Annex A - Guidance on Content of Safety Plans

The Safety Manual or Dossier

This content list should help to guide you with the rest of this safety essentials document, helping you to produce the details of the plan.

The overall safety manual (dossier) should consist of the following main elements which will need to be combined in such a way as to maximise distribution without incurring unnecessary printing costs. You may therefore choose to incorporate sections in the most effective way for your event. What is critical is that they are included.

A. **A Safety Plan** including:
   a. Risk Management documentation (see Motorsport UK website)
   b. Stage safety information and maps
   c. Stage/venue set-up information and diagrams
   d. Spectator area plans

B. **Operational Plans** for all officials/roles (these may include your radio logistics plan)

C. An **Incident Management Plan** (including the Major Incident & Communications Plan)

A. The Safety Plan

1. **An introduction setting out:**

   - The purpose of the plan;
   - Who should read it;
   - Reference to all other documents/operational plans produced for the event;
   - Your Safety Policy.

2. **The safety plan should specifically address issues in each of the following areas:**

   - Safety of the public (including medical/first aid cover);
   - Safety of the competing crews;
   - Safety of the volunteers at the event.

3. The full event time schedule including all safety cars used and an overall route map;

4. The location and primary contact number for the Rally Headquarters (Rally Control) and/or the Emergency Telephone number if different

5. **A note of the key roles and responsibilities** followed by the names and primary contact number for the various people in charge, if you wish, you can reference the roles as defined in the SRSRs and add the event specific duties.

   - Motorsport UK Safety Delegate
   - Motorsport UK Steward and Event Stewards
   - Clerk of the Course

- Deputy Clerks of the Course
- Event Safety Officer
- Chief Marshal
- Chief Medical Officer
- Spectator Safety Officer
- Chief Communications Officer
- Radio Controller(s)
- Stage Commanders for each special stage
- Media Officer

6. The telephone numbers of the various emergency and safety services:
   - Police
   - Hospitals (including address)
   - Fire Service
   - First Aid and casualty transport
   - Ambulance Service
   - Rescue Units located at each special stage
   - Recovery units located at each special stage
   - Doctor(s) &/or Paramedics located at each special stage
   - Others as appropriate

NB The hospitals selected should be contacted in writing before the rally requesting that the emergency services be placed on standby.

Consideration should be given to the transport of casualties to hospital under inclement weather conditions. This is particularly important when local facilities rely on helivac.

7. Risk Assessment is simple common sense so use the templates found on Motorsport UK Risk Management Tool (or in Annex M) and think through each of the headings in relation to the three categories. You will need to consider the risks during set up and break down as well as on the live event. For the safety delegate and others outside your event organising team, a template is often the simplest way to understand your risk management plans.

8. **The plan must describe the risks assessed and how they are to be managed.** There should be specific coverage for spectators/general public, competitors and the officials/marshals.

9. For spectator safety, you could include information under the following headings:

- Likely numbers of spectators expected and any specific issues that have arisen;
- Plans showing access routes, parking and spectator viewing areas with the relevant text pages on the facing page;
- Signage used on your event;
- Communications to spectators on the event regarding safety e.g. programme, website, safety cars;
- Role of marshals on stage in managing spectators in relation to no-go areas, taped areas and spectator viewing areas;
- Predicted marshals per stage;
- Role of stage commander in assisting marshals dealing with unruly spectators i.e. in suspending the stage if spectators do not wish to move when asked;
- The role of the safety cars in managing spectator safety – spec safety, 0, and 00/ 000 if used;
- Any issues specific to your event;

- Map references/GPS locations for stages and RV points
- Routes from the RV points to the nearest hospital

10. **The safety plan for each special stage,** which should list all key officials, emergency services for that stage plus a detailed map of the special stage including radio and rescue locations, spectator areas and rendezvous points for casualty transfer locations. [You should make provision for an alternative route for each special stage, to be used in the event of a stage cancellation.]

11. Arrangements related to the media should be set out in accordance with Annex H

12. Safety Plans should also be in place for all non-stage venues such as Scrutineering, the Service Area and Time Controls

Welfare and Environmental requirements:

13. Consider the need for provision of toilet facilities. This is especially important at time controls and any pre-planned spectator areas. There are no specified minimum requirements provided by the HSE, however, there are several websites which give a good guide to the minimum numbers that you should provide (and your local supplier). This should include disabled toilet requirements;

    - Servicing requirements for facilities provided;
    - Litter management plans;
    - Collection and disposal of waste e.g. at service areas.

B. Operational Plans

14. These are an important element of your overall safety planning as they provide your officials with the details they need to both set up their stage/section as well as the information of what to do if certain events occur. Ideally you would include the relevant sections from your different safety documents so that they are fully aware of what is required and when. These may be provided in advance via online documents with certain sections printed as needed.

15. Operational Plans should be available for all roles and may include:

    - Sector Officials
    - Radio Marshals (including Red Flag procedure and radio logistics plan)
    - Marshals
    - Safety Car Crews
    - Timing Marshals
    - Service Area Officials
    - Scrutineering & Documentation
    - Rally HQ and Rally Control

16. As the Safety Plans are such a crucial element of the event for all officials it may be worth considering asking them to confirm receipt by either an email or signing for the documents when they are collected.

Annex B - Guidance on Content of Incident Management Plans

Incident Management Plans

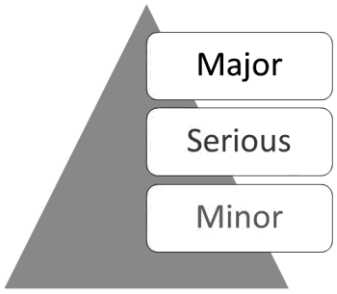
1) Whilst nobody likes to believe that there will be an accident which will involve spectators, officials or competitors, it is prudent to plan for such an eventuality. This plan can be part of the overall Safety Plan or can be held as a separate document. This plan is designed to identify what actions should be taken IF an identified risk or an unexpected event occurs.

2) The Incident Management Plan (IMP) should consist of an explanation of how a **Minor or Serious Incident** (a routine occurrence that impacts on the safe running of the event but does not require the police to assume the co-ordination of its resolution) or a **Major Incident** would be handled. For example, what will you do if there is a crowd control situation? These incidents can be categorised as:

    a) Minor Incident – a route occurrence that impacts on the running of the event but does not need outside assistance, any injuries will be minor and easily able to be treated by either the First Aid personnel available or the events own resources.

    b) Serious Incident – an incident that impacts on the safe running of the event. A serious incident may include injuries; however, all required actions are able to be managed within the resources of the event.

    c) Major Incident – is defined as an occurrence that poses a threat of serious injury, loss of life or breakdown in public order and does require the Police to assume the co-ordination of its resolution.



3) **Minor incidents**
Despite effective planning, there may still be minor incidents. However ,it is recognised that Rally Control should be able to address such circumstances effectively.

Resolution of such routine occurrences is an intrinsic part of the management of the event. Given their predictability, appropriate contingency arrangements should have been implemented and will be managed by Rally Control.

4) Serious Incidents
Some incidents are more significant than a minor incident and may require event interventions such as rescue and recovery vehicles entering the stage.

Management of a serious incident is also an intrinsic part of the actions of Rally Control and as such will be co-ordinated through standard radio procedures to ensure the correct resolution and control of the event. If there are injuries, the even medical crew and the Chief Medical Officer will liaise and ensure the correct treatment is provided.

5) Major Incidents
Whilst Rally Control is responsible for dealing with Minor and Serious Incidents, those involved must be aware of the limitations of their own ability to cope with a situation and thus recognise the occurrence of a Major Incident. In such circumstances, responsibility for co-ordination of the response will pass to the Police who will require the assistance of Rally Control in the communication of essential information to marshals, officials and members of the public.

Your Incident Management Plan needs to cover how this situation would be managed.

6) In all cases, contact should be made with the local authorities to draw up this rescue plan to be implemented in the event of a major incident which does not fall within the scope of the medical service on site. For example, how would you handle a fire or a bomb threat?

7) In each case, you will need to explain the process and arrangements for:

a) Decision making roles and responsibilities
b) Communicating with the events safety services and, if required, the emergency services.
c) Communicating with the competitors, officials and spectators
d) Communicating with the media.
e) Reporting mechanisms for those on scene.

8) The IMP can be included within the overall safety plan or can be a separate standalone document.

9) A Major Incident Communication Plan is a useful element to include in the IMP and should explain who will be involved in any decision making, what messages will be issued and by whom. Pre-planning these matters is most helpful when dealing with a major incident. Please refer to the Motorsport UK incident Management Pack and always use the most up to date version so that you have the correct safety number should you need it.

10) When dealing with an incident where no medical intervention is required, it is worth ensuring that all officials understand the procedure that you wish to be used for the reporting of any stage blockage, whether a partial or full blockage. How should these situations be reported? Who should do what? What descriptions should the radio operators use to describe the situation? For example:

a) Clear
b) Passable with care
c) Blocked

11) As any of the above situations could involve a red flag/signal situation it is important that both official and competitors are aware of the procedure. The radio operators notes and the competitor briefing are the ideal places to share this information.

Annex C – Safety Plan Template Multi Venue

The RallyFuture Stages

The RallyFuture Stage Rally will be held on 01 January 20XX at Bicester Motion OX27 8FY under Motorsport UK permit 20221234

The purpose of this safety plan is to:

Insert here, why you feel the safety plan is important and what its purpose is

This plan will be distributed to the following people and agencies

Insert here a list of who will get the document and whether in hard copy or electronically

What other documents do you have/have you produced which should be read in conjunction with the Safety Plan to show the extent of your planning and preparation for the event and its safety elements

Insert here a list of other documents such as your operation plans, your Incident Management Plans, any set up tulips as well as mentioning that you comply with the National Competition Rules.

Do you have a Safety Policy – if so, mention it here:

Insert here the policy the event has and takes towards safety

The safety plan should specifically address issues in each of the following areas so make mention of each of these and say what you do about them in general terms linking the sentences to the specific areas that you have covered in your risk assessments.

Safety of the public (including medical/first aid cover);
Safety of the competing crews;
Safety of the volunteers at the event

Event Schedule

Kielder Forest Rally 2024

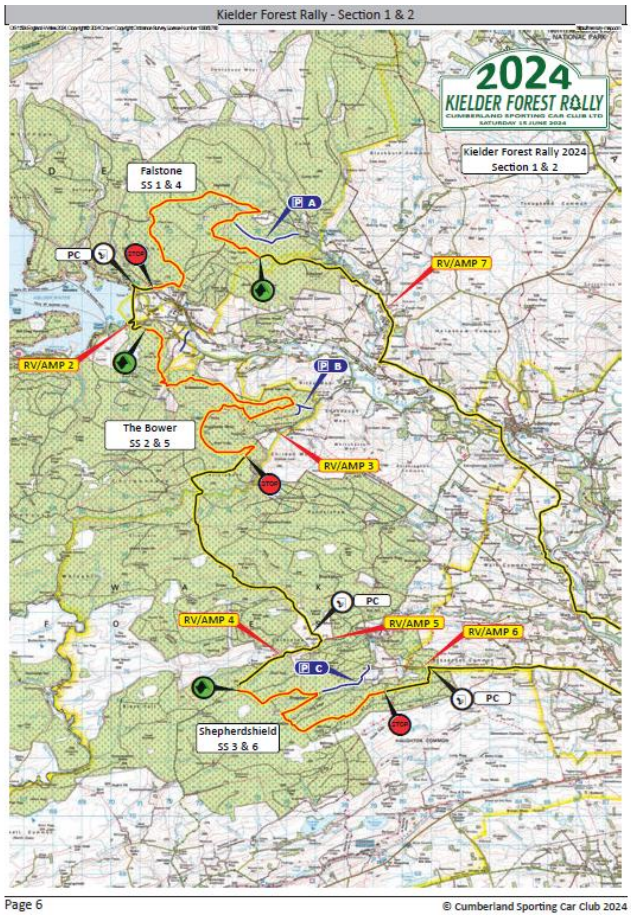
v1.6	01-Jun-2024

Saturday, 15 June 2024

TC / SS	Location	SS Dist. Miles	Liaison Dist. Miles	Total Dist. Miles	Target Time	First Car Due
RZ	Refuel - Hexham	-	-	-		
1	*Distance to next refuel*	*(21.11)*	*(51.23)*	*(72.34)*		
MTC 1	Hexham Auction Mart					09:00
1		-	26.24	-	1:05	10:05
SS 1	***Lanonyx - Falstone 1***	-	-	-		***10:08***
SF 1		***7.27***	-	-	0:09	***10:17***
2		-	1.81	-	0:15	10:32
SS 2	***Jordan Road Surfacing Ltd - The Bower 1***		-	-		***10:35***
SF 2		***8.61***	-	-	0:11	***10:46***
3		-	8.65	-	0:30	11:16
SS 3	***Paddaburn Forest Escapes - Shepherdshield 1***		-	-		***11:19***
SF 3		***5.23***	-	-	0:07	***11:26***
3A	Regroup - In	-	14.44	-	0:35	12:01
3B	Regroup - Out & Service - In	-	-	-	0:20	12:21
	Service A - Hexham	**(21.11)**	**(51.14)**	**(72.25)**	1:00	
3B	Service - Out	-	-	-		13:21

