



Volunteer Officials Handbook



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INTRODUCTION:

Volunteering and marshalling at motorsport events is for anybody who is interested in and wants to be involved in Motorsport. You don't need any special skills or qualifications to start, just common sense and a reasonably developed sense of self-preservation.

WITHOUT VOLUNTEER OFFICIALS, THERE WOULDN'T BE MOTORSPORT

From the pits and paddock to track-side and behind the scenes, marshals and volunteers allow motorsport meetings to run smoothly.

These jobs are essential in providing safety cover and administrative functions. It's the closest you can get to the action without being sat in the driving seat!

This handbook is both for the new volunteer and those who have done this for years. Please read it before each meeting, to remind you of what your job on the circuit is.

We hope you enjoy yourself, get infected with the motorsport bug and want to get others to come and join you as a Motorsport Specialist Volunteer.

ABOUT MOTORSPORT NEW ZEALAND:

MotorSport New Zealand (MSNZ) is the sole authority appointed by the FIA to regulate motor sport in New Zealand in order to promote and achieve:

- safety
- fairness, and
- social responsibility in the conduct of the sport.

The key goals are clearly defined in its current mission statement as follows:

- MotorSport NZ is committed to develop and maintain an environment that enables the people of New Zealand to enjoy motorsport as a leisure and sporting activity.
- MotorSport NZ is committed to promoting and improving motorsport in New Zealand as a widely recognised, accepted and respected sport.
- MotorSport NZ wants people to enjoy and participate in the adventure and challenge of cars being driven with speed, safety and skill.
- MotorSport NZ is committed to the professional and modern management of its business. It will create an environment in which people can contribute and expand their skills in and commitment to all aspects of the sport.
- MotorSport NZ develops and maintains systems for safety, technical, judicial, accreditation, training and compliance, and other intellectual property necessary for the effective management and development of the sport. The systems and services of MotorSport NZ are provided to members, other customers and the community in order to achieve the MotorSport NZ mission.

MotorSport NZ, its role in motorsport and how it operates:

Rules are essential. In a pursuit such as motor sport where safety is vital for all participants and spectators, it's clear that rules and regulations must be devised carefully, observed closely and enforced rigidly.

Around the world, the general principles for motor sport are determined by the Federation Internationale de l'Automobile (FIA). Each member country has a National Sporting Authority (ASN), which administers and, where necessary, decides local modifications to the details of FIA rules.

In New Zealand, that ASN is MotorSport New Zealand Inc (MotorSport NZ), which is a democratically formed incorporated society made up of the 100 plus member clubs spread throughout the country.

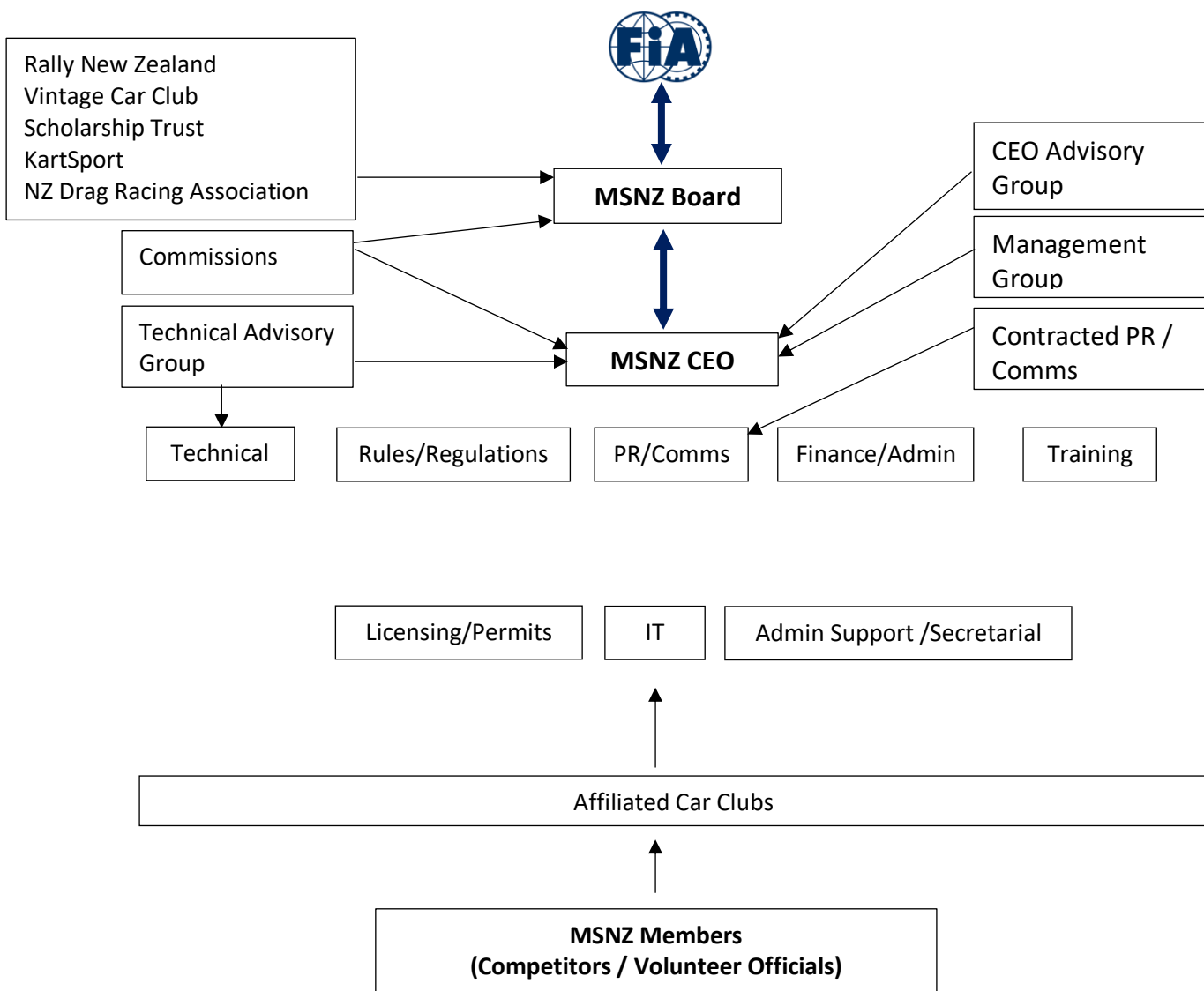
MotorSport NZ has a structure of Council, Board, Advisory Commissions and Departments to set, interpret and administer the rules, which are uniform countrywide. These bodies are made up of representatives elected through the various tiers of the sport starting with the member clubs. There are various expert panels appointed to provide additional counsel for specialist areas and to advise on technical and safety matters.

MotorSport NZ's Responsibilities:

As well as the competitors', officials, volunteers and member clubs, MotorSport NZ has responsibilities to the government, the public and to the FIA. Together with its organisational role, MotorSport NZ is concerned with the fitness of drivers, circuit (including all courses and tracks) safety, the construction and eligibility of vehicles, all aspects of safety, administration of justice and the progress of motorsports in New Zealand.

Enthusiasts working in honorary roles as volunteers deserve thanks from us all for carrying out so much of this work. There is also a dedicated full-time staff working in our national office in Wellington who are able to help you enjoy your sport to the full. The national office handles matter of policy, government and government agency liaison, administration of permits, licensing and insurance as well as day-to-day queries from member clubs and competitors.

MotorSport New Zealand (MSNZ) Structure:



VOLUNTEER LICENCING SYSTEM:

This is currently under development with the Volunteer Commission.

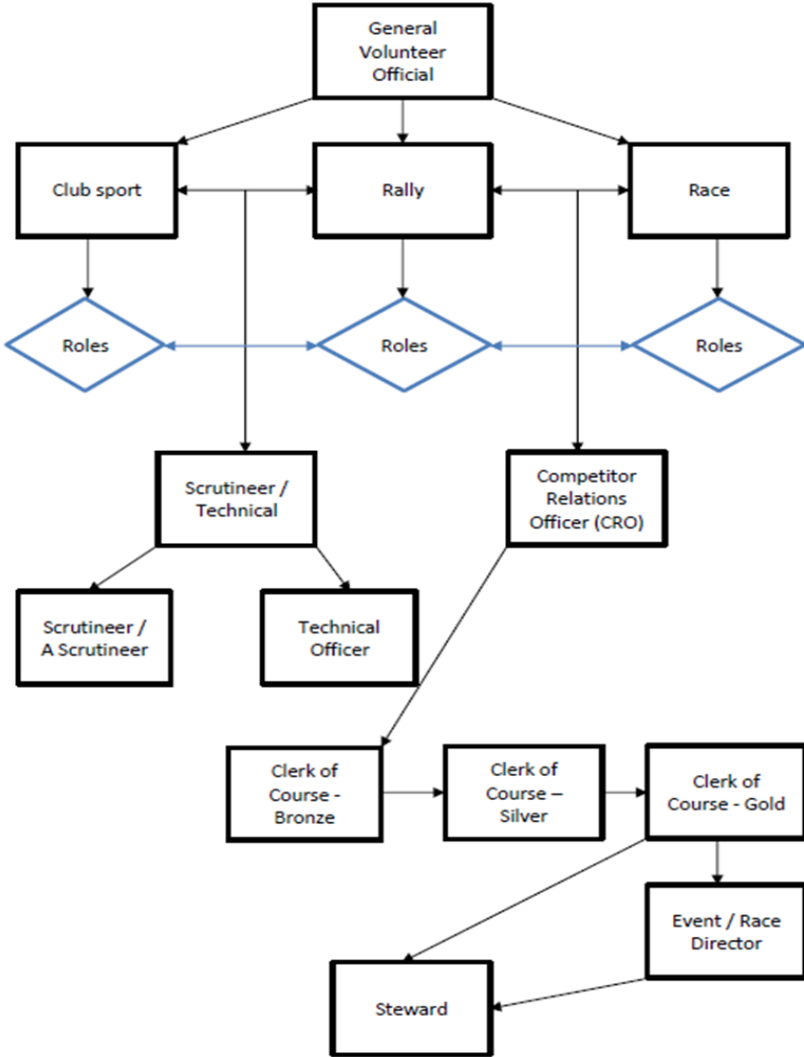
This will encompass the training and assessment of competency, and grading of volunteers and providing a clear framework to be used for perspective volunteers to be able to see what they can work towards.

Part of this process is to align our licence / grading system with Motorsport Australia so volunteers on both sides of the Tasman can more easily volunteer at events.

The current system is:

- General Volunteer – first 12 months + training / competency assessment
- Bronze – team specific, i.e. Grid, Flag, Fire/Rescue team member
- Silver – Assistant Head of Department (HOD) / Post Chief
- Gold – Heads of Departments (HOD)

Motorsport New Zealand
Volunteer Officials Licence / Grading Pathway



HEALTH AND SAFETY IN MOTORSPORT:

We all know that motorsport can be a dangerous past-time to be involved in and as a volunteer, you have a lot to learn in your orientation to this sporting environment. The information contained in this handbook has been produced to provide basic health and safety information for all new and existing volunteers, as well as acting as an ongoing set of guidelines as required to comply with the provisions of the Health & Safety at Work Act 2015.

PCBU's Duties (Section 36 of the Health & Safety at Work Act 2015):

All PCBU's (Employers e.g. MSNZ, Car Clubs/Organisers) have a general duty to take reasonably practicable steps to ensure the safety of workers while at work.

