

**MARSHALLING
WITH THE BARC**

INTRODUCTION

The purpose of this document is to identify the main responsibilities of the various marshalling roles within the BARC and to endeavour to show how they integrate together to form an effective and essential part of any race meeting.

This document is not an attempt to tell marshals how to do their respective duties, which has been well documented elsewhere and in any case it can be argued that this can best be done through training sessions and actually gaining experience by doing the job at a race meeting.

Nevertheless the document is intended to emphasise a few important points.

It is important to realise that no one marshalling duty is more important than another. Each discipline has an essential and well defined set of responsibilities and only by understanding each others roles, as well as our own, can we develop into a truly effective force, commanding the respect of all associated with the sport.

The BARC as a club has good reason to be proud of its marshals and the very considerable contribution which they make to both establishing and maintaining the club in the forefront of British Motor Sport.

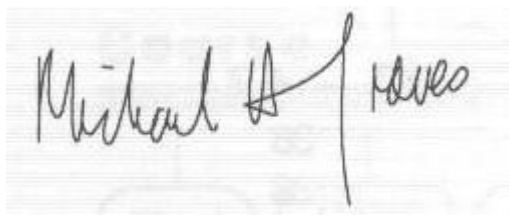
Marshalling with the BARC

Ever since motor racing began the role of the Marshal has been crucial in the organisation of events and particularly safety. This role is no less important today than it was then.

Marshalling with the BARC is designed to explain the Marshalling structure within BARC race meetings and to provide an insight into the relationships between the various duties, as well as giving helpful advice and tips.

The Club is rightfully proud of its Marshalling force, and grateful for the time Marshals devote to their duties, not only on race days, but at the training days and seminars devoted to improving performance.

We hope that **Marshalling with the BARC** will be of value to all of our Marshals, irrespective of their level of experience, and would like to thank those amongst you who have contributed to its content.

A handwritten signature in black ink on a white background. The signature reads "Michael H Groves" in a cursive style.

Michael H Groves
Chairman of the Council

A handwritten signature in black ink on a white background. The signature reads "Dennis Carter" in a cursive style.

Dennis Carter
Chief Executive

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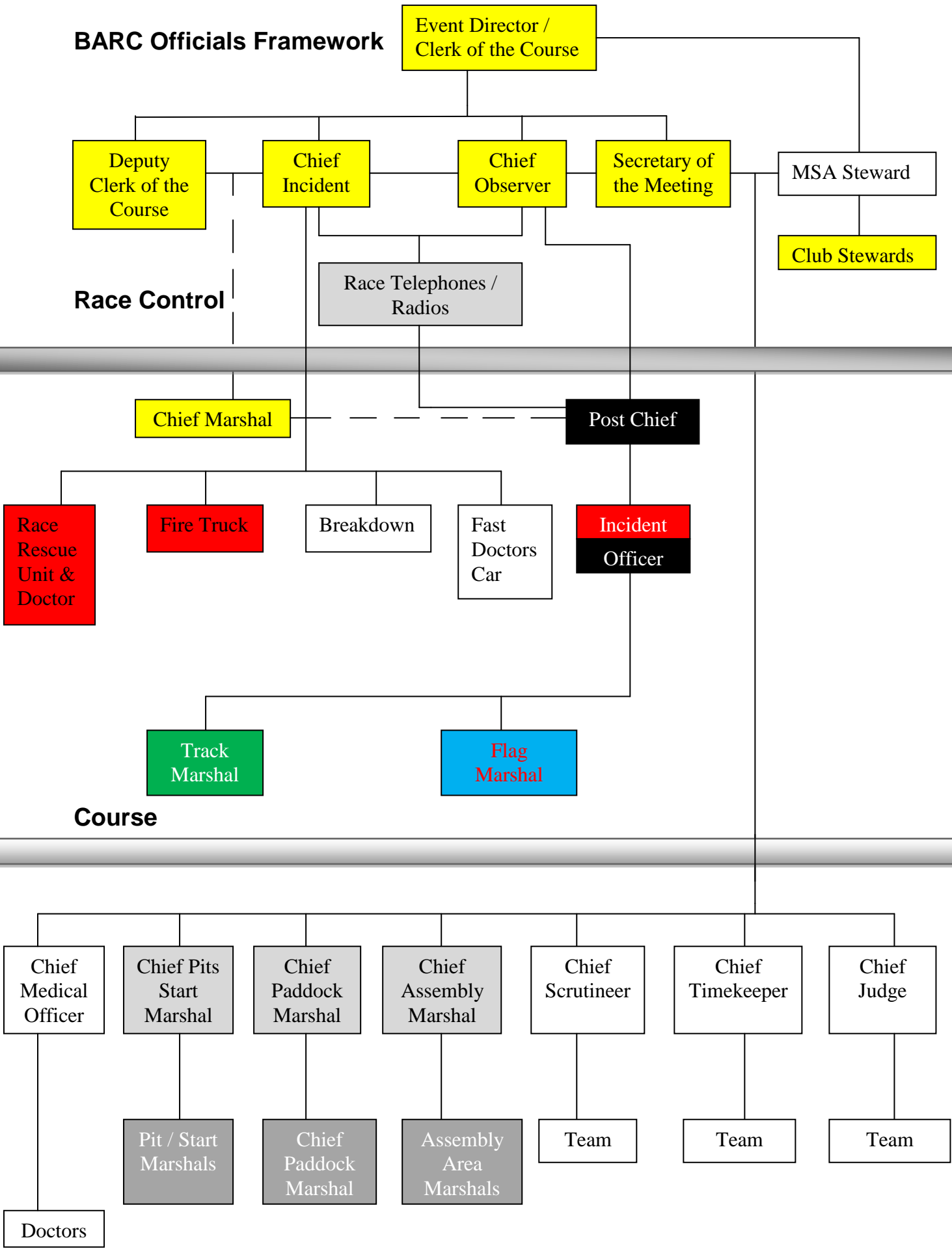
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BARC Officials Framework



What makes a good Marshal?

- Someone who is reliable, dedicated and conscientious at all times.
- Someone who can work as part of a trained and disciplined team.
- Someone who can work under pressure in a professional and disciplined way.
- Someone who will never leave their duty uncovered without permission.
- Someone who understands that motor racing can be dangerous and always acts accordingly, conscious of the safety of others as well as oneself.

A Marshal is a volunteer and this must never be forgotten, hence the family must always come first. But without marshals motor sport cannot exist, therefore a commitment to officiate at a meeting must never be undertaken lightly.

Marshalling is a challenging, satisfying and vital role within the sport. When done well, it rightly receives the respect and recognition of all those, both from within and outside of the sport. The BARC's aim to be the best will not be achieved without the continued support and dedication of its marshalling force

The Chief Marshal

The BARC maintains the tradition of appointing a Chief Marshal for each meeting. This is a senior appointment and calls for a detailed knowledge and experience of all the disciplines of marshalling. The Chief Marshal also needs to command the respect, confidence and trust of all members of the marshalling force. This is one duty which has responsibilities prior to a meeting, as well as on race days.

