



ISSUED BY: David Wheadon

VERSION	AMENDMENTS
Version 1	

These Final Instructions must be read in conjunction with the <u>BARC Standing Regulations (v1 March 2024)</u> & current <u>BARC H&S Guidance (v1.1 March 2024)</u> which are available on the BARC website in the "Documents" section and using the links above, and the 2024 BARC SAFETY BULLETIN on Page 10 of these Instructions.

If any race must be stopped, the Clerk of the Course reserves the right to send the cars 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:

- Classic Touring Car Championship
- Coupe Cup Series
- 2CV Racing Championship
- Mini Se7en Challenge

- Junior Saloon Car Championship
- MG Owners Club Championship
- Mini Miglia Challenge
- British Superkart Racing Club

1.2 PADDOCK ACCESS & ALLOCATION:

Please see the paddock plan in <u>Section 5</u>. 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.

It is forbidden for personnel to climb on the pit wall and/or debris fences at any time. Any action by a competitor or team breaching this ban will be reported to the Clerk of the Course.

Paul Abbot is helping with the paddock management; he can be contacted on 07919 427 458. He will be onsite from Friday afternoon until Sunday Afternoon.

For teams testing on Friday, paddock access will be from 20:30hrs on Thursday. For the avoidance of doubt, testing is not a BARC activity and access to the paddock is controlled exclusively by MSV/Cadwell Park up to 19:00 on Friday. Click Here to book testing via MSV.

Teams that are not testing will be allowed access to the circuit from 19:00hrs on Friday. Competitors arriving before this time will be held on the tarmac area by the main entrance. This is a small space to try and plan to arrive at or as close to 19:00hrs on Friday evening as you can if you are not testing.

Coupe Cup Competitors need to vacate the paddock by 19:00hrs on Saturday to allow the MGOC competitors to occupy the paddock space. The paddock area should be vacated as soon as possible after the meeting on Sunday, no later than 20:00hrs.

Competitors should note that the use of electric scooters is prohibited in all areas of the venue. Anyone found using these may be removed from the venue.

Competitors should be aware the Paddock is a working environment, and as such the playing of ball games is prohibited. Competitors should also be aware of their responsibilities to members of their team / family who are under the age of 16.

When travelling competitors, marshals and officials should think of the environmental footprint, and particularly their carbon footprint. Vehicles should not be left idling and those with lower emissions should be the preference.

1.3 PASSES:

Passes will be sent to you via email.

2024 BARC Vehicle Passes (Purple) 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.

1.4 SIGNING-ON:

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















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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. **Upgrade cards must be valid bearing a recent photograph and be signed by the driver.**

1.5 ENGINE/NOISE POLLUTION:

Engines must not be run before 08:30hrs & after 18:30hrs on either day. The noise limit at this event is 105dB (static). Noise checks will take place for all categories as follows:

All Championships – Assembly Area (Prior to Qualifying) – 105db

1.6 SCRUTINEERING & ELIGIBILITY:

In accordance with Motorsport UK Yearbook Regulation Q.11.2 not all cars will be scrutineered at this event.

Coupe Cup & 2CV: All vehicles and racewear will be examined at the times indicated in the table below. These are also included in the timetable in Section 4.

All other classes: Only cars that did not compete at Donington Park or Brands Hatch in March 2024 will be need to be scrutineered in full.

Any driver with new racewear must present this to be scrutineered.

Any car that required remedial work at its last event must present the car to scrutineering.

Please present your vehicle/equipment to the scrutineering bay at the time prescribed below if you are required to be scrutineered for any of the reasons above.

