

Thanks for the Help



Written and compiled by Terry Register for the MG Car Club

Volunteers Handbook

VOLUNTEER OFFICIAL'S CHARTER

To uphold the values and the integrity of the
MG Car Club at all times

To actively promote the Marque adage
“*Safety Fast*”

To make every endeavour to protect the wellbeing
of fellow Officials, Club members,
Competitors and members of the public

To act with Honesty and Integrity at all Club
Competition events and events at which the
MG Car Club officiates

To always represent the Club in a professional
manner

To enjoy what we do

To actively promote participation by the young,
both from inside & outside the Club

To actively promote the register amongst family,
friends & associates and to encourage
participation by all

M.G. Car Club Victoria

Safety Scrutineering Sheet

Speed Events: Sprint / Hillclimb / Autokhana, etc.

Event:

Date:

Driver:..... Car:.....

Class:..... Comp No:.....

Engine Bay/Mechanical:

- No oil leaks
- No oil leaks gearbox/ diff
- Battery not loose
- Brake / clutch fluid levels OK
- Throttle return springs (one per throttle)
- Breather to catch tank or manifold
- Exhaust pipe / muffler OK
- No loose items
- No holes in firewall

Cockpit:

- No play in Steering
- Brake pedal hard
- Brake pedal rubber
- Seat mounted firmly
- No wood in steering wheel
- Seatbelts OK:

minimum 3 or 4 point (AS2956) or
FIA harnesses within 2006 expiry date

Fire Extinguisher

- Min 0.9 kg Dry powder not more than 3 years old
Mounting bracket to be steel and securely fastened
- ROPS conforms to CAMS spec
- If not then Stewards OK
- No loose items

Suspension / Wheels Tyres:

- No looseness in front suspension
- Shock absorbers firm
- No broken spokes
- No dents in rims
- Wheel nuts / knock-on tight
- Tread not below wear indicators
- No damage to tyre carcass
- Valve caps fitted

Bodywork:

- Additional safety strap on bonnet
- No loose panels / trim or bad rust
- Battery triangle fitted
- Headlights covered
- No bad cracks in windscreen
- Brake lights working
- Wipers working (if wet)
- Boot empty
- Spare wheel bolted down

Helmet / Apparel:

- Helmet complies with CAMS Sched D
- No bad chips or marks on helmet
- Neck to wrist to ankle non-flammable
clothing
- Footwear non-flammable
- Goggles or visor if hood down

Comments:

.....
.....
.....
.....

Tyre check:

Brand:.....
Type:
Size:

No apparent faults found. Passed to start event Yes No

Scrutineer

Note: For reference, see the CAMS Manual under: General Requirements of Automobiles, Schedules A, B, D, G, I, J & K

Chapters

FIRE EXTINGUISHERS

Dry Chemical — Red with white band



Foam — Red with blue band
(older models are all blue).
Water — Red with no band



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So You Want To Be An Official?

Motor racing is exciting and demanding, and both drivers and officials derive satisfaction from being able to play their part. The difference is that the driver's role is that of an individual while the official can only play their role as a member of a team of like enthusiasts. This in itself can be an extra source of pleasure. The pre-requisites for becoming a competent marshal are:

- **Enthusiasm**
- **Reliability**
- **Dedication**
- **Commonsense**
- **Team Spirit**



Since the advent of motor racing, way back at the turn of the century, there have been countless thousands of unsung heroes connected with motor racing, without whom the sport could not occur, and of whom the motor racing spectator is probably largely unaware.

All workers at a race meeting are normally officials of the meeting and they are absolutely vital to motor racing. Whilst it is accepted that a meeting could hardly proceed without competitors, most people would not give a thought to the large corps of officials which makes possible the conduct of the meeting.

Skill and knowledge is gained largely from experience, whether it be in a specialized field such as vehicle scrutiny, flag marshalling or whatever, or maybe in higher office in the motor sport hierarchy. Before starting to gain this experience, a certain amount of basic training is given for the would be official.

When you start you will be teamed with experienced officials, and learn how to do most things "on the job". CAMS National Officiating Committee has developed a comprehensive training program that is run by clubs and groups involved. Your increased proficiency will be recognised as you qualify for an official's licence in your chosen field.

INCIDENT REPORT FORM

This report is to be filled in and forwarded to the Clerk of Course following any incident involving car-to-car contact; car-to-barrier contact; apparent injury to any person or a possible infringement of the rules (particularly where danger has been created by the action).

OFFICIAL _____	DATE _____	TIME _____
LOCATION _____	CAR NUMBER/S _____	
CATEGORY _____	EVENT _____	

DESCRIPTION OF INCIDENT OR CIRCUMSTANCES

DIAGRAM - Use reverse side of sheet if necessary

REMARKS OR RECOMMENDATIONS

Signature of Official submitting report

WITNESSES - including Official writing this report if a witness

Name _____	ADDRESS _____	PHONE _____
Name _____	ADDRESS _____	PHONE _____
Name _____	ADDRESS _____	PHONE _____

CHAPTER FIVE HAND SIGNALS

Hand signals, as depicted below, are an essential aid for all flag marshals, to enable clear communication between any incident and the flag point. Quite often incidents occur a considerable distance from the flag point and hand signals must be used to relay information to the flag point. Hand signals must be given in a clear and deliberate manner, as shown. All marshals must know the hand signals and their meaning.