Main responsibilities

- Obtain from BARC headquarters, prior to an event, the names of all officials who have volunteered for a meeting.
- Pre - allocate all marshals to their posts prior to the meeting.
- Ensure that all marshals are signed on prior to the commencement of each days action.
- Inform marshals at sign on of their respective posts and duties. Inform the Clerk of the Course of the numbers of marshals signed on and allocated to each discipline.
- Play a leading role in ensuring that the club's training programmes meet the requirements of good and safe marshalling in all disciplines.
- During an event, walk the circuit visiting every marshals post.
- Ensure that all matters affecting the good of marshalling are brought to the attention of the clubs management and addressed when necessary.

Junior Marshals

Junior marshals may begin with the BARC at the age of 14 and may assist at race meetings as Junior Race Assistants, with duties in the 'public' areas only i.e. Paddock.

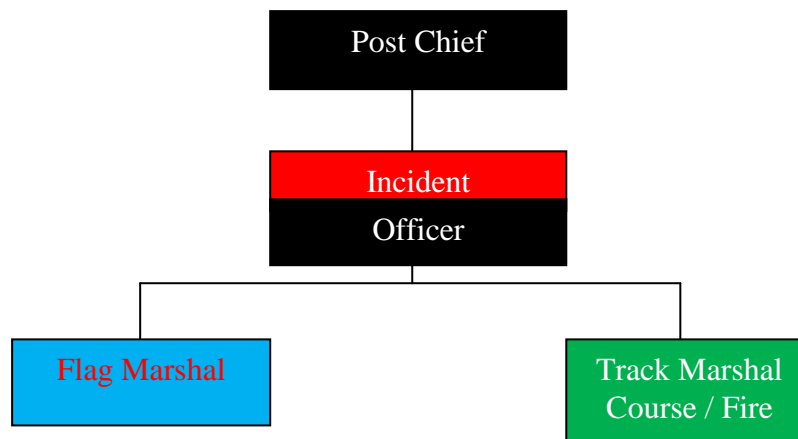
At the age of 16, the marshal may assist in the Paddock, Assembly, or Startline areas.

At the age of 18 the marshal is no longer considered a junior and may be given a duty anywhere within the race meeting including on the trackside bank as a trainee Incident marshal.

All junior marshals must have the prior written consent of a parent or guardian.

Marshals under the age of 18 are required to be accompanied by a parent, guardian or other authorised person at ALL times.

The Circuit Marshals



Post Chief

Within the BARC the Post Chief maintains and will continue to maintain, the importance which has always been associated with the role. As the sport becomes ever more professional, so the position of the Post Chief becomes ever more important as well as demanding.

Traditionally the Post Chief has always been described as the eyes and ears of the Clerk of the Course and whilst this will always be true, in modern motor sport the role takes on a much wider responsibility, very much akin to that of a post manager.

The introduction of modern technology at certain circuits and employed for certain Championships, can leave the Post Chief with a feeling of being redundant, but within the BARC this is not a situation which is accepted.

The independent opinion of someone close to the action will always have a role to play in any assessment of an incident, as far as the club is concerned.

This of course does not mean that the Post Chief opinion will always be accepted without reference to other sources of information which might be available. No responsible official would wish that to be the case, but the knowledge that the Observer's input is an important source of evidence is what really matters.

The BARC looks for its Post Chief to maintain and improve the standards of the clubs marshals within the laid down framework, at all times.

To provide the highest professional standards at all BARC events, to be able to lead others and to take command at all times, to be conversant with all the duties of those officials on post and to be able to co-ordinate successfully all those functions when circumstances demand, to be conversant with all the BARC policies and procedures relating to marshalling, to fully understand the role and responsibilities of the BARC Post Chief as recognised and endorsed by the club.

Main responsibilities

- Attend the Chief Observer's briefing.
- Check post equipment and manning levels and report such to race control before the beginning of practice/race.
- Carryout team brief prior to the Stewards inspection and pass on any instructions received from the Chief Observer.
- Establish your own authority within the team including the important aspect of the personal safety of all members.
- Outline the role of the Incident Officer and determine the chain of command if you have to leave your post for any reason.
- Allocate all marshals to their duties and ensure that they are conversant with their respective roles, e.g. the safety car procedures etc.
- Agree demarcation points with adjacent posts.
- Synchronise watches with all post personnel.
- Ensure that all marshals are on duty at the time of the Stewards inspection.

Reporting procedures

As overall team leader, the Post Chief should not personally get involved directly with incidents, but must ensure that communication with race control, is maintained at all times. Report to race control by telephone / radio

1. All incidents which take place in the section under your control.
2. Any examples of bad or erratic driving by competitors, especially any contact between vehicles. (Ref DSO)
3. Any breaches of the rules especially in relation to flag signals. (Ref DSO)
4. Any defects on a competing car.
5. Any spillage of liquids from a competing car.
6. Any matters which might have a bearing on the safety of the event.

Ensure that all verbal messages passed are given a race control timing.

Ensure that all verbal reports are followed up by a written Observers report. Obtain any other witnesses signatures if possible.

Ensure that all paperwork submitted associated with any incident, is accurate and detailed in all aspects.

Be responsible for advising the Clerk of the Course if the race/practice should be stopped. In requesting a stoppage give the following information:-

- a) Is the track blocked
- b) The position of the car involved
- c) Is the car in a dangerous position
- d) Is the driver out of the car
- e) Do you require Rescue/Medical/Fire backup

Advise race control of any breakdown recovery required, indicating the type of assistance needed, e.g. is it a straight tow or is a lift required.

Ensure that the track is walked after every session to check for dropped bits and pieces and any oil spillage.

Briefing your Team

Emphasise the importance of the Post Team working to observers and assistant observers instructions at all times.

Check that all marshals on post have signed on.

Emphasise the importance of teamwork at all times.

Allocate all marshals to their duties.

If no Incident Officer is on post, appoint the most experienced incident marshal as leader of the incident team.

Remember never work with you back to oncoming traffic.

When attending an incident, clear the track as soon as the car and driver are in a position of safety.

Always try and work from the safe side of an incident.

Establish the hand signals to be used to indicate when safe, or otherwise, to cross the circuit and when Doctor or Full Emergency Services are required.

Confirm the meaning of a whistle signal if used, when working on the track.

Refresh on the correct use of flags - no excessive or overuse of flags - kill all blue flags when the yellow is in use.

Establish the role of the Blue Flag marshal when the Incident Officer becomes involved in an incident. This is they must watch all infringements and incidents upstream and be prepared to corroborate the Post Chief evidence when in a position to do so.

The correct treatment of oil spillages.

Ensure that every Fire Marshal is aware of what type of extinguisher to use and that he/she is familiar with its operation and has confirmed that the equipment is fully operational.

Establish if any member of the team is a qualified first aider.

The importance of waiting for fully trained medical backup at any incident, unless immediate intervention is absolutely necessary. Stress that untrained handling of a patient, especially if a neck injury is suspected, could lead to permanent injuries.

The importance that any driver who has been involved in an incident, should not be left unattended.

