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CLASSIC CAR INSURANCE

THE VINTAGE SPORTS-CAR CLUB
AUTUMN SPRINT

Saturday 21 October 2017

MARSHALS' INSTRUCTIONS



THE VINTAGE SPORTS-CAR CLUB PRESENTS

AUTUMN SPRINT

SATURDAY 21ST OCTOBER 2017



Rockingham

NATIONAL CIRCUIT



Rockingham Mitchell Road, Corby, Northamptonshire, NN17 5AF
Phone: 01536 500 500

Photo: Mark Ballard



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Rockingham, Mitchell Road, Corby, Northamptonshire, NN17 5AF

MSA Permit Number: 101349



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Held under the General Regulations of the Motor Sports Association (incorporating the provisions of the International Sporting Code of the FIA) and these Supplementary Regulations

Marshals' Instructions

1. Introduction

Thank you for volunteering to marshal. We would like to invite you to a complimentary lunch and Championship Awards ceremony at 1230hrs to be held in the Apollo Suite, situated on the first floor of the main Grandstand, stairwell 7.

We greatly appreciate your assistance in making this, and all of our other events, the successful meetings they are. Should you find for any reason that you are unable to attend please contact the VSCC Competition Department on 01608 644777 ext 5 up to 1600hrs on Thursday 19th October and then Rachael Watkins – Secretary of the Meeting on 07823554120 thereafter.

Officials parking is limited within the paddock so this will be reserved for Clerks of the Course. All other parking will be outside of the inner paddock, please see attached map for exact location.

2. Arrival and Signing-On

You will find below a table detailing your required arrival time at Signing-On and location details. When you sign-on you will be issued with a programme, tabard/armband, and a cash contribution towards your expenses. Any Marshal under the age of 18 years must produce a letter of permission, signed by a parent or guardian, consenting to them assisting at the event.

3. Event Timetable

Saturday

0715hrs	Marshals' Signing On Opens (Marshals Room, see below for location)
0730hrs	Scrutineering and Signing-on opens
0830hrs	Marshals Briefing (Marshals Room, see below for location)
0900hrs	Practice commences
1230hrs	Complimentary Lunch & Championship Awards Ceremony
1400hrs approx	First competitive run commences
1800hrs	Competition Ends

These times are subject to change

4. Signing On & Marshals' Briefing

This will be located in the Marshals Room in Pit Block 1, Garage 12, see Paddock Plan.

5. Identification

Please ensure you do not permit any other person to wear your allocated Marshal's Tabard/Armband. If your duty is in an area that is prohibited to public access please advise any straying public accordingly. This includes any friends and family who may be attending the event.

6. Equipment

As your duty may require you to be outside all day please ensure you bring suitable clothing with you including waterproofs. Catering is on site however it may be more convenient for you to bring lunch, and particularly hot and cold drinks, with you. If the weather forecast is good don't forget to bring protection from the sun.

7. Health and Safety

We would like to remind you that Motorsport Can Be Dangerous, and that all safety features of the course and facilities should be made full use of at all times. Marshals should stand no closer to the track than absolutely necessary, and should use protective barriers whenever possible. Should you wish to take photos or video please ensure you only do so whilst off duty.

8. Alcohol Breathalyser Test

In accordance with D13.1.4, all Drivers and Officials consent to submit themselves to a alcohol breathalyser test as required. The Club approved equipment used for testing are 'AlcoSense Ultra' breathalysers within valid calibration periods of their current calibration certificates. Calibration and maintenance of the devices will be undertaken by AlcoSense Breathalysers. A Driver or Official who is considered to be possibly unfit due to consumption of alcohol will not be permitted to participate. Such persons may request a re-test

after a period of at least 60 mins. If the Driver or Official is still considered unfit following the second test he/she remains ineligible to participate. Should a Driver not participate in either qualifying or a race / timed run due to the possibility of being unfit due the

consumption of alcohol, further participation shall be at the sole discretion of the Clerk of Course. In addition to the test, the Clerk of the Course and/or the Secretary of the Meeting may, at their sole discretion, direct that a test be carried out on any Driver or Official at any time during the meeting should they consider there are grounds for doing so. The results of all breathalyser tests remain confidential between the Secretary of the Meeting, the Clerk of the Course and the Driver or Official concerned. Refusal or withdrawal of consent to take a breathalyser test will be treated as a failure of the test and the Driver or Official shall be excluded from participation at the meeting.