Vehicle needs towing—Flat Tow



Vehicle needs towing—
Lift Tow



Ambulance or
Doctor required



Rescue unit needed



Fire unit needed



Yes



No



I need more help

Categories of Officials Licences

Code	Category	Includes but is not restricted to the following officials
A	Event Administration	Secretary of the Meeting, Administration Staff, Assistant Secretaries of the Meeting, Document Checkers
B	Steward	Stewards
C	Event Command	Clerks of Course, Event Directors, Assistant and Deputy Clerks of Course, Sector Marshals and Course Marshals
D	Medical	Medical Practitioners
E	Fire and Rescue	Fire and Rescue Marshals
F	Flag Marshal	Flag Marshals
G	General Non-Competition Area	Media Centre, Public Address, Paddock Marshals, Spectator Control, Security, Service Park, Parc Ferme
J	Specialist	Judges / Starters, Safety Officers / Co-ordinators, Competitor Relations Officers, Chaplains, Track Inspectors (appointed by CAMS), Course Checkers (appointed by CAMS), OLT evaluators (appointed by CAMS)
L	Course Presenter	Appointed by CAMS
O	Communication	Communicators, Observers, Event Command Staff
P	Paramedical	Paramedics, Ambulance Officers, Nurses
Q	Technical Commissioner	Appointed by CAMS
S	Scrutiny	Scrutineers, Technical Officers
T	Timekeeper	Timekeepers, Scorers, Handicappers, Spotters, Results Staff
U	General Competition Area (Multifunctional)	General Track Marshals, Pit Lane Marshals, Grid Marshals, Vehicle Recovery, Equipment Supply, Safety / Course Car Crews (Circuit), Spectator Marshals (Trackside)
V	Rally / Off Road (Multifunctional)	Stage Commanders, Control Officials (Time Control, Passage Control, etc), Road Closure Officials, Course Car Crews (Sweep, Recovery, 'O' Cars, etc), Spectator Marshals, Area Co-ordinators (appointed by CAMS), Rally Observers (appointed by CAMS)

Licence Grades

Trainee	For those with no motor sport officiating experience working under direct supervision. To be upgraded to Grade 4, Trainees must officiate for three full days at CAMS motor sport events.
Grade 4	For those with motor sport officiating experience working under indirect supervision.
Grade 3	Covers those officials qualified to work without supervision, capable of assuming a team-leader role and taking responsibility for Grade 4s and Trainees. To be upgraded to Grade 3, officials must meet the requirements of the Grade 3 Training Plan.
Grade 2	Covers those senior officials capable of working as Chief at State or National events and Assistant Chief at major National and International events. To be upgraded to Grade 2, officials must meet the requirements of the Grade 2 Training Plan.
Grade 1	Covers those senior officials capable of working as Chief at major National and International events. To be upgraded to Grade 1, officials must be assessed by the National Officiating Committee Executive. Attendance at the CAMS Generic Module (Grade 2) may be recommended.

Supervision definition

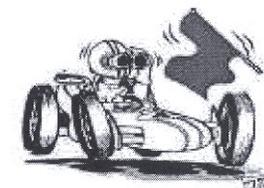
- **Direct** supervision is when an adult CAMS accredited official (18+) is in view of and in direct verbal communication with the subordinate who is carrying out tasks.
- **Indirect** supervision is when an adult CAMS accredited official (18+) is in verbal communication either directly or by using a two-way radio or telephone, with the subordinate who is carrying out tasks.

FLAG SIGNALS

Blue — Overtaking Signal



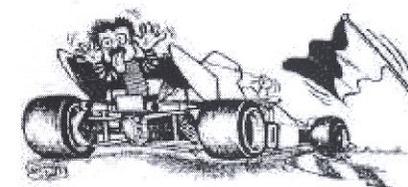
Green — All clear



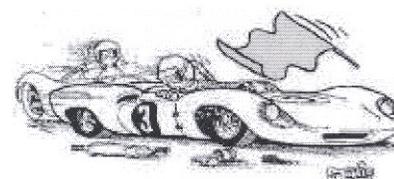
White — Slow moving or Service vehicle on track



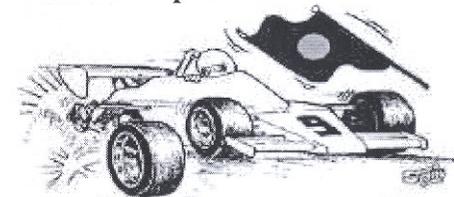
Black & White Diagonal — Warning flag, displayed to driver driving in an unsportsmanlike like manner