The importance that the track is walked after every session.

Outline the area covered by the post.

The importance of confidentiality in all matters relating to an incident or a disciplinary issue.

Summary

Remember that like you, your team are also volunteers and that the way in which you deal with difficult situations will have a lasting affect on those around you. Your aim must always be to have the best team and for you to be respected and not just popular. The Observer has a vital training role to perform within the club and in improving the standards of marshalling. Always praise your team when they have performed well, but be prepared to apply constructive criticism when things have not gone so well.

Incident Officer

In the BARC the Assistant Observer takes on the role of the Incident Officer.

Main responsibilities

- Be conversant with the Role and Responsibility of the Post Chief.
- Be prepared to take control of the post if the Post Chief is called away.

- During non incident periods, watch for all incidents or infringements upstream of the post.
- Agree with the Observer if any aspects of normal post operation is to come under your control.
- Lead the incident team in the case of an incident.
- Ensure that all members of the incident team are conversant with their duties.
- Be responsible for all hand signals from the track to the Post Chief.
- Assist the Post Chief in maintaining post discipline.
- Ensure that all safety precautions are in place when attending an incident.

Driving Standards Observer

The DSO is seen as a supplement to and not a replacement for the existing Observers whose important role - especially in the area of safety and race stop responsibilities - remain unchanged.

Both Post Chief and DSO's will now form part of the judicial system, although DSO's may only report on driving standards.

The DSO's may be appointed to report on careless, reckless or dangerous driving, driving in a manner incompatible with general safety and failure to comply with displayed flag signals or lights.

The DSO, if appointed, is responsible for reports of driving standards only and should not personally become involved in dealing with actual incidents.

In consultation with the Clerk of the Course, the DSO's may position themselves at any point and may operate and report on a random basis, but they must make themselves known to the senior observer on duty on adjacent posts in their vicinity.

Serious Incidents

There can be no doubt that probably the most stressful situation any marshal can encounter is that relating to a severe incident which happens in their sector.

They are the first on the scene, have to deal with the immediate safety of the driver and themselves and then care for the driver (or spectator(s)), until rescue/medical help arrives. Although this help usually arrives quickly, it can seem like an eternity, particularly when a driver is unconscious, bleeding heavily or has severe possibly fatal injuries.

In such situations marshals have to be extremely self disciplined, to step back from the immediate area to provide fire and safety cover, or assist in carrying rescue kit etc. whilst the medical/rescue work is carried out.

The Post Chief should carefully monitor the attitude and behaviour of everyone in his team who is exposed to such incidents. This applies not only once the incident has been cleared away, but for the remainder of the meeting.

Human nature is such that simply discussing the incident afterwards is sufficient for many people to be able to come to terms with what has happened. This should be encouraged within reason.

However, for some, even the most hardy and experienced official, post trauma stress can develop into a real problem - even some days later. Do not be in the least apprehensive about quietly mentioning any concerns (e.g. the person seems much quieter, insular, nervous, outspoken or officious), that you might have about any marshal, or indeed yourself, to either the Chief Observer or the Clerk of the Course.

They can easily and very diplomatically arrange for the individual to have a chat with the Chief Medical Officer, who can assess the situation and very likely provide the trained counselling there and then to help a person. They can also refer him or her to their own GP and other local specialists whose professional help is vital in a number of instances.

Even if no immediate problems appear to surface, it is important to remind anyone involved in a serious incident that post trauma stress can develop much later and in many forms.

Therefore if they feel that they have a problem coming to terms with a serious incident after a meeting, they should not hesitate to speak to their own GP.

Flag Marshal

The Flag Marshal is very often and invariably quite unfairly, the most maligned official in the sport.

The type of criticism so often levelled at this duty is, too much, too little or too late, which goes some way to explain why good flagging is such a difficult and important role within the sport.

The club through its Clerks of the Course, recognises without doubt that good Flag Marshalling is one of the hardest jobs it calls upon its volunteer force to undertake. It also goes without saying that at all times the club recognises the major contribution that this duty always makes to the smooth and safe running of any meeting.

Quite rightly, the BARC takes the disregard of flag signals very seriously and this invariably results in the offending driver receiving a penalty which leaves him less than happy and all too often blaming the Flag Marshal for all of his troubles.

The duty calls for total concentration at all times, different flag operations requiring the Flag Marshal to be either facing oncoming cars (e.g. Blue and Green Flags), or with their backs to oncoming cars, (e.g. yellow Flags). But it must be remembered that in either case the two Flag Marshals must always work face to face.

Flagging is a skilled art which comes with training and experience and when done well this duty does command the respect of drivers at all levels of competition, although this might not always seem to be the case.

Main responsibilities

- To communicate to competitors by means of flag signals.
- To understand the meaning of flags currently in use on a marshals post.
- Depending on whether waved or stationary these flags can be used to convey, when necessary, the following information to competitors.

Yellow	Danger ahead, reduce speed, be prepared to stop, no overtaking.
Green	Track clear resume racing. It is also used to identify posts on the 1st practice lap and formation lap.
Red	Race/Practice stopped, reduce speed immediately, no overtaking.
White	Slow moving car or service vehicle on the circuit.
Blue	A competitor is following close behind, or trying to overtake.
Yellow/Red Stripes	Slippery surface ahead, or debris on the track.

Other Flags in use within the sport are displayed at the Start/Finish Line and not at marshals posts. These Flags are: black, black with orange disc, black / white diagonal and the black and white chequered. When the black, black with orange disc and the black/white, diagonal flags are displayed, they are always accompanied by the number of the car to which they refer.

These Flags are used to convey the following information to competitors.

Black Flag (White No.)

Stop and report to the Clerk of the Course within one lap.

Black with Orange Disc (White No.)

Come into pits next lap, mechanical problems with your car.

Black and White Split diagonal (White No.)

Your driving is being observed.

Black And White Chequered.

End of practice session or race.

The Flag Marshal also needs to:

Be able to read a race situation correctly especially when using the Blue Flag.

Be singled minded to the task in hand.

To retain concentration when other activities are taking place on and around your post.

Never leave the safety of your post whilst on flagging duty.

Remember that you are the vital link in passing information to a competitor, lives can depend on you doing your job properly and in a professional manner.

Remember that all times you operate under the control and direction of the Post Chief on your post.

The role of the Flag Marshal in the BARC is a very important one and it is never underestimated or taken for granted by the club

Incident Marshal

The umbrella of Incident Marshal covers both the duties of Fire and Course Marshal, although both duties are different disciplines.

Fire Marshal

Fire in motor sport is a danger which will always exist despite all the progress which has been made and continues to be made, to try and eliminate it. The Fire Marshal is a potential life saving duty and requires both specialist training and dedicated commitment at all times. Discipline and continual training within this duty is essential, if the fear of fire is to be mastered and lives are to be saved, should the situation arise.