In particular, PCBU's are required to:

- Provide and maintain a healthy & safe workplace and facilities,
- Ensure that machinery & equipment in the workplace is designed, built, set up and maintained to be safe for workers,
- Ensure that workers are not exposed to hazards in the course of their duties,
- Develop procedures for dealing with all work-related emergencies,
- Consult with workers on matters affecting health & safety,
- Report, record and investigate accidents,
- Provide information and training to workers so they can do their jobs safely.

Workers Duties (Section 45 of the Health & Safety at Work Act 2015):

Workers (Volunteers) must:

- Take reasonable care for their own health and safety and that their actions or inactions do not harm the health and safety of others,
- Co-operate with any reasonable health and safety policy or procedures of the organising club notified to them and comply with any reasonable instructions given by the organisers e.g. using personal protective equipment.

MotorSport NZ and Clubs:

To assist MotorSport New Zealand and its member clubs in meeting their responsibilities for all volunteers who attend events, MotorSport New Zealand have, along with the Clubs, put in place several key policies.

These are:

- MSNZ's Social Media Policy (See Appendix Three)
- Member Clubs Health and Safety Policy
- Member Clubs Drug and Alcohol Policy
- The Venue's Health and Safety Policy
- An approved Event Safety plan

WHO DOES WHAT AND WHAT CAN I DO?:

There are a number of volunteer officials' roles at an event/race meeting who have important jobs to do.

Roles within motorsport:

This is a breakdown of what they do and how they affect you in your volunteer role.

Stewards of the Meeting - (Licenced)

Appointed by MotorSport New Zealand, their overall responsibility is safety and seeing that the meeting is run according to the rules. They also hear any protests.

Clerk of the Course (CotC) – (Licenced)

In charge of running the meeting. The CotC makes sure the meeting runs on time, there are enough people to man essential services, decides if a race need stopping because of danger and makes sure that everyone is doing what they should to ensure everyone's safety. They can also penalise competitors for behaviour that is against the rules of the sport. This person must be able to sort out all the problems calmly and with authority.

Assistant Clerk of Course - (can be a licenced CotC)

Helps the CotC. Maybe in charge of Race Control and be responsible for ensuring races are run on time and incidents or accidents on the circuit are dealt with quickly and safely.

Competitor Relations Officer - (Licenced)

A competitor relations officer is a licenced official whose role is to be a liaison between the event's clerk of the course and the competitors. This person must be fully knowledgeable of the rules of the sport.

The CRO will handle competitor inquiries and report these to the Clerk of the Course and become involved in advising the competitor on their rights and the rules relating to their inquiries or breaches of the rules.

Technical Officer – (Licenced)

MotorSport NZ may appoint one or more technical officers to attend events and will appoint TO's for events that have MSNZ Championship classes, challenges, Trophies or Cups being held.

Scrutineers – (Licenced)

Scrutineers are entrusted with the checking of competing vehicles for safety and for compliance with various classifications, rules and regulations and the examination of the protective clothing and helmets of competitors.

Medical Officer – Appointed for the event

If there is an accident that involves injury this is the person who looks after the injured. All volunteers should follow the Medical Officer's directions.

Accident Investigator -

Assists the CotC with investigating an accident which may have caused injury. Often one of the first senior officials at the accident who try to assess what has happened, talks to witnesses and records all relevant details of the accident (may include taking photos) and who then reports this to the CotC and Stewards as needed. This person should not interrupt you doing your job but will want to talk to you once its finished. They then collate all the information gathered and using an accident report form, provide a document that the CotC or the Stewards may use either in a hearing or in the event of a death at an inquiry or inquest.

Judges of Fact:

Depending on the level of the meeting there may be several people whose role it is to make a decision about whether something is right or wrong. These are:

Starting – look for false starts or creeping on the start line

Finishing – responsible for making sure the correct finishing order is recorded

Judge of Fact – ensuring regulations are enforced e.g. you may report a competitor going over the edge of the track they will then observe or review video footage and see if the competitor needs to be penalised or not

Noise – monitors cars for excessive noise using a sound metre

Tyres – checks tyres are within the event requirements

Technical – either the Chief scrutineer, Series Scrutineer or MSNZ-appointed Technical Officers who are responsible for inspecting and testing that the vehicles are in accordance with the regulations for that vehicle class, e.g. measure the vehicles weight using control scales to ensure they are not underweight etc.

Head of Department (HOD) -

Your “Leader”. Responsible for the volunteers at the meeting working in their area (marshalling, rescue or fire). This is the person who gets together all the people required, allocates their jobs and/or points and briefs you on the day’s requirements.

There are often a Chief Flag/Fire/Rescue Marshal. They all look after their specialist areas. If they are used at the circuit you are at, you will be allocated to work for one of these chiefs. Depending on the level of the meeting some of these roles may be combined e.g. Fire and Rescue may be under the control of one person not two.

Sector Chief / Flag Point Chief -

This is the person in charge of a sector or the flag point. Normally the most experienced person is appointed to the job and oversees that sector/point. Any reasonable requests or decisions made by the Point Chief must be obeyed. **An efficient team has a leader; an effective leader forms a happy and efficient team.**

Flag Marshal -

A person trained in the use of flags to help the drivers on the track by giving them advance warning of problems or dangers ahead such as a slippery surface that can affect their safety or an accident/incident where a car may be stopped on or off the circuit.

Rescue – First Intervention -

A person able to quickly assess the situation and report back to the CotC. This person is trained in the use of fire extinguishers for Fire intervention and towing by rope or chain for the safe removal of vehicles into a less dangerous area off the circuit.

Rescue – Second Intervention -

A person trained in the use of first aid and specialised fire and rescue equipment that may be in a vehicle equipped with more equipment than that on the first intervention vehicle.

Timing Team -

Race Meetings (one team)

Rally Events (multiple teams) these teams will be based at the Start and Finish of special stages and the Service Park and are often members of the local club running the event. They could also be involved with Rally Sprints and Hillclimb events.

Secretary of the Meeting –

The Secretary of the Meeting shall be responsible for the administrative organisation of the meeting

There are many other roles that are required at events and as you work with your respective clubs you will be able to see what these roles entail and in get involved to help run the event.

Event Types – Volunteers can work at a variety of motorsport events across the country:

Race

Rally

Speed Events – Sprints, Hill climbs

Autocross

Motorkhana's

Other Roles:

Depending on the level of manning for an event you may, as a volunteer, find yourself doing many roles rather than specialising in one.

For the rest of this book where the following terms are used, they mean:

Marshall is used it means any volunteer involved in grid/pit lane work, flag, fire or rescue roles

Flag Marshall refers to a person whose main role is to use flags to indicate to drivers

Rescue Crew refers to a person whose main role is to assist drivers involved in an incident

Fire Crew refers to a person whose main role is to control fire

Medical refers to a doctor, paramedic or specialist first aider who is trained to assist any injured person

MARSHALLING:

Qualities that make a good Marshal:

A Marshal:

- Is a dedicated motor sport enthusiast and a true volunteer, who knows there is more to motorsport than sitting in the driver's seat.
- Understands the dangers in motorsport and how they can help eliminate some of these dangers.
- Can anticipate what is going to happen and what he/she is going to do about it.
- Is quick thinking, co-operative and a team person.
- Always keeps the safety of all other marshals foremost in their thoughts.
- Realises that a clear head is always necessary whilst on duty. He/she does *not* take alcohol or drugs during a meeting.
- Is focused on their job, not a spectator, photographer or sun worshipper.
- Enjoys working with others and has a good sense of humour



Marshals enjoying a bit of fun at briefing.

YOUR COMFORT:

CLOTHING:

Wear clothing suitable for your job on the day, as you may not have the most comfortable surroundings to work in depending on what your role is.

Starting at the bottom - make sure your shoes feel comfortable and won't fall off if you have to run. If it is wet, then waterproof footwear and thick socks are a must. For anyone working near or on the track or competition surface JANDALS AND SHORTS are a no-no - this is for safety reasons, pants and covered shoes are required. Most circuits will provide cotton overalls (fire retardant) for people working anyone in a rescue or flag marshalling role. Starters or pit / service park area workers may have a shirt provided but this depends on the event.

Both sun and wind cause burns so take this into consideration - shorts and a T-shirt may be really cool at 9.00 am but by 4.00 pm you may have been turned into a lobster. Loose-fitting, long-sleeved shirt and cotton trousers or jeans are cool to wear and help keep you from getting burnt. Again 100% cotton is best as it is safer in a fire – synthetic fabrics can ignite quickly and some melt causing deep burns to your body rather than helping to protect you. Remember to apply sun protection to exposed areas such as face and hands.



When dressing, think about the colours you wear. Do not wear colours that will be confused with flags, especially red or yellow.



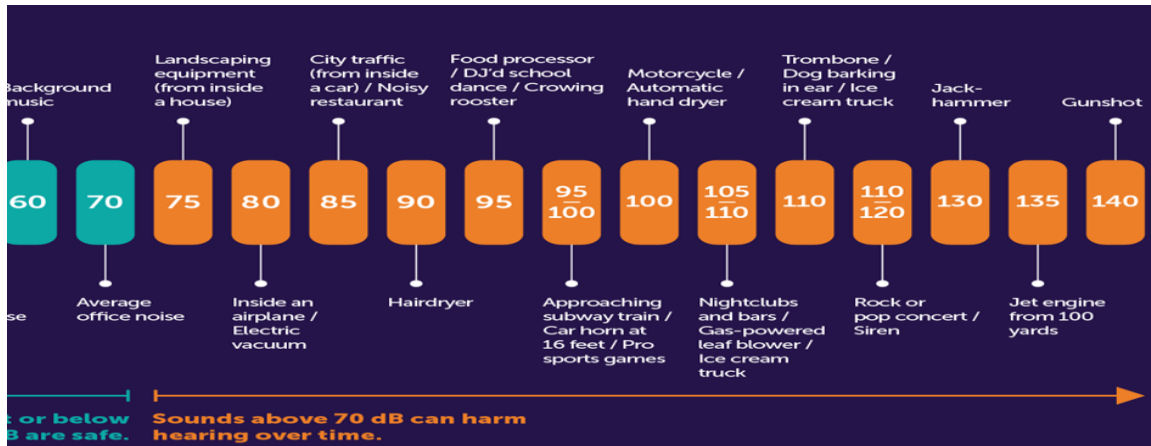
Always take wet weather gear - no matter what the forecast. some places can be fine in the morning and rubbish by the afternoon. a small backpack or bag can carry not only your jacket but something to snack on and a drink bottle to keep you hydrated and full of energy. Extra drink and food help make the day pass more pleasantly but remember to take your rubbish home with you.

EAR PROTECTION:

It is essential that you wear the correct level of ear protection for your role. International Race Regulations have been structured to control the maximum noise emissions from all classes of racing. The Clerk of the Course at each meeting checks to ensure no vehicles exceed these limits. However constant noise or some frequencies can still cause damage.

Ear protection is available in five graded levels:

Grade Noise	Level dB(A)	Safe Exposure Time
One	86-91	2 hours
Two	92-97	30 minutes
Three	98-103	8 minutes
Four	104-109	2 minutes
Five	110-115	30seconds



Safe Exposure time relates to a constant high decibel reading - in motor racing you are more likely to be exposed to irregular peaks.

Earplugs will be ok for Grades one and two. Earmuffs, depending on the quality, cover the spectrum of the grades. Naturally, wearing both earplugs and muffs increases the level of protection.

