



PHILLIP ISLAND AUTO RACING CLUB LIMITED
ACN 004351446 ABN 90 004 351 446

Mail: PO Box 6091 VERMONT SOUTH 3133
Web: www.piarc.com.au
Email: membership@piarc.com.au officials@piarc.com.au

INFORMATION KIT

for

NEW RACE OFFICIALS

at the

PHILLIP ISLAND GRAND PRIX CIRCUIT

2020

This kit contains the following:

- Race Officials Registration Form
- Race Officials Welcome Letter
- Introduction to the Phillip Island Grand Prix Circuit
- Safety Briefing Notes
- Official's Health
- Trackcraft for Race Circuit Officials
- Operation of Official Vehicles

Some of the information contained in the above documents does overlap in parts, however they can be read individually as necessary.

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References and terms:

MSA – Motorsport Australia (previously the Confederation of Australian Motorsport – CAMS)

PIARC – Phillip Island Auto Racing Club Ltd.

Official's Licence – Licence issued by MSA for Motorsport Officials.

WWC – Working with Children Card issued by the Australian Department of Justice

For policy statements on the use of social media, personal interaction, official's insurance and drugs in sport, refer to the MSA website - www.msa.com.au

Prepared for PIARC by Ken Johnston (Kage) for use by officials new to motor racing, particularly at the Phillip Island Grand Prix Circuit – January 2014.

Reviewed and approved by the PIARC Race Committee – May 2014

Reviewed and updated to include changes to the sign-on procedures – July 2015

Updated to include the Working with Children requirements – August 2017

Reviewed and updated to include current terms and procedures – November 2019



PHILLIP ISLAND AUTO RACING CLUB LTD.

RACE OFFICIALS REGISTRATION FORM

Your details will be added to the Official's Register when this form is completed and returned to:
Ken & Lyn Johnston, 21 Ridder Court, Dingley Village 3172
 or emailed to: officials@piarc.com.au or handed in at the Control Tower.

PLEASE COMPLETE ALL SECTIONS OF THE FORM AND PRINT CLEARLY

Name: DoB (if under 18)

Address: Suburb: P/Code:

Home Phone: Work Phone: Mobile Phone:

Email address: **(please print carefully)**

I would prefer to have Officiating information emailed to me at the address above (please delete as appropriate). Yes / No.

Current team at Phillip Island: Team preferred (if any):

Motorsport clubs: Other motorsport licences or experience:

MSA Official's Licence # MSA Gradings held MSA Licence Expiry Date

Do you have a **WORKING WITH CHILDREN CARD** Yes / No. (If no, you will need to get one to be able to work at motor racing in Victoria by going to: www.workingwithchildren.vic.gov.au and applying on line)

Emergency contact: Emergency contact number

EXCLUSION OF LIABILITY, RELEASE AND ASSUMPTION OF RISK

In exchange for being able to attend or participate in Events I am invited to as a Phillip Island Official, (including acting as an event official), I agree:

- to release Motorsport Australia Ltd ("**MSA**") and Australian Motor Sport Commission Ltd, promoters, sponsor organisations, land owners and lessees, organisers of the Event, their respective servants, officials, representatives and agents (collectively, the "**Associated Entities**") from all liability for my death, personal injury (including burns), psychological trauma, loss or damage (including property damage) ("**harm**") howsoever arising from my participation in or attendance at the Event, except to the extent prohibited by law that MSA and the Associated Entities do not make any warranty, implied or express, that the event services will be provided with due care and skill or that any materials provided in connection with the services will be fit for the purpose for which they are supplied; and to attend or participate in the Event at my own risk. I acknowledge that:

- the risks associated with attending or participating in the Event include the risk that I may suffer harm as a result of:
 - motor vehicles (or parts of them) colliding with other motor vehicles, persons or property;
 - acts of violence and other harmful acts (whether intentional or inadvertent) committed by persons attending or participating in the Event; and
 - the failure or unsuitability of facilities (including grand-stands, fences and guard rails) to ensure the safety of persons or property at the Event.

- motor sport is dangerous and that accidents causing harm can and do happen and may happen to me.

I also acknowledge and agree that I have been fully instructed in my duties and am familiar with the activities associated with being an official. I understand that this disclaimer is not intended to exclude any valid claim by an official under the MSA Personal Accident Insurance Scheme. I will at all times remain behind the protective barrier provided unless directed otherwise by my senior officials, or if my specific duties require it, and then only for the minimum time required to carry out those duties. I declare that I am medically and physically fit and free from impairment and able to carry out normal duties expected of the position I will hold at the Event.

I declare that I am familiar with the requirements and activities of an MSA official. I agree to participate in and fully complete, to the satisfaction of MSA, all training programs conducted by MSA and associated with my involvement with the Event. I am willing to submit myself to the controls and restrictions applied to all officials at the Event. I accept the conditions of, and acknowledge the risks arising from, attending or participating in the Event and being provided with the event services by MSA and the Associated Entities.

I agree to my personal and medical details being made available to the Chief Medical Officer in the event of my needing medical attention.

I/We understand that this disclaimer is not intended to exclude any valid claim I/We may have under the MSA Personal Accident Scheme.

Official's Signature: Date:

PARENT/ GUARDIAN* CONSENT – must be completed for persons under 18 years of age.

I of [Address] am the parent/ guardian* of the above-named("the minor") who is under 18 years of age. I have read this document and understand its contents, including the exclusion of liability and assumption of risk, and have explained the contents to the minor. I consent to the minor attending/ participating in the event at his/her own risk.

Signed by Parent/Guardian*(delete as appropriate) Date



Assembly Area



Communications



Grid



Medical



Service



Recovery



Start/Finish



Tow



Crane



Boundary Rider



Scrutineering



Fire



Flags



Official's Briefing

Phillip Island Auto Racing Club

Dear Volunteer Official,

Thank you for volunteering to work as a Race Official with the Phillip Island Auto Racing Club Ltd. (PIARC). Those of us who do this regularly get a great deal of satisfaction out of it and we hope that you will quickly feel the same.