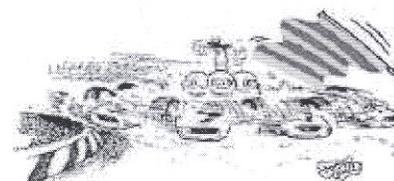
Yellow — Danger ahead



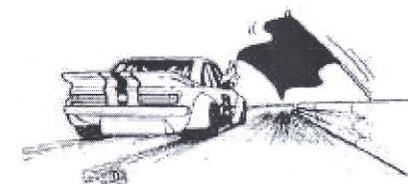
Black with Orange disc — Mechanical problem



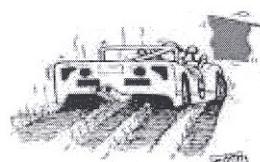
Yellow with Red Stripes — Deterioration of adhesion / Slippery Surface



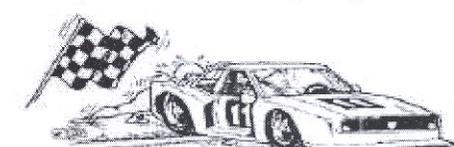
Black — Stop at pit on next lap



Red — Stopping the race or session

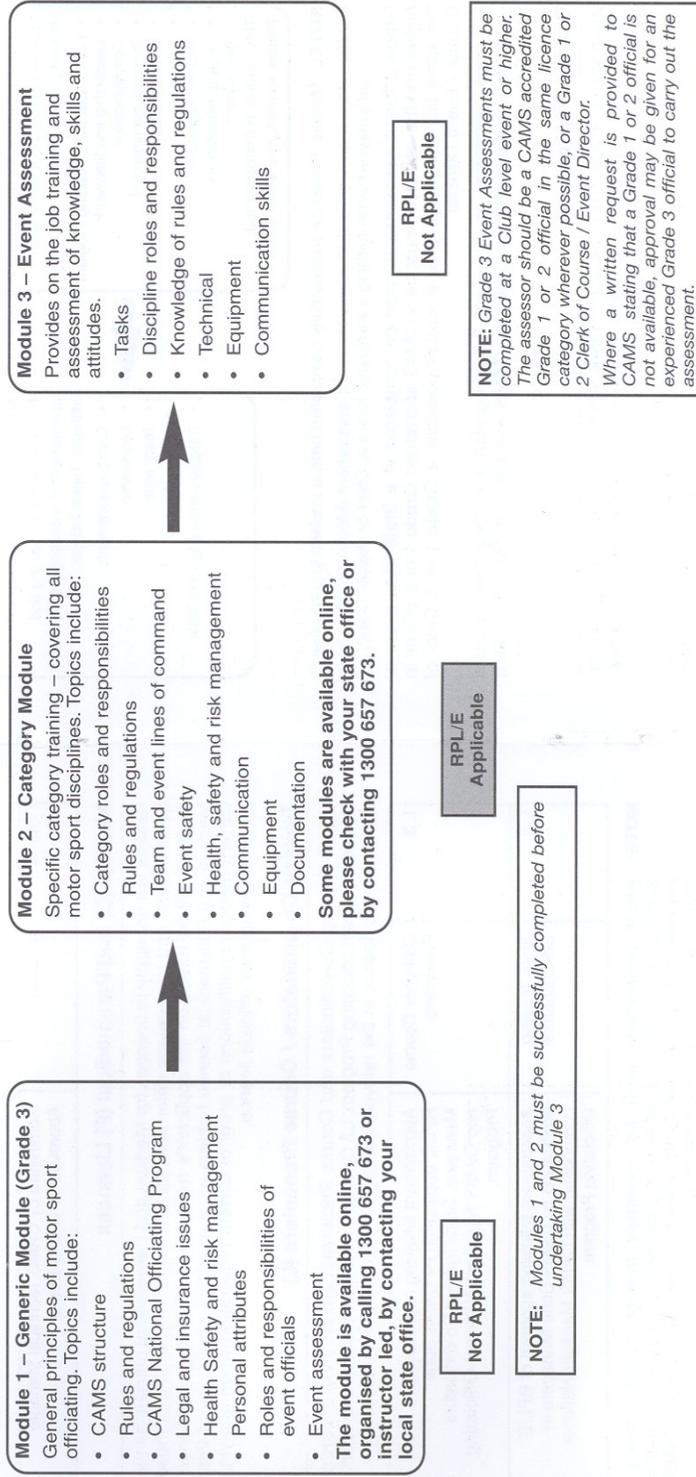


Chequered — Finishing Flag



Grade 3 Training Plan

The following training modules need to be successfully completed prior to submitting an application to upgrade an official's licence to Grade 3 in a particular category. Refer also to Recognition of Prior Learning and Current Experience on page 7.



For more information on the Grade 3 training plan (including training dates and event assessment forms) visit the CAMS website, contact your CAMS State Office.

Grade 3 Training Plan

Module 1 – Generic Module (Grade 3)

General principles of motor sport officiating. Complete once for all Grade 3 categories.