N.B. This year Marshals' & Officials will be selected at random for alcohol testing prior to the event. Those selected will be marked on the signing on sheet and a Bulletin which will be clearly displayed on the Official Notice board, in Race Admin and also at Signing On. If selected, Marshals' & Officials should present themselves to the Secretary of the Meeting in Race Admin prior to the commencement of their duty.



ROCKINGHAM HEALTH & SAFETY GUIDANCE NOTES FOR USE BY ENTRANTS AND COMPETITORS

1. STORAGE & USE OF PETROLEUM SPIRIT

- i. All petroleum spirit must be stored in metal containers complying with the relevant British Standard, away from any source of ignition.
- ii. All containers must be indelibly marked - "Petroleum Spirit - Highly Flammable".
- iii. All empty containers must be removed from the venue after the event.
- iv. Petrol is to be used as fuel only and not for any other purpose.
- v. All vehicle refuelling is to take place in the open air. A no smoking ban must be enforced by the person in charge of the refuelling process.
- vi. Your attention is drawn to the Petroleum (Consolidation) Act 1928 and the Petroleum Spirit (Motor Vehicles) Regulations 1929.
- vii. Competitors and entrants are reminded to check Final Instructions for fuel availability at the circuit. If it is available, then it will not be necessary to carry large quantities of fuel inside vehicles.

2. HAZARDOUS SUBSTANCES

- i. Some vehicle parts, for example brake and clutch linings, contain asbestos. Entrants are encouraged to use non-asbestos substitutes wherever possible. Where asbestos is used, every effort should be used to prevent asbestos dust getting into the air.
- ii. Some mineral oils may cause skin cancer. Prolonged contact should therefore be avoided wherever possible. Where contact does occur any contamination should be washed off immediately. The wearing of contaminated clothing (including overalls) should also be avoided.
- iii. Various other substances may cause disease or ill health even after very short exposures. Manufacturers and suppliers of such substances are obliged to provide customers with information about the possible harmful effects of their products upon request. Where hazardous substances are brought on site a material data safety sheet must be available on request.

