



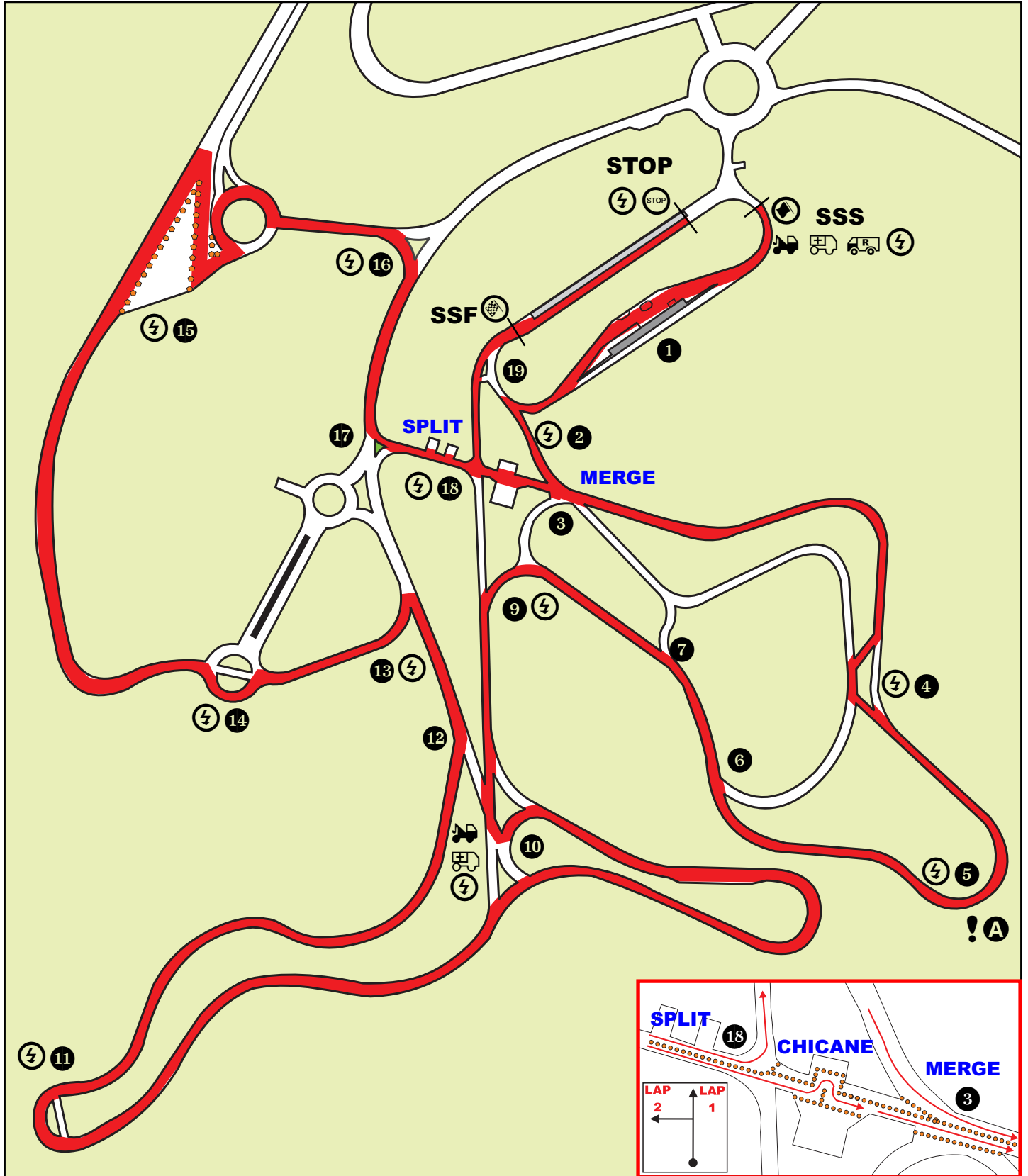
# **Millbrook National Stages Rally**

**Monday 30th May 2005**

## **MARSHALS INSTRUCTIONS**

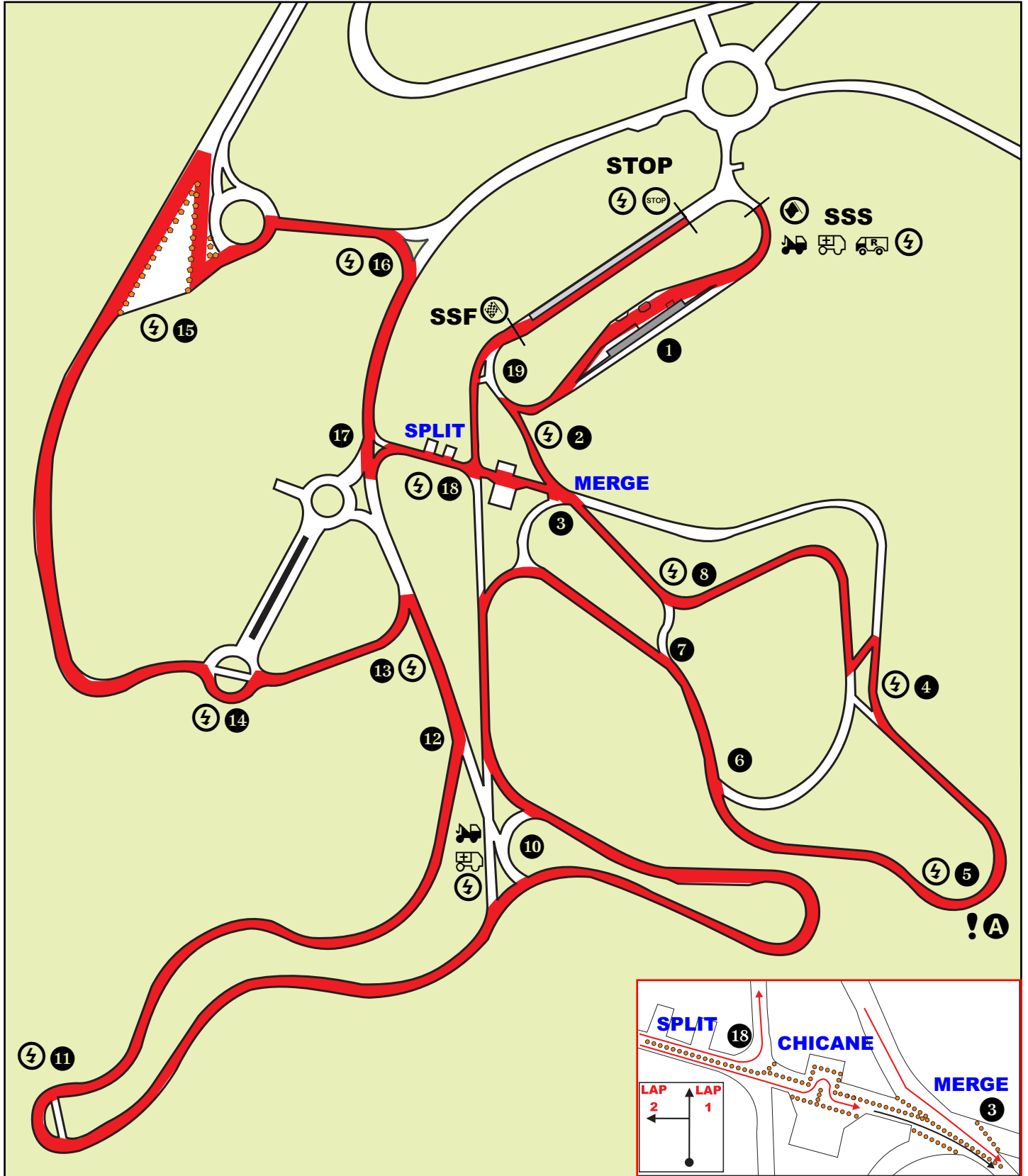
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REES Engineering Millbrook National Stages Rally  
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Stage 1 & 2 Safety Diagram