Video equipment may be fitted to a vehicle provided it is not intended to be used for commercial purposes. Any video equipment intended to be used whilst a vehicle is on track, must be fitted to that vehicle at the time that the vehicle is presented for scrutineering. Failure to do so may mean that the camera is 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 Chief 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 Times:

Grid	Day	Time	Venue
Friday Scrutineering – All Championships		13:00hrs – 17:00hrs	Scrutineering Bay
CTCRC – Classic Thunder – New Entries/Drivers Kit Only	Saturday	07:00hrs	Scrutineering Bay
Coupe Cup Series – All Entries/Drivers Kit	Saturday	07:30hrs	Scrutineering Bay
CTCRC – Pre 93 / Pre 03 / BOSS – New Entries/Drivers Kit Only	Saturday	08:00hrs	Scrutineering Bay
Mini Miglia Challenge – New Entries/Drivers Kit Only	Saturday	08:15hrs	Scrutineering Bay
CTCRC – Pre 83 – New Entries/Drivers Kit Only	Saturday	08:45hrs	Scrutineering Bay
Junior Saloon Car Championship – New Entries/Drivers Kit Only	Saturday	09:00hrs	Scrutineering Bay
CTCRC – Pre 66 – New Entries/Drivers Kit Only	Saturday	09:30hrs	Scrutineering Bay
Mini Se7en Challenge – New Entries/Drivers Kit Only	Saturday	12:00hrs	Scrutineering Bay
2CV Racing Championship – All Entries/Drivers Kit	Saturday	11:30hrs	Scrutineering Bay
MGOC Championship – New Entries/Drivers Kit Only	Sunday	07:00hrs	Scrutineering Bay

1.7 BRIEFINGS:

New Driver Briefings:

New Drivers Briefings will form part of the Championship Briefings detailed in the table below.

CTCRC Novices & any Drivers new to CTCRC for 2024:

The Clerk will be holding a briefing at 08:15hrs by the Scrutineering Bay on Saturday for any CTCRC drivers who are novices (carry a novice cross on your vehicle) or have not raced the with CTCRC in previous season.















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Championship Briefings:

Grid	Day	Time	Venue
CTCRC – Classic Thunder	See BA	ARC Online No	ticeboard for Briefing Notes
Coupe Cup Series	Saturday	08:30hrs	Scrutineering Bay
CTCRC – Pre 93 / Pre 03 / BOSS	See BARC Online Noticeboard for Briefing Notes		
Mini Miglia Challenge	Saturday	08:30hrs	Mini7 Club Stand
CTCRC – Pre 83	See <u>B</u>	ARC Online No	ticeboard for Briefing Notes
Junior Saloon Car Championship	Saturday	08:45hrs	JSCC Race Centre
CTCRC – Pre 66	See BA	ARC Online No	ticeboard for Briefing Notes
Mini Se7en Challenge	Saturday	09:00hrs	Mini7 Club Stand
2CV Racing Championship	See BA	ARC Online No	ticeboard for Briefing Notes
MGOC Championship	Sunday	08:00hrs	Scrutineering Bay

CTCRC Novices & any Drivers new to CTCRC for 2024 – The Clerk will be holding a briefing at 08:15hrs by the Scrutineering Bay on Saturday for any CTCRC drivers who are novices or have not raced the with CTCRC in previous season.

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.

A Clerk will be available from 08:00hrs at Race Admin should any driver have any specific queries.

1.8 CIRCUIT ACCESS/PRACTICE AND QUALIFYING PROCEDURE

Mini Miglia & Mini Se7en:

All vehicles will need to go to the assembly area marked on the paddock plan (section 5) via the access lane. For practice and qualifying competitors will be released onto the circuit where they will drive around to the pit lane. Car will then be released from the Pit Lane at the start of their session.

All other Championships:

All vehicles will need to go to the assembly area marked on the paddock plan (section 5) via the access lane. For practice and qualifying competitors will be released onto the circuit at the start of their session.

At the end of all practice, qualifying and races, vehicles will take the flag, complete a slowing down lap, enter the paddock via the exit by "Mountain Corner" and make their way to the Parc Fermé area (prior to Scrutineering area).