- iv. Where any person is at work, the requirements of the Control of Substances Hazardous to Health (COSHH) Regulations 1988 must be complied with.
 - v. The Championship Regulations must always be complied with when selecting vehicle parts.
- 3 ELECTRICAL SAFETY**
- i. All electrical equipment must be maintained in a safe condition.
 - ii. Extension leads and cables should be flexible and not of semi-rigid cable of the type used for household wiring. Neoprene covered cable will resist damage by oil.
 - iii. All electrical equipment to be used externally should be weather proof.
 - iv. Hand tools should preferably be of the “double insulated” or “all insulated” type as these provide valuable protection against electric shock.
 - v. Electrical equipment and hand tools should not be used in areas where flammable vapours may be present, for example where fuel is being stored or refuelling is taking place.
 - vi. Where any person is at work the requirements of the Electricity at Work Regulations 1989 must be complied with.
- 4 FIRE PRECAUTIONS**
- i. Smoking is prohibited in all pit garages and in the pit lane.
 - ii. All potential sources of ignition should be kept away from petroleum spirit and vapours.
 - iii. The lighting of barbecues is prohibited in the paddock and pits area.
 - iv. All teams should carry a suitable fire extinguisher in accordance with the relevant Governing Body regulations.
 - v. Fire extinguishers should not be removed from fire points unless they are being used on a fire.
 - vi. All fires must be reported immediately to an official or member of the venue management.
 - vii. Teams are encouraged to train their members in the correct use of fire extinguishers.
 - viii. All fire notices and orders to evacuate must be complied with.
- 5 COMPRESSED GAS EQUIPMENT**
- i. Air blasts from the over inflation of tyres can cause injury. Tyres should therefore not be inflated to pressures above the manufacturers recommendations.
 - ii. All airlines should be in good condition and be inspected regularly.
 - iii. Always stand clear when inflating tyres.
 - iv. Any form of horseplay involving compressed air or gas is prohibited.
 - v. Compressed gas cylinders should be stored in accordance with the relevant working practices.
 - vi. Where any person is at work the requirements of the Pressure Systems and Transportable Gas Containers Regulations 1989 must be complied with.
- 6 JACKS AND AXLE STANDS**
- i. Vehicles should only be raised on jacks which are in good condition and rated to lift the vehicle weight safely.
 - ii. Jack vehicles only on level, undamaged floors.
 - iii. Use the handbrake and/or chocks to stop the vehicle moving.
 - iv. Jacks should only be used for lifting the vehicle. Axle stands should always be used to support the vehicle weight.
 - v. Vehicle engines should not be run whilst the weight of the vehicle is supported by axle stands.
- 7 GENERAL WORKING PRACTICES**
- i. All working areas should be kept clean and tidy, and waste should be removed and placed in containers provided.
 - ii. All spillages should be cleaned up immediately.
 - iii. Trailing wires and hoses should not be allowed to create a trip hazard. Airlines/electrical cables must not be run across circuit roadways/pathways.
 - v. Whenever vehicle engines are being run, adequate ventilation should be ensured.
 - v. All safety notices must be complied with.
 - vi. Any person carrying out any work must ensure that they adopt safe working practices at all times and comply with any relevant statutory provisions and/or published guidance.
 - vii. Children under the age of 16 are not allowed in the pits or pit lane, except in the designated spectator enclosure.
 - viii. Tailgates on Transporters must remain closed at all times except when equipment is being loaded/unloaded.
- 8 NOISE**
- i. Exposure to excessive noise may result in hearing loss or other complaints. These may be short term or, after repeated exposure, permanent.
 - ii. All persons should avoid being exposed to excessive noise and where this is unavoidable, they should wear ear plugs or defenders to the appropriate British Standards.
 - iii. Where any person is at work, the requirements of the Control of Noise at Work Regulations 2005 must be complied with.
- 9 MANUAL HANDLING OF LOADS**
- i. Lifting, carrying and propelling loads by bodily force is a major cause of injuries. All teams are encouraged to train their members in safe manual handling techniques. Where any person is at work, the requirements of the Manual Handling of Loads Regulations 2007 must be complied with.

