Radio Marshals' Handbook

Foreword

This handbook is intended to provide a 'helping hand' to Radio Marshals; it is not designed to be a rule book.

It is a working document and is open to revision in line with current practices.

It is acknowledged that different rallying areas operate in slightly different ways and this handbook in no way wishes to alter that fact but it is written to promote 'best practices'.

It is recommended that this handbook should be read in conjunction with Motorsport UK publications:-
'Administration, Application & Operational Guide for FM Frequencies' - *The Guide*, as issued to the license holder of your callsign.

It is further recommended that this booklet is read in conjunction with the Motorsport UK document:-
'Stage Rally Safety Requirements'.
This can be found on the Motorsport UK website under the Rally Future banner or follow the link below:-
https://www.motorsportuk.org/The-Sport/Rally-Future

Acknowledgments:-

This handbook has been compiled with the assistance of:-

BRMC
SMMC
Attendees of the BRMC Training days – Radio Training
Joy Hewson – Licensed Motorsport UK Radio Controller – Licensed Motorsport UK Trainer
Motorsport UK Rally Future – Edition 4 Stage Rally Safety Requirements

Contents

Overview of the Safety & Medical Communications System.

Before reading the contents of this handbook it would be useful to understand how the system is licensed, administered and operated.

Ofcom have granted radio communication licenses to the Royal Automobile Club Motor Sports Association for the following sole purpose:-

'To monitor and report on the safe passage, or otherwise, of competitors through the special stages on events'

Frequencies permitted by the Royal Automobile Club Motor Sports Association for the purpose of safety.

The frequencies referred to above are low band operating in the band width of 81.575MHz (Motorsport UK 1 & 2) and 81.5375MHz (Motorsport UK 3) in the frequency modulation spectrum – FM and are available to events with an Motorsport UK permit, for safety purposes, throughout Great Britain. (The Irish Republic has its own separate system).

As a compliment to the Motorsport UK safety frequencies above, the Scottish Motorsport Marshals Club (SMMC) have, independently, licensed a radio frequency (69.5500MHz FM) for the purpose as described in the overview above.
The use of the SMMC frequency is restricted, by license, to Scotland and the following OS Grid areas NT, NU, NY and the northern half of SD. Its use is NOT permitted outside these areas.
Radio marshals who regularly attend events in the above areas and would like to use this additional frequency should contact the SMMC for details.
Please note that your existing '81' aerial will not be compatible with the '69' frequency. A new aerial trimmed to the correct wavelength will be required.

You should be aware that the SMMC frequency is licensed for 25 Watts ERP whereas the Motorsport UK frequencies are licensed to a maximum of 10 Watts. Using 25 Watts ERP in conjunction with the Motorsport UK frequencies will contravene the Motorsport UK license and should not be attempted.
Likewise if the radio set you use for either of the above frequencies also contains a licensed UK General frequency, you should be aware that UK General frequencies are limited to 5 Watts ERP.
Many radio sets have only two power band settings therefore in your own interests please ensure that you are operating within the terms of the lower power licenses at all times.

The parameters and guidelines for the use of these frequencies by Radio Marshals can be found in this handbook. The parameters and guidelines should be adhered to when using any radio frequency for safety purposes on any event that has Motorsport UK permit.

Use of the Frequencies

The above is the licensed purpose of the frequencies but it is also used for general administration purposes and the monitoring of the Officials and Marshals on an event as well as the spectators, however this additional use MUST NOT compromise the licensed purpose of the frequencies.

The essence of good communication is **- CLARITY, BREVITY AND ORDER**.

The frequencies can only be used as follows:-
1. For safety purposes on events which hold a Motorsport UK Permit
2. For the genuine checking of the equipment itself
3. For training purposes which have been approved by your Regional Radio Co-ordinator

Sub licenses to use the Royal Automobile Club Motor Sports Association's Safety & Medical frequencies are issued by the Motorsport UK. The process commences with an application to the Motorsport UK by a motor club. The motor club will

approach a radio equipment supplier and pass that suppliers contact details to Motorsport UK. The Motorsport UK will then provide the supplier with a specification to which the radio equipment is to be supplied to and request that once the radios have been built to the specification, the radio supplier provides the Motorsport UK with a Certificate of Conformity. Once this has happened the Motorsport UK will issue the motor club with a sub license to operate the frequencies and advise the appropriate Regional Radio Co-ordinator.

Regional Administration and Management

The Safety & Medical frequencies are licensed exclusively to the Royal Automobile Club Motor Sports Association by Ofcom and is administered and managed, on a regional level, by a system of **Regional Radio Co-ordinators** who are appointed and licensed by Motorsport UK. These individuals will provide guidance, support and training to event organisers, motor clubs, radio marshals and anyone else who requests it.

To assist each Regional Radio Co-ordinator in this task Motorsport UK publish a document titled:-

 Radios on Motor Sporting Events - ADMINISTRATION, APPLICATION & OPERATIONAL GUIDE FOR FM FREQUENCIES

(Details of each of the Regional radio co-ordinators and the area they are responsible can be found in Appendix Vi)

Motor Club Administration and Management

The use of the frequencies is further governed as follows.
Each Motor Club nominates an individual who applies to Motorsport UK for a sub licence to use the frequencies under a Callsign which is unique to that Motor Club. This person is responsible for ensuring that all that Motor Clubs radios are maintained and operated as per the terms of the licence. This includes ensuring that each radio is checked by a qualified radio engineer once every twelve months and that each member of that Motor Club uses the radio equipment correctly and within the Guidelines issued by Motorsport UK.

Event Administration and Management

The responsibility for organising the safety radio scheme for an event is delegated by the Clerk of the Course to the Event Safety Officer who, in turn, may call upon the local Regional Radio Co-ordinator or the Radio Controller for that event to assist them with this task.
The task, put simply, is to ensure that on all the competitive sections or stages used, the safety radio locations are pre-determined and not more than 3 miles apart. These pre-determined radio locations, after agreement with the relevant Stage Commander and the Event Safety Officer are now deemed as 'mandatory' radio locations and are incorporated into the Event Safety Manual and the Competitors Roadbook. The task is completed by ensuring that all these 'mandatory' locations MUST be manned on the day of the event in order to provide the optimum safety radio cover. Further radio locations will be identified as supplementary to the mandatory locations and do not need to be shown in the Event Road Book(s) but should appear in the Event Safety Plan.
In addition during this planning process a radio control location will be identified in such a place so that it will be able to communicate with radios used on the event either directly or via a system of cross channel repeaters.
The stage radios are only a part of the overall radio scheme/network. Other components of an event radio network will include the following, but may include others:-

Event Officials
- Non Travelling
    - o Rally Headquarters – Clerk of the Course
- Travelling
    - o Motorsport UK Safety Delegate - Event Safety Officer – Chief Medical Officer – Event Stewards – Equipment Crews

Course/Safety Cars
- Treble Zero – Double Zero – Zero – Intermediate Car(s) - Course Closer

Stage Officials
- Stage Commander – Deputy Stage Commander – Stage Safety Officer – Doctor/Paramedic
- Rescue Unit – Recovery Unit – Sector Marshal – Radio Marshal

The Blue Book regulation regarding the use of radio communications on rallies is within section R. These regulations state that, amongst other requirements, each rally event which utilises radio communications for safety purposes and has a Motorsport UK permit, should incorporate all of the basic users detailed above but MUST be controlled by a **Motorsport UK licensed Radio Controller**.

The function of the Radio Controller is to ensure that there is a free flow of information exchange between the various users of each event radio network. As the Safety & Medical frequencies operate on a simplex system, i.e. only one radio can use the frequency at any given time, if two radios transmit simultaneously they will interfere with each other and only interference noise will be received. It is essential that transmissions are controlled in order to prevent this interference from happening.

