



Flagging & Communications

MANUAL

Approved by the Competition Board – November 2002

SPORTS CAR CLUB OF AMERICA

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INTRODUCTION

The Flagging & Communications (F&C) Manual defines standard procedures for all Sports Car Club of America (SCCA) club events. While this Manual is designed as a standard set of guidelines based on input from racing Regions and their F&C staff throughout the United States, it does not address every situation you may encounter at your local race track. It is also important to become familiar with local policies and operating procedures. For instance, some regions use a central dispatcher for control of emergency vehicles. This manual serves as a guideline, has not been mandated and like all manuals may not be protested.

The nationwide procedures outlined in this manual help foster consistency and uniformity in our specialty while also providing general information for marshal training and development. In F&C, much of the training and development will take place "on-the-job". Experiences and the instruction received on track and off will always be the primary resources for growing in the Specialty.

This Manual defines certain minimum requirements for the F&C specialty and for F&C personnel at an SCCA club event. Many of these procedures may also apply to events sanctioned by other racing organizations. Local Regions or Divisions may have additional developmental guidelines and it is important to inquire about them as well. Requirements for training and staffing levels are set in the interest of safety.

F&C marshals are expected to be familiar with the activities of the whole specialty. The specialty may be managed by one or more F&C Chiefs, or it may be separated into Communications and Flagging with individual chiefs. The way the local region operates depends on the region and the race track. The specialty (in either form) is required to provide the same information to Stewards, Drivers, and other Specialties. We encourage all F&C marshals to become proficient in all aspects of the specialty and to stay trained at as high a level as possible.

Along with understanding the F&C standards, marshals should become familiar with the SCCA General Competition Rules (GCR) and the Supplemental Regulations for each event you attend. The current SCCA GCR rules are included in this Manual . Check the SCCA publication "FASTRAC" to be current on interim rule changes, which carry the full force of the GCR until its next published edition.

There should be a triennial cyclical review of The Flagging and Communications Manual. A minor annual review shall address changes in the references to the GCR.

F&C puts marshals trackside at the best road racing events in the country. Marshals will find that participating in this exciting sport and making new friendships are the best rewards for the work. If, after learning about F&C a member feels it is not a good fit, don't worry, SCCA has many ways for all to participate. Join the fun. Become an SCCA participant. Always have fun and be alert, safe, and prepare for the unexpected!

ACKNOWLEDGEMENTS

The revision of this Manual **would not** have been possible without the great efforts of many talented and dedicated F&C members. Thanks to each of them for making it reality. The contributors were (in no specific order) Kathy Maleck, Bill Salmon, Stan and Shirley Wantland, JoAnne Jensen, Mike Frye, Hazel Haupt, Neava Ford, Greg Kutka, Sandy Byrnes, Terry and Ed Ozment, Shannon Murphy, Mary Durham, Carl and Barb Lundquist, Sam Oram, Laurie Sheppard, Tom Wilhite, Keith Duntze, Carol Wilhelm, Phil Dueshane, Peter Wall, Scott Primm, Val Kosky, Kathy McLeod, Bill Salmon, Mike Burke, Diane Case, Lou Giallenella, Pete Wagner, Lynne Huntting, Dick Lubotina, Steve Robinson, Kathy Bradley, Peter Quenet, Fred Cummings, Bob Buccola, Barb Brown, David Casey, Corky Swanson, Stu Cowitt, Sue Coleman, Debbie Martens Debbie Lafond, Barb Coburn, Mo Overstreet Ray Marsh, Jake Davis, Ron Shaw, Kris Mandt, Barb Knox, Bernice Stanley, Bill Hirschaut, Tom Phillips, Kim Joiner, Ann Hefty, Dave Ruegsegger, Debbie Martens and many more. A special thanks to Pat Burns for his many long hours of shepherding and coordinating this change process.

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Thanks to everyone for the years of work that made this Manual a reality.

Dick Coburn, National Administrator of Flagging and Communications

NOTES ABOUT THE STRUCTURE OF THE F&C MANUAL

This Manual has been formatted with the main section dealing with the workings of the Flagging and Communications specialty. Also included are appendices that can be removed for reference and training purposes. Since the appendices were set up to concentrate on a specific area of the specialty, there may be duplication of what is in the contents of the main section of the Manual.

