



CROFT – 20th/21st MAY 2023
Croft Circuit (2.1miles)
Final Instructions: Meeting NW02– V3



ISSUED BY: Michelle Harland

VERSION	AMENDMENTS
Version 1	First Issue
Version 2	Addition of link for Z cars/Production GTi Electronic Sign-on
Version 3	Amendment to paddock plan – change of position of Z-Cars/Production GTi to Paddock A2

These Final Instructions must be read in conjunction with the [BARC Standing Regulations \(Feb22 v1\)](#), Current [BARC H&S Guidance \(Feb 23\)](#) which are available on the BARC website in the “Documents” section and using the links above, and the 2023 BARC SAFETY BULLETIN on Page 7 of these Instructions.

In the event that any race has to be stopped then the Clerk of the Course reserves the right to send the race back to the paddock and only undertake a further restart at the end of the day if time permits.

1 COMPETITOR INFORMATION

All competitors are required to uphold the standards of the Motorsport UK Race with Respect code
Please see the full code of conduct via this link [Race with Respect - Motorsport UK](#)

1.1 CHAMPIONSHIPS/SERIES RACING:

Avon Tyres Caterham Seven Championship UK
Motul Caterham Seven 310R Championship
Mission Motorsport Caterham Seven 270R Championship
Vertex Caterham Roadsport Championship
Adrian Flux Insurance Caterham Academy
Scottish Mini Cooper Cup
Z Cars/Production GTi Championships

1.2 PADDOCK ACCESS & ALLOCATION:

Paddock Allocation is: -

Paddock A1 & Garages - Avon Tyres Caterham Seven Championship UK

Paddock A2 - Scottish Mini Cooper Cup & Z Cars/Production GTi Championships

Paddock C (Runway) – Caterham Academy (both groups), Roadsport, 270R, 310R

Please see the paddock plans in section 5. It is important that teams only park in their designated area. Any competitor/team that parks in an area that is not assigned for them and refuses to move when asked by an official will be reported to the Clerk of the Course for penalty up to disqualification.

The garages have been allocated to Avon Tyres Caterham Seven Championship UK

Paul Abbott is helping with the paddock management; he can be contacted via the details provided in Section 2.4. He will be onsite from Thursday afternoon until Sunday Morning.

If a pre-race test day is scheduled prior to the race meeting, competitors will be allowed to access the venue after 1.00pm and up to 10.30pm on the day before. Under no circumstances, unless given special permission by the Circuit Manager, must they arrive before 1.00pm.

Teams that are not testing will be allowed access to the circuit after 6.00pm and until 10.30pm on Friday. Competitors arriving before this time will be held in a car park (near the main entrance).

If testing on Friday and racing on Saturday, please park in the location that is allocated to your Championship – if you have hired a garage for testing this can be used.

The paddock area should be vacated as soon as possible after the meeting on Sunday and no later than 9pm.

Motorhomes and RV's can park in the area opposite the main building on the other side of main road.

When travelling to the venue Competitors, marshals and officials should think of the environmental footprint and in particular their carbon footprint. Vehicles should not be left idling and vehicles with lower emissions should be the preference.





CROFT – 20th/21st MAY 2023
Croft Circuit (2.1miles)
Final Instructions: Meeting NW02– V3



ISSUED BY: Michelle Harland

1.3 PASSES:

Passes will be emailed to you under separate cover. When scanned at the circuit gate you will receive a wristband for weekend access to the circuit. The ticket system also sends a QR code for a Vehicle pass which will be issued at the gate.

2023 BARC Vehicle Passes (Green) will be required for this meeting, please ensure your pass is stuck in your support vehicle's windscreen. Without this pass, your support vehicle will not be given access to the paddock.

Z Cars & Production GTi Championships will use their permanent MSVR issued personnel and car passes

1.4 SIGNING-ON:

Caterham Competitors will not sign-on at the meeting having previously completed signing on electronically using the BARC Alpha system.