Main responsibilities

- Always keep your training up to date in order to maintain maximum efficiency.
- Understand the fire fighting equipment at your disposal and acquaint yourself with its operation before going on duty.
- Understand your role when attending a fire.
 - 1) Knock down the fire
 - 2) Seal the fire from oxygen
 - 3) Prevent re-ignition of the fire
- Be properly dressed at all times even in the hottest conditions.
- Be ready and alert at all times.
- Always work as part of a disciplined team.
 - 1) Quickly assess the situation
 - 2) On arriving at the fire, pause for a second and assemble team in the recognised 2x2 format, when necessary.
 - 3) Attack the fire
 - 4) In other words - *Stop - Think - Act.*
- Be aware of the weather conditions in particular the direction of the wind, it will determine your angle of attack.
- Be aware of other combustible material in the immediate vicinity, (i.e. dry grass).

- Post disciplines and attention to all personal safety precautions must be observed at all times.

Fire with its many dangers cannot be predicted, but with well trained and disciplined Fire Marshals these inherent dangers can be greatly reduced and lives can be saved.

The Course Marshal

When starting marshalling in motor sport, unless you have chosen to train as an off circuit Specialist Marshal, your first appointment will invariably be as a trainee Course marshal. This does not in any way diminish the role of the Course marshal, or the important part that this duty plays within the sport, the duty having responsibilities both during and between events.

The Course Marshal always operates on the direct orders of the Post Chief and when attending an incident, operations are co-ordinated by the Incident Officer or by a nominated official. The Clerk of the Course relies on the Course Marshals to keep the track clear and safe for racing at all times, if possible. This means that quite often the Course marshal is called upon to work on the circuit whilst racing is still continuing, hence exposing the marshal to potential danger.

The Clerk of the Course or the Post Chief, will if he deems necessary, call upon the Course marshals to assist in matters of crowd control should the situation arise. Attention to personal safety is therefore a major consideration in this duty and the Post Chief must ensure that all members of his team carry out their own respective duties effectively in order to ensure the safety of his Course marshals at all times.

Main responsibilities

- Always work under the instructions of your team leader.
- Never go onto the track until ordered to do so.
- The Course marshal is invariably the first person on the scene at an incident. This under certain circumstances can be very stressful and unpleasant, therefore team spirit and discipline are essential in such situations.
- At an incident involving injury to a driver, remember that the Race Rescue Team and the Doctor are in control, only assist if requested.
- Do not move an injured driver in a car unless under medical supervision.
- At the end of an event and before the next one begins, ensure the cleanliness of your track section.
- Treat all oil spillages in the appropriate way and remove any debris from the track.
- Assist in the removal of any damaged or abandoned vehicles at the end of an event.

- Always leave the track when ordered to do so by the Post Chief.
- When not attending an incident assist the Post Chief by:-
 - a) Reporting to the Post Chief any debris laying on the track.
 - b) Reporting to the Post Chief, with number, any mechanical defect spotted on a car.
 - c) Reporting to the Post Chief, with number, any liquid being spilt by a competing car.

Summary

The objective of the BARC is to be the best and this includes having the best marshalling force in the business. Marshalling is unquestionably a very important role in motor sport and it is true to say that without marshals the sport would not exist in any shape or form. Marshalling is very much about good teamwork, and then working together in a disciplined and professional manner.

Understanding each others roles and responsibilities, as well as our own, will go a long way to developing team spirit, leading to improved efficiency in the way in which we all work together.

Specialist Marshal

Whenever marshalling is mentioned, one's thoughts automatically turn to dealing with a fire or incident, or perhaps even the responsible task of flagging at a race meeting. These duties are very much in the public eye and their importance to motor sport must never be underestimated or taken for granted.

When we look down the list of specialist duties which are mainly off circuit, it leads one to ask the question, if these duties are not undertaken with equal dedication, would we in fact have a race meeting in the first place. Amongst the list of specialist duties some require specific skills, whilst others can only be undertaken after considerable years within motor sport, having achieved a wide perspective of all aspects of the sport and its rules and regulations.

MSA modular training schemes exist for Scrutineers and Timekeepers, whilst the clubs marshal training programme covers most other disciplines, except of course for the Specialist Medical Services, which must meet the criteria of the MSA.

The role of the Specialist Marshal is not only important, it is essential to the efficient running of an event, not only from the Clerk of the Course's aspect, but also from the competitors and the paying publics viewpoint.