If we have already received your Race Official's Registration Form – thank-you, if not please find one attached for return as detailed. This form acknowledges that you wish to participate in events organised by the club, at your own request and on your own responsibility.

When your completed form is received, your name will be placed on the PIARC Race Official's Register data-base. The indemnity on the form is the standard one used by all officials, noting that it does not reduce any of the insurances we have in place for all officials working at our events.

Once on the data-base you will then receive invitations to all our race events by email or post, as requested by you, and you will stay on the data-base for invitations as long as you work at one event each year as a minimum. However, if you have not attended an event for two years, you will need to re-apply to have your place on the data-base re-activated.

All officials must hold an MSA Official's Licence and a Working With Children Card. Should you not have a licence, an application form can be down-loaded from the MSA website, and a WWC online application can be made at: www.workingwithchildren.vic.gov.au. Bring them with you to the first race meeting that you attend and have the activity record signed by your senior official. The procedure from there is detailed on the form.

When you first arrive at the circuit for a race meeting, you must collect and sign for your credentials. This usually happens at the Credentials Centre, and your pre-event letter will confirm the location or advise of alternative arrangements.

From there, you proceed to the official's car park, then to the Muster Shed in time for your first briefing. For major events, parking is in the designated official's car park on the outside of the track, and the circuit is accessed by walking over the bridge to the muster shed. At other events, access is by driving through the tunnel and parking as directed.

All officials will then sign-on, each day, with their designated Senior Official. This signing-on is necessary to let us know that you are at the track, and also to register you for insurances that we have in place. At the briefing, we will advise you of your duties for the day and allocate specific tasks and positions to individuals. New officials, and drivers requiring a licence endorsement, are given a special briefing by a senior official at the same time, to ensure that they are prepared for their roles.

At race meetings organised by PIARC, you are provided with lunch and drinks throughout the day, and we usually all gather at the PIARC Shed at the end of each day (except Sunday) to unwind for a short period of relaxation.

Our preferred uniform for most marshals is white or orange overalls and sturdy footwear, but this is optional, depending on your circumstances. Those in Pit Lane, in the Control Tower, and the Communications team may wear PIARC Official Shirts which are available from the Club. The specialist teams of Medical, Fire, Recovery and Flags wear their appropriate uniforms. In any event, be practical and keep in mind the personal protection items referred to below.

Race officiating does have its risks and the disclaimer on the registration form acknowledges that, but we firmly believe that good marshalling and common sense minimise any potential dangers present.

You will find the terms “race official” and “race marshal” are used at various times – they are interchangeable, although the term “marshal” more often applies to those officials working on the ground in the paddock, or at trackside posts.

We have prepared sets of Safety and Trackcraft Notes which we expect you to read and absorb. They detail some procedures that must become almost automatic for race officials in protecting yourselves and your fellow marshals, and which will enhance your enjoyment of the roles allocated to you. If for any reason, the roles allocated to you at an event are not to your liking, please talk to the Secretary of the Meeting or to your Senior Official about this, because there are many roles available and changes are always possible.

The insurance referred to includes personal accident insurance and indemnity insurance in case you are caught up in liability claims. We are satisfied that these are appropriate for the circumstances but you need to be aware that the personal accident insurance does not cover all likely expenses. You should be a member of the Ambulance Service for example, because an ambulance ride back to Melbourne can be most expensive. The personal accident insurance replaces a limited level of income in many circumstances, but the benefits are not unlimited. Details are available from MSA, and through the club if requested.

Motor racing is about competition between competitors in whatever conditions exist at the time. It rarely stops because of weather and consequently we have to be prepared to continue our roles in spite of the conditions. Although, for most of the time we don't experience great extremes in weather, it can change rapidly, so you should be prepared for the worst and experienced officials always wear or take (in a waterproof kit bag), the following items:

- Sunscreen and a cap or hat for sun protection, and sunglasses or protective glasses, with plastic lenses.
- Long sleeved shirt and long pants, again for sun protection, if outside & not wearing overalls.
- Overalls for trackside officials – white or orange, if not being supplied by the organisers.
- Waterproof footwear – comfortable leather boots are probably the best and do not melt like synthetic footwear if exposed to flame. Remember you will be standing for many hours each day.
- Spare socks and shirt, and a jumper or windcheater.
- Small towel that can be worn round the neck as a scarf in heavy rain.
- Parka and waterproof gloves in colder areas.
- Leather gloves (riggers or gardening gloves will do) for trackside marshals.
- Waterproof and windproof topcoat with hood – reaching below the thighs, and better still with matching pants. Should NOT be coloured bright yellow, red, or green.
- Other task-specific gear such as balaclavas for Fire Marshals.
- Extra fluids and food, in a “fridge” bag, as a supplement in case of local delays in supply.
- Small, lightweight collapsible stool if on duty over long hours.
- Garbage bag, mainly to keep your kit bag in while in the rain or on the wet ground.
- A spare bag containing shorts, T-shirt and a towel kept in the car – when you get to your car at night, remove all wet, dirty clothes, dry off and put on the clean clothes, and then drive home in comfort.