Recognition of Prior Learning & Current Experience is not applicable (i.e. everybody must do this module, regardless of experience)

- + CAMS structure
- + Rules & regulations
- + Health, Safety & Welfare
- + Legal & Insurance issues
- + Event roles & responsibilities of officials
- + Personal attributes
- + Event Assessment
- + CAMS National Officiating Program



Module 2 – Category Module

Specific category training – not restricted to any particular motor sport discipline. Complete one module for each Grade 3 category. (e.g. if you want to be a Grade 3 Timekeeper and a Grade 3 Flag Marshal, you need to complete two separate category modules).

- + Category roles & responsibilities
- + Rules & regulations
- + Team & event lines of command
- + Event safety
- + Health, Safety & Welfare
- + Communication
- + Equipment
- + Documentation

Module 3 – Event Assessment Module

Provides on-the-job training & assessment of knowledge, skills & attitudes. Complete one for each Grade 3 category. (e.g. if you want to be a Grade 3 Timekeeper and a Grade 3 Flag Marshal, you need to complete two separate event assessments).

Recognition of Prior Learning & Current Experience is not applicable (i.e. everybody must do this module, regardless of experience)

- + Tasks
- + Knowledge of rules & regulations
- + Communication skills
- + Technical
- + Equipment
- + Discipline roles & responsibilities

Grade 3 Event Assessments must be completed at a Club level event or higher and the assessor should be a CAMS accredited Grade 1 or 2 official in the relevant licence category.

Grade 2 Training Plan

The following illustrates the training modules that need to be successfully completed prior to submitting an application to upgrade an official's licence to Grade 2 in a particular category.

Module 1 – Generic Module (Grade 2)

Advanced principles of motor sport officiating. Complete once for all Grade 2 categories.

Recognition of Prior Learning & Current Experience is not applicable (i.e. everybody must do this module, regardless of experience)

- + CAMS National Officiating Program
- + Leadership and teamwork
- + Communication
- + Personal management
- + Critical incident management
- + Risk management
- + Mentoring
- + Legal issues
- + Mental / physical health
- + Personal effectiveness
- + Event assessment
- + Managing ineffective performers

Module 2 – Event Assessment Module

Provides on-the-job training & assessment of knowledge, leadership skills & attitudes. Complete one for each Grade 2 category. (e.g. if you want to be a Grade 2 Timekeeper and a Grade 2 Flag Marshal, you need to complete two separate event assessments).

Recognition of Prior Learning & Current Experience is not applicable (i.e. everybody must do this module, regardless of experience)

- + CAMS Requirements
- + Leadership
- + Team work
- + Communication
- + Category knowledge and skills

Grade 2 Event Assessments must be completed at a minimum of a State level event and the assessor must be a CAMS accredited Grade 1 or 2 official in the relevant licence category

Contacts

MG Car Club Captain	Matt Baragwanath
Officials Register Captain	Terry Regester
Rob Roy	Graeme Brown Wayne Rushton David White
Scrutineering Club CAMS	Ken Price Bob Showers
Cams Delegate	Graeme Adams
Vic Flags Training Officer	Sue Jochheim vicflag.org.au
CAMS Training Coordinator	Bruce Carter cams.com.au
Vic Fire & Rescue Squad	Terry Buxton vfrs.com.au

CONTACTS

APPENDIX

&

ACKNOWLEDGEMENTS

Upgrade Procedure

Those applying for a licence upgrade should contact the CAMS State Office or the CAMS Officials Hotline to ensure they have completed the necessary training modules before an application form is submitted. Information on training dates can be obtained by contacting the CAMS State Office.

+ Trainee Licence holders who have officiated for three full days at CAMS authorised events and obtained three signatures from their supervising official, may apply for a Grade 4 officials licence.

+ Officials seeking upgrade to Grade 2 or 3 in a particular licence category must meet the requirements of the respective training plans.

+ Following the successful completion of Grade 2 and 3 training requirements, applications for upgrade must be submitted to CAMS Member Services.

+ Applications for upgrade to Grade 2 and 3 licences will be sent to State Officiating Panels for recommendation.

+ Applications for Grade 1 and 2 Stewards licences will be sent to State Officiating Panels and the National Stewards Committee for recommendation.

+ Applications for all Grade 1 licences will be sent to State Officiating Panels and may be forwarded to relevant National Committees for recommendation (i.e. ARCom, Medical, Stewards, etc) before being sent to the National Officiating Committee Executive for approval.

Junior Officials

Where permitted by state legislation:

For officials working in Event Administration – 12 years

For officials working in a Non-Competition Area – 14 years

For officials working alongside the competition surface – 16 years

Conditions:

Junior officials can only hold a Trainee or Grade 4 officials licence.

At all times junior officials must be under the supervision of an adult CAMS accredited official (except where not required under the Compulsory Accreditation target dates).

Junior officials working alongside the competition surface (i.e. Circuit, Track, Special Stage, etc) must be under direct supervision.