Section 1

Route Overview and RV points



© Cumberland Sporting Car Club 2024

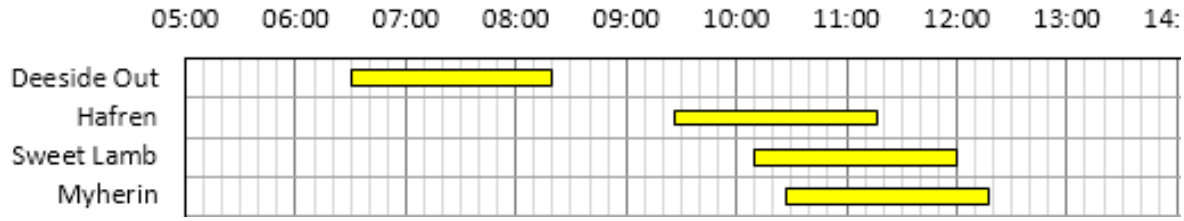
Motorsport UK
Bicester Motion
OX27 8FY

T: +44 (0) 1753 765000
E: hello@motorsportuk.org
W: motorsportuk.org

Motorsport UK Association Limited, trading as Motorsport UK
Registered Office: See main address
Registered Number: 1344829 England

MEMBER OF FIA

Convoy Diagram



Safety Car Schedule

Version 1.4	Official Cars		Safety Cars						
Section 1	Clock Delivery	Stewards No later than	Chief Marshal	Spectator Safety	Motorsport UK Safety Delegate	Safety 00	Safety 0	1st Car	Sweeper Car
Clock ID #	--	--	205	204	203	202	201	--	--
MTC1 Start - Hexham Mart	07:30	--	--	--	--	08:35	08:55	**09:00**	10:31
TC1	08:35	--	09:07	09:17	09:27	09:40	10:00	**10:05**	11:36
SS1 Falstone 1	08:38	08:50	09:10	09:20	09:30	09:43	10:03	**10:08**	11:39
SF1	08:47	--	09:28	09:38	09:46	09:57	10:12	**10:17**	11:48
TC2	09:02	--	09:43	09:53	10:01	10:12	10:27	**10:32**	12:03
SS2									

RALLY HQ contact number **+44 1234 567 890**

Rally Control Emergency Number **+44 1234 567 999**

Senior Officials on the event

Motorsport UK Safety Delegate	Fred SMITH
Motorsport UK Steward	Jane GORDON
Event Stewards	Ernest RIGHT, Jo BROWN
Clerk of the Course	Tess JAMES
Deputy Clerks of the Course	etc
Event Safety Officer	
Chief Medical Officer	
Spectator Safety Officer	
Chief Radio Coordinator	
Radio Controller(s)	
Stage Commanders for each special stage	
Media Officer	

Emergency and safety services contact details

Police
Hospitals (including address)
Fire Service
First Aid and casualty transport
Ambulance Service
Rescue Units located at each special stage
Recovery units located at each special stage
Doctor(s) &/or Paramedics located at each special stage
Divers if required
Other??

Risk Management

The plan must describe the risks assessed and how they are to be managed.

There should be specific coverage of the 3 categories of people – Competitors, Officials/marshals and spectators/the public. The example below is a good version of a practical Risk Assessment Template and can be found on the Motorsport UK website resources section for clubs and organisers as well in Annex M. This is not the only way to show the information, the second example is also one that works well.

	1. What are the hazards?	2. Who might be harmed and how?	3. What are you already doing?	4. Do you need to do anything else to manage this risk? If so, what?	5. Action by whom	6. Action by when	7. Date complete
1	Uneven ground and tree trunks	Spectators and marshals	Advising everyone to wear sensible shoes and taping off any excessively bad areas	As the stage is run entirely in daylight no other precautions are in place. First Aid cover is in place at spectator areas.	Advise marshals of the risks Notes in programmes and on website	2 weeks prior to event	
2	Refuel Area	Marshals	2 metre clear zone Separate from service area	Fire trained marshals with fire extinguishers in "ready" mode	Service Area Manager	Set-up	Event day

Hazard	Risks Posed	Risk Evaluation	Precautions/controls in place	Further action available	*Post action Risk Evaluation*
Uneven ground and tree trunks	Personal injury to spectators and marshals	Low to medium	Everyone is advised to wear sensible shoes and any excessively bad areas will be taped off	First Aid available at Spectator Viewing Areas and marshals can radio through to the Stage Commander should there be a problem	*Low*

(The Incident Management Plan will show what to do if despite your Risk Management Plans there is still an incident or accident).

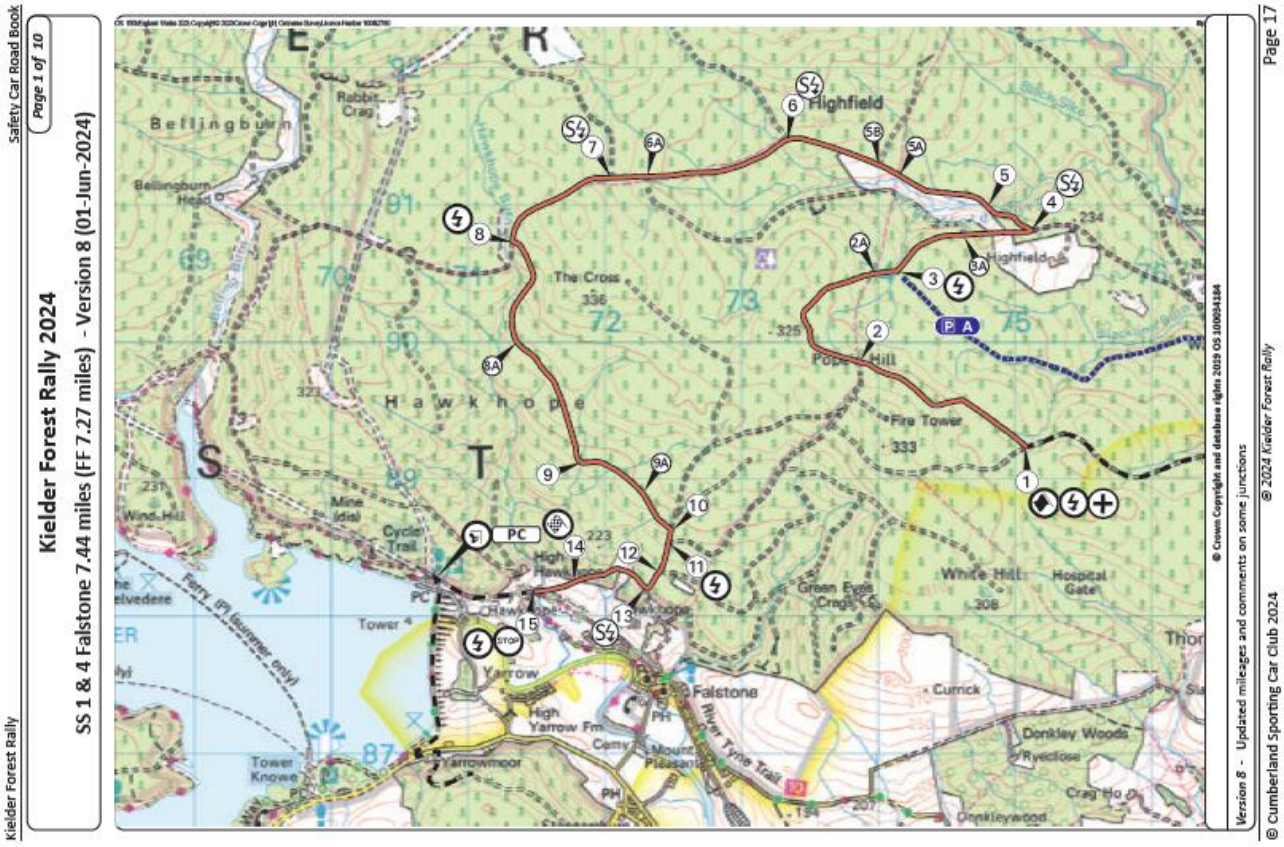
Spectator Safety

For spectator safety, you could include the following information in your risk assessment table and/or in your stage safety plans/set up diagrams

- Likely numbers of spectators expected and any specific issues that have arisen;
- Plans showing access routes, parking and spectator viewing areas with the relevant text pages on the facing page;
- Motorsport UK Notices and posters plus other signage used on your event;
- Communications to spectators on the event regarding safety e.g. programme, website, safety cars;
- Role of marshals on stage in managing spectators in relation to no-go areas, taped areas and spectator viewing areas;
- Predicted number of marshals per stage and at specific spectator areas;
- Role of stage commander in assisting marshals dealing with unruly spectators i.e. in suspending the stage if spectators do not wish to move when asked;
- The role of the safety cars in managing spectator safety – spec safety, 0, and 00/ 000 if used;
- Any issues specific to your event;
- Map references/GPS locations for stages and RV points

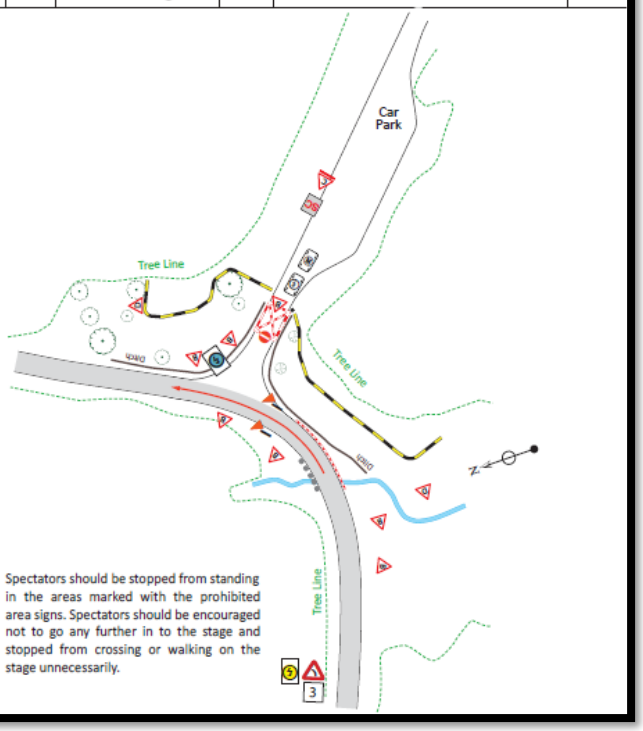
Stage Plans

Also see examples in ANNEX D & E



Thanks to the Kielder Forest Rally Team for sharing their examples.

Post No.	Miles Total	Miles Inter	Direction	Safety& Radio	Information	Predicted Marshals
3	1.71	0.09			Bend sign 100 metres before bend, only gate arrows required at junction Tape outside of bend Spec Plan	4



Annex D – Safety Plan Template Single Venue

The RallyFuture Single Venue Stages

The RallyFuture Single Venue Stage Rally will be held on 01 January 20XX at Bicester Motion OX27 8FY under Motorsport UK permit 20221234

The purpose of this safety plan is to:

Insert here, why you feel the safety plan is important and what its purpose is

This plan will be distributed to the following people and agencies (may include Land Owner too)

Insert here a list of who will get the document and whether in hard copy or electronically

What other documents do you have/have you produced which should be read in conjunction with the Safety Plan to show the extent of your planning and preparation for the event and its safety elements

Insert here a list of other documents such as your operation plans, your Incident Management Plans, any set up tulips as well as mentioning that you comply with the National Competition Rules.

Do you have a Safety Policy – if so, mention it here:

Insert here the policy the event has and takes towards safety

The safety plan should specifically address issues in each of the following areas so make mention of each of these and say what you do about them in general terms linking the sentences to the specific areas that you have covered in your risk assessments.