Typically Radio Controllers are experienced radio operators with a good knowledge of rallying and who have successfully completed the Motorsport UK's Radio Controller's licensing program.

This manual attempts clarify the role of a **Radio Marshal** by providing information regarding the operation of the radio system used to monitor and report on the safety aspects of each rally event.

The role of the Radio Marshal is an important one and theory should be supplemented by hands on experience which is a very good way to gain knowledge.

Marshals new to rally radio are encouraged to attend an event in the company of an experienced radio marshal in order to gain valuable knowledge of how the Safety & Medical Communications system operates, before attending an event on their own.

A novice radio marshal will usually be utilised as a mid point (in stage) radio gradually gaining experience in order to progress to the more involving locations at stage starts and stage finishes.

Once a Radio Marshal becomes an accomplished and experienced a Radio Marshal they can then apply to Motorsport UK to train to become a licensed Radio Controller.

You must be aware that there could be a number of other radio networks in use on an event which may include:-
Event Management - Competitors to service crews – Results - Private Mobile Radios (PMR) – Forestry Commission/NRW St. John's Ambulance - Positive tracking – Media - Mobile phones - National emergency services - Car park security – local radio – local TV etc.

These additional frequencies could have a detrimental influence on the event Royal Automobile Club Motor Sports Association's Safety & Medical radio network and where possible safety radios should be positioned away from users of these other frequencies.

Radio Control.

It must be remembered that where an event uses multiple Royal Automobile Club Motor Sports Association radio frequencies, each frequency must have its control with its own unique licensed controller(s).

Where multiple Royal Automobile Club Motor Sports Association Safety frequencies are in use on the same event there should be a system of exchanging information between each of the controlling teams and the event decision makers in Rally Headquarters (RHQ).

Where a separate frequency is used for the administration management of the event consideration should be given to providing an interface between this system and the Royal Automobile Club Motor Sports Association Safety radio network(s) in use.

An overall consideration should be given in accordance with the Motorsport UK Multi-Venue Stage Rally Safety Requirements, to combine the safety communications control function within RHQ. (Regional Radio Co-ordinators can advise with regard to how this can be achieved).

Where positive tracking networks are in use there should be an interface between this system and the Royal Automobile Club Motor Sports Association safety radio network(s) in use.

Training

It is advisable to attend at least one Radio Training day per year.

Training is available on a national level, details of which can be found on the Motorsport UK's website, but training sessions can be organised through your own club with the assistance of a Motorsport UK Licensed Trainer or you Regional Radio Co-ordinator.

Alternatively 'on event' training is acceptable providing that the trainee is under the guidance of experienced radio operator(s).

The Motorsport UK's enhanced safety initiative, Rally Future, requires that radio teams should consist of two people and that one member of each radio team must have completed the Motorsport UK Marshal Accreditation.

Typical 5 Stage Radio Network
(Single frequency depiction)

Safety Cars

Rally HQ

Officials

Control

Stage Start (Stage Commander – Stage Safety Officer – Doctor/Paramedic – Recovery Unit – Radio Marshal)

Stage Mid Point (Radio Marshal)

Stage Finish (Deputy Stage Commander – Radio Marshal)
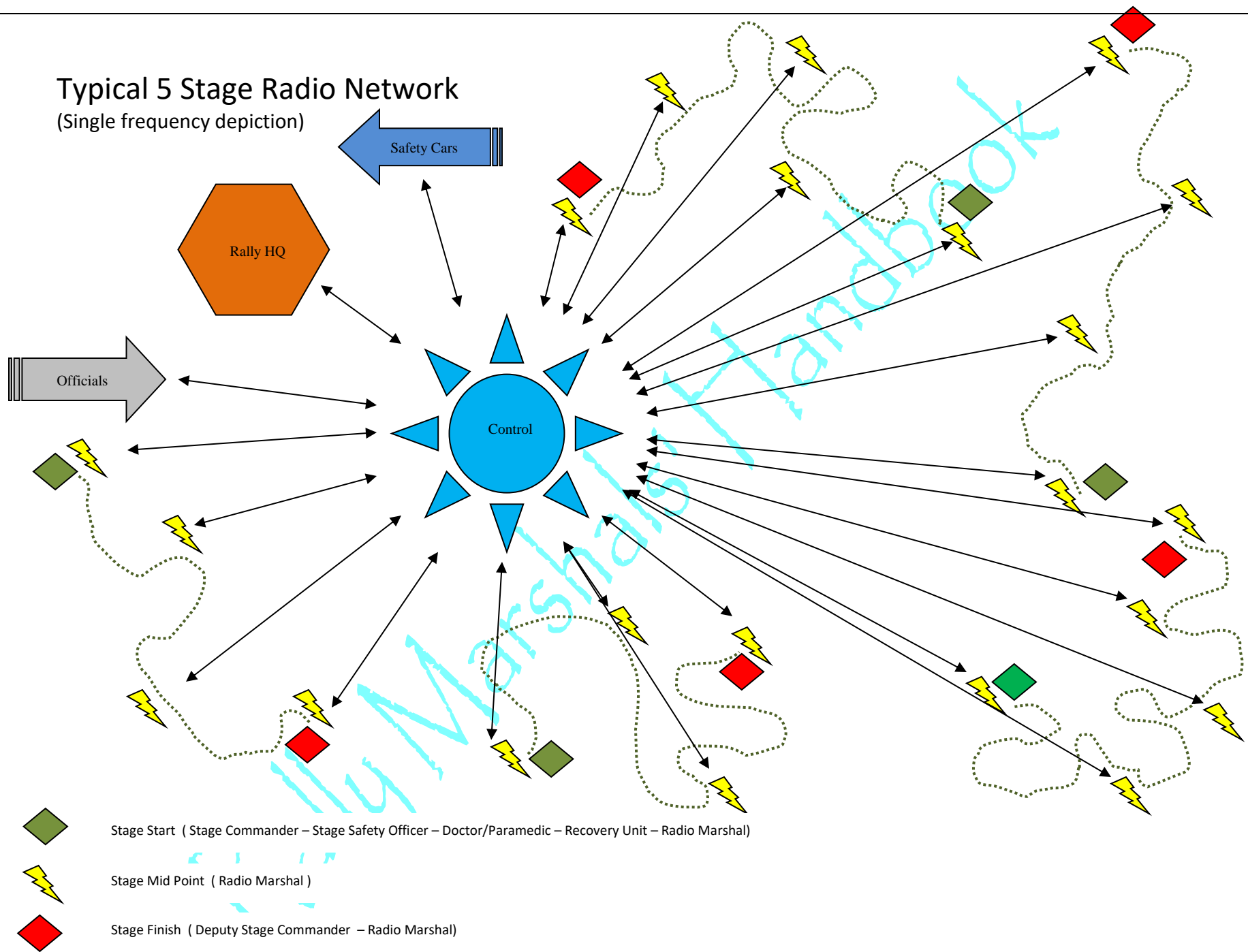
Radio Marshals' Handbook

1. Radio Marshal Memory Jogger

The notes below are set out in the order they would chronologically happen and are intended to be a memory jogger rather than a definitive list.

(If you plan to attend events regularly it would be useful to assemble a 'Rally Box' which should contain all your event essential items.)

The Motorsport UK's enhanced safety initiative, Rally Future, requires that you should be prepared to assist with event management issues which may involve on stage activities outside your vehicle therefore you should be prepared for this. The notes below will help you prepare for your on event duties.

1.1 Pre Event.

It is recommended that you regularly check your radio equipment. This check should include checking the power cables and connections, speaker leads and connections (if you are using a separate speaker), aerial, aerial cable and connections, microphone cable and connections, microphone PTT operation and finally checking that your radio set is operating as it should by arranging a local radio test.

All this should be done at least one month prior to the event you intend to assist on. This will allow for the rectification of any problems discovered before you leave for the event.