BREAKS:

Depending on what role you have you may be on your feet much of the time so take opportunities to rest and relax whenever you can. For example, on a flag point use the breaks between races to sit down once you have ensured that your section of the track is clear and clean. Take frequent sips of drink especially on a hot day to keep hydrated. Don't have drinks with high caffeine content as they de-hydrate you (make you thirsty). Water, electrolyte drinks and fruit juice are the best rather than high sugar/caffeine or so-called energy drinks – keep those for the end of the day, not the beginning.



TRACK OBSERVATION:

Track Observation is a job that starts as you make your way to your allocated position at the beginning of the day and continues all day until you leave the track at the end of the meeting. All marshals are track observers even if they are given a title like Flag, Fire, Rescue, Medical Communications, or any other name.

So, what is meant by TRACK OBSERVATION?

Checking that the track is clean, any rubbish, stones, bits of cars are removed from your sector of the track and track edges. While cleaning up the track you should look at the surface, has **it any holes or cracks**, are the edges breaking up, are there any pools of oil or water, if anything looks unsafe, advise the Point/Post Chief.

Checking the **track should be done after each race. Post marshals should** walk over their sector of the track as well as checking the track is OK. **(Check with your Post Chief before leaving your point at all times)** It stretches the legs and gives you the chance to talk to the marshals at the points on either side of yours. When you go for this walk, don't forget to take a broom with you to sweep up any loose stones or rubbish. An oil absorbent product is normally used to soak up oil, but use it sparingly and if you are not sure ask the Chief Marshal or Clerk of Course if it should be applied

ARRIVING ON POST:

At sign-on you should check what time you need to be on post and how to get there.

Take care whether you are driving to post through spectator areas or on the circuit. If you are driving on the circuit to go to post you should **ONLY** ever drive in race direction but be mindful that you could still meet something coming the other way.

The circuit may have speed and noise limits which apply outside practice and race sessions, also other marshals, circuit staff and officials may be using the circuit or stopped on the circuit, repairing or installing something.

Make sure you park in a safe place and if there are restrictions on where you can park, obey them.

When you get to your post, sign on with your Post Chief and tell him and the Incident Officer, who will be running the incident team, what your experience level is before helping to put the equipment out.

Marshalling is a hobby that brings you closer to the action, enables you to make new friendships and to really enjoy motor sport.

Remember - Marshalling is not without its dangers, but if you take heed of the guidelines and learn from your fellow marshals, we trust you will have a safe and enjoyable time.

SAFETY: At all times your own safety is paramount.

As a marshal you are there to help the drivers on the track by giving them advance warning of problems or dangers ahead or to assist them as the result of an incident.

When you arrive at your marshal point, try to work out where the dangers may arise in your sector. Discuss with the other point marshals where you think dangers are and listen to what they think, even if you have worked together before, as every day brings different problems. Everyone on the point should be aware of what is happening at all times. Tell others on your point what you are observing or hearing over the radio. The best Point Chief is one who tells the other workers on the point what is happening and gives clear, calm instructions to his/her team members.

Plan your line of retreat. If things go wrong, know which way to move. In normal conditions at a flag point the flag marshal facing the traffic with the blue flag is the one who sees danger coming so it is that person's job to tell the others at their flag point if there is a need to get out of the way. Do not sit or kneel while a race is on - you have more chance of moving away from an incident quickly if you are standing. If in a vehicle, make sure the engine is running and that you have worked out which way to drive the vehicle in the unlikely event of a vehicle coming towards you.

Remember, you must return to your marshal post immediately the danger is over, you may need to be ready to signal the approaching drivers to let them know there is a problem ahead. At all times there must be at least one person in the flag point to signal danger to the drivers. Even if you want to assist at an incident scene there are others (rescue) whose job is to do that.

FLAG MARSHALLS:

FLAGS POINTS - WHY YOU ARE THERE:

The job of those on each flag point is to;

- signal to drivers to warn them of any danger or difficulty which they may be unable to see
- report immediately to race control any incidents/accidents which occur within your sector and suggest which emergency services are necessary;
- intervene on track when necessary
- observe whether the race is run fairly from a sporting point of view and report to race control any unsporting or dangerous behaviour, particularly with regard to "Code of driving conduct on circuits" (see appendix one)
- keep the road clean and clear of obstacles, attempting to remove any spilled oil (unless expressly requested not to) with the aid of an absorbent substance, brooms and spades.

At the end of each on-track activity, the post should continue to control its sector of the road until informed by race control that all competing cars are off the track.

Flags give information to drivers. How well you use the flags determines how much information you get to the driver. Clear definite action with the flag shows the driver, officials and spectators that you know your job and are getting on with it.

A flag point requires a minimum of three people to man it. They each have a job to do during a race that requires individual concentration, but together make an efficient team.

The three main jobs are:

Blue Flag - facing the traffic for overtaking manoeuvres and for observation of incidents, which may be about to occur prior to the point. Tells the yellow flag person if they need to display it for incidents prior to flag point.

Yellow Flag - facing up the track (opposite direction to blue flag) so incidents can be seen after the flag point and quick action taken to display yellow if required.

Point Chief – in radio contact with the Race Control, overall responsibility for the sector and for displaying other flags as necessary - also to note driver behaviour and ensure the

safety of the flag marshals using the “Blue” and “Yellow” flags.

The blue and yellow flag marshals must stand facing each other so that each can watch the others back. This makes sure that at all times someone is facing oncoming traffic and the other is looking at the cars leaving the flag point area. You cannot see what is coming with your back to it. Remember your job is to watch for incidents and warn the drivers what’s happening. If everyone is looking in the same direction you may miss another incident happening in your sector or a vehicle aiming for your flag point.

Remember you are a Flag Marshal first; never leave your flag point unmanned during a race. If a bad accident occurs one person **must stay at the flag point to warn on coming** drivers through the use of the yellow flags.

Hold the flags so that they can be clearly seen by the drivers. Before the meeting starts get someone to check that your flag can be seen by drivers as they approach the corner or sector you are manning. Waving flags in a slow figure of eight makes the flag more visible to the driver. Waving the flag straight up and down is fine on a good day but make sure on a windy day that the flag is held stretched out so that it doesn’t wrap around itself or end up being horizontal due to the wind. Remember drivers have a very short time to see the flag - the more visible you can make it the more time they have to see it.



The flags / light signals displayed at a flag point are described fully in Schedule Z.

Official signals will be conveyed to Drivers by the use of a MotorSport NZ approved signal light system and/or flags;

MotorSport NZ-Approved Signal Light System:

Flag signals that are displayed from flag points may be replaced by an approved signal light system, providing this is detailed in the Event Supplementary Regulations. Where a signal light system is employed the signals shall have the following meanings:

Note: The flags and boards that are only displayed at the start/finish line shall still be used.

- (1) Red Light: A flashing red light shall have the same meaning as a waved red flag.
- (2) Yellow Light(s):
 - (a) Flashing together: Yellow light(s) divided into two (2) equal segments both flashing together shall have the same meaning as a single waved yellow flag, and
 - (b) Alternately flashing: Yellow light(s) divided into two (2) equal segments each alternately flashing shall have the same meaning as double waved yellow flags.
- (3) ‘S C’ Light: An illuminated light displaying the letters ‘S C’ shall have the same meaning as the Safety Car board.
- (4) Yellow / Red Light: A flashing yellow and red striped light shall have the same meaning as a yellow flag with red stripes.

- (5) Blue Light: A flashing blue light shall have the same meaning as a waved blue flag.
- (6) Green Light: A flashing green light shall have the same meaning as a waved green flag.
- (7) White Light: A flashing white light shall have the same meaning as a waved white flag.



Light Panel Control Unit

If there is a failure of the MotorSport NZ-Approved Signal Light System Flags will be used to communicate with competitors.

Flags Used at Flag Points:

YELLOW - Signal of danger



The yellow flag signals a situation of danger, whatever its nature. The cause of the signal maybe temporary or permanent.

When necessary, drivers may be instructed, by indicating with the hand or flag, to keep to the side of the track that is unobstructed.

Depending on the situation two yellow flags may be used by the same post, to emphasise the danger to everyone.

Sometimes the post prior to the double waved yellows may be told to wave a single yellow to allow drivers to brake in good time.

Drivers must, as soon as they have passed a sector marker approaching a yellow flag, slowdown, be prepared to stop if necessary, and keep their respective positions. They may not overtake until they have passed this incident/accident and been shown a green flag by the next flag point.

Remember when using the yellow flag, you are protecting the drivers involved in the incident and other marshals who may be on the track trying to clear up an accident or incident. If you see a driver not taking notice of your yellow flag note his number and advise your post chief or Clerk of Course.

GREEN - All clear racing can start:



Normally shown at a flag point following an incident to tell the drivers it is safe to resume their racing

It can a/so be used if necessary to signal the start of a warm-up lap, or

the start of practice sessions, or by order of the Clerk of Course; on warm up lap and first lap of practise;

RED – stop racing immediately



This flag will be displayed at all posts immediately the Clerk of the Course has decided to stop the race or practice. All drivers must stop racing immediately and proceed to the place indicated by the regulations of the event, exercising extreme caution and being prepared to stop if necessary.

YELLOW AND RED – there is a problem with the surface of the track



Informes drivers that the track surface has suddenly deteriorated in the area beyond the flag. This flag is most frequently used to signal that oil has been dropped on the track, but this flag can also be used to inform drivers of either a pool of water large enough to create aquaplaning, or that due to a local shower, drivers are about to pass from a dry to a slippery surface.

BLUE - Overtaking signal.



Used to inform the driver that he is being approached by one or more faster cars. When the blue flag is waved, it draws the driver's attention either to the closeness of the car about to overtake him, or to the high speed at which it is approaching. This is one of the most difficult flags to learn how to use properly as it has a different meaning in a race compared to in a practice. In practice it may be used frequently.

*In a **race** it must only be used when a car is about to be **lapped** by a faster car. If the driver ignores it in a race they may be penalised, so it is really important that this flag is not put out every time there are two cars racing together. In a handicap race a faster car may be approaching a slower car but **unless the first car is being lapped** this flag must not be displayed. Examples of this may be in a V8 reverse top ten grid or a full reverse grid handicap such as done at classic events.*

The following is a guideline only:

It is generally not necessary to display the blue flag:

- during the first laps of an event when the cars are still grouped together*
- when two or more equally-matched drivers are racing wheel to wheel for several laps;*
- when a driver is obviously aware that he is going to be overtaken (either because he moves out of the way, or because he signals by hand or by any other means);*
- as soon as the yellow flag is displayed (overtaking forbidden).*

Other Signals:

There are other flags used on the circuit which are under control of the Clerk of Course and displayed on the start/finish line by the starter. They are:

Starting Flag: Usually the national flag.

Finishing Flag: A black and white chequered flag

Red Flag: stop racing immediately. It may also be used to close the circuit.

Flags displayed with a car number on a swing board:

Black Flag: used in a variety of ways to indicate the driver has breached the sporting code and is being given a penalty

Diagonal half Black/half White Flag: Used to indicate a penalty or that the driver's behaviour is causing concern and that a penalty may be imposed if the behaviour continues

Black flag with orange disc: the car has a mechanical problem the driver may not be aware of and means that the driver must stop at his pit on the next lap.

NB: As soon as the decision to stop a driver has been taken, his pit should be informed to enable the stop signal to be shown there. These last three flags may be authorised to be displayed at places other than the Start Line should visibility, length of the circuit or the speed of the cars make this advisable.