Safety of the public (including medical/first aid cover); **If you are running a non-spectator event – identify what you will do for the family, friends and mechanics as well as the media**
Safety of the competing crews;
Safety of the volunteers at the event

Rally Control Emergency Number **+44 1234 567 999**

Motorsport UK Safety Delegate *(where appointed)*	Fred SMITH	
Motorsport UK Steward	Jane GORDON	
Event Stewards	Ernest RIGHT, Jo BROWN	
Clerk of the Course	Tess JAMES	07654 123 456
Deputy Clerks of the Course (& their role)	etc	
Chief (Event) Safety Officer		
Chief Medical Officer		
Spectator Safety Officer		
Radio Controller(s)		
Stage Commander		
Media Officer		

Emergency and safety services contact details

Police	101 or 999
Hospitals (including address)	
Fire Service	
First Aid and casualty transport	
Ambulance Service	
Rescue Units	
Recovery unit	
Doctor(s) &/or Paramedics	

Stage diagrams and set up tulips/plans showing

- Tape and Signage
- Notices & Safety Code
- Footpaths and Rights of Way
- Media locations
- Predicated marshal numbers
- Spectator Viewing Area
- Service Area and Refuel Arrangements

Examples are provided in ANNEX E

Risk Assessment Templates for site specific risks (see Annex M for Risk Templates)

L – Low, M – Medium, H - High

Hazard	Risks Posed	Risk Evaluation	Precautions/controls in place	Further action available	*Post action Risk Evaluation*
Concrete curbs for first 150 yards of stage.	Competitors damage their cars or roll.	M	Place bales at the first line of curbs to push competitors away from the line. Advise by signed bulletin at documentation. Include warning in stage tulips	Have rescue and recovery on stand-by from stage start.	L
Gazebos in the Service Area	High winds could blow them over and injure people	M to H	Ensure all Entrants, Competitors and service crew are aware of the need for sufficient and appropriate ballast	Marshal to patrol the Service Area to ensure all gazebos are suitably ballasted and fixed.	L to M

Annex E – Stage Set Up Templates

- We suggest using a key for any symbols or Motorsport UK notices to keep things symbol
- The below templates are provided as guidance and a starting point; the format is not compulsory, but any alternative formats must be clear, concise and easy to understand and interpret by the Safety Delegate, particularly whilst on the move.

20XX RALLYFUTURE STAGES

SS 1 Stage Set Up - Version 2 (1 March 20XX)

Insert a stage map here showing;

- Stage Route
- Approach and Depart road route
- Start / Finish
- Post Numbers
- Radio Points
- Rescue/Recovery locations
- Car Parks
- Main spectator areas

Version 2 **-** Updated with changes

© 20XX RallyFuture Stages

Motorsport UK
Bicester Motion
OX27 8FY

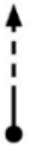
T: +44 (0) 1753 765000
E: hello@motorsportuk.org
W: motorsportuk.org

Motorsport UK Association Limited, trading as Motorsport UK
Registered Office: See main address
Registered Number: 1344829 England

MEMBER OF FIA

20XX RALLYFUTURE STAGES

SS 1 Stage Set Up - Version 2 (1 March 20XX)

Post No.	Miles Total	Miles Inter	Direction	Information	Safety	Predicted Marshals
-	0.00	0.00		Enter Forest Notices A & C both sides		0
-	0.02	0.02		TIME CONTROL		4
1	0.12 0.00	0.10 0.00		START	⊕ ϟ	6
2	0.14	0.14		Onto asphalt		0
3	0.25	0.11		Onto gravel Box junction No Entry &Notice B signs Red & white tape round outside		2
3A	1.62	1.37		Red & white tape on outside		0
3B	2.96	1.34		Red & white tape on outside Box junction No Entry and Notice B signs		2
4	3.27	0.31		Box junction No Entry & Notice B signs Red & white tape on outside	ϟ	4

© 20XX RallyFuture Stages

Motorsport UK
Bicester Motion
OX27 8FY

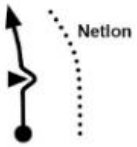
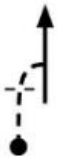
T: +44 (0) 1753 765000
E: hello@motorsportuk.org
W: motorsportuk.org

Motorsport UK Association Limited, trading as Motorsport UK
Registered Office: See main address
Registered Number: 1344829 England

MEMBER OF FIA

20XX RALLYFUTURE STAGES

SS 1 Stage Set Up - Version 2 (1 March 20XX)

Post No.	Miles Total	Miles Inter	Direction	Information	Safety	Predicted Marshals
4A	5.86	1.59		Box junction No Entry & Notice B signs Red & white tape outside	ϟ	2
5	8.78	1.64		Box junction No Entry & Notice B signs Mid Point Safety Vehicles	⊕ ϟ	2
5A	9.53	0.75		Red & white tape Cover mountain bike sign		2
6	10.14	0.61		Chicane Yellow & black Netlon Yellow & black tape round tree line. Notice B signs	Spec Plan	6
7	10.99	0.85		FLYING FINISH PUBLIC FOOTPATH Red & white tape Notices A & C		2
8	11.18	0.19		STOP Notice B signs	ϟ	4
-	11.33	0.15		Join Public Road Notices A & C both sides		0

© 20XX RallyFuture Stages

Motorsport UK
Bicester Motion
OX27 8FY

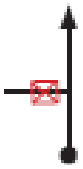
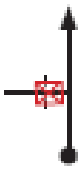
T: +44 (0) 1753 765000
E: hello@motorsportuk.org
W: motorsportuk.org

Motorsport UK Association Limited, trading as Motorsport UK
Registered Office: See main address
Registered Number: 1344829 England

MEMBER OF FIA

Kielder Forest Rally 2024

SS 1 & 4 Falstone 7.44 miles (FF 7.27 miles) - Version 8 (01-Jun-2024)

Post No.	Miles		Direction	Safety& Radio	Information	Predicted Marshals
	Total	Inter				
8A	5.34	0.40			Tape outside of bend ///pupils.cope.suffice	0
9	6.09	0.75			Bend sign 100 metres before bend, only gate arrows required at junction	2
9A	6.45	0.36			Possible additional marshal post ///footsteps.sticky.wand	0
10	6.64	0.19			Mark gate posts. Ensure gate arm is secured. Notice C & Safety Code	2
11	6.70	0.06			Short cut from Post 2 Notice C & Safety Code	1
12	6.84	0.14			Notice C & Safety Code	1

© Cumberland Sporting Car Club 2024

© 2024 Kielder Forest Rally

Motorsport UK
Bicester Motion
OX27 8FY

T: +44 (0) 1753 765000
E: hello@motorsportuk.org
W: motorsportuk.org

Motorsport UK Association Limited, trading as Motorsport UK
Registered Office: See main address
Registered Number: 1344829 England

MEMBER OF FIA

Post No.	Miles		Direction	Information	Safety	Predicted Marshals
	Total	Inter				

Annex F – Spectator Set Up Diagrams

All Spectator Viewing Area diagrams should include the following:

- Stage number, name, total distance, First Car Due (FCD)
- Post number and distance from Stage Start
- Direction of rally route
- Type of taping or barrier required
- Indication of the location of Motorsport UK Notices A & C
- Indication of the location of PROHIBITED AREA signs (Motorsport UK Notice B). *Ensure the area is clearly defined.*
- Indication of NO SPECTATORS beyond this point notices (Motorsport UK Notice D)
- Indication of the location of The Spectator Safety Code
- Direction for the spectator access
- Predicted marshal numbers (this is what you believe you need to run this location based on the predicted spectators anticipated)
- Direction of and distance to nearest radio point if NOT at that location
- Explanatory notes for those involved in the area to explain any of the points in the diagram
- It is strongly suggested that the letter of each notice is written on the back so that marshals, officials and safety cars know which sign is being used where.

You may also include if relevant:

- Crossing points
- Box junctions
- Mandatory Radio location
- Name of Sector Official
- Call sign and name of Radio marshal
- Walkways to other spectator areas if available
- Any special media locations (e.g. film crew)
- Footpaths/Rights of Way
- Location of radio car
- Location of Rescue/Recovery
- Direction of First Aid (if required)
- Hospitality
- Location of any toilets, noting local authority guidance.

The following examples are intended to give you an idea of the sort of Spectator Safety diagrams that are currently considered "best practice". It is not necessary for you to use exactly one of these as you may well have your own version which covers all the requirements. For those who haven't got anything already, we hope they provide a good starting point for your plans.

Example 1

A simple tulip version of stage set up diagrams which are sufficient in their own right – no further diagrams would be necessary. Templates for these in word and excel are available on RallyFuture

Kielder Forest Rally 2024

SS 1 & 4 Falstone 7.44 miles (FF 7.27 miles) - Version 8 (01-Jun-2024)

Post No.	Miles Total	Miles Inter	Direction	Safety& Radio	Information	Predicted Marshals
8A	5.34	0.40			Tape outside of bend ///pupils.cope.suffice	0
9	6.09	0.75			Bend sign 100 metres before bend, only gate arrows required at junction	2
9A	6.45	0.36			Possible additional marshal post ///footsteps.sticky.wand	0
10	6.64	0.19			Mark gate posts. Ensure gate arm is secured. Notice C & Safety Code	2
11	6.70	0.06			Short cut from Post 2 Notice C & Safety Code	1
12	6.84	0.14			Notice C & Safety Code	1

© Cumberland Sporting Car Club 2024

© 2024 Kielder Forest Rally

Motorsport UK
Bicester Motion
OX27 8FY

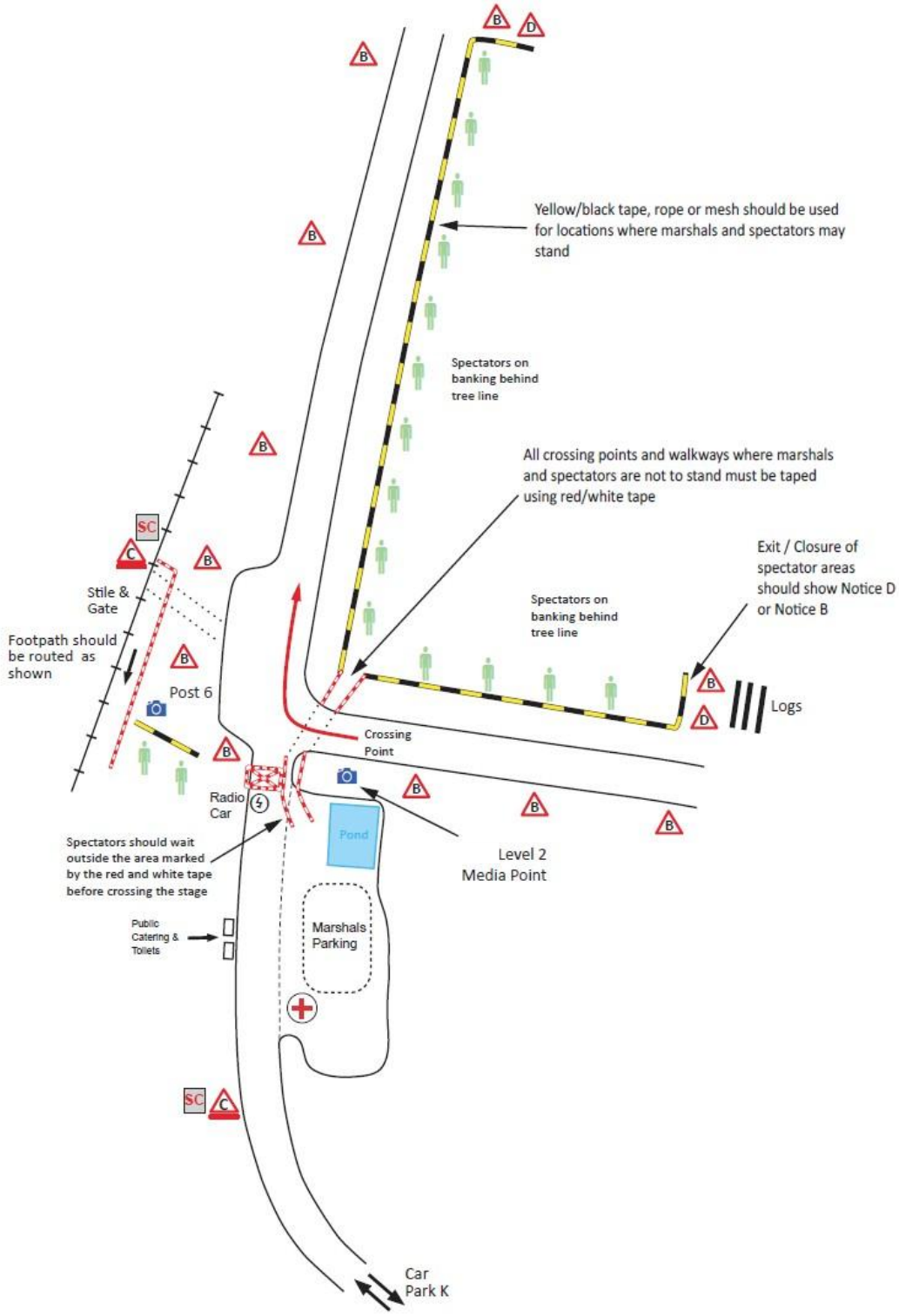
T: +44 (0) 1753 765000
E: hello@motorsportuk.org
W: motorsportuk.org

Motorsport UK Association Limited, trading as Motorsport UK
Registered Office: See main address
Registered Number: 1344829 England