Make sure before you leave for the event you know which of the two Royal Automobile Club Motor Sports Association's Safety & Medical Frequencies you will be using. If you are operating on more than one stage ensure that you know which frequency each stage is using.

Close to the date of the event, access the events website to check the latest information available including an entry list. Always remember to take what you need with you. It is a very good idea to 'over cater' as you may be away from home for longer than you think. Listed below is a suggested, but not exhaustive list:-

i) Personal items

Warm clothes *(Jumper, thick socks, gloves, scarf, woolly hat etc.),* tabard or reflective clothing waterproof coat and leggings. strong boots, change of clothes, personal medication, glasses/contact lenses, food & drink. *(As a rule take enough provisions for one meal more than you would normally allow for)*

ii) Equipment & Documentation

81 Radio(s) and aerial(s), mobile phone, PMR radios, whistle, torch & spare batteries (Head torch preferred), watch or clock, pens and pencils, plain paper or notebook, competitor check sheets, incident report forms, OS Map or road atlas. *(These items form the basic 'Rally Box' contents).*

iii) Event Documentation

Acquired at signing on:-

Stage Safety Plan, entry list *(may be available on the event website prior to the event),* time schedule, competitor check sheets *(do not rely on being provided with event specific check sheets)*

iv) Travelling

Make sure you know where you are going and what time you are required to be there. Under the requirements of Motorsport UK's Guidelines it is essential that you arrive at your signing on point in sufficient time to sign on, receive your information and 'goodies' and be at your designated stage location well before the designated time for the stage Radio Check.

REMEMBER to switch your set on before you leave home in order to monitor transmissions, to appraise yourself of what is happening on the event.

DO NOT USE EITHER OF THE ROYAL AUTOMOBILE CLUB MOTOR SPORTS ASSOCIATION SAFETY & MEDICAL FREQUENCIES AS A CHAT CHANNEL.

2. On Event

2.1 General

Once you arrive at your stage start **ALWAYS REMEMBER TO SIGN ON** before you commence your event duties.

IF YOU DO NOT SIGN ON YOU ARE NOT COVERED BY THE EVENT INSURANCE.

It could be useful to synchronise your watch/clock with the event start clock so that you have 'Rally Time' available. Remember, arrive at the stage start in good time to, sign on, collect any additional information, marshals incentives and then to travel to your stage location.
(There is a stage travelling time schedule, Appendix iv at the back of this booklet to assist in calculating how much time to allow.)

i) 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:-

Manmade;
> 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.
If you have a very 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.

The specification for Royal Automobile Club Motor Sports Association's licensed radio equipment allows each set to be configured with channels as follows:–

a) MSA 1 (10 Watts ERP) – 81.575FM
b) MSA 2 (10 Watts ERP) – 81.575FM
c) MSA 3 (10 Watts ERP) – 81.5375FM
d) MSA 4 (10 Watts ERP) – 81.5375FM
MSA1 & MSA 2 and MSA 3 & MSA4 use the same frequencies but are separated by the use of unique tones per channel. These tones are configured to allow MSA 1 to be separate from MSA 2 and MSA 3 to be separate from MSA 4

To understand the above, consider the tones as being two unique keys. The key for MSA 1 will only unlock the sets working on MSA 1. Likewise, for MSA 2, MSA 3 and MSA 4.

i) Radio Operation cont'd……..

The broadcast of these tones occurs as soon as you press the PTT button. This tone burst lasts for only a few milliseconds but during the burst nothing else will be transmitted, therefore it is **IMPORTANT** to observe the following operating procedure:-
Press the PTT – PAUSE………….. then speak.
Following this procedure will ensure that your entire message is passed and control will not have to ask you to repeat the first part of your message.

DO NOT BE TEMPTED TO LISTEN TO ANY OTHER FRQUENCY THAN THE ONE YOU ARE SCHEDULED TO USE ON THE EVENT.

ii) The Radio Check

Purpose – To ensure that there is a radio marshal at each mandatory radio location on stage and that they have contact with the radio controller, either directly or through a nominated link or relay. Also to establish what additional radios may be present on a stage. The radio check also verifies that control has contact with the stage Rescue & Recovery crews in addition to the Doctor/Paramedic and Stage Commander and Stage Safety Officer. The radio check should also establish which radios are single manned and how many marshals are at each location on the stage. Status of spectators may also be requested.
To be effective a radio check should take place no later than 60 minutes prior to the first competitor starting the stage.
The correct response to a radio check initiated by Control is as follows:-

Control this is (*your callsign***) at (***your junction/location***)**
Receiving you strength (*1 to 5***).**
This radio is (*double/single***) manned and I have (***number***) marshals at this location,** *(and If required)* **and (***number***) spectators.**
I have a Red Flag *(if this is applicable)*
The definitions of the signal strength are as follows:-
      1.   Unworkable – no voice
      2.   Marginal - poor voice reception
      3.   Workable – voice heard but with background interference
      4.   Workable – good reception with little interference
      5.   Workable – good loud and clear reception

If your contact with control is between signal strength 1 to 3 then try moving your position slightly within your location and call control again. Repeat this action until you have improved your signal, or you have exhausted all your alternatives. If there is still a problem with contacting control, check all your radio equipment connections, if this does not improve matters call a radio marshal you can hear and ask them to act as a relay for you.
Once your stage radio check is underway, note down where each Callsign is located on your stage and transfer to your stage plan. Doing this will provide you with a clear picture of who is where on your stage.

iii) Faults

Make sure that you are familiar with the operation of your radio equipment. If you suspect your radio is not operating correctly, inspect **ALL** connections – power, fuses, microphones, aerials, speaker leads, set controls etc. If your set has power but you have heard nothing, do not assume that the transmit function is not operational. In an emergency transmit your message three times – it may well be heard, at worst your ANI code will be received so control will know you are calling and suspect that you may be experiencing difficulties.

iv) Handheld Radios

Handheld units are more commonly used in flat, clear areas such as Camps, Airfields, etc. These units are usually low powered and are less efficient in Forests. *(The short range operation of these units makes them ideal as a link*

between radio marshals who may be required to be separated i.e. to act as a remote stage observer or when asked to investigate a potential incident.)

v) Start Radio Marshal

Signing On

If you are advised that you are to be the start radio, always arrive at the stage start early. Seek out the Stage Commander and offer to sign on the radio marshals for his/her stage. This should speed up the signing on process and will provide you with the exact details of which radio is where on your stage. If you take on this role, ensure you have all the latest information and documentation from the Stage Commander and you have the required number of marshal's incentives to hand out. Once radio marshals have signed on and received their information and 'goodies' encourage them to move to their stage location.

Meet & greet

When you take up your start radio marshal duties, introduce yourself to the start marshals and arrange how the necessary information is to be passed between yourselves. Remember to keep the Stage Commander and Stage Safety Officer up to date with all the information regarding the running of their stage.

Personal safety

Remember to park safely and if you have to move around the start area be aware of where you are in relation to the competitors.

Competitor checking

Check with the start marshals which previous competitor checking system is in use and agree a system between yourselves of how information on missing competitors advised by the finish radio will be handled.

Operation
Radio check

Respond to control as per the instruction under Section 2, (ii) The Radio Check.

Your radio controller may request details of the radio marshals as signed on, if this does not happen, volunteer to pass the details you have recorded regarding which radio callsign is where on your stage. Include ALL radio callsigns on stage including the mandatory radios, Doctor(s)/Paramedic(s), Rescue Unit(s), Recovery Unit(s) and any additional radio callsigns you may have.

Safety/Course Cars

When the Safety/Course Cars begin to arrive at your stage start make a note of their designation and vehicle make, model and colour. Pass these details and the time that each Safety/Course Car enters the stage to your radio controller when appropriate.

Before the Safety/Course Cars enter your stage update each one with any new information you have regarding your stage.