1.9 MAXIMUM STARTERS:

The maximum starters for each Championship will be:

34 All Classes

1.10 START PROCEDURE:

The following Championships/classes will have a Rolling Start:

CTCRC – Classic Thunder

The following Championships/classes will have a **Standing Start**:

- CTCRC Pre 93 / Pre 03 / BOSS
- CTCRC Pre 83
- CTCRC Pre 66
- Junior Saloon Car Championship
- Coupe Cup Series
- MGOC Championship
- 2CV Racing Championship
- Mini Miglia Championship
- Mini Se7en Championship

Please read the Driver Briefing notes for full details.

Rolling Start (Countdown from Grid):

Cars will go from the assembly area, be released onto the circuit behind the Safety Car to the grid and will be line up in starting grid order. Countdowns will be from the grid. Cars will then be led by the Safety Car to complete a full rolling lap on which they get into 2 x 2 formation ready for the start when the red lights are extinguished.















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Standing Start (Countdown from Grid):

Cars will assemble in the assembly area marked on the paddock plan (section 5). Cars will leave the assembly area to the grid and will be line up in starting grid order. Countdowns will be from the grid. Once all vehicles are lined up on the gird, they will be shown the green flag and can then commence on the green flag lap. Vehicles will then complete the green flag lap, form up on the grid, and then undertake their standing start.

NB: Mini Se7en will have a 10 second delayed start for the Se7en S cars only.

NB: For any Red Flag stoppages in Qualifying & Race sessions, please pull up on the left-hand side of the circuit in a single file line just before the pit entry/post 22. Be ready to be instructed by the marshals to the grid or return to Parc Fermé. Please <u>DO NOT</u> go into the pit lane.

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 TSL website: Click here for Results & Live Timing

The official notice board is online at: Click here for Noticeboard

1.12 PODIUM/PRESENTATIONS:

Top 3 finishers in each race, park your vehicle in front of the corresponding position boards if you have finished on the podium to be interviewed by the circuit commentators. Officials will direct cars as necessary.

1.13 CIRCUIT & MEETING NOTES:

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

The nearest fuel stations available to the venue are as follows:

- Esso Louth 65 Newmarket, Louth. LN11 9EG (5.7 miles)
- Shell Louth Bolingbroke Rd, Fairfield Industrial Estate, Louth. LN11 0WA (6.9 miles)

1.14 LIGHT PANELS AND FLAG SIGNALS

At venues where light panels are operational, these light signals will take priority and may be supplemented with flags. For reasons of safety, in case of conflicting signals between the flags displayed by marshals and the light panels, 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.

Please see the information sheet in <u>Section 5</u> of these final instructions for a diagram of the different light panels that will be used.

Please Click Here to see the official changes to Q12.24 by Motorsport UK.

1.15 TRACK LIMITS

The attention of Competitors is drawn to the current Motorsport UK regulations regarding track limits which came into effect on June 1st 2023. Track limits will be monitored around the circuit. A driver will be judged to have left the track if any part of the contact patch of any tyre 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. Note of times that have been disallowed will made on the results sheet for that session.

In race sessions: A first breach will be noted. A second breach will result in the driver being shown the Black & White flag. A third breach will result in the driver receiving a 5-second time penalty. A fourth breach will result in a further 10-second penalty being added to your race time. A fifth breach will result in a 'Drive Through Penalty' Q 12.26 (h) in addition to the preceding time penalties. A sixth further breaches will result in a Black Flag.

Should the number of breaches or the timing of the receipt of the Judge of Fact reports in race control, prevent the above procedure from being implemented, the Clerk of the Course or the Stewards (where they are the designated authority to impose such a penalty), may, at their discretion and after the race, invoke article Q.12.21.4 of the Motorsport UK Regulations and impose a post-race penalty.















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1.16 TIMING OF DECISIONS

If the Clerk of the Course or Stewards hold 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.