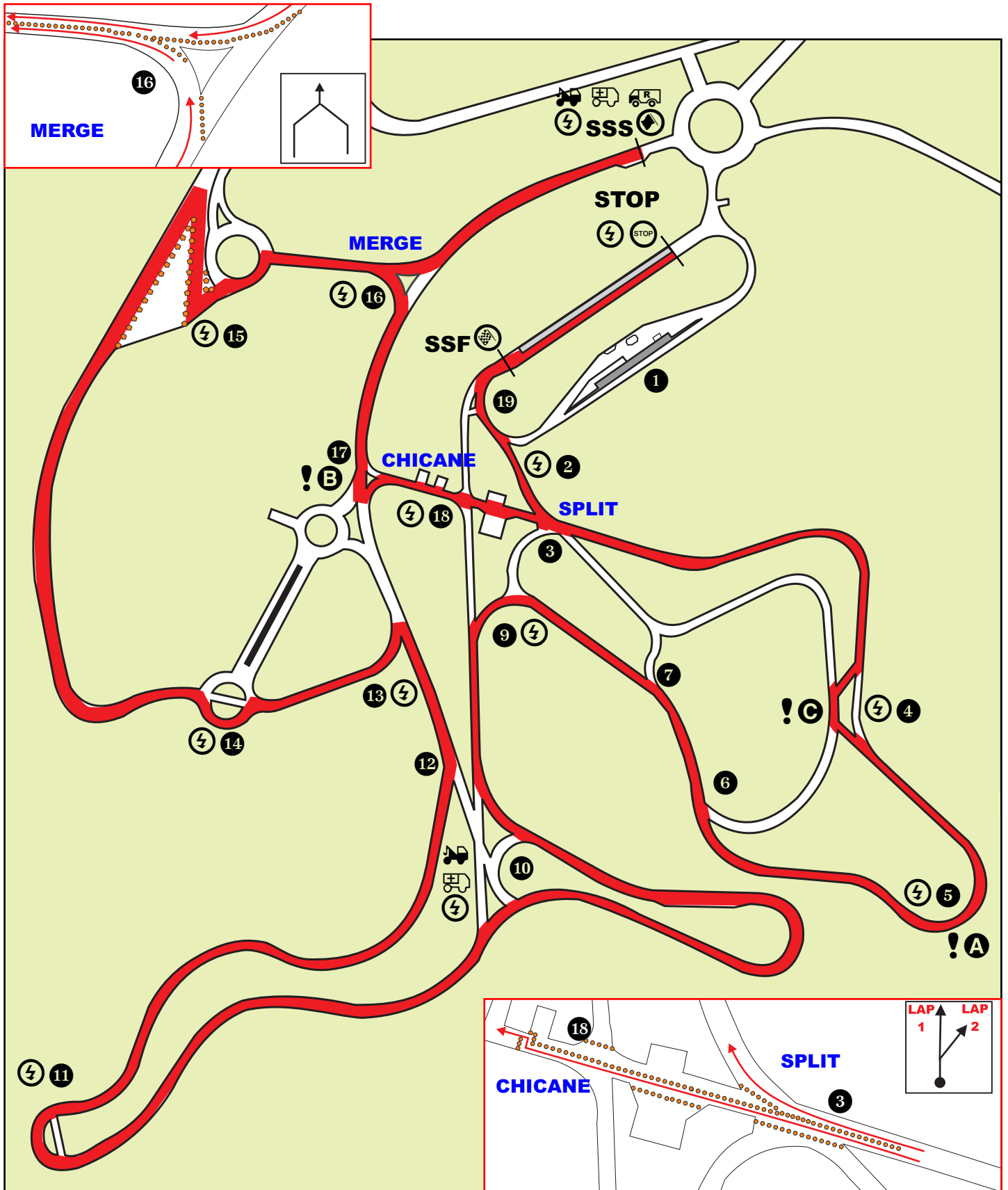
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Stage 3 & 4 Safety Diagram



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Stage 5 & 6 Safety Diagram





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## **Marshals' & Radio Operators' Safety Notes**

Thank you for giving your assistance to this event, it is greatly appreciated. We trust that you will have an enjoyable and safe day's rallying.

### **REMEMBER TO SIGN-ON . . .!**

#### **1. ARRIVING AT YOUR POST**

Park in a safe place, preferably at least 30 metres from the stage route if possible. If you have to move stage furniture ensure you replace the items as found.

#### **2. EVENT FORMAT**

It is intended to run 8 special stages involving 4 stage routes on the Hill Course each run twice. Whenever a stage is open, no vehicle may drive in the opposite direction to the stage route. There will be a single course car which will open and close each stage. Once the stage has been opened, no non-competing vehicles will be allowed on the stage unless specifically authorised, and only after the stage has been stopped and cleared of competing cars (see below, emergency procedure).

#### **3. OUT OF BOUNDS AREAS**

To aid the safe running of the event "Out of Bounds" areas have been defined. These will be taped off and marked with signs. No personnel should be within these areas unless they are dealing with a safety related incident.

#### **4. COURSE OPENING**

Once the stage has reached 'READY STATUS' (usually 5 minutes prior to the first competitive car due) only designated 'COURSE CARS' should be on stage.

#### **5. REF FLAG PROCEDURE**

In the case of incidents covered by 6(c), the Radio Controller will advise that the Red Flags are to be put out at the following locations: 3, 4, 9, 12, 15 & 18. The Red Flag should be waved and any competing cars will be required to stop immediately, this will allow us to put the necessary rescue and recovery vehicles into the stage.