Competitors

When competitors begin to arrive record the number of the first competitor to enter stage and the time it entered the stage. Transmit this information to control when appropriate.

Record the entry of all subsequent competitors into stage on your competitor check sheet with times.

Closing

When the Closing Car arrives at your stage start, establish the following from your competitor check sheet:-

> Total number of competitors to enter the stage
> Last three competitor numbers to enter
> Time of last competitor to enter *(from the start timekeepers)*

When appropriate transmit this information, along with the entry time of the Closing Car, to your radio controller.

Before the Closing Car enters your stage update the Closing Car Crew with any information you have regarding your stage especially information concerning any known retirements and their locations on stage (*Blue Book Section R)*.

Temporary stage stoppages

If your stage should be temporarily held/stopped then your controller will require the same competitor information as if the stage was closing. If the stage is restarted then your controller will require the details of the first competitor to enter the stage after the temporary hold/stoppage.

vi) Mid Point Radio Marshal

Meet & greet

Introduce yourself to the marshals and/or spectators at your location. Keep them informed with the general information regarding the event being very careful not to divulge any information regarding incidents or any other information which is of a sensitive nature.

A good rapport with those around you will provide you with an additional resource of helpers which could be useful. It is especially important to arrive at your stage location early if you have been allocated to a spectator viewing location.

If you are allocated a 'Mandatory' radio point please check that the relevant radio boards are in place at your point. (Yellow and Blue radio boards should only be used at 'Mandatory' radio locations. These locations are predetermined and appear in the competitors Road Book)

Personal Safety

Remember that your own safety is paramount. Park where you and your property will not be at risk. For instance avoid parking below the level of the stage, in head on positions, on the outside of bends or close to the apex of bends.

If you consider it is too dangerous to remain at your allotted location, advise your radio controller stating the reasons why you consider it unsafe and your intentions. If you are at a mandatory radio location and are given permission to re-locate, ask your controller if they require you to re-locate the junction radio boards.

If you are asked to investigate an on stage incident ALWAYS remember to do so taking your own safety into account at all times.

Once parked safely, take time to survey your surroundings and then prepare your paperwork.

Operation

Radio check

When requested to do so respond to the radio check in the manner described in Section 2, (ii) The Radio Check. If during the radio check you hear a radio responding that your controller does not, at the end of the radio check advise your radio controller accordingly and offer to act as a link for the radio control cannot hear.

Safety/Course Cars

When the Safety Cars pass your location, note down their designation, vehicle make, model and colour and the time that they pass you. Maintain this information on your competitor check sheet BUT do not include the Safety Cars within the total number of cars past your location.

Competitors

As with the Safety/Course Cars note down each competitor number as it passes your location and if possible note the time each one passes. If you are experiencing difficulty in reading the competitor numbers, arrange for someone to stand in a safe location closer to the stage in order to call out the numbers to you. If this is not possible, note on your check sheet that a vehicle has passed by putting a mark in the appropriate box on your check sheet thereby maintaining the total number sequence of competitors past your location. If possible note down the make, model and colour of the numberless vehicle or any other unique marking.

Closing

When you hear that the Closer is about to or has entered your stage carefully audit your competitor check sheet to determine how many and which competitors have passed your location.

If you have any written reports to be transferred to the Clerk of the Course, make sure you advise your controller so that he/she can inform the Closing car and ask them to stop at your location to collect same.

Hopefully you will have received information as to what to do when the Closing Car passes you. In all events you MUST remain on location until the Closing Car passes or until you receive an instruction from the Organisers in the

event that there is no Closing Car and you are free to stand down. In most cases you will be asked to dismantle the stage furniture at your location and either pile it at the side of the stage or take it to the stage finish.

Temporary stage stoppages
If your stage is held/stopped, carry out the competitor check sheet audit and be ready to pass the information to your radio controller.

vii) Finish Radio Marshal

Stage travel
It is not necessary for the finish radio marshal to travel the entire stage length to the stage finish if there is an alternative route available, BUT you must ensure that you sign on if you are travelling directly to the stage finish.

Meet & Greet
Introduce yourself to the marshals at your location and agree how the information gathered at the finish will be transferred between yourselves. Keep them, and the finish location officials informed with the general information regarding the event including any 'on stage' incidents when requested to do so by an event official.

Competitor checking
Check with the finish marshals which previous competitor checking system is in use and agree a system between yourselves of how the finish marshals will advise you of missing competitors.

Personal safety
Remember to park safely and if you have to move around the finish area be aware of where you are in relation to the competitors.
Be aware that competitors will be arriving at the finish line with less stopping power than they had at the stage start.
Once you have parked safely take time to prepare your paperwork.

Operation
Radio check
When requested to do so respond to the radio check in the manner described in Section 2, (ii) The Radio Check.
If during the radio check you hear a radio responding that your controller does not, at the end of the radio check advise your radio controller accordingly and offer to act as a link for the radio control cannot hear.

Safety/Course Cars
When the Safety/Course Cars arrive at your location, note down their designation, vehicle make, model and colour and the time that they arrive at the stage finish. Maintain this information on your competitor check sheet.
Either through the finish marshals or through your own efforts ask each Safety/Course Car crew for any comments regarding the stage and pass any relevant information to your controller.

Competitors
When competitors begin to arrive, record the number and time of the first competitor to complete the stage. Transmit this information to control when appropriate.
Record the arrival of all subsequent competitors at the stage finish, with times, on your competitor check sheet.
If you hear that a competitor is missing on your stage ask the finish marshals to question each competitor arriving at the stop line if they have seen any stopped competitors in stage. If they have try to establish where they were seen and the relevant competitor number.

Closing
When you hear that the Closer is about to or has entered your stage, establish the following from your competitor check sheet:-

> Total number of competitors to exit the stage
> Last three competitor numbers to exit
> Time of last competitor to exit *(from the finish timekeepers)*

When appropriate transmit this information plus the competitor number(s) and location(s) of any known retirements, along with the arrival time of the Closing Car, to your radio controller.

Temporary stage stoppages

If your stage should be held/stopped then your controller will require the same competitor information as if the stage was closing. If the stage is restarted then your controller will require the details of the first competitor to exit the stage after the hold

viii) Competitor Checking Systems

There are several systems for checking the progress of competitors through a special stage but hereunder are the three most popular *(Blue Book Section R)*.

Previous Car Number
This is perhaps the most popular paperwork based system.
As you are aware each competitor has a set of time cards for an event, part of which are specific cards for each special stage. Each set of cards will carry the individual competitors number and on each sheet will be a blank box labelled 'Previous Car'. As each competitor enters a special stage, the competition number of the preceding competitor will be entered into 'Previous Car' box.
Upon a competitors arrival at the stage finish the finish marshal will record the arrival of that competitor and check that the competition number of the car to arrive in front of this competitor matches the number as recorded in the 'Previous Car' box on the time card. If there is a discrepancy, the finish marshals should advise the finish radio of the details.
There is a draw back with this system.
Competitors 1, 2, 3 & 4 enter the stage. The previous cars for competitor 1, would be the zero car, competitor 2 would be Comp. 1, for competitor 3, comp. 2 and for competitor 4 the previous comp. would be No.3. The zero car, comp 1 and comp 4 all arrive safely at the stage finish. We know from competitor 4 that the previous car was competitor 3 so we are automatically aware that No 3 is missing. However, as competitor 3 has not arrived the information that comp. No 2 was previous to him is lost and the finish are not aware that competitor No. 2 has started the stage and may be in difficulty.

Bingo or Cloakroom Ticket

This system employs the use of sequentially numbered tickets. They need not start at ticket number one but must be issued sequentially.

With this system each competitor, usually the navigator, is provided with a 'ticket', for example the first competitor to enter the stage receives ticket number 15. The second competitor to enter the stage will be issued with ticket number 16, the third number 17 etc.

Somewhere on this ticket, usually on the reverse, the start marshal will write the number of the previous car that has entered the stage.

