be prepared to have a second vehicle in readiness should the original ROC vehicle not be able to complete the entire route.

Cameras for Safety Cars

Many Safety Cars are already using dashcams and this has proven significantly beneficial for reviewing post event footage. Therefore, it is a requirement that all Safety Cars, inclusive from the Spectator Safety Car to the O Car, are equipped with, and use, dashcams.

Camera Specification

There are many dashcams on the market today and it is not necessary to spend a lot of money to buy a suitable camera. From Motorsport UK Safety Delegate experiences over the last 3 years the following criteria should help select a suitable camera:

- **Resolution:** 1080p @ 30fps
- **Lens:** 130° to 180° are typical and ideal angles of view
- **Storage:** 32GB capacity is ideal. Less capacity requires more rigorous management on the event.

There are many other features such as GPS logging and Google Map recording, and a backup battery to continue recording if 12v supply is lost is strongly recommended.

Camera Installation and Use

The natural location is the co-driver windscreen (top near to the mirror) to give as uninterrupted view of the Stage as possible. It is accepted that when using a Rally-prepared car as the O Car, it may be necessary to mount the camera to the roll cage, but in so doing provide as uninterrupted view as possible. For the other Safety Cars when choosing a suitable installation take note of any airbags that may be fitted. Dashcams are to enhance safety!

It is not necessary to use voice recording facilities and we are aware that some crews may feel self-conscious and not be as focused on their duties. After the event all Stage footage should be up/downloaded or retained on the memory cards for a period of not less than 14 days. If, after that period, no queries have been identified the memory cards may be re-used.

*Even where there are no accidents or incidents, dashcam footage will allow you to review the Stages after the event, looking at setup consistency and compliance, spectator hot spots and so on. This footage **MUST** be made available to the event organisers at the earliest possible time (at most within 7 days).*

Annex J - Predicting Marshal Strength

What Is the Predicted Number?

The 'predicted' marshalling 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.

This applies to staffing requirements for all rally stages.

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

How is the 'Prediction' used?

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.

'Predicting' the requirement

What does this number mean and what factors will influence assessment when 'predicting' what it should be?

The following points should be considered however the list is not exhaustive:

- Location
- Terrain
- Attractiveness to spectators
- Access
- Potential for incidents
- Other resource at the location.

The location

Thinking about the location is it going to be attractive to spectators?

If so is it easily accessible or does access require some effort?

If the location is attractive and readily accessible it is likely that there will be more spectators than at less easily accessed locations. In less accessible locations the spectators are more likely to be 'experienced' and therefore possibly understand the potential risks but do not be complacent about this aspect.

From this it may be reasonable to conclude less marshals are required at less readily accessible locations.

Considering who else will be at the location.

It may be that a radio car is allocated to the location. If so what about the status of these marshals? If it is a mandatory radio point the radio crew are not really available as marshalling strength for spectator management as they have a specific task. Should it be that a radio car has been allocated to provide a link into an area where spectators

may gather it is not unreasonable to consider the crew available to assist with spectators.

Terrain and potential incidents.

Does the area allow places for spectating that are relatively safe and easy to manage?

If yes and access is restricted, then less manpower is needed.

Regarding incidents if an 'off' likely and spectators are present this may require managing by marshals.

Setting the number.

To arrive at a number, you need to consider the implication of the factors outlined above (and others specific to the location) and then "predict" the required marshalling strength in the circumstances you can reasonably expect to prevail at that location.

Why is the expression 'predicted' used?

The expression is less prescriptive than 'minimum', which is a finite statement. **If a minimum is stated and that resource is not available, then a set standard has not been achieved and the stage cannot run.** This is similar for instance to the requirement for a 'mandatory' radio point that has not been staffed. i.e. something that has been specified in the safety plan is not fulfilled.

The predicted number of marshals at any one location is a more flexible term. It can be adjusted to reflect actual rather than anticipated circumstances. It may be that four marshals have been "predicted" as being required but only two are available. It may be possible to downgrade the requirement if anticipated spectator activity has not materialised. Alternatively, it may be that marshals need to be redeployed from another location where the 'predicted' quantity can be revised.

Conclusion

Predicting marshal numbers is a not precise activity and requires realistic assessment of the location issues and consideration of available resources. It is not a paper only exercise where numbers are specified to fulfil a regulatory requirement.

Sensible and pragmatic assessment of requirements should result in better spectator management on rally stages and lead to better use of resources and improvements in safety for spectators, marshals and competitors.