Scottish Mini Challenge competitors will not sign-on at the meeting having previously completed signing on electronically via the SMRC online entry system.

Z Cars /Production GTi Competitors will not sign-on at the meeting having previously completed signing on electronically using www.barc.net/croftsignon

Licence upgrade cards. Drivers are reminded that upgrade cards must be valid bearing a recent photograph and be signed by the driver. Drivers who wish to have their upgrade card signed should bring them to race admin on the morning of the event. They can then be collected 30 minutes after the respective race has concluded.

1.5 ENGINE/NOISE POLLUTION:

Engines must not be run before 09:15 or after 18:00 on Saturday and before 11.45 and after 18.00 on Sunday.

The noise limit at this event is 105dB (static).

Noise checks will take place in the assembly area for all championships.

1.6 SCRUTINEERING & ELIGIBILITY:

All vehicles and driver equipment will be examined at the times indicated in the table below. These are also included in the timetable in Section 4.

Video equipment may be fitted to a vehicle if it is not used for commercial purposes. All video equipment must be fitted to the vehicle prior to inspection at scrutineering. Failure to do so may mean that the camera will be removed.

The fitting of video cameras to helmets is strictly forbidden. The only exception is for FIA approved helmets with cameras specifically mounted in them. The technical scrutineers shall have the sole authority to accept or reject a helmet.

Competitors, please note that as per Q11.3.1, mobile phone or tablet devices are prohibited from being carried in the competing vehicle whilst on circuit. Anyone observed acting contrary to this rule may be subject to judicial action by the Clerk of the Course.

Scrutineering will be available from 2pm until 5pm on Friday Afternoon, and at the times indicated below:

Scrutineering Times:

Grid	Day	Time	Venue
All Championships	Friday	14:00 – 17:00	In situ
Caterham Academy (White)	Saturday	07:30	Scrutineering Bay
Caterham Seven 310R Championship	Saturday	08:00	Scrutineering Bay
Caterham Seven Academy (Green)	Saturday	08:30	Scrutineering Bay
Caterham 270R Championship	Saturday	09:00	Scrutineering Bay
Caterham Seven Championship UK	Saturday	09:15	Scrutineering Bay
Scottish Mini Cooper	Saturday	10:00	Scrutineering Bay
Z Cars / Production GTi	Saturday	11:30	Scrutineering Bay
Caterham RoadSport Championship	Saturday	12:00	Scrutineering Bay



1.7 **BRIEFINGS:**

New Driver Briefings

New Drivers Briefings will form part of the Championship Briefings detailed in the table below.
 A Clerk will be available from 08:00 at Race Admin should any driver have any queries.

Even if you have a “face to face” briefing scheduled, there may be briefing notes prepared for your perusal.
 Please check the [BARC Online Noticeboard](#) for all and any updated briefing notes.

Championship Briefings:

Grid	Day	Time	Venue
Caterham Academy – Both Groups	Saturday	8:00	Caterham Hospitality Unit
Caterham Seven 270R Championship	Saturday	8.20	Caterham Hospitality Unit
Caterham Seven 310R Championship	Saturday	8.20	Caterham Hospitality Unit
Caterham Seven Championship UK	Saturday	8.40	Caterham Hospitality Unit
Caterham RoadSport Championship	Saturday	8:40	Caterham Hospitality Unit
Scottish Mini Cooper Cup	Saturday	10:45	Halifax Room
Z Cars/Production GTi Championship	Saturday	10:00	Halifax Room

1.8 **CIRCUIT ACCESS/PRACTICE AND QUALIFYING PROCEDURE**

All Championships: All vehicles will need to go to the assembly area for noise testing to take place
 For practice and qualifying competitors will be released onto the circuit at the start of their session.

At the end of qualifying and races, vehicles will take the flag, complete a slowing down lap, and enter Parc Fermé via the pit lane.

Avon Tyres Caterham Seven Championship UK will qualify in their session and the top **FIVE** cars will be selected for SuperPole. They will be held in the pit lane ready for release onto the circuit during their SuperPole session.