Upon arrival at the stage finish the Navigator will hand the ticket to the finish marshal who will check that the number on the ticket is the number they were expecting and that the previous car number, on the reverse, matches the number of the previous competitor to complete the stage.

Because tickets are issued sequentially it quickly becomes apparent at the finish if more than one competitor is missing.

The only drawback with this system is that tickets can get misplaced by the competitors and the information is then lost.

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15

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Previous car number

13

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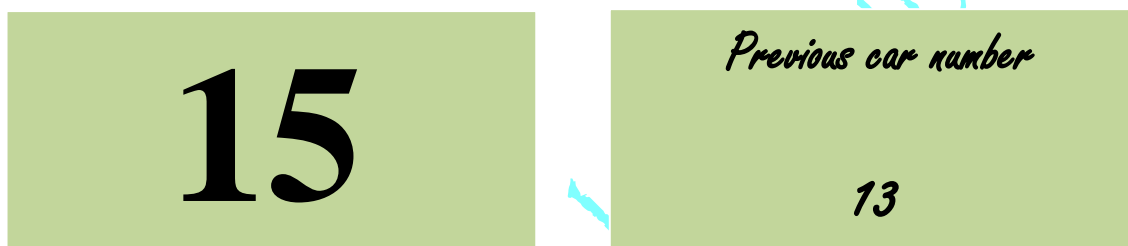
Positive Reporting

This system relies on an additional radio system being used in parallel to the Safety & Medical frequencies. (Some events do try to run a positive reporting system on the Royal Automobile Club Motor Sports Association Safety & Medical frequencies but the process becomes compromised when an Incident locks down the operation of the S & M frequencies).

Positive reporting radios are located at each stage start, finish and at roughly 5Km points along the stage route with a controller based, usually, somewhere within the stage or in such a location that they can communicate with all the positive tracking radios on the stage. These radios operate on a separate frequencies per stage to avoid interference.

The process commences with the start radio announcing the departure of the first competitor into stage. Further announcements are invited from the start by the stage controller usually comprising of competitor numbers in batches of three or five numbers. After the controller receives the information from the start positive reporting (PR) radio, they will ask the first mid point PR radio which competitor numbers have passed that location. They will then ask the second mid point PR radio for the same information and continue through the stage culminating with information gained from the finish PR radio. This process is repeated regularly until all the competitors have entered and hopefully, completed the stage. The information received during these 'sweeps' is recorded by each stage PR radio building up a picture of where each competitor is.

| SS | 30 | | **Positive Tracking Check Sheet** |

	Start	**Mid 1**	**Mid 2**	**Mid 3**	**Mid 4**	**Finish**		**STA TUS**	**STAGE NOTES**	**REP ORT**	**Start**	**Mid 1**	**Mid 2**	**Mid 3**	**Mid 4**	**Finish**	
1	1	1	1	1	1	1											**1**
2	2	2	2	2	2	2											**2**
3	4	4	4	4	4												

4	5	5	5	5												
5	6	6	6	8												
6	8	8	8													
7	9	9														

Competitors not arriving at mid point PR locations are quickly highlighted and this information is passed to the Safety & Medical system for further investigation.

2.2 Incidents

Incidents can be defined as any occurrence which is outside the normal running of the event, such as a report of a competitor contravening the event regulations, spectator problems, livestock on stage, a situation which may result in an injury or injuries.

It is important to remember to start an incident report form as soon as you are advised or become aware of a potential incident as at this point you may not beware of how serious the situation may be.

It is essential that every action noted on the report form is accompanied by the time that action was taken and who undertook the action and its outcome.

(A specimen Incident Report form can be found in Appendix ii) at the end of this manual for reference)

Upon completion, the incident report form should be signed and dated and handed to a senior official of the event, usually the Closing Car for forwarding to the Clerk of the Course.

There is no standard design for a report form. Some events provide event specific forms others rely on you being self sufficient.

i) Information required

If you have witnessed an incident you will have a photographic image, in your mind, of what you have seen. It is important to realise that you now have the responsibility of re-creating that picture in your controller's mind who in turn has the responsibility of doing the same in other event officials minds, especially the Stage Commanders. You should try and 'paint' your picture, in words, as faithful as you can to your photo image. DO NOT embellish, re-colour or sensationalise your personal image.

If the incident is in stage the following information will be required:-

Competitor(s) number
Location of incident
Condition of occupants or/and others
Condition of the vehicle
Status of the stage

(A quick reference handout can be found in Appendix v) at the end of this manual)

ii) Action to be taken

If you are the first to arrive at the scene of an incident, your first priority is your own safety. You should then assess the scene and take note of the information required, as above and either make a report in person to your nearest radio marshal or arrange for someone else to make that report whilst you, or someone you designate, protects the incident site. **REMEMBER**, *there may be other competitors arriving at the incident site shortly who you can use to assist you* .

Protection of the incident site means ensuring that it remains in the exact same state as when you arrived. At this point you may not be aware of the potentially serious nature of the incident therefore it is important to maintain the integrity of the incident site. It will also aid the access of the Doctor and Rescue Crew once they arrive at the scene.

When assessing an incident which involves a competitor, ALWAYS, if possible, approach the competitor's vehicle from the front. Approaching from any other angle may cause the occupants to move their heads which may aggravate any spine or necks injuries that have resulted from the accident. Also check that the SOS/OK board has been deployed.

iii) Records to be maintained

Each person involved with processing an incident should complete their own incident report form. The details to be recorded are set out above and on the specimen incident report form at the end of this manual

It can be very useful for those not directly involved in the incident to maintain an incident report form which could be used by the event officials to corroborate the facts recorded on the other incident reports submitted. It is also good practice.

It is important to record the contact details of any person(s) who reports an incident to you. Should the situation become serious, this person(s) may need to be contacted by external personnel – probably the Police.

If you have a report of an incident to be handed to an event official **BEFORE** handing it over *make sure you have signed it, dated it and that it contains your full name and contact details.*

iv) Assisting Cars / Rebuilding Chicanes or other stage furniture

When an incident as above happens, a marshal's primary responsibility is to act as look out in order to allow another person to assess the needs of the competitor or the damage to the stage.

One marshal should be designated as a lookout to alert those assisting the competitor or rebuilding the stage that a car is approaching and to move to a safe location. Some form of warning signal should be agreed beforehand, Ideally a warning blast on a whistle.

v) Ambulance Meeting / Rendezvous Points (AMP/RVP)

An Ambulance Meeting Point or Rendezvous Point is a pre-agreed location where the handover of an injured party can be made between the Rescue Unit and the County Ambulance service.

The use of this system allows for a quick response to an incident and the rapid treatment of confirmed injuries by the event Rescue units whilst the County Ambulance is responding to the 999 call.

The location of these points is dictated by the stages in use and is pre-determined by the Event Safety Officer.

vi) SUPeR System

In order to process an incident more efficiently there is a **key** word system in place.

The application of this system is explained below and 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 in order 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 and 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.

3. Typical Missing Competitor Scenario

In the event of an incident of a competitor reported as missing in stage

Start Radio Marshals
1. Upon receipt of the competitor number, check your check sheet to verify that it did or did not start the stage. Double check this with the Start Marshals records.

2. If the competitor did start, inform the Stage Commander and Stage Safety Officer of the situation.

3. Ask the start marshals to ask subsequent competitors into stage to look for the missing vehicle and report any findings to the stop line marshals

4. Pass the competitor number(s) of the competitors that have been asked to investigate, as per 3. above, to your stage finish radio marshal via control

Finish Radio Marshals
1. Upon receipt of the competitor number check your check sheet to verify that it has not exited the stage.

2. Inform the stop line marshals of the situation

3. Ask the stop line marshals to question each competitor arriving at the stage finish to ascertain if they have seen the missing competitor and if they have, where on stage and what was their status.