I. PURPOSE OF THE F&C TEAM

The purpose of the F&C organization is to provide safe course control by doing the following:

- ❑ Informing the drivers, through flags, lights, or other signals, of the condition of the course, the condition of their cars, or of any unusual conditions affecting the running of the event.
- ❑ Informing the Operating Steward and other officials, through the communication network, of the condition of the course and the competing cars, and of any situations requiring decisions and/or actions by the race officials.
- ❑ Relaying information and instructions from the Operating Steward to the persons operating the various emergency vehicles and equipment around the course (they may also be tied into Control via radio) as well as to the racing drivers and other turn personnel.
- ❑ Undertaking emergency action needed to protect the lives and property of the marshals, drivers, or spectators in the event of an accident.
- ❑ Maintaining a clear course.

II. PERSONAL QUALITIES OF THE IDEAL F&C OFFICIAL

Participants in the F&C Specialty are men and women 16 years and older. Persons between the ages of 16 and 18 years must have a special SCCA waiver signed in order to participate in a hazardous area. All must be SCCA members in good standing and must be issued a license by the F&C Chief(s) or designee. Here are some additional qualities to be a marshal:

- Ability to work as part of a team.
- Be reliable. Be on time. Always attend when you say you will. Follow instructions.
- Be able to meet the physical requirements set out in SCCA GCR Section 6.6.5 so as not to be a danger to oneself or other members of the team.
- Common sense, good judgment and the ability to think logically will help you through many situations.
- Be knowledgeable of the operating procedures of this Manual and the current SCCA GCR.

Other

Per GCR 6.6.4 Alcohol, Narcotics, and Dangerous Drugs

Consumption of alcoholic beverages by an official is expressly prohibited until all practice, qualifying, and racing activity is over for the day, and thereafter until the individual official's duties have been completed for the day. Any official who has consumed any alcoholic beverages on the day of the event contrary to the above shall not participate, and may be excluded by the Chief Steward or Chief of the offender's specialty, and may be penalized as provided in Section 14, Penalties. Consumption of unauthorized controlled/dangerous substances is prohibited at any time.

Per GCR 6.6.5 Medical Condition Affecting Fitness of Official/Worker (Marshal)
Any known medical condition (including pregnancy) which could affect the ability to perform some or all of the assigned duties of the specialty shall require a request for reassignment based on the recommendations of the person's physician. Some medical conditions (including pregnancy) may require reassignment to non-hazardous areas only.

III. RACE ORGANIZATION

At all events, there is a structured Race Organization with functional levels of responsibility and accountability. F&C is one of many specialties in that structure.