Junior and Trainee officials are **not** permitted to attend incidents.

Definition of Competition Surface

The competition surface at a motor sport event is:

a) the area to which spectators or the general public are not admitted where cars can be driven at an unrestricted speed;

b) pit lane at circuit race meetings.

Indirect Supervision of an official is when an adult CAMS accredited official (18 years of age or older) is in verbal communication either directly or by using a two-way radio or telephone, with the subordinate who is carrying out tasks.

Training Junior officials must attend an event briefing session and be verbally briefed on the day by a senior official. They must also be issued with a 'Schedule of Duties' that includes:

Who they are responsible to Safety measures related to the activity

A Event Administration

Event Administration is responsible for the organization and scheduling of the event, the preparation and distribution of relevant paperwork and arrange for the various officials to be engaged.



Key EA officials include the Secretary of the Meeting, Assistant Event Secretaries, administration staff and document checkers.

EA is responsible for ensuring that the event is organized according to the rules and regulations, that the supplementary regulations, instructions and other documents are issued where and when required. Ensure that all officials are capable, equipped and properly instructed and that the schedule of the event

is attainable and reasonable.

Some of the more vital tasks the EA undertakes are to have the date of the event approved. to book the venue, submit both the supplementary regulations and entry form to CAMS (or similar body) for approval and lodge a permit application together with the appropriate fee with CAMS (or similar body).

As the date of the event draws nearer EA must confirm approval of the supplementary regulations and entry form by CAMS (or similar body) and obtain the appropriate permit number. Distribute the supplementary regulations and entry form, finalise arrangements for course cars, emergency vehicles, recovery vehicle and crews. File entry forms, check the supply of both fuel and tyres (if applicable), plan and print passes (again if applicable).

Following the event EA final tasks include debriefing other officials, collect written reports, prepare and issue the results, ensure that prizes and trophies are presented and forward final results to the stewards and CAMS (or similar body).

Other Specialist Officials

There are some teams of officials that are either specialist or appointed by CAMS (or similar body).

D Medical

Medical Practitioners



J Specialist

Judges/Starters, Safety Officers/ Co-ordinators, Competitor Relation Officers, Chaplains, Track Inspectors, Course Checkers & OLT evaluators

L Course Presenters



P Paramedical

Paramedics Ambulance
Officers Nurses



Q Technical Commissioner

U General Competition Area

Officials involved in this category comprise a large cross section of motor sport volunteers namely Track Marshals, Pit Lane & Grid Marshals, Vehicle Recovery, Equipment Supply, Safety/Course Car Crews and Spectator Marshals.

Each component of this diverse group, depending on the size of the event, either falls under the direct control of the Clerk of Course and Race Control at Club and smaller events or a Senior/Chief Marshal at the larger events such as the F1 or the V8's.

On occasions, when its all hands on deck it can be surprising just who can end up on the business end of a broom.

But seriously, the General Competition marshals have an equally important role to play at either a club competition or at the F1 Grand Prix.



To become an effective Official you need some if not all of the following attributes:

- An ability to make decisions
- An understanding of safety awareness
- An understanding of the rules & regulations/roles & responsibilities
- Honesty and strength of character
- Interpersonal/people skills
- A pleasant personality
- A willingness to serve in the role
- Good communication and observation skills
- Commitment to the task and to your team
- Tact, good manners & commonsense

And most importantly a preparedness to get the coffees for the rest of the people on your point!

B Steward

The Stewards are appointed by CAMS and are in no way responsible for the organisation of the meeting, they are the ultimate Judges of Fact and have no responsibility to any other than CAMS. When you or I lodge a written report concerning an incident on the track the Stewards must pass judgment on the case, they may decide to convene a court of enquiry and report any subsequent decisions to CAMS.

Before an event commences the Stewards must be satisfied that the environment for competition is right. Immediately prior to the event the Stewards will circulate to ensure that all is in readiness and that the circuit is safe for competition.

The Stewards have the power and authority to enforce compliance with the Code, NCR's, the Sup Regs, any Further or Final Regs, the Driver Instructions and to adjudicate upon any dispute or protest arising from the meeting.

Under the Terms of their authority the Stewards have the power to:

- Decide on penalties
- Modify the Sup Regs in exception circumstances
- Alter the composition of or consolidate heats
- Authorise a re-run in the case of a dead heat
- Authorise a change of driver
- Accept a correction by a Judge
- Inflict a penalty of reprimand and/or fine and/or exclusion but not disqualification or, save for NCR 194(i) suspension.
- Amend the results of a competition
- Prohibit a driver or vehicle they consider to be or has been reported to the Clerk of Course as being unsafe
- Exclude an entrant or driver considered to be guilty of misconduct or unfair practices or refuses to obey the direction of an official or direct the removal of any sign or advertisement from a competing vehicle
- Postpone or alter the conditions of a completion, or the start/finish line
- Appoint a temporary substitute or substitutes r replace any steward or stewards not able to perform his/her duties



C Event Command

Every ship or race meeting or club event needs a captain or senior group to direct activities.