MEMBER OF FIA

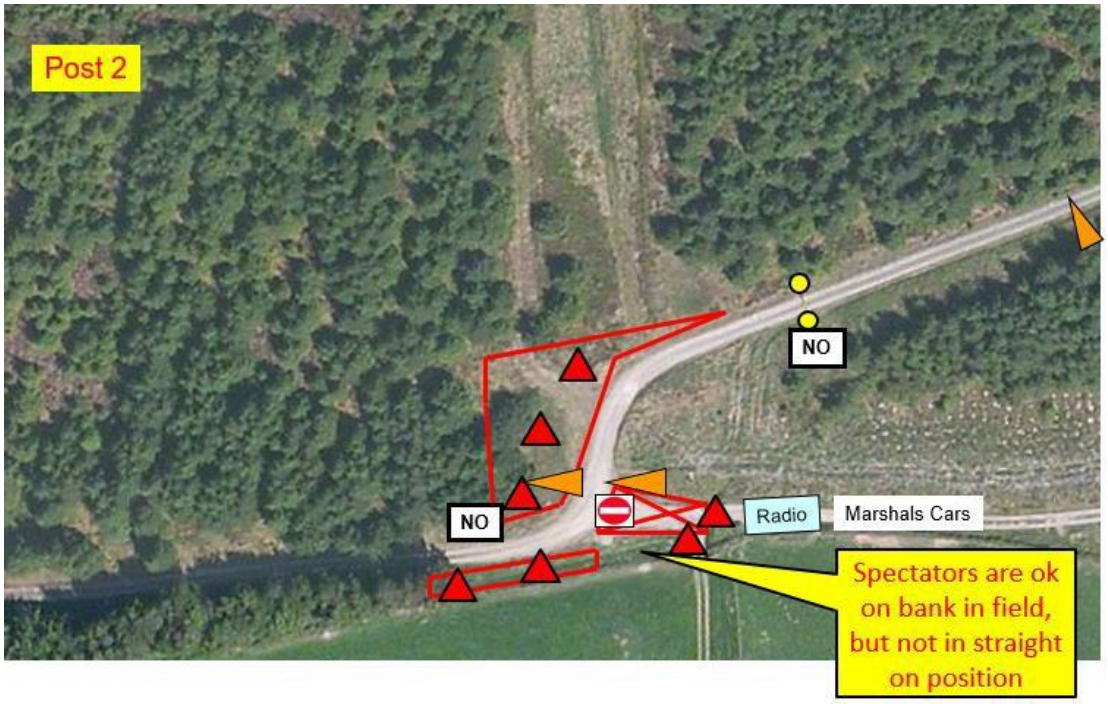
Example 2

A Spectator Area Plan using google maps for the route tracing and then adding information as required



Example 3

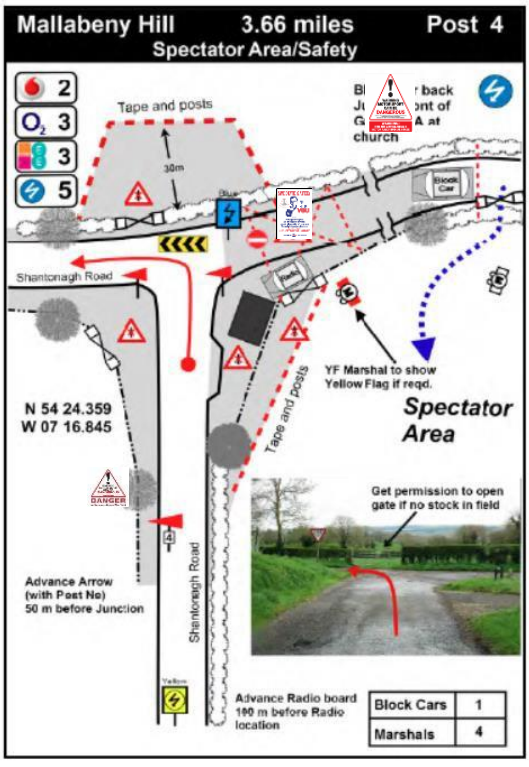
Google maps image with information added (obviously, this would be in a template with the rest of the information required)

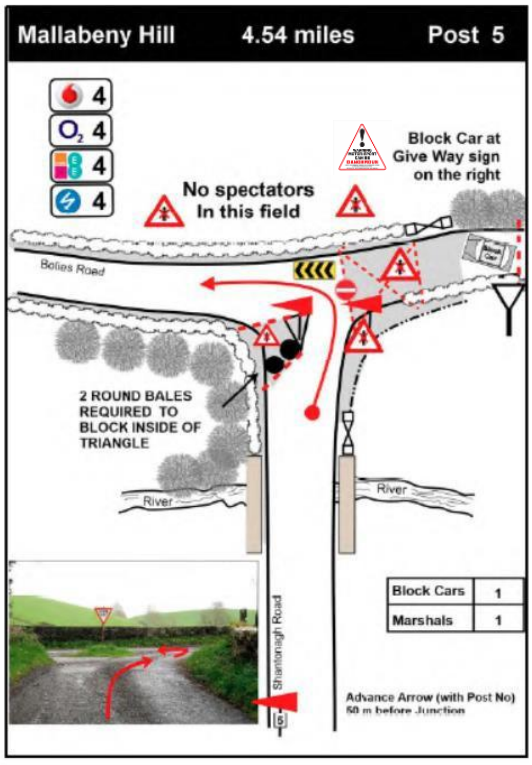


▲ = Notice NO = Notice

Example 4 Created diagram and information added

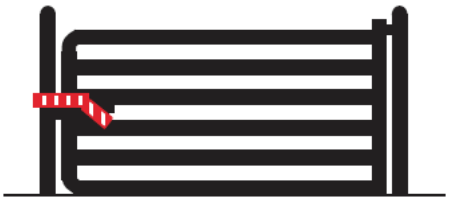
(Chevron shown in this diagram is exclusively for Northern Ireland)





Example 5 - Closed Road Taping Requirements

Single Gate



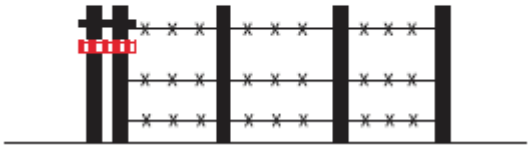
Double Gates - Manual:



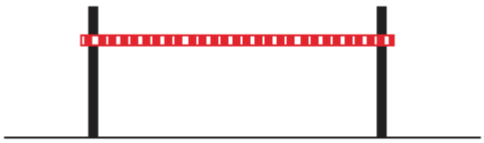
Gates - Automated:



Wire Gate - (Slap):



Gaps - In Open Ground:

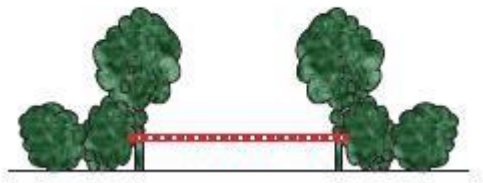


Drive two stakes and tie tape from stake to stake

Gaps - Between Piers:



Gaps - In Hedges



Methods of securing gates where livestock is present.

Tape remains the primary solution to secure gates however, where livestock is present, alternative methods of securing gates can be used:

- Bailing twine
- Rope

This must be used in the same way as taping.

Annex G – Marshal Information

Thank you very much for agreeing to marshal at this event. Marshals are a key part of the rally team and the rally wouldn't run without you.

Your job is to keep yourself and others safe on the stage. Safety at the event, and especially out on the live stages, is our main concern.

The more experienced marshals will be used in the appropriate places with buddying arrangements in place on the stage for new and less experienced marshals. Experienced marshals may be asked to buddy up with new marshals as part of their training.

Marshal training/briefing has been arranged on ..... at ..... o'clock please attend. This will be face to face/online.
To ensure you are covered by Motorsport UK insurance, you are required to sign-on… either include an electronic signing-on link or advise where it is taking place..
Signing on is taking place at .....

Don't forget.
Appropriate clothing, food and drink as you may be on duty for several hours in extreme conditions

REPORTING TO YOUR STAGE
When you arrive on stage, report to your Stage Commander at the stage start by the time requested and you will be given your duties and a short briefing.

PLEASE WEAR YOUR MOTORSPORT UK MARSHAL TABARD AT ALL TIMES WHILST OUT ON STAGE AND UNTIL THE STAGE IS CLOSED. If you don't have one, please flag that up to your Stage Commander or the Chief Marshal before the event.

You should ensure that you know:

- Where the nearest radio car is to your location;
- Where the nearest red flag point is to your location;
- Who to contact in the event of any concerns you have about safety issues arising on stage (by radio or mobile phone) – *INSERT KEY CONTACT TEL NUMBERS:*
- Stage Commander;
- Deputy Stage Commander;
- Rally Control;
- *What to do in the event of an incident or stage blockage (partial or full)*

OUT ON STAGE

Several safety cars will pass through the stage prior to the 0 car and first competing car. These cars are:

LIST OF SAFETY CARS FOR THE EVENT

- Spectator Safety
- 000
- Motorsport UK Safety Delegate
- 00
- 0
- Sweeper Car

For a Closed Road event include the additional information about Road Close Times, the Road Closing Car (and its identification as well as the Road Opening Car and identification). Depending on where in the country the event is running, you may also wish to brief on the relevant laws as they apply to the geographic area you are in.

In order to communicate with the Safety Cars (especially the Safety Delegate), marshals should use the FIA specified gestures below to indicate whether you are satisfied with the safety situation at your location (All OK) or whether you have any problems (Stop I need support). The two gestures are shown below:



All OK



Stop I need support

Marshals are the means of controlling safety on a stage and will often be in the front line if an incident happens.

Remember to bring your whistle for use on stage, you should blow you whistle whenever you hear an approaching car including the Safety Cars. This whistle is to be used for two purposes:

To advise the spectators and other marshals in your location of the approach of a vehicle, whether that is an official car, a safety car or a competitor

To advise the spectators (at exactly 30 minutes before the First Car is Due) that there is to be no further movement on the special stage. This is to be done by a long continuous whistle at FCD minus 30 minutes.

MARSHAL ROLES AND RESPONSIBILITIES

- Ensure spectators stay in designated spectator viewing areas at your location or otherwise in safe locations – preferably several metres back from the stage at all times and behind tree lines as appropriate;
- Where there is more than one Marshal at a location you should not stand in groups, **please** spread out around the area to be covered. Always ensure that the end of Spectator areas (usually where there are notice Ds) you either staff these areas at all times or patrol to those areas regularly throughout the event.
- Take control and move spectators where you want them to be as they start arriving – BE POLITE BUT FIRM. Use peer pressure from other spectators if someone refuses to move;
- Be aware of the arrangements for media access;
- Do not take photographs or video or share any information on social media whilst marshalling – stay alert at all times;
- If there is a delay to the stage or a temporary halt, find out what is happening and keep spectators informed– they will be less likely to move;
- Keep everyone off the live stage – **remember** to use **your** whistle to alert **others of** approaching cars. Always ensure that spectators are in a safe place and kept back from the edge of the stage – preferably several metres back.

NO-ONE IS ALLOWED TO STAND IN PROHIBITED AREAS AT ANY TIME SPECTATORS, MARSHALS OR MEDIA.

These areas will be shown by Motorsport UK notices B, C and D and/or red & white tape and include box junctions intended as run off areas for cars that fail to make a turn and are generally the outside of bends. However, be aware that rally cars can leave the stage at any point so be alert at all times.

If you have concerns about safety on stage or spectators/media refuse to move from an unsafe location, make this known to your Stage Commander – tel xxxxxxx. A decision will be taken on whether to suspend or stop a stage and you will be supported by The Stage Commander and Clerk of the Course in taking this action – we want to support a good competition, but safety always comes first.

RED SIGNALS (FLAGS)

A red flag/signal system will be in operation on the event on stages XX and YY. Ensure that you know the location of the nearest red flag ***to you*** and who will display it if required. The decision will be taken by the Stage Commander or Clerk of the Course and communicated to radio locations. Any marshal displaying the red flag/signal must wear a tabard and hold the flag stationary without waving it. Competitive cars, on seeing the flag, are required to slow down to a non-competitive speed as a rescue vehicle may be on stage.

IF AN INCIDENT HAPPENS

You should remember the following:

- Stay calm and assess the situation – your own safety is the first priority;
- Ensure spectators are kept back – where there are several marshals, ensure that some remain to control spectators and guide them to avoid positions of danger.
- When an incident happens, a marshal's primary responsibility is to act as a look out to allow another person to assess the needs of the competitor;
- 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 cars; if possible, let the following crews continue to the end of the stage to avoid any blockage.
- Are the competitors OK – have they put out their OK sign and warning triangle? To be effective, at least 100 metres, appropriate to the approaching speed of following competitors and off the competing line but clearly visible to oncoming competitors. if so, ensure they move well away from the vehicle into a suitable location
- If the incident involves assisting competitors ensure that you have a lookout, that you are in a safe position, that the SOS/OK board carried by all competitors is being shown and ensure that someone takes and displays the warning triangle at least 100 metres down the stage. The SOS board should be shown at the vehicle itself if a competitor needs medical assistance;
- If the following competitors are shown an SOS board should know what to do next. Their role is to wait until the following car arrives and pass on whatever information they have gleaned. The second car on scene should then travel to the next radio point to advise them so they can let Rally Control know what the situation is. Try to provide this second crew with as much information as possible in a clear, concise and accurate form. Await the rescue unit and medical teams. If you have received First Aid or First on Scene training and feel comfortable doing so, please put it to good use.
- Report circumstances as quickly as possible to radio crew if nearby or stop the next competing car and ask them to report:
- Any medical assistance required;
    - Location;
    - Car number;
    - Whether blocking stage and to what extent (clear, passable with care, blocked);
    - Any other relevant information.
- Replace any damaged stage furniture and ensure stage is kept clear of spectators.