#### **6. INCIDENTS**

- a) Breakdowns and minor 'offs' not involving injury and when stranded car(s) do not constitute a hazard. In these cases the stage will continue to run and the car(s) left where they are until the stage closes.
- b) Accidents not involving injury but in which car(s) end up in dangerous or potentially dangerous positions. In these cases, the marshal or emergency crew nearest the incident should report immediately to Control via the nearest radio. Competing cars will then be stopped from entering the stage and, once the stage is clear of competitors, the course car and breakdown vehicles will proceed to the incident. Once the obstruction has been moved, the course car will re-open the stage, which will continue to run.
- c) Serious accidents requiring immediate medical attention. Again, the marshal or emergency crew nearest the incident should report to Control who will stop the stage on instructions from the Clerk of the Course. As soon as the stage is stopped, rescue vehicles may proceed onto the stage. If a stage has to be stopped in this way it will not be restarted, since re-runs are not permitted. Consequently, it is desirable that such action should only be taken in real emergencies.

#### **7. Incident Procedure.**

Should you witness directly or be advised of an incident, BEFORE investigating yourself, send a colleague to alert the nearest radio operator. Once you have detailed information regarding the incident ENSURE that this is passed immediately to the nearest radio operator. **IT IS VITAL THAT YOU ADVISE THE ORGANISERS VIA YOUR NEAREST RADIO OPERATOR OF DETAILS REGARDING AN INCIDENT AS THEY OCCUR.**

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If appropriate:-

- (i) Render the required assistance in order to protect the scene and to help those involved directly in/or with the incident.
- (ii) Make sure the competitors OK/SOS board is out with the side relevant to the seriousness of the incident facing on-coming competitors.
- (iii) In cases where there is a danger to the life of the occupants, i.e. vehicle fire ,vehicle over a drop, immediately assist the crew from the car, with your personal safety as a paramount concern.
- (iv) Where there is no immediate danger to life but there are injuries, leave the occupants in the vehicle, but talk to them and observe their actions until the help you have summoned arrives.
- (v) With a serious incident, do not move any objects or items from the scene of the incident. This applies to stage furniture, logs, debris, etc. Protect yourselves by wearing gloves if necessary.
- (vi) on completion of the incident make out a written report and hand this to the closing vehicle. If you are involved or associated with any incident, please ensure that you make no comment regarding any aspect of it to a member of the public or media. Any requests for comments or information should be directed to Rally Head-quarters.

#### **8. COURSE CLOSING**

At the completion of stages 1, 3, 5 & 7 the course car will simultaneously close the previous stage and open the next unless there has been any incidents. No non-competing vehicle may enter the stage after the course car unless specifically authorised, to move a vehicle in a dangerous position for instance. If such action is needed, the course car will complete a further lap to ensure that the stage is clear before starting the next stage.

At the end of stages 2, 4, 6 & 8 the course car will close the stage. As soon as the course car has passed, rescue vehicles may enter the stage to move stranded cars and those marshals whose posts can only be reached via the stage may move to their next position. At points where it is necessary to move course markers etc., to prepare for the next pair of stages, marshals are requested to assist the work parties in carrying out the changes, before moving on. Once this work is complete, the course car will circulate again to check that the stage is clear and open the next stage.

#### **9. COURSE MARSHALS**

Marshals will be allocated to points around the stage where there are junctions, bends or artificial chicanes or corners. At some of these points, the special stage route is defined by markers & penalty markers, consisting of tyres, cones, and in some cases, oil drums.

At certain marshal posts (Split and Merge) around the stage, one marshal should maintain a check sheet to record the passage of each competitor. If a competitor successfully negotiates the correct route, please place a tick against the number. If a competitor hits one or more of the PENALTY MARKERS, an 'X' should be placed against the number. This should only be done if you are certain that a PENALTY MARKER has been hit (**Penalty Markers are Barrels**). If you are in any doubt, then the benefit of that doubt should be given to the competitor. If a competitor makes no reasonable attempt to negotiate the correct route and drives straight through the markers, this can be deemed as taking an incorrect route and 'WD' (Wrong Direction) should be written on the check sheet, if a competitor overshoots at a split junction and reverses please put an 'R' against their number. The check sheets will be collected by an Official after every two stages. Please DO NOT leave your post until the sheets have been collected.

In the event of penalty markers being hit by competitors, marshals should replace the markers in the correct position. Great care must be taken when doing this as competitors will still be on the stage.

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REMEMBER, with competitors starting at 30 second intervals and using some parts of the stage twice on each special stage, TWO OR FOUR CARS EVERY MINUTE will pass your marshals' point. If the situation becomes a problem, e.g. a car has taken out all the course markers, you should report to Control if possible using the nearest Radio.