If the Clerk of Course is the captain then his senior officers would be the Chief Fire Marshal, Chief Flag Marshal, Event Directors (race control), Senior Marshals, Chief Medical Officer, Stewards, Assistant and Deputy Clerks of Course, Sector Marshals and Course Marshals.

All these senior officials have in turn, their teams of officials to direct. An Event Command official would generally be a Grade 2 or Grade 1 official, (dependant on the type and nature of event) but not always. For example your writer, who currently holds a Grade 3 flag marshal rating, has performed the duties of Chief Flag at State level events.

The basic requirements of the Event Command Official revolve around his/her experience and knowledge of the Rules and Regulations of motor racing, either CAMS or a like body.

Lets just consider the duties of the Captain of the SS Event Command, the Clerk of Course. He/she is responsible for the general running of the meeting in accordance with the Sup Regs, Program and organising permit and in particular:

Confirm all officials are at their posts & equipped to perform,
Control competitors and their vehicles, ensure numbers attached,
Ensure the correct driver is in each vehicle & marshal as necessary,
Send the vehicles to the starting line in correct order
Advise Stewards of any program changes, misbehaviour by drivers & team members, receiver protests & reports and prepare event reports.



If it seems that the Clerk of Course is a task master, so be it, his position is one that I for one aspire to. He has the ultimate control on the day be it Club, State or F1.

T Timekeeping

As the name suggests the timekeepers are responsible for maintaining the times recorded by competitors during each practice, qualifying and race lap or period.

The principal duties of timekeepers are, on arrival at a venue to report immediately to the Clerk of Course or Director for instructions.

A timekeeper regardless of grading should be prepared to act as starter if directed to do so by the Clerk of Course or Director and in the case of handicap events the starter on the start line will be a timekeeper.

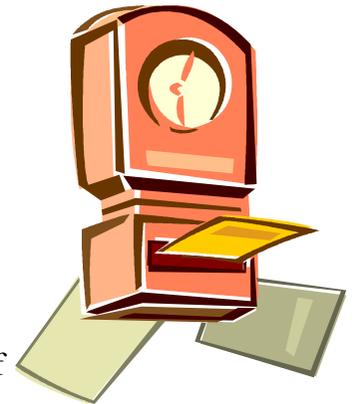
In speed events and races a timekeeper may only use those instruments as approved by CAMS (or similar body) and in the case of speed record attempts timed to within 100th of a second approved by the FIA.

They are required to register such times as appropriate.

Timekeepers are required to sign their reports relating to timing which is their individual responsibility and to send them, with all necessary supporting documents, in the case of an attempt at a record or test to CAMS (or similar body).

Timekeepers must send, on request, their original time sheets either to the Stewards of the meeting or to CAMS (or similar body).

Timekeepers may only communicate any times or results to the Stewards of the Meeting and the Clerk of Course or in accordance with their instructions.



S Scrutiny

The Scrutineers are generally responsible for checking the compliance of a vehicle's eligibility as required under the Rules, Regulations and sundry formulae as laid down by CAMS (or similar body) and the Supplementary Regulations for the event.

This may involve the weighing and measuring the competing vehicles, and also the checking of entrants' and drivers' documents, clothing and safety equipment.



The scrutineers are responsible for checking the mechanical state of the vehicles ensuring that they meet all safety requirements.

Whether the event is club, state level or international the obligations of the Scrutineer is the same, they are responsible to the Event Clerk of Course, all vehicles needed to be checked against entry form information and against possible Log Book.

The Scrutineer must check on the basic mechanics of the vehicle to ensure that if any mechanical work has been done or repairs effected, that it is properly finished and the vehicle is safe to drive. The car should be clean, and if not, the Scrutineer has every right to reject it.

Other items requiring inspection:

Roll cage./bar, Drivers' Clothing Helmets & Goggles, Fire protection & Extinguishers, Fuel tanks, Windscreen, Rear view mirrors, Seat belts & Harnesses, Scatter shield, Head restraints, Seats & Mountings, Brakes & Brake lights, Wheels & tyres, Suspension, Engine & drive train and Body.

The MG Car Club Scrutineers' check list must be completed for each vehicle that presents for scrutiny. An example can be found at the rear of this guidebook.

E Fire & Rescue



Fight a fire not me I don't own a red suit.

Don't let that stop you, these guys are almost always first on the scene of a incident, just after the "flaggie", "trackie:", observer & sector marshals have arrived. They arrive on scene hoses in hand and ready for any contingency a fire., a fuel spill or ultimately the

use of the "jaws of life" and physical extraction of a driver.

Like any other motor sport volunteer group the "fire'ies" begin life as trainees and advance through grades 4, 3, 2 & 1.

Many of these volunteers are employed outside motor sport as full time Fire Fighters, CFA members, Taxi drivers, Office workers, Mothers, Grandfathers and just about anyone else you can think of.