AT THE END OF THE STAGE

- Wait until given the message to stand down;
- If driving on the stage always drive in the direction the competing cars took and not the wrong direction (WD) back down the stage;
- If you can, dismantle stage furniture and leave at the end of the stage.

Thank you very much for marshalling and enjoy the event!
XXXXXX Rally Organisers

Contact Details:

Emergency Number _____
Rally Control _____
XX _____

ANNEX I – STAGE RALLY SAFETY CAR GUIDELINES



Contents

Overview 2
Safety Car Guidelines 3
General Information – all Safety Cars 3
Golden Rules 4
References to Stage Rally Safety Requirements Edition 9 5
Safety Car Typical Running Order 5
Specific Responsibilities – Spectator Safety Car 7
Specific Responsibilities – Safety Cars 000 and 00 9
Specific Responsibilities – Zero Car (0) 10
Specific Responsibilities – Sweeper Car for Multi-Venue and Single-Venue Rallies 11
Additional Vehicles (Official Cars) 13
Equipment Officer 13
Chief Timekeeper 14
Chief Marshal and/or Event Safety Officer 15
Check Sheets 17
Road Closing Car (RCC) 18
Sweeper Car and Road Opening Car (ROC) 19
Cameras for Safety Cars 20
Radio Protocol 21

Overview

Motorsport UK is the governing body for motorsport in the UK and is the National Sporting Authority (ASN) for four-wheeled motor sport affiliated to the Federation International de l'Automobile (FIA).

This document has been developed from the guidelines originally written in 2004 and has been updated to reflect the work undertaken as part of the RallyFuture project following the review of rally safety led by the Scottish Government Review Group.

It is absolutely vital for the future of our sport that we effectively manage the safety risks to everyone – competitor, volunteer, media or spectator. **Safety must be at the heart of every rally event**. The Stage Rally Safety Requirements provide the information necessary to ensure events are organised in accordance with current Motorsport UK National Competition Rules.

The NCR state that the number of cars sent through any stage prior to the Competition shall be in accordance with the Stage Rally Safety Requirements. The Rules also confirm that the crew of each safety car shall have specific duties based on these Stage Rally Safety Requirements.

Safety Car Guidelines

All Safety Cars whether Spectator Safety, Intermediate Safety, 000, 00 or Sweeper Cars will be referred to as Safety Cars. The only car referred to as the Zero car will be the one with a single 0 on the side. Other vehicles will be referred to as Official Cars. The purpose of this document is to provide guidelines for Safety Cars and the Zero car that can be adopted as best practice at all rallies run under Motorsport UK National Competition Rules at either International or National status as well as under FIA WRC or Regional Rally Regulations. It is recognised that Organisers have their own way of managing their events and this document is intended as guidance to assist them.

Safety Cars will be identified by carrying markings as specified in this document, no other vehicle will carry such markings. All other cars which need to traverse the stage will be referred to as Official Cars and should NOT have the word safety on their identification plates.

The primary function of the safety cars on an event is to check the course for route and safety information providing this information to Rally Control. It is advisable for all safety cars to be able to film each stage and for these films to be given to the event for future use.

General Information – all Safety Cars

As each event attended is different in the way the stages and documentation are presented. Always ensure you have received all your paperwork in sufficient time to prepare fully. As part of your preparation, you should consider the following:

Clip Board	Pens/Pencils (including permanent marker)
Staple Gun and Staples	Video camera, charger and fixing mount (ensure it does not obstruct the airbag)
Maps	Event Paperwork
Personal preparation including food and drink	Suitable clothing
Motorsport UK marshal's tabard & whistle	Motorsport UK Safety Car Official Licence
Personal First Aid Kit	Mobile phone and charger
PA/Sirens/Lights	Radio – fitted and working

Obviously, there are many more items to prepare, refer to your notes from the Safety Car workshop for further information.

When installing dash cams, tablets, trip meters, mobile phones etc, please ensure they are not covering the airbag or obstructing the vision of the driver.

The role of the safety car is for safety purposes, they are not intended to undertake any towing and specifically, no multiple towing should be undertaken by anyone on the event.

Golden Rules

Without exception, the following Golden Rules should be applied to every Safety Car/Crew including the Zero car;

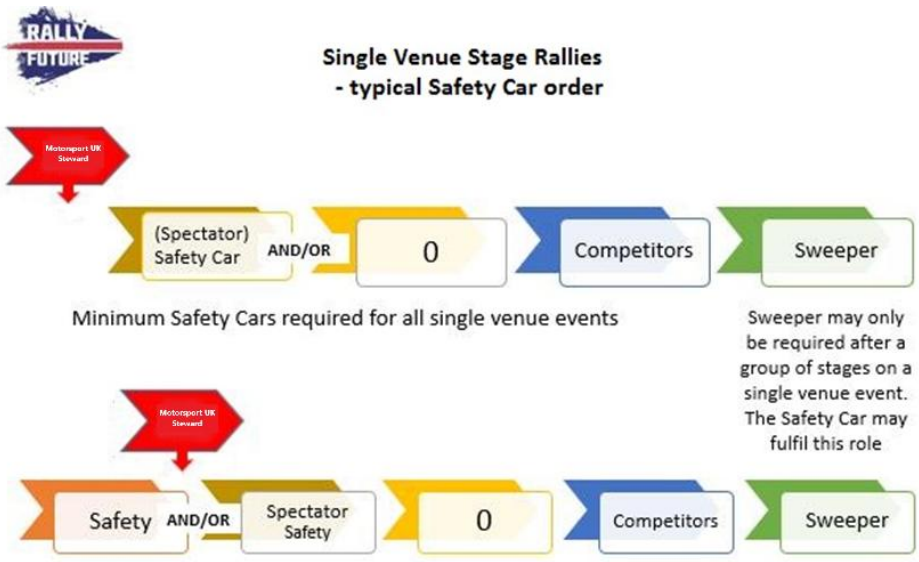
1. All Safety Cars should be clearly identified and all Safety Car crew members should also be clearly identifiable when they are out of their vehicles.
2. Pre-event the crew of each of the Safety Cars should familiarise themselves with the safety paperwork and the road book
3. Where realistic all official Safety Cars & Sweeper Cars should complete the full route and wherever possible maintain a completed timecard. If this is not practical for all cars then at least two Safety Cars MUST fulfil this requirement.
4. Each crew should have a means of communication with the other Safety Cars **and** with Rally Control/Clerk of the Course.
5. All Safety Cars should proceed through special stages at a speed suitable to the vehicle being driven and to the prevailing stage condition. At no time should a Safety Car be driven in a manner that puts the occupants, stage officials or members of the public at risk.
6. Safety Cars including the zero car should only use stage set up notes, road books and other printed information supplied by the event organisers. (They should not have access to or be using any subjective route notes/pace notes).
7. Safety Cars should not be used to entertain sponsors or to give "stars" a free run in order to boost event publicity, they have a vital role to play and as such their occupants are there to work.
8. Safety Car crew members should remember that marshals are volunteers and as such, be courteous to them at all times. It may be the case that marshals require reassurance and brief training on their duties.
9. Safety Cars should always keep to their pre-determined time schedule and ensure that they adapt this to compensate for any delays in the running of the event. The closer an event can keep to running on time, the safer it becomes.
10. It is essential that all crews have a "*see it sort it*" attitude for anything they see pertaining to the rally.
11. All Safety Cars (excluding the Zero Car) should have roof lights, sirens, radio, a dashcam and a PA system. The Zero Car may have these or warning lights if the vehicle is suitable however sirens are strongly recommended.
12. As a minimum, events MUST have one (spectator) safety vehicle and one Zero Car.
13. Post-event, all Safety Cars and the Zero Car should provide a report to the Event Safety Officer or Clerk of the Course for use in the event debrief.

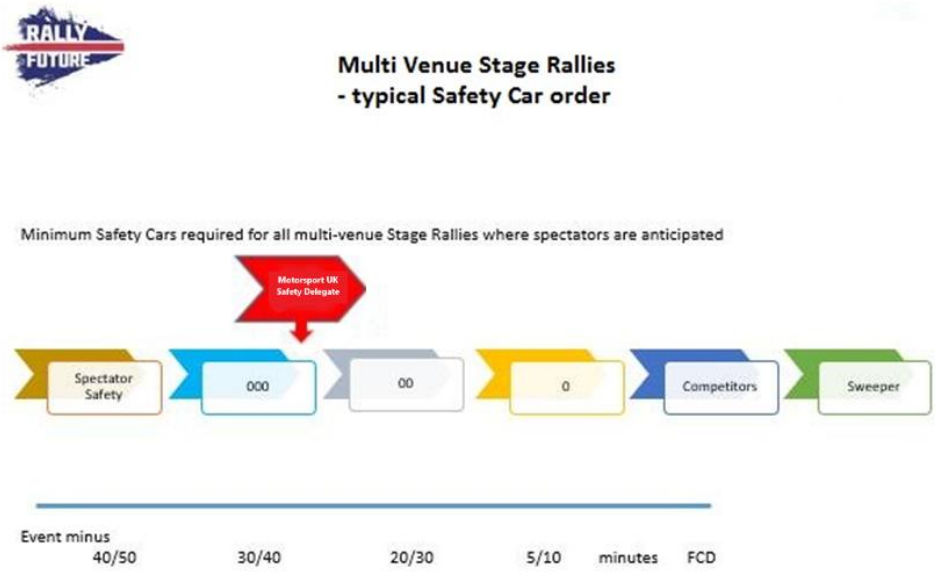
References to Stage Rally Safety Requirements Edition 9

This document must be read in conjunction with the following sections of the Stage Rally Safety Requirements Edition 9:

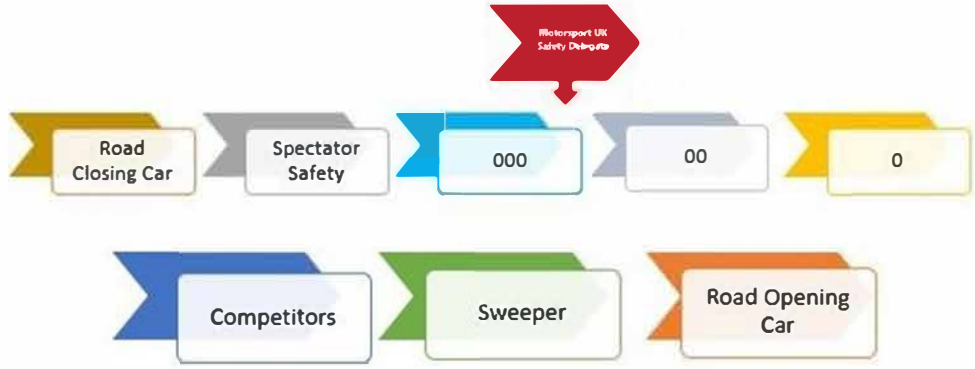
- Section 2.12 – **Safety Car Team**
- Section 11 – Safety Cars and their Duties
  - Section 11.1 – **For all Single-Venue Stage Rallies**
  - Section 11.2 – **For Multi-Venue Stage Rallies**
  - Section 11.10 – **Interim Safety Cars**
  - Section 11.11 – **Safety Cars Time Schedule**

Safety Car Typical Running Order

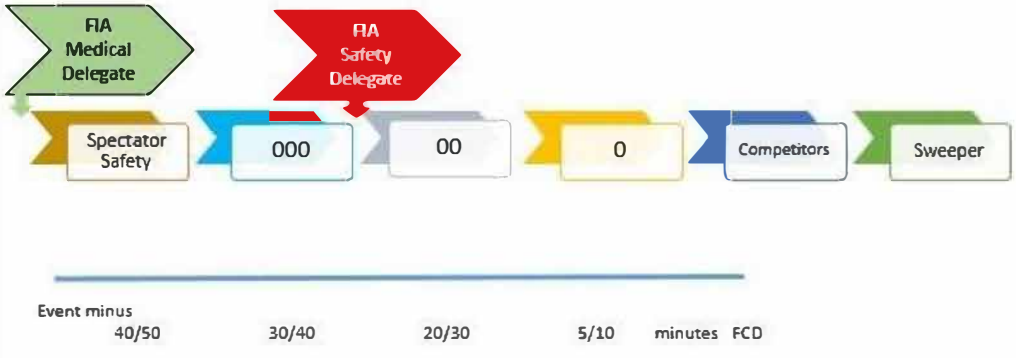




Closed Road Rallies
- typical Safety Car order



Typical FIA Championship
Safety Car running order



Motorsport UK
Bicester Motion
OX27 8FY

T: +44 (0) 1753 765000
E: hello@motorsportuk.org
W: motorsportuk.org

Motorsport UK Association Limited, trading as Motorsport UK
Registered Office: See main address
Registered Number: 1344829 England

MEMBER OF FIA

Specific Responsibilities – Spectator Safety Car

The Spectator Safety Car (SSC) should always have suitable identification as well as a PA system and warning lights. It should be driven by a competent person who should have an in-depth knowledge of the route. The Spectator Safety Officer will often travel in this vehicle.