**10. SWEEPING UP**

At many points on the stage at the edge of the track and the inside of corners, there is shingle. after each pair of stages while the stage is being altered please try to sweep up any shingle that spills on to the track with the brooms supplied. BE CAREFUL OF CARS ON THE STAGE, YOUR SAFETY COMES FIRST.

**11. GUESTS & MEDIA**

Ensure that no unauthorised vehicles drive onto the stage. Ensure Guests are kept well back from the stage route and away from the outside of bends. It is easier to stop spectators entering these areas than to move them once they have become established. If there are more Guests than you can adequately control, inform the nearest Sector Co-ordinator via the nearest radio point. Representatives of the media will be clearly identified and are allowed to place themselves anywhere, HOWEVER, they should be encouraged to stand in safe areas and at no time place themselves or anyone else in danger. Remember that these individuals will have signed-on and therefore operate under their own cognisance.

**12. DRIVING ON THE STAGE**

It will be necessary for marshals to drive their cars on the stage at some time during the day. If you need to drive on the stage, do so only under the instructions of an organising official. Vehicles moving on the stage during periods when the stage is closed (except in emergencies) must do so at sensible speeds (10MPH). After each pair of stages there will be work parties moving course markers etc., so please drive accordingly. When parking your vehicles ensure that you are not in a "Run Off" area, and that access roads are kept clear for emergency vehicles.

**13. FINISH OF THE EVENT**

After the last special stage has been closed, it would be greatly appreciated if marshals would clear up the area of the stage where they have been marshalling and pile up all the cones etc., at the edge of the stage, so that they can be collected by the equipment officer. This will greatly assist us in the swift clearing up of the stage. If you can spare the time please sweep up any gravel that may have been deposited on the track.

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**Radio Users' Operational Notes.**

This event will operate a controlled radio network utilising the MSA Safety & Medical Radio Communications Frequency. By observing the simple guidelines set out hereunder you will greatly maximise the efficiency of this network. **Please read Appendix 1 as well. REMEMBER TO SIGN-ON . . .!**

1. Upon arrival at your stage or given location please check that your set is switched on, the microphone and speaker are connected and that the volume and squelch/mute (if fitted) are adjusted to the correct levels. **MAKE SURE YOUR AERIAL IS CONNECTED AND THAT THE COAXIAL CABLE IS INTACT AND IS NOT TRAPPED PRIOR TO SWITCHING ON YOUR SET.**
2. Ensure that your radio is monitored at all times. Radio traffic not directed to you is still important and you need to listen to it.
3. **ENSURE THAT YOU ARE AWARE OF WHERE YOUR MICROPHONE IS AND THAT THE PTT (Press to Talk) BUTTON IS NOT TRIGGERED UNNECESSARILY.**
4. Make sure that you know your call sign and all those on your stage or specific location.
5. Do not park close to other vehicles using radio equipment or computer equipment.
6. Do not park under trees or beneath electricity cables.
7. Always work through Control. Respond immediately do not call repeatedly. Wait until the Controller announces that the frequency is clear or that Control is at 'stand-by'.
9. When you are given permission to go ahead by Control pass your message directly to Control or the outstation you wish to speak to. If you cannot contact the required radio directly ask Control to assist you.
10. If you are having trouble contacting Control, try moving your location slightly. A move of a few feet can make a significant difference. If after moving you cannot establish contact, call a radio you have a strong contact with and ask them to inform Control of your situation. You will be advised what action to take.
11. Always make sure that your messages are clear and concise.
12. Remember that this frequency is primarily for Safety & Medical issues. Keep administrative message content to a minimum.
13. If your radio should 'fail', visit your nearest radio point, if practical, and inform Control of your problems.
14. If you receive information on an incident and you believe that your radio is not operating, before following the action in Appendix 2-13. above, call Control with the details of the incident. It is possible that your radio may still be transmitting but not receiving.
15. Remember never to use the Safety & Medical Frequency as a chat channel at any time especially during or travelling to and from an event.
16. Start and Finish Radio Operators are requested to report (as appropriate) to Control:
  - a. When all Safety personnel are in position;
  - b. Stage Ready to accept Course Cars;
  - c. Course Car(s) Starting Time;
  - d. Course Car(s) Finishing Time;
  - e. Any comments from Course cars;
  - f. First Competitor Number and Start Time;
  - g. Details of any cars missing/stopped in the stage as soon as available;
  - h. Start and Finish times of last car and the numbers of the last three cars;
  - i. Total number of cars starting/finishing the stage;