All Caterham Championships: Only 2 personnel per car are allowed to work on cars in the assembly area and pit lane.

1.9 **MAXIMUM STARTERS:**

In events without a class structure the fastest:

- 28 Racing & Sports Racing Cars over 2000cc
- 32 Racing & Sports Racing Cars up to 2000cc
- 40 Other Classes

In events with classes reserves may be nominated in accordance with H30.1.1 of the Motorsport UK Yearbook

1.10 **START PROCEDURE:**

All classes must undertake the green flag lap at an appropriate speed without overtaking or excessive weaving (weaving from one side of the track to the other is not permitted). The Organisers reserve the right to commence the race clock 3 minutes after the start of the green flag lap.

All Races will be standing starts.

All races will assemble in the assembly area and leave to the grid behind the safety car via the gap, form up on the grid and undertake their green flag lap. At the end of the green flag lap, they will form up on the grid and then take the start. Competitors are reminded of the provisions of GR Q 12.9.12 iii.

All start procedures will be in accordance with the championship/series regulations.

Z Cars / Production GTi Championship: will be in Two Grids separated by a minimum of two start rows.

Production GTi Championship will be at the front of the grid in qualifying, or the result of previous race order.
 The rear grid will be Z Cars Championship in qualifying or the result of previous race order.





CROFT – 20th/21st MAY 2023
Croft Circuit (2.1miles)
Final Instructions: Meeting NW02– V3



ISSUED BY: Michelle Harland

The Production GTi's will start on the lights with the Z Cars starting on the Union Flag 20 seconds after the lights go out (Q. 12.12.3).

Where races are for a set time duration, the chequered flag will be shown to the race leader the first time they pass the Finish Line after the time has elapsed.

It is the competitor's responsibility to ensure that they are ready in good time. Under ideal conditions, the racing programme may be brought forward. Grids will be formed as per championship /series regulations and the terms of the circuit licence.

1.11 RESULTS & NOTICE BOARD:

All time sheets, grids and results are deemed to be provisional until the conclusion of all judicial actions.

Results will be available on the official notice board online at:

https://www.barc.net/online_noticeboard/2023-croft-may-20-21/

And on the TSL website: <https://www.tsl-timing.com/event/232027>

1.12 PODIUM/PRESENTATIONS:

The First Three finishers in the, Scottish Mini Cooper Cup and Z Cars/Production GTi races will be stopped in Pit Lane for to undertake interviews by the circuit commentator and for the Live Stream. Officials will direct cars as necessary.

Caterham, all races, will have their interviews and presentations in parc ferme

Scottish Mini Cooper Cup will have their presentation in pit lane.

Z Cars/ Production GTi will have their presentation in their paddock area after the races.

1.13 CIRCUIT & MEETING NOTES:

BARC will not be liable for any damage caused to vehicles being recovered from the track.

No fuel is available for sale at the circuit.

Any person who is injured or feels significantly unwell should seek help from the circuit medical services. At the current time everyone should use their best judgement to decide if an injury can be dealt with without a visit to the medical centre.

Please be aware that several thefts have been reported in race paddocks over the last few months. Make sure that vehicles are securely locked and that all reasonable steps are taken to protect property.

1.14 LIGHT PANELS AND FLAG SIGNALS

At this event, marshal flag signals will be used only. There are no light signal panels in use at this venue.

For reasons of safety, drivers must comply with the requirements of the signal with the highest level of safety.

In order of precedence: Red Flag, Safety Car, Double Yellow Flag, Single Yellow Flag, Green Flag.

1.15 TRACK LIMITS

The attention of Competitors is drawn to the current Motorsport UK regulations regarding track limits. Track limits will be monitored at: -

Turn 2 Post 3: Hawthorns

Turn 9 Post 11: Jim Clarke Esses

A driver will be judged to have left the track if any wheel of the vehicle goes completely beyond either the outer edge of any kerb or the white line where there is no kerb.