Don't be scared off by the warnings, they are a part of the drama and excitement we face and enjoy at each event. We look forward to working with you soon,

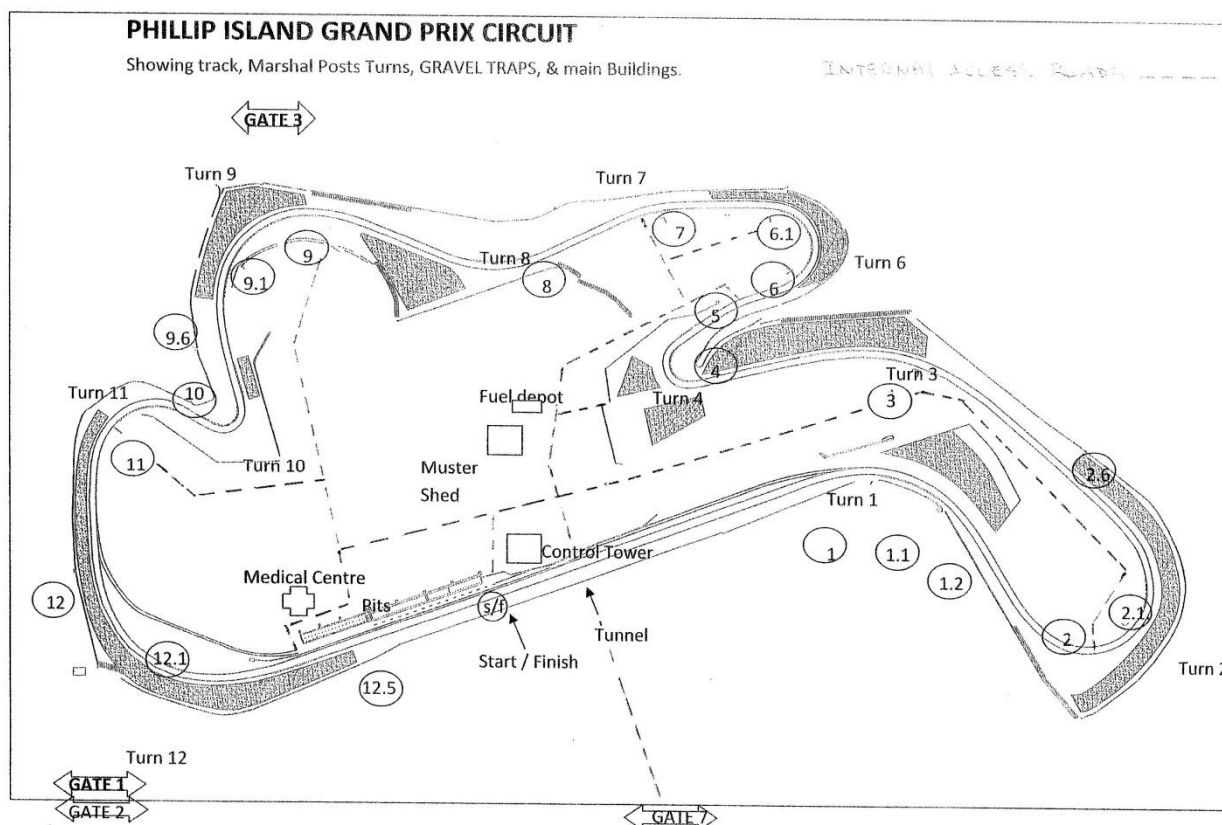
Warren Reid – President PIARC – 0417 873 273

Lyn Johnston – Official's Registrar – 0418 551 201

INTRODUCTION to the PHILLIP ISLAND GRAND PRIX CIRCUIT

Welcome to "The Island". As a Motor Racing Official there are a number of important factors of which you need to make yourself aware.

This document deals with circuit access, facilities, place names and where to find them.



Racing is in an anti-clockwise direction, so the Turns and Marshal Posts are numbered accordingly, with Turn 1 being the first turn after the Start/Finish line.

The circuit is basically on a North-South alignment with Turn 12 at the northern end.

Turn numbers are used for all official purposes, but there are other names allocated for media and publicity purposes, as listed below. Locations between the turns are referred to as a decimal. Eg: 60% of the distance between Turns 3 and 4 would be identified as 3.6

Turn names:	Current names	Historic names
Main Straight	Gardiner Straight	BP (Start/Finish)
Turn 1	Doohan Corner	KLG
Turn 2		Southern Loop
Turn 3	Stoner Curve	
Turn 4	Honda Corner	Repcor Corner
Turn 6		Siberia
Turn 9		Hay Shed (East Gate)
9.1 – 9.6		Lukey Heights
Turn 10		MG

CIRCUIT ACCESS

Access Gates

Gate 1: Gate 1 is on Back Beach Rd on the left after you pass the circuit, heading west. This is the main spectator entrance where the ticket boxes are located.

Visitor's Centre: Adjacent, and to the right of, gate 1. This is the entrance to the Circuit Visitor's Centre and also leads to gate 7.

Gate 2: Gate 2 is on Back Beach Rd on the left, 150m past gate 1. This is generally the competitor's and truck entrance, and leads to gate 7.

Gate 7: Other than gate 1, gate 7 is the main official's and competitor's entrance, has a manned security office, and is used when gate 1 is not open.

Gate 4: Gate 4 is on Gap Rd and is the entrance for oversize vehicles, semi-trailers and car transporters over 4m. This allows access to the infield, crossing the track at Turn 9.

Credentials

Depending on the type of event, the Credentials Office is located to service the expected number of officials, and is where officials pick up their access passes and other event accreditation.

The location of the credentials office is advised in pre-event information to officials.

Major Events: Located on the road inside gate 2.

State Level Events: Located on the left, immediately prior to gate 1 or at the gate 1 ticket box.

Club Level Events: At the control tower, in the radio room or the secretary's office.

Parking

Outfield: For major events, official's car parking is either at the end of the road in from gate 2, or to the right inside gate 7.

Infield: For state and club level events, official's car parking is usually in the green or blue paddocks. In some cases, cars can be taken to the marshal's post – those accessed by the internal roads.

Tunnel & Bridge

Vehicle access to the inside of the circuit is via the tunnel under the track inside gate 7. The clearance height of the tunnel is 4.0m.

Pedestrian access to the inside of the circuit is via the bridge over the track from the spectator area adjacent to the tunnel.

INFIELD FACILITIES

Control Tower

The Control Tower is the four storey building immediately north of the tunnel exit and is from where the management of a race meeting takes place.

Ground Floor: The ground floor houses the Radio Room (entrance at the eastern side), the Secretary of the Meeting's Administration Office (entrance at the northern side) and the Secretary of the Meeting / Meeting Director's Office (accessed via the radio room or the administration office). The radio room is from where the official's communication equipment is issued.

