



The Phoenix Stages Rally

Fulbeck Airfield Sunday 1st August 2021

Supported by SMR Agriculture and DBM
Construction

Radio and Marshal Instructions / Briefing

Welcome to the Phoenix Stages Rally. On behalf of Eastwood & District Motor Club and our sponsors we would like to thank you for volunteering to support this event. Without your help we would not be able to run and hope you and the competitors have a safe and enjoyable day.

Safety at the event, and especially out on the live stages, is our main concern. Please take the time to read and understand these notes and ensure they are shared with members of your group. We will also be publishing an online marshal briefing video that will be available on the club website from 9am Saturday 31st July.

Please remain at your allocated post during all competitive elements of the event unless an incident occurs that requires your assistance.

Pre event Preparation

You will need to bring:

- MSUK registration cards
- Tabards
- A whistle
- Appropriate Covid-19 PPE – face masks, gloves, hand sanitiser
- Car passes with post number written in
- Radio check sheets and Judge of Fact / Incident forms – Radio crews only
- Appropriate footwear
- Appropriate clothing, food and drink – you may be on duty for several hours in extreme conditions.

There will be no catering on site at this event.

Arriving at the venue – Checking in between 6:30am and 7:45am

Prior to arriving at the venue – please display your car pass (Safety Marshal or Safety Radio) and write your allocated post number into the box.

The radio and marshal entrance to the venue will be sign posted from the main road. Please remain in your vehicle and approach the 'check in station'. Please use the Memorial entrance, and NOT the Kart Club entrance (this is for competitors only).

We will check your registration number, number of occupants expected and car pass.

We need to see your MSUK registration card (unless we have already seen a copy).

You will be issued with a wristband – please could you put these on before entering the stage.

You will then be directed to your post following stage direction (unless stop or flying finish who will be allowed to travel WD (wrong direction)). Stage maps will be supplied electronically along with your post allocations.

We will have a supply of masks and gloves if you do forget to bring your own.

Only those people who have signed on electronically will be permitted to enter the venue – anyone not on the list will be refused entry.

Getting to your post / parking – All Marshals to be on post by 8am

Follow stage direction and the maps to your allocated post. When travelling through the service area keep speeds to a minimum. Be aware of other rally traffic and pedestrians. Please do not stop to socialise or chat.

All marshal cars must be parked in an appropriate location as far back from the stage as possible. Please refer to the parking maps sent with your post allocations. Avoid parking head-on to competing cars, from any direction of the stage. There may be occasions where you have to park away from your junction and fulfil your duties on foot.

There will be parking maps sent out to all radio crews and marshals indicating where to park on your junctions along with post allocations.

At the event – First car starts 9am

Covid-19 requirements

If you are showing any symptoms of coronavirus – please do not attempt to attend the event and notify the organisers by phone. (Chief Marshal – 07870 55944 or Assistant Clerk of Course/Covid 19 Officer 07977 400741)

If anyone develops any of the symptoms during the event, you should:

- Inform the event organisers by telephone (as above) and return home after a safe exit passage has been confirmed.
- Avoid touching anything
- Cough or sneeze into tissues that you take home with you and put in your own bin.
- Inform the organisers with a list of people and their contact numbers of who they came into close contact with while at the event.

The event organisers have provided a number of hand sanitiser stations around the service area of the rally and these will be sign posted for all to use but please maintain social distancing while using the station.

As the country is opening up and restrictions are eased we will run this event following Motorsport UK's stance of being centred around the importance of keeping our events and community safe from transmission of the disease and allowing all persons involved to feel ultimately safe and comfortable.

Whilst social distancing requirements have been eased, we would still encourage social distancing from anyone outside of your social bubble.

We would still encourage face coverings in high density areas and indoor settings.

Out on Stage

YOU MUST WEAR YOUR MARSHAL TABARD AT ALL TIMES WHILST OUT ON STAGE.

You should ensure that you know:

- Where the nearest radio car is to your location
- Who to contact in the event of any concerns you have about safety issues arising on stage
 - Rally control, via your nearest radio car
 - If you cannot make contact via the radio:
 - Clerk of the course – John Hickling - 07831 856537
 - Assistant Clerk of Course – Martin Freeman - 07977 400741
 - Chief Marshal – Kathy Woodward – 07870 559544

There will be a number of vehicles passing through the stage prior to the first competing car, MSUK stewards, Event stewards, Chief Marshal and safety cars.

All marshals should ensure they have their whistle with them as part of their event equipment; This is to be used to warn other marshals in their location of the approach a vehicle, whether that is an official car, a safety car or a competitor.