- 10 **WASTE**
- i. All waste oil must be placed in containers marked "Waste Oil" located in the facility room adjacent to the rear of pit garage 25. This is for waste oil only.
 - ii. Waste tyres and empty petrol/oil containers should not be left at the venue.
 - iii. Teams and competitors are urged to take any other form of waste with them when they leave the venue.
 - iv. Your attention is drawn to the requirements of the Environmental Protection Act 1990.
- 11 **VEHICLE SAFETY**
- i. 10 mph speed limit is in force in all public areas including paddocks and service roads. This applies to all vehicles including mopeds and motorcycles, with the exception of emergency vehicles attending an incident.
 - ii. Persons riding mopeds and motorcycles up to 125cc must have a current UK provisional driving licence or its international equivalent.
 - iii. Persons riding motorcycles over 125cc must have a current full UK motorcycle licence or its international equivalent.
 - iv. Motorcycles should not be ridden in spectator areas.
 - v. All vehicles must at all times keep to the marked roads when moving around the venue.
 - vi. Motorised vehicles (including Quad Bikes) may only be used within circuit grounds on official race team business. Recreational use is strictly prohibited. Persons under 17 years of age are not allowed to drive a vehicle on site under any circumstances.
- 12 **FIRST AID**
- i. Any person sustaining an injury or feeling unwell should seek treatment from the onsite emergency services.
 - ii. To call the first aid or emergency services contact any official or member of the venue management.
- 13 **PUBLIC SAFETY**
- i. Competitors and Entrants should be aware that the paddock may be open to the public and should act in a manner so as not to put either themselves or any other person at risk from injury.
 - ii. Competitors and Entrants should exercise particular caution when the paddock is busy and during pits and track walkabouts.
- 14 **REPORTING OF ACCIDENTS AND INCIDENTS.**
- i. All accidents where any person sustains injury, or where damage to property occurs or near misses, must be reported immediately to the venue Duty Manager
- 15 **GOVERNING BODY REGULATIONS**
- i. Competitors and Entrants are reminded of their obligations to comply with the requirements of the appropriate sporting regulations at all times and these Guidance Notes should be read in conjunction with all other relevant regulations.

SAFETY, HEALTH, ENVIRONMENT AND FIRE (SHEF) AT THE VINTAGE SPORTS-CAR CLUB (VSCC) AND DURING VSCC EVENTS

It is the Policy of the Vintage Sports-Car Club (the Club) to operate in a positive culture of safety, health, and environmental protection throughout its entire business and sporting activities. To this end, the Club will coordinate all relevant activities under the collective heading of Safety, Health, Environment and Fire, or 'SHEF'.

The Club fully recognises the potential risks in its activities, the application of relevant legislation, and that it has the ultimate legal responsibility in these matters both in the workplace and at the Club's events. Accordingly, the President accepts overall responsibility for policy formulation and effective implementation of that policy. In turn, all employees, competitors, officials, and volunteer helpers are responsible for all SHEF duties allocated to them, either directly, or as a result of the Club's SHEF policy. Members of the public at Club events, whether paying or not, will be advised of their responsibilities as a result of their decision to spectate.

In pursuance of this policy, the Club will progressively identify all hazards and take measures to reduce risk. Motor Sport is spectacular and exciting, providing enjoyment to competitors and spectators alike, but there are many aspects of the sport which carry inherent risk. Much of this risk cannot be eliminated totally, and the emphasis must therefore be placed on controlling the risk through effective risk management systems. The purpose of such Risk Management will be elimination of the risk where possible, or to reduce the risk to levels which are demonstrably As Low As Reasonably Practicable (ALARP) where it cannot.

Throughout all of its activities, the Club will appoint an appropriate number of competent persons to implement the Club's SHEF procedures. In addition, a number of SHEF committees are established to ensure proper consideration of all risk factors, Committee members and other competent persons may be employees or volunteers. Competence will be guaranteed by formal training, the maintenance of records and, for motor sports events, full compliance with the rules and regulations of The Motor Sports Association (MSA), the governing body of the sport in the UK, and the venue owners.

