



Volunteer Hand Book



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INTRODUCTION

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 join you as a Motorsport Specialist Volunteer.

Volunteer Licencing System

This is currently under development with the Volunteer Commission and regular updates will be provided as key stages are completed.

This will encompass the 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 CAMS so volunteers on both sides of the Tasman can more easily volunteer at events.

The commission has agreed the following system:

- General Volunteer – first 12 months + training / competency assessment
- Bronze – team specific, i.e. Grid, Flag, Fire/Rescue team member
- Silver – post chief / assistant HOD
- Gold – HODs
- Platinum – Sector Chiefs / HOD multi discipline, trainers.

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.

To assist the Canterbury Car Club in meeting its responsibilities for all volunteers who attend events at Ruapuna Raceway, The Management Committee have put in place several key policies.

These are:

- Canterbury Car Club's Health and Safety Policy (See Appendix Three),
- Canterbury Car Club's Drug and Alcohol policy (See Appendix Four), and **Canterbury Car Club's Social Media Policy (See Appendix Five)**

Who Does What and What Can I Do?

There are a number of volunteers at an event/race meeting who have important jobs to do. This is a breakdown of what they do and how they affect you in your volunteer role.

Stewards of the Meeting:

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

Clerk of Course (CotC):

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 needs 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:

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

Accident Investigation Officer:

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 is to make a decision about whether something is right or wrong. There several types;

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

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

Fact – ensuring regulations are enforced eg 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 MotorSport NZ appointed Technical Officers who are responsible for inspecting and testing that the vehicles are in accordance with the regulations for that vehicle class. eg measure the vehicles weight using control scales to ensure they are not underweight etc.

Section Chief:

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 Marshal, a Chief Fire Marshal and a Chief 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 eg Fire and Rescue may be under the control of one person not two.

Flag/Rescue Point Chief:

This is the person in charge of a flag point or sector of the track. Normally the most experienced person is appointed to the job and is in charge of 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.**

Medical Officer:

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.

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. (These days may use a quad bike to quickly get to an incident)

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.

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;

<i>Marshall</i>	is used it means any volunteer involved in grid/pit lane work, flag, fire or rescue roles
<i>Flag Marshall</i>	refers to a person whose main role is to use flags to indicate to drivers
<i>Rescue Crew</i>	refers to a person whose main role is to assist drivers involved in an incident
<i>Fire Crew</i>	refers to a person whose main role is to control fire
<i>Medical</i>	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.

A marshal understands the dangers in motor racing and how they can help eliminate some of these dangers.

A marshal can anticipate what is going to happen and what he/she is going to do about it.

A marshal is quick thinking, co-operative and a team person.

A marshal keeps the safety of all marshals foremost in their thoughts at all times.

A marshal realises that a clear head is necessary at all times whilst on duty. He/she does *not* take alcohol or drugs during a meeting.

A marshal is focused on their job, not a spectator, photographer or sun worshipper.

A marshal has a thick skin to withstand the unkind comments from competitors, spectators, and at times other officials.

A marshal enjoys working with others and has a good sense of humour

A marshal is a masochist. Who else would stand all day in either the boiling sun or pouring rain putting up with windblown dust and dirt while others enjoy themselves, then say they have had a fun day



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 surface JANDALS AND SHORTS are a no-no - they are impossible to quickly run in and are not going to protect you if you have to deal with a fire. These days most circuits provide cotton overalls (fire retardant) for anyone in a rescue or flag marshalling role. Starters or pit area workers may have a shirt provided but this depends on the circuit and the event.

Both sun and wind cause burns so take this into consideration - shorts and a T-shirt may be real cool at 9.00 am but by 4.00 pm you may have been turned into a lobster. A 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 Course at each meeting will be checking to ensure no vehicle exceeds 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 and fruit juice is 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

Safety

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.

At all times **your** own safety is paramount.

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 Blue and Yellow wavers.

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.

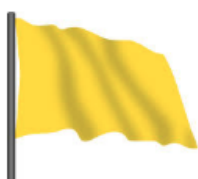


The flags at a flag point are described fully in Schedule Z a copy of which is attached to this booklet:

The following is a simple outline of what the flags indicate

Flags Used at Observation Posts

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



Inform 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).

WHITE -Slow-moving vehicle on track.

Indicates to drivers that they are about to overtake a vehicle which is travelling on the track at a much lower speed than the competing cars such as a service vehicle or when a competing car is moving at a reduced speed.

If the vehicle stops on the track, the white flag should be immediately replaced by yellow flag/s appropriate to the situation.

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 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.

Race Circuits will often use both the flags and light system as a means of communicating to drivers when they are able to fully man each flag point. Reduced manpower will likely result in lights only being used on flag points, however flags and boards will always be used on the Start/Finish Flag Point.

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

The red flag 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 and half White Flag: Used to indicate a penalty or that the drivers 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. Eg 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 circuits have RT systems available for communication between Control Tower 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:

Flaggie "*Flag 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 a problem 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 Control Tower 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.