As well as waving flags other important duties often carried out by the people on a flag point are **TRACK OBSERVATION** and **INCIDENT ASSISTANCE/REPORTING**.

INCIDENT ASSISTANCE:

INCIDENTS often occur during a race meeting. They can be simple, like a car stopping at the side of the circuit, or complex when several cars collide and block the track.

As a Flag Marshall your job is to ensure that on coming drivers are made clearly aware that caution is required by proper use of the correct flags

The Rescue Team may need additional assistance to deal with a situation. When this occurs, they will call up those members of a flag point team who are not occupied with signal flags.

Under the direction of the Point Chief or Race Control you may be asked to go to the assistance of the driver or the rescue crew. This depends on the level of manning at the circuit and the level of race, e.g. Premier Championship or Championship where manning levels are high and each person's role is more specific down to a club day where you may have more than one responsibility. At all times one person must remain at the flag point warning drivers of the incident or to observe if further incidents occur.

Before moving onto or across the track, check that it is safe to go and move briskly, while keeping a sharp look out for on coming vehicles. Always use the safest path, use all barrier protection available. **DO NOT** cross the track diagonally. If you do this, you are extending the amount of time you are exposed to oncoming traffic while on the track.

If you happen to be the first at the incident check all drivers for injury:

DON'T MOVE INJURED PEOPLE WITHOUT MEDICAL ADVICE UNLESS FIRE HAS BROKEN OUT.

If nobody is hurt, there is no fire, then move everything off the track to a safe place and return to your post.

At the end of the race prepare a report for the Department Chief.

COMMUNICATION:

RT (Radio Telephone):

Most events will have a RT systems available for communication between Event Control and the volunteers on the ground. If you have been issued with a radio there are some simple things to keep in mind.

Make sure you know how to work it before going out to your point. Know which button to press to talk and how to adjust the volume to the level you can hear clearly without blasting your ears with static. Adjust it to sit comfortably on you and position it so that it or the cords attached to it will not get caught in anything if you have to respond to an incident.

Talk clearly and slowly when using it. RT's work best with voices that are lower pitched. When you get excited or panic over something your voice raises its pitch and becomes harder to hear over an RT.

Identify yourself by stating your flag point or rescue crew number so Control knows who is talking to them. "Flag 6 to Control" is better than "Hey Red you up there?" A typical conversation on RT should go something like this:

- Flag or Marshal Point : *"Flag Point 6 to Control"*
- Control: *"Control Receiving go ahead 6"*
- Flaggie: *"Car 5 has hit the wall at point X, driver ok, need a lift tow – over/copy"*
- Control: *"Confirm 6 you need a lift tow – over/copy"*
- Flaggie: *"Yes that's correct – over/copy"*
- Control: *"Control to Rescue 2"*
- Rescue 2: *"Rescue 2 Receiving go ahead Control"*
- Control: *"Point x needs a lift tow proceed with caution - field under safety car – over/copy"*
- Rescue 2: *"Proceeding to point x for a lift tow – over/copy"*

The use of the word "over" or "copy" indicates that you have finished speaking. One of the problems with RT's is that the person receiving the message may start to reply before the sender has completed their request. By saying "over" you are making sure that the full message is sent and received. The receiver should not reply until they have heard the word "Over/Copy".

RT's are not for chatter such as arranging the BBQ after the event or checking how Mrs P's boy Jack is doing at school. Using the RT's to have a conversation with another point is a big no. Keep the airwaves free for official communication only.

Have a spare battery or make sure you know how to signal for a battery to be bought to the post in the event it fails during the day. One method of doing this is using cell phones.

If you are a sector chief on a flag point, make sure you relay to your crew know what is being said on the RT. This keeps them aware of what is happening on other sectors of the track. For example, bad behaviour on one part of the track being relayed to your crew will make them watch for the same issue in your sector.

Hand Signals:

Unfortunately, RT's can have problems, or you may not have been issued one and you may need to use hand signals to communicate with someone else. Considerable thought has been devoted to standardising hand signals from marshals to other marshals or officials. These are used to quickly convey information to your sector chief or event control when no radio is available.

The following are the standard signals to be used. The signals need to be clear and should be repeated by the receiver to the original signaller to ensure that they have been correctly understood. The original signaller needs to then use yes or no to ensure the message is has been correctly received.



Crossed arms overhead
Medical attention required



Arms form an F
Fire tender required



Arms form a W
Rescue equipment required



Pat Top of Head
I need assistance



Arms Form a T
Car requires a Flat Tow



Arms Form a T then Lifted
Car requires a Lift Tow



Act out spreading cement
There is fluid on the track



Thumbs Up
Driver OK or
Situation under Control



Is it safe to cross the track?
Arm Vertical—Wait not safe
Arm dropped—Cross now

FIRE CREW AND FIRE FIGHTING:

NOTE: Specific fire training needs to be carried out at each circuit by trained personnel. The following is an indication of methods for firefighting and should be read as general principles only

The fire risk is almost entirely that of highly volatile motor fuel. To have a reasonable chance of saving life calls for a highly specialised form of fire fighting in which every second counts, but in which ***success can only be achieved by disciplined team work.***

Though a fire risk exists in the pit area when cars are being re-fuelled, the main risk is that of the driver crashing on the circuit. A crash fire can occur at any part of the circuit and, since a driver engulfed in fire may have as little as 30 seconds before he dies of suffocation, the marshals must reach the scene of the incident and extinguish or control the fire before that time has elapsed. Marshals must arrive at the incident equipped with fire extinguishers which can speedily deal with the fire. The firefighting will be from two sources. Firstly, from marshals located at posts around the circuit equipped with hand fire extinguishers. Secondly by equipment carried on 'back-up' vehicles at strategic points, depending on the circuit and the number of fire-fighting vehicles available.

Fire fighting vehicles carry equipment easily capable of dealing with racing car fires. Quad bikes and Marshal Posts will far out-number the specialised fire fighting vehicles available, so it is likely that these marshals will be the first to arrive at the scene.



DESCRIPTION OF EQUIPMENT:

Both dry powder and foam extinguishers are manufactured with alternative methods of pressurising and operating. Check individual extinguishers and read the operating instructions.

Fire extinguishers at an event could be Dry Powder or Foam extinguishers, with foam being used as primary with powder as back up, both are capable of dealing with most scenarios you will be faced with. Foam is good where heat and reignition is likely to be an issue, dry powder is a good all round media, it removes the oxygen quickly and kills the flame, often good to use foam first then back up with powder when needed.

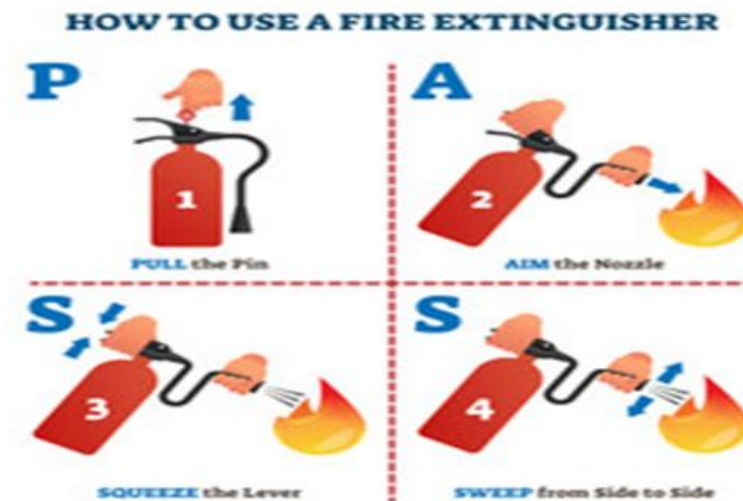
Extinguishers at events may have been supplied by different manufacturers and could vary in detail. The following sets down the basic principles, which apply to most extinguishers in use.

- Knowing your equipment means knowing what fuels are being used and that you have the correct media in the extinguishers to work on these fuels or substances. Learn about the “triangle of fire”, what fire comprises of and how to eliminate one or more of the three components of this triangle.
- Check your equipment as it is issued to you, don’t wait until you are out on the circuit. Are the gauges showing full, any loose fittings, are the pins in and the tags intact, shake your extinguisher up to loosen the powder, and this also tells you if the unit feels full. Make sure you and your buddy know each other’s role, and your post chief knows what you are going to do. If the tag in the pin is a cable tie or something other than the yellow tags, ask for another extinguisher or replace this with the proper tag. In an emergency situation you will not break a cable tie by hand and therefore you will not be able to use the extinguisher.
- If you are a regular fire marshal, then I suggest you have your own balaclava and gloves. These need to be clean, free of oil and dirt as should be your overalls and boots. Don’t wear underclothing that will melt, nylon or non-cotton clothing is a danger to you if you are exposed to heat or flame.
- Most vehicles are different, take time to familiarise yourself with each type of vehicle before the event starts. Check things like location of kill switches, tow points, steering wheel removal and replacement, gear selection to find neutral, all these things and more are vital at times of fire or other incident emergencies. Any car that pulls up on a race track is a potential fire waiting to happen or in progress. Be ready to move at all times.

FIRE PROCEDURE AT AN INCIDENT:

- **One person should control any incident**, and if there are multiple marshals with extinguishers do not stand opposite each other and cover your mate with powder, it is toxic and can cause extreme reactions like breathing difficulties and vomiting. Be aware of your surroundings and never turn your back on the fire, back away if you need to replenish your extinguisher or to let your buddy come in to continue the fight. Practice the buddy system, always have a plan, and know your equipment and team mates well.
- Firstly, as you approach the vehicle, note your surroundings and any hazards that may influence your approach and handling of the fire. Approach with the wind behind you for example and check is it the car on fire or the dry grass beneath the car, this happens more than you may think.
- Make sure the driver is safe, and out of the vehicle or able to get out with or without assistance.
- If a driver is trapped and you are about to discharge an extinguisher near the driver tell them what you are about to do, then cover their face with a blanket or something to prevent the powder choking them. **Talk to them during the incident so they remain calm and confident of your actions.**
- Never rush in and raise the bonnet and make sure the driver does not do this.

- Remember you are in control of your part in the handling of the incident, not the driver. Make sure the driver stays somewhere close under the supervision of your point chief or medical people, they may try to interfere with your work if unsupervised.
- Make sure the vehicle kill switch or isolator is off, this stops fuel pumping and adding to your blaze. You can direct your buddy to do this if you are busy dealing with the fire.
- Remove the pin from your extinguisher, either by rotating it and breaking the yellow band or a sharp tug, put the pin in your pocket don't throw it away, practice this to make it habit.
- Holding the nozzle firmly aim at the open spaces where you are going to project the foam/powder and give a brief squirt 2 or 3 seconds should be enough for the first hit. Hopefully you have either taken the time before an event to or be familiar with the cars that are racing and know if you can aim your extinguisher through open spaces in the inner guards or through the front of the grill area or any other vent areas that lead to the engine bay



- If you are sure the fire has either gone out or it has taken a good hit, then ease the bonnet up slightly, often best for one person, suitably attired to ease this up and the extinguisher person to aim the nozzle in and squirt as necessary.
Do not open the bonnet with a rush.

- It is very rare to need to empty your extinguisher at one time, squirt and check, squirt and check. Watch for heated areas to cause re-ignition - turbos are good for this, exhaust areas and brakes all hold heat for long periods.
- Make sure anyone picking up bits from the track checks to see if they are hot before handling them, metals retain heat for quite some time and are happy to transfer this heat to unsuspecting human hands.

