



Flag Marshals Information

(This information MUST be shared with your team's volunteer marshals)

Dear Team Manager,

All teams involved in the Wonthaggi Grand Prix event are required to provide at least two people to act as corner marshals for a 4-hour stint.

Each Team Manager is required to provide a contact number at the Administration and we will use this contact number to chase up Marshals if required.

- The online training materials and enclosed information will assist people to understand their roles and responsibilities as flag marshals.
- Please ensure your nominated marshals have completed the online training and they have copies of this marshal information.
- If volunteer marshals require further assistance or a detailed briefing they can contact the **Event Site Manager - Dylan Downward - 0418 295 242**

Online Training is available:

<https://www.eb.org.au/marshal-training/>

The Online training materials includes:

- an instructional video
- explanatory notes
- corner marshal test.

Reporting Times

- Marshals allocated to the Saturday morning practice session will need to report to the Track Manager at Race Control no later than 8.30am.
- Marshals allocated the first shift of the Grand Prix will need to report to the Track Manager at Race Control no later than 11:30pm.

Thank you for your assistance and support. We look forward to working with you to the event enjoyable and safe for all.

Yours sincerely,

Nigel Preston

Event Director

E: enquiries@wonthaggigp.com

FLAG MARSHALS – GENERAL INFORMATION

OVERVIEW OF ROLE

- Flag Marshals are the eyes and ears of the Clerk of Course who is responsible for the safe conduct of the trial. They have supervision over the corner or section of track they are supervising.
- Flag Marshals deal with incidents, communicate with other marshals, and follow Clerk-of-Course directions.
- Marshal points must have at least two marshals on duty at all times during track activity.
- As Flag Marshals you play a very important role in the safe conduct of the event. You are our EYES and EARS around the Track.
- At least two marshals are rostered on at any time – they need to work together to carry out the role properly. There will be a great deal of time when nothing happens and you may find it boring. However, it is still important that you remain alert and watchful.
- Marshals must be at least 18 years of age.

If you require assistance at any time you can contact via radio:

- Track Managers
- Clerk of Course.
- Medical & Emergency Services are located on each track and are in radio contact at all times.

On Arrival

- On arrival at your designated Corner have a chat with the team you are replacing about the role and what to look out for.
- Check that you know how to work the equipment before the other team leaves.
- When you are sure of your role and that the equipment is working the other team may leave. You should advise the Track Manager that you have changed Corner Marshals and that all is OK.

Equipment

- All flag marshal equipment including radio, flags, return to pit stickers and reflective vest are provided in a box with a check list and labelled for each corner.
- Please check all is working correctly.
- Ask the team that you are replacing to show you how the lights and other equipment is used. If you need assistance with the operation of equipment radio the Track Manager.

Team work

It is important to have at least two people on at each corner – firstly for safety reasons and secondly for company. Generally one will be looking up the track and one down the track.

Safety Guidelines

- Take care, do not take unnecessary risks.
- Stay alert
- Stand behind a barrier
- Face incoming traffic
- Wear hi-vis vest at all times
- Wear warm/water proof clothing
- Be visible
- Debrief relieving corner marshals

Monitor

- Inappropriate behaviour
- Abusive language
- Dangerous driving
- Excessive speed
- Deliberate obstruction
- Inappropriate overtaking (on the left around bends, pit lane etc)
- Broken or loose vehicle parts
- Inappropriate spectator behaviour
- Unauthorised spectators crossing the track
- Poor or no vehicle lighting

At the End of Shift

- Under no circumstances should a corner marshal leave their corner until the replacement team has arrived. If they do not arrive within 3 – 5 minutes radio the Track Manager and advise him that the new marshals have not arrived. He will follow up the replacement team. If they do arrive, please advise the Track Manager.
- Please spend a few minutes with the replacement team advising them of what to look for and how the equipment works.

Remember:

- You are not on your own. If you need assistance please call the Clerk of Course.
- We aim to run an event that is safe and good fun for all involved.

FLAG MARSHALS – FLAG/LIGHT SIGNALS

GREEN:

The green light, or flags if used, indicates to riders that the track is clear and safe for competition.

YELLOW:

(USED IN CONJUNCTION WITH YELLOW LIGHT)

A sign of danger or track obstruction in the vicinity of the marshal point.

Riders are required to slow and pass the point of danger at a reduced speed using extreme caution.

Riders are required to hold race position and no overtaking is allowed until they are clear of the point of danger.

RED:

(USED IN CONJUNCTION WITH A RED LIGHT)

Never use the RED flag/light unless directed to by the Clerk of Course.

The RED flag will be used for major incidents only, where all riders are required to stop. An indication of extreme danger.

All vehicles shall come to an **immediate** stop. Racing has ceased. Riders will **absolutely** follow the directions of the Clerk of Course and flag marshals.