REMEMBER- leading up to the stage start and when the stage is live, situations may change and issues may arise. Having predicted marshal numbers permits a proactive and flexible approach to managing spectator safety.

Annex K - Competitor Briefing

From July 2017, it became mandatory for all competitors on Single Venue Events and encouraged for Multi-Venue Events (both drivers and co-drivers) to attend a competitor briefing. It is the responsibility of the Clerk of the Course to make sure this takes place. The briefing should as a minimum include:

- A reminder that this is a non-contact sport
- An explanation about any splits and merges
- An explanation about how any 30 second starts will operate (queueing etc.)
- Clear actions the competitor must take in the event of an incident
 - a. If they are involved
 - b. If they are next on the scene
- A clear description about what action the event will take in case of an incident

The content of this briefing should be derived from your safety and incident management plans and must also be included in your final instructions.

Ensure the competitors understand the purpose of the red flag and what actions they should take if they see one.

In order to ensure that any incident is responded to by all parties in the most effective way. It is strongly recommended that ALL competitors on ALL types of stage rally are reminded of their responsibilities related to SOS/OK boards either as the crew affected by an incident or the next competing car on the scene.

You may also wish to advise them of the Clerk of the Course option to issue discretionary times so they are aware they will not suffer as a result of stopping to assist one of their colleagues.

You may wish to consider making this briefing a formal part of your documentation process and only issue Time Cards once the briefing and all other administrative checks have been completed.

Annex L - Splits & Merges

Splits and Merges on Stage Rally events

The Motorsport UK Year Book makes several references to split and merged junctions as follows:

29.3 If a section of road is used twice on stages where the route divides, or where two roads merge, the junction itself should be clearly marked by a white board at least 76cm x 61cm illustrating the junction.

29.3.1 Figures on this board should be at least 15cm high.

29.3.2 The junction should be preceded by a similar diagrammatic sign in advance of Motorway type count down boards with diagonal bands positioned approximately 100m and 200m before the junction.

29.3.3 Judges of Fact should be placed at any split junction to note and report for penalty any Competitor overshooting and reversing back against the route of rally traffic.

29.4 Where stage routes merge on a lapping stage, the angle between the two roads (prior to the common route) should be no more than 45° to each other, and on joining should run separately, but in parallel, for at least 100m before merging.

29.4.1 Signs will be shown to Competitors as follows. These signs should have a minimum size of 76cm x 61cm. See Annex 1, Drawing number 29.4.1.

These regulations are most helpful when planning to run a single venue or a stage with a split &/or merged stage. As with all motorsport safety planning you need to consider the three key groups:

- Officials,
- Competitors
- Media and
- Spectators

Officials

1. Where will they park?
2. Where should they stand?
3. What is the procedure to follow if any element is damaged and may need to be replaced?
4. Make sure you have space for your Judge of Fact who will need to be located here.

Competitors

5. Is the approach clear?
6. Does the road book/tulip clearly reflect what is on the ground?
7. Is the approach speed appropriate?
8. Is the merge distance sufficient (at least in compliance with R29.4)?
9. Is there sufficient width for two cars to run in parallel?
10. *If visibility, particularly at merges is compromised, consideration must be given to increasing time gaps between competitors.*

Spectators

11. Is there anywhere suitable for them to stand at this location?

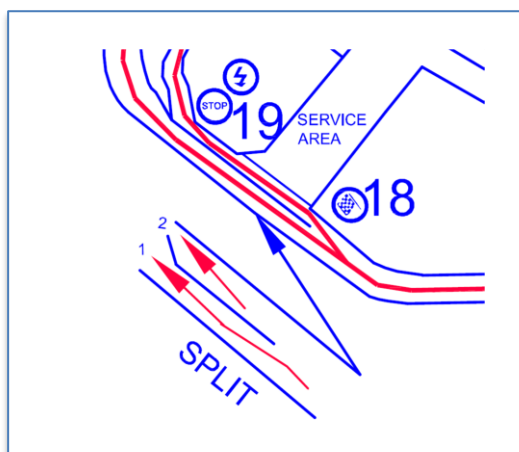
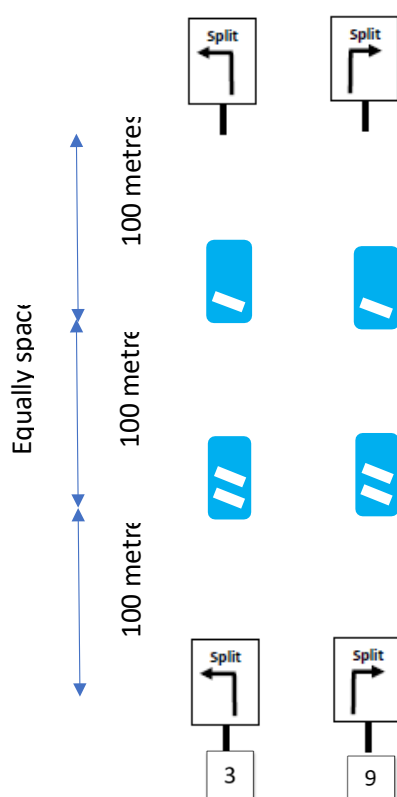
12. Is it far enough away?
13. Do you have sufficient signage and notices of the right type?
14. If no suitable area for spectators how will you manage this?