It is most satisfying when you have dealt with a car fire and the same car comes out later the same day to continue racing because of your **prompt, trained and effective response**.

Electric Vehicles (EV's) at Motorsport Events.

Event briefings for competitors and officials must include notifying all personnel that EVs are participating and include, how they are identified, what the hazards and risks are and what precautions to be taken when dealing with them.

The local Fire and Emergency Department (FENZ) should be informed that an EV is running at the event. They will likely be involved in any incident so pre-warning is a must.

In the event of an incident, volunteer officials must not touch or get near the car. No matter what happens please stay 5m away until the vehicle has been declared safe.

Personnel should approach the EV from either side and avoid approaching from the front or rear due to the risk of un-commanded movement of the vehicle.

If the driver is conscious, ask them to shut down the vehicle using the High voltage shutdown procedure that they will have presented to the event organisers. The driver will likely be flustered so talk them through this procedure, step by step.

If the driver is unconscious, locate the high voltage isolation switch if accessible switch it off and then perform the High Voltage shutdown procedure, a member of the competitor's crew may be the best person to accomplish this.

In case of fire use Class A or Class D hand held extinguishers or water from a fire Tender or onsite water source. F500 Encapsulator Agent may also be used.

RESCUE:

EXTRACTION OF INJURED DRIVERS:

Except when the car is on fire or there is immediate danger to the life of the driver, when every effort must be made to get the driver out, extraction is better under medical supervision.

Most racing circuits have established policies for casualty extraction and medical views vary quite considerably. Whatever these may be, those immediately on the scene must assess the situation and get on with whatever life saving measures are necessary. Your local circuit will arrange for training in the correct method for this – do not attempt to extract an unconscious driver without this training just ensure that the driver is able to breathe properly and let the appropriately trained people get the driver out of the car.

The conscious trapped casualty who has a clear airway and is not bleeding needs no treatment until seen by medical officer or trained personnel, but he must be observed continuously in case his condition worsens.

AMBULANCES AND FURTHER READING:

Ambulances at racing circuits are provided in a number of ways according to local practices. They may be provided either by the circuit owner, the local authority or organisations such as the St John Ambulance Association.

All marshals should read the first aid manuals published by the St John Ambulance Association or Red Cross and where possible have first aid training.

It is recommended that all doctors will read this manual to make themselves familiar with the roles of the volunteers and how they may assist them in the case of an injury accident.

Common sense reinforced with these basic facts is the only answer to widely varying situations.

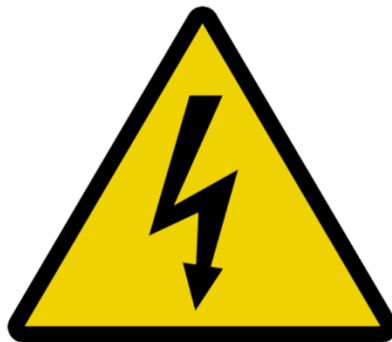
SWITCHES AND SYMBOLS:



Circuit Breakers Marking

If you are the first to arrive at an incident and the driver is not able to, you may be required to activate the Circuit Breaker for the car. These switches are marked using the international marking of a red spark in a white edged blue triangle, with a base of at least 12 cm as shown in the diagram. Where the switch is inside the vehicle, i.e. open vehicle, then the compulsory red spark in a white edged blue triangle must be located on the outside of the vehicle adjacent to where the switch is located inside, and the word **“INSIDE”** in bold letters under the triangle. An additional triangle in red must surround the switch base. Production cars may use their normal ignition system (key) rather than a dedicated one and will not require any extra marking.

Any vehicle incorporating an electrical system which may run at a voltage in excess of 60V, excluding ignition systems, shall display a warning sign as per the diagram below.



Switches for dedicated race vehicles:

Closed Saloons

The triggering system of the circuit breaker will be situated at the lower part of the windscreen mounting of the driver's side.

Open Vehicles (i.e. FV, FF, Sports Racing)

The triggering system must be able to be activated by the driver when seated and belted in the normal racing position and marked on the outside of the car as above.

Fire extinguisher switch control for on-board extinguisher systems will be marked. The switch

is usually positioned on single seaters on the right-hand side by the roll bar.

Lithium-ion Batteries (Li-ion)

All vehicles competing at MotorSport New Zealand events that use a Lithium-ion (Li-ion) battery are required to have a Li-ion battery sticker placed adjacent to the competition number on each side of the car.



Quick Release Steering Wheels

The majority of single seaters now are fitted with quick release mechanisms which greatly enhance access to and from the cockpit. We see two common types of these in New Zealand.

The first has a small spring-loaded location pin protruding at right angles to the steering wheel hub immediately behind the **wheel. To disengage** the mechanism merely press the location pin and lift the wheel off.

The second system is a washer like release which fits around the outside of the hub immediately behind the steering wheel. To disengage - simply pull upwards, towards the wheel, on the release washer. The wheel will then slide off the shaft.

Pit Walkabout

During any duty breaks, i.e. before going on duty for the day, lunch break, etc., it is recommended that you stroll through the pits and take the opportunity to inspect first hand the positioning of circuit breakers, fire extinguishers and quick release mechanisms. The knowledge gained in this manner could save vital seconds in the event of an on-track accident.

INCIDENT REPORTS:

These should be done as soon as possible after the incident, while the information is fresh in the mind.

If there was more than one observer of the incident, each person should write out their own account individually and all reports will be submitted together at the end of that race.

Below is the standard Incident form.

Some circuits have produced specific forms for each flag point or marshal sector with the diagram already pre-drawn with the circuit layout, flag point markers and actual flag point shown to make it easier for you to enter the position of the cars, direction of travel etc.

These reports should be brief and accurate, contain lap number, car numbers, race number, point name or number, time, date and your name. It is also important to draw a sketch (a picture is worth a thousand words).



INCIDENT REPORT

Event Name: WTCC Date/Time:
 Venue: Silverstone Location: Trackside / infield

Please circle the appropriate below:

If it is an accident please refer to:

AMCI - Accident Report

Session:

Testing / Practice / Competition

Weather:

None / Light Rain / Heavy Rain / Strong Wind

Track Conditions:

Dry / Wet

Concerning Car Number:		
Incident advised by Radio / Phone:		
Damage to Circuit / Property:		
Details of Incident:		
Sketch of Incident Site: <div style="text-align: center;"> </div>		
Contact details of Witnesses:		
Name:	Date:	Time:
Signed:	Position:	License #:

MSNZ Incident Report (01/11)
 RESTRICTED CIRCULATION: This report is copyright. For MotorSport New Zealand use only. Not for any other purposes, in hand or in media.

Incident Report Complete

INCIDENT REPORT

Event Name: BTCC Date/Time: October
Venue: Silverstone Location: Brooklands / Tuffield

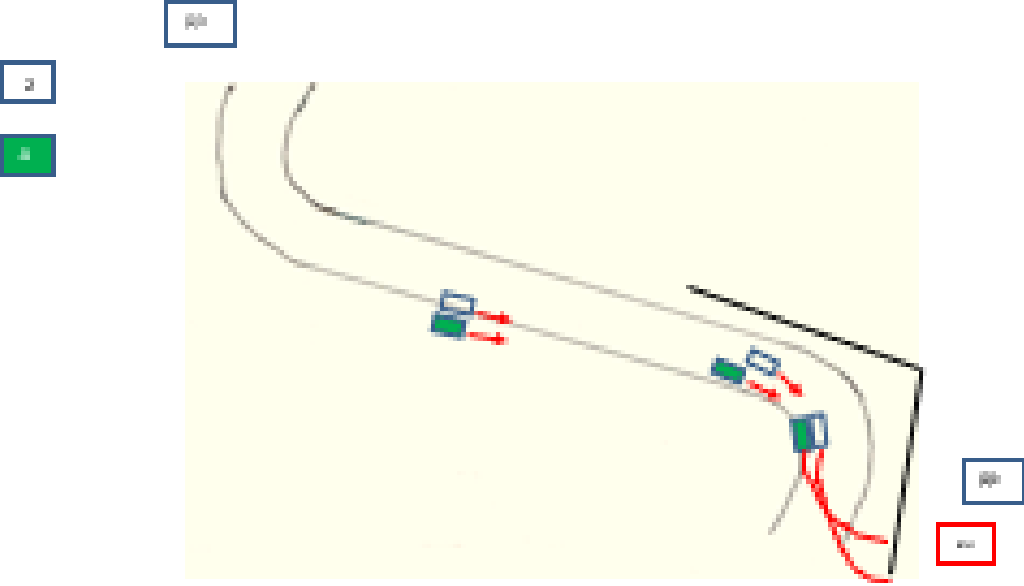
Please circle the appropriate below:

If it is an accident please refer to
RACQ - Accident Report

Session: Testing / ~~Amateur~~ Competitor

Weather: over / Light Rain / Heavy Rain / Strong Wind

Track Conditions: dry / Wet

Concerning Car Numbers – 2 and 4		
Incident advised by Radio / Phone – yes		
Damage to Circuit / Property – some damage to tyre bundle		
<p>Details of Incident:</p> <p>Coming into Tuffield car 4 was wide off the circuit on the drivers right, car 2 was on the circuit. Entering the corner the cars made side by side contact – both cars spun off the track, car 4 into the gravel trap and car 2 onto the grass, car 2 made contact with a tyre bundle at the end of the barrier and stopped on the service road area. Both drivers escaped, unaided, from their cars.</p>		
<p>Sketch of Incident Site:</p> 		
Contact details of witnesses:		
Name: Colin Smith	Date: October 03	Time: 13:00
Signed: [Signature]	Position: Race Chief	License #: 123456

RACQ - Accident Report (02/01)

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The form will then be taken to the officials and used to decide if further action needs to be taken or used as evidence in a hearing.

If you don't fill out the form correctly the officials may not be able to use it as evidence or to assist them to decide if a penalty needs to be given.

Incident reports may also need to be filled out for breaches of the "CODE OF DRIVING CONDUCT" See Appendix One

As a volunteer you may observe some actions of drivers which could be considered to be a breach of this section. You are not asked to decide if a breach was made but to report what you saw so that Race Control and/or the CotC can decide to penalise or not. Here are some things that may cause a driver to be penalised. However, remember you are not making the decision you are only reporting what you saw.

The following are general indications only of what a driver may or may not do when driving:

- During the race, a car alone on the track may use the full width of the track. However, as soon as it is caught up on a straight line by another car, which is either temporarily or constantly faster, the driver is not allowed to weave from side to side to stop the other driver getting past.
- Curves, as well as the approach and exit zone, may be negotiated by the drivers any way they wish, within the limits of the track. However, the drivers are not allowed to drive outside the edge of the track normally indicated by white lines.
- Any driver who ignores a yellow flag should be reported immediately as should any breach of the flag signals.

Remember you are not the judge and jury. It is not up to you to decide if someone has done something wrong. Your job is to quickly and clearly report the incident to the CotC or Race Control and let them decide what action needs to be taken.

RALLY

Rallies are run on public or forestry roads, which are closed off for a period of time during the event and are called Special Stages.

Rallying involves a large number of people, so it is important that everyone knows their role and duties and the part they are expected to play in the team. It is helpful to know the role others are expected to play and how their role links with yours. You need to understand the limit of your responsibilities and do not exceed them. Follow the chain of command and support senior organisers. In rallying especially, people should be prepared to be multi-functional and carry out duties they would not normally do. Teamwork is the key to the events success, although some duties require you to work alone.