Geoff Smith, President April 2017



DUTY ALLOCATION FOR OFFICIALS AND MARSHALS

Name	DutyId	JobDesc
Beckett (Anne) Mrs G.C.	Admin	Results
Filsell (David) D.O.	Admin	Marked Programmes
Grose (Thelma) Mrs T.	Admin	Results
Grounds (Bridget) Mrs B.M.	Admin	Numbers
Grounds (David) D.R.	Admin	Media + Radio Collection
Jones (Angela) Mrs A.	Admin	Marshals Sign On
Billingham (Michael) M.J.G.	Assembly	
Birkett (Ron) R.S.	Assembly	
Lees (Jennifer) Mrs J.A.	Assembly	
Palmer (Michael) Mr	Assembly	Chief
Roberts (Tom) Mr T.	Assembly	
Prest (Colin) C.T.	ClerkC	Senior
Staveley (Simon) S.D.W.	ClerkC	
Tongue (Andrew) A.G.	ClerkC	
Ballard (Roger) R.L.	Club Display	
Corliss (Carolyn) Mrs C.	Club Display/Admin	Radio Issue AM
Davies (David) D.H.N.	Club Display	
Fleming (Jon) J.D.	Club Display	
Griffiths (Sue) Mrs S.	Club Display	
Mee (Roderick) R.F.R.	Club Display	
Milvain (Tim) T.	Club Display	
Sloan (Frazer) F.V.	Club Display	
Wasteney (Kim) Ms	Club Display	
Wimmer (Bogdan) B.J.	Club Display	
Loveridge (Guy) G.J.C.	Commentator	
Lee (Kevin) K.T.	DutyDir	
Staveley (John) J.R.C.	Elig Scrut	
Wigglesworth (Peter) P.R.E.	Elig Scrut	
Edge (Ray) J.R.	MarshChief	
Knowles (Keith) Mr K.	MediTeam	CMO
Dimmer (Ian) I.	Paddock	
Stenson (Eric) P.M.E.	Paddock	Chief
Upton (Nicholas) N.	Paddock	
Brice (Elaine) Mrs E.	Race Control	
BARC Midland Rescue	Rescue	
Benfield (Andy) Mr A.	Scrutineer	Deputy
Chapman (Desmond) D.G.	Scrutineer	
Clarke (Lionel) L.K.	Scrutineer	
Rogers (Terry) C.T.	Scrutineer	Chief
Fox (Andrew) A.G.	Start line	
Ghannam (Nadia) N.	Start line	
Meggison (Ben) B.	Start line	
Parry (Peter) P.G.L.	Start line	
Richards (Julian) J.C.	Start line	
Webb (Ian) I.D.	Start line	
Wood (James) J.G.	Start line	Chief
Nursey (David) D.M.	Steward	
Tebbett (Paul) P.R.	Steward	
Watts (Tony) Mr A.	Steward	MSA
MMTS Ltd	Timekeeper	
Warren (Roger) R.A.	Timekeeper	

Name	DutyId	JobDesc
Bendelow (Tim) Mr T.	Track	
Boyer (Phil) Mr	Track	
Clarke (Ben) Mr B.	Track	
Day (Henry) H.R.B.	Track	
Ellison (David) D.J.	Track	
Hawkins (Tim) T.	Track	
Jayes (Sara) Ms	Track	
Lance (Richard) R.W.	Track	Flag
Moore (Timothy) T.C.	Track	
Morton (Karen) Mrs K.A.	Track	
Poulton (Roger) R.S.	Track	Flag
Powell (Mike) Mr M.	Track	
Scott (Iyvonne) Ms I.	Track	Novice
Sketchley (Bob) Mr R.	Track	
Williams (John) J.C.	Track	
Winn (Allan) A.K.	Track	Observer

HOW TO FIND ROCKINGHAM:

Rockingham is signposted on all local major roads.

FROM THE SOUTH:

From the M1 – Exit the M1 at J15 and follow Northampton A45 then Kettering A43. Join the A14 at J6 and go westbound for one junction to join the A43/A6003 Corby.

From the M11 – Take the A14 westbound towards Kettering. Exit at junction 7 to join A43/A6003 Corby then follow the directions from the A14 shown.

FROM THE NORTH:

Exit the M1 at J19 and join the A14 eastbound. Exit at junction 7 to join A43/A6003 Corby then follow the directions from the A14 shown below.

FROM THE A14:

From the A14 at J7 join the A43 then take the A6003 to Corby/Oakham. Follow the A6003 into Corby and turn left onto Phoenix Parkway

SATNAV

If using satnav, Rockingham's postcode is NN17 5AF, however please also enter Mitchell Road as a destination if possible, or follow signposts when getting closer to the venue, as some satnavs will direct you to the rear of site.