Picture	Description	Meaning	Action
	One arm raised above the head (A white handkerchief can be held if one is available and conditions permit)	<i>MEDICAL ASSISTANCE REQUIRED'</i>	Sector chief radios control tower for medical support Medical support sent by control tower to incident
	Both arms raised above the head and crossed	<i>AMBULANCE REQUIRED'</i>	Depending upon circuit practice and organising cub, this will bring either an ambulance or a Rescue Unit which will be carrying a Doctor or Paramedic.
	One arm Horizontal shoulder height pointing left of body other arm lower horizontal left of body to make an "F" shape	<i>FIRE</i>	Firefighting equipment is sent to the incident immediately
	Both arms held horizontally Version 1	<i>EMERGENCY SERVICES RESCUE UNIT or FLAT TOW REQUIRED</i>	Depending on the circuit a vehicle with cutting gear and firefighting equipment is sent to incident or a vehicle capable of flat towing is sent to incident

	<p>Hands in front Lifted up and down</p>	<p>RESCUE UNIT REQUIRED – lift tow</p>	<p>Vehicle capable of lifting vehicle and removing from incident site is sent to incident</p>
	<p>Thumb points up</p>	<p>Yes</p>	
	<p>Thumb points down</p>	<p>No</p>	
	<p>Patting head</p>	<p>Need some more people here to assist with manual task</p>	<p>spare next flag point crew or clean-up crew sent to point to assist with task</p>

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.

Most race tracks use Dry Powder or Foam extinguishers, and 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 circuits 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.

- New “FireStorm” powder and foam extinguishers have been developed for the new fuels and training is required in their use. They are extremely effective but only when used correctly.
- 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 a dry powder extinguisher near him/her 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.**

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.



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.

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 ASAP 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.



INCIDENT REPORT				
Circuit	Date	Post		
Time	Practice/Race No	Formula/Class		
<i>*Circle or tick the boxes below as applicable.</i>				
Weather Conditions:	Dry	Wet	Sunny	Cloudy
Track Conditions:	Dry	Damp	Wet	Oil
Circuit Damage:	Tyre Wall	Armco	Concrete wall	Track surface
Incident advised by Radio / Phone:	Yes		No	
Report concerning Car Numbers(s):				
Details of incident:				
.....				
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.....				
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.....				
Sketch of Incident site:				
This Report was prepared by:				
Name:		Signature:		
Designation:		Timed at:		

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).

Bad example of a report from a fictitious meeting held on 23/4/10



Wrong date

INCIDENT REPORT				
Circuit Anywhere	Date 22/4/10	Post 4		
Time 13.13.50 seconds	Practice/Race No 9	Formula/Class Ford		
<i>*Circle or tick the boxes below as applicable.</i>				
Weather Conditions:	<input checked="" type="radio"/> Dry	Wet	Sunny	Cloudy
Track Conditions:	<input checked="" type="radio"/> Dry	Damp	Wet	Oil
Circuit Damage:	Tyre Wall	Armco	Concrete wall	Track surface
Incident advised by Radio / Phone:	<input checked="" type="radio"/> Yes	No		
Report concerning Car Numbers(s):	no numbers			
Details of incident:				
one car spun another car swerved to avoid it and car 7 had nowhere to go and hit 2nd car. First 2 cars able to drive away. Car 7 lift tow				
Sketch of Incident site:				
no sketch				
no signature				
This Report was prepared by:				
Name: Fred Dagg		Signature:		
Designation: Post Chief		Timed at: 20 past 1		

Form No: MRE 104 Incident Report
Date: 08/05

Good example of a report from a fictitious meeting held on 23/4/10



INCIDENT REPORT				
Circuit Anywhere	Date 23/4/10	Post 4		
Time 13:35	Race No 10	Formula/Class 5 club saloons		
<i>*Circle or tick the boxes below as applicable.</i>				
Weather Conditions:	<input checked="" type="checkbox"/> Dry	<input type="checkbox"/> Wet	<input type="checkbox"/> Sunny	<input type="checkbox"/> Cloudy
Track Conditions:	<input checked="" type="checkbox"/> Dry	<input type="checkbox"/> Damp	<input type="checkbox"/> Wet	<input type="checkbox"/> Oil
Circuit Damage:	<input type="checkbox"/> Tyre Wall	<input type="checkbox"/> Armco	<input type="checkbox"/> Concrete wall	<input type="checkbox"/> Track surface
Incident advised by Radio / Phone:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No		
Report concerning Car Numbers(s):	41 & 9			
Details of incident:				
Car 9 and car 41 came into turn 4 close together with car 9 just in front of car 41 on lap 2. Contact was made between the two cars but both cars continued on. On lap 3 similar contact occurred (front to rear) which resulted in Car 41 spinning off to drivers left. car 41 eventually resumed dead last. car 9 continued on unabated				
<p>Sketch of Incident site:</p>				
This Report was prepared by:				
Name: Freda Dagg		Signature: [Handwritten Signature]		
Designation: flag marshall		Timed at: 13:37		

Form No: MRE 104 Incident Report
Date: 08/05

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.