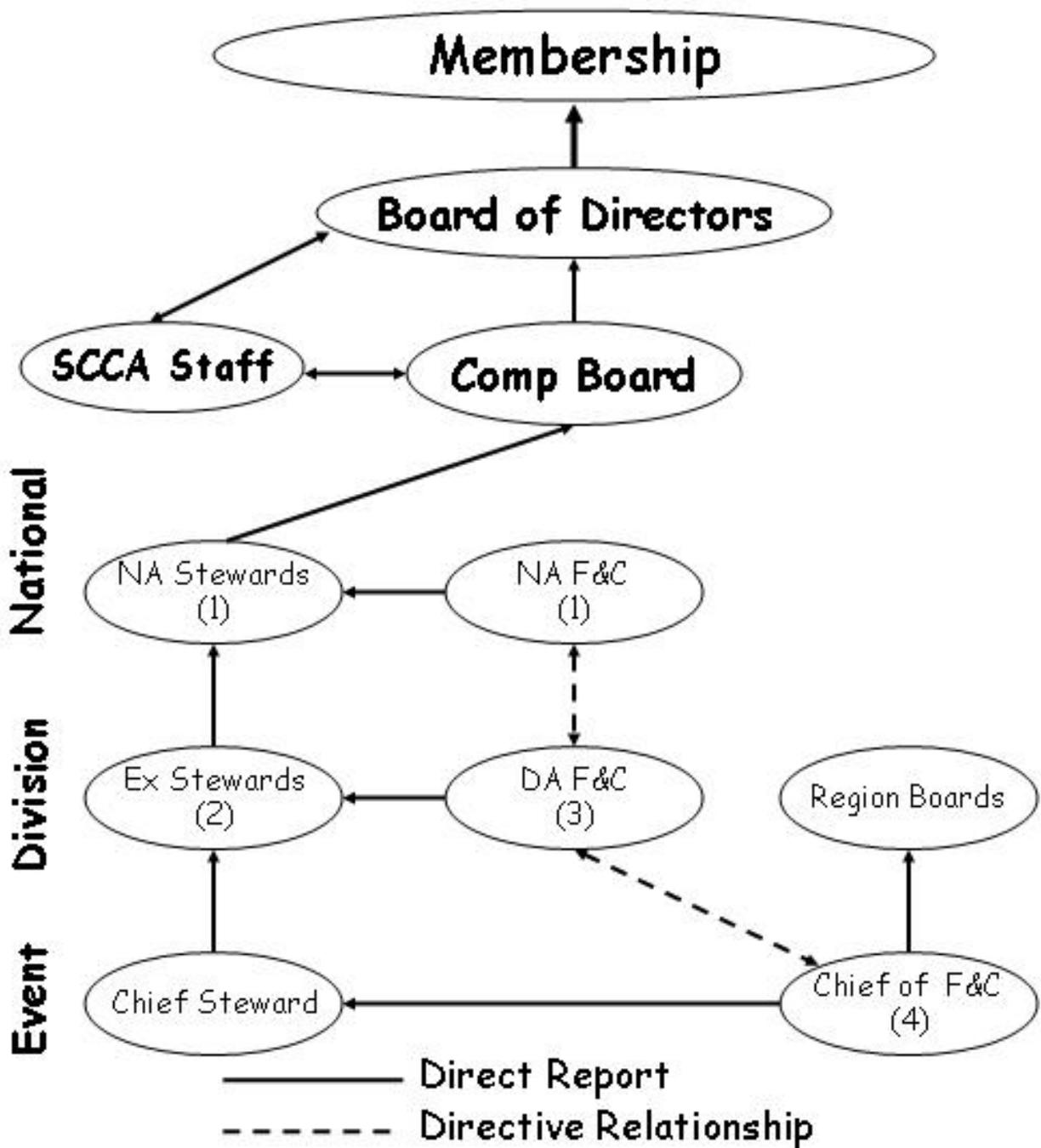
A. THE F&C HEIRARCHY

- The Chief Steward is the person in control of the operation of the event. This person directs the functions of the event and is the ultimate operational decision maker. There will typically be a number of Assistant Chief Stewards who are responsible to the Chief Steward and who assist in the operation of the event. There will also be an Assistant Chief Steward in charge of safety, who will appear at the F&C station if there is an incident of any proportion. There are also Stewards of the Meeting who act as judges for the event. They hear driver protests, equipment protests, decide on penalties to be imposed, and evaluate the event.
- A Chief of F&C (or one Chief of Flags and one Chief of Communications) is responsible for the operation of the F&C team. (There may be Assistant Chiefs also.)
- While the positions of Chief of Flagging and Chief of Communications may be filled by separate people with equal authority, this Manual addresses the responsibilities as if they were held by one person, as is common practice in many regions. All Chiefs of Specialty report to the Chief Steward during an event and must work together to appoint crews that can work to make their part of the event a success. "Control" is the communications center and hub; all messages should flow through Control.
- At the event, the F&C Chief reports directly to the Chief Steward. The chief(s) is accountable for the performance and the smooth operation of the F&C team. The Chief is normally responsible for the F&C organization, recruiting, training and upgrading licenses of the marshals throughout the year. The appointment of Regional Chiefs of Specialty (Regional Administrators) is a process that varies by region. The appointment of chiefs is usually handled by each Region's Board of Directors and by the Region's bylaws.
- The Regional Administrator appoints an event F&C Chief who may appoint Assistant Chiefs of F&C. The individuals working in Control should have a thorough knowledge of the entire F&C Specialty and the "lay of the land" of the circuit.

Corner captains direct the marshal activities at each station. The chief(s) select their most experienced and knowledgeable marshals to be corner captains.

- Marshals at each station display flags, respond to incidents, and communicate on the race network.
- F&C marshal's job requirements are:
 - Communicate with drivers with the vigorous use of flags and signals
 - Communicate with Control in a clear, concise and precise manner
 - Be able to react and move quickly to avoid personal injury
 - Be able to react and move quickly to provide for the safety of fellow marshals needing protection from dangers
 - Provide for the safety of drivers by using skilled concentration and observation
 - Be able to provide for the safety of spectators before or after an incident
 - Be able to get to and from the flag station which may have difficult terrain or fencing
 - Have a constant awareness of the surrounding hazards
 - Perform and assist in fire suppression
 - Assist in driver extrication
 - Be able to move or assist in moving of vehicles to safer locales
 - Remove debris from track surfaces quickly

F&C Organization



- (1) Nominated by Comp Board & Approved by the SCCA Board of Directors
- (2) Appointed by Area Director
- (3) Appointed by Division Executive Steward
- (4) Appointed by Local Boards