Unless championship regulations state otherwise, the following penalties will be applied:

In qualifying sessions: The lap time on which the breach occurred will be disallowed for the purposes of establishing grid order for the relevant race but will still count towards the minimum number of laps required to qualify for the relevant race.





CROFT – 20th/21st MAY 2023
Croft Circuit (2.1miles)
Final Instructions: Meeting NW02– V3



ISSUED BY: Michelle Harland

In race sessions: A first breach will be noted. A second breach may, if possible, result in the driver being shown the Black & White flag. A third breach will result in the driver receiving a 5-second time penalty. Further breaches will result in additional penalties.

1.16 TIMING OF DECISIONS

If the Clerk of the Course holds a formal inquiry into an incident and subsequently issues a formal decision to a competitor, a verbal decision will be issued followed by a document sent to the competitor by email. The timing of the decision will be when it is given verbally, and this will be the time recorded on the decision. This will also be the time that the appeal period, where applicable, begins.



2 OFFICIALS/MARSHALS INFORMATION

2.1 OFFICIALS:

Motorsport UK Steward:	Derek Lee
Event Stewards:	Tony Curran, John Leck
Senior Clerk of the Course:	Ray Sumner
Clerks of the Course:	Tom Bee (ops)
	Steve Hill, Richard Ormson, Andrew Outterside (Caterhams)
	Steve Burns (Scottish Mini's)
	Mark Mitchell (Z Cars/Production GTi)
Secretary of Meeting/Event Manager:	Michelle Harland / Cally Gent (Deputy)
Chief Marshal:	Bill Sudlow
Chief Observer:	Dave Busby
Radios:	David Hay / Kate Hinchliffe
Race Log:	Gillian Sumner
Chief Scrutineer:	John Harland
Chief Medical Officer:	Dr Sarah Robertshaw
Chief Pits:	Craig Hope
Chief Startline Marshal:	Kerry Hope
Chief Paddock:	Zena Walker
Chief Assembly:	Jim Little
Chief Timekeeper:	Stewart Burr, TSL Timing Ltd
Commentator:	Andy Fraser
Event Officials:	Members of the BARC & other MSUK recognised clubs
Ambulance Services:	Croft Circuit
Rescue Unit:	DDMC, SMMC
Breakdown Vehicles:	Croft Circuit
Safety Car Driver / Observer:	Elliott Danaher / Sean Clarke

2.2 OFFICIALS/MARSHALS SIGN ON:

Admittance to the circuit for marshals & officials is by production of MSUK licence or Croft Marshal's pass at the gate.

Officials will not sign-on at the meeting having previously completed signing on electronically using the [BARC Rev-Up system](#)

However, all marshals must confirm their attendance and receive their post allocation at the marshal's cabin in the assembly area.

Personnel	Saturday	Sunday
Scrutineers	07:15	10.30
All other officials	07:30	10.00
Post-Chiefs Briefing	08:45	11.15
On Post	09:10	11.45
Clerks Inspection	09:15	11.50
First Activity	09:30	12.00

The Post-Chiefs briefing will be held in the assembly area at the time above and will be issued by email in advance of the meeting.

Reports from Post chiefs are to be submitted either manually or by email.



CROFT – 20th/21st MAY 2023
Croft Circuit (2.1miles)
Final Instructions: Meeting NW02– V3



ISSUED BY: Michelle Harland

Please remember you should not use mobile phones or cameras while on duty unless it is necessary to send a report to Race Control.

2.3 MARSHALS MATTERS:

The Post-Chiefs briefing will take place at the time shown above.

Please remember that marshals should not use mobile phones or cameras while on duty unless it is necessary to send a report to Race Control.

Any marshal unable to attend, is requested to contact the Chief Marshal and the BARC office (See Section 2.4 below).

Please be aware that several thefts have been reported in race paddocks over the last few months. Make sure that vehicles are securely locked and that all reasonable steps are taken to protect property.