As with other motor sport events, a Rally is under the control of a **Clerk of the Course** and their team of assistants. Rallies usually also have a **Safety Officer**.

Safety Officer

The Safety Officer, together with the event organisers and CotC are usually responsible for arranging the emergency services - booking Rescue Units, doctors, paramedics, ambulances and recovery crew - liaising with the appropriate authorities - police, hospitals, local ambulance service.

The event's Safety Officer may also be responsible for drawing up a Safety Plan containing details of call signs, emergency personnel, Radio Controllers, rendezvous map references and instructions on how to react to most eventualities as well as contributing to the compilation of the Route Book.

Rally Communications

There will also be a Radio Coordinator - usually referred to as "Control" as well as a number of Radio Coordinators if an event is spread over a wide area where one Coordinator can't keep in touch with all the stages because of the distances involved.

Taping Crew

These teams are responsible for taping all gates, driveways and road intersections that are found along the Rally Route of each Special Stage. Usually, one or two vehicles go through the stage with three or four people to each vehicle. A driver, a Co Driver, a tape cutter and two taping as required. They often need to put animals back behind boundary fences as well.

Arrow Crew

This Team is responsible for putting in all the directional arrows as well as any Caution Boards as per the Route Book. Again, there are usually three or four in the vehicle. They can tape too.

Chief Marshal

A crew of two. The Chief Marshal makes sure the Assistant Clerk of the Course and Timing Crews have arrived on sight and communication back to Rally Control is operating and that Start and Finish can communicate. The Paramedic should be at the Start also. If the crews require any assistance re: timing equipment, then the Chief Marshal can help or arrange for assistance to be obtained. They check that all Radio Mid Point Vehicles/ Medical (if required) are in place and communication to HQ is working. They may also have to be stockman and tape anything that may have changed since the taping crew have gone through.

Chief Safety

This crew of two check everything along the Rally Route and make sure all officials are in places, required vehicles/equipment are located as per the Route Book and that spectator marshals are in place at intersections and other points through the stages as required.

“Zero Cars”

These are the first cars through the “Live” Stage (Green) at speed and they run through to ensure the stage is clear of vehicles/animals and that the taping has been done and there are no spectators standing in unsafe places. They also check the timing crews are setup and test with a timing card to make sure they know what they are doing. If anything has changed, they can radio back to HQ and Stage Start with info for the following competitors.

Competitor Relations Officer (CRO’s)

This role is to help support the competitors and Rally HQ. If they have any inquiries the CRO’s are there to help answer their questions, connect Service Crew’s with Competitors and hand out bulletins from HQ. There are usually two CRO’s and they are usually based in the Service Parks.

Service Parks

Service parks are busy places and can remain that way all day. It is an area that can create significant risks to people and has to be managed carefully to minimise these risks whilst letting people work on the cars and making the area attractive to spectators.

The service park team will have setup up prior to the start of the rally, ensuring there is sufficient space for the competitor’s cars and their service crew/vehicle.

The service park team may also be responsible for a special area set aside for refueling – therefore they need to confirm what safety cover is required - and liaise with Rescue Crew and other emergency services crew if they are allocated to the service area.

You cannot stop the press and public from entering service parks - indeed, they are often highlighted as a place to visit for spectators, so remain tactful and polite.

Time controls at Service Parks are similar to those at Arrival Time Controls, but instead of a time in and a start time, the control issues a time in and a time out. Each time control will normally be manned by two people.

Regroups

On larger events, organisers will include one or more Regroups to close up gaps which have developed due to retirements and delays earlier in the event. Regroups have an In and Out Control similar to a Service Park, but servicing is prohibited entirely as once competitors have passed the In Control they are considered to be in Parc Ferme.

Refuel

The organiser of a rally must determine the refueling arrangement for that event and put in place adequate measures to control the risk of a fuel spillage, fire or other incident. In deciding on the refueling arrangements and the level of risk the organisers need to consider what is practical for their event and the options available at the service park.

Sweep

This team will enter the stage after the last car with the responsibility to check that the stage is 'clear' and will stop and check on any crews that have stopped on the stage.

They collect all paperwork at the Start and Finish of the Stage and keep HQ up to date with all information.

Recovery

Two or three 4-wheel drive vehicles follow the Sweep. They assist competitors back onto the road, when able, or can tow crews out of the stage to await Service Crews.

DeTaping / Arrows / Fencing Crews

When the stages have finished these teams go through and remove all the tape used on the stage as well as collecting all the Arrows and Caution Boards.

The fencing crew move through the stage to either repair fencing damaged through the stage or make it as secure as possible until the area can be properly reinstated.

Parc Ferme

A secure area where competitors cars are parked at the end of a leg, section, day's competition or at the end of the event if they are to be scrutineered. Parc Ferme will have an In and an Out control - unless it is at the end of an event, in which case cars will be released on the instruction of the Rally organisers.

If you are marshalling a Parc Ferme area, check what, if any, work can be carried out and by whom.

Parc Ferme – is a “no go” area for Service Crew, public & media as it is classed as a secure area.

Stage Commander (ACotC)

The stage commander/ ACotC is responsible for the smooth running of the special stage under the direction of the Rally CoC, at Rally HQ. They are based at the start of the stage.

They are responsible for the marshals 'working' on the stage, from the Start Team, in stage spectator marshals through the Finish Team, as well as the intervention and medical team assigned to the stage.

Special Stage Timekeepers

Post Chief (Start & Finish)

The Post Chief is the person responsible for running the timing crew & ensuring everyone knows what their job is. The Post chief is the 'go to' person for Co-Drivers re: timing queries and if the stage is not running to time while out in the field.

Stage Start Team

1. The Start Control is manned by two marshals equipped with a Rally clock (Rally Safe Tablet), stage check sheets and the means to record times both on the Navigators Timecard and stage documentation.
2. The marshals with the clock and "flag" are responsible for starting cars, while the third marshal will either make entries on the competitor's Timecard, or take it to the fourth marshal - usually under cover - who enters the details. In bigger events a count-down clock will be used for the start of a stage.

Stage Finish Team

The finish of a Special Stage is also made up of two components - the Flying Finish and the Finish Control. As its name suggests, competitors pass the Flying Finish travelling at competitive speeds, they then slowdown and come to rest at the Stop Control, where a time is entered on their Time Card. The time records the instant they passed the Flying Finish and NOT the time they reached the Finish Control Stop.

1. Working the Flying Finish can be one of the most difficult jobs on a stage and is usually manned by two people, sitting in line with the Flying Finish line at the end of the stage, which is controlled by beams across the road which stop the rally timing clock for the marshals to record the time and report to the finish control. They are equipped with a Rally Clock, a means of indicating to Finish Control that a competitor has passed the finish.
2. The Finish Control will be manned by a team of marshals who are in contact with the Flying Finish, they will fill in the time on the competitor's timecard. The time will also determine when the competitor is due to arrive at the next Special Stage or Service Park.

CLUBSPORT

Roles

Clerk of the Course and Assistants

The event is under the direction and responsibility of the Clerk of the Course (CoC), and there may be an Assistant Clerk of the Course appointed and allocated to oversee the event.

Safety Officer

The National Sporting Code allows for certain events to be overseen by a Safety Officer instead of a Steward appointed by the Permit Issuing Steward or MotorSport NZ.

Also, on occasions when a Steward is appointed but does not arrive then the event organiser shall appoint a Safety Officer to oversee the event.

The Safety Officer, together with the event organisers and CoC are usually responsible for arranging the emergency services, and may also be responsible for drawing up an event Safety Plan.

Results/Timing Officer

The Results/Timing Officer's duties include:

Organise the timing / results team, timing gear, set up timing sheets, timecards as required and setup the results calculation system.

During the event they need to ensure up to date progress results are available throughout the event, prepare provisional results for posting after the event has finished and prepare final results after the Clerk of the Course confirms them.

Communications Officer

The Communications Officer coordinates with the Clerk of the Course to prepare a list of vehicles and locations requiring communications, brief radio personnel on what is expected of them and carry out radio and cell phone tests to ensure communication can be received from all marshal/radio points.

Accident Investigator

Assists the CoC with investigating an accident which may have caused injury. Often one of the first senior officials at the accident who try to assess what has happened, talks to witnesses and records all relevant details of the accident (may include taking photos) and who then reports this to the CoC and Stewards as needed.

They then collate all the information gathered and using an accident report form, provide a document that the CoC or the Stewards may use either in a hearing or in the event of a death at an inquiry or inquest.

Competitor Relations Officer

The organisers may appoint a person to be Competitor Relations Officer. The person chosen must have a good knowledge of the National Sporting Code (including Appendix Two, Schedule A Driver and Vehicle Safety and Appendix Five Schedule C ClubSport), the Supplementary Regulations and the Series articles (if any).

The Competitor Relations Officer is there to assist the competitor to find the answers to questions about the event and, to relay information from the Clerk of the Course to the competitors.

The Competitor Relations Officer should be available to competitors at the start and at the finish.

Note: A full list of the Competitor Relations Officers duties are contained in the National Sporting.

Chief Scrutineer is responsible for:

Organising a venue for carrying out scrutineering before the event, appointing and briefing their team of scrutineers, organise any paperwork required for the team to carry out the required checks and establishing a system for checking the cars.

They also carry out spot checks and re-inspecting any damaged vehicles for safety compliance during the event.

Chief Marshal

The Chief Marshal's duties are:

Work with the CoC to determine the number of marshals and Safety personnel required for the event. Arrange marshals briefing and where appropriate initial training prior to the event.

Assist the Clerk of the Course / Safety Officer in preparing the safety plan for the venue.

SUMMARY:

VOLUNTEERS ARE IMPORTANT

As you can see from the previous information the role of a volunteer is vital to the smooth running of an event and to the safety of the drivers. Your helpful, cheerful but firm attitude on the day will earn you the respect of the officials you support, your fellow volunteers and also the drivers and their team members. It's a great way to be involved and provides as much (and often more) enjoyment as being a driver.

If you know of anyone who would like to get involved encourage them to contact their local car club.

Club Contact details can be found at the [MotorSport NZ website](#) or by phoning MotorSport NZ House on 04 815 8015.

You can also contact the MSNZ Volunteer Officials Advisory Commission if you have any questions or suggestions with regards to volunteering at events around the country, please email volunteer@motorsport.org.nz and one of the team will get in touch.

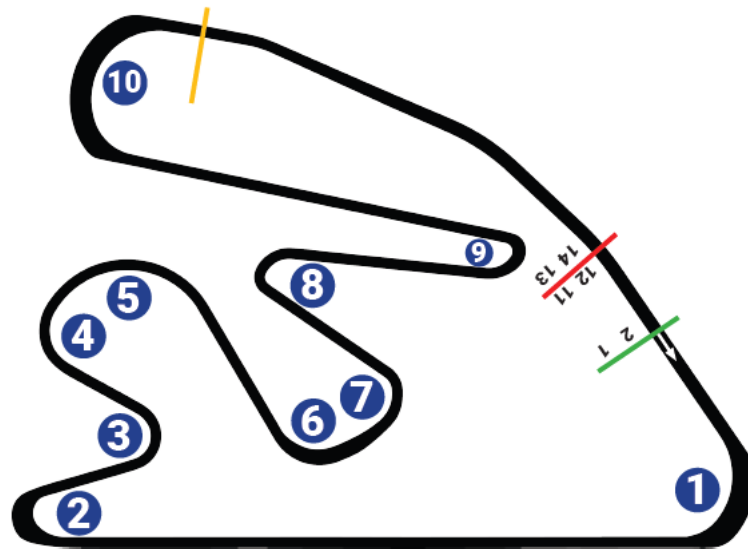


APPENDIX ONE

Track Information Maps

Waikato - Hampton Downs Motorsport Park

HAMPTON DOWNS MOTORSPORT PARK INT.