B. OTHER GROUPS IN THE RACE ORGANIZATION

Individuals or teams who normally work closely with the F&C group are the:

- Race Chair or Chairperson(s) responsible for the overall event organization.
- Starters who use flags to communicate with cars on the circuit and answer to the Operating Steward.
- Course Marshals who maintain, distribute, and collect all course and corner equipment. They may use their private vehicles to flat-tow or rope tow broken race cars around the course after the close of each session. They also help with course set-up and tear down.
- The Medical Team which is responsible for the emergency first aid and rescue of drivers or race personnel involved in an incident.
- The Emergency Services team, which may include drivers and crews of the ambulances, Multiple Emergency Response Vehicle (MERV), wreckers, tow vehicles, and fire trucks.
- Registration, which is responsible for registering and issuing credentials to marshals, officials, drivers, crew members, entrants, and guests.

Other teams at the race track are the following:

- Stewards of the Meeting
- Technical and Safety Inspection
- Scrutineers
- Race Control
- Pit Marshals
- Paddock Marshals
- Grid Marshals
- Driver Information
- Timing and Scoring
- Sound Control

C. HOW THE F&C SPECIALTY IS ORGANIZED CONTROL

One member of the F&C team shall be responsible for Control through which all communications affecting the operation of the event are centralized. Control must have immediate contact with the Operating Steward/Chief Steward and all stations by radio or landline. The Control communicator must be located next to the Operating Steward in the Control room to enable the fastest and clearest communication between the two. In addition, a headset must be available at all times for the Operating Steward to monitor the communication line. The Control room should be sufficiently sound proof enough to allow free voice conversation. It should be separate from but linked by voice or phone to Timing and Scoring. Control should be closed to all unauthorized personnel. Generally only the control communicator, assistants and the Operating Steward and Steward backup(s) should be in Control. Other race personnel may enter as needed but Control is not be used as a viewing room for other officials or guests.

CORNER STATIONS OR TURNS

Number There shall be a sufficient number of corner stations located so that the entire course is under direct visual observation at all times. Coverage should be sufficient to protect all areas of the course not immediately visible to oncoming drivers. Often emergency, outpost, point, or safety marshal locations are placed across the track from, and/or between corner stations to guarantee full circuit observation and to assure prompt marshal response to incidents. A knowledge of hand signals will aid the flow of observations to the communicator.

Location and Jurisdiction of Corner Stations Each corner station shall be located with these considerations in mind, the F&C marshal with responsibility for:

- The blue flag (who is primarily the upstream safety for the entire station) should have a clear view of the area to be covered
- The yellow flag, in order to best communicate with the driver, should have maximum visibility to the oncoming drivers
- All F&C marshals should have a clear view and line sight should be maintained to the next following station. The corner station crew should have maximum protection from out of control race vehicles

Barriers, guardrails, or observation towers are installed to ensure the safety of marshals. F&C marshals must work behind some sort of positive protection. The yellow flag must be displayed when a marshal moves to an unprotected area.

The flag signaling jurisdiction of each corner station extends from the flag position of that station to the flag position of the next station. Reporting incidents to Control via the course communication system generally parallels the flag coverage area. Although flag and incident communication have defined boundaries, the responsibility of a corner station and its crew for course observation and incident management response overlaps that of the preceding and the following stations.

Personnel Each corner station should be staffed by a minimum of two and preferably at least four people in the following positions:

- a blue flagger (who may also work response/safety)
- a yellow flagger
- a communicator
- a corner captain who is designated in charge of the station by the F&C Chief.

Black Flag Station One of the stations is designated the BLACK FLAG STATION. This station, usually located in the hot pit lane, must be visible to the drivers for a fair distance and be far enough from the pit entrance to allow a driver to safely enter the pits. Other stations will be designated as “call through stations” to assist in tracking designated cars.

Emergency Vehicle Stations Certain stations may be designated as emergency vehicle stations, from which ambulances, MERVs (Multiple Emergency Response Vehicle), fire trucks, wreckers, tiltbeds or flat-tow vehicles may be dispatched by the Operating Steward either directly on a separate radio network or through the Control network. Pre-established dispatching methods will vary from track to track and should be understood prior to the event by the Chief Steward, Chief of Emergency Services, Operating Steward, the Control communicators, the emergency vehicle crews, and the F&C crew assigned to emergency vehicle stations. Customarily, while at the station, emergency vehicles and their assigned personnel are under the jurisdiction of the corner captain.