1. Pre-event – where possible they should familiarise themselves with the route and spectator areas by visiting the stages prior to the event or watching previous in-car footage.
2. The SSC should visit every stage and should have their timecard completed at these TC's, if possible they should also cover the entire route, especially the service areas and any other spectator areas.
3. They should have means of communication with all other Safety Cars and Rally Control.
4. On a single venue event where limited spectator numbers are expected the minimum requirement is for either a spectator car or a zero car plus the Motorsport UK Steward.
5. If a significant number of spectators are anticipated and several Spectator Viewing Areas (SVA's) have been identified, then both 000 and 00 Safety Car could be used, see chart on previous page.
6. On arrival at each stage start the SSC should liaise with the Stage Commander and find out if there are any Spectator Safety issues within the stage including any amendments to the predicted marshal numbers contained in the stage set-up/safety plans
7. They should contact Rally Control and confirm their due time into each stage (Rally Control may require the SSC to wait at stage starts if there has been a delay in any other section of the route).
8. When given clearance the SSC will proceed through the stage making sure that:
    - All spectators and marshals are in a suitable position in accordance with the stage setup plans, advising them of suitable locations as alternatives and reporting these situations to the following safety cars
    - The stage is in compliance with safety plans in terms of signage, taping etc (carrying spare equipment to distribute should it be necessary)
    - The stage marshals have any spectator issues in hand.
9. They should confirm that the correct number of marshals are in place at each of the spectator areas or work with the stage commander to rectify the situation prior to the stage going live.
10. The SSC should be prepared to stop at any spectator problem area and adopt a "*see it, sort it*" policy using all resources at their disposal.
11. The SSC should make Rally Control/Stage Commander aware of any such problem and its potential to delay the FCD start time and if appropriate, request assistance.
12. Wherever possible the SSC will use the PA system to announce when the due time of the first car is expected and provide any results available.

13. The SSC will work closely with the 000 and 00 to ensure that a consistent message is given to all spectators ensuring they remain in acceptable locations.
14. When they reach the end of each stage they must liaise with the Stage Commander (or Deputy Stage Commander where appropriate) and report that they are satisfied all spectators are in a suitable area that is set up according to the safety plan and that there are sufficient marshals in place.
15. On an FIA sanctioned Rally (WRC/ERC level), the Stage Safety Officer (SSO) should travel through the stage with the Spectator Safety Officer in order that they can act as the eyes and ears of the Stage Commander as close to the FCD as possible. The SSO will then remain at the Stage Finish.
16. On a National Event, the Spectator Safety Car may be required to take the stage safety officer through the stage to the stop line for them to also check the stage plans are implemented according to the safety plan.
17. Although this vehicle is running very close to other Safety Cars, it should carry spare stage equipment as well as equipment for cordoning off spectator areas.
18. While it is very important that the SSC maintains its pre-determined time schedule it is critical that they are satisfied the stage is in a safe condition to run. If ensuring the stage is safe means delays then this cannot be avoided.

Specific Responsibilities – Safety Cars 000 and 00

It is recognised that many events may deem the use of a 000 Car unnecessary, while other events will use the 00 Car as a back-up to a Zero Car should the Zero Car be unable to complete the full route. Ideally (for forest events) 000 and 00 should be 4x4 vehicles to ensure their suitability for undertaking the role in all conditions. These vehicles also provide greatest visibility to spectators. The vehicle chosen should be determined according to the venue and requirements.

1. Only experienced crews should be utilised
2. These vehicles should always have suitable identification as well as a PA system, sirens, radio, dash cam and warning lights.
3. Pre-event they should familiarise themselves with the route, the safety plan including anticipated spectator numbers and other relevant documents plus the time schedule as well as liaise with the event officials over their final responsibilities.
4. On-event – check official notice board for any route alterations
5. It is strongly recommended that either the 000 or 00 Car follow the complete route and should ensure they have a completed timecard for each control that they visit. This must be clarified in the final safety car schedule. This may involve coaching the timing marshals in the correct completion of the Timecard, ensuring that the previous car number system is being implemented correctly.
6. It is essential that the 000 and 00 Cars comply with the pre-determined time schedule to enable the event to run on time but are ready to adapt the time schedule should the event require this.
7. They MUST have a method of communication with all other Safety Cars **and** Rally Control and work as a team to follow through on any requests related to spectator movement and locations.
8. At each TC before a special stage, they should liaise with the Stage Commander before they enter. The Clerk of the Course or Event Safety Officer should structure the Safety Car's time schedule to allow for this. This may mean the 000 and 00 Car having a shorter time in any service/re-group area than competitors. They need to ensure they are clear about any amendments to the safety plan, predicted numbers or set up plans in respect of signage or predicted numbers.
9. The 000 and 00 crews should, between them, carry out a final check on stage furniture, safety issues, Motorsport UK official notices especially in relation to Rights of Way, marshalling & spectator safety. They MUST also carry spare stage furniture/equipment and the means to fix it.
10. Any issues encountered must be reported through to the Stage Commander/Rally Control for awareness or advice.
11. Interim Safety points as well as Mandatory Radio Location signs and Red Flags should also be checked by these crew
12. Check FF & Stop locations are in accordance with the road book and that fire extinguishers are also in place.
13. At the end of each stage, they should confirm to the Stage Commander (or Deputy Stage Commander where appropriate) that the stage is in an acceptable condition to run. They should also ensure that this message is passed to Rally Control.
14. They should give/provide a post-event debrief/report to the Event Safety Officer

Specific Responsibilities – Zero Car (0)

As the Zero Car should be a rally prepared vehicle then it should be presented for scrutineering (including sound test) in the same manner as any other competition vehicle, and the crew must at all times abide by the same rules as all other competitors, i.e. they must wear harnesses, FHR devices and approved overalls and helmets.

1. Only a crew with at least one member having both event safety and safety car experience should be utilised.
2. The driver of a Zero Car should either be an existing Stage Rally competition licence holder or should have previously held a Stage Rally competition licence
3. The Zero Car must follow the full route as per road book and should ensure they have a completed timecard for each control that they visit.
4. It is essential that the Zero Car complies with the pre-determined time schedule to enable the event to run on time.
5. The Zero Car must have a method of communication with all other Safety Cars **and** Rally Control – the co-driver would benefit from using a separate earpiece attached to the installed radio for communications.
6. At each special stage start they should liaise with the Stage Commander and should enter where practicable on their due time.
7. The Zero Car should only use road books and other printed information supplied by the event organisers. (They should not have access to or be using any subjective route notes/pace notes).
8. Ensure the route is still compliant with the safety plans and if necessary be prepared to STOP. If this is required – immediately report to Rally Control requesting a delay to the stage start and explaining the situation. If it is possible to resolve the issue, do so. If not, be prepared for the Stage Commander and Rally Control to cancel the stage. IT is NOT acceptable to run a stage that is not considered compliant with the safety plan.
9. At the end of each stage they should confirm to the Stage Commander, Deputy Stage Commander (or Clerk of the Course) that the stage is in an acceptable condition to run. They should also ensure that this message is passed to Rally Control.
10. Post-event debrief/report to the Event Safety Officer or Clerk of the Course where necessary.

Specific Responsibilities – Sweeper Car for Multi-Venue and Single-Venue Rallies

Some events may have more than one Sweeper Car, however where this is the case only one Sweeper Car should traverse each stage. The Sweeper Car for stage rallies should be identified by a single chequered flag on a door panel. Closed Road Events may use different signage.

1. The Sweeper should follow the complete route, including road sections. At each stage start they must report to the Stage Commander who will be able to provide the following information:
    a. the number of cars that have entered the stage
    b. number of cars that have exited the stage
    c. accurate reports as to where any cars that have failed to complete the stage are
    d. the time the last competitor left the stage start control
2. The Sweeper Car should confirm that the number of competitors that have entered the stage matches the number that has left the last stage including any that have retired on the road section.
3. They should collect all check sheets from all locations visited
4. It is essential that they gather all completed check sheets, official reports (including those of judges of fact) together with officials signing on sheets from each stage. These sheets must be returned to Rally Control at the earliest opportunity. It is advisable to keep them accessible for any queries Rally Control or the Results team may have. If there are any incident reports, try to photograph them and send by email at the earliest opportunity.
5. Then, with approval from Rally Control the Sweeper will enter the stage.
6. The crew in the Sweeper Car should have an in-depth knowledge of how the event timing system operates and should where possible, stop at each vehicle that has exceeded its maximum lateness (OTL) and in consultation with Rally Control gather their timecards along with their damage declaration form.
7. The crew should remain as close as possible to the last competitor on the event.
8. It is essential that the Sweeper Car liaises with Rally Control at all times in order to verify when a competitor is OTL and hence is no longer eligible to continue in the event.
9. If a Sweeper is delayed, they should advise Rally Control immediately.
10. If the stage is being used again, the Sweeper Car crew should advise Rally Control of any junction or area which requires rebuilding/re-marking as well as identifying any areas with significant numbers of spectators. They may also be asked to report on the location and where possible cause of competitor retirements.
11. If competitor vehicles are still in the stage, consider whether there is a need to move them or

whether it is more prudent to leave them in situ. Competitors will ALWAYS want to have their cars recovered at the earliest opportunity; this may however not be in the best interests of all others involved in the event. Do not ask for a vehicle to be recovered or moved unless it is actually blocking the stage or you are concerned it presents a hazard.

12. Once they are satisfied all crews have been accounted for then if it is the last time the stage will be run, on the authority of Rally Control, and only then, will marshals, doctors and rescue crews involved in the running of that stage be able to stand down.
13. Send or give a post-event debrief/report to the Event Safety Officer or Clerk of the Course where necessary.

Additional Vehicles (Official Cars)

These vehicles may travel through the stage before the Safety Cars

Equipment Officer

The Equipment Officer (EO), if used, is either responsible for ensuring that the stage is set up in a condition ready to run or for ensuring the stage commander has the correct equipment required for each location and timing point. If the former, there should be no alterations required to anything on the special stage after it has been checked by the EO.

Not all events run an EO at the front of the field but those who do should take the following into consideration:

1. The EO and any other members who are part of the EO's crew should always ensure that they have signed on as an event official. The EO should run approximately 90 minutes before the due time of the first car. Should the event be delayed there is no need to re-schedule the timing of the EO.
2. The EO should have an in-depth knowledge of the complete route (both stage and road sections) and as far as reasonably practicable, should know all the permutations of special stages being used.
3. The EO should be driven round the route by a competent person, thus allowing them to concentrate on the stage furniture etc. and ensure it is all set up as per the set up book from which they are working. They should carry as a minimum a complete set of stage start and finish boards along with barrier tape, stakes, mallet, arrows, a staple gun and staples. They should also have a direct method of contact with the Chief Timekeeper, Chief Marshal, Rally Control and the Clerk of the Course.
4. Wherever possible they should inform Rally Control that they are about to enter the stage and also ensure that the radio controller knows when they have exited the stage. As with all Safety Cars it is essential that they maintain the "*if you see it, you sort it*" attitude to any problems which they may encounter.
5. When the EO has passed through all stages they should remain in a location central to the event, in order to co-ordinate any equipment requirements that may arise.

Chief Timekeeper

The Chief Timekeeper (CT) or nominated deputy, should run as one of the first official cars through the stage usually just in front of the Chief Marshal (this can be anything from 60 to 120 minutes before the due time of the first car depending on the structure of the event and the timing system being used). They should have a record of the serial numbers of each clock being used in the event. Where start lights and automatic timing equipment is used, they will keep a record of the equipment issued.