SPLITS

Where the route divides:

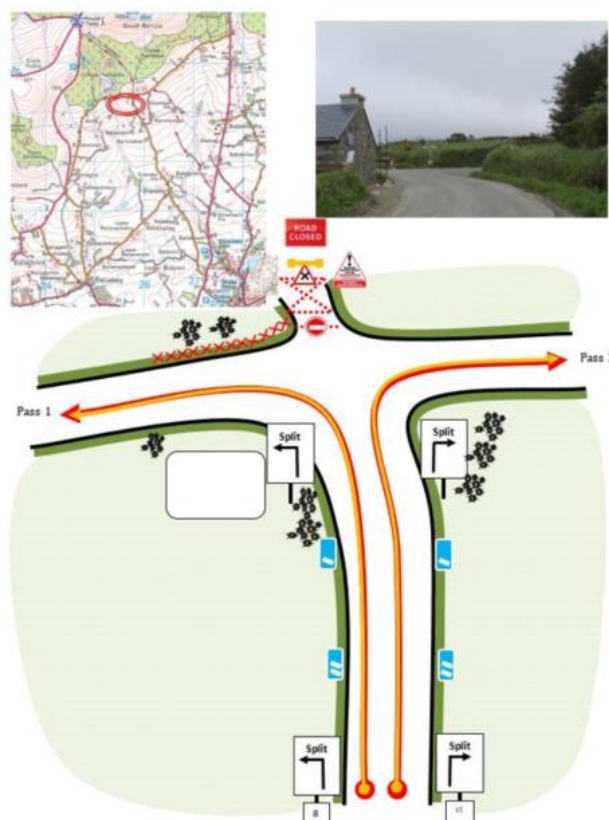
1. Is the junction clearly marked by a white board in compliance with R29.3 (76cm x 61cm)?
2. Are the figures on the board of sufficient height, a minimum of 76cm x 61cm – R29.3.1 (15cm)?
3. Ensure you have sufficient countdown boards to comply with R29.3.2

Typical setup arrangement:



In some locations, the main split board is positioned in the centre of the road (unless it was a hazard) and one lap competitors would go to the left and the other to the right etc. with a dividing line after this board to avoid competitors crossing back into a lane they might have wanted to go into and took the other in error. In this instance, there would only be one set of advanced boards normally on the left-hand side.

If there is no lane separator prior to the split, it is a good idea to introduce a chicane before the actual split, in order to avoid competitors positioning themselves on the "wrong" side of the road in order to get a better approach to the junction.

