

The Tassie Energy Challenge

EVENT MARSHAL INFORMATION PAPER AND TRAINING

AIM

To assist The Tassie Energy Challenge (TEC) administer and manage events by ensuring on track activities run safely, smoothly and efficiently. Marshals are required to maintain the integrity of the event by ensuring they fulfil their duties with honesty and good sportsmanship.

All event marshals must be 18 years of age and must complete the TEC Marshal training which outlines the duties and safety requirements for marshals.

Your safety and that of participants is paramount to the event organisers. Please read the training package carefully and complete the questionnaire with your nominating team manager. You and the team manager will be required to sign the marshal nomination form and return it to Gary Adderton at Rosny College.

TEC MISSION STATEMENT

“Organise and manage an Australian world class HPV racing event which provides the opportunity for educational and community learning experience. These learning experiences will include enterprise, engineering, technology, competition, teamwork, safety, health, nutrition, fitness and environment”.

TEC VISION STATEMENT

“TEC. aims to organise a well-structured series of HPV racing events in Tasmania available to the broadest possible community and to foster a nationally consistent set of standards comparable to an Australian Championship and confirm a position of global standing in HPV racing”.

AN EVENT MARSHAL MUST BE

- Nominated by the team/manager.
- Briefed, provided with and complete the training package under the supervision of the team manager.
- 18 years or over.
- Registered with TEC.
- Familiar with Event Manuals for the appropriate event.

TEC EVENT

- 6 hours - Toloso Park, Glenorchy (Hobart)
Derwent Entertainment Centre (Hobart)

TRACK MARSHALLING

- Each team must provide at least 1 (or more) track marshals who are 18 years or over.
- Each marshal needs to complete the training program.
- Marshals shall be briefed by the team manager in regards to duties, position, time, etc.
- Each marshal shall "report in" by two-way radio on each changeover. Name – Team – Point
- Number.
- All marshalling points are allocated the following items –
 - Safety Vest
 - 2 Way Radio
 - Clip board, paper and pen
 - Incident Report Forms
 - Protest forms
- TEC expects marshals to look after this equipment and report any missing items to the Chief Marshal.
- At conclusion of the event the marshals on duty must return all items to Chief Marshal Area.

MARSHALLING NON COMPLIANCE

- It is imperative for the conduct of the event that marshals attend their allocated position on time.
- Non-compliance with marshalling duties will result in the team attracting a progressive time penalty of up to 3 hours as detailed below.
- Late/non-attendance by more than 5 minutes results 2-minute penalty
- Late/non-attendance by more than 5-10 minutes results 15-minute penalty
- Late/non-attendance by more than 10-30 minutes results in 30-minute penalty
- Late/non-attendance over 30 minutes results in 3-hour penalty
- The Chief Marshal will conduct radio checks at changeover times.

MARSHALLING SAFETY

- You are representing TEC and as such are bound by our code of conduct. A copy of the code is available for download from the TEC website (see regulations link > our regulations.pdf) and you should familiarise yourself with it.
- Be aware of your own safety at all times.
- Stay alert - don't become distracted.
- Where possible stand behind a barrier.
- Face oncoming traffic.
- Wear the safety vest provided – **BE VISIBLE.**
- Wear clothing appropriate to the conditions.
- Be sun smart i.e.: wear a hat, use sunscreen and maintain fluid levels.
- Give quick direct instructions – to riders and / or other marshals.
- Do not enter into a conflict situation.
- Do not accuse or threaten teams or riders.
- Use appropriate behaviour/be courteous.
- Maintain radio contact with marshalling personnel when necessary.
- Any complaints should be in writing to Chief Marshal – refer to Incident Form.
- Brief relieving race marshal on any issues considered relevant.

WHAT A MARSHAL SHOULD MONITOR

- Inappropriate behaviour.
- Abusive language.
- Poor fitting / missing bike helmets.
- Appropriate eye protection is being worn.
- Poor fitting / not worn seatbelts.
- Rider attire, clothing must cover the rider's shoulders.
- Dangerous driving.
- Deliberate obstruction.
- Inappropriate overtaking.
- Monitor speed and safety at pit lane entry and exit points and check vehicle horns are functional
- Enforce pit lane speed restriction – 10 KPH.
- Broken or loose vehicle parts
- Unauthorised spectators crossing and spectator behaviour, particularly in pit lane.

KEY RIDER SAFETY ITEMS

- **Seatbelts**
 - Riders must be wearing the vehicle seatbelt properly fastened and adjusted at all times.
- **Helmets**
 - Riders must wear an approved bicycle helmet properly adjusted and fastened whilst riding a vehicle. This includes the pit lane.
- **Safety Glasses**
 - Riders of open vehicles or enclosed vehicles where windscreens have been removed or holes made in them must wear appropriate eye protection at all times.
- **Clothing & Footwear**
 - Riders are required to wear both lower and upper body clothing and covered shoes at all times whilst riding.
 - Upper body clothing is to cover the rider's shoulders, singlets and tank tops are not allowed.
 - Gloves are optional, but strongly recommended.