4. Update your start radio marshal, via your radio controller, with any information received

Mid Point Radio Marshals
1. Upon hearing that a competitor is missing, check your check sheet to establish if the competitor in question has passed your location or not. Be ready to answer your controller, with this information, when called.

2. If you are asked to carry out a foot search ensure you have the manpower to do so. If you are carrying out the foot search ALWAYS REMEMBER THAT YOUR PERSONAL SAFETY IS PARAMOUNT. If you Co-opt marshals to carryout the search, tell them the information you require and stress that it is vital, once they have located the missing vehicle and collected the required information that they must report back to you as quickly as possible. Also advise them that their own safety is paramount. *(A quick reference handout can be found in Appendix v) at the end of this manual which is designed to be handed to who ever you despatch to the scene of an incident)*

REMEMBER THAT THE STAGE IS STILL LIVE WITH COMPETING TRAFFIC.

4. Typical Incident Scenario

You are informed by a spectator/marshal/competitor that he is sure that a car has 'gone off' on the stage.
Your actions should include:-
1. Inform your radio controller with the information as given to you
2. Validate the information given – send a runner to investigate with instructions to report back in person or, if you have them, by PMR radio or handheld 81 radio. The information you require is;
    a. The condition of the occupants *(if there are injuries, the number of people injured, the injuries incurred by each person, the age and gender of each injured party, the location of each injured party)*
    b. Is anyone else involved, marshals, spectators, general public
    c. Is the stage clear
    d. The exact location of the incident
    e. The competitor number involved
    f. The condition of the vehicle
    g. Has the O.K./SOS board been deployed
    h. Has the warning triangle been displayed
    (A quick reference handout can be found in Appendix v) at the end of this manual which is designed to be handed to who ever you despatch to the scene of an incident)
3. Take the name of and contact details for the person who made the initial report.
4. Start your incident report form with notes and times

The runner returns.
Your actions are:-
1. Ensure that you have all the information you have requested your runner to obtain
2. Report the facts as given to you to your radio controller
3. If you do not receive all the information requested get your runner to return to the scene to acquire the missing details
4. If there are confirmed injuries, after reporting the facts to your controller ask any personnel you have at your location to proceed to the incident in order to assist with protecting the site
5. Update your incident report form with the information given and the time it was reported and what actions you have taken, with times

Whilst the stage personnel and radio control are managing the incident maintain radio silence unless you have any relevant information. Update your incident report form with details of how the incident is being handled.

When it is appropriate advise your radio controller that you have a written report which needs to go back to Rally Headquarters for the Clerk of the Course.
Your controller will try to get the Course Closer to stop at your location to collect your report but failing this you may have to take the report to RHQ yourself.

5. Post Event

When your duties on an event come to a conclusion you should follow the instructions previously advised by the event organisation or, on the event itself, as instructed by the Stage Commander and/or your Radio Controller.

i) Leaving your location

Before leaving remember to thank all the marshals who may be at your location on behalf of the organisers, then break down all the stage furniture at your location and pile it neatly at the side of the stage, providing it is not being used at that location again during the event.

Make sure you take all your litter with you upon leaving. (*Remember the black plastic bag in your Rally Box?*)

ALWAYS travel in the stage direction unless you have specific permission from the Stage Commander to leave the stage against traffic.

ii) Radio Usage

Do not use either of the 81 Safety & Medical frequencies whilst travelling away from the event unless it is for a genuine Safety situation.

iii) Speed

Remember the Forestry Commission/NRW speed limit for the forest you are operating in and observe it.

Travel safely home.

iv) Incident Reports

If you have any Incident / Judge of Fact reports make sure that you have handed them either to the Closing Car or the Stage Commander before you leave the stage. If that is not possible you MUST make arrangements for these reports to get to Rally Headquarters prior to the culmination of the event even if it means taking them in person.

v) At Home

When you arrive home, or soon thereafter, it is a good idea to replenish the items you have used out of your Rally Box and check that your radio is stored correctly so that you are part prepared for your next event.

6. Radio Abbreviations and Key words

Strict adherence to correct procedure is necessary to ensure accuracy and speed in passing messages and to eliminate mistakes and repetition.

i) NATO Phonetic Alphabet

Use the NATO phonetic alphabet and figures when it is necessary to spell out individual words and numbers as below;-

A – Alpha	B – Bravo	C – Charlie	D – Delta	E – Echo	F – Foxtrot
G – Golf	H – Hotel	I – India	J – Juliet	K – Kilo	L – Lima
M – Mike	N – November	O – Oscar	P- Papa	Q – Quebec	R – Romeo
S – Sierra	T – Tango	U – Uniform	V – Victor	W – Whiskey	X – X-Ray
Y – Yankee	Z – Zulu				

ii) Figure Pronunciation

0 – Zero	1 – Wun	2 – Two	3 – Three	4 – Foh Wer	5 – Fife	6 – Six
7 – Sevenne	8 – Ate	9 – Niner				
10 – Wun Zero		11 – Wun Wun		Etc...		
20 – Two Zero		21 – Two Wun		Etc...		
100 – Wun Zero Zero		111 – Wun Wun Wun		Etc...		

iii) Twenty Four Hour Clock

Always use the twenty four hour clock system as follows:-

7.00am = 0700hrs   vocalised as;   'Zero sevenne zero zero hours'
11.30 pm = 2330hrs   vocalised as;   'Two three three zero hours'

iv) Pro-Words

Listed below are a few key words which will assist you when using the radio frequencies:

'Acknowledged'   : I have received and understood the instruction(s) given

'Break'   : Announcing an intentional pause in a long message (wait for the beeps)

'Affirmative'   : Yes

'Go ahead'   : Instruction to proceed with your message

'Negative'   : No

'Out'	: When you have finished and are closing down
'Over'	: Used at the end of a message
'Roger'	: I have received and understood your message
'Roger so far'	: Have you received and understood my message so far
'Say again'	: Repeat your message (*can be used with suffix 'All before' or 'All after'*)
'Standing by' / 'To standby'	: Used by Control to advise that it is now free and awaiting calls
'Wait out'	: Wait and I will call you back
'Wrong'	: What has been said is incorrect

7. Restrictions on the use of Call Signs

The following call signs are allocated permanently and may not be used except by their authorised users.

Auto 'RACK' 1 – 4:	Motorsport UK approved personnel
Auto 'RACK' 5 – 21	Approved Regional Radio Co-ordinators* *Co-ordinators are not permitted to use their call sign when they are running a control on an event.*

The following call signs are allocated to Motorsport UK licensed personnel and may **ONLY** be used in conjunction with their licensed duties.

Auto '*call sign* Control'	Radio controllers	i.e. *Mercury* Control
Auto 'MOMO *No*'	Doctors/Paramedics	i.e. MOMO *Two*
Auto '*call sign* Recovery'	Recovery Units	i.e. *Peak* Recovery
Auto '*call sign* Rescue'	Rescue Units	i.e. *Stoke* Rescue

The following call signs are reserved by the Motorsport UK for use on an event by event basis. Their use should be approved by the Regional Radio Co-ordinator in whose area the event is to take place.

Auto 'ARC *No/Name*'	Area Co-ordinator(s)
Auto 'MEDIC *No/Name*'	Doctors/Paramedics appointed by the event organisers
Auto 'PILOT *No/Name*'	Safety car(s)
Auto 'SECTOR *N/Name*'	Sector Marshal
Auto 'SPEC *No/Name*'	Spectator Safety car(s)

The following call sign may be allocated on an event by that event's Motorsport UK licensed controller as follows.

Auto 'XXX RELAY'   for a designated radio which is acting as a relay for two or more other radios on the event radio network

The call sign BASE should not be used except were its location is permanent.

Primary call signs authorised to Motor Clubs or other organisations will be vetted for their suitability by the Motorsport UK but should NOT contain any of the protected words set out above.