1.17 TRANSPONDER HIRE

If you need to hire a transponder for this meeting, you must do so by the Wednesday prior to the event. This can be done by visiting the TSL-Timing shop:

Click Here for TSL Transponder Hire Shop

Do not leave it until the race weekend as the timekeepers may not be able to supply you a transponder if you have not pre ordered one. This could lead to you being in breach of MSUK Regulation 12.8.1.















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2 OFFICIALS/MARSHALS INFORMATION

2.1 OFFICIALS:

Motorsport UK Steward: John Williams

Event Stewards: Gill Sumner & Fred Bromley

Senior Clerk of the Course: Ray Sumner (2CV)
Clerks of the Course: Tom Bee (Ops)

Andrew Outterside (CTCRC)
Mark Mitchell (CTCRC Deputy)
Steve Hill (Coupe Cup & MGOC)

Craig Czornyj (JSCC)

Stacy Lawday (Mini Miglia/Se7en)

Leigh Beck (Assistant)

Secretary of the Meeting: Cally Gent, Julie Hill (Deputy)

Chief Observer & Radio: Lynne Kendall Chief Incident: John Franks

Race Phones: Elaine Comerford, Vanessa Franks, Lisa Langton

Chief Scrutineer: Keith Auld
Chief Marshal: Lynne Kendall

Chief Medical Officer: TBC

Chief Pits: Mark Taylor
Chief Startline: Dave Tasker
Chief Assembly: Mark Williams

Chief Timekeeper: Peter Knight, TSL Timing Ltd
Commentators: Chris Dawes & David Smales

Event Officials: Members of the BARC & other MSUK recognised clubs

Rescue Unit: BARC Midlands & MMR Ambulances: MSV / Cadwell Park

Breakdown Vehicles: CC Recovery

Safety Car Driver & Observer: Colin Stubbs & TBC

2.2 OFFICIALS/MARSHALS SIGN ON:

Officials will not sign-on at the meeting having previously completed signing on electronically using the <u>BARC Alpha</u> <u>system</u>. However, all marshals must see the chief marshal between the times below to confirm their attendance and receive their post allocation.

Personnel	Saturday	Sunday
All officials	07:30hrs	07:30hrs
Post-Chiefs Briefing	08:10hrs	08:10hrs
On Post	08:30hrs	08:30hrs
Clerks Inspection	08:40hrs	08:40hrs
First Activity	09:00hrs	09:00hrs

2.3 MARSHALS MATTERS:

Marshals will check in with the Chief Marshal having signed on electronically in advance of the event. Check in will take place at the time shown above at the Assembly Area Office. Breakfast vouchers will be handed out at check in to be redeemed in the circuit restaurant.

The post-chiefs briefing will also take place in the Paddock Office at the times shown above.

Marshals' camping will be in the dedicated Marshals Camping Area adjacent to the main paddock area. Please note this area is small and we would ask that you keep this in mind when setting up.

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

If you are unable to attend, please contact the Competitions Department and return your passes to the BARC (See Section 2.4 below).















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2.4 BARC CONTACTS:

Event Manager:David WheadonE: david.wheadon@barc.netT: 01264 882 210Volunteer Manager:Josh BennettE: josh.bennett@barc.netT: 01264 882 210Chief Marshal:Lynne KendallE: Cadwell.Marshals@outlook.comT: 07938 181 734Paddock ManagerPaul AbbottT: 07919 427 458

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:
 Cally Gent
 E: cgent.barc@gmail.com

 Senior Clerk of the Course:
 Ray Sumner
 E: rsumner.barc@gmail.com

 Safeguarding Officers
 David Wheadon (CSO)
 E: david.wheadon@barc.net

Vickie MacClinton E: <u>vmacclinton.barc@gmail.com</u>

Craig Czornyj E: cczornyj.barc@gmail.com













BFIRC

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3 GENERAL INFORMATION:

This meeting is organised by the BARC 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 number:

Interclub: 135252

3.1 LIVE SNATCH:

There is no "live snatch" at the meeting.