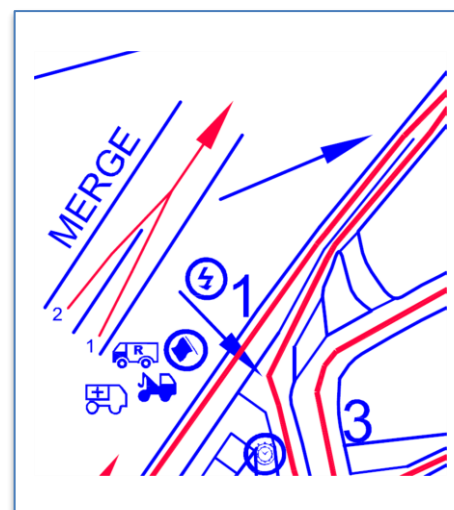
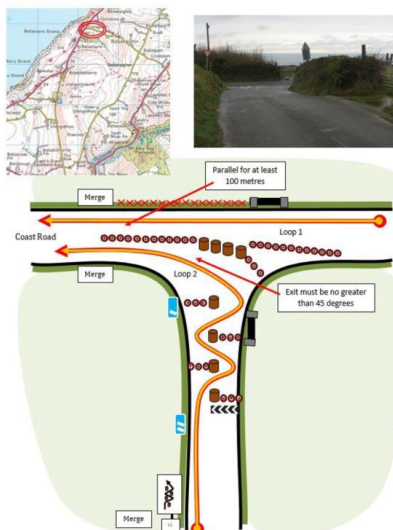
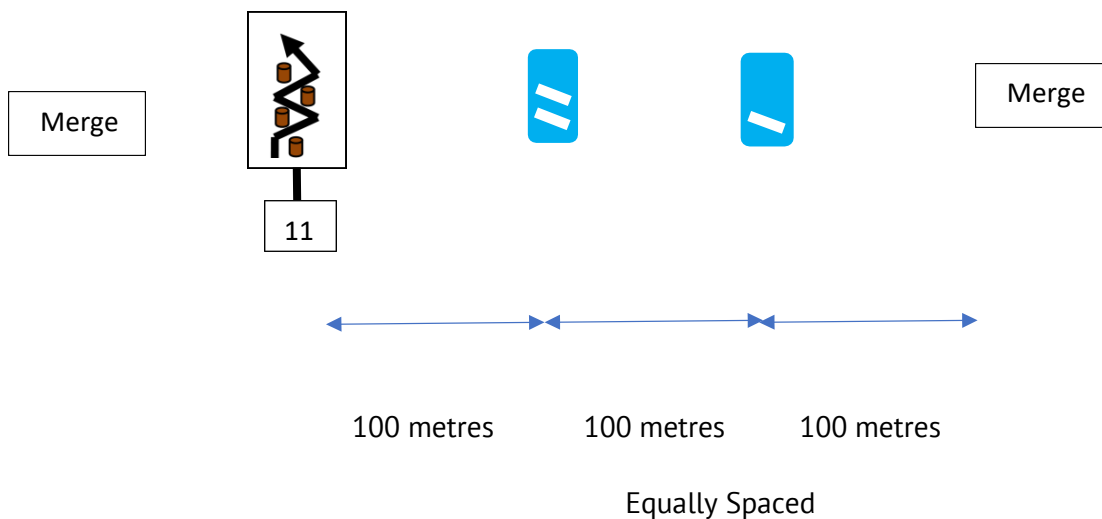


MERGES

Where the route merges:

1. Is the junction clearly marked by a white board in compliance with R29.3 (76cm x 61cm)?
2. Are the figures on the board of sufficient height, a minimum of 76cm x 61cm – R29.3.1 (15cm)?
3. Ensure you have sufficient countdown boards to comply with R29.3.2
4. Is the angle between the two roads no more than 45° to each other R29.4?
5. Remember that on joining, the two routes should run separately, but in parallel for at least 100metres before merging – R29.4.

Typical setup arrangement with a chicane preceding the merge



At some venues, for example race circuits, the merge is on the circuit and on a straight section which doesn't warrant having a chicane as shown above, and in this instance a large merge board could be used in the centre of the 2 lanes at the point where the 100m dividing line finishes.

Annex M - Risk Assessment Template

Template A

	1. What are the hazards?	2. Who might be harmed and how?	3. What are you already doing?	4. Do you need to do anything else to manage this risk? If so, what?	5. Action by whom	6. Action by when	7. Date complete
1							
2							
3							
4							
5							
6							
7							

Template B

	Hazard	Risks Posed	Risk Evaluation	Precautions/controls in place	Further action available
1					
2					
3					
4					
5					
6					
7					
8					
9					

Template C

	Hazard	Risks Posed	Risk Evaluation	Actions taken	Post action evaluation	Further action available
1						
2						
3						
4						
5						
6						
7						
8						
9						

Annex N - Notices and Posters

The notices required under Motorsport UK regulations must be used and clearly displayed. 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. These notices or signs can be placed in shops, public houses, local council notice boards (with permission) as well as many other locations at or near the stage. (75)

The Motorsport UK 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: (76)

- a. **26.10.1.** Being aware of it;
- b. **26.10.2.** Having been seen by an Official;
- c. **26.10.3.** Having seen a warning notice;
- d. **26.10.4.** Having seen the Safety Code.