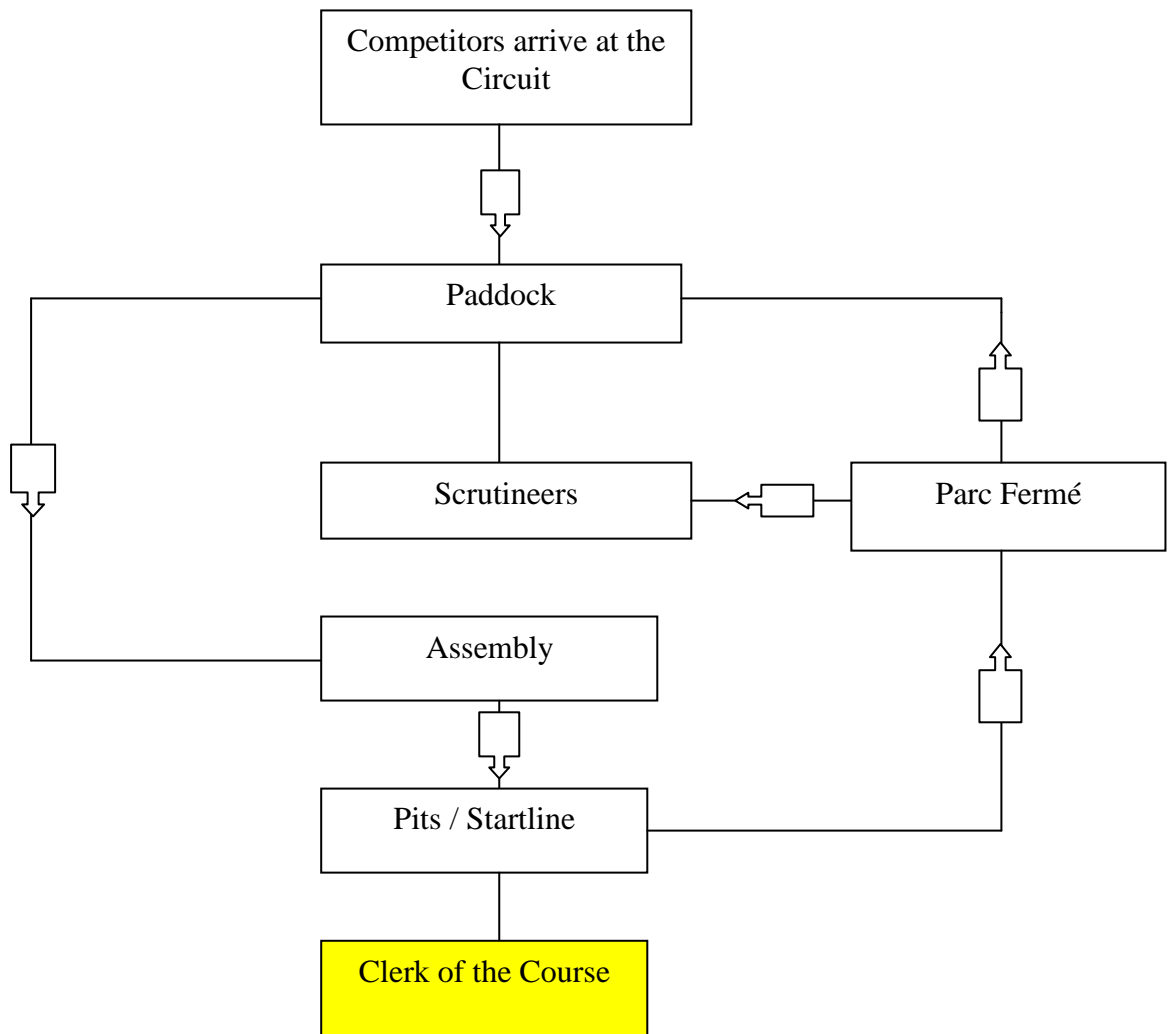
Specialist Duties

Pits
Startline
Paddock
Assembly Area
Spectator Marshals (Certain Circuits)
Race Administration
Race Telephones
Scrutineers Marshals
Recovery Vehicle Crew

Other Specialist Duties

Scrutineers
Timekeepers
Judges
Race Rescue
Medical Services
Stewards

How Specialist Marshals groups relate to each other



Paddock Marshal

On arriving at a circuit, the first marshal a competitor will encounter is the Paddock Marshal, who's first task is to direct them to their pre-allocated paddock place.

After the vehicles have been parked up and the drivers have signed on, the next major task is to get all the vehicles scrutineered at the appropriate time and place. The Paddock Marshal must organise the safe flow of traffic to and from the scrutineering bay as necessary.

Whilst this is going on throughout the morning, practice sessions will have started and the Paddock Marshals must direct the appropriate cars to the Assembly Area . This must be in time for both the Assembly Area Marshals to carry out their duties and for the competitors to be able to start their practice session on time.

As the practice session ends cars will be placed in a designated Parc Fermé, manned by Paddock Marshals, in order that Scrutineers can carry out post practice checks, before being released once again back into the paddock.

Unfortunately competitors do not all arrive early and whilst the above activities are going on, new competitors will be arriving, who will start by needing to be parked up.

Once racing starts, similar movements of traffic takes place between the Paddock, Assembly Area, Startline and Parc Fermé, right through until the end of the meeting.

The Paddock Marshal's prime role is the continual movement of lots of traffic throughout the day, safely and on time, but a well organised and run paddock is essential to the smooth running of any race meeting.

As the Paddock Marshal is invariably the competitors first contact with an official, a friendly, and helpful approach by the marshal can easily set the day off right, especially if it is the competitors first time at the circuit and he/she is unaware of what is where.

Main responsibilities

- Always work under the directions of the Chief Paddock Marshal.
- Direct teams to their pre - allocated Paddock Areas. Ensure tidy parking of all vehicles.
- Ensure the smooth running and free flow of traffic in the Paddock Area.
- Make sure that cars are on time at:-
 1. Scrutineering
 2. Assembly Area
 3. Noise Control

- Man Parc Fermé Area and Post Race Scrutineering.
- Find out the specific needs of Team Managers and Championship Co - Ordinators.
- Notify the Clerk Of The Course of all cars which do not intend to either take part in practice or start the race.
- Be polite - Talk to teams and avoid confrontation at all times.
- Be Aware Of Safety At All Times.

The Assembly Area Marshal

This duty is more of a checking role and works in close co-operation with the Paddock and the Pits/Startline.

The role of the Assembly Area Marshal is more fully outlined in the associated responsibilities schedule.

But it has two very important roles to perform:-

1. The Assembly Area Marshal needs to check that before leaving this area, the driver and car are in a safe condition to enter the race track. (e.g. seat belts done up, helmet fastened, scrutineering label in place etc.)
2. Once the race programme is underway, it is important that the assembly Area Marshals ensure that when cars leave the area to assemble on the startline, they are in fact in grid order.

Main Responsibilities

- Always work under the direction of the Chief Assembly Marshal.
- Assemble all cars prior to their practice session.
- Check that the right cars are in their right session.
- Check that all Drivers are wearing all mandatory clothing, including their helmets and that safety harnesses are properly fastened.
- Check all scrutineering labels.
- Release the cars on the signal of the Chief Pits/Startline.
- Control the Assembly Area exit during both the race and practice sessions.

- Prior to the start of a race, assemble all cars in grid sheet order.
- Notify drivers of changes to Regulations, e.g. extra warm up laps.
- Maintain safety at all times.

The Pits / Startline Marshal

The Pits/Startline duty is perhaps the most easily recognised of all the Specialist duties. It complements very well the work done by both the Paddock and Assembly Area and perhaps of all the duties within the sport, it is the one which if not performed in a professional manner, can be the most confrontational.

The Pits/Startline Marshal has a major role to play throughout any meeting and the duties undertaken are identified in more detail in the schedule of responsibilities. But the duty does in many aspects, very much revolve around an understanding of the rules and regulations governing each event included within the meeting.

Of course there are standing Pits/Startline regulations which apply to every race meeting, e.g. no smoking, no children under 16 years, no reversing, no refuelling etc. But unfortunately Championships, especially at International level, have many of their own individual regulations which must be enforced at all times.

As with an Observers report, the pit report is a judicial document when necessary, as well as being a means of recording all work done on a car in the pits, e.g. driver changes, tyre changes etc. A specimen pit report is included in the appendix showing the information needed if an incident is to be referred to the Clerk of the Course for possible judicial action.

The Pits/Startline duty offers a challenge which differs from the other Specialist Duties in that you are working within an environment which can be very sensitive and at times volatile and where safety is a major factor at all times. During a pit stop, time does become a major factor and without great care accidents can easily happen.

The start of every motor race is an important part of any meeting and the way in which the Startline Marshal operates is always in the public eye. Startline marshalling is one of those duties where the marshal needs to know what regulations apply for every event included in the programme and the Chief Pits/Startline must ensure that every marshal is briefed correctly.

The point in time when the grid is closed, the countdown timings to be used, the clearing of the grid procedure and the rules to be applied in the case of a race stoppage, are some of the regulations which can vary from Championship to Championship and these aspects need to be correctly and fairly marshalled.

When a meeting is run as an FIA event, the starting procedures and timings are very critical and the importance of adherence to the appropriate International Championship regulations is essential.

The Startline Marshal is an important role within the club and the BARC offers the unique opportunity to combine the roles of both Pits and Startline Marshal at a meeting. This makes it a full and satisfying way to enjoy a days motor sport as well as being part of a team making a major contribution to the success of any meeting.

Pit Marshals main responsibilities

- Always work under the directions of the Chief Pit Marshal.
- Ensure that you are fully briefed as to what your responsibilities are for the current meeting.
- Synchronise watches with race control time.
- Maintain Pit Lane safety and discipline at all times.
- Oversee all Pit Stops in both practice and during the race.
- Ensure that all Pit Stops are in accordance with both Standing and Championship Regulations.
- Submit pit reports when required. Report all breaches of regulations in writing.
- Ensure that all pit reports are correctly signed, by both the marshal and team manager.
- Clear the Pit Lane at the end of both practice and a race.
- Marshal all cars required for Scrutineering.
- Relay all Clerk Of The Course instructions / messages to Team Managers.