3.2 **RED FLAG SIGNALS:**

Any category which generates a "red flag signal" may be placed toward the end of the schedule subject to time being available.

3.3 JUDICIAL PROCEDURES:

The judicial procedures for this meeting remain unaltered for all series where all 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 but those attending are recommended to bring face masks/covering to any discussion or interview.

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 reserve the right to bring forward, delay or abandon sessions to suit the conditions.

The event timetable will be available via the **BARC Online Noticeboard**

3.5 NOTICE BOARD:

Results will be available on the TSL website: Click here for Results & Live Timing

The official notice board is online at: Click here for Noticeboard

3.6 SOCIAL MEDIA

Both officials and competitors are reminded that they should not make comments upon 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:

Several 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 <u>LIVE STREAM:</u>

This event will not be live streamed.

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 if 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;















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- 4) Waste is disposed of in identified bins & containers provided by the circuit. Waste must not be mixed or waste left around the site. If the BARC are 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 waste disposal charge levied to the championship for any items which are controlled/hazardous that BARC and or Circuit must 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 SPECTATORS AND CHILDREN

Competitor tickets and public tickets (purchased via MSV/Cadwell Park) will grant access to the paddock, accompanied children under 14 years of age will be admitted.

<u>Click Here</u> to access the MSV Cadwell Park Ticket sales Website.

3.11 NON-COMPETITON VEHICLE SAFETY

Entrants, Teams, and Competitors must ensure that all vehicles are used in accordance with manufactures 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.

- 3.11.1 A maximum 20 mph speed limit will be in force in all public areas except in the paddocks where it is 5 mph.
- 3.11.2 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.
- 3.11.3 The use of e-scooters is strictly forbidden.

More information can be found via this link to the current BARC H&S Guidance (v1.1 March 2024).















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2024 SAFETY BULLETIN

This safety bulletin supports the BARC 2024 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













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4 TIMETABLE:











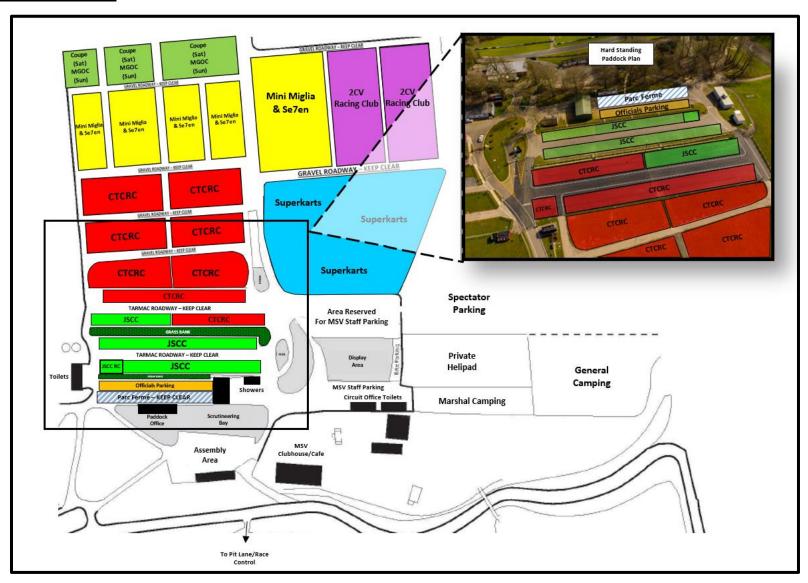






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<u>5</u> **PADDOCK PLAN:**











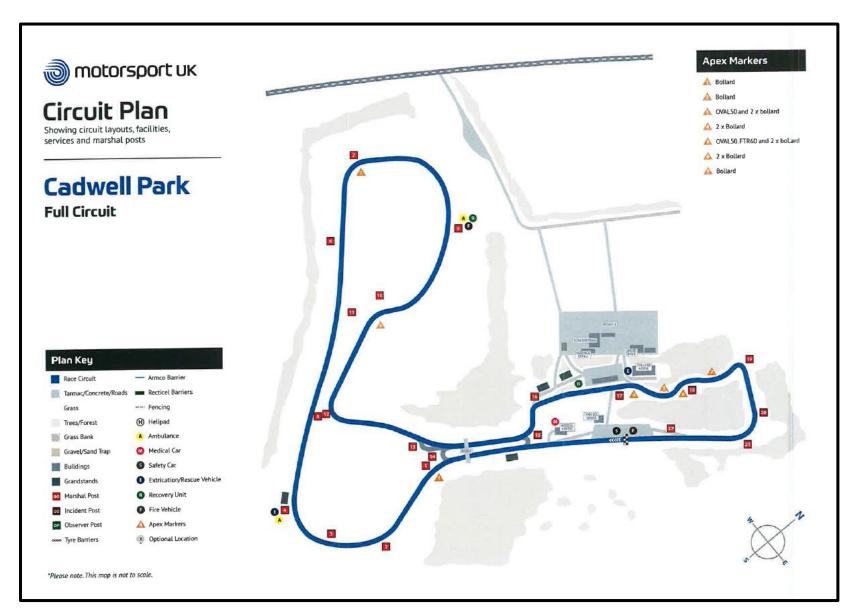








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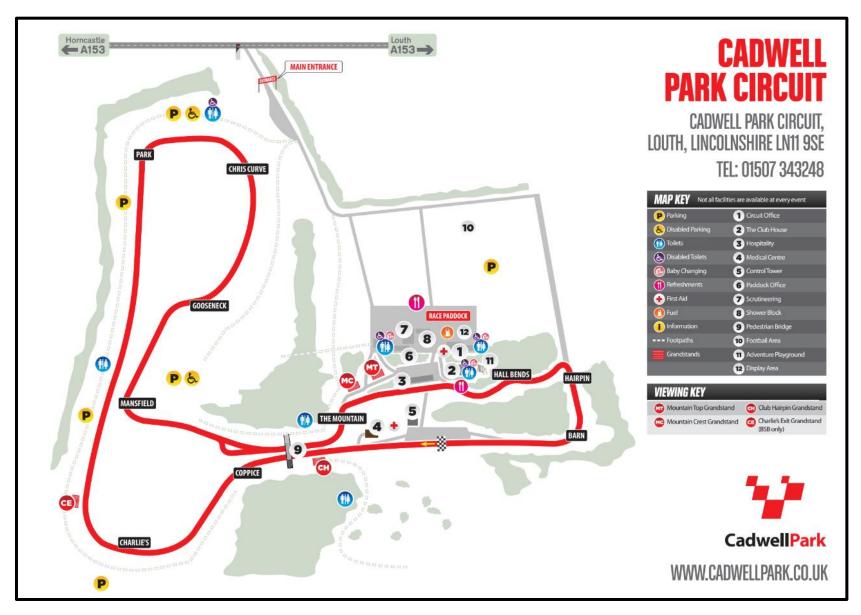




27th - 28th April 2024 Cadwell Park Circuit (2.187miles) Final Instructions: Meeting HQ04 - v1



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FLAG TYPE	LIGHT PANEL DESIGN
Yellow Flag	LIGHT AREE DEGICAL
Double Yellow Flag	
M-4- Fl	
White Flag	
Green Flag	
Blue Flag	QQ
	33
Dod Flor	
Red Flag	
Slippery surface Flag	
onppery surface riag	
Safety Car Flag	
January January Lang	SC
Pit Entry Flag	
Pit Entry Closed Flag	
Mechanical Problem Flag	99
	98
Unsportsmanlike behaviour	99
Flag / Warning Flag	
	BLACK
Black Flag	BLACK 99
	FLAG 99