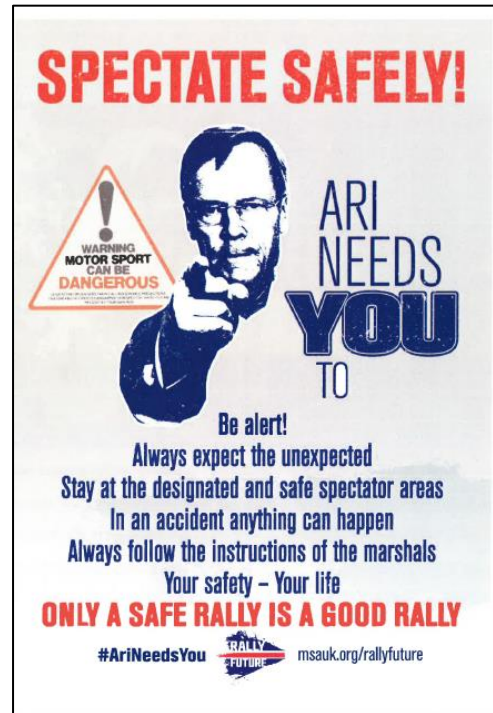
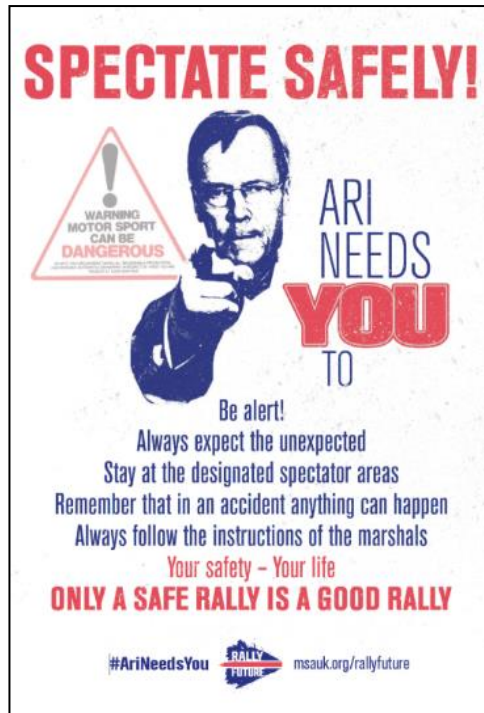
Public Rights of Way must be clearly taped and have the appropriate MOTORSPORT UK signs. Marshals must be located at or near these locations to provide guidance and support should a member of the public attempt to access or cross the stage.

Tape

There are various grades of tape, consider choosing the most appropriate for the job it's intended for. For example 30/40 micron tape may be ideal for taping gates shut or being stretched across a closed gate. It may not be ideal for box junctions or longer runs though as it has a tendency to stretch and "flap" in the wind. It is also very difficult to reuse (you can get biodegradable versions though). Tape of 50/80 microns thick is generally stronger, more suitable for spectator areas, box junctions and longer runs and does offer the chance to be reused. Bio-degradable is often available for a similar price.

MOTORSPORT UK Notices

The Spectator Safety Code



Warning Notice A

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



Warning Notice B

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



Warning Notice C

At any means of spectator or vehicular access to a rally special stage (D31.4) This can replace Warning Notice A if more appropriate.







Warning Notice D

To be used to define limits of spectator access



What do these notices mean for the **media**?

	Designated Spectator Areas Notice A	Prohibited Area Notice B	General Open Access Notice C	Restricted Access Notice D
				
Officials		NO		
Level 2 Media		NO		
Level 1 Media		NO		NO
Spectators		NO		NO

NO access to Media	<i>Potential access event specific permission</i>
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Motorsport UK Posters

Motorsport UK has produced a range of educational safety posters for spectators. These posters are available on the Motorsport UK website (RallyFuture section) for you to use as you wish. The following suggestions may help you when considering how to make best use of the resources.

- Scrolling images on your club and/or event website
- In your event programme
- On Landowner notice boards and/or websites
- Car Park Entrances – please make sure they are big enough and high enough to be read as people are walking by (suggest A2 as a minimum size and at least 1/5 metres high)
- Within Spectator Areas (facing the spectators of course)
- As part of your promotional material pre-event
- Shared with competitors electronically along with a request for them to re-share with their club, teams and friends
- Shared on Social Media through
 - Twitter accounts – ask club members to re-tweet near to the event
 - Through the club members Facebook friends
 - Through the club and/or events Facebook Page – ask members again to re-share
- Instagram

There are obviously more ways than those listed here which you might choose. If you think you have any particularly helpful suggestions, please email media@motorsportuk.org

Additionally, Motorsport UK have created a poster specifically to deter spectators from bringing their drone to an event.