Other Duties include:

Pit lane entrance buzzer and pit exit lights.
Marshalling Weight and Tyre Checks when required.
Lap Charting during racing.

Startline Marshals main responsibilities

- Always work under the direction of the Chief Startline Marshal.
- Ensure that all cars are in their correct grid position.
- Close access to the grid at the correct time.
- Clear the grid of personnel at the respective audible signal.

Display the minute boards as necessary. Operate a yellow flag at the front of the grid and a green flag at the rear.

- Display row boards to cars as required.
- Ensure that all Starting Regulations are adhered to, these can vary from race to race.
- Deal with cars which are unable to start.
- Operate a Parc Fermé on the startline in the case of a race stoppage - when required.
- By means of pit boards and flags, relay the Clerk of the Course's instructions to drivers.
- Maintain a high level of safety on the startline at all times.

Summary

A good specialist is someone who can always conduct themselves in a professional way, even when under pressure.

Someone who enjoys working with people, in this case Team Personnel, Drivers and all other parties who make up the motor racing scene, someone who is able to understand and apply regulations. Someone who wants to work as part of an essential team, but is prepared to accept that they will not spend all day watching racing.

Race Rescue Unit

The Race Rescue Unit is a familiar and mandatory function at every race meeting. All emergency vehicles must first be licensed and then they are only acceptable at events when crewed by appropriately licensed crew members. The commitment to serve in a Race Rescue Unit is a major one and the minimum qualification for acceptance for training is two years trackside marshalling experience.

The MSA Officials Handbook gives in detail the trainee period and requirements for this duty, plus the recommended annual training sessions needed to retain one's licence. A Race Rescue Unit has to be comprehensively equipped and once again the full requirements are listed in the MSA Officials Handbook. The crew of a Race Rescue Unit at a race meeting will include one Doctor or an MSA registered Paramedic, plus a minimum of three fully licensed crew members. At no time may more than two trainees be used on a licensed unit.

Main responsibilities

The Doctor, or Paramedic, will assume medical control and will co-ordinate and supervise the extraction and immediate medical attention to any casualties.

Crew members must be fully familiar with the medical equipment and all other equipment carried on their unit.

They should be able to identify, assemble and operate any apparatus needed by the Doctor or Paramedic.

The discipline, training and teamwork of the Race Rescue Unit is essential if their objectives of saving life and preventing further damage and injury at an incident are to be realised.

Stewards

Under normal circumstances the maximum number of Stewards at a race meeting is three, made up of one appointed by the MSA and two supplied by the Organising Club. Any person appointed as a Steward must be thoroughly experienced in motor sport and must be conversant with Supplementary, Championship, MSA and FIA regulations.

The Stewards of a meeting shall not be in any way responsible for its organisation, neither will they have any executive duty. Their responsibility at a meeting shall be solely to the MSA. The Stewards are empowered to act from the time documentation or scrutineering starts, until any appeals have been heard or the time limit for further appeals has elapsed.

The Stewards at all times will act through the Clerk of the Course.

Main responsibilities

- Ensure that all relevant paperwork associated with the meeting is in place.
- Satisfy themselves that the conditions of the permit and track licence are complied with.
- Act as the second judicial body for any appeals against a Clerk of the Course's decision.
- Deal with any cases referred to them by the Clerk of the Course, including dangerous driving.
- The Stewards can ask for any incident or breach of regulations which they have witnessed, to be investigated.
- Modify the Supplementary regulations in exceptional circumstances if necessary.
- On behalf of the MSA order the sealing of an engine or other equipment as deemed necessary.
- Forward to the MSA any fines or protest fees collected.
- The Stewards have a role in preventing unnecessary danger, the MSA Steward has overriding authority in matters of safety.

At the end of a meeting submit a report to the MSA giving:-

1. All official paperwork associated with the meeting.
2. Particulars of all incidents involving injury or damage to property.
3. All protest and appeals plus any action taken and penalties imposed.
4. Details of any cases requiring further action by the MSA.
5. The Stewards general comments on the organisation of the event.

Judge

All too often in the eyes of marshals the role of a Judge is demeaned with such comments as when you are too old for any other duty, you become a Judge.

Nothing could be further from the truth and in reality the Judge, in its many guises, plays a very important role within the sport.

The role of a Judge can at times be very confrontational because as the very name implies, the role of a Judge is as a Judge of Fact, against which there is no automatic right of appeal.

Therefore in keeping with other branches of marshalling the Judge needs not only to be experienced but must exercise at all times a very high degree of integrity.

Within the sport Judges may be appointed to adjudicate on:

- a) False and jump starts
- b) Finishing order
- c) Crossing a penalty line
- d) In certain circumstances and events, overtaking under the yellow flag

In reality the Chief Timekeeper is a Judge in respect of laps completed and timing matters and the members of the Technical Commission, as well as the Chief Scrutineer are judges in respect of eligibility, noise and emissions.

Main responsibilities

(Excluding the responsibilities of the Chief Timekeeper and Scrutineering elements.)

- Check in practice for clarity of numbers on all competing cars.
- Check that cars are in their correct positions on the starting grid.

- Check for any jump starts.
- Keep a lap chart or at least a record of “Across the Line” order for each lap of the race.
- Keep a record of laps behind a safety car.
- Record the finishing order, either by lap chart or “Across the Line” schedule.

The Chief Judge will prepare for the Clerk of the Course an end of days racing report. The report will be headed with the title and date of the meeting, the organising club and the venue.

The report will contain for every race held:-

1. Any cars missing from the grid.
- 2) Any additions to the grid.
- 3) Any cars starting from the pit lane.
- 4) Any false starts.
- 5) The finishing order or “Across the Line” schedule.
- 6 Finally a statement - no other finishers.

As can be seen, in addition to the well recognised role of monitoring for a jump start, the judges role will provide valuable information which can be used by the Clerk of the Course or Stewards to support, if needed, other sources if problems should arise.

Within the Specialist range of duties there are four specific roles within the sport which have an important part to play in any race meeting. These are:-

1. Scrutineering
2. Timekeeping
3. The Specialist Medical Role
4. Recovery Vehicle

Although these duties do not come under the strict definition of marshalling, the opportunity to train to become a Scrutineer or a Timekeeper is open to any marshal who feels that their interests might well lie in this direction.

Therefore it is appropriate to give the roles and responsibilities of these duties and the way in which they serve the BARC.

Scrutineer

A licensed MSA official and as such needs to be a minimum age of 18 years.

Has spent at least one year as a trainee.

Has completed the training modules, been properly assessed and received the appropriate recommendations as a Scrutineer.

Have a sound knowledge of the MSA regulations and be aware of any FIA additions.

Be clean and tidy in appearance and acts at all times in a calm and professional manner.