First Floor: The first floor houses the Timing Room, Stewards Offices and Race Directors' Offices. Access is via the stairs just inside the radio room entrance.

Second Floor: The second floor is the Race Control Centre and is accessed via the stairs from the first floor vestibule.

Third Floor: The third floor is home to the race commentary team and is accessed via the stairs outside race control.

Paddock Locations

GP Paddock: The GP Paddock is the paved area to the north of the control tower, behind the main pit lane garages.

Green (Support) Paddock: The Green Paddock is the paved/grassed area to the south of the control tower, to the right of the tunnel exit.

Blue Paddock: The Blue Paddock is on the dam wall behind the muster shed and the fuel depot. Access is via the road opposite the tunnel exit, then up to the left after the fuel depot. There is pedestrian access from the blue paddock directly behind the muster shed.

Sign-on & Briefing Locations

Muster Shed: The Muster Shed is east of the control tower opposite the tunnel exit. For major and state level events, the official's sign-on and briefings are held in the Muster Shed. However, Admin, Marshal Services, Paddock and Race Control Officials sign-on at the Secretary's Office. Medical Officials sign-on at the Medical Centre.

Control Tower: The Control Tower is immediately north of the tunnel exit. For club level events, official's sign-on and briefings are held in the radio room in the control tower.

Medical

The Medical Centre is at the northern end of the GP paddock and is manned during major and state level events. At club level events the medical personnel are located at pit exit which is at the control tower end of pit lane.

Toilets

GP & Support Paddocks: Toilet blocks are located in the main pit garage complex, adjacent to garage 41, the GP paddock behind garage 22, the control tower car park east of the control tower, the green paddock at the southern end of the garage complex, and adjacent to the muster shed.

Marshal Posts: Single toilets are located on the infield between turns 1 and 3, at marshal post 2.1, near marshal post 4, on the infield between marshal posts 5 and 7, and at marshal posts 9 and 11.

Food

Commercial: The Phillip Island Café is located adjacent to the control tower and is open during all events, serving most varieties of take-away hot and cold food and drinks.

Marshal Lunches: Lunches are provided to officials at all events and usually consist of a meat and salad roll, a muffin or similar, a piece of fruit, a fruit or chocolate bar and a bottle of fruit juice. Lunches are distributed at the muster shed after the official's briefing, or directly to marshal posts during the morning. Bottled water is delivered to marshal posts 2 or 3 times during the day.

PIARC Shed

The PIARC Shed is located in the shed complex east of the control tower and is a store for club equipment used at race meetings. Tea and coffee can be found there during the day, and light refreshments are provided there at the end of the day – usually Saturday, and Friday of a 3 day event.

Scrutineering

The Scrutiny Bay is the first of the shed complex east of the control tower and is the base for the scrutiny team. At this location competition cars are checked for weight, eligibility and safety.

Competitor Garages

Garages for competing cars are located along the west side of the GP paddock adjacent to pit lane and are numbered from 1 to 59 – with number 1 being at the control tower end. Garage sheds are also located along the west side of the green paddock and numbered from 1 to 22 – number 1 being at the control tower end.

Phillip Island Operations

Phillip Island Operations (PIO) is the company that manages the circuit full-time. They conduct most of the major events at the circuit, and lease the facility out to organisations, such as PIARC, who then conduct their own events at the track.

Offices: PIO Administration Offices are located at the eastern side of the GP paddock.

Maintenance: The PIO maintenance facility is located on the dam wall at the western end of the blue paddock.

SAFETY BRIEFING NOTES

MSA standard for application to all Marshals at Motor Racing events.

You work at events by your own choice and must bear responsibility for your own welfare and that of those around you. The following information applies to all officials at motorsport events and will help you participate safely.

The Clerk of the Course is the senior operations official. Most instructions will come from Race Control with his authority, or from senior officials who have been so authorised within their area of expertise.

All officials must attend all briefings – if you miss a briefing, report to your senior official for details before moving to your post or proceeding with your duties. Do not vary any of your instructions unless required to by your senior officials, or by race control.

When first arriving at your post for the day, check the general area and equipment. Report any problems, apparent danger, or shortages to race control or the responsible officials. Read and understand the instructions on equipment such as fire extinguishers.

With, or without, a Sector or Senior Marshal to take charge, have a meeting with other marshals at your post. At this meeting, you should:

- Discuss the experience and duties of each marshal, and also their general location during events – giving thought to the need for all marshals to be protected by the safety barriers and debris fences where appropriate.
- Discuss the location of equipment such as fire extinguishers, which should be placed where visible and available to others but not in anyone's way.
- Plan escape routes in conjunction with the other marshals and discuss warnings to be given to each other if necessary – whistles or hand signals.
- Do not leave bags and equipment where they may delay your escape by blocking an escape route or by causing falls.

Comply with the Motorsport Drugs in Sport Policy – do not take any drugs (including alcohol) which may affect your attention and judgment. If in doubt, ask.

While the track is closed or "hot":

- Unless your specific duty requires it (i.e. flag marshals while flagging) do not station yourself less than 1 metre from the approach side of any gaps in the debris fencing (if present) or the primary protection barrier (including the crawl spaces in debris fencing) nor behind any such gaps, nor in any position less than twelve metres from the departure side of any such unprotected gaps in the protective barriers.
- At all times, stand up, remain alert and face oncoming traffic unless your specific duty requires otherwise. Do not crowd into narrower parts of the marshal zone.
- Do not lean on guardrail, concrete blocks, or debris fences – they are designed to move when hit by competing vehicles.
- Do not take photographs, talk on a mobile phone, or smoke. Scanners and giant TV screens can be a distraction and must be used or watched with great caution.
- Be prepared for fast moving traffic of any nature, at all times. Flag marshals should use flag signals if necessary for all vehicles, not just those which are racing at the time.
- If an incident occurs in your vicinity, protect yourself from flying debris by turning or moving away or dropping below barriers as time and circumstances permit.
- Be prepared to use pre-planned escape routes. Warn your fellow marshals.