KEY TRACK SAFETY ITEMS

- **Excessive speed in pit lanes**
 - Pit lane speed is 10 KPH. This applies to vehicles entering and / or exiting the pit areas.
- **Deliberate obstruction**
 - No vehicle shall deliberately obstruct other vehicles.
 - Slow moving vehicles should stay to the left allowing faster vehicles to pass on the right.
- **Overtaking & Contact**
 - Overtaking vehicles can use either side of the track, providing it is safe to do so, and ensure sufficient distance is allowed between vehicles before moving back to the left hand side of the track.
 - Track marshals should report indiscretions to the Chief Marshal

REPORTING INCIDENTS

- If a marshal considers an offence against the competition rules has occurred and regards it as intentional, details of the incident should be documented on a '**Incident Report Form**' and supplied to the Chief Marshal.
- Offences should also be reported by radio to the Chief Marshal giving –
 - Marshal point number
 - Vehicle/s Number
 - Track location
 - Incident/Nature of breach
 - Details of any prior warnings
- Reporting marshals are not to impose penalties - **Only the Chief Marshal can impose penalties.**

EVENT SIGNALS

- The Chief Marshal coordinates flag conditions throughout the events.
- At each marshal point there will be a set of flags and/or traffic lights which will signify track conditions as follows:
- **Australian National Flag**
 - Competition Start. **Start/Finish Line only.**
- **Green Flag**
 - Conditions normal, race speed.
- **Yellow Flag**
 - This is the signal for danger – there is a hazard on track ahead. It may be in the form of another vehicle and/or a marshal or the likes. **SLOW DOWN** and be prepared to take evasive action.
 - **Any overtaking or riding within the yellow flag area prior to the next green flag that causes concern to officials will be severely dealt with.**
- **Double Yellow Flags**
 - Emergency Vehicle either on, or about to enter the track.
 - Double Yellow flags will be shown at the two marshal points preceding the obstacle. Riders need to be very aware of these occurrences and ensure they travel slowly with **NO OVERTAKING** and be prepared to take evasive action.
 - **Overtaking within the double yellow flag area prior to the next green flag will incur penalties.**
- **Red Flag/Light**
 - **STOP IMMEDIATELY AS NEAR AS PRACTICABLE TO THE LEFT HAND SIDE OF THE TRACK.** If red flag condition continues for an extended period, teams may be directed to return to their pit. When directed to move, vehicles are to return to their pit in single file. **NO OVERTAKING PERMITTED.**
- **Black Flag**
 - Waved directly at a single vehicle. Vehicle is required to stop at Race Control **on the following lap.**
 - The Black flag may be shown in conjunction with a vehicle number.
- **Chequered Flag**
 - End of competition. **Start/Finish Line only**

Flags are a way of communicating with rider and should be used with this in mind. A waved flag is far more obvious to a rider than a stationary one.

RED

YELLOW – Double YELLOW

GREEN

- A track marshal can go to yellow if they perceive a hazardous situation. This should be radioed to the Chief Marshal and all marshals should follow subsequent directions of the Chief Marshal.
- Once the situation is clear the reporting marshal should advise the Chief Marshal who will then advise all marshals to revert to green condition.
- When marshals need to use flags, the flag must be waved at all oncoming traffic. Marshals are reminded that a vigorously waved flag is more visible to riders.
- **No marshal will call a red flag situation without the Chief Marshal's authority**

RADIO COMMUNICATION

- All marshals are equipped with radios. These are to be used to report offences or issues to the Chief Marshal.
- When no other messages are being broadcast, hold the mic button in and speak to send message, then release the button to hear other users.
- Speak clearly and at normal voice level. Do not shout.
- **Example use**
 - press mic button and hold – marshal point 1 reporting blah blah
 - release mic button and await response.
 - If you hear some beeps after your transmission it may mean your battery is running low – report this to the Chief Marshal.
 - Key factors are, **LOCATION** and **INFORMATION** - (EG: station 17, Vehicle No.54, Rollover, Yellow condition.....Chief Marshal response station 15 & 16 yellow condition)

An examples of the flags used in HPV and other road sports are available at http://www.energy.edu.au/EEA_Flags.pdf. Our use of the flags varies slightly to Grand Prix and Clipsal 500 events that are held in Australia. Please be aware of the difference.

The organisers (Rosny College and Friends – Tassie Energy Challenge - TEC) envisages the 2013 event will be competitive, and we seek your support and impartiality to once again make this the leading HPV Event in Australia. Thank you to all teams and support personnel for their involvement.

PLEASE COMPLETE THE FOLLOWING QUESTIONNAIRE AND SUBMIT TO YOUR TEAM MANAGER.



TEC Marshal Training Questionnaire

These questions are the standard questions asked by the various HPV organisers around Australia. We thank AIPP for their assistance.

Please answer all questions and pass back to your Team Manager for checking.

1. What is the minimum age you must be to be a marshal?
2. During your duty as a track marshal should you have any loyalty to your team?
3. As a track marshal are you permitted to enforce a penalty?
4. As a track marshal can you momentarily stop / go a vehicle for a safety breach?
5. As a track marshal what items do you need to carry out your duties?
6. How many flags will you be issued with and what are their colours?
7. What is the purpose of each flag colour in your set?
8. What is the purpose of the 2-way radio?
9. What are the key points to relay when using the radio?
10. In the event you turned up late by more than 30 minutes to your allocated time / station what is the maximum penalty your team would incur?
11. In the event you were the last track marshal at the conclusion of the event, what should be your last action?

12. **Case study 1 - In an event of a vehicle crashing and rolling over and that vehicle is obstructing traffic flow, list the actions you would take in a priority order.**

13. **Case study 2 - In an event you note a vehicle going slowly in the middle of the track and obstructing traffic flow, list the steps you would take.**

14. **Case study 3 - In an event you note that a rider is not wearing protective glasses, what action would you take?**

15. **Case study 4 - If you saw a rider making a rude gesture or heard them using foul language to you or other people, what action would you take?**

16. **Case study 5 - In the event the chief marshal requests "RED" condition, what action would you take?**