Makes a major contribution to safety at every race meeting therefore needs to be reliable, dedicated and decisive in carrying out their duties.

Main responsibilities

- Ensure the successful scrutineering at a meeting.
- Have knowledge of the relevant MSA and Championship Regulations appropriate to the meeting.
- Carry out in a suitable and pleasant manner all duties allocated by the Chief Scrutineer. These include:-
- Make pre-event inspections to check vehicles for compliance with both the MSA and Championship Regulations, as well as safety.
- Make inspections during or after a meeting with regards to eligibility, safety or accident damage.
- Check drivers equipment for compliance with regulations (helmets, overalls etc.)
- Assist with tyre markings, component sealing etc., in accordance with Championship regulations.
- Carry out checks during practice or a race for tyre markings, weight control, component sealing etc.
- Be available to advice the Clerk of the Course about any vehicle reported by an Observer as having mechanical damage or dropping fluids.

- Compile and maintain records of those vehicles which have been approved and those which have not, together with the reasons why approval was not given.
 - Communicate all information only to the Chief Scrutineer.
 - Assist with any other Scrutineering duties in particular Parc Fermé.
 - Remain on duty until all vehicles have finished the competition, including any post competition scrutineering or protest period.

The scrutineer must produce reports on

Vehicles which have been approved.

Vehicles not approved and the reasons why approval was not given.

Vehicles examined for eligibility at post practice or post race scrutineering.

Vehicles examined after an incident.

Any component sealing and tyre marking.

All reports produced by a Scrutineer are confidential and must be submitted to the Chief Scrutineer.

Timekeeper

Timekeepers are licensed annually by the MSA and are subject to an annual review of their ability, experience and record of attendance. Timekeepers are graded and are only permitted to officiate in accordance with their current grade. They must at all times use the appropriate certificated equipment and the procedures relevant to the meeting, at which they are officiating.

Main responsibilities

- Ensure that only the appropriate certificated equipment is used.
- The authenticity of all results produced.`
- Register and record all times that are appropriate.
- To sign all reports relating to any timing for which they are individually responsible.
- The Chief Timekeeper is a Judge of Fact on all timing matters.
- To have available at all times, all original timesheets which might be required by the Clerk of the Course, or Stewards of the meeting.

The Chief Timekeeper must prepare and sign a report of all times relating to every event. This must be forwarded to the Clerk of the Course and then the Secretary of the Meeting for publication.

Doctor/Medical Services

The Medical role is very much a specialist function and of course can only be undertaken by those who fully meet the medical criteria of both the MSA and the profession itself.

The Doctors attending a meeting come under the control of the Chief Medical Officer. They are required to provide themselves with the equipment they deem necessary for the performance of their duty and it is recommended that they wear protective overalls with the back of their clothing bearing the word "Doctor." The preferred colour is red for easy identification.

Chief Medical Officers main responsibilities

- Allocate all Doctors and Paramedics to their respective duties.
- Brief all Doctors and Paramedics ensuring that they are aware of the medical facilities and procedures at the circuit.
- Satisfy himself/herself that adequate first aid coverage is in place within the circuit.
- Ensure that ambulances are aware of their correct location on the circuit and that drivers are aware of their responsibilities when entering or leaving the circuit at all times.
- Ensure that all first aid personnel are aware of the procedures for calling assistance and the removal of any casualties from the circuit.
- If appropriate, ensure that the Circuit Medical HQ is open and staffed as a casualty station.
- Check that the appropriate local hospital has been notified that the meeting is taking place, including practice.
- Report to the Clerk of the Course when he/she considers that the medical coverage is adequate for practice to begin.
- Ensure that all paperwork relating to any injury to a competitor, or examination of a competitor after an incident, is completed correctly and passed to the Clerk of the Course Admin.
- Ensure that all other injuries where medical advice is sought, are properly recorded.
- Be available at all times to attend every incident if required.

- Acquaint himself/herself with the Major Disaster Plan designed for the circuit.

Recovery Vehicle

The Recovery Vehicle crew is a duty which does not come under the umbrella of marshalling, but does come under the control of the Chief Incident Officer and is invariably undertaken by a professional team supplied by a local garage.

The time spent on recovery can be very crucial in the successful running of a meeting. Therefore knowledge of racing car design and how they can be safely and speedily handled when dealing with incidents is needed by the recovery crews.

To all Marshals

come prepared and be prepared

arrive On Time

must Sign On (Mandatory)

be adequately dressed depending on duties to be undertaken during the day

wet weather gear

good sturdy shoes (not trainers)

pen pencil

clipboard

food and hot drink

bring paper work sent out by club

whistle to be used in the case of an emergency only

know the location of the essential services

Incentives to Marshal with the BARC

Marshals at BARC meetings have a Marshal's record card, which is credited with a stamp for every day attended, including training days.

BARC members may 'encash' their cards against membership, BARC insignia and / or the cost of annual awards dinner tickets. The base value of the stamps will be altered depending upon the number of events attended – the more events attended the higher the value of the stamps. Members who pay their membership by direct debit may claim a cash refund by cheque.

Non members may only use their stamps against the cost of membership when the uplift will be 50%, or 30% when used for BARC regalia.

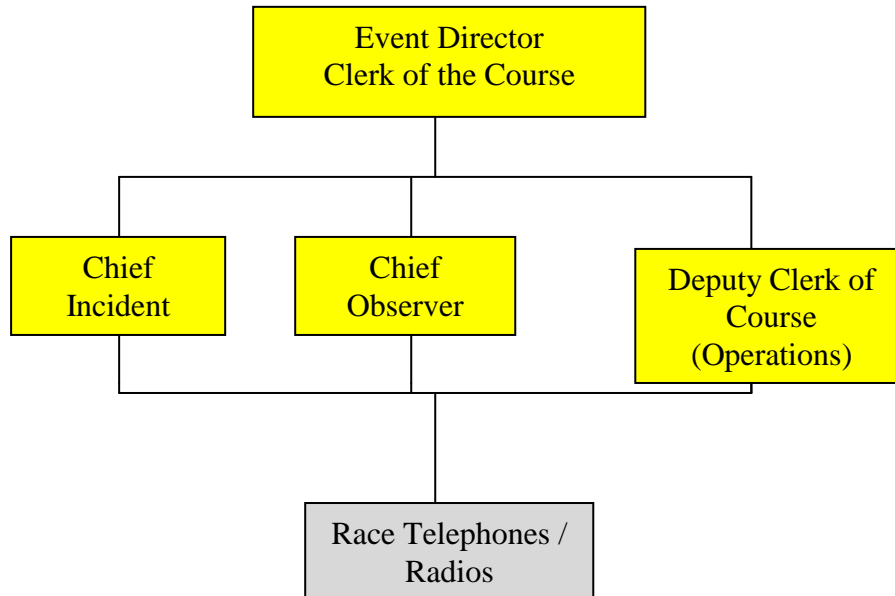
The annual awards dinner, or "Big Night Out" as it is called, is the occasion when all the BARC Champions are honoured for winning their race championships. BARC members who have officiated at six or more events are offered a free ticket to attend, or alternatively the marshal can opt to go to one of the seven other Regional Marshals suppers instead.