Your prime consideration must be to protect yourself from danger, then your fellow marshals, then the drivers and others in trouble.

Do not move in front of barriers unless instructed to do so by your senior marshal, or unless your duties require you to do so. If it is necessary to move in front of barriers:

- check that the appropriate flag signals are being shown for your protection,
- check the movement of marshals and vehicles around you,
- take care when moving down from the barriers onto the ground,
- try to approach any incident with the oncoming traffic in front of you at all times,
- be aware that dust or extinguisher clouds can prevent you from seeing oncoming traffic, and also prevent them from seeing you,
- where possible keep a stopped vehicle between you and oncoming traffic (but do not stop between a stopped vehicle and close-by barriers),
- do not stand close to any stopped vehicle during racing, even if behind or on top of barriers because of chance of debris if the stopped vehicle is hit by another vehicle,
- remain exposed for the minimum time necessary to complete your task then get back behind the barriers (except for fire marshals who may need to stay with a stopped vehicle in case of fire).

While the track is open or “cold”, relax but ensure that some marshals at the post remain alert and watchful. Check equipment and the track. Sweep gravel & stones off the sides of the track. Be ready to come to attention immediately, if circumstances change.

If injured in any way, report it to your senior official immediately. If appropriate, report to a Medical Officer so that the injury is identified, checked, and recorded. If at any time you are unable to carry out your duties because of personal limitations or because of ill-health, report to your senior official or to Secretary of the Meeting.

Each marshal must remain responsible for his or her own welfare. Be prepared. Protect yourself from extremes of weather, sunburn, hearing damage, dust and dirt in your eyes. Wear suitable footwear for your duties, and gloves if you are likely to be handling hot or sharp material.

If in doubt at any time, seek advice from your senior officials.

You will get to know the various senior officials and their roles as you gain experience. Each team has a Chief (or Senior Official), but the two that you need to know of from the start are:

Clerk of the Course – who works from Race Control and is the senior official responsible for the conduct of all activities on the track.

Secretary of the Meeting – who is responsible for the organisation of the race meeting, and all documentation applicable to the meeting.

OFFICIAL'S HEALTH

Prepared by **Team Medical Australia** for advice to all officials.

Your health is very important to us. This document details a few ways in which you can protect yourself and your health.

Personal Health Management

A number of officials have health issues at an event. Many of these have a pre-existing illness that has deteriorated. Most of these issues can be prevented by some simple measures that we hope you will follow:

- Make sure your health is optimised before an event - see your GP. Everybody should have a GP who they see regularly.
- Bring your medications and take them as prescribed.
- If you have significant medical problems, or multiple medications, bring a summary from your GP and carry it with you at the event.
- If you have an injury or illness that may prevent you from performing a particular role or function, please let us know prior to the event.
- Bring Personal Protective Equipment - gloves, sunglasses, hat and appropriate clothing and footwear for your role.

If you do have a significant health issue at an event, please notify your senior team member and be seen by the medical team.

Finally, and most importantly, look after yourself and your colleagues. Make sure you get plenty of sleep, sustenance, hydration and rest. Prevention is better than a cure!

Exposure

Exposure to cold or heat can lead to a serious illness. You must be aware of the temperature and the environment and how to protect yourself from it. It is easier to prevent exposure than trying to deal with it once you are already suffering from its effects.

Prevention includes having appropriate clothing and footwear, drinking plenty of fluids, reducing your alcohol intake and eating regularly. You should move to an appropriate environment early if you are suffering from the effects of exposure. A short break may prevent you missing a whole day!

Keep an eye on each other. You may not notice the symptoms yourself but others may notice that you are acting differently. Changes in behaviour and level of consciousness should alert others that you have a problem.

Cold Exposure

Often incorrectly termed "Hypothermia", cold exposure can lead to a number of stages before true Hypothermia (a core temperature of less than 35 degrees Celsius) exists. A cold, wet and windy day is the highest risk environment for cold exposure to occur.

Risk Factors:

- Fatigue
- Hunger
- Alcohol
- Dehydration
- Drugs/Medications
- Exhaustion
- Medical problems - especially heart or circulatory problems

There may be a variety of symptoms that exist with cold exposure. These include uncontrollable shivering, feeling like you can't get warm, loss of concentration, loss of coordination and lethargy. With further heat loss and hypothermia you may also get confusion, drowsiness and respiratory problems - these are late signs and require URGENT medical intervention.

Treatment of cold exposure includes:

- Keep active
- Move out of the cold
- Remove wet clothing and replace with dry, warm clothing
- Warm fluids and food
- Do not rub or massage, and do not give alcohol to the affected person.

Get medical advice if you or the person involved have significant symptoms or are not responding to treatment.

Heat Exposure

Heat exposure can lead to a variety of symptoms and may be made worse by associated sunburn. Symptoms of heat exposure may also be called "heat stroke", "sun stroke" or "heat stress". The highest risk is when there is a hot, dry, windless day with direct sun.

The risk factors for heat exposure are similar to cold exposure but the emphasis must be placed on dehydration, heavy activity and exhaustion.

Symptoms of heat exposure include high temperature, hot dry skin, dry tongue and lips, headache and rapid pulse. With more severe exposure there may be confusion, nausea and vomiting, dizziness and collapse - these require URGENT medical intervention.

Treatment of heat exposure:

- HYDRATION - cool liquids (non-alcoholic)
- Protect from the direct sunlight
- Cool environment with circulating air
- Lightweight clothing
- Small regular meals

Get medical advice if you or the person involved have significant symptoms, confusion, dizziness or are not responding to treatment.