IV. EQUIPMENT

A. PERSONAL EQUIPMENT

Clothing

- Full coverage clothing in traditional SCCA F&C white is a **must**
- Sturdy shoes or boots (i.e. work, hiking, hunting) with ankle protection
- Hat and other clothing suited to the weather
- Rainsuit preferably white, neutral, blaze or safety orange

Equipment

- Gloves, preferably fire resistant, blaze or safety orange
- Whistle with a breakaway lanyard
- Ear plugs or muffs
- Cutting tool

Optional Equipment

- Personal rope
- Pen and paper
- Toilet paper (be prepared)
- Water and other personal needs (be prepared)
- Cameras and cellular phones are never to be used on duty

Ask experienced marshals and captains as well as Flag Chiefs for additional ideas for items to keep you comfortable to enjoy safe fun.

B. CORNER EQUIPMENT - Per GCR 3.15.3.D

Each corner station must be equipped with at least the following:

- Device for communicating immediately, clearly and without interference with Control, other corner stations and other stations as appropriate
- The following flags or signaling paddles: Yellow (2), yellow and red striped, white, blue with yellow stripe, white, black and red
- One dry chemical type fire extinguisher of at least 20 pound size or two 10 pound extinguishers are recommended
- Pry bar of sufficient length (4-5 feet)

- Broom (push type)
 - Oil/gasoline absorbent material
 - Fire blanket or fire sheet
 - Vest or armband to distinguish the Corner Captain/Turn Marshal
 - One Pair of blaze orange re-entry gloves
 - 20 foot length tow strap or rope
 - Flame/Heat resistant gloves
- Each black flag station must additionally be equipped with its black and a mechanical black flag plus a blackboard or other means of displaying simultaneously the affected competitor's number, or the word "ALL".
- The flags should be made of nylon fabric with wooden or other suitable staffs and should measure between 20 x 24 inches and 26 x 30 inches. Many circuits now also equip some corners with a set of yellow, red, and white signal lights visible to oncoming drivers at a distance and operated from the corner station. These lights must have controls to provide steady yellow, blinking yellow, steady yellow and red simultaneously (surface condition) and must incorporate a system to prevent steady red alone. If lights are to be used officially, per the GCR they must appear in the Supplemental Regulations.
- In addition to the GCR mandated corner equipment, these items should be available for each corner station: Additional 10 pound fire bottles for placement on course as needed or as replacements, note paper, pens or pencils, SCCA Witness Statement forms, corner personnel rosters or sign-in sheets, a schedule for the event, an entry list, and marshal and Captain or Turn Marshal evaluation forms.

C. COMMUNICATIONS EQUIPMENT

The communications system includes the following:

- A radio or landline for communicating immediately, clearly and without interference among all corner stations, emergency stations, the starter, pit, grid, pit-tech, the Operating Steward, and Control. The medical facility and timing and scoring monitor the race network.
- Each radio or landline drop must have a headset with a push to talk microphone that will not transmit unless the button is pushed. The receivers should be double earphone headsets connected so that all the stations can hear each other and Control at all times.
- Radio Tech or communications personnel must be available to repair the communications system at all times.

Control should be equipped with the following:

- A minimum of three (3) headsets (for the control operator, the logger, and the Operating Steward). These headsets should have amplification and noise canceling features so all transmissions from and to the corners are clearly heard. Double earphone receivers are recommended.
- A map of the circuit, either a magnetic board or a map with a clear plastic cover that can be written on and wiped clean, or an equivalent tracking system.
- Record keeping equipment, including pre-printed race log forms on which the event, race, corner or station number, time, flag condition, details communicated and cars involved may be recorded. Supplies should also include pencils, clipboards, entry lists, schedule and Supplemental Regulations.
- At least two accurate synchronized digital clocks.
- An enclosed, room equipped with tables and chairs for off duty communicators, loggers and stewards.

V. GENERAL PROCEDURE

A. REGISTRATION

The F&C Chief should send a comprehensive newsletter to all marshals about three weeks to a month prior to an event. (Longer for "premier events".) The mailing should include a return card or electronic response form for the marshals to advise their chief whether they will attend the event. Depending on regional processes, lists may be prepared for the Registration Chief, who can then process all F&C marshals with no difficulty. Reminder: all F&C marshals must be current SCCA licensed members. Minors must have a license that is marked with a "W" to indicate they have completed the appropriate SCCA waiver to be permitted into hazardous areas.

