

## Clerks and Stewards Guidance

### under COVID-19 – procedures and guidelines



This document will be regularly updated in line with any new government guidance **14 July 2020**

**Motorsport UK Guidance on COVID-19 in relation to Events has Regulatory status and to the extent applicable shall supersede the General Regulations by virtue of GR A.2.4. Breach of this obligation may lead to disciplinary action being taken (C.1.1).**

Event organisers should work with the Clerks and Stewards to ensure that the good hygiene, social distancing and all other necessary measures to reduce the risk of COVID-19 transmission are implemented at the event.

#### Basic principles:

- Local government advice must be adhered to at all times
- Good hygiene – wash hands regularly
- Maintain social distancing requirements (min 2m)
- Do not attend events if you feel unwell or have any symptoms of COVID-19
- PPE must be worn in accordance with government advice

EVENT ELEMENT	GUIDANCE
<b>Pre-event actions and Signing-on</b>	<ul style="list-style-type: none"><li>• This will be carried out via an online system in advance of the meeting</li><li>• Written briefings and instructions must be sent electronically in advance of the meeting. Briefings for new drivers must be carried out by voice notes, telephone or other electronic means. Alternatively, in an open area whilst at all times respecting social distancing and with availability of hygiene measures</li></ul>
<b>Event Control</b>	<ul style="list-style-type: none"><li>• Only necessary personnel are to be in Event Control and those that are to be provided with appropriate PPE in line with government advice with hygiene measures observed. Hand sanitiser must be available on entry and exit and each room must be well ventilated</li><li>• Clerk and Steward must establish contact with COVID-19 Officers at events</li></ul>
<b>Track / Course Inspection</b>	<ul style="list-style-type: none"><li>• With the exception of Rally, the Clerk of the Course alone has responsibility for ensuring the conformity of the track/course in accordance with the track licence and/or permit.</li><li>• The Clerk of the Course will conduct the track / hill / course inspection on their own and report back to the Steward via phone/WhatsApp or personally but respecting social distancing.</li><li>• The Steward will not be permitted to join the Clerk of the Course on this inspection.</li><li>• On a Rally, the Motorsport UK Steward (self-driven) will undertake the course/track inspection, followed by an organisers vehicle to make any adjustment as necessary.</li></ul>
<b>Communications</b>	<ul style="list-style-type: none"><li>• All communications should be electronic and verbal reports from Marshals are to be accepted, where appropriate you may wish to ask Marshals to submit their written reports by taking a photograph and sending it through via MMS or WhatsApp type apps</li><li>• All reports to be transferred by digital or telephonic means, including Stewards Reports and COVID-19 Reports to Motorsport UK which must be submitted by e. mail within 60 hours of the end of the event</li></ul>
<b>Stewards Actions</b>	<ul style="list-style-type: none"><li>• Stewards will not undertake a check of the medical facilities or Rescue / Recovery Units, Unit Chiefs will be asked to send in a self-declaration of compliance to the</li></ul>

	Secretary of the Meeting who will provide it to the Steward to form part of his/her report to Motorsport UK. Stewards Reports as above
<b>Clerks Actions</b>	<ul style="list-style-type: none"> <li>In the event of an incident, where a marshal has not already reported to Event/Race Control, the Clerk of the Course may request a Marshal to approach the vehicle, face on and at a safe distance, in order to obtain a thumbs up from the driver. The marshal should advise Event/Race control whether medical/rescue intervention is required</li> <li>Upgrade cards and training modules for Clerks and Stewards must not be physically signed – an email may be sent instead to <a href="mailto:training@motorsportuk.org">training@motorsportuk.org</a> to confirm attendance</li> </ul>
<b>Incidents</b>	<ul style="list-style-type: none"> <li>Emergency Response personnel are the only persons authorised to attend a medical intervention. No Marshal to attend a medical intervention except to control the site and check for the thumbs up sign from the driver. <b>In the event of an incident requiring intervention or where there is no OK sign (thumbs up) from the driver, marshals equipped with appropriate PPE should adopt the usual procedures to deal with the incident until additional support arrives. At which time the marshals' direct involvement may not be required, and they may only be needed to control the site.</b></li> <li>The Clerk of the Course, or at non-fixed venue events the Motorsport UK Steward, should request a Scrutineer to attend an incident if required</li> <li>All reports are to be completed and submitted electronically</li> </ul>
<b>Judicial</b>	<ul style="list-style-type: none"> <li>The Motorsport UK Regulatory Counsel will provide digital forms for judicial hearings and provide process guidance for carrying out socially distanced proceedings if a digital process is not possible</li> <li>Fees and fines collected at the event should be submitted by electronic means. Where a fine is not paid at the event, this information must be included in the Stewards report to enable an invoice to be raised by Motorsport UK</li> </ul>
<b>Trainee Clerks &amp; Stewards</b>	<ul style="list-style-type: none"> <li><b>During this first phase of the resumption of Motorsport activity, the act of trainee marshals shadowing other marshals is temporarily put on hold. However, if the trainee is fulfilling a function as a marshal for the event and “learning on the job” this can continue if the current guidance around social distancing is adhered to.</b></li> <li>However, this does not mean that training has to stop, there are also numerous online training resources available to you on the Motorsport UK Learning Hub, and there are other methods of communication you can use to continue training with your mentors such as video calls and on-line chat facilities.</li> </ul>

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