2.4 BARC CONTACTS:

Chief Marshal:	Bill Sudlow	E: chiefmarshal@croftmarshals.co.uk	T: 07810 698669
Paddock Manager:	Paul Abbott	E: N/A	T: 07919 427 458
Volunteers Manager:	Josh Bennett	E: josh.bennett@barc.net	T: 01264 882 210

Whilst at the meeting, please use the following email addresses to contact either the Senior Clerk, the Secretary or a Safeguarding Officer.

Secretary of the Meeting:	Michelle Harland	E: mharland.barc@gmail.com	T: 07710 538325
Senior Clerk of the Course:	Raymond Sumner	E: rsumner.barc@gmail.com	T: 07816 839710
Safeguarding Officers:	Vickie MacClinton	E: vmacclinton.barc@gmail.com	
	Josh Bennett	E: josh.bennett@barc.net	



3 GENERAL INFORMATION:

This meeting is organised by the BARC NW governed by the General Regulations of the Motorsport UK incorporating the provisions of the FIA International Sporting Code, additional Supplementary regulations, and any written instructions that the organisers issue for the meeting.

This meeting will be held under the following Motorsport UK permit numbers:

Interclub:	National:
130069	130110

3.1 LIVE SNATCH:

There is “live snatch” at this event available at the first corner ‘Clervaux’ only.

3.2 RED FLAGS:

Any category which generates a “red flag” may be placed towards the end of the schedule subject to time being available.

3.3 JUDICIAL PROCEDURES:

The judicial procedures for this meeting remain unaltered except that paperwork will be dealt with electronically.

Any protest or appeal needs to be lodged with the Secretary of the Meeting in the administration office or the Clerk of the Course. Judicial hearings will be conducted in the usual way.

Once a decision has been made it will be announced verbally and passed by email to those concerned. The time limits for any protest or appeal remain unaltered.

3.4 RACE-DAY INFORMATION:

The organisers will try to run the programme as published however they reserve the right to bring forward, delay or abandon sessions to suit the conditions.

A digital Race Day Programme will be available on the BARC event page: <https://www.barc.net/event/barc-race-meeting-croft/>

3.5 OFFICIAL NOTICE BOARD:

The official notice board is online at: https://www.barc.net/online_noticeboard/2023-croft-may-20-21/

Results will be available on the TSL website: <https://www.tsl-timing.com/event/232027>

3.6 SOCIAL MEDIA

Both officials and competitors are reminded that they should not make comments on social media sites which may in any way be deemed derogatory, defamatory, obscene or libellous. You should remember that comments made are in a public arena and can be seen by more than your intended audience. Please read the [BARC Social Media Guidelines](#).

3.7 SAFEGUARDING:

A number of officials within the club are appointed as safeguarding officers and are available to deal with problems which may arise or are brought to their attention. Issues can be raised by contacting the senior clerk of the course at an event or contacting a safeguarding officer whose details can be found within the [BARC Safeguarding Guidelines](#).

3.8 LIVE STREAM:

This event will be live streamed on the [BARC YouTube channel](#). Please be aware that advertising restrictions Included in Motorsport UK Yearbook H.27 will be imposed.

3.9 GENERAL HEALTH & SAFETY:

Championship Co-ordinators and representatives are asked to visually check garages and working spaces for the following:

- 1) Fuel is stored in suitable containers with lids away from sources of ignition;
- 2) Each competition car has one suitable fire extinguisher stored in a usable location (i.e., not in race transporter) and is both tested and in-date;
- 3) Floor/ground is kept clean & tidy;
- 4) Waste is disposed of in identified bins & containers provided by the circuit. Waste must not be mixed or waste left around the site. In the event that the BARC is charged for such issues then the charge will be passed on to the championship concerned if the individual cannot be identified;
- 5) Old tyres must be taken away by teams/competitors unless the championship has arrangements with the tyre company (there will be a waste disposal charge levied to the championship for any items which are controlled/hazardous that BARC and/or Circuit have to dispose of);
- 6) No trailing electrical cables that can cause electric shock or tripping hazard;
- 7) Waste/grey water from motorhomes must be disposed of in line with circuit requirements;
- 8) Work at height without harnesses and fall restraints is not permitted.
- 9) The use of BBQs in the Pit Garages is strictly forbidden.