Annex O - First Competitor on Scene

If the competitor is still in the vehicle and the vehicle is on fire GET THEM OUT IMMEDIATELY.

If the competitor is still in the vehicle, is responsive and there is no risk of fire:

- **Approach from the front**, look them in the eyes
- Do they seem aware of their surroundings?
- Speak to them, ask their name - do they respond?
- Any pain, loss of feeling - if yes keep them where they are!
- **Keep them calm and keep them talking.**
- **DO NOT MOVE THEM UNTIL PROFESSIONAL HELP ARRIVES.**
- **Do nothing else**

If the competitor is still in the vehicle, is unresponsive and there is no risk of fire:

- Stop any life-threatening bleeding by applying direct pressure/ plugging the wound
- Ensure an open airway
- Immobilise the head and c-spine (neck)
- Check if they are breathing
- Treat any non-life threatening bleeding

DO NOT REMOVE THEIR HELMET UNLESS THERE IS NO OTHER WAY TO ENSURE AN OPEN AIRWAY.

If the competitor is out of the vehicle:

- Do not grab hold of them - they might be unaware of what is happening and become combative.
- Guide them to a place of safety away from the incident and other competitors.
- Speak to them, ask if they are OK?
- Keep someone with them.
- Once in a safe place, assess them for injuries:
 - Are they aware of their surroundings?
 - Any signs of injury / are they experiencing pain?

DO NOT LET THEM WANDER AROUND, BUT KEEP THEM UNDER OBSERVATION

Afterwards please write a short report for the organisers and either hand it to the first control official that you reach or to the Competitor Relations Officer. This report should cover the facts as you know them and include times of the incident starting and when you left the scene; always include your own details so that the organisers can, if necessary, contact you.

Annex P - Service Area Guidelines

Requirements for Organisers

When participating in motor sport events and carrying out activities at Service Areas, entrants, competitors and service crew members should be aware of their own and other people's safety and wellbeing. The organiser has the overriding responsibility to co-ordinate the activity and ensure, so far as is reasonably practicable, that statutory requirements for these areas are met.

The Rally event organiser should allocate a 'Service Area Zone' to each competing team within the service park. These zones must be managed in such a way that they present neither a safety nor environmental risk to other teams or the venue location.

A. Basic Standards for Service Areas (or Service Parks):

1. The Service Area should be an appropriate size to allow adequate space for individual service zones, vehicle movement and safe pedestrian access. The ground should be relatively even with any significant hazards adequately controlled.
2. Service zones should be clearly demarked and public access restricted.
3. Organisers must set a speed limit for Service Areas and publish this information in the Supplementary Regulations.
4. All entrants should have an environmental ground-sheet in place before work commences on the vehicle.
5. Temporary structures such as motor homes, awnings and pop up tents must be erected securely and with sufficient ballast to cope with wind conditions. All structures deemed unsafe by the event organisers must be dismantled and removed.
6. All service vehicles should have an environmental spill-kit, for use in the event of liquid spillage. (Competing cars should also carry such a kit.) Spillage of any liquid should be contained immediately by the crew concerned.
7. Fire extinguishers should be readily available at all times when vehicles are to be worked on, particularly in the event of any welding or grinding being carried out and when vehicles are being refuelled. The layout of the Service Area should permit emergency service vehicle access, should the need arise.
8. Vehicles should be supported by axle stands, chassis sill stands or ramps, all with recommended base plates, when raised in the air by trolley or any other types of jack. Engines should not be running when the vehicle is raised on stands. No other work on the car should be attempted, when raising or lowering of the car is taking place.
9. Where necessary, as part of the service i.e. changing of fuel tank, fuel pump, fuel filter, or any other item of fuel circuit, emptying and/or refilling of the fuel tank is permitted provided that:
 - a. The work is carried out with the knowledge of the organiser
 - b. A fire extinguisher with operator is on standby
 - c. No other work is carried out on the car during this operation
 - d. A safety zone is established within which all sources of ignition are removed