Like all motor sport officials, the Fire & Rescue volunteer is just a you or me.

You can on the other hand join a specialist club, such as the **Victorian Fire and Rescue Service (VFRS)**

This group was formed in the early 70's to provide services at a variety of motor sport events through out the year. These events include Circuit Racing, Drag Racing, World 500 cc & Superbikes, Australian F1 Grand Prix, Hillclimbs and Indy Car Racing.

We all know that Motor Racing is dangerous and it is becoming more important to have a trained groups of professionals on site to ensure that race meetings are held in safety and that any driver requiring rescue can be guaranteed the best possible assistance..

VFRS members practice the various techniques required to suppress fire & how to prevent it from becoming established after an incident.. Members also train in the current rescue and extrication techniques . At race meetings members work hard , in hand with other officials, safety teams, stewards and paramedics to ensure all meetings are held safely.

So red suit or not you can still be involved!!



F Flags

The flags are a vital way that marshals can communicate with competitors. They are used to warn them of danger, a change in track conditions and if they are about to be overtaken. As a flag marshal one must be able to concentrate for long periods of time and be immune to distractions and, most importantly, work as part of a team.

There is no room for error in a flag marshal's judgment. The competitor will react to the signals given and an incorrect signal can cause major repercussions. Flag marshalling points are strategically situated around the circuit. Each Marshal is responsible for areas either side of his track point, i.e. Flag Point 3 looks after the area from Flag Point 2 to Flag Point 4, (subject to what flag is being used).

Reasons for a flag being displayed include an incident on the circuit, (a spin, accident etc.); a change in the surface of the track, (oil, sand, debris from another vehicle); slow moving or service vehicles on the circuit; competitors about to overtake one another; or the circuit is clear and racing may resume.

Yellow Flag, (waved): Danger, incident / accident ahead – Proceed with caution. No overtaking allowed until the competitor passes the next flag point to display a waved green flag.

Double Yellow Flag, (waved): Extreme Danger, incident / accident ahead – Proceed with caution. The next sector of the track is wholly or partially blocked no overtaking allowed until the competitor passes the next flag point to display a waved green flag.

Yellow Flag, (stationary): Danger ahead, once the driver passes the next flag point from yours. No overtaking allowed. This yellow flag is held stationary at the flag point preceding the waved yellow. Only one yellow flag is held regardless of how many yellow flags are being waved at the next point.

The yellow flag overrules all other warning. Once the incident is clear and considered safe the flag is withdrawn.

Green Flag, (waved): All is clear. This flag is always waved at the flag point after the one that waved a yellow flag. It is displayed after an incident to indicate to the driver that the incident has passed and that they can resume racing or driving at increased speed either during a race, qualifying or practice. Once the yellow flag is withdrawn the green flag is withdrawn once the last car to see the yellow flag has past your point.

Blue Flag, (waved): This is the hardest flag to use as it requires good judgment of vehicle speed and distance. It is waved at "selected" slower vehicles that are about to be overtaken, but the use varies from a Race as compared to Practice or Qualifying as follows:-



Observers

As mentioned previously if the radio operator is the ears and eyes of Race Control then the observer carries out the same role for the radio operator.

In part it the observers role to look where the radio operator is not looking and pass on any information regarding misdemeanours observed to the radio operator. In fact any person appointed to a flag point can be an observer, including the flaggies, track marshals and yes even the fire marshals. All of these could be asked to “watch car 20 for fluids” or “car 69 for smoking” and many similar calls from Race Control based on reports from other flag points.

Most dedicated Car Club volunteers would laugh at the possibility of having an observer/relief radio operator on a point but you maybe surprised that this occurs quite regularly at any number of events, after all senior/experienced operators must come from somewhere. There are just as many trainee communicators as there are trainee flaggies and yes even trainee fire marshals.



Report Writing

Yes we've all done it, made a report to Race Control and then waited for the dreaded response “Can you write a report on that?”. Writing a incident report can be a chore but an extremely important one..

Unfortunately from time to time your report could become the basis of a Coroners Court enquiry.

At the rear of this hand book is an example of the basic report form, you would do well to acquaint yourself with it and if given the opportunity to attend a report writing course.....take it !

A final word on Communications , you may well find an additional person on your point , this is the **Sector Marshal**, he or she is the ultimate senior official at a point. He or she has a radio tuned to a different channel to you, but do your job and listen to his/her advice but always remember

YOU ARE IN CONTACT WITH RACE CONTROL!

O Communications

Communicators are generally under the control of the race director and the operator must be proficient in a number of interconnected disciplines. You must have proficient radio skills, eyes like a hawk and the writing skills of H G Wells. At some larger events there may in fact be two or more radio operators alternately working as operator and observer. At some club meetings you may find yourself carrying out both roles and possibly flags as well.