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 'Break' 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 frequencies 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

~~~~~~

RADIO MARSHALS CHECK SHEET

EVENT:-

Stage: _____ No: _____ Date: _____

Radio Operator _____ Callsign: _____ Name: _____

COMPETITOR																	
No.	Car No.	Time	No.	Car No.	Time	No.	Car No.	Time	No.	Car No.	Time	No.	Car No.	Time
1		:	31		:	61		:	91		:	121		:
2		:	32		:	62		:	92		:	122		:
3		:	33		:	63		:	93		:	123		:
4		:	34		:	64		:	94		:	124		:
5		:	35		:	65		:	95		:	125		:
6		:	36		:	66		:	96		:	126		:
7		:	37		:	67		:	97		:	127		:
8		:	38		:	68		:	98		:	128		:
9		:	39		:	69		:	99		:	129		:
10		:	40		:	70		:	100		:	130		:
11		:	41		:	71		:	101		:	131		:
12		:	42		:	72		:	102		:	132		:
13		:	43		:	73		:	103		:	133		:
14		:	44		:	74		:	104		:	134		:
15		:	45		:	75		:	105		:	135		:
16		:	46		:	76		:	106		:	136		:
17		:	47		:	77		:	107		:	137		:
18		:	48		:	78		:	108		:	138		:
19		:	49		:	79		:	109		:	139		:
20		:	50		:	80		:	110		:	140		:
21		:	51		:	81		:	111		:	141		:
22		:	52		:	82		:	112		:	142		:
23		:	53		:	83		:	113		:	143		:
24		:	54		:	84		:	114		:	144		:
25		:	55		:	85		:	115		:	145		:
26		:	56		:	86		:	116		:	146		:
27		:	57		:	87		:	117		:	147		:
28		:	58		:	88		:	118		:	148		:
29		:	59		:	89		:	119		:	149		:
30		:	60		:	90		:	120		:	150		:

Safety Cars				Competitors								Totals		
	In	Out	Past @	First Competitor				Last Five Competitors					In	
	:	:	:	No.	In	Out	Past @		In	Out	Past @		Out	
	:	:	:		:	:	:					(Check)		
Spec	:	:	:									In		
000'	:	:	:	Last Competitor								Less Retired		
00'	:	:	:	No.	In	Out	Past @					Equals Out		
0'	:	:	:		:	:	:							

Retirements														
Loc'n	J	J	J	J	J	J	J	J	J	J	J	J		Total
Comp.														Retired
Cleared														

Appendix ii)

Incident Report Form

PLEASE COMPLETE ONE OF THESE FORMS FOR EVERY NOTIFIABLE INCIDENT YOU HAVE INFORMED RADIO CONTROL OF. THIS FORM <u>MUST</u> BE USED WHERE MEDICAL ASSISTANCE WAS REQUIRED.

This form, once completed, **MUST** be returned to the Event Safety Officer at Rally Headquarters – directly or via the Closing Car.

Event: **Weather:**   Clear ☐ Dry ☐ Wet ☐ Snow ☐ Ice ☐

Stage Number & Name: **Visibility:**   Good ☐ Bad ☐ Poor ☐

Operator Name: **Stage condition:** Dry ☐ Wet ☐ Ice ☐ Snow ☐
(Tick the boxes that apply)

	Time:		Time:
Incident occurred:		**Incident reported:**	
Stage held:		**Stage restarted:**	
Rescue Unit at Scene / leave scene:	/	**Doctor/Paramedic at scene / leave scene:**	/
County Ambulance at RV/AMP / leave RV/AMP:	/	**Transfer of Casualties into Rescue unit / County Ambulance:**	/

What happened:

Actions taken and/or observations made:	Time:

Witness details (Names, Addresses etc)	**Witness details (**Names, Addresses etc)
Name:	Name:
Address	Address
Tel No.	Tel No.

Print and sign you name.
Print …………………………………….   **Date** ……………………………

Singed …………………………………….   **Time** …………………….

Incident / Accident

Report from:-
Spectator Competitor
Marshal
Member of the public

In Stage Incident

Public Domain Incident

Advise:-
Stage Commander
Event Safety Officer
Clerk of the Course

Advise:-
National Emergency
Services

Stop Stage
(if required)

Issue Red Flags
(if applicable)

Mobilise:-
Rescue / Doctor
Paramedic / Recovery

On Scene Assessment

Minor Incident

Major Incident

**Major Incident
(Fatality)**

Mobilise:-
National Emergency
Services and /or
Air Ambulance
Police (If required)

Mobilise:-
Police
National Emergency
Services and /or
Air Ambulance

Treat and/or Remove
casualties to AMP
Remove stage blockage
Reinstate stage furniture

MAINTAIN THE INTEGRITY OF
THE INCIDENT SITE

**Restart stage
(if applicable)**

Mobilise:-
Rescue / Doctor
Paramedic / Recovery
To return to stage start

Take direction from the
Police once they arrive on
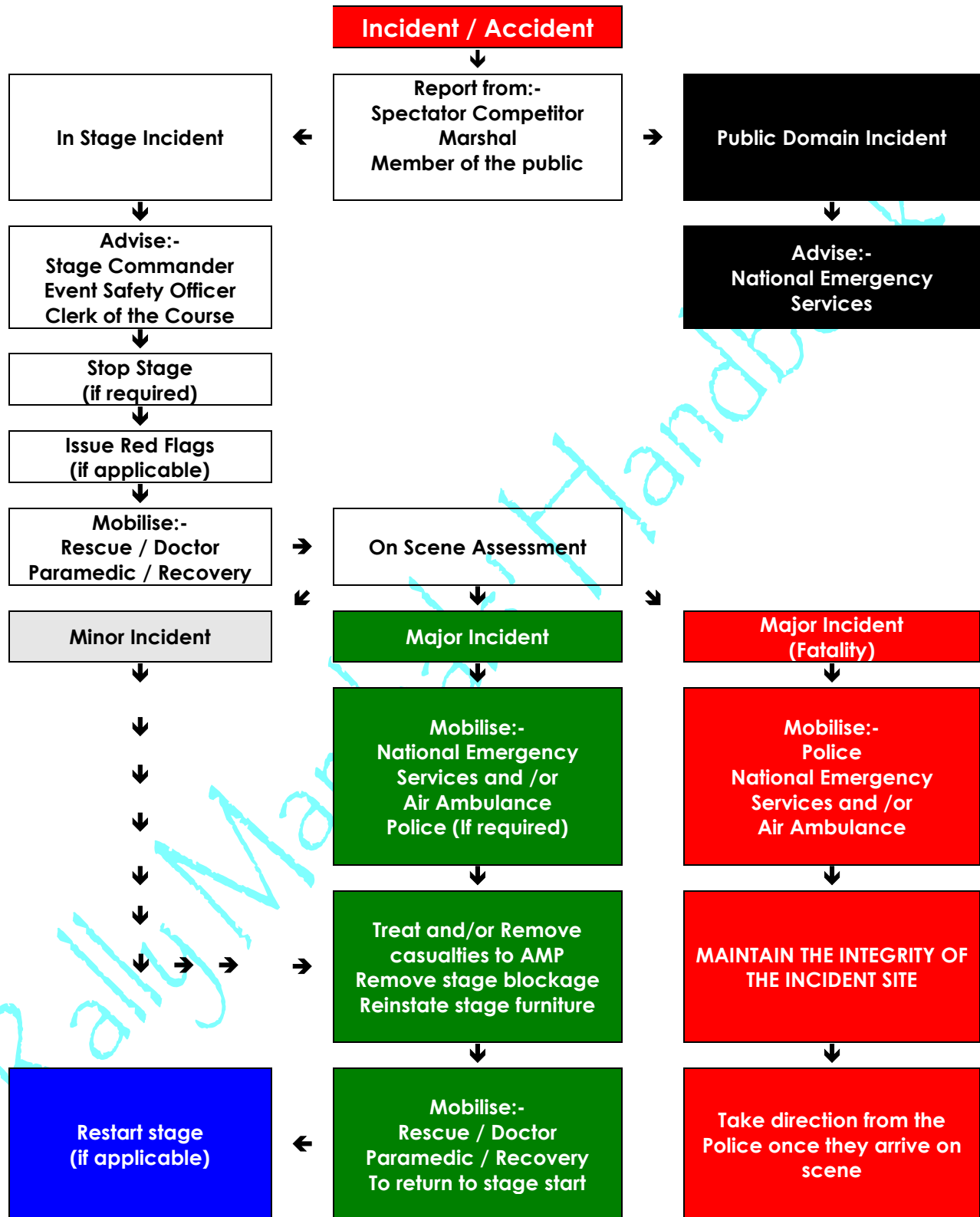scene

Appendix iv)

Arrival and deployment of Radio Marshals

In most cases Stage personnel are 'on stage' well in advance of the stage operational time.

However an area which is often overlooked is the actual through stage travelling time based on the 25mph speed restriction imposed by Forestry Commission/NRW. (This speed restriction may differ in different Forestry areas so please check before attending an event)
It is in the interest of your safety that you plan accordingly and observe the speed limit in force. This document may help but remember that it is based on a limit of 25mph.

This matrix is designed to be an 'aide memoir' to assist with the movement of resources through a stage prior to its time.

If we put together the components involved in arriving at the stage until reaching your final stage location we have the following:-

   i)   Arriving, parking, signing on and receiving updates
   ii)   Travelling through stage
   iii)   Parking in a safe position at your designated location and preparing paperwork etc.

If we apply minimum times to the above then the following applies:-