1. The CT must liaise with the Chief Marshal as to whom to expect at each control.
2. The CT should liaise with Rally Control when they arrive at each stage arrival control area and they should ensure that they have an official timecard completed at each control.
3. Prior to entering any stage, they should obtain permission from Rally Control to proceed into the stage. They should also confirm if there are any other vehicles in the stage at this time.
4. The CT should ensure that any marshal that is to use the clock or timing equipment knows exactly what they are doing and if necessary, spend time reassuring the marshal on the operation of the equipment to ensure that the timing system is operated accurately for all cars. The Stage Commander should ensure that at least one member of the Timing Team is available when the CT comes through for this purpose.
5. The CT should ensure that where the previous car number system is being used, the marshals are competent in completing the Timecards correctly.
6. At the end of each stage the CT should verify that there is a working system of communication between the Flying Finish and the Stop Line and that a backup system exists in the event of failure.
7. The CT should be driven by a competent person who should have knowledge of the complete route and who also is competent in the timekeeping role.
8. They should check all control area signage when traversing the route and ensure that it matches the supplied road book/route information. If any signage or equipment is missing, they should report through to Rally Control to request the next official or safety car to issue the missing items.
9. It is also essential that they visit each time control, including the service area and regroup area to ensure everyone in these areas knows what they are doing, they do not necessarily have to traverse the complete route. If this is not possible, one of the other official or safety cars MUST attend these locations and undertake the role of CT for those locations.

Chief Marshal and/or Event Safety Officer

Pre-event - the more work the CM puts in prior to the event the easier it is for them to carry out their duties on the day.

It is recognised that at some events the CM may not travel through the stages or may travel along with the Event Safety Officer (ESO). Where the CM does not travel through the stages one of the other official cars should undertake these duties:

1. The CM should ensure that there are sufficient marshals available to cover the event and stage start areas and that they have the correct paperwork and suitable control boards and equipment.
2. Where practicable the CM should complete the route in full as is laid down in the road book or any other official route information.
3. On arrival at each control the CM should lead by example and always wear an official tabard or event clothing and/or identification.
4. They should ensure that every marshal at each post they visit has a clear and concise understanding of what duties they are expected to perform and that all stage personnel are wearing tabards.
5. By the time the CM reaches each control all stage/control furniture should be in place and they should check off each item on the set-up book.
6. The CM should check that the correct number of marshals are in place to meet predicted numbers as described in the event safety plan.
7. They should always have their timecard completed and run through the complete stage start procedure that will be implemented for each competing car.
8. As with all Official or Safety Cars the CM should be driven by a competent person. The vehicle should always have suitable identification as well a(a PA system bay be useful).
9. They should have communication links with all other Safety Cars as well as Rally Control.
10. As well as stopping at timing points they should stop at each point that has been advertised as a spectator access point, ensuring that all Spectator Safety marshals are in position, at least the predicted number as identified in the Safety Plan. If this number is not according to the plan, a dynamic risk assessment will need to be undertaken to ascertain whether the number of marshals at that location are sufficient for the actual number of spectators anticipated.
11. All official Motorsport UK signage and appropriate warning notices should also be checked at all Rights of Way and access points onto the special stage.
12. If, on their route through the stage they identify an issue, they should immediately call Rally

Control to discuss with the stage commander and agree an action plan to rectify the problem

13. At the end of each stage, they should radio back to the stage start and Rally Control and inform the stage commander that they are satisfied the stage is in a complete and acceptable condition to run. Only when this message has been confirmed should they proceed to the next stage/control point.
14. In the event of delays the CM should keep in constant communication with Rally Control in case there is an adjustment to their time schedule. If the CM is aware of any delay they should cascade this information to the marshals out in the field.
15. The CM should always have a complete set of spare stage furniture, Motorsport UK warning notices and barrier tape together with a mallet and a staple gun in their vehicle.
16. They should also have spare official signing on sheets and wherever possible, they should ensure that each marshal has signed on.
17. The CM should also ensure that all doctors, rescue, recovery and radio crews are in position along the route. If any of these officials are not in position, the CM should investigate and deal with appropriately, while keeping Rally Control advised of any actions taken.
18. Where Red Flags are being used on the stage it is appropriate for this vehicle to check that Red Flags are in the right locations and are being correctly displayed. It is advisable for the CM to carry spare flags.
19. Post-event – they collate all feedback from the marshals and provide a report to the event organising team for the debrief

Check Sheets

The following is an example of a check sheet suitable for use by Safety Car Crew(s) to check stage ready status. This document is available in editable format on the Motorsport UK website.

Stage - Please Circle					
1	2	3	4	5	6

Safety Car ID - Please Circle				
CM	OOO	Spec Safety	OO	O

Time Started

Time Control	Yes	No
Notice A, C & Safety Code		
Route in Arrowed		
Control Boards		
Park Fermé taped off		
TC Manned		
Marshals with Tabards		
Clocks		
Time Cards Completed		

Start		
Control Boards		
Park Fermé taped off		
Start Manned		
Marshals with Tabards		
Stage Commander Present		
Rescue		
Doctor/Para Medic		
Recovery		
Radio Car		
Fire Extinguishers		
Clocks & Start Lights		
Time Cards Completed		

Interim Point		
Correct Boards		
Rescue		
Doctor/Para Medic		
Recovery		
Yellow Flag Shown		

In Stage	Yes	No
Junctions Set Up as per plans		
Radio Signs Displayed		
Radio Marshal with Tabard		
Yellow Flag Shown		

Spectator Viewing Areas		
Set Up as Safety Plan		
Marshals at each end		
Minimum number of marshals		
Crossing Point as per plan		
Sector Officials in Tabards		
Good spread of Marshals (not bunched)		

Flying Finish		
Control Boards		
Correctly Positioned		

Stop Line		
Control Boards		
Count down boards		
Correct Distance between signs		
Fire Extinguishers		
Clocks		
Time Cards Completed		
Effective Comms to F/F		

Please use reverse of sheet to report any issues and resolutions

Junction / Posts				
1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
-	-	-	-	-

Notes - non stage venues

Road Closing Car (RCC)

The RCC is the first Car to technically "close the road" to the general public.

1. It is important that the RCC is easily identified by all residents, spectators as well as everyone involved in the rally.
2. The crew must be very experienced in the safety aspects of such an event and ideally one of the crew should be a member of the Organising Committee.
3. The crew must be familiar with the route and all the safety measures in place for ensuring the roads are closed.
4. The RCC MUST check that the "Road Ahead Closed" and "Road Closed" boards are correctly positioned at both ends and at the intermediate junctions within the stage.
5. They must be prepared to advise the equipment officer or set up crews of any work that is required in order to comply with the road closure order although it is appreciated, apart from the statutory Road Ahead Closed and Road Closed boards, it is not practical for this car to check tape etc. this will be checked by subsequent safety cars.
6. The RCC must run to the Road Closing Schedule even if the stage is not ready to run.
7. The vehicle should be clearly identified as the RCC so that all residents and spectators are in no doubt that the route is closed to all moving traffic other than Safety Cars and competitors.
8. They should have a PA system, in order to advise residents and spectators on route of the fact that the road is now closed and is due to open at XX.
9. They should have a siren (if permitted) to ensure all marshals and spectators know that the road is now closed. These must be operational from stage start through to the stop line. These lights MUST only be used within the closed road sections. They will be of a colour specified in the road closure agreement.
10. They will carry timecards which should be completed by the time control crews at each location.
11. They must follow the prescribed route through the special stage but may not be required to follow the entire route if time does not permit.
12. They must have permanent communications available to them for both Rally Control **and** the other Safety Cars and Set-up Teams.
13. A police vehicle may enter the stage as part of the road closing convoy under blue lights

Sweeper Car and Road Opening Car (ROC)

1. Following the last competitor into the stage the Sweeper Car/s will enter the stage. They may be numbered sequentially. This is to ensure that spectators are not aware too early that the Road Opening Car is following., Movement of people or vehicles onto stage before the Road Opening Car is not acceptable
2. The Road Opening Car will follow the sweeper cars (if used) and will have also have clear identification, this can often be the chequered flag OR the words Road Opening Car as well as flashing lights (colour to be agreed within road closure agreement).
3. The beacons must only be used within the closed road sections.
4. They may have other duties too such as those of a Sweeper Car.
5. It is important that the ROC is easily identified by all residents, spectators as well as everyone involved in the rally as it is only when this vehicle has passed their location that they are free to move on the roads again.
6. As this is a legal requirement, organisers must be prepared to have a second vehicle in readiness should the original ROC vehicle not be able to complete the entire route.

Cameras for Safety Cars

Many Safety Cars are already using dashcams and this has proven significantly beneficial for reviewing post event footage. Therefore, it is a requirement that all Safety Cars, inclusive from the Spectator Safety Car to the 0 Car, are equipped with, and use, dashcams.

Camera Specification

There are many dashcams on the market today and it is not necessary to spend a lot of money to buy a suitable camera. From Motorsport UK Safety Delegate experiences over the last 3 years the following criteria should help select a suitable camera:

- Resolution: 1080p @ 30fps
- Lens: 130º to 180º are typical and ideal angles of view
- Storage: 32GB capacity is ideal. Less capacity requires more rigorous management on the event.

There are many other features such as GPS logging and Google Map recording, and a backup battery to continue recording if 12v supply is lost is strongly recommended.

Camera Installation and Use

The natural location is the co-driver windscreen (top near to the mirror) to give as uninterrupted view of the Stage as possible. It is accepted that when using a Rally-prepared car as the 0 Car, it may be necessary to mount the camera to the roll cage, but in so doing provide as uninterrupted view as possible. For the other Safety Cars when choosing a suitable installation take note of any airbags that may be fitted. Dashcams are to enhance safety!

It is not necessary to use voice recording facilities and we are aware that some crews may feel self-conscious and not be as focused on their duties. After the event all Stage footage should be up/downloaded or retained on the memory cards for a period of not less than 14 days. If, after that period, no queries have been identified the memory cards may be re-used.

Even where there are no accidents or incidents, dashcam footage will allow you to review the Stages after the event, looking at setup consistency and compliance, spectator hot spots and so on. This footage MUST be made available to the event organisers at the earliest possible time (at most within 7 days).

Radio Protocol

Clear communication is an essential role for each safety car crew and whether using a management radio frequency or Motorsport UK's Medical and Safety Frequency (81FM) it is important to familiarise yourself with the basics. The full details are available in the Radio Marshals' Handbook, available https://www.motorsportuk.org/wp-content/uploads/2021/08/2021-05-06-radio-marshal-handbook.pdf

The following extracts are essential basics.

Radio Operation

You should be aware that there are various physical factors that will influence the efficiency of your radio reception and transmission. These factors may include:

- Man-made;
  - High tension cables
  - electricity generators
  - computer centres
  - hospitals
  - radio transmitters
  - Other 'on event' radio networks
- Natural phenomena;
  - Weather
  - cliffs
  - steep banks
  - trees
  - iron ore deposits
  - water

Manmade obstacles can be overcome by relocating your position, if possible. If the interference is coming from another radio, ask them, in the interests of the event safety, to relocate. Natural phenomena can sometimes be negated by moving, but usually it is a case of working with what you have.

You should also be aware of the operating specification of your radio in relation to the length of message transmissions. The specification of your radio includes a thirty second time out function. This means that 30 seconds after the PTT button is triggered and the set begins to broadcast, it will 'time out' and the transmission will cease. This system is a fail-safe, which allows the radio network to be useable again 30 seconds after a PTT is triggered accidentally.

During normal operation it is very unlikely that your message will be longer than 30 seconds. This time period is usually more than sufficient time to pass your message. To assist in getting your message through, write it down before you transmit it. This will help if you need to repeat all or part of your message. If you have an exceptionally long message to pass, keep transmitting until you hear the first 'Beep' then say 'Break', release the PTT, pause, then continue your message.

DO NOT BE TEMPTED TO PUT A 'BREAK' INTO YOUR MESSAGE IN ANTICIPATION OF THE TIME OUT – this wastes time.

SUPeR System

To process an incident more efficiently there is a key word system in place. The application of this system is explained below & is in use on a national basis. Should you be advised of, or witness an incident you may include one of the following prefix words in your initial call to your radio controller:

a. **SAFETY** For messages concerning stage safety, e.g. car overdue, first competitor into stage, stage furniture problems, spectator marshalling – problems where a slight delay can be tolerated.

b. **URGENT** For situations requiring immediate action, e.g. car known to be in difficulty, suspected injured persons – problems which may necessitate the cessation of the stage.

c. **PRIORITY** For situations where there is a CONFIRMED injury(s) – situations where immediate Medical/Rescue intervention is required

d. **RELEVANT** For messages which have a bearing on the incident – submission of relevant information.
Use common sense – **DO NOT** overrate the urgency of your message unnecessarily.

This is how a SUPeR message should be initiated:

'Mercury Control from Mercury Three, (SAFETY/URGENT/PRIORITY), Over'

'Mercury Three this is Mercury Control – go ahead with your, (SAFETY/URGENT/PRIORITY), Over'

'Mercury Control from Mercury Three on stage (no.) at post/junction (no.) I have.....

Mercury Three will then transmit the details of the (SAFETY/URGENT/PRIORITY) and Control will deal appropriately with it in conjunction with the correct on stage and/or off-stage personnel To ensure that the (SAFETY/URGENT/PRIORITY) is dealt with correctly Mercury Control will announce:

'Mercury Control is accepting (SAFETY/URGENT/PRIORITY) and above messages only'

This means that any none key worded messages or key worded messages below the level maintained must wait to be transmitted.