Marshals should also use the FIA specified gestures to communicate to the safety cars whether they are satisfied with the safety at their location – all ok (thumbs up), or whether they have any problems – stop I need support (raised crossed arms).

Do not take photographs, film or share any information on social media while marshalling.

Stay alert at all times.

No one is allowed to stand in prohibited areas at any time – spectators, marshals or media.

This will be shown by red and white tape and includes box junctions intended as run off areas for cars that fail to make a turn and generally the outside of bends. However, be aware that rally cars can leave the stage at any point and be alert at all times.

There will be media representatives at the event and they provide a valuable service to the event organisers and competitors. If you have media presence at your location – please make them feel welcome. They will be wearing MSUK blue tabards and wristbands.

If you see any one around your location not wearing a wristband, please don't be afraid to question them and report to your nearest radio car if necessary.

If an incident happens

- Stay calm and assess the situation – your own safety is the first priority;
- When an incident happens, a marshal's primary responsibility is to act as look out in order for another person to assess the needs of the competitor;
- A marshal should approach a stranded vehicle, face on and at a safe distance, to observe the OK (thumbs up) from the driver and request intervention in the case of no presented indication. Marshals should not touch a vehicle without the appropriate Covid-19 PPE;
- No marshals to attend a medical intervention except to control the site. If intervention is required, appropriate level PPE to be worn;
- If no thumbs-up, marshal to immediately contact their nearest radio crew to request medical assistance;
- If the incident has created a blockage or partial blockage and there are sufficient marshals on the stage, an additional marshal should go further up the stage to warn approaching competitors;
- If the incident involves assisting competitors firstly ensure you have a lookout in place and that you are in a safe position. Ensure that the SOS/OK board is being shown and that the competitor takes and displays the warning triangle to warn approaching vehicles.
- The SOS board should be shown at the next vehicle if a competitor needs medical assistance;
- Report circumstances as quickly as possible to radio crew if nearby or stop the next competing car and ask them to report:
 - Car number;
 - Whether blocking the stage
 - Any medical assistance required;
 - Any other relevant information.
- Replace any damaged stage furniture if it is safe to do so and ensure the stage is kept clear;
- If medical assistance is required, follow the request of the Paramedic.

Red Flag Procedure

In order to facilitate rapid, safe response to an incident, this event will utilise the **RED** flag procedure as described in the MSUK Yearbook.

The RED flag may only be used when instructed by the Clerk of the Course, via the Rally Radio Control.

The **RED** flag will only be displayed to competitors on stage if the Clerk of the Course makes the decision to put the rescue unit into a live stage, this will only be in response to an incident that requires the immediate attendance of the rescue and medical personnel.

Flags will be displayed at radio points preceding an incident,

RED flags must be prominently displayed (held out steady not waved) by a designated marshal who MUST wear a marshals tabard.

Unless your post is an allocated red flag post – please do not display a red flag. All allocated red flags post will be predetermined in advance and the radio car at these post's will be responsible for displaying the red flag.

Judge of Fact

Radio crews and nominated Judges of Fact, have received separately the Judge of Fact information sheet on what is required to be reported on the incident reporting form.

These forms will be collected by the Safety Car at the end of each pair of stages. Please make it known if you have any forms for collection via radio control. They will be collected in a Covid secure manner.

End of Stage

At the end of each pair of stages the stage will close to allow the appropriate junctions to be altered or repaired (vehicles may only move on the stage under the instruction of Radio Control).

Changes will occur between stages 2 & 3, 4 & 5 and 6 & 7. Please look at the stage maps for changes that will affect your junction.

You will be permitted to assist with change overs at your location. This would greatly assist our turnaround crew as we are running to a tight timetable for this event. Please ensure you are wearing appropriate PPE and comply with social distancing while undertaking this duty.

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

End of Event

A sweeper car will close the event after the final stage (stage 8)

- Wait until given the message to stand down
- If driving on the stage always drive in the direction the competing cars took on the final stage and not the wrong direction (WD) back down the stage.
- Please be aware of other traffic and pedestrians
- Please could you assist us by collecting together any stage furniture and equipment in a neat pile at the side of the stage, to assist the set-up crew – ensuring appropriate PPE is worn.

A Final Note

During the event safety takes priority over all other matters – please take all possible measures to ensure your safety and the safety of those around you. Before acting consider the risks and if you are unsure contact the Chief Marshal or your nearest radio.

As a thank you this year, we will be doing a marshal/radio crew prize draw. We will ask competitors to select random numbers allocated to each marshal or radio crew member, to select 10 winners.

There will be 5 prizes of £25 and 5 prizes of £15.

Winners will be informed before the event ends and winnings can be collected from the Chief Marshal at the stop line after the event.

Thank you very much for marshalling and we hope you enjoy the event!