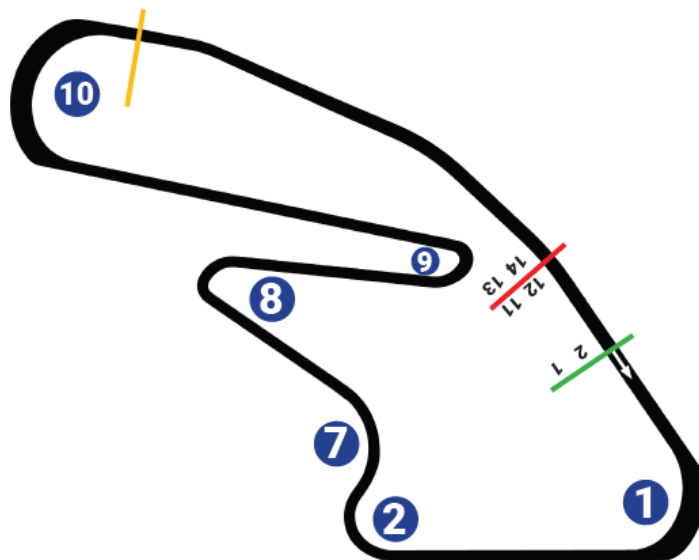


LENGTH: 4KM
DIRECTION: CLOCKWISE
ADDRESS: 20 HAMPTON DOWNS ROAD, WAIKATO

- START/FINISH LINE
- RED FLAG CONTROL LINE
- SAFETY CAR CONTROL LINE



HAMPTON DOWNS MOTORSPORT PARK NAT.



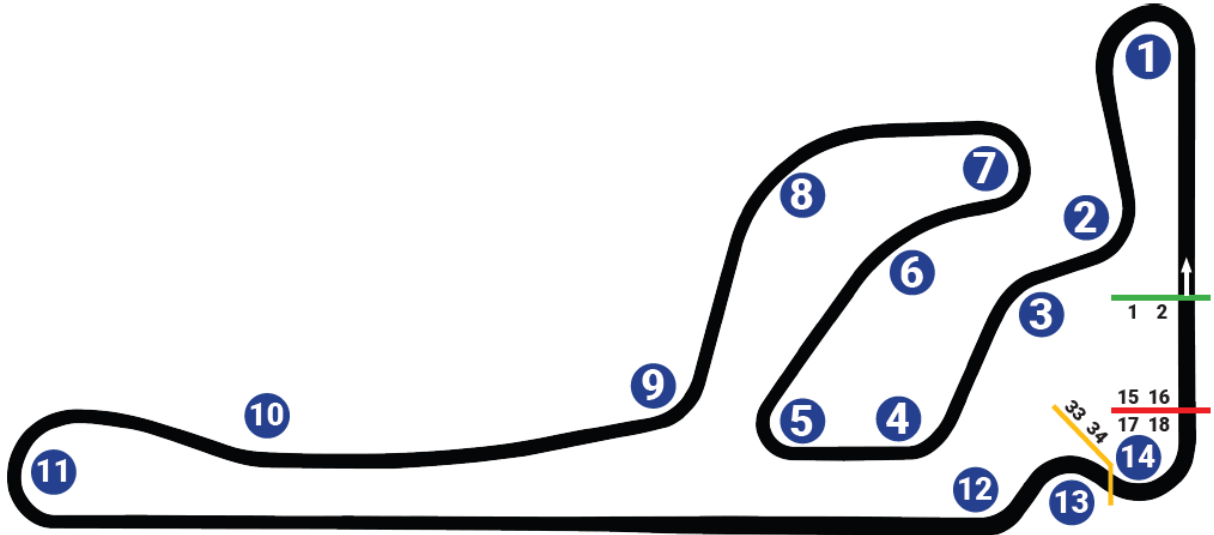
LENGTH: 2.7KM
DIRECTION: CLOCKWISE
ADDRESS: 20 HAMPTON DOWNS RD, HAMPTON DOWNS

- START/FINISH LINE
- RED FLAG CONTROL LINE
- SAFETY CAR CONTROL LINE



Taupo International Motorsport Park

TAUPO INTERNATIONAL MOTORSPORT PARK



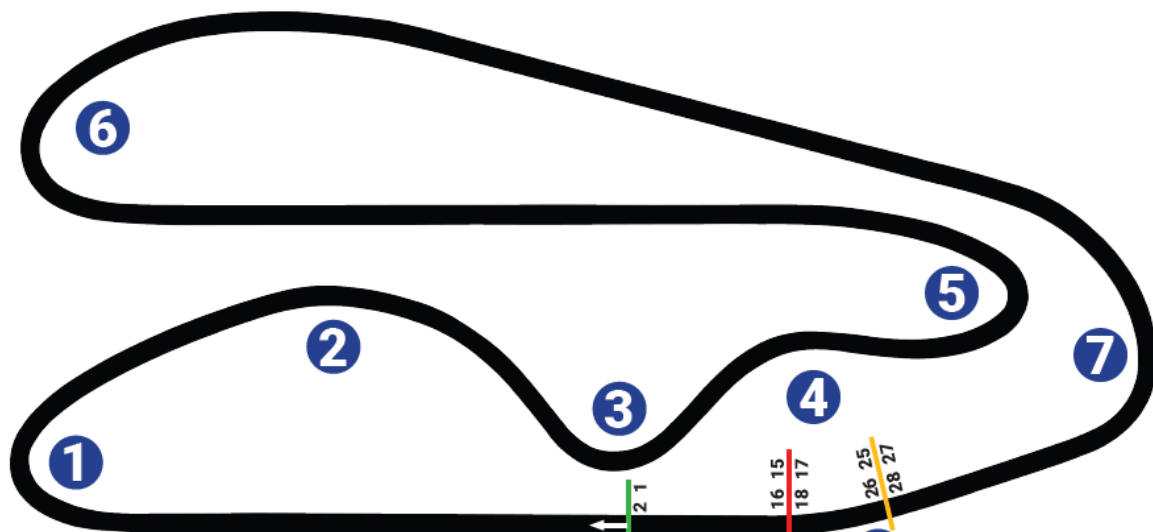
LENGTH: 3.32KM
DIRECTION: ANTI-CLOCKWISE
ADDRESS: 463 BROADLANDS ROAD, TAUPO

- START/FINISH LINE
- RED FLAG CONTROL LINE
- SAFETY CAR CONTROL LINE



Manfeild Circuit Chris Amon

MANFEILD CIRCUIT CHRIS AMON



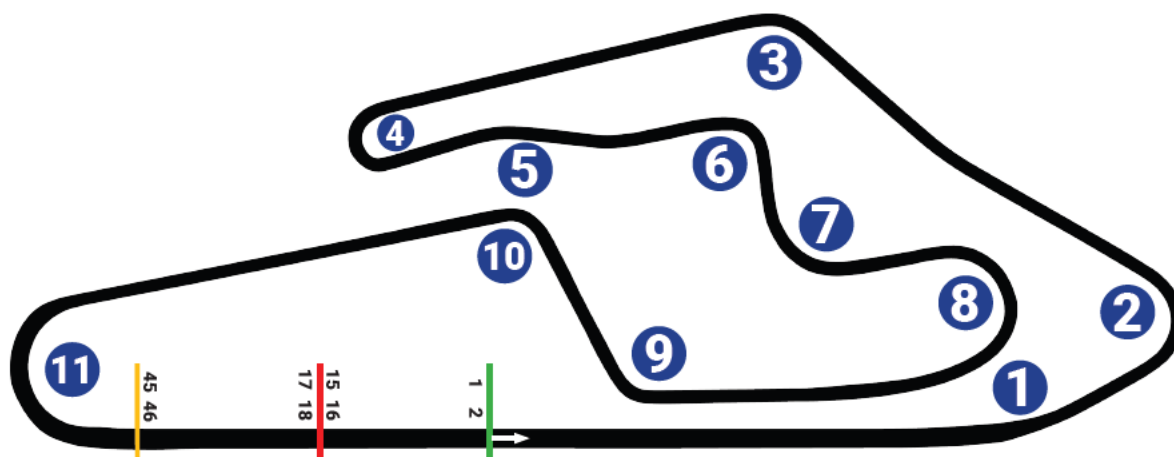
LENGTH: 3.03KM
 DIRECTION: CLOCKWISE
 ADDRESS: 59 SOUTH STREET, FEILDING

- START/FINISH LINE
- RED FLAG CONTROL LINE
- SAFETY CAR CONTROL LINE



Christchurch – Euromarque Motorsport Park

RUAPUNA



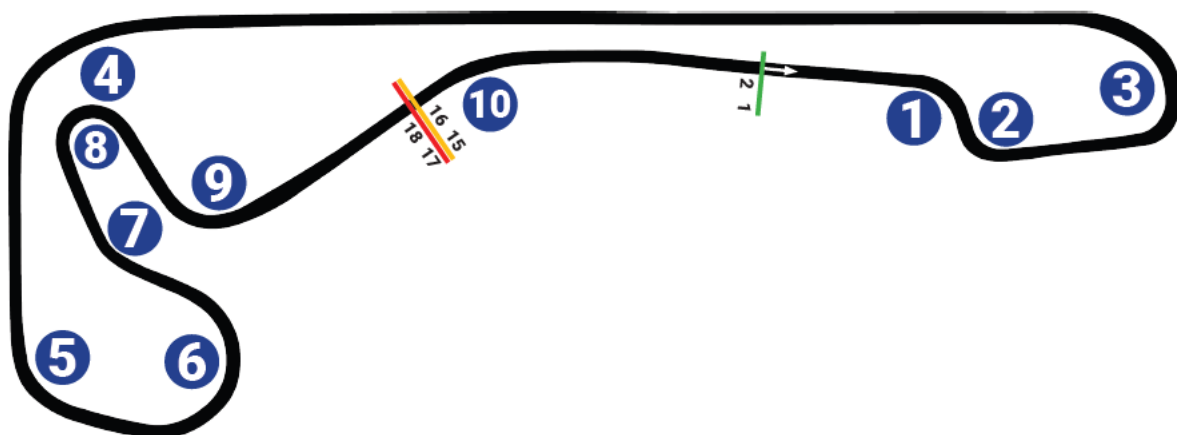
LENGTH: 3.33KM
 DIRECTION: ANTI-CLOCKWISE
 ADDRESS: 107 HASKETTS RD, CHRISTCHURCH