Radio Operation

The radio operator is truly the eyes and ears of Race Control and Clerk of Course relaying information from the track side points to Control

Tower personal. Typically the radio operator would report on Changes of track condition, Breaches of rules, Mechanical defects, Bad sportsmanship and Careless driving. Incidents to be reported could include changing weather conditions, debris and fluids on the track, serious breaches of the rules such as passing under yellow or red flags or failing to reduce speed under yellow or red flags. Serious incidents causing damage to other vehicles or contact with safety barriers and any resultant mechanical defects the contact may have caused. And finally any cases of deliberate obstruction or failure to give way when being lapped or re-joining the track in an unsafe manner should be reported.

Remember the important information:

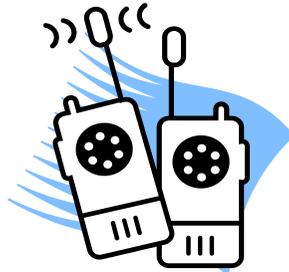
- Point calling
- Condition of track
- Need for emergency vehicles
- Action being taken
- BRIEF description of incident
- Towing requirements
- Numbers of vehicles involved

Radio Communication Procedure

- Listen.....someone else maybe using the radio
- Wait.....until they are finished
- Think.....about what you are going to say
- Be brief....someone else maybe waiting to make a report
- Respond...acknowledge Race Control & pass on information.

Finally remember the ABC's in all communications

Accuracy Brevity Clarity



During a Race:- A slower vehicle at or near the rear of the field is about to be lapped by other competitors while going through your sector.

During Practice and Qualifying - A slower vehicle is about to be overtaken by a faster moving vehicle that is clearly on a "quick lap". This helps all competitors to maximise track position to record their fastest time. It may be that the slower vehicle is normally much quicker in a race situation, but they may be slower as they are on a warm up or cool down lap. The blue flag indicates to them to be aware and move out of the way so that all competitors are given a fair opportunity.

Red Flag, (waved): The Race has been stopped This flag is displayed when the race or practice has been stopped, normally because of an incident that is considered too dangerous to continue. The only instruction to display this flag is given by the person in Race Control, who will very clearly say "Red Flag, Red Flag, Red Flag" over the radio system. Flag marshals are NOT allowed to use the red flag without this instruction. A yellow flag is also waved at the point where the incident has taken place as a further indication to the competitors. The Red flags are only withdrawn on the advice of Race Control

Change Of Surface Flag, (stationary): Commonly known as the "Debris or Oil Flag" This flag is never waved! It is displayed when there is oil, sand, coolant or debris, etc. on the track. If there is an incident and yellow flags are displayed, a change of surface flag can be displayed simultaneously. Once the track is considered clear the flag is withdrawn.

White Flag, (waved): This indicates that a slow moving vehicle is on the track from your sector and the next point. It can be used for a competitor vehicle or a rescue vehicle. Once the vehicle has passed by your sector the flag is withdrawn.

Other Flags not used by Flag Marshals

Chequered Flag, (waved): Indicates the end of the race or practice session.

Black And White Diagonal Flag, (stationary): Unsportsmanlike behavior. This flag is displayed with the competitors vehicle number. This flag notifies the competitor that he/she is under observation for unsportsmanlike behavior.

Black Flag, (stationery): Competitor must enter Pits at end of lap. This flag is displayed with the competitors vehicle number. The competitor has been disqualified for a transgression of the rules or a stop / go or drive through penalty has been ordered.

Black With Orange Dot Flag, (stationary): Mechanical Defect. Also called the "Meatball Flag", this flag is displayed with the competitors vehicle number to indicate that the vehicle has a mechanical defect and must call into the pits to rectify it.

Safety Car Procedure

As with all sporting events, incidents do occur, Motor Racing is certainly no exception, at times with dramatic results. Incidents can range from a single vehicle leaving the track to multi car pile ups. These incidents can occasionally result in an event being stopped (red flagged), others can be controlled by the use of the yellow flags.

Under some circumstances, Race Control may decide to take control of the field by the use of the "Safety Car".

When the call to initiate the safety car is made all flag points simultaneously displays a waved yellow flag and a board bearing the words

Safety Car or S C



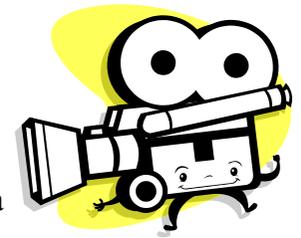
The field forms up behind the safety car which continues to circulate until such time as the incident has been cleared. Once all recovery vehicles have left the circuit the safety car will return to the pits and racing can resume.

On resumption all flag points will withdraw both the safety car boards and yellow flags. All points then simultaneously display a waved green flag signifying that racing has recommenced. The green flag will continue to be waved at each point and withdrawn progressively when the last vehicle has passed that point.

G General Non-Competition Area



Just about every other duty that is performed in or about a race track or competition area is carried out by these guys.



These officials include, the Media Centre, Public Address people, Paddock Marshals, Spectator Control, Security, Service Park and Car Park attendants and employees of the concessionaries, merchandise and other entertainment outlets. But it does not include catering staff employed by the venue operators.