3.10 WASTE RECYCLING

Croft have started a new scheme to recycle rubbish. Recycling Skips/Bins will be placed alongside the General Waste skips and around the site and it would be appreciated if everyone attending the event could try to recycle their waste into the container(s) in accordance with the signage.

3.11 SPECTATORS AND CHILDREN

Competitor tickets and public tickets (purchased via Croft) will grant access to the paddock – accompanied children will be admitted.

3.12 NON-COMPETITION VEHICLE SAFETY

Entrants, Teams, and Competitors must ensure that all vehicles are used in accordance with manufacturer's instructions and under no circumstances should anyone be allowed to ride or hang on to buggies, tyre trolleys, roll bars, side pods and the like.

3.12.1 A maximum 20 mph speed limit will be in force in all public areas except in the paddocks where it is 5 mph.

3.12.2 The use of pedal cycles and the like are strongly discouraged, particularly when ridden by children. All children should be always under the supervision of a responsible adult to try to ensure their safety.

3.12.3. E-Scooters, Scooters & E bikes

There is a total ban on the use of E-Scooters, Scooters and E-bikes on all areas within the Circuit.

More information can be found via this link to the Current [BARC H&S Guidance \(Feb 23\)](#).

3.12.3 The Re-charging of Electric Vehicles

Unless a prior agreement has been made with the Circuit Manager, it is strictly forbidden to recharge an Electric Vehicle – be it a competition vehicle or private vehicle, using the Circuit's Electricity. Any person found to be in breach of this regulation will be asked to leave the circuit. Security will be monitoring this at all times.



**SAFETY
FIRST**

2023 SAFETY BULLETIN

This safety bulletin supports the BARC 2023 Health and Safety Guidance,
 Supplementary Regulations and Final Instructions

1. VEHICLES, SCOOTERS, BUGGIES & QUADS

- The use of quad bikes and buggies must be covered by 3rd party insurance when driven within the confines of the venue.
- No mini-bikes, scooters or 2-wheeled transport allowed.
- Observe venue speed limit at all times.
- Absolutely NO electric stand-on scooters.



2. SAFE BUGGY & QUAD USE

- Only drive if you hold a valid licence
- Do not leave keys in ignition
- Observe maximum speed limits at all times
- Observe one-way systems at all times
- No carrying of unsecured loads
- No riding on equipment trolleys
- All passengers must be seated



3. WORKING AT HEIGHT – ESPECIALLY ON TRAILOR UNITS

NEVER STAND ON A ROOF WITHOUT PROTECTION FROM FALLING

- Put up secure side barriers
- Use clipped on full safety harness
- Use a secured ladder / steps
- All ladders must be “footed”
- Only use ladders and steps to EN 131
- Ensure equipment is not damaged



4. SPECTATING

- Do not spectate from tail lifts / trailer roofs
- Only spectate from truck roofs if appropriate safe access and barriers are in place.
- Do not climb on / spectate from venue infrastructure e.g. waste bins, fencing or generators



5. HOT WORKS AND FUEL

- Keep fuel storage to a minimum and in a safe location
- Keep extinguisher suitable for fuel fire close by
- Comply with all refuelling regulations
- Refuel when engine is turned off and cooled
- Keep fuel away from ignition sources




6. CABLES AND TAIL-LIFTS


- Securely cover hoses and cables.
- Tail lifts should not be left unattended at halfway point.
- Consider using “Tensabarriers” to avoid pedestrians walking under lifts
- Use harnesses or guardrails where possible or appropriate



Your co-operation is appreciated

4 TIMETABLE:





5 Paddock Plans:

