



The **Bulldog** Rally

50 years



SAFETY MANUAL

18 OCTOBER 2008

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1. Forward

Welcome to The Bulldog Rally 2008

Please can you take time to read the section(s) that are relevant to your role. All events are organised and run differently. No matter how experienced you are at helping on events there is always something unique to all events.

May we take this opportunity to thank you all for your support and assistance in the running of this year's event.

If you have comments or opinions on the event we are always happy to receive them. We hope that you have a good day's motor sport and have a safe journey home.

We look forward to seeing you all next year.

The Organisers

2. *Health & Safety Policy*

Wolverhampton & South Staffordshire Car Club Limited, hereinafter known as WSSCC, applies high standards to all aspects of its organisation including health & safety matters.

In order to achieve this aim WSSCC will work in the spirit of the health & safety legislation rather than simply to comply with it.

In turn WSSCC expects that every person participating in the rally, whether competitor, official, marshal or spectator, shall take all reasonable care for the health & safety of themselves and other persons who may be affected by his/her acts or omissions during the operation of the event in order to achieve the highest standards of safety performance.

Accordingly, as a minimum, the event will be managed in accordance with: -

The Latest MSA Competitors' Yearbook

The Latest MSA Officials' Yearbook

The Clerk of the Course is the person responsible for health & safety matters in connection with the event, to who support staff have been allocated to monitor all health & safety regulations and aspects of the event.

Areas of special concern are where competitors service and refuel their vehicles.

All work to vehicles **MUST** be undertaken with the safety of the person performing the work being of paramount importance. Refuelling of vehicles and the transport and storage of fuel must be in accordance with the latest HSE guidelines.

In previous years the event has included a copy of the a risk assessment in this document, the risk assessment has now been split into three documents, one for the overall event and then sub-documents for the service and scrutineering areas. These are available on request for the Secretary of the Meeting.

3. *Medical & Rescue Policy Overview*

The Clerk of the Course will appoint an Event Safety Officer (ESO) who will be experienced in the current operation of the rally stages and appreciate the potential of Rally Cars in differing weather conditions. They will be responsible for ensuring that there are effective arrangements to supplement the general marshalling strength organised by each Stage Commander as follows: -

- a) There are predetermined arrangements available to every Stage Commander for summoning appropriate emergency services via rendezvous points if necessary, to the scene of an incident.
- b) At each special stage, unless the complete route is visible from the start or finish areas, there is provision of an effective radio communications network operated through a nominated Radio Controller linking officials at the start, finish and intermediate points with on stage Medical and Rescue Services. This frequency must be secure from misuse and be the MSA Safety & Medical Frequency. The

Controller must be experienced in the use of radios and in controlling a network and they must ensure the disciplined use of the radios.

- c) That there is in use a system of ensuring that competitors are positively monitored and checked through each stage and there is in force a method for locating missing and/or overdue competitors.

A Chief Medical Officer (CMO), who must be a Doctor, must be appointed who, in consultation with the Clerk of the Course and the Event Safety Officer will be responsible for ensuring that the required level of Medical and Rescue cover is provided, and for the detailed organisation of Doctors, the planning and deployment within stages, the organisation of ambulance meeting points and the notification of hospitals in relation to the stages.

The CMO, ESO, Stage Commanders, Doctors and Rescue personnel should be aware of the ambulance meeting points relevant to the stages and the available stage short cuts.

4. Incident & Delay Procedure

The marshals will usually deal with minor incidents on the stage and every effort must be put into avoiding suspending or stopping the stage.

ONLY in the case of personal injury, fire, and danger to life and/or a stage blockage should the running of the stage be suspended and then only with the sanction of the Clerk of the Course or the Stage Commander assigned to that stage.

Should you be required to take action with regard to one of the instances above then: -

Remain Calm

Ascertain location of the incident

Ascertain nature of the incident

Establish: Is anyone injured?

Is stage blocked?

Is there a risk of fire?

If the stage has to be suspended it is the Stage Commander's responsibility to decide on the correct level of response to be used in order to deal effectively and efficiently with the incident. Once decided upon the Stage Commander will advise the relevant personnel and update the radio network in order to advise the Event Organisers of the current situation.

When dealing with an incident it is vital to keep notes with timings of information received and actions taken. This is the purpose of the Incident Report Form appended to this manual.

At the scene of an incident the priority is of course minimising the danger to life. Marshals at the scene should keep spectators away from the personnel attending the incident and, if

necessary, ensure that subsequent competitors are warned of any obstruction or dangers on stage.

Incident personnel should make on site arrangements to keep the Radio Controller advised of the ongoing situation in order for the information to be relayed to the Stage Commander and Event Organisers.

Should it be deemed necessary by the person in charge at the scene of an incident to request assistance from the National Emergency Services, clear and precise information concerning the type of assistance required should be passed to the Radio Controller. If requesting medical assistance this information should include number of injured parties, type and extent of injuries, if possible this should be done via a closed means of communication e.g. mobile phone, rendezvous point designated and preferred route off stage.

In all cases incidents should be cleared as soon, as is practically possible in order to minimise the delay time incurred.

5. Red Flag Policy

Under normal circumstances there must be no movement of any non-competitive vehicle, (other than Official Course cars) onto the stage once it has reached 'READY STATUS'. Vehicles may move with the specific approval of the Stage Commander and then only after suspending the stage and being satisfied that the stage is cleared of competing cars.

However, on any special stage where, in emergency circumstances, it may be necessary to authorise the movement onto the stage of a non-competitive safety vehicle BEFORE the stage is cleared of competing cars, a system of red flags must be in place. These are only to be situated at radio points and will only be displayed on the direct specific instruction of the Clerk of the Course or the Stage Commander.

The signs shown identify radio posts. Yellow 100yards in advance, Blue at the post



Red flags must only be used when there is a possibility of non-competitive safety vehicles moving onto a stage AHEAD of competing cars.

There must always be a red flag displayed at the point where non-competitive vehicles join the route of the stage and any subsequent radio points passed en-route to the incident.

Competitors MUST be advised, in writing which stages are operating this system and the procedure which competitors must adopt should they see Red Flags being deployed.

Competitors who are shown a red flag on a stage where they have been notified in advance of such a system being in use, must cease competition and come to a standstill

at the side of the stage as soon as possible, ideally at a marshal's radio location. They must not continue until advised to do so by an official of the event.

Once the instruction has been given to withdraw Red Flags, competitors will usually be allowed to proceed to the end of the stage NON COMPETITIVELY, but specific advice should be provided to the competitors, along with the instruction to withdraw the Red Flags.

6. *Vehicle Recovery*

All vehicles that have stopped in stage may only be recovered by the Recognised Recovery Units allocated to the stage or by the competitor's service team after the stage has been closed. It is event policy that no Recovery Unit is allowed to tow more than one vehicle at a time either by suspended lift or by a towrope. All extrication will be done after consultation with the Stage Commander and recoveries will be allocated on the basis of the ability of the Recovery Unit.

7. Senior Event Officials Contact Details

Designation	Location/Name	Landline	Mobile
Rally Base (HQ)	Oswestry		07531206241

OFFICIAL CALL SIGNS

		Call sign	
Clerk of the Course	Kevin Witton	Pilot 1	07767 453664
Rally Manager	John Trevethick	Pilot 2	07718 919171
Course Car	Gareth Thomas / Ian Jordan	Pilot 3	07919 302599
Chief Marshal / Spectator Management.	Marcos James / Peter Cross	Pilot 4	07985 420483
Mini Rally Course Car	Tim Harding / Guy Weaver	Telford 1	07900 261064
Course Closing Car 1	Dave Houghton	Sweeper 1	07973 443410
Course Closing Car 2	Alan Corns	Sweeper 2	07778 599111
Safety Officer	Kevin Page	Pilot 5	07714 232424
Safety Officer / CMO	Mervyn Johnson / Dr. Martin Norton	Pilot 6	07870 658218
Chief Timekeeper	Vaughan Allcock	Clockman	07836 676334
Equipment Van 1	Andy Pickering	Pilot 7	
Equipment Van 2	Nick Bloxham	Pilot 8	

COMMUNICATION CONTROL

Dyfnant	Dave Goodwill	Clip Relay	07802 444767
Wolfone & Big Ray	Harold Hicken	Clip Control	07831 240064
Llangywer & Penllyn	Brian Gibson	Oak Control	

AREA CONTROLLERS

Dyfnant	Jim Cornes	Pilot 9	07721 020509
Wolfone	Chris Knights	Pilot 10	07910 835635
Big Ray	Dave Talbot	Pilot 11	07710 947117
Llangywer & Penllyn	Rob Richens	Pilot 12	07967 580222
	Norman Sheldon	Pilot 13	07902 411547
Field Results	Clare MacManomy	Pilot 14	07768 456516

8. Time Schedule

Route	Control	Due time Nat A	Due time Nat B	Due time Mini	Clock Car	Event Safety Officer	Last Guest Car	Mini Rally Course Car	Course Opener	Chief Marshal / Spectator Management	Sweeper1	Sweeper2
Oswestry Start	MC0	8:00	9:00	11:53				11:23			10:36	
Dyfnant 1	ATC1	8:52	9:52		07:22	07:52	7:52		8:16	8:30	11:28	
	SSF1	9:04	10:04		07:44						11:40	
	PC1	9:06	10:06								11:42	
Wolf One	ATC2	9:49	10:49		08:19	08:49	8:49		9:06	9:19	12:25	
	SSF2	10:04	11:04		08:44						12:40	
Aberleffenni	PC2	10:09	11:09								12:45	
Service A	TC2	10:39	11:39		09:09				10:09	10:29	13:15	
Dolgellau out	MC2	11:19	12:19		09:49						13:55	
Big Ray	ATC3	11:56	12:56		10:26	10:56	10:56		11:13	11:33	14:32	
	SSF3	12:15	13:15		10:55						14:51	12:56
Esgairgeiliog	PC3	12:19	13:19								14:55	13:00
Service B	TC3	12:47	13:47						12:17	12:37	15:23	13:28
Dolgellau out	MC3	13:27	14:27								16:03	14:08
Llangywer	ATC4	14:06	15:06		11:45	13:06	13:06		13:33	13:51	16:42	14:47
	SSF4	14:13	15:13		12:02						16:49	14:54
	PC4	14:14	15:14								16:50	14:55
Penllyn	ATC5	14:23	15:23	13:08	12:12	12:08	12:08	12:31	13:46	14:00	16:59	15:04
	SSF5	14:34	15:34	13:19	12:35						17:10	15:15
Llanwddyn	PC5	14:54	15:54	13:39							17:30	15:35
Dyfnant 2	ATC6	15:14		13:59		12:59	12:59	13:23	14:38	14:54		15:55
	SSF6	15:26		14:11								16:07
	PC6	15:28		14:13								16:09
Finish	MC6	16:21	16:48	15:06							18:24	17:02

Based on
40 National A
95 National B
12 Mini Rally

9. Vehicle Movements on Stages

Vehicles will only be allowed into the stage if they have enough time to get to their allocated location safely before stage live time. After the stage has gone live the vehicles allowed into the stage will be restricted to Safety, Stewards, Clerk of the Course, Deputy C of C's and Course Cars.

The Guest vehicles may enter the stage up to 1 hour before the first car is due and must be confirmed as being out of the stage.

The safety and stewards vehicles may enter the stage any time in front of the Course Opening Car or Deputy Clerk of the Course.

The Course Opening car (Pilot 3) will open stages all stages in front of the National A competitors. The Mini Rally will be opened by the Mini Rally Course Car (Telford 1), this event will precede the National A event into stages 5 and 6. Course Closing Car 1 (Sweeper 1) will follow the National B event from the start and will pass through stage 1 to 5 and then return to the finish. Course Closing Car 2 (Sweeper 2) will follow the National A event from the finish of Special Stage 3 and then follow the National A event through to the finish, on stages 4 and 5 it will take on the role of intermediate car.

The Spectator Management Car (Pilot 4) will traverse all stages behind the Course Opening Car. At the end of stage 6 Spectator Management Car (Pilot 4) will make its way to the spectator location in stage 6 to supervise.

After the stage is live any vehicle movements, on the stage, other than the ones detailed above should be reported to radio control as a matter of urgency, utilising the Safety call sign on the Radio if required.

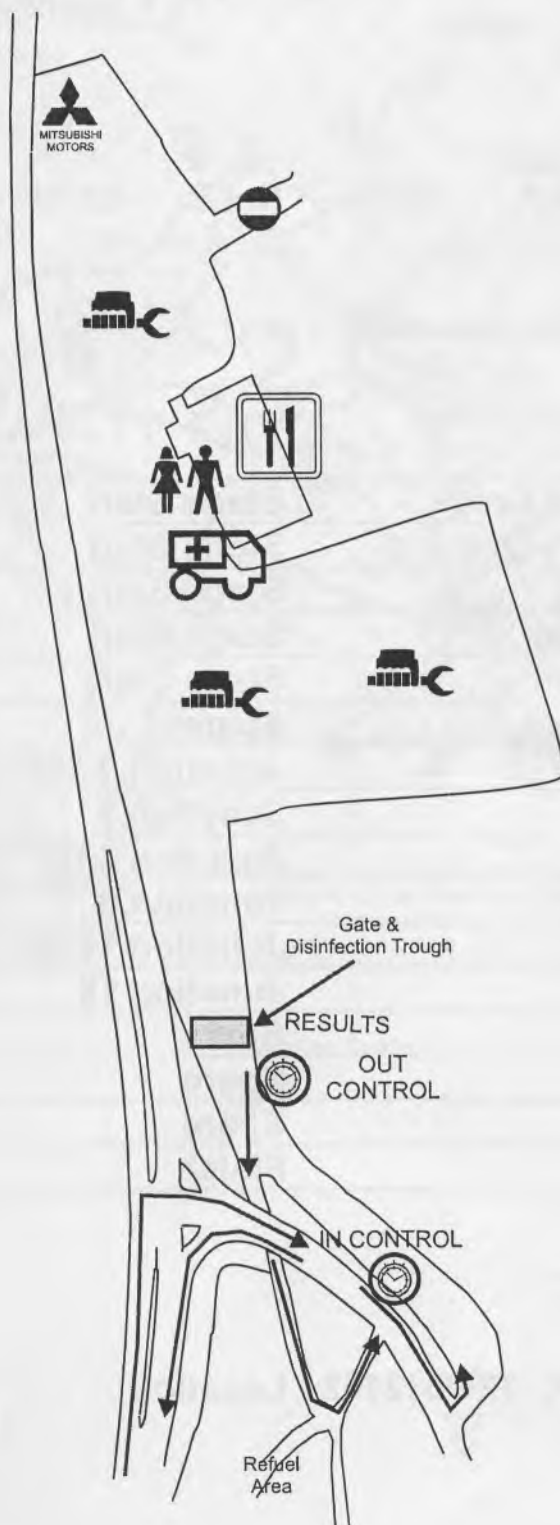
After the first competing car has entered, if required, the Rescue and Recovery vehicles can be instructed by the stage commander to enter the stage or move from their position, but this will only be done for safety reasons.

Once it has been confirmed that all competing cars have entered the stage they will be followed by a Course Closing Car, no vehicle should move until the Course Closing Car has past their location.

All course vehicles, safety cars and stewards will be identified with rally plates and decals, if other vehicles try to enter the stage they should be stopped and reported to radio control.

10. Service Area Information Sheet

Service Area	Dolgellau	M/R	124/734181
Controllers	Richard Hinton	Mobile	07966235172
Emergency Services	St John Ambulance		
RV point	Entrance to Dolgellau Cattle Market	M/R	124/774817



11. Stage Information Sheets

Stage Information Sheet

Red Flag

Stage Name Dyfnant 1 Stage Number 1

Start M/R 125/019153 Finish M/R 125 / 012148½

Mid Point Location None

Timings

Safety Arrival

First Car Due Nat A 08:52 Nat B 09:52 Mini

Channel 2Call Sign

Clip Relay

Radio Control Dave Goodwill

Area Controller Jim Cornes

Pilot 9

Commander	Neil Cross	Stage Start	Commander 1
Start Radio	Bob Cross	Stage Start	Cheriton 13
Paramedic		Stage Start	
Rescue	Cam	Stage Start	Cam Rescue
Recovery 1	Cam	Stage Start	Cam Recovery
Recovery 2	Forest	Spare	Forest Recovery
Radio		Junction 2 / 17	
Radio		Junction 3	
Radio		Junction 4 RF	
Radio		Junction 6	
Radio		Junction 14 RF	
Radio		Junction 15	
Radio		Spare	
Radio		Spare	
Radio		Spare	
Radio		Finish	

Safety References

Emergency Services

RV.No. 1 M/R 124/012107 Location

Cann Office
Llangadfan – A458

Stage Information Sheet

Red Flag

Stage Name Wolfone Stage Number 2

Start M/R 125/821111 Finish M/R 124/804116

Mid Point Location Junction 10

Timings

Safety Arrival

First Car Due Nat A 10:04 Nat B 11:04 Mini

Channel 1Call Sign

Radio Control Harold Hicken

Clip Control

Area Controller Chris Knights

Pilot 10

Commander	Ian Jarrett	Stage Start	Commander 2
Start Radio		Stage Start	
Doctor	Stuart Hateley	Stage Start	
Rescue	Phoenix	Stage Start	Phoenix Rescue
Recovery	Ram	Stage Start	Ram Recovery
Radio		Junction 4	
Radio		Junction 6	
Radio		Junction 8	
Radio		Junction 10 RF	
Paramedic		Junction 10	
Rescue	Calder	Junction 10	Stoke Rescue
Recovery	Register	Junction 10	Register Recovery
Radio		Junction 13 RF	
Radio		Spare	
Radio		Spare	
Radio		Spare	
Radio		Finish	

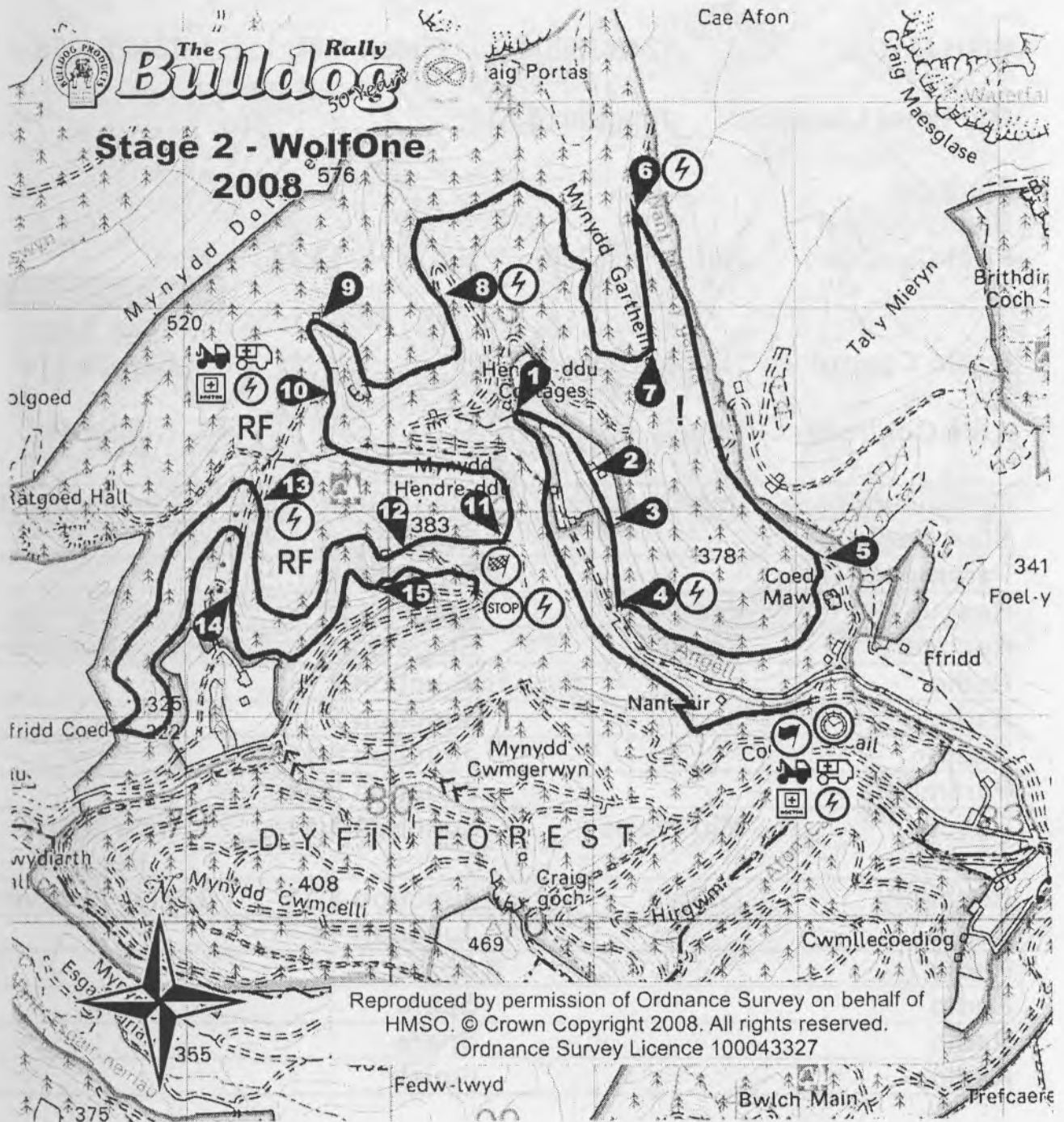
Safety References

Emergency Services

RV.No. 2 M/R 124/753074 Location The Braich Goch Inn
Corris
Junc. A487

SS 2 – Wolfone

Length – 13.07



Not to Scale

Stage Information Sheet

Red Flag

Stage Name Big Ray Stage Number 3

Start M/R 124/813104 Finish M/R 124/784075

Mid Point Location Junction 8 / 11

Timings

Safety Arrival

First Car Due Nat A 12:15 Nat B 13:15 Mini

Channel1**Call Sign****Clip Control**

Radio Control Harold Hicken

Area Controller Dave Talbot

Pilot 11

Commander	Jon Cordery	Stage Start	Commander 3
Start Radio		Stage Start	
Paramedic		Stage Start	
Rescue	Lace	Stage Start	Lace Rescue
Recovery	Rapid	Stage Start	Rapid Recovery
Radio		Junction 2	
Radio		Junction 5	
Radio		Junction 8/11 RF	
Paramedic		Junction 8/11	
Rescue	Mid Wales	Junction 8/11	Mid Wales Rescue
Recovery	Zodiac	Junction 8/11	Zodiac Recovery
Radio		Junction 14	
Radio		Spare	
Radio		Spare	
Radio		Spare	
Radio		Finish	

Safety References

Emergency Services

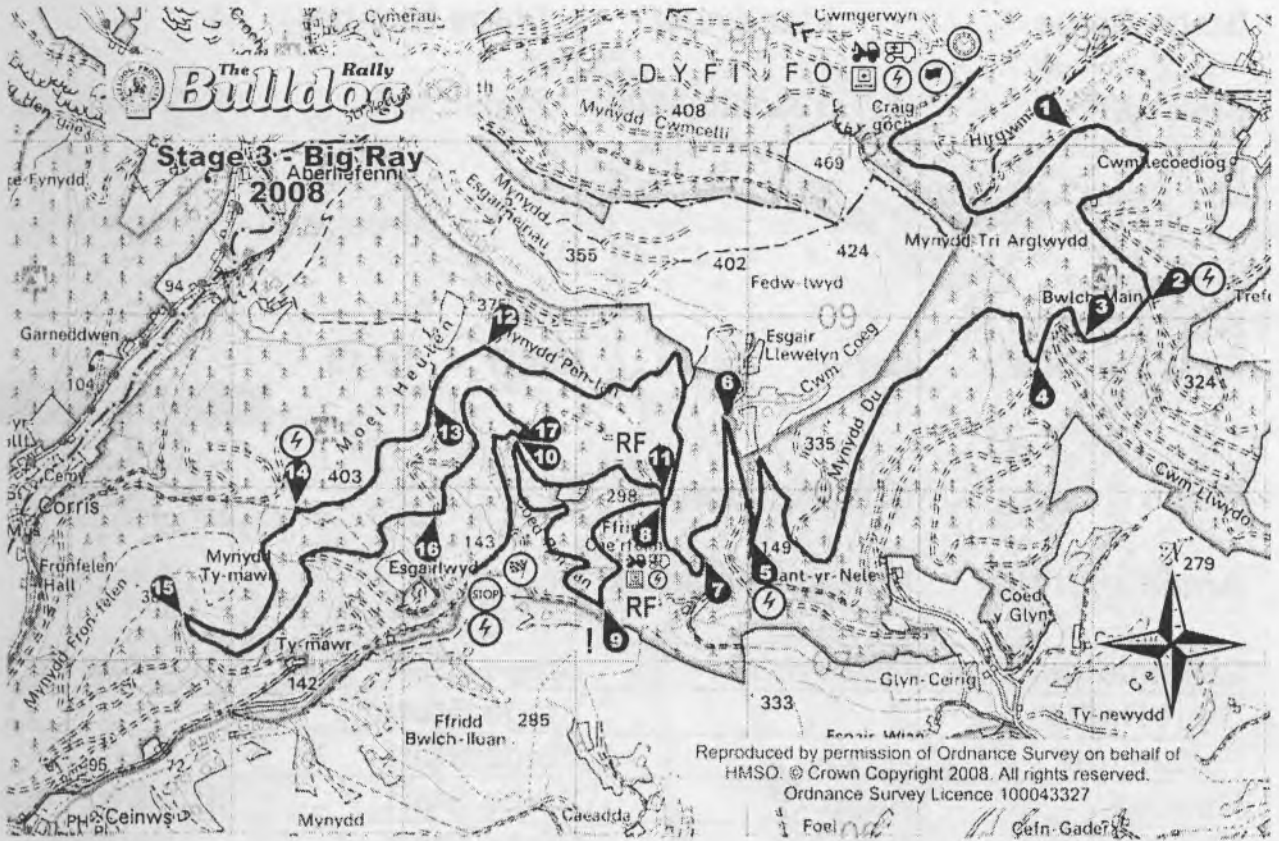
RV.No. 2

M/R 124/753074 Location

Braich Goch Inn
Corris – A487

SS 3 – Big Ray

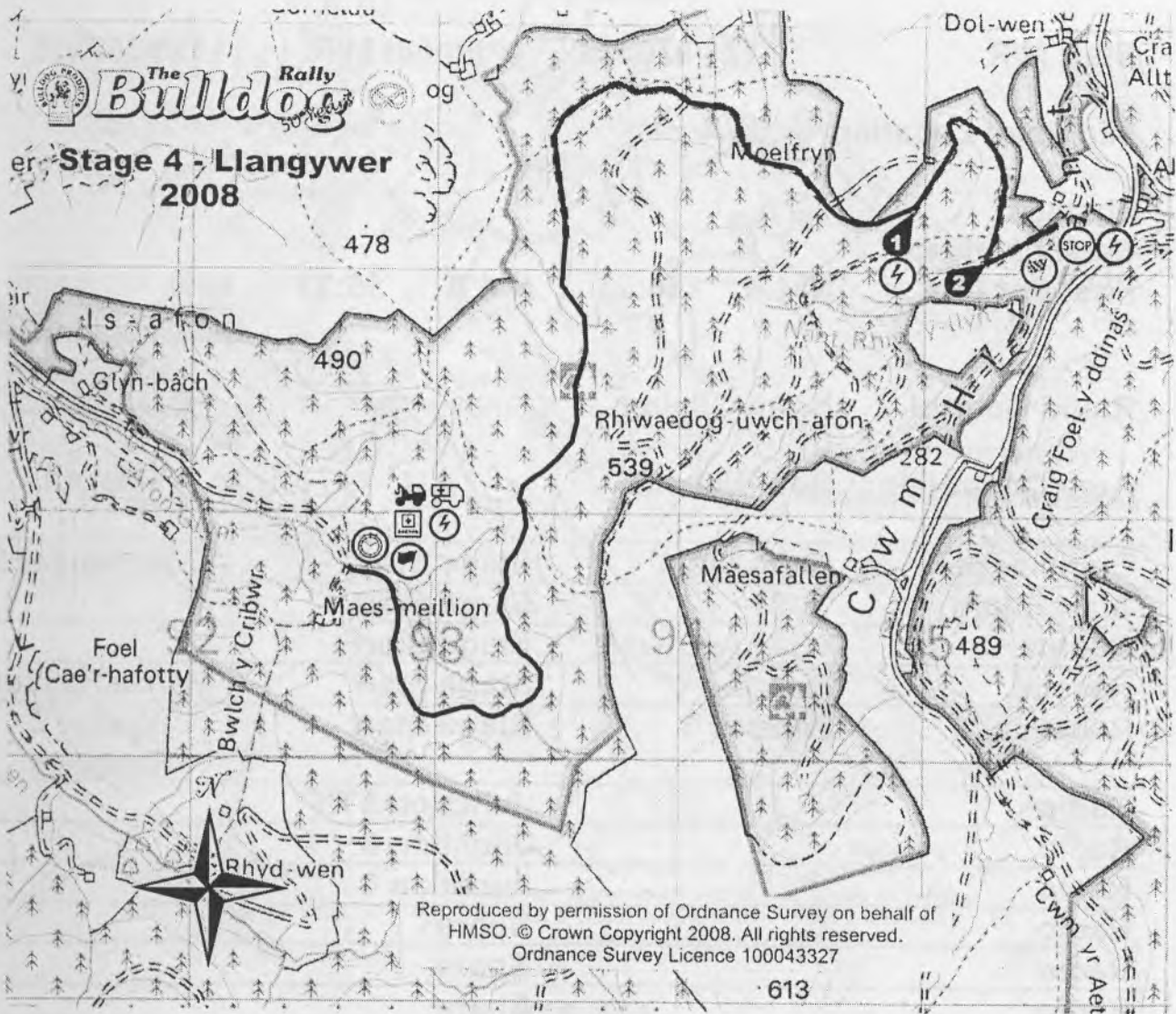
Length – 15.69



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SS 4 – Llangywer

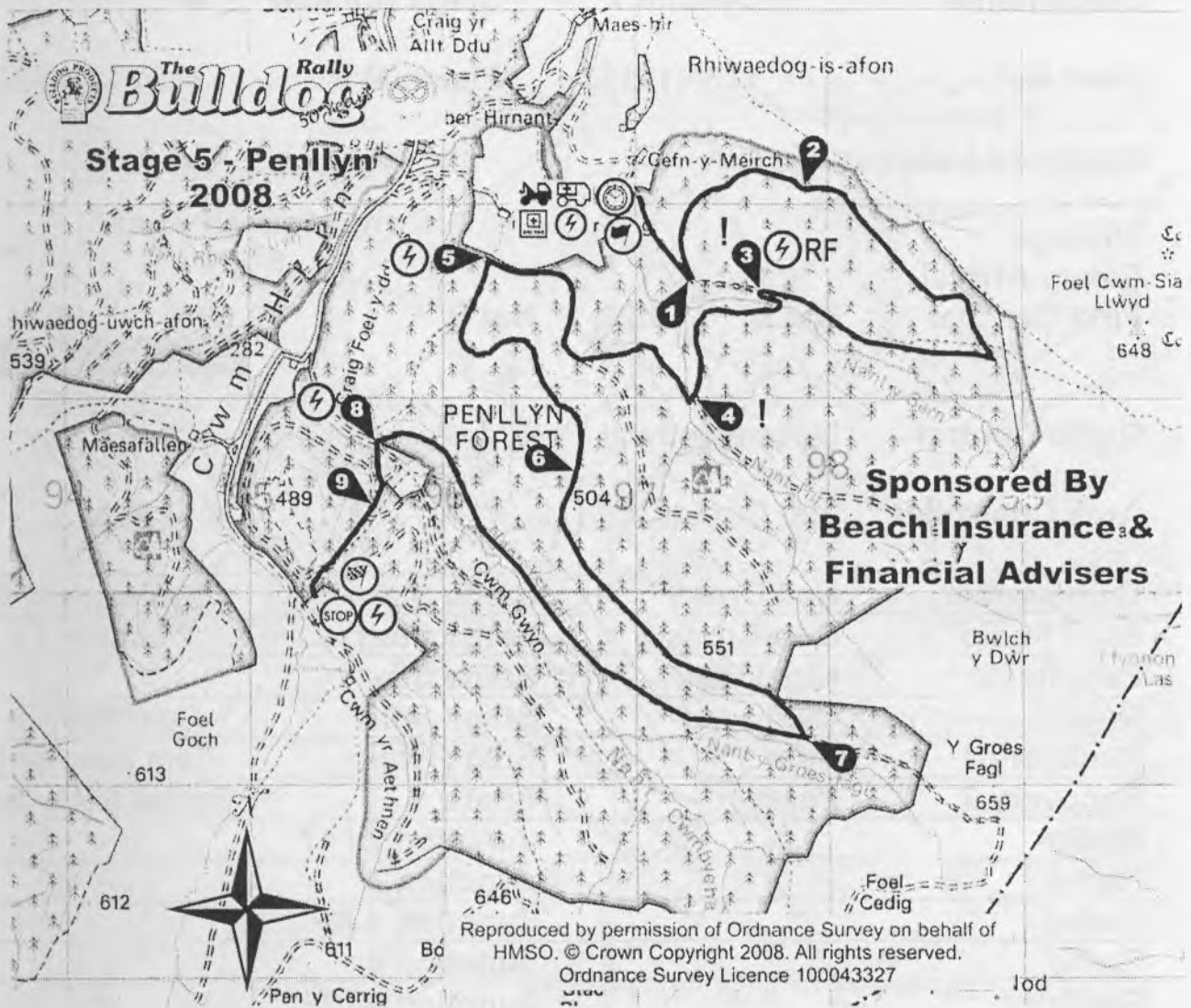
Length – 4.38



Not to Scale

1524

SS 5 – Penllyn Length – 8.91
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Not to Scale

Stage Information Sheet

Red Flag

Stage Name Dyfnant 2 Stage Number 6

Start M/R 125/019153 Finish M/R 125/012148 ½

Mid Point Location N/A

Timings

Safety Arrival

First Car Due Nat A 15:26 Nat B Mini 14:11

Channel 2Call Sign

Clip Relay

Radio Control Dave Goodwill

Area Controller Jim Cornes

Pilot 9

Commander	Neil Cross	Stage Start	Commander 6
Start Radio	Bob Cross	Stage Start	Cheriton 13
Paramedic	Nigel Wells	Stage Start	
Rescue	Cam	Stage Start	Cam Rescue
Recovery 1	Cam	Stage Start	Cam Recovery
Recovery 2	Forest	Spare	Forest Recovery
Radio		Junction 2 / 17	
Radio		Junction 3	
Radio		Junction 4 RF	
Radio		Junction 6	
Radio		Junction 14 RF	
Radio		Junction 15	
Radio		Spare	
Radio		Spare	
Radio		Spare	
Radio		Finish	

Safety References

Emergency Services

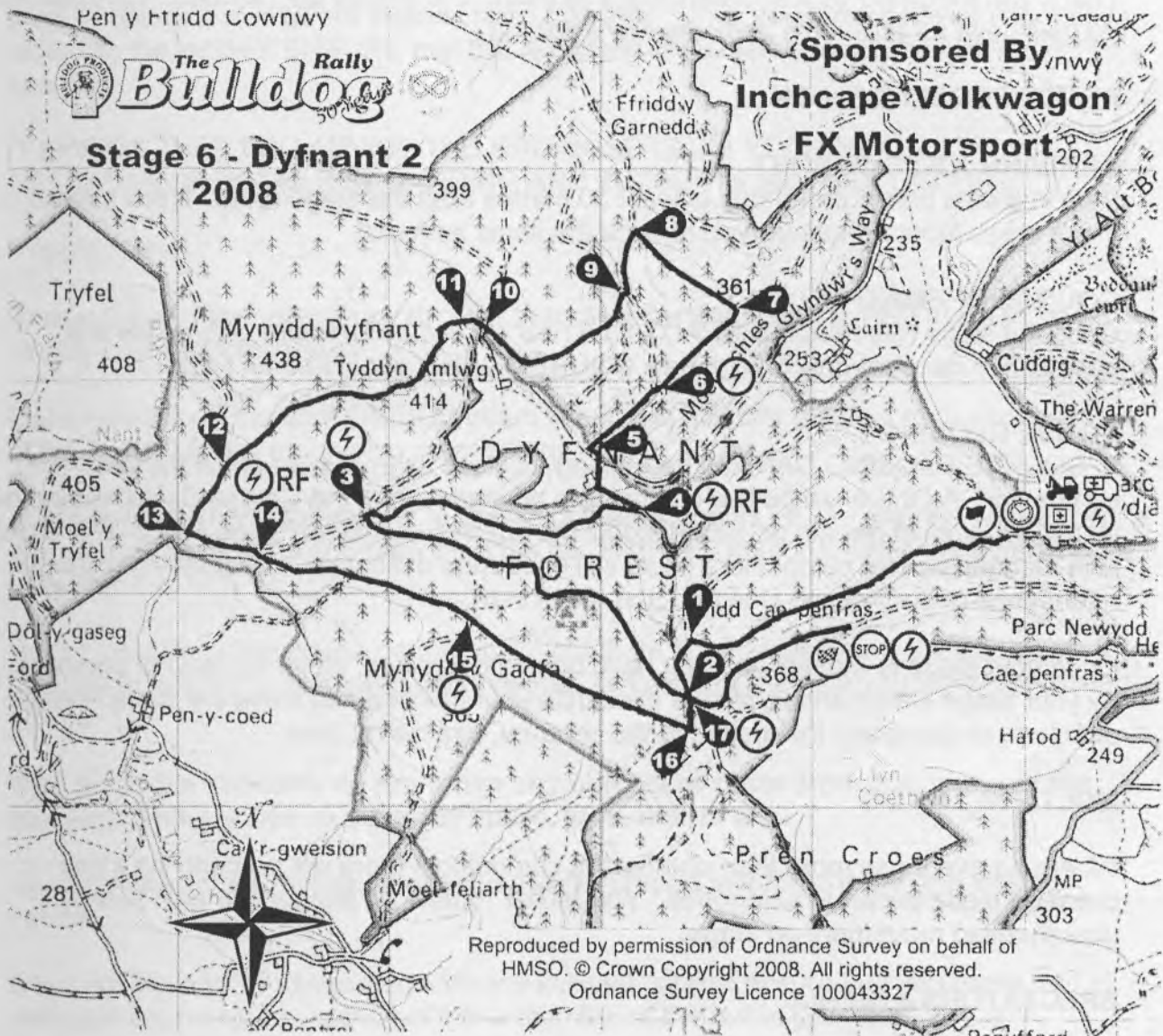
RV.No. 1 M/R 124/012107 Location

Cann Office
Llangadfan – A458

SS 6 – Dyfnant 2

Length – 8.91

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Not to Scale

12. Appendices

Appendix 1 - Marshals' & Radio Operators' Safety Notes

Radio operators are also Marshals.

Thank you for giving your assistance to this event, it is greatly appreciated. We trust that you will have an enjoyable and safe day's rallying.

REMEMBER TO SIGN-ON...!

ARRIVING AT YOUR POST

Park in a safe place, preferably at least 30 metres from the stage route. If you have to move stage furniture ensure you replace the items as found.

COURSE OPENING

Once the stage has reached 'READY STATUS' (*usually 60 minutes prior to the first competitive car due*) only designated 'COURSE CARS' should be on stage.

COUSE CLOSING

A 'COURSE CLOSING CAR' will be running as close as possible behind the last competitor. As there will be live competitors on stage when the Course Closer enters the stage, you should remain on location until the closer reaches the stage finish. This action is in recognition that competitors could still encounter difficulties, which may require the attendance of the Rescue Unit from the stage start.

Once your stage is 'closed' and you have been stood down, either by radio or personally by your Stage Commander, please dismantle your junction and leave the stage in stage direction, unless given instruction to the contrary, exercising care.

MULTIPLE FIELDS

Where an event has more than one field of competitors there will probably be a gap between these separate categories. You **MUST** remain on station and alert to any unauthorised movement on stage.

SPECTATORS & MEDIA

Ensure that no unauthorised vehicles drive onto the stage.

Public footpaths will not be closed. Please advise walkers, cyclists and others, of the event - its direction, dangers and the code of safe spectating.

Ensure spectators are kept well back from the stage route and away from the outside of bends. It is easier to stop spectators entering these areas than to move them once they have become established.

If there are more spectators than you can adequately control, inform your Stage Commander via the nearest radio point.

Representatives of the media will be clearly identified and are allowed to place themselves anywhere, **HOWEVER**, they should be encouraged to stand in safe areas and at no time

place themselves or anyone else in danger. Remember that these individuals will have signed-on and therefore operate under their own cognisance.

INCIDENT PROCEDURE

Should you witness directly or be advised of an incident, BEFORE investigating yourself, send a colleague to alert the nearest radio operator. Once you have detailed information regarding the incident ENSURE that this is passed immediately to the nearest radio operator.

IT IS VITAL THAT YOU ADVISE THE ORGANISERS VIA YOUR NEAREST RADIO OPERATOR OF DETAILS REGARDING ANY INCIDENTS AS THEY OCCUR.

If appropriate: -

Render the required assistance in order to protect the scene and to help those involved directly in/or with the incident.

Make sure the competitors OK/SOS board is out with the side relevant to the seriousness of the incident facing on-coming competitors.

In cases where there is a danger to the life of the occupants i.e. vehicle fire, vehicle over a drop, immediately assist the crew from the car, with your personal safety as a paramount concern

Where there is no immediate danger to life but there are injuries, leave the occupants in the vehicle, but talk to them and observe their actions until the help you have summoned arrives

With a serious incident, do not move any objects or items from the scene of the incident. This applies to stage furniture, logs, debris etc.

On completion of the incident make out a written report and hand this to the closing vehicle.

If you are involved or associated with any incident, please ensure that you make no comment regarding any aspect of it to a member of the public or media.

Any requests for comments or information should be directed to rally Headquarters.

Appendix 2 – Radio Users' Operation Notes

1. Introduction

The Bulldog Rally 2008 will use as it's primary safety and medical communications system the MSA 81.575 Mhz FM frequency radios. All radios on this channel will operate through a radio controller or their designated relay/link. All senior officials of the event will be equipped with a radio on this frequency.

2. Responsibilities

2.1. Stage Radio Supervisor

- 2.1.1. Will ensure that all radio crews are in position at least 1 hour before the first car is due.
- 2.1.2. Will ensure that all radio crews keep a check sheet (supplied).
- 2.1.3. Will supply radio control / relay with a list of active radio crews and location on the stage.
- 2.1.4. Will be responsible for supplying the following information:
 - Stage Ready
 - Doctor, Rescue and Radio Crew in Position and Ready.
 - Passage of Official Vehicles
 - First competing car and time entered stage
 - Time Stage Stopped
 - Action taken
 - Time Stage Restarted
 - Last Three Car Numbers and final cars time
 - Total Number of Cars Completing Stage
 - Passage of Closing Car

2.2. Stage Radio Crew

- 2.2.1. Report that you are in position with the stage radio supervisor
- 2.2.2. Park in a place of safety where the stage can be seen clearly
- 2.2.3. Keep timely and accurate check sheet of all passing vehicles
- 2.2.4. Make themselves known to the marshal in the immediate vicinity
- 2.2.5. Advise Radio Control of any problems
- 2.2.6. Operate in accordance with Normal MSA Procedures

3. Basic Do's and Don'ts

3.1. Do:

- Ensure that you know which channel the stage is being run on and that your radio is set to that channel
- Make sure that the Radio is manned at all times
- Listen to your radio at all times. Other information may be relevant to you
- Keep the Radio in view. *To ensure the transmit light is out* before transmitting your message.
- Keep message brief.
- Transmit any long messages in small sub messages. Channel 81 times out after 30 seconds.
- Make note of any radios you can hear well.
- Make sure that your push to talk button does not get stuck open.
- *Wait a moment after PTT button is pressed before talking.*
- If radio fails check all connections and try to let another official know if the failure is terminal.
- Run the vehicle engine every so often to keep the battery fully charged

3.2. Don'ts

- Use channel 81 as a chat channel. You may be putting lives at risk.
- Put the radio/loudspeaker where others can overhear it i.e. on the roof of the car.
- Park under trees or near other radio communication or computer equipment
- Try to listen to a number of radios at once. You may miss an important message.

4. *Special Calls*

4.1. **SAFETY** – Possible safety problems (Spectator overcrowding)

4.2. **URGENT** – More Important message (Suspected injury or Stage Blocked)

4.3. **PRIORITY** – Confirmed injury / Life and Death Situations Only

4.4. Strict Discipline must be observed at all times and any misuse of these calls will be dealt with severely.

4.5. In safety, urgent or priority situations Radio Control will state the fact and call for radio silence. Please do not transmit unless the message is very relevant to the current situation. Listen carefully your help may be required.

4.6. Calls should be initiated as follows:

"PRIORITY, PRIORITY ...RADIO CONTROL FROM WOLF ONE."

4.7. Wait for the controller to acknowledge message and clear down the air before passing the message. **STAY CALM.**

4.8. **All special calls have precedence over administration calls.**

5. *Problem Resolution.*

5.1. If you cannot resolve a problem please consult the Radio Controller for advice.

Finally have an enjoyable day and thank you for your support.

Appendix 3 – Additional Radio Frequencies

(Preamble outlining specific operation, deployment and usage of each additional radio frequency)

Upon arrival at your stage or given location please check that your set is switched on, the microphone and speaker are connected and that the volume and squelch (if fitted) are adjusted to the correct levels. **MAKE SURE YOUR AERIAL IS CONNECTED AND THAT THE COAXIAL CABLE IS INTACT AND IS NOT TRAPPED PRIOR TO SWITCHING ON YOUR SET.**

Ensure that your radio is monitored at all times. Radio traffic not directed to you is still important and you need to listen to it.

ENSURE THAT YOU ARE AWARE OF WHERE YOUR MICROPHONE IS AND THAT THE PTT (press to talk) BUTTON IS NOT TRIGGERED UNNECESSARILY.

Even if you are using a duplex frequency a microphone activated in error will disrupt the efficiency of this frequency.

Make sure that you know your call sign and all those on your stage or specific location.

Do not park close to other vehicles using radio equipment or computer equipment.

Do not park under trees or beneath electricity cables.

(Continue with additional notes, which relate to application and operation of each additional frequency).

Appendix 4 – Example Radio Check Sheet

RADIO CHECK SHEET



STAGE No.

Total	List of Cars In Order by Number										Control					
0											Course Cars					
10											Last 3 Previous Stage		Total			
20											Time 1st Car	In	Out			
30											Last 3 In Stage		Total			
40											Time Last Car	In	Out			
50											Last 3 Out Of Stage		Total			
60											Cars Stopped in This Stage					
70											Car No	Junc.	Car No	Junc.	Car No	Junc.
80																
90											Other Radio Cars In This Stage					
100											Junc.	Call Sign	Junc.	Call Sign		
110																
120																
130																
140																
150																
160																
170																
180																
190																

Cross off the Car No. On The Chart Below As It Passes Your Location

01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120
121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140
141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160
161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180
181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200

From Wolverhampton & South Staffordshire Car Club Ltd.
Thank you For Marshalling

Appendix 5 – Marshal Instructions

1. Introduction

Welcome to **The Bulldog Rally 2008**. Please read these instructions carefully even if you have marshalled on other events. Everyone can always learn something new. Please remember **Safety** is always the **priority**.

2. Signing On / Job Location

Please "Sign-On" as soon as possible on an official sign-on sheet, to make sure you will be covered by the event insurance. If you don't already know, your stage commander will allocate you to a location in the stage and give you any specific instructions. Please proceed to your allocated location when requested to do so, please remember that the stage will not be "LIVE" and set up activities may still be taking place and other officials may arriving at their locations and settling down. Please take note of your nearest radio point and how to get there quickly and safely while the stage is running. If possible make contact with the radio operator before the stage starts and advise them of your location using the post number.

3. Personal Equipment

Due to the time of year the event runs please ensure that you are equipped to deal with inclement weather, this should include warm & waterproof clothing, warm drinks and food and sensible foot wear. Other items that will be useful include a torch, knife, whistle and if possible a fire extinguisher.

4. Identification

All officials will be identified with either a name badge or car sticker. Press and VIP's will have a letter issued by the Clerk of the Course, please remember this does not give them the right to stand or go where they like, they should follow your advice.

For your own safety, please wear a high visibility tabard either supplied by the event or if you have your own please use it. This will help competitors and the other officials to identify you, also it will give you some authority over spectators.

5. Job Functions

a. Safety Marshals

Safety marshals are positioned at points throughout the special stages to ensure the stage is set up, run and clear safely.

To provide emergency assistance to competitors in need.

To ensure spectators are not a hazard to competitors or themselves.

Marshals are usually the first on the scene of an incident and as such they should protect the scene and follow the incident procedure. By use of whistles the marshals will indicate to spectators that the stage is live and a competing vehicle is approaching. Manning should be at least of adequate numbers for the particular stage location.

- b. Radio Marshals
Are placed at key points in the stage to report on possible incidents and keep a track of cars that have passed their location. They must also keep the Stage Commander informed of incidents in their sector of the stage. The competing number and order of cars that passed the location are recorded on check sheet include in the pack for each radio point. When the radio operator arrives at the location on stage they must report into the radio controller and inform them of their call sign and location. Radio operator can operate individually but teamwork with safety marshals is usually essential.
- c. Time Control Marshal.
Records the time that the competing vehicle entered the Time control. The information is written onto the competitors' timecard and a control check sheet. The time must be taken from the official clock and crews are allowed to enter the time control 59 seconds prior to the minute they require. Time given is to the previous whole minute. At Least 2 Marshals required per Time Control.
- d. Stage Arrival Control Marshal.
Record time from the ATC clock that the competing vehicle entered the control and allocates a proposed stage start time. This is the time of arrival at the control plus at least 3 minutes. This is not to be deviated from unless the stage commander instructs the marshals to do so. The competing vehicle is allowed to enter the control 59 second prior to the minute required. The information is written onto the competitors' timecard and a control check sheet. Ideal manning should be at least 2 Marshals per Stage Arrival.
- e. Stage Start Marshal
Confirms the Start time issued at ATC to the competing vehicle and follows the start procedure. The start time is recorded on the timecards of the competing crew and on the corresponding check sheet. The event will be using an automated start lights that will ensure the stage time for the competitors will be timed to tenths of a second. The instructions for use of the timing equipment will be included in the control pack. If the marshals have not used the equipment previously instructions will be included for dummy runs as well. Ideal manning should be 3 Marshals per stage start.
- f. Flying Finish Marshal
The marshal must record the time at which the car completes the stage on the check sheets provided and this time will be communicated to the Stop Line Marshal. The Marshal on the Flying Finish will act as a backup the automatic timing system fails. Minimum manning should be at least 2 marshals per flying finish.
- g. Stop Line Marshal
Record the time the competing vehicle crossed the Flying Finish on to the competitors' timecards and a corresponding check sheet. Minimum manning should be at least 2 marshals per stop line

6. Paperwork

A list of paperwork is included in every pack and if you are missing anything please inform your stage commander who will have spares. Examples of the Timecards will be included in the packs. **Unless otherwise specified in your pack, the Course Closing car will collect all control check sheets including any written reports from Stage Commanders and judges of fact.**

7. Stage Furniture (Arrows etc.)

Arrows, tape, stakes etc. will be put in place before the marshals get to their location, occasionally to aid marshals getting into position tape might not be tied off in the correct manner and therefore the marshals will need to complete a little set up work. Make sure the rally route is clearly defined, stop a course car if you have any concerns.

Marshals need to protect and replace the arrows etc. when rally cars or spectators dislodge or remove them. The course cars will carry addition equipment and if required please flag down and tell them what you require.

When the stage is fully complete please breakdown the majority of the signage, leaving one arrow at the junction in place for the equipment van. Please place the remaining equipment in a pile by the remaining direction arrow.

8. Stages

It is this rally organisers' policy to run only the minimum required number of course cars, none of which will traverse the stage at competitive speed. The first car to traverse the stage will be the clock delivery car, which is normally between 2 and 1 hours before the first competitor is due. The clock delivery car crew sets up and tests the timing equipment. This car will be identified clearly and this vehicle may cut or reroute depending on time schedule restrictions.

