**Introduction**

On behalf of Lindholme Motor Club and our sponsor, Orton Electrical, thank you for volunteering to help run the Vale of York Stages, which is a round of the following 2021 Championships:-

• Clubman Motorsport EMAMC Stage Rally Championship

• AIpha Concrete ANEMMC Stage Rally Championship

• The ANWCC Stage Rally Championship

• The Melbourne Challenge

So, with an “improved” venue, no spectators, 60+ entries, and 6 stages, there should be plenty of action for you to enjoy!

Please read this pack carefully and take note of the safety information and the **COVID-19 code of practice.**

The Covid-19 situation may change between now and the date of the event, so we are taking a cautious approach to Covid wherever possible. You are here to ensure the safe running of the event and that starts by taking care of your own safety!

**Before the event**

Please check you have all the necessary equipment.

We will provide:

* All stage equipment (arrows, tape, solid barriers etc.)
* Clocks
* Paperwork – this will be sent out electronically or by post prior to the event. To minimise the transfer of material between people, we ask that you print your own paperwork if at all possible – please let us know in good time if you are unable to print your own paperwork. No paperwork will be issued on the day of the event with the exception of appropriate check sheets which will be provided by the Chief Marshal in a Covid-19 secure way on the day of the event.

You will need to bring:

* Tabards
* Personal Protective Equipment (including face covering and hand sanitizer if you wish).
* Your Motorsport UK Marshal registration number or (if possible) evidence that you have completed on line training (see below)
* Appropriate footwear (ideally with toe protection)
* Some spare tape and a whistle.
* Appropriate clothing, sun cream, food and drink etc as you may well be on duty for several hours in varying conditions.

Marshal Training requirements

In accordance with the MSA Stage Rally Safety Requirements, all new marshals are required to register with the MSA and complete the three on-line learning modules which relate to:

1. The Roles and Responsibilities of a marshal

2. Spectator Management

3. Incident Management.

Once these modules are complete they will be classed as an accredited marshal. They can then go on to progressthrough the marshals grading scheme.

We would encourage you to complete this once-only training which will take approximately 45 minutes.

A catering van will attend the event.

Please make sure you are familiar with your role and, if required, refresh your memory by looking at the timekeeping videos according to the following links:

Arrival                  <https://www.youtube.com/watch?v=ha0dhMe4rFI&t>  
  
Start                      <https://www.youtube.com/watch?v=cVP0xMTg4hw>  
  
Start alignment <https://www.youtube.com/watch?v=j-nRoWOEQtM>  
  
Flying Finish        <https://www.youtube.com/watch?v=k6xtJcbWxFE>  
  
Stop                       <https://www.youtube.com/watch?v=PVVY00o6fqQ>

**Arriving at the venue**

Access to the venue is at 106/772425 (nearest post code is YO42 4NF, What 3 words is mastering.home.remarked and Lat/long is N53:52:23 W0:49:33). PLEASE NOTE – this is NOT the usual entrance but is about 2/3rds of a mile east on the road towards Seaton Ross.

To ensure you are covered by Motorsport UK insurance, you will be required to send your registration details ahead of the event. You will be sent stage diagrams and your allocated post-number ahead of the event.

Upon entering the venue, follow the signs from the entrance to junction 7. Remain in your car and drive to the chief marshal who will confirm your attendance. You should proceed via stage direction to your location.

Do NOT drive on the test track which is along the centre of the runway.

**Timings for Marshals:-**

Gates open: 06.45 to 07.45

Signing in: 06.45 to 07.45

On post by: 08.15

Radio Check: 08.30 (approx.)

First Car: 09.01

**On Post**

**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 – remembe*r* 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.

**RED FLAGS**

A red flag system will be in operation on the event. 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.

Ensure that you have sufficient staff for your sector/control and that they are in position before each stage is due tobe operational.

If you are required to keep a check sheet please ensure it is accurate and you record the order of passage ofcompetitors through your location. This information is only useful if fully complete.

Please note that penalties will be applied for cars striking stage boards, bales, cones & tyres etc which will define splits, merges & chicanes. Please report these incidents clearly on the Incident Report Form provided. Please notify the organisers (via Radio control) of the existence of these reports as early as possible, and hand thecompleted forms to a rally official at the earliest opportunity.

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

You will see how we set up the first stage when you arrive at the venue. The route shown on your stage plans mustbe strictly adhered to. You may repair damage which has been inflicted on your sector of the stage during the running of each stage so longas you think it safe.

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

1. Post a lookout for on-coming cars to use their whistle to warn their colleagues when a car is approaching,

2. Implement the agreed plan as quickly as possible, moving well away from the track if competitors are approaching

3. If it is not safe to undertake this task – advise the Stage Commander who will determine whether the stageshould be held while the chicane is re-built, or if the stage will continue with the current damage.

**EFFECTING CHANGES BETWEEN STAGES**

A change will occur in the stage between stages 2 & 3 and 4 & 5.

**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.

Note: If there is serious injury DO NOT REMOVE THE CRASH HELMET.

Do not move the person unless there is obvious danger (i.e. Fire).

Ensure that any injured person can breathe properly. If necessary, lift up their

chin to maintain a clear airway, remove any false teeth and loosen clothing

about the throat, ensure the tongue is not obstructing the airway.

• 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.

**COMMUNICATING WITH SAFETY OR OFFICIAL CARS**

If it is necessary to stop a safety or official car, the crossed arms FIA-specified gesture should be given.

Icon

Description automatically generated with low confidence Icon

Description automatically generated

Stop – I need assistance OK

When you arrive at your post, please park up safely, at least 30 metres from the stage, and out of the direct line of sight of the approaching competitors.

**Stage Change-round**

As you will see from the stage diagrams, parts of the stage route change after stages 2 and 4. Once the previous stage has be declared closed, a stage-change team will be coming round, but if there are changes at your location and you are willing to assist, this would help to speed up the turn-round – but please wait until the previous stage is declared closed, and wear appropriate gloves/PPE for your own safety.

**Spectators**

This is a non-spectator event, but anyone not actually competing or officiating (i.e. service crew) is deemed to be a ‘spectator’. You should have no spectators. If you do, politely ask them to return to the Service Area.

Whoever they are, don't be afraid to ask someone to move to a safer location if you feel it is appropriate. If they refuse, contact the organisers via your nearest radio and they will assist you.

**Media**

Only correctly Motorsport UK tabarded Media will be allowed nearer to the stage. All accredited Media will have signed-on with the event organisers and been given instructions as to where they can and can’t work from. Please be courteous with to them, but firm in your instruction.

**At the end of the event**

**Stage Break-down**

After the last stage has finished and the course closing car has passed your location, if you are comfortable doing so, it would be appreciated if you would use gloves and PPE kit as appropriate, and break down the stage furniture at your location, then pile any cones, stakes and signs ready for collection.

Please do NOT wrap any red and white tape round the stakes – just put it in a pile, or, preferably, in a bag/bin liner for collection – and please take any personal rubbish back home with you.

When you leave please travel in stage direction unless agreed otherwise with the organisers.

Once again, thank you very much for volunteering to come and help run this event. We hope you have a great day, and if you need any further information or explanation about the safe running of the event, please do not hesitate to ask!

Kind regards.

**Richard Elms - Chief Marshal**

Tel: 07813 710898