TRACKCRAFT for RACE OFFICIALS

Medical Personnel Fire & Rescue Marshals Vehicle Recovery Marshals
 Service Marshals Boundary Riders Sector Marshals
 Flag Marshals Communication Marshals Track Marshals
 Scrutineers Pit Lane & Grid Marshals Starters Assembly Area Marshals

Contents:

Introduction to Race Officiating

Basic Trackcraft

Cautionary Flag Signals

Trackside Marshaling Teams:

Sector Marshals Team

Flag Marshals Team

Communication Marshals Team

Track Marshals Team

Trackside Vehicle Based Teams:

Race Control Team

Emergency Services Team

Incident Protocol

Emergency Services Response

Injury Report Codes

Major Incident Trackside Protocol

Note! The minimum age for a Trackside or Pit Lane Official is 16 years.

You will find the word “MSA” from time to time in these pages, and it stands for Motorsport Australia – previously the Confederation of Australian Motor Sport (CAMS). In Australia, MSA represents the FIA which is the world authority for motor sport, and all events that PIARC conduct are subject to MSA regulations and permits.

INTRODUCTION TO RACE OFFICIATING

Welcome to the exciting and potentially dangerous sport of Motor Racing.

These notes follow on from the introductory letter you would have received as a Voluntary PIARC Race Official, and should also be read in conjunction with the Safety Briefing Notes. By understanding the activities of the various officials' teams and the management processes of on-track incidents, you should be in a position to develop the skill required to ensure your personal safety – this skill, we call TRACKCRAFT.

As a PIARC official (including members of our partner specialist groups; TMA, VFRS, VFT MUCC Timing and Timetronics) you are part of a group of MSA licenced race officials responsible for the conduct of the race meeting, and it is important that all officials are familiar with the basic rules of conduct and safety.

- *Personal Comfort:* It is advisable to put together a race kit, as previously detailed, to take with you to each race meeting so that you are able to cope with extremes in conditions and with the requirements of your expected duties. The type of equipment you could need include: hat, waterproof jacket, insect repellent, sunscreen, personal medication, protective gear (gloves and other task specific apparel), uniform, suitable foot wear. A change of clothes to travel home in is a good idea should you get wet. You could also consider packing hot or cold drinks and some nibbles depending on the expected weather conditions. Don't depend entirely on the circuit to supply all of your needs.
- *Credentials:* When you first arrive at the circuit you are required to pick up and sign for your access passes at the Credentials Centre.
- *Sign On:* You are required to sign on each day with your Senior Official prior to the briefing to ensure that you are covered by the personal accident insurance taken out by the organisers, and to advise the organisers that you are in attendance. Should you be injured while at the event, make sure that the injury is recorded with the Medical Centre, the Race Secretary, the Clerk of the Course or your Senior Official.
- *Briefings:* The general official's briefing is usually held at the muster shed where all officials are advised of information pertinent to the overall conduct of the event. This is followed by a briefing by the Team Leader of individual official's groups (Flags, Track, Communications, Emergency Services, etc) on issues directly related to their operation. After sign-on and briefing, collect your lunch (if available at the muster shed) and report for duty at the time and place specified.
- *General Rules:* Officials should not consume alcohol, drugs or any other substance which may affect their performance within 8 hours of, or during any race meeting. Hangovers should also be avoided. Officials should not use cameras or mobile phones while on duty, unless specific permission is given by your senior official. There is almost nothing you can do by yourself to assist in the running of the meeting; you are a part of a large overall team who works together for the benefit of each other and that of the race meeting.

Officials should not comment to the media, or to the public about incidents on the track, and in particular, **comments, photos, etc must not be posted on to any social media site while you are, or were, on duty at the time of the incident.** Offenders may be stood down immediately.

Where public comment may be required, there are Senior Officials specifically appointed to do this. Enquiries should be directed to the Secretary of the Meeting.

BASIC TRACKCRAFT

“Trackcraft” is a skill required to be developed by all officials, particularly those working trackside, in the interests of their own safety and that of their fellow officials.

It must become automatic.

- *Before you take up your allocated position:* Ensure that your senior official is familiar with your experience level and confirm what will be required of you.
Be familiar with the race schedule and racing categories so that you will know what to expect in your allocated position.
- *When you get to your allocated position:* Check that all of your required equipment is present and serviceable. Report any problems to your sector marshal or other senior on-site official.
Check that you are familiar with the operation of any of the equipment that you will be required to use.
Check the surrounds of your location for safety barriers, escape routes, hazards, etc.
Ensure an understanding with other officials of each other’s duties and proposed actions in the event of an incident.
Be aware of the location of adjacent posts and emergency vehicles.
- *When the Track is Closed:* The track is closed for practice or racing by the course car displaying red lights or red flag, or by instruction from race control via the communications network.
Ensure that you can see the oncoming traffic.
Do not sit or lean on safety barriers.
Observe the activity on the track so that you can anticipate the movements of the various types of cars and the speeds at which they travel.
- *When the Track is Open:* The track is opened by the course car displaying green lights or green flag, or by instruction by race control via the communications network.
Take time to relax but remain alert to other activities taking place.
There will be personnel and vehicles on the track to carry out track maintenance and recovery of stranded cars from the previous session or race.
- *When an Incident Occurs on the Track:* Prior to moving from your protected position, observe any flag signals being displayed at your location, remain calm and prepare for any action that you may be required to take.
When you become involved, protect yourself first, then your fellow officials, then the driver and then the cars if required.

When moving from your protected position, face the direction of the oncoming traffic. Use both your eyes and ears to remain alert to any change in the circumstances at the incident site.

As you approach the incident, check for hazards such as fire or the possibility of fire, fuel, oil or battery acid spillage, debris, location of the driver, location of the car in relation to the track, location of other officials who are attending the incident.

At all times, remain alert to activities around you. If you must concentrate wholly on the task at hand, ensure that someone else is watching your back.

Return to a protected area as soon as you are no longer required.