Miles from stage start to stage location	TIME TAKEN FOR :-				Total time to be allowed from arriving at stage start to being ready on location	
	Signing on	Travelling to Location	Parking off stage	Checking & preparing Paperwork	HRS	MINS
1	15	3	15	15	0	48
2	15	5	15	15	0	50
3	15	7	15	15	0	52
4	15	10	15	15	0	55
5	**15**	**12**	**15**	**15**	**0**	**57**
6	15	14	15	15	0	59
7	15	17	15	15	1	02
8	15	19	15	15	1	04
9	15	22	15	15	1	07
10	**15**	**24**	**15**	**15**	**1**	**09**
11	15	26	15	15	1	11
12	15	29	15	15	1	14
13	15	31	15	15	1	16
14	15	34	15	15	1	19
15	**15**	**36**	**15**	**15**	**1**	**21**
16	15	38	15	15	1	23
17	15	41	15	15	1	26
18	15	43	15	15	1	28
19	15	46	15	15	1	31
20	**15**	**48**	**15**	**15**	**1**	**33**
21	15	50	15	15	1	35
22	15	53	15	15	1	38
23	15	55	15	15	1	40
24	15	58	15	15	1	43
25	**15**	**60**	**15**	**15**	**1**	**45**

Your notes

Incident Information Required

VEHICLE

Car No				
		No.	**Before**	**After**
Location	Nearest Post			
Status	On stage – Passable		**Yes**	**No**
	On stage - Blocking		**Yes**	**No**
	Clear of stage		**Yes**	■
Is the vehicle:- leaking fluids			**Yes**	**No**
In a dangerous position			**Yes**	**No**

PEOPLE

Occupants	O.K.			**Yes**	**No**
		Age	**Sex**	**Condition**	
Injury	Driver		M / F		
	Nav.		M / F		
	Other		M / F		
	Other		M / F		

Other information					
Triangle deployed	Yes	No	**O.K. Deployed**	Yes	No
Stage Clear	Yes	No	**SOS Deployed**	Yes	No

Who reported the information			
Name		Tel:	
Address			
		Time	

SAFETY FIRST

REMEMBER –   Your own safety is paramount

At the scene -

♦ **Make an assessment of the incident area**
♦ **Approach the vehicle from the front (if possible)**
♦ **Make an assessment of any casualties**
♦ **Check for additional casualties e.g. spectators / marshals**
♦ **Secure the incident area and make it as safe as is possible**
♦ **Deploy the O.K./SOS Board as appropriate**
♦ **Deploy the warning triangle**
♦ **Record the information required – as opposite**
♦ **Ensure this completed Incident Information Sheet or the information that is required on it is delivered without delay to your nearest radio marshal (Show the SOS board to a following competitor if possible and give the information to them to take)**
♦ **If possible take the contact details from any eyewitnesses to the incident**
♦ **Use other marshals/spectators, if required, to assist in the above**
♦ **If the competitors are uninjured, ensure they are comfortable before leaving the scene**

If you are a single manned radio point, hand this form to an experienced marshal at your location and dispatch them to the scene of the incident with the instruction to complete this form and get it to a radio marshal as soon as possible either in person or via the next competitor arriving at the incident. Make sure they have a pen or pencil.

In case of FIRE –

♦ **Remove the occupants from the vehicle to a safe location**
♦ **Advise radio control immediately**

Name	Location	Phone	Email	Other
MOTOR SPORTS ASSOCIATION				
Ian Davis	Motorsport UK Colnbrook Slough	01753 765000	Ian.davis@motorsportuk.org	Rally & Trials Executive www.motorsport.org
Andrea Richards	Motorsport UK Colnbrook, Slough	01753 765000	andrea.richards@motorsportuk.org	Secretary to Rallies Committee www.motorsportuk.org
REGIONAL RADIO CO-ORDINATORS				
Chrys Worboys	Leeds	0113 2868651 07808 596092	chrysworboys@hotmail.com	Regional Radio Co-ordinator **Yorkshire**
Brian Avery	Wakefield	01924 220345	brianaveryeagle1@gmail.com	Regional Radio Co-ordinator **Cambridgeshire, Lincolnshire, Norfolk & Nottinghamshire**
Bill Wilmer	Preston	01254 208052 07973 830705	w.wilmer@btinternet.com	Regional Radio Co-ordinator **Lancashire, Greater Manchester, Cheshire, Merseyside, Salop & North Wales (down to A489/A470)**
Alan Stoneman	Swansea	01639 843975	alanstoneman@sky.com	Regional Radio Co-ordinator **Mid & South Wales**
Mike Summerfield	Radstock	01761 414519	mike@routemasters.com	Regional Radio Co-ordinator **Avon, Berkshire, Somerset, Dorset, Wiltshire, Gloucestershire, Hampshire, Herefordshire & Worcestershire**
Harold Hicken	Matlock	01629 584286	hhicken@aol.com	Regional Radio Co-ordinator **Bedfordshire, Buckinghamshire, Derbyshire, Hertfordshire, Leicestershire, Northamptonshire, Oxfordshire, Staffordshire, Warwickshire, West Midlands.**

REGIONAL RADIO CO-ORDINATORS				
John Telford	Chester-Le-Street	0191 388 8058	jttelford@googlemail.com	Regional Radio Co-ordinator **Cleveland, Durham, Cumbria & Northumberland**
				Regional Radio Co-ordinator **Cornwall & Devon**
				Regional Radio Co-ordinator **Essex & Suffolk**
Garry Headridge	Linlithgow	01506 848004	garryheadridge79@btinternet.com	Regional Radio Co-ordinator **Scotland**
Carola James	St. Johns		Carola2222uki@yahoo.co.uk	Regional Radio Co-ordinator **Isle of Man**
Sue Fielding	Fleet	01252 628020	susiefielding@tiscali.co.uk	Regional Radio Co-ordinator **Kent, Surrey, East & West Sussex**
Nigel Hughes	Newtownabbey	02890 861379	nhughes@accidentexchange.com	Regional Radio Co-ordinator **Northern Ireland**
OTHERS				