- e. A minimum amount of fuel is used and any removed fuel is stored in a sealed container
- 10. Service zones should be controlled in such a way that they do not present any unacceptable risk to competitors, crews, adjacent teams or members of the public. Any personnel carrying out work should ensure that they adopt safe working practices at all times.
- 11. Entrants are responsible for all personnel in their team and in particular for supervising any young persons under the age of 18.
- 12. All working areas should be kept clean & tidy. All waste should be removed by the entrant at the end of the event and disposed of in a responsible manner.
- 13. Trailing cables & hoses should not be allowed to create a trip hazard and should not be run across access or roadways unless covered by cable protectors.
- 14. Whenever vehicle engines are being run, adequate ventilation must be in place.
- 15. Appropriate safety notices should be displayed and efforts made to ensure that they are complied with.
- 16. Service crews and competitors need to be aware of the long periods of exposure to cold, wet or heat, experienced while on location in service areas and dress accordingly.
- 17. The organiser is responsible for establishing emergency arrangements for the Service Area including fire, injury and security incidents. These arrangements must be appropriately communicated to all entrants and competitors.
- 18. Entrants are reminded of their obligation to comply with the requirements of the appropriate sporting and supplementary regulations at all times.

B. Storage & Use of Petroleum Spirit

- 1. The organiser must establish suitable arrangements for refuelling with a preference for a designated refuelling zone. (See 'Guidance for the Operation of a Refuel Zone')
- 2. If re-fuelling is permitted in the Service Area, this should be the last operation to be carried out before the vehicles leave. The vehicle should be off any support stands, have all four wheels on the ground, have all other work ceased and have no occupants, when re-fuelling commences. All sources of ignition must be removed from the area and an appropriate fire response should be prepared.
- 3. Ideally re-fuelling should be by hand pumping, rather than from hand held containers.
- 4. Containers should comply with the relevant British Standard, should be marked "Petroleum Spirit-Highly Flammable" and be kept from any source of ignition.
- 5. All empty containers should be removed from the venue after the event.
- 6. Petrol is to be used as fuel only, not for any other purpose.
- 7. All vehicle re-fuelling is to take place in the open air. Smoking and any other sources of ignition, including live electrical items, must be prohibited and a safe area should be enforced with an operative on standby with a fire extinguisher.
- 8. Refuelling operatives, including those standing by with fire extinguishers, should ensure they are wearing protective clothing, including gloves and eye protection.

C. Hazardous Substances

1. Some parts on historic vehicles, for example brake & clutch linings, contain asbestos. Competitors are encouraged to use non-asbestos substitutes where possible.
2. Where asbestos is used, every effort should be made to prevent dust being released.
3. Some mineral oils may cause skin cancers. Where contact does occur, contamination should be washed off immediately. The wearing of any contaminated clothing should be avoided.
4. Other substances may cause ill health. Competitors should obtain MSDS (material safety data sheets) from suppliers in advance so that they hold important safety information about the products.

D. Electrical Safety

1. All electrical equipment should be maintained in a safe condition.
2. Extension leads & cables should be neoprene, oil resistant flexible cable.
3. All electrical equipment used externally should be weatherproof and tools should be insulated against electric shock and used with residual current devices.
4. Electrical equipment and hand tools should not be used where flammable vapours e.g. brake cleaner or fuel, are present.

E. Fire Precautions

1. All competition and service vehicles should carry a suitable fire extinguisher.
2. Special consideration should be made before lighting any cooking appliance.
3. All sources of ignition should be kept away from any fuel store or re-fuelling area.
4. Fire extinguishers should not be moved from their known location, other than when in use.
5. In the event of any fire, a report should be made to the organisers of the event before leaving the venue.
6. All entrants are encouraged to train their personnel in correct fire prevention and treatment procedures.
7. The organisers are responsible for putting in place an emergency plan to cover a fire in Service Area scenario.

F. Compressed Air Equipment

1. Air blasts from over inflated tyres can cause severe injury. Tyres should not be inflated above manufacturers' recommendation figures.
2. Always stand clear when inflating tyres.
3. Compressors & air lines should be inspected regularly.
4. Compressed air cylinders should be stored and used to suppliers' recommendations.

G. Noise

1. Exposure to excessive noise may result in hearing loss, or other complaints. These may be short term, or after prolonged exposure, permanent.
2. Where exposure to noise is unavoidable, hearing protection should be worn.

H. Manual Handling

1. Lifting, carrying and propelling of loads by bodily force is a major cause of industrial injuries. All entrants are encouraged to train their personnel in safe manual handling techniques and provide appropriate lifting aids.