FLAG MARSHALS – INCIDENT RESPONSE PROCEDURES

Flag marshals attending an incident must act cautiously. Do not put yourself at unnecessary risk and do not rush. Take time to monitor safety/risk at all times during recovery.

In the event of a major collision, rollover or vehicle breakdown always check the condition of the rider before moving the vehicle. When safe, the rider and the vehicle must be removed from the track. The following procedures will assist you in understanding the recommended procedure for this.

INCIDENT PROCEDURE

1. Switch traffic light to YELLOW, and use Yellow flags to warn approaching vehicles of incident.
2. Radio call (press call button and speak/release button listen for reply) state “Corner(?) Gone-To-Yellow”. This instigates a similar action and call from immediately preceding corner marshals.

Never use the RED flag/light unless directed to by the Clerk of Course. The RED flag will be used for major incidents only, where all riders are required to stop.

3. One Marshal must continue Yellow light and flags to warn approaching vehicles, while other marshals attend the crashed vehicle. This marshal should also watch the incoming vehicles and warn marshals on the track of any dangers.
4. Marshals attending crashes must always be aware of their own safety, never turn your back on approaching vehicles, use barriers or hay bales for protection where possible and listen for warnings.
5. Ask and assess the condition of the rider and any injuries sustained, before moving anything.
6. Able riders should be shepherded to safety behind the barriers as quickly as possible
7. Riders with significant injuries, disorientation, concussion or trapped in vehicle must not be moved. Barriers must be shifted immediately to shield and protect the injured rider. Marshals must call for Medical assistance via the Clerk of Course.

The Clerk of Course will direct flag marshals and take charge of any emergency vehicle requiring access to the track.

8. All vehicles involved in significant crashes, rollovers etc, are to be removed from the track by marshals only and the barriers quickly restored to trial condition.
9. All vehicles involved in rollovers or significant crashes must have a “Return to Pits” sticker applied and may then be ridden back to the pits. Inspection in the pits by a Marshal is compulsory before re-joining the trial.
10. Riders involved in a rollover or significant crash must NOT be allowed to ride again for at least ONE hour after returning to the pits. Team Managers should monitor these riders and take the rider to the Trackside Medical Centre to be assessed if required.
11. If a vehicle is unable to continue because it is damaged or the rider is unable to ride then the vehicle may be recovered by the team for repair. Teams unable to recover their own vehicle can request assistance.
12. Riders who are unable to ride their vehicle back to the pits should be taken to the Trackside Medical Centre to be assessed and they must be cleared by the medical team before being allowed to ride again.
13. When the track has been restored to safe condition following a crash or incident, flag marshals return the traffic lights to Green, and radio “Corner(?) back to Green”, which will instigate a similar call from the Clerk of Course to the preceding corner.

All flag marshal equipment including radio, flags, return to pit stickers and reflective vest are provided in a box with a check list and labelled for each corner. Marshals need to check content at each changeover and report any missing items. Changeover also requires updating incoming marshals on conditions and any issues.

Return To Pits Rule Procedures

1. Any vehicle that is involved in a rollover or serious crash must return to the pits to be inspected by Officials.
2. The vehicles involved that need to return to the pits under this rule should NOT be released until a "Return to Pits" sticker has been placed on the vehicle. Drivers of vehicles to be so marked should be advised that "they are required to return to the pits and cannot leave the area until a sticker is placed on their vehicle".
3. If a vehicle leaves having been so advised without waiting for the sticker to be placed on the vehicle the "Clerk of Course" should be notified and a penalty will be applied.
4. When all vehicles required have had '*Return To Pits Sticker*' placed on them and the corner is clear, immediately radio the 'Clerk of Course' advising the numbers of the vehicles involved and required to return to pits.

FLAG MARSHALS – 2 WAY RADIO INSTRUCTIONS

- The 2 Way Radios will be issued with all the Flag Marshalling equipment.
- When you take over marshalling at your designated corner please check the 2 Way Radio – checking that it is turned on and that the volume is at a satisfactory level.
- The 2 Way Radio works by pressing the button on the small hand piece and talking. When you have finished speaking say "over" and release the button. Remember that while the button is depressed you cannot hear others speaking. Always wait until there is no one speaking before pressing the button and talking.
- The 2 Way Radios have a number of channels. There should be no need to change the channel.
- Prior to each event the Flag Marshals are requested to report to the Track Manager that he/she is in place at the appropriate location and all is in readiness for the commencement of the event.
- Once the event has commenced marshals are requested to restrict conversation on the 2 Way Radios to issues relevant to the event.
- All contact relative to the race itself should be directed to the "Clerk of the Course".
- Other issues relating to security, Police, Ambulance etc should be reported directly to base which will handle the issue.
- Battery chargers will be located with Track Manager and in an emergency exchange batteries will be available from them.
- The Track Manager will arrange for replacement batteries to be delivered to each corner at approximately six hourly intervals.
- **All** 2 Way Radios are to be returned to the Track Manager with the flag marshal equipment following any scheduled break in proceedings.