CAUTIONARY FLAG SIGNALS

There several different types of flag signals used trackside (and at Start/Finish) to advise drivers of such things as danger ahead, passing cars, changed track conditions, slow traffic, etc, however the three levels of caution flags that are used at an incident site to control the race traffic, and under which marshals and emergency services personnel may be expected to work trackside, are:

- *Yellow Flag:* A single waved yellow flag indicates that an incident has occurred, or some other form of danger, in the following sector and that drivers should slow, not pass another car and exercise care in negotiating the incident site.
- *Double Yellow Flag:* Double waved yellow flags indicate that an incident of significance has occurred in the following sector and that drivers should slow, not pass another car and be prepared to take avoiding action, even to the point of having to drive off the racing surface at the incident site.
- *Red Flag:* A red flag, waved at all flag points on instruction from race control, indicates that the session has been stopped due to an incident of significance on the track. Drivers must slow significantly, not pass any other car and be prepared to stop at any time while proceeding to the nearest track exit point.

TRACKSIDE MARSHALLING TEAMS:

Sector Marshals Team

The Sector Marshals are a group of Senior Officials who are responsible to race control for the trackside management of individual sectors of the circuit. They are in direct radio contact with race control through the race control radio network and are mobile within their sector.

Flag Marshals Team

The Flag Marshals provide information to drivers on racing conditions in the following sector by the display of appropriate international standard coloured flags. They also indicate closely following, or passing, cars. They are located at nominated trackside marshal points.

Communication Marshals Team

The Communication Marshals are in two way contact with race control, either by radio or land line, and provide information on track conditions, incidents, car mechanical issues and driver behavior. They are located at nominated trackside marshal points.

Track Marshals Team

The Track Marshals are located at nominated trackside marshal points and assist other marshals in their area with track management such as, cleaning off dirt, gravel or debris, assisting with oil clean-up and assisting with vehicle recovery, if necessary. They may also provide a first intervention in the case of a vehicle fire.

TRACKSIDE VEHICLE BASED TEAMS:

Race Control Team

The Race Control Team consists of a number of agencies working under the control of the Clerk of the Course via the Assistant Clerk of the Course (Operations) through the race control radio network.

- *Course Car Team* The Course Car Team consists of a number of trained personnel (including the Course Marshal) who man the course car to open and close the track, carry out track inspections and provide incident control, where required, in the case of an activated incident.
- *Safety Car Team* The Safety Car Team consists of a trained driver and observer who man the safety car which is used to control the field in the case of an activated incident during racing.
- *Boundary Rider Team* The Boundary Rider Team are marshals mobile infield on motorcycles and assist with the pick-up and delivery of small items and reports between marshal points and race control.
- *Circuit Maintenance Team* The Circuit Maintenance Team consists of a number of circuit management employees who operate utes, trailers, loaders, quad bikes with sweeper mats, and a water truck, to carry out track surface and barrier repairs during an event.

Emergency Services Team

The Emergency Services Team consists of a number of agencies working under the control of the Clerk of the Course via the Emergency Services Coordinator through the emergency services radio network.

- *Medical Team* The Medical Team consists of a number of medical, paramedical and non-medical personnel who man the medical intervention vehicles, ambulances, medical centre and foot posts. It is their responsibility to provide medical assistance to drivers, crew members and officials involved at a race meeting.
- *Fire & Rescue Team* The Fire & Rescue Team consists of a number of trained personnel who man the fire vehicles and foot posts. It is their responsibility to provide fire-fighting facilities both on track and in the pits/paddock. They also provide rescue facilities and work closely with the medical team in extricating drivers trapped in their car as a result of an incident.
- *Recovery Team* The Recovery Team consists of a number of trained personnel who man the 4wd recovery vehicles, tilt tray tow trucks and crane trucks. It is their responsibility to recover cars from the track or gravel traps, stranded due to mechanical failure or incident. They also provide assistance in track cleaning, debris removal and barrier repairs.
- *Services Team* The Services Team consists of a number of trained personnel who man the service vehicles to provide assistance to all officials with drinks, lunches and trackside equipment. They also man the oil clean-up buggy and provide assistance in track cleaning, barrier repairs and any number of other trackside services.

INCIDENT PROTOCOL

- *Interaction with Sector Marshals:* Discuss possible requirements within your sector and agree on signals to be given to or from the sector marshal if required. Ensure race control is advised of actions to be taken at the sector marshal's request.
- *Initial response to an Incident:* The initial response to any incident is that the flag marshals will display the appropriate flags to the drivers, communicators will report the incident to race control, and track marshals will respond on foot if they consider it safe to do so. They will assess the situation, assist where possible, and report back to the sector marshal or communicator so that race control can be informed.
- *Interaction between Race Control and Emergency Response Crews:* In the event of an incident, race control will bring the appropriate units to standby. For vehicles, this means that the motor should be started and the driver should ensure that all of the crew are ready to move, waiting further instruction from race control. In the event of an incident in your sector, the unit can come to standby in anticipation of a request to move, advise race control of the basic details and standby status, then await further directions from race control. When directed to an incident, advise your progress, request any assistance required, update information as appropriate, and advise when clear.

EMERGENCY SERVICES RESPONSE

In the event of an on track incident requiring the intervention of any of the emergency services, the session will be controlled by the display of the red flag or the deployment of the safety car. If considered safe, an incident may be attended to under the control of yellow flags. All crews must be able to respond immediately when dispatched by the Emergency Services Coordinator (Race Control).

There will be two levels of red flag control:

- *Activated Response Incident:* An activated response incident is defined as requiring the immediate intervention of medical and/or fire personnel. In this case, race control will advise of the red flag situation, the incident type and incident location. All units will immediately come to standby and the appropriate vehicle(s) – usually the nearest MIV and/or fire unit – will be scrambled by race control. All other units will remain on standby and appropriate additional units (MIV's, Alphas, Fires) will be dispatched by race control as required. Tow crews will attend the incident once the incident is under control by the course marshal and the medical/fire crews. **Note!** *In the event of being scrambled, crews must be aware that race cars will still be on the circuit and that care shall be taken to stay on the same side of the track from which entry was made and allow room for cars to pass if required. If required, change side when safe to do so. Once at the incident location, park to protect the incident and personnel, off race line where appropriate and do not block the track. Sufficient space must be left for vehicles to pass where possible.*

- Non-Medical Incident:** A non-medical incident is defined as not requiring the immediate intervention of medical and/or fire personnel. This is usually the case where a car has stopped in a dangerous location as a result of mishap or breakdown, without injury to the driver, and cannot be readily be moved by trackside personnel. In this case race control will advise all units of the red flag situation, the incident type and incident location.