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 your local circuit owner, club or organisation.

Contact details can be found at www.motorsport.org.nz/contacts or by phoning MotorSport NZ (04 801 9559)

APPENDIX ONE

Code of Driving Conduct (*Appendix 4, Schedule Z*)

12.1 Any occurrence or series of occurrences involving one (1) or more drivers, or any actions by any driver, which is considered to have had a negative effect on any competitor or competitors is not permitted and will be penalised.

These occurrences, may result in or from, but not limited to:

- The stopping of a test or qualifying session or the suspension of a race.
- Causing a false start by one (1) or more cars;
- Causing a collision;
- Forcing a driver off the track;
- Preventing an overtaking manoeuvre by a driver;
- Impeding another driver during overtaking
- Causing an avoidable accident;
- Changing line to block another competitor more than once on a straight

12.2 For the duration of the meeting the competing vehicle, if used outside the confines of the circuit, shall be operated in compliance with the traffic regulations and at all times in a manner deemed not to prejudice the interests of motor sport.

APPENDIX TWO
Track Information Maps

APPENDIX THREE

Car Club Health & Safety Policy

health & safety policy



Management will:

Every manager, supervisor and foreperson is accountable to the employer for the health and safety of workers working under their direction.

- Set health and safety objectives and performance criteria for all managers and work areas
- Annually review health and safety objectives and managers' performance
- Encourage accurate and timely reporting and recording of all incidents and injuries
- Investigate all reported incidents and injuries to identify all contributing factors and, where appropriate, formulate plans for corrective action
- Actively encourage the early reporting of any pain or discomfort
- Provide treatment and rehabilitation plans that ensure a safe, early and durable return to work
- Identify hazards that could give rise to risk and if it isn't reasonably practical to eliminate the risk, control methods shall be implemented
- Ensure that all workers are made aware of the hazards in their work areas and are adequately trained so they can carry out their duties in a safe manner
- Encourage worker consultation and participation in all health and safety matters
- Enable workers to elect health and safety representatives
- Ensure that all contractors and subcontractors are actively managing health and safety for themselves and their workers
- Promote a system of continuous improvement, including annual reviews of policies and procedures
- Meet our obligations under the Health and Safety at Work Act 2015, the Health and Safety at Work (General Risk and Workplace Management) Regulations 2015, Employment Regulations 1995, codes of practice and any relevant standards or guidelines

Workers will:

Every worker is expected to share in the commitment to health and safety.

Each worker is expected to help maintain a safe and healthy workplace through:

- Following all safe work procedures, rules and instructions
- Properly using all safety equipment and clothing provided
- Reporting early any pain or discomfort
- Reporting all incidents, injuries and hazards to the appropriate person

The Health and Safety Committee includes representatives from senior management and union and elected health and safety representatives.

The Committee is responsible for implementing, monitoring, reviewing and planning health and safety policies, systems and practices.

Signed by CEO/General Manager _____

Date _____

1/7/16

APPENDIX FOUR

Car Clubs Drug and Alcohol Policy

Canterbury Car Club

Drug & Alcohol Policy

The Company is committed to providing an environment that ensures the wellbeing and safety of workers. People affected by drugs and/or alcohol in the workplace are a safety hazard to themselves and to all other at the workplace.

The overall purpose of this policy is to ensure a drug and alcohol free work environment and that employees and contractors are able to perform their duties in a safe, productive and healthy manner, which in turn will reduce/prevent accidents and injuries in the business.

This policy recognizes that:

The inappropriate use of drugs and alcohol has the potential to arise within any business environment.

Drug and alcohol abuse creates adverse effects in the workforce and such abuse poses a potential threat to the health and safety to others.

An effective drug and alcohol policy is therefore necessary as an integral part of comprehensive Health & Safety programme for the Company.

The Policy strictly prohibits reporting to work under the influence of drugs or alcohol and/or being impaired in any way by the use of drugs and/or alcohol during work time.

Testing

Testing may be conducted post accident/incident, reasonable cause to suspect under the influence or by client/customer request.

Testing procedures will be carried out in accordance with standard ASNZ4308:208. A 'refusal' to complete the procedure will default to a positive test.

Roles & Responsibilities

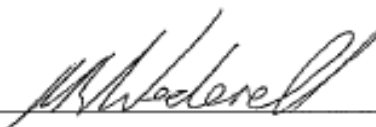
It is the responsibility of all staff to identify concerns about an individual's immediate ability to perform their job, and take appropriate steps. Where necessary, they will advise a supervisor.

Staff who are prescribed medication are expected to ask their doctor if the medication will have any potential negative effect on job performance. They are required to report to their team leader if there is any potential risk, limitation or restriction for whatever reason that may require modification of duties or temporary reassignment, and provide appropriate medical verification on any restrictions in performance of their duties.

Disciplinary Procedure

The disciplinary procedure will be implemented if policy is breached which could result in termination of employment.

Signed by General Manager: _____



Date: 6/7/17

APPENDIX FIVE

Car Clubs Social Media Policy

To be released