Similarly the attendance at six meetings qualifies the member to an officials badge and year bar, plus an annual free gift. At most meetings a Marshals raffle is organised for an end of day prize draw.

BARC Headquarters organise training days at Croft, Malloy Park, Pembrey and Thruxton Circuits, which are open to both members and non members. Membership of the BARC is not a pre-requisite of marshalling with the club, we are happy to work with all.

Whilst officiating for the club, marshals are covered against personal injuries and liabilities through MSA insurance policies. This includes cover for officials travelling directly from home to an event and directly back home again from an event.

The Race Control Team



The Race Control team is led by the Clerk of the Course who has overall responsibility for the general conduct and control of an event in accordance with the regulations, programme and organising permit.

An Event Director is an official appointment at major International meetings made by the organising committee, or the MSA. He will work in close co-operation with the Clerk of the Course, but is responsible for the overall planning and conduct of the event, plus meeting all the requirements and protocol of the FIA where applicable.

The overall responsibilities of the Clerk of the Course are such that a deputy with specific responsibilities is appointed: Clerk of the Course Operations.

The Clerk of the Course Operations

This duty, as the name implies, is responsible for the smooth running of the days programme.

All matters relating to operations come under this duty, which will work in close operation with the Chief Observer, Chief Incident, Chief Pits/Startline, Chief Paddock and Chief Assembly.

Unless otherwise agreed, the Clerk of the Course Operations will assume the authority of the Clerk of the Course if for any reason this official is absent from race control.

The Clerk of the Course Operations is responsible for starting every race and for ensuring that the necessary Parc Fermé requirements are in place throughout the meeting.

Chief Observer

The BARC looks to its Chief Observer to maintain and improve, at all times, the standards of its observers within the club's laid down framework, the BARC also looks for them:

to provide the highest professional standards at all BARC events

to be able to lead others and take command at all times

to be conversant with all duties of those officials on post and to be able to co-ordinate successfully all those functions when circumstances demand

to be conversant with all the BARC policies and procedures relating to marshalling

to fully understand the role and responsibilities of the BARC observer as recognised and endorsed by the club.

Main responsibilities

- Check that all Observers posts are adequately manned.
- Carry out the Observers briefing. This must include any specific instructions applicable to the meeting given by the Clerk of the Course. Remember to synchronise Observers watches with race control time.
- Check that all Rescue Units, Ambulances, Fire, Medical and Recovery Vehicles are in place before the Stewards inspection.
- Inspect the circuit, with the Stewards, 15 minutes before competition begins.
- When satisfied that everything is in place and that all safety requirements have been met, declare the circuit clear for practice/racing to begin.

At the end of every practice session or race:-

- 1 Collect all observers reports and check that they are completed correctly.
2. Supervise all vehicle recoveries and circuit repairs.
3. Ensure that all oil spillages are treated correctly and safely.
4. Ensure that all recovery vehicles clear the circuit quickly and safely.
5. When safe to do so, declare the circuit clear for the next event to begin.

Be aware of the procedures to be followed in the case of a fatality or a major incident involving spectators as well as racing personnel.

- Give to the Clerk of the Course all written reports relating to disciplinary issues or incidents.
- File all Observers reports in event order.
- During events, monitor all observers incoming telephone calls and address when necessary.
- Inform the Clerk of the Course of any requests received for red flag, yellow/black quartered flag, or safety car intervention when applicable.
- In the case of a red flag attend the incident.
- During events pass to posts any specific instructions received from the Clerk of the Course.
- At the end of the days events, carry out the observers de-brief if scheduled.
- The Chief Observer can devolve part of these responsibilities to his assistant if one is provided.

Chief Incident

Not only in the BARC, but in every branch of motor sport, the chief incident officer plays a major role at every race meeting.

As the name implies, the duty co-ordinates all operations associated with any incident, which might be needed to keep the meeting running safely, to programme and on time. This can vary from a very serious major incident, to the routine recovery of a vehicle which has simply stopped during a practice session.

The chief incident officer must at all times be in communication with all rescue units, ambulances, fire, medical and recovery vehicles, as well as the clerk of the course and chief observer.

The duty is always located within race control and must at all times keep the clerk of the course updated on any incident which has occurred and what action is being taken. This is of major importance when any personal injuries are involved, or suspected, but this procedure must still be followed even when the incident appears to be of a minor nature.

Main responsibilities

Remain in race control at all times.

Ensure that all Rescue units, Ambulances, Fire, Medical and Recovery Vehicles

are in place prior to the commencement of every event.

Operate the race control base radio unit.

Instruct Rescue Units, Fire and Ambulances to attend an incident as and when required.

Co-ordinate all activities in the case of a major incident.

Co-ordinate all recovery activities.

Co-ordinate all circuit repairs and monitor all vehicle movements within the circuit.

Maintain a movements log of all rescue and service vehicles and record all messages received and given.

The Chief Incident Duty must be manned at all times, ensuring that both public and racing areas are covered.

Race Telephones

This duty provides the vital link between the Post Chief and Race Control. It invariably has links to other major functions at a meeting, (e.g. Scrutineers, Timekeepers, Secretary of the Meeting, Stewards, Paddock, Medical Centre, Commentators and Press.) The duty must be manned at all times during the days events and requires a cool head, a courteous manner and the ability to remain calm under tense and stressful conditions.

Main responsibilities

- Man the telephone switchboard in race control.
- Check that all essential telephone lines are working.
- Advise the Chief Observer of any faults. Advise the Chief Observer immediately of any deficiencies or faulty equipment reported from marshals posts.
- Keep a written log of all telephone calls received from observers.
- Notify the appropriate person at once of any telephone message received requiring immediate attention.
- Keep the Chief Incident Officer updated as to the number and location of all vehicles needing assistance at the end of the session, plus the type of lift required.
- Keep the Chief Observer informed of all messages received relating to flag infringements.
- Ensure that each call received is given a race control timing.

Enter in the race control log:-

1. Green flag, race start and chequered flag timings for all events.
 2. Any red flag timings.
- Ensure that a copy of the log for every race is passed to the Secretary of the Meeting.
 - Ensure that a copy of the log is always retained in race control.
 - Keep the Commentator informed of any delays and alterations to the programme, where possible.

Secretary of the Meeting

Although not located in race control, an essential part of the team is the Secretary of the Meeting, part of whose duties on the day include:-

Signing on of all competitors.

Checking all competitors documentation (e.g. licences and medical certificates.)

Notifying the Clerk of the Course of any irregularities.

Maintaining the official notice board and producing all bulletins, times and results.

Collate all Official Meeting paperwork for Club/Meeting archives and copy to MSA Steward.

The Secretary of the Meeting is authorised to receive official protests from competitors and entrants and the duty also submits to the Clerk of the Course those Competitors licences requiring a signature.

The Secretary of the Meeting, whilst not a marshal, has a major role to play in every race meeting and the full responsibilities of the duty are listed in the MSA Competitors Yearbook blue book.