The course car may be scrambled to take control of the incident if directed by race control. At this time all fire and tow units will come to standby. Appropriate crews will be deployed to the incident location as required.

Note! *Race cars may still be on the circuit and crews shall exercise care as detailed above.*
- Safety Car:** During racing, either of the above types of incident will usually result in the deployment of the safety car. In this case race control will advise all units of the situation and the safety car will either scramble immediately or wait for the leader depending on the type of incident. At this time all units will come to standby and appropriate response crews will be dispatched to the incident location by race control.

Note! *Race cars will still be on the circuit and crews shall exercise care as for a red flag situation. Ensure that track space is left for the safety car and the field to pass.*

INJURY REPORT CODES

Injury Report Codes are transmitted to Race Control **by the on-site medical personnel ONLY** to advise on the severity of injuries to the casualty so that the appropriate response are provided. They are shown here for the general information of all trackside officials.

Code: 1 – Time Critical Emergency

Incident site to be contained until cleared by Incident Controller

Code: 2 – Potential Time Critical Emergency

Incident site to be contained until cleared by Incident Controller

Code: 3 – Medical Centre Assessment Required

Code: 4 – Medical Assessment Completed

A **Medical Alert** is identified where a major track incident may result in a fatality, or there is some other major emergency of a serious nature – not necessarily track related. An incident is declared as such by the Clerk of the Course on advice from the Chief Medical Officer. The incident site is to be contained and all non-essential response work should cease until cleared by the Incident Controller through Race Control.

A **Critical Incident** is an incident resulting in, or likely to result in, a fatality and is the most serious designation of an incident at the circuit. An incident is identified as such by the Clerk of the Course on advice from the Chief Medical Officer, and is declared over the various race control radio channels so that all officials are aware of the situation. The police will be called to respond to the incident and the incident site is to be contained and all non-essential response work should cease until further notice.

MAJOR INCIDENT TRACKSIDE PROTOCOL

While major incidents are generally rare, the possibility exists, so all officials must be aware of the required details so that the appropriate responses are made in such circumstances.

In the case of a critical incident, medical alert, code 1 or code 2 being declared, all trackside personnel must be aware that the incident site should be contained so that no vehicle or debris is moved (other than to provide emergency personnel assistance to any casualties) and other evidence such as skid marks and barrier damage is preserved.

Should the incident be of major significance (heavy impact, roll-over, etc) but you are not aware of any medical code that has been called, ensure that the incident site is contained until you are advised otherwise.

The incident controller will normally take charge of the incident scene and trackside personnel should be prepared to provide any assistance requested of them.

Assistance may be required with equipment by any of the emergency services teams, or by the incident controller with co-ordination of other trackside personnel and/or incident witnesses.

Spectators and any personnel not directly required should be kept well clear.



WITH THE DEVELOPMENT OF THESE TRACKCRAFT SKILLS, YOU SHOULD BE ABLE TO ENJOY YOUR MOTORSPORT PARTICIPATION SAFELY, AND TO THE FULLEST DEGREE, IN THE TRACKSIDE DISCIPLINE OF YOUR CHOICE.

OPERATION of OFFICIAL VEHICLES

The term, "Official Vehicles", includes course vehicles, medical, fire, recovery, marshal services, official's own transport, boundary riders, property vehicles and all other vehicles being used in the servicing and conduct of an event.

STANDARD OPERATING PROCEDURE FOR OFF TRACK MOVEMENT OF OFFICIAL VEHICLES.

- The maximum speed for all vehicles in the paddock and public areas (infield and spectator areas) is 20kph. The paddock area includes the return road from turn 4, the blue paddock and around the circuit workshops, the support paddock and the access road to the hay shed. If there are pedestrians or other vehicles in these areas, the speed must be reduced further to a safe speed, even if that is walking pace.
- The speed limit in the other restricted areas outside the paddock must not exceed 60km/h, and must be such that no danger is created by speed or by dust raised, and no damage is caused to the property. The access ways from service roads onto the track are the only routes that should be taken, particularly in winter and wet months. The access road from turn 3 to turn 2 cannot be used while competition vehicles are on the track because of a lack of protection for that area.

STANDARD OPERATING PROCEDURE FOR ON TRACK MOVEMENT OF OFFICIAL VEHICLES

Open Track:

- Official vehicles should drive at a maximum of 60 kph and be able to stop at any time a problem is observed ahead.
- The course car in opening and closing the circuit must travel at a safe speed but must always be aware of its surroundings and drive accordingly.
- Maximum speed for all official vehicles in the pit lane is 40kph.

Closed Track:

- Official vehicles must also travel at a safe speed, and be aware of their surroundings and drive accordingly. Official vehicles do not automatically have right of way over competition vehicles and should use hand and light signals to indicate their movements such as changing lines on the track.
- With off track recoveries, vehicles should not be driven off the circuit or into a trap unless that specific vehicle is required on the grass or in the trap for recovery purposes. In this case, it should be driven into the trap at a slow steady speed to minimise damage to the trap. As a general rule, additional back-up vehicles and other vehicles should park alongside the trap on the bitumen. This is to minimise damage to the gravel and the grass verges, which would then need to be repaired overnight. In addition, they must be parked in such a way that access for other emergency vehicles is not restricted. Doors should not be left wide open.
- Flashing roof lights should only be used when a vehicle is responding to an emergency, when instructed to by race control, or when a vehicle is being driven in the paddock where there are pedestrians walking on the roadway.
- While the track is being used for competition, all vehicles using the track or the access roads in the restricted areas should keep their hazard lights on.
- Seatbelts should be worn by all occupants of moving vehicles at all times, on or off the track. Officials must not travel on the back of trucks, trailers or utilities.