I. Waste

1. Entrants must remove all waste from the venue, including containers, packaging, tyres, oils etc. They must be disposed of it in accordance with environmental legislation.
2. General waste facilities on site should not be used to dispose of hazardous substances or materials which have been contaminated by hazardous substances. These must be segregated and disposed of in accordance with waste regulations.

J. Vehicle Safety

1. A 10 mph speed limit should be observed at all times in a Service Area, other than for Emergency Vehicles which may be attending an incident.
2. There may be pedestrians in Service Areas. Special care must be taken in these circumstances, to avoid collisions and, where practicable, to segregate pedestrian routes.
3. The unauthorised use of mopeds, motorcycles, scooters, go-peds, quads etc. is forbidden in Service Areas.
4. Vehicles may only be driven by persons holding valid driving licences for that class of vehicle.

K. First Aid

1. Any person sustaining injury or illness, should seek treatment from the event emergency services, by initially reporting to the Senior Official in charge of the Service Area, who will ensure the appropriate response.

L. Reporting of Accidents & Incidents

1. All accidents where any person sustains injury, or where damage to property occurs, should be reported immediately to the Senior Official in charge of the Service Area.

M. Further Regulations and Information

1. Entrants are reminded of their obligations to comply with the requirements of the appropriate sporting regulations at all times. These Guidance Notes should be read in conjunction with all relevant regulations and the HSE's guide HSG112 'Managing Health & Safety at Motorsport Events'.

Annex Q - Guidance for the Operation of a Refuel Zone

When participating in motor sport events and carrying out activities at Service Areas, entrants, competitors and service crew members should be aware of their own and other people's safety and wellbeing. The organiser has the overriding responsibility to co-ordinate the activity and ensure, so far as is reasonably practicable, that statutory requirements for these areas are met.

The organiser of a rally event must determine the refuelling arrangements for that event and put in place adequate measures to control the risk of spill, fire or other incident. In deciding on the re-fuelling arrangements and the levels of risk, it is acknowledged that organisers will need to consider what is reasonably practicable for their event and the venue options:

- Pump fuel
This option places no responsibility on the organiser as all fuelling is carried out away from the event.
- Professional fuel supplier
The organiser maintains overall responsibility but has delegated duties to a competent contractor. The contractor's arrangements for managing risk should still be verified by the organiser and checks be made to ensure that safety systems are in place.
- Refuel zone
The responsibility for controlling and co-ordinating the storage and dispensing of fuel rests with the organiser. A risk assessment, safety plan and incident plan is required.
- Self-refuel
The responsibility for controlling and co-ordinating the storage and dispensing of fuel still rests with the organiser; however, they have no direct control over the activity and therefore must pass the requirements on to the competitors / entrants. A risk assessment, safety plan and incident plan is required. The organiser has responsibility for monitoring safety.

Risk Control

The following are the considerations which should be given to your fuelling arrangements:

- Transportation of fuel, the risk of spillage and compliance with safety legislation. The arrangements for bringing the fuel to site are the responsibility of the competitor / entrant. The organiser needs to give consideration to the movement of fuel on site.
- Storage arrangements for fuel including appropriate containers, clear designation of the storage area and protection from impact by vehicles. Containers must be in a good state of repair, not leaking, securely sealed and appropriately signed 'Petrol – Highly Flammable'.
- The area used for storage of fuel must not be in direct sunlight.
- Control of the dispensing area which should be approximately 10 metres away any pit garages, service spaces / pitches, onsite buildings, adjoining properties or groups of people.

- Removal of any combustible materials or sources of ignition.
- Maintenance of clear access & egress from the fuelling area.
- Provision of facilities to deal with fire and spillage and appropriate emergency procedures. An appropriate number of fire extinguishers (dry powder and AFFF) must be provided.
- Adequate security of the area to prevent access by unauthorised persons.
- Environmental protection – fuelling should be carried out on an impervious surface with either bunding or interceptor tank.
- Appropriate personal protective equipment is worn by those dispensing fuel.
- Appropriate signage is in place to warn of the presence of flammable substances and the prohibition of sources of ignition

Emergency Management

The emergency plan should be tailored to the risks associated with the event and include:

- The person in control
- Actions required in the event of a spillage or fire
- Details of the nature of the substances stored and dispensed – Material Safety Data Sheets
- Communication methods and procedures for dealing with an emergency
- Arrangements for contacting the emergency services

Further guidance is available from the Health & Safety Executive website:

<http://www.hse.gov.uk/fireandexplosion/petrol-storage-club-association.htm>