The stage will be LIVE 30 Minutes before the first competitive car is due.

Approximately 30 minutes before the first competitor is due will be the spectator safety car. This vehicle will traverse as many stages as possible but will pass through all stages with designated spectator areas. The prime function of the crew in this vehicle is to check the stage set up and ensure vehicles, spectators and marshals are positioned in places of safety. This vehicle will be clearly identified and once on the stage the vehicle will follow rally route.

Approximately 15 minutes before the first competitor is due will be the Course Car. A vehicle of this denomination will traverse ALL stages and check the stage set up and safety of the stage. No other vehicle will traverse the stage between this vehicle and the first competing car. Both the Spectator Safety Car and the Course Car will check the functionality of the timing equipment. All the course cars will carry dummy time cards and will be used for practise.

Once the Course Car has completed the stage and everything is to the satisfaction of the crew, the stage will be ready for the first competing car. The Competing cars will start at 1-minute intervals, due to the nature and number of events there will be gaps between competing vehicles running on the same stage.

Please remain at your post until the Course Closing Car has past your location **AND** the stage commander stands you down.

9. Spectators

As a marshal always try to lead by example, do not stand in dangerous locations and please ensure that you do not stand in groups chatting or fool around.

When talking to the spectators please adopt a non-confrontational, friendly approach and speak to them, as you would like to be spoken to yourself. Do not let spectators settle in a dangerous position or areas designated as PROHIBITED, it is always easier to move them before they "set up camp". If you ask someone to move please try and explain why you think it is not a good idea to stand in that particular place and suggest another position. If spectators wish to move location suggest they walk through the trees rather than on the stage.

If you encounter a particularly difficult group of spectators who will not move please inform the nearest radio point and get them to inform the organisers.

Press photographers if they are 'signed on' and identified do not necessarily have to stand in designated spectator areas. They should take your advice as to their 'no go' areas. If they do not cooperate then find out whom they are and send a written report to rally HQ.

10. And Finally.....

Always **THINK SAFETY** Competitors, officials, yours and the spectators. If you have any further questions please don't hesitate to contact Marcos James on 07985420483.

Thank you for marshalling and I hope you have a
Good Days Rallying!

Appendix 6 – Service Area Risk Management

Entrants, competitors and service crew members should be aware of their own and other people's safety and well being, when competing in motor sport.

- All entrants should have an environmental ground sheet in place before work commences on the vehicle
- All service vehicles should have an environmental spill kit, for use in the event of liquid spillage. (Competing cars should also carry such a kit)
- Fire extinguishers should be readily available at all times when vehicles are to be worked on, particularly in the event of any welding or grinding being carried out and when vehicles are being re-fuelled.
- Vehicles should be supported by axle stands, chassis sill stands or ramps, all with recommended base plates, when raised in the air by trolley or any other types of jacks. Engines should not be run when the vehicle is raised on stands. No other work on the Car should be attempted, when raising or lowering of the car is taking place.
- If re-fuelling is permitted in the service area, this should be the last operation to be carried out before the vehicles leave. The vehicle should be off any support stands, have all four wheels on the ground, have all work ceased and have no occupants when re-fuelling commences. Ideally re-fuelling should be by hand pumping, rather than from hand held containers.
- The crew concerned should contain spillages of any liquid immediately.

Storage & use of petroleum spirit

- Containers should comply with the relevant British Standard, should be marked "Petroleum Spirit - Highly Flammable" and kept from any source of ignition.
- All empty containers should be removed from the venue after the event.
- Petrol is to be used as fuel only, not for any other purpose.
- All vehicle refuelling is to take place in the open air. A "NO SMOKING" area should be enforced and an operative should be on standby with an appropriate fire extinguisher.
- Re-fuelling operatives, including those standing by with fire extinguishers, should ensure they are wearing protective clothing, including gloves and eye protection.

Hazardous Substances

- Some vehicle parts, for example brake & clutch linings contain asbestos. Competitors are encouraged to use non-asbestos substitutes where possible. Where asbestos is used, every effort should be made to prevent dust being released.
- Some mineral oils may cause skin cancers. Where contact does occur, contamination should be washed off immediately. The wearing of any contaminated clothing should be avoided.
- Other substances may cause ill health. Suppliers will have information about the possible effects of their products available on request.

Electrical Safety

- All electrical equipment should be maintained in a safe condition.
- Extension leads & cables should be neoprene, oil resistant flexible cable.
- All electrical equipment used externally should be weather proof and tools should be "double" or "all insulated" against electric shock.
- Electrical equipment and hand tools should not be used where flammable vapours are present.

Fire Precautions

- All competition and service vehicles should carry a suitable fire extinguisher.
- Special consideration should be made before lighting any cooking appliance.
- All sources of ignition should be kept away from any fuel store or re-fuelling area.
- Fire extinguishers should not be moved from their known location, other than when in use.
- In the event of any fire, a report should be made to the organisers of the event before leaving the venue.

- All entrants are encouraged to train their personnel in the correct fire prevention and treatment procedures.

Compressed Air Equipment

- Air blasts from over inflated tyres can cause severe injury. Tyres should not be inflated above the manufacturers recommended figures.
- Always stand clear when inflating tyres.
- Compressors and airlines should be inspected regularly.
- Compressed air cylinders should be stored and used to suppliers' recommendations.

General Working Practices

- All working area should be kept clean and tidy. All waste and spillage should be cleared up immediately, removed by the entrant at the end of the event and disposed of in a responsible manner.
- Trailing cables & hoses should not be allowed to create a trip hazard and should not run across access or roadways.
- Whenever vehicle engines are being run, adequate ventilation must be in place.
- All safety notices should be complied with
- Any personnel carrying out work should ensure that they adopt safe working practices at all times
- Service crews and competitors need to be aware of the long periods of exposure to cold, wet or heat, experienced while on location in service areas and dress accordingly.
- Children under 18 years of age are to be closely supervised and should not leave your designated area un accompanied. They are children and as such your responsibility.

Noise

- Exposure to excessive noise may result in hearing loss, or other complaints. These may be short term , or after prolonged exposure, permanent.
- Where exposure to noise is unavoidable, ear defenders should be worn.

Manual Handling

Lifting, carrying and propelling of loads by bodily force is a major cause of industrial injuries. All entrants are encouraged to train their personnel in safe manual handling techniques.

Waste

Entrants should remove all waste from the venue, including containers, packaging tyres, oils etc. They must be disposed of it in a responsible manner.

Vehicle Safety

- A 10 m.p.h. speed limit should be observed at all times in a service area, other than for emergency vehicles which may be attending an incident.
- There may be pedestrians in service areas. Special care must be taken in these circumstances, to avoid collisions.
- The unauthorised use of mopeds, motorcycles, scooters, gopeds, quads etc is forbidden in the service areas.
- Persons holding valid driving licences for that class of vehicle may only drive vehicles.

First Aid

Any person sustaining injury or illness should seek treatment from the event emergency services, by initially reporting to the Senior Official in charge of the service area, who will ensure the appropriate response.

Public Safety

Entrants and their associated personnel should act in a manner so as not to put either themselves or any other person at risk of injury.

Reporting of Accidents & Incidents

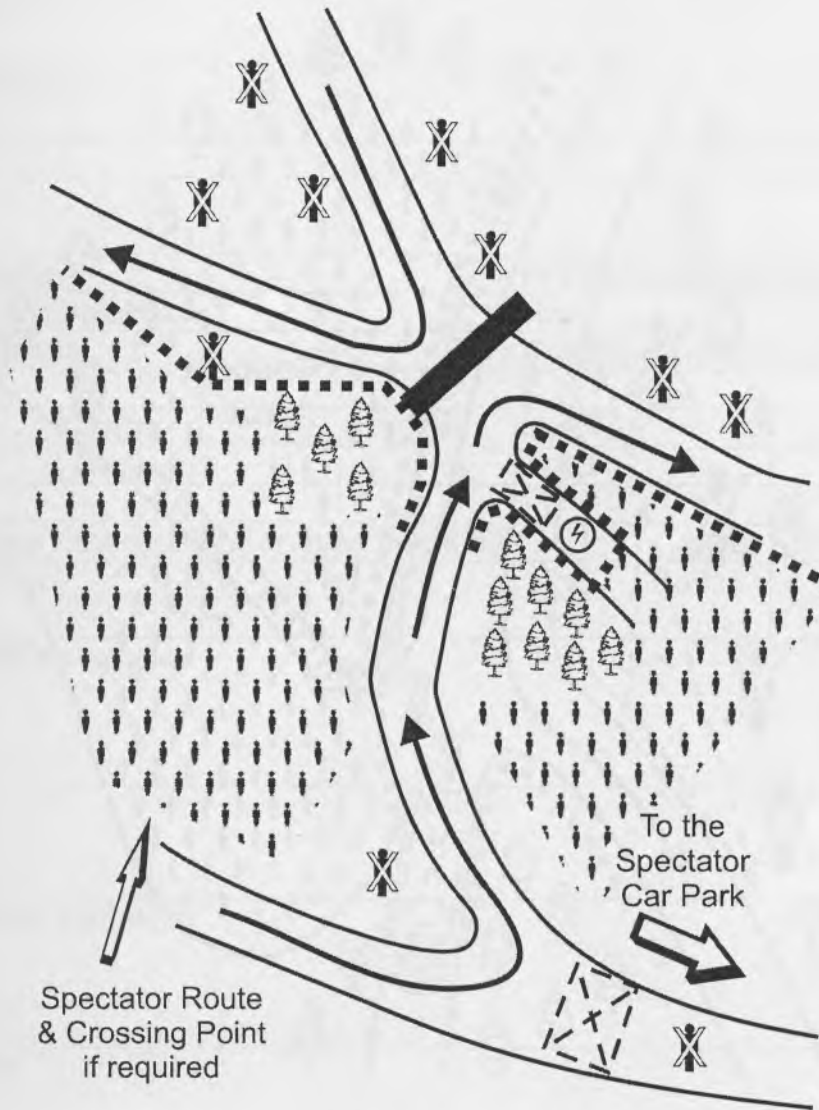
All accidents where any person sustains injury, or where damage to property occurs, should be reported immediately to the Senior Official in charge of the service area.

Further Regulations and Information

Entrants are reminded of their obligations to comply with the requirements of the appropriate sporting regulations at all times. These Guidance Notes should be read in conjunction with all relevant regulations.

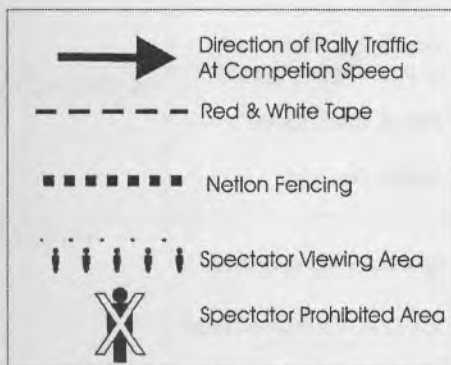
Appendix 7 - Spectator Area Diagrams

Dyfnant 1 & 2 Spectator Area
2008

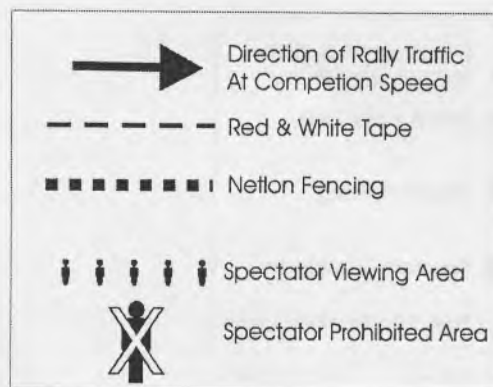
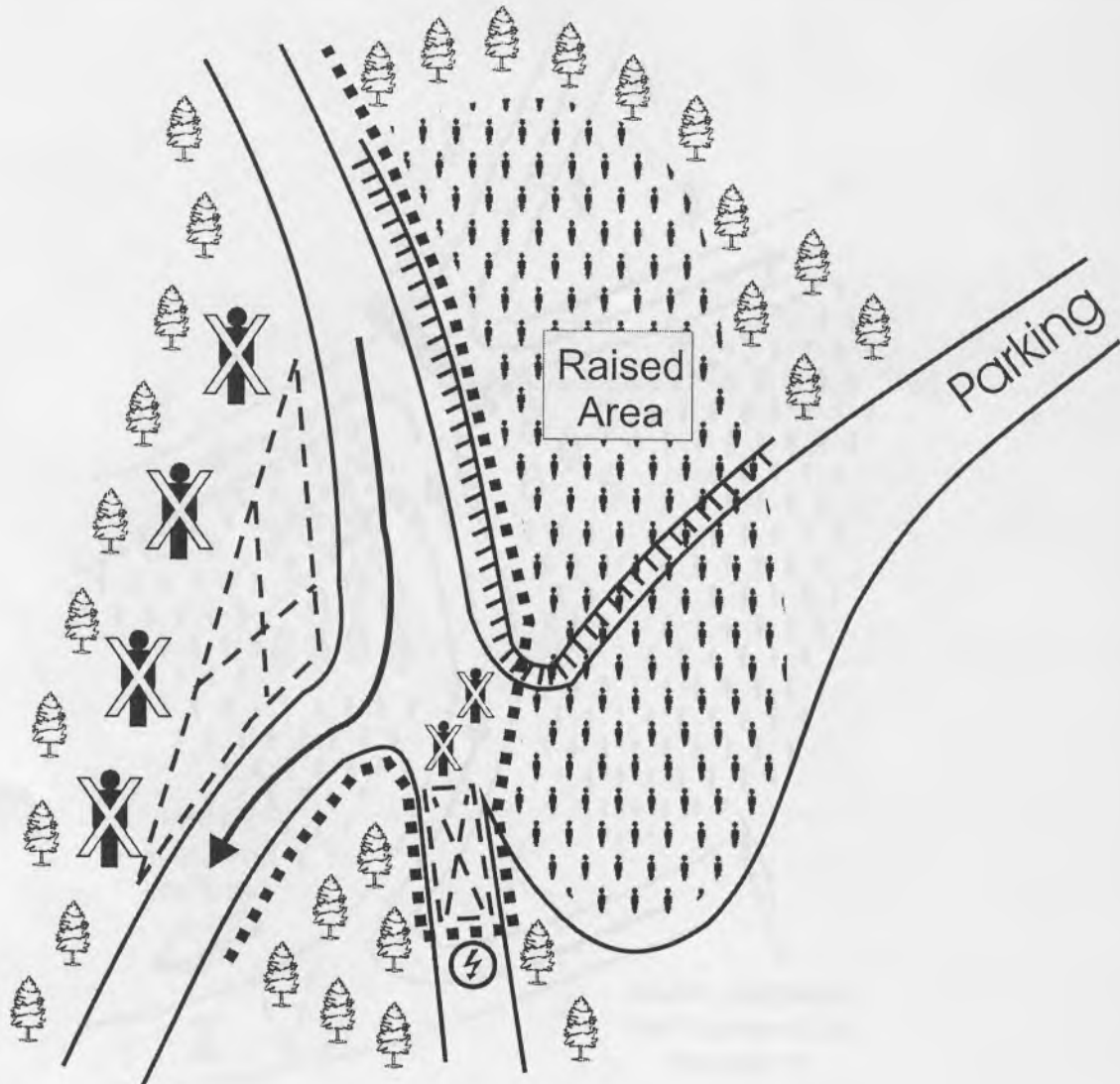


Spectator Route
& Crossing Point
if required

To the
Spectator
Car Park



Big Ray Spectator Area 2008



Appendix 8 – Incident Report Form

PLEASE TAKE TIME TO COMPLETE THIS FORM AS SOON AS IS PRACTICAL WHEN COMPLETED PLEASE HAND THIS FORM TO THE STAGE COMMANDER OR THE CLOSING VEHICLE.

Stage Name				Stage No			
Location of Incident / Occurrence							
Competitor number(s) involved							
TIMINGS							
Of incident/occurrence						Hrs (Witnessed/Advised)*	
Reported to Control/Organisers*						Hrs	
Request for assistance						Hrs (Doctor/Rescue/Recovery)*	
Arrival of		Doctor				Hrs	
		Recovery				Hrs	
				Rescue			
				SSO			
						Hrs	
						Hrs	
Request for National Emergency Services made by							
At		Ambulance		Hrs		Fire	
Arrived				Hrs		Police	
						Hrs	
						Hrs	
Nature Of Incident/Occurrence							
Action(s) taken							
Witnesses (Names & Address)							
Condition of Driver							
Condition of Co-Driver							
Condition of Other							
Signed				Name			
						Date	

Please use the other side of this sheet for any further information. Thank you for your co-operation *Delete as applicable

Incident Report Form – Additional Information

[A large rectangular area containing a very faint, illegible diagram or sketch, likely representing a vehicle or accident scene.]

Amendment to Safety Manual.

Stages 1 & 6 Dyfnant

Recoveries at Stage Start – Cam Recovery & Wyeroc 4 Recovery.

Forest Recovery to be Floating Unit with Staffs Rescue and Dr. Helen Gowland positioned at top of Dyfi. Map Ref: 124/811106. Arrive at 08.45, stand down when SS3 – Big Ray closes unless otherwise instructed.

SS1 and SS6 – RV point Cann Office, MR 125/012107

Additions to Safety Manual

SS1 and SS6 - Paramedic is Nigel Wells
SS2 - Paramedic is Steve Miles
SS4 - Paramedic is Nick Haynes

Safety arrival times no later than:

SS1/6 Dyfnant	- 07.30
SS2 Wolfone	- 08.30
SS3 Big Ray	- 10.30
SS4 Llangywer	- 12.45
SS5 Penllyn	- 12.00