If the incident which generated the SAFETY call escalates to an URGENT or an URGENT situation arises then the control would increase the restriction imposed on the radio network to URGENT and above only, therefore any SAFETY messages must wait to be transmitted.

Similarly, if the PRIORITY restriction is imposed only PRIORITY messages will be allowed across the radio network.

If, however, you have information which is relevant to the incident but is not a result of the incident you can use the RELEVANT key word to access the restricted radio network. The RELEVANT key word works on all levels of restriction.

It is important that all radio marshals not directly involved with the ongoing incident remain silent & monitor the radio network. As soon as the incident is resolved control will begin to reduce the level of restriction downgrading from PRIORITY to URGENT. It will then deal with all the URGENT calls before downgrading to SAFETY. Once all SAFETY calls have been processed control will announce 'Mercury Control to standby' at which point normal working is resumed.

REMEMBER

ALWAYS Use the callsign of the radio you are calling followed by your own when opening a transmission i.e. (Mercury Four this is Mercury Control – Over)

ALWAYS Say 'Over' at the end of each transmission

ALWAYS Take your finger of the PTT (Push To Talk) button when you have finished speaking

ALWAYS Be as brief as is possible

ALWAYS Make sure you transmit your message completely and correctly. If necessary, write it down before speaking

ALWAYS Remember, safety is paramount, especially your own.

ALWAYS Have your radio in sight in order to monitor its operation

ALWAYS Know where your microphone is and make sure that the PTT button cannot be operated accidentally

ALWAYS When transmitting a message, press the PTT, pause ----- then, talk, otherwise your first few words will be lost. (This allows the tones transmitted at the front end of the message to 'open' other radios on the network)

ALWAYS Put a 'Roger so far' into long messages but remember that you have 30 seconds of message time

ALWAYS If you feel unable to handle a situation, pass the microphone to someone who is, if possible

ALWAYS Keep calm

NEVER Transmit when the frequency is in use – you will cause interference and disrupt the radio network

NEVER Use bad language

NEVER Use the Safety & Medical frequencies as a 'chat channel'

NEVER Add to, embellish and/or use unnecessary voice inflections to messages and information given which is to be passed over the radio network

NEVER Divulge information passed over the radio network to third parties who are not part of the event organisation either verbally or by operating with your volume too loud or your speaker outside your vehicle

NEVER Panic

THINK OFF AIR

Annex J – Predicting Marshal Strength

What Is the Predicted Number?

The 'predicted' marshalling strength at any location is the number of marshals that the organising team consider to be appropriate having taken account of all local circumstances and potential spectator activity.

This applies to staffing requirements for all rally stages.

The actual circumstances on rally day may change for many reasons therefore the 'predicted' number is neither a minimum nor maximum and may need to be adjusted. If possible try to provide for a small reserve of spare marshals for each stage so that you have deployable resources for any unforeseen demands on the day.

How is the 'Prediction' used?

The 'predicted' number of marshals will be the number that is entered into event documentation and listed in the setup information. It will be used to recruit and allocate marshals and will be referred to by the Safety Delegate when inspecting the venue.

'Predicting' the requirement

What does this number mean and what factors will influence assessment when 'predicting' what it should be?

These following points should be considered however the list is not exhaustive:

Location
Terrain
Attractiveness to spectators
Access
Potential for incidents
Other resource at the location.

The location

Thinking about the location is it going to be attractive to spectators?

If so, is it easily accessible or does access require some effort?

If the location is attractive and readily accessible it is likely that there will be more spectators than at less easily accesses locations. In less accessible locations the spectators are more likely to be 'experienced' and therefore possibly understand the potential risks but do not be complacent about this aspect.

From this it may be reasonable to conclude less marshals are required at less readily accessible locations.

Considering who else will be at the location.

It may be that a radio car is allocated to the location. If so what about the status of these marshals? If it is a mandatory radio point the radio crew are not really available as marshalling strength for spectator management as they have a specific task. Should it be that a radio car has been allocated

to provide a link into an area where spectators may gather it is not unreasonable to consider the crew available to assist with spectators.

Terrain and potential incidents.

Does the area allow places for spectating that are relatively safe and easy to manage? If yes and access is restricted, then less manpower is needed.

Regarding incidents if an 'off' likely and spectators are present this may require managing by marshals.

Setting the number.

To arrive at a number, you need to consider the implication of the factors outlined above (and others specific to the location) and then "predict" the required marshalling strength in the circumstances you can reasonably expect to prevail at that location. Do not put in a very low number. If it is unrealistic to staff that location with such a low number, be realistic in your prediction. Also consider your plan if you have numbers far in excess of your minimum requirement on the day of the event.

Why is the expression 'predicted' used?

The expression is less prescriptive than 'minimum', which is a finite statement**. If a minimum is stated and that resource is not available, then a set standard has not been achieved and the stage cannot run.** This is similar for instance to the requirement for a 'mandatory' radio point that has not been staffed. i.e. something that has been specified in the safety plan is not fulfilled.

The predicted number of marshals at any one location is a more flexible term. It can be adjusted to reflect actual rather than anticipated circumstances. It may be that four marshals have been "predicted' as being required but only two are available. It may be possible to downgrade the requirement if anticipated spectator activity has not materialised. Alternatively, it may be that marshals need to be redeployed from another location where the 'predicted' quantity can be revised.

Conclusion

Predicting marshal numbers is a not precise activity and requires realistic assessment of the location issues and consideration of available resources. It is not a paper only exercise where numbers are specified to fulfil a regulatory requirement.

Sensible and pragmatic assessment of requirements should result in better spectator management on rally stages and lead to better use of resources and improvements in safety for spectators, marshals and competitors.

REMEMBER- leading up to the stage start and when the stage is live, situations may change and issues may arise. Having predicted marshal numbers permits a proactive and flexible approach to managing spectator safety.

Annex M - Risk Assessment Templates

Template A

	1. What are the hazards?	2. Who might be harmed and how?	3. What are you already doing – as included in your safety planning documents?	4. Do you need to do anything else to manage this risk? If so, what?	5. Action by who	6. Action by when	7. Date complete
1							
2							
3							
4							
5							
6							
7							

Template B

	Hazard	Risks Posed	Risk Evaluation	Precautions/controls in place	Further action available
1					
2					
3					
4					
5					
6					
7					
8					
9					

Template C

	Hazard	Risks Posed	Risk Evaluation	Actions taken	Post action evaluation	Further action available
1						
2						
3						
4						
5						
6						
7						
8						
9						

Annex S – Technology Specifications

Tracking Specifications

This section provides the specification for inclusion in the Stage Rally Safety Requirements in respect of the introduction of mandatory tracking on all UK Multi-Venue Stage Rallies from 1st January 2024.

Tracking will not replace the existing safety response systems, as regulated by Motorsport UK under Ch. 13 Art. 2 App. 4.13b and Ch. 13 Art. 2 App. 4.27, which will remain as a predicted number of marshals throughout the route together with an effective radio communication network managed through a nominated controller working alongside the Clerk of Course (COC) and Motorsport UK Steward in Rally Control. This system is integral to safety management and includes Mandatory Radio posts which positively monitors and record the passage of competing cars through stages.

The following minimum requirement for a Tracking system will always complement but not replace these systems.

In-Vehicle Tracking System must:

- Be fitted in advance of and checked at pre-event scrutineering (where possible) using a universal connector and/or mounting bracket
- Be securely mounted, where both the Driver and Co-Driver can reach the controls/buttons to report status
- Have the facility as a minimum to enable crews to report OK, SOS and 'Hazard' via the system
- Have in-built system to allow the controller in Rally Control to advise the COC that a car has come to a controlled stop or was subject to rapid deceleration
- Be fitted to defined Zero cars, the Safety Delegate and all competing cars. Consideration should be given to fitting trackers to other official cars, such as Road Closing and Opening Cars on Closed Road Rallies and additional set-up vehicles which might be traversing a stage.

Rally Control Monitoring System must:

- Be located in Rally Control where the COC, Motorsport UK Steward, Radio controllers and the person monitoring the Tracking System as a minimum will be present. This will ideally be one large display unit to consist of a digital map with icons showing each vehicle's tracked position.

Rally Control Monitoring System must include:

- An icon for every tracked vehicle which must contain the competitor number (or the identity for all other Safety or Official tracked Vehicles). Icon colours must change to reflect status, see below
- A map showing each stage which should have clearly marked lines to show stage route with start / finish icons, including a radio symbol to show the position of mandatory radio points throughout a stage route. Road sections must also be marked in a different colour to differentiate stage and road section liaison routes
- A changed icon colour for any vehicle stopping in stage for more than 5 seconds.
- A changed icon colour to reflect a system report by the crew – e.g., RED for SOS, ORANGE for OK. A separate on-screen alert might be useful but not essential
- An automatic refresh update on the digital map which must be no longer than 10 seconds from previous refresh if the system is not instant

- One person in Rally Control dedicated solely to monitoring the Tracking System. This person should be from the Tracking supplier however if a member of the organising team is fully conversant with the system that would be acceptable. As well as SOS/OK warnings, this person should pay particular attention to potential stage blockages and communicate with the COC.

Recommended vehicle icon colours

	Status	**Colour**
Stage / Liaison	Moving vehicle	GREEN
Stage / Liaison	Stopped, no button pressed	BLUE
Stage / Liaison	OK	ORANGE
Stage / Liaison	SOS	RED

Additional recommended / desirable functions:

- Facility for Rally Control to send a 'red flag' to a vehicle or group of vehicles
- Facility for a vehicle to acknowledge 'red flag' notification
- Facility to record the tracking map / activations to enable review / replay for investigations and training
- An in-car Danger warning for vehicle stopped ahead
- Facility for monitoring and reporting speeding on road sections and reconnaissance (see below)
- An in-car warning for over-speed on road sections and reconnaissance
- An overtake request facility

This list is subject to ongoing review with the potential for some functions to be mandated in future.

Tracking supplier requirements:

- The tracking supplier should be on Motorsport UK's 'Approved Supplier' list. Clubs proposing to use a supplier not on the list should contact the Head of Rallying as soon as possible
- The tracking supplier, in liaison with the event organising team, is to provide a report to the COC on the expected 'coverage available throughout stages' either by presentation of a map or by a paper report in advance of the event
- The tracking supplier, in liaison with the event organising team, must also provide advice to the COC in consideration of placing additional event management or mandatory radios to cover areas with potentially poor tracking coverage within a stage. Before the event starts, the COC must provide a copy of this report together with a note of his actions to both the nominated Motorsport UK Steward and Safety Delegate
- The coverage throughout a stage will be verified during the passage of the first vehicles in the safety convoy as network coverage on the day will vary due to weather conditions, number of users, etc.
- Ensure that the COC is advised as soon as practicable during the running of a stage if there are any potential 'dead' areas with little or no tracking coverage, to allow the COC to advise the relevant Stage Commander and nearby Mandatory Radio Points.

Annex T provides the most up to date list of Tracking Providers

Virtual Chicanes (VC) Specification

The use of Virtual Chicanes remains under Motorsport UK trial. Any potential supplier is requested to contact Motorsport UK prior to contacting permitted events.

Similarly, Event Organisers are requested to contact Motorsport UK prior to using Virtual Chicanes on their events.

Both may contact rally@motorsportuk.org in the first instance.

A full specification for Virtual Chicanes will be determined in conjunction with Rallies Committee during 2027 and will be published here in Edition 10 of the Stage Rally Safety Requirements.

Annex T – Approved Technology Providers

Event Tracking / Primary Device

Supplier Name	Product	Illustration	Contact
RBI Sport Ltd.	Geotraq Rally Safety System		RBI Sport Ltd. UK Contact: Bill Sturrock bill@rbi-sport.com
RBI Sport Ltd.	Geotraq Rally Safety System ComBox2		RBI Sport Ltd. UK Contact: Bill Sturrock bill@rbi-sport.com
Sporttraxx	FIA/22 Rally		UK Contact: Craig Parry onthepacenoteuk@gmail.com

Reconnaissance Use / Secondary Device

Supplier Name	Product	Illustration	Contact
RBI Sport Ltd.	Geotraq Rally Safety System		RBI Sport Ltd. UK Contact: Bill Sturrock bill@rbi-sport.com
RBI Sport Ltd.	Geotraq Rally Safety System ComBox2		RBI Sport Ltd. UK Contact: Bill Sturrock bill@rbi-sport.com
Sporttraxx	GL200WXT		UK Contact: Craig Parry onthepacenoteuk@gmail.com
Sporttraxx	FIA/22 Rally		UK Contact: Craig Parry onthepacenoteuk@gmail.com
Sporttraxx	Tracky App		UK Contact: Craig Parry onthepacenoteuk@gmail.com

Notes:

Secondary Devices may be used to support the Primary Device during an event and not as a replacement of the listed Primary Devices.