- START/FINISH LINE
- RED FLAG CONTROL LINE
- SAFETY CAR CONTROL LINE



Timaru – Levels Raceway

LEVELS RACEWAY



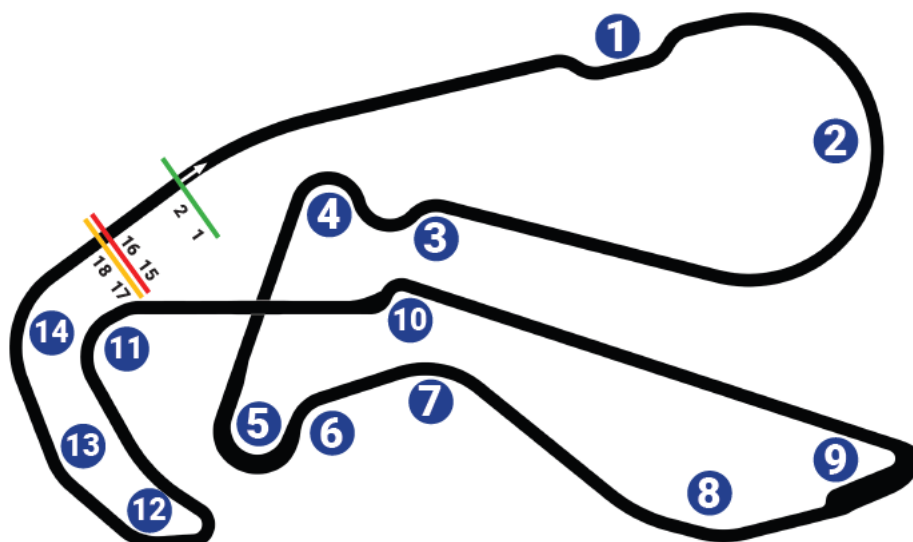
LENGTH: 2.4KM
DIRECTION: ANTI-CLOCKWISE
ADDRESS: 418 FALVEY RD, TIMARU

— START/FINISH LINE
— RED FLAG CONTROL LINE
— SAFETY CAR CONTROL LINE



Cromwell – Highlands Motorsport Park

HIGHLANDS MOTORSPORT PARK



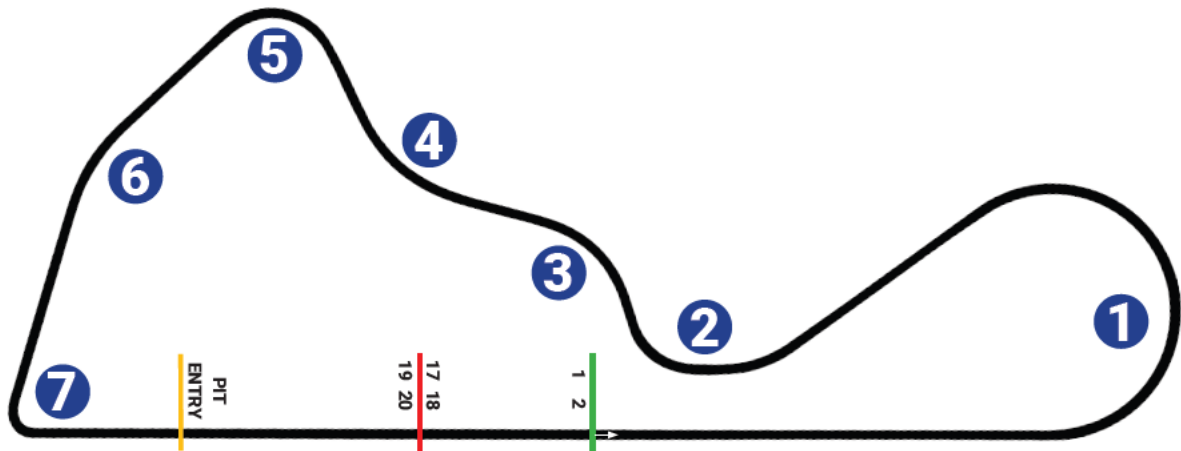
LENGTH: 4.0KM
DIRECTION: CLOCKWISE
ADDRESS: CNR. SH6 & SANDFLAT RD, CROMWELL

— START/FINISH LINE
— RED FLAG CONTROL LINE
— SAFETY CAR CONTROL LINE



Invercargill – Teretonga Park Raceway

TERETONGA PARK



LENGTH: 2.62KM
DIRECTION: ANTI-CLOCKWISE
ADDRESS: 86 SANDY POINT RD, INVERCARGILL

- START/FINISH LINE
- RED FLAG CONTROL LINE
- SAFETY CAR CONTROL LINE



APPENDIX THREE

MSNZ Social Media Policy



SOCIAL MEDIA POLICY

GUIDELINES FOR THE USE OF SOCIAL MEDIA

To be referred to in conjunction with the MotorSport NZ Social Media Policy

1. Mobile devices and social media should not be used while officials are on duty.

Your attention should always be to your officiating duties. Save the internet for your break or the end of the day.

2. Put yourself in the other person's shoes.

Take a moment to think before you post. If it was you someone was posting a picture or comment about, how would you feel?

3. Once it's out there, it's out there.

Never assume that something you post online is private. Comments, photos, statuses can all be copied, shown to friends, screen captured and saved or sent on by others. Always assume the person you are posting about will see your post.

4. If in doubt, leave it out.

If you have to stop and think about it, it probably means you should not be posting it! Remember, your online presence is part of your personal brand. What you say and do online affects how people perceive you.

5. Social media should not be used to make disparaging or negative remarks about competitors, officials, volunteers, event organisers, promoters or MotorSport NZ.

There can be serious consequences for misuse of social media. If you have an issue that needs resolving, there are appropriate channels through which you can do this. If you need advice on how to resolve an issue, call MotorSport NZ on 04 815 8015.

6. Never post photos or comments about a motorsport incident.

It is vitally important that we all respect the privacy of individuals involved in accidents or incidents, whether on or off track. Never, ever post photos, comments or information on social media or other online forum about an accident or incident. Remember point 2: Put yourself in their shoes.

7. Use social media as a tool to promote and encourage the development of our sport.

Social media is an amazing platform if used responsibly and for a positive purpose. Use it to promote events, clubs, activities and membership. Use it to spread the word about our great sport and keep it positive!



SOCIAL MEDIA POLICY

Issued: March 2019

Next review: March 2020

Introduction

MotorSport NZ Inc recognises the significant benefits of social media and its widespread use in motorsport. However, when used incorrectly, social media can cause damage and create risk for those who use it. MotorSport NZ has a legitimate interest to make sure that social media is used responsibly in motorsport. This policy is broad in nature to accommodate the fast-changing landscape of social media.

Application

This policy applies to:

- (a) MotorSport NZ contractors, agents and employees;
- (b) individuals who hold a MotorSport NZ Licence (as defined in the MotorSport NZ National Sporting Code), i.e. competitors and officials, and;
- (c) members of MotorSport NZ Advisory Commissions, Departments and other MotorSport NZ endorsed groups or committees, and
- (d) individuals working in volunteer or paid roles at MotorSport NZ-permitted events.

This policy applies to these people when using social media in relation to MotorSport NZ and all MotorSport NZ-permitted events.

Objectives

This policy aims to:

- a) provide guidance as to how social media is used in relation to MotorSport NZ and each MotorSport NZ-permitted event (as defined in the MotorSport NZ National Sporting Code);
- b) state the potential consequences if social media is not used in accordance with this policy.

Related documents

For licenced competitors, this policy must be read in conjunction with the National Sporting Code.

For MotorSport NZ employees and contractors, this policy must be read in conjunction with your employment or professional contract.

For all people to whom this policy applies, you must also take into account the Privacy Act 1993.

Definition

Social media is defined as any type of electronic public forum that enables people to create and share content or engage in social networking. Common examples include Twitter, Facebook, Instagram, blogs, forums, content sharing and uploading, etc.

This policy does not apply to the use of social media in your personal and other areas of life which are not related to MotorSport NZ, MotorSport NZ-permitted events and MotorSport NZ affiliated clubs but don't assume that this removes the association or reflection on MotorSport NZ completely.

MotorSport NZ views misuse seriously and any believed misuse of social media platforms or misrepresentation of Motorsport NZ or motorsport in New Zealand in general in the public arena should be communicated directly to and dealt with by the CEO.

Policy principles

When using social media, you must:

- (a) remember that the internet is not anonymous, that anything shared on social media can be seen by others and that you may not be able to change what you have written or said once it has been shared;
- (b) Not use social media in any way which affects the safety of you or those around you. When at an event, you must:
 - (i) always make sure that you act safely and take personal responsibility for the safety of those around you;
 - (ii) not use social media or your phone when on duty, unless necessary in your specific role;
 - (iii) comply with all signage, barriers and other markers noting where individuals should be; and
 - (iv) follow all directions
- (c) be careful in recording and sharing images of children at an event.

Prohibited use of social media:

It is prohibited to use social media in relation to MotorSport NZ, MotorSport NZ-permitted event and MotorSport NZ affiliated clubs in the following ways:

- (a) acting in a way which is unlawful or in breach of MotorSport NZ's rules, policies or procedures;
- (b) sharing confidential information obtained in confidence through your interactions with MotorSport NZ (such as in relation to MotorSport NZ's judicial proceedings or commercial dealings);
- (c) sharing anything of a private, indecent, illegal, voyeuristic, pornographic or sensitive nature;
- (d) sharing any sensitive images or explicit or personal details of any serious or critical accidents;
- (e) acting in a way which may be reasonably seen as bullying, harassing, offensive, discriminatory, threatening or damaging to others;
- (f) associating yourself with groups on social media in a way which brings MotorSport NZ, the club or event you are representing or motorsport in general into disrepute;
- (g) unlawfully taking images and sharing content on social media without obtaining necessary consents. It is your responsibility to ensure that, at all times, you have all necessary consents as required at law from individuals before sharing any images, text, recordings, etc. of a person.

Situations where extra vigilance should be used include:

- (i) recording and sharing images of those persons under the age of 18;
- (ii) sharing recordings or images where an Event is also being broadcast;
- (iii) using trademarks and other people's material over which they have copyright; or
- (iv) sharing images of sensitive or private areas (i.e. pit garages, Stewards' rooms, rest rooms, etc.);
- (h) where it interferes with your role at an event or creates a safety risk; or
- (i) any other manner which brings MotorSport NZ or motorsport in general into disrepute;

Actions around Social Media:

- (a) you are not permitted to set up social media accounts for club purposes without prior consultation with their Club;
- (b) If you see content in social media that disparages or reflects poorly on MotorSport NZ, our Sport or our stakeholders, you should report it to your Club or MotorSport NZ. All members of MotorSport NZ are responsible for protecting our reputation and the reputation of New Zealand motorsport as a whole.

Please note: An event may have its own social media policy (such as Supercars events) that you may also be required to comply with in addition to this policy.

Consequences

MotorSport NZ monitors social media on a regular basis. It may look in to allegations that social media has been abused and act under this policy or other relevant regulations.

If you are in breach of this policy, MotorSport NZ may take appropriate disciplinary or legal action against you. This action may include, but not be limited to cancellation of a licence or membership, exclusion from an event, or imposition of a penalty under the MotorSport NZ National Sporting Code.

MotorSport NZ will provide you with the reasons for any disciplinary action it takes and a reasonable opportunity to respond.

MotorSport NZ social media presence

Authority to approve the establishment of any MotorSport NZ social media presence rests with the CEO, and a staff member or contractor will be identified as having responsibility for maintaining the site.

Any staff member or contractor given responsibility for a MotorSport NZ social media presence must ensure that the information posted on the site is:

- a) up to date and includes appropriate links to the MotorSport NZ website,
- b) accurate and factually correct,
- c) professional in tone and style.

If you have any questions relating to this policy, please don't hesitate to contact MotorSport New Zealand on admin@motorsport.org.nz or 04 815 8015.

Thank you for your cooperation.