Upon arriving at the track, each F&C marshal signs in at Registration, presenting current membership and SCCA license cards and an official SCCA photo I.D. Registration will issue each marshal credentials allowing him or her to work trackside.

Regular annual SCCA memberships and trial or temporary memberships may be purchased at Registration. Regional licenses are issued by the Registration Chief or the F&C Chief.

B. FLAGGING & COMMUNICATIONS MEETING

On the morning of the first day of an event, commonly daily, the Chief of F&C conducts a marshals' meeting. All F&C personnel should attend the meeting and be on time. During the meeting, the Chief will review the procedures unique to that event or particular circuit. Turn assignments will be announced or posted. Ideally a steward will be present to go

over expectations for the event. Special attention should be provided to visiting marshals to familiarize them with unique attributes of the track. All regions will strive for consistency with this F&C Manual to make it easier for marshals to enjoy and understand procedures and process when visiting other tracks. Some chiefs hold short in-service sessions.

During the morning meeting the Chief addresses any policy or procedural changes since the previous event and sets the tone for the entire weekend. Out of region or new marshals should be welcomed to the group. Recognizing their participation will make them more likely to return.

Any special communications procedures or measures should be addressed at this meeting. Stations with added responsibilities should be identified.

C. MARSHAL ASSIGNMENTS

The Chief makes marshal station assignments prior to arriving at the track based on the responses to the newsletter or website, giving full consideration for the experience of the marshals and the requirements of each turn. Assignments will distribute experienced marshals to help train less experienced or new personnel at each station. Marshals who either did not receive mailings, emails or who arrive for the weekend unannounced will be assigned during the morning F&C meeting.

Assignments in each region vary. If your group works the same turn crews together all season, be certain to add new members to the crews to prevent stagnation and encourage training and developing the new and experienced marshals alike. You'll never learn more than when you start to train and realize the knowledge you have!

F&C groups are encouraged to train their members in all phases of the specialty. That means working everyone through a full rotation frequently to ensure the development of knowledge and experience and the exchange of ideas. Limiting participation to one aspect of F&C is not generally recommended, it is important that anyone licensed in the F&C Specialty understand all aspects of it. It is also important to "mix-up" a team periodically to foster a more unified group overall and permit members to get to work with other partners.

VI. CORNER STATION PROCEDURES

In the following sections, the terms "before", "preceding", and "entrance" indicate areas of the circuit upon which the cars approach a corner. The terminology "after", "following" and "exit" indicate course areas upon which cars leave the corner.

As mentioned earlier, the flag coverage jurisdiction of each corner station extends from the plane of the flag position to the following station's flag point. The station's flag position is **not** to be moved forward or back to cover any incident. Adjacent stations must be prepared to assist or backup each other as much as possible.

A. MARSHALS AND THEIR FUNCTIONS

Corner Captain

The Corner Captain (Captain) is responsible for the performance of the corner station crew, the equipment assigned, and all people in the station's area of responsibility. The Captain should be selected from among the most experienced marshals after having demonstrated the ability to manage other marshals. The Captain coordinates the corner's total operation, making sure the course is clear and ready, providing further training to the marshals, managing operations during incidents, releasing emergency equipment when directed, and ensuring Control is informed of the corner crew operations.

The Captain should also cooperate with properly credentialed photographers to assist them in getting the photos they need while not endangering themselves, disrupting the operation of the corner or interfering with the view of the marshals. Finally, the Captain should see that spectators and animals are not allowed into restricted areas.

Assistant Captain

The Assistant Captains act as the second-in-command to the Corner Captain. Frequently, they are responsible for inventory and placement of corner equipment; provide relief for one or more sessions to the Captain, or direct sub-station activities.

Flaggers

A flagger's prime responsibility is to communicate with the drivers. The flagger's body or another flagger should not obstruct the driver's view of the flag. After an incident flaggers often pirouette, rotate or change positions to afford the driver the best view of the flag which will warn oncoming drivers of the conditions in that sector. The flaggers must operate as a team.

Flaggers work in pairs, one facing oncoming traffic signaling with the blue and other flags and one facing the traffic departing the corner station signaling with the yellow flag. Since the yellow flagger cannot see oncoming traffic, the blue flagger must act as the eyes of the yellow flagger and warn of any impending danger. A blue flagger should be considered the upstream safety observer.

The flaggers should place themselves in a prominent position where they are clearly and easily seen by oncoming drivers and where they have an unobstructed view of the course. This position must precede all normal incident areas and afford the flaggers a clear view of the track between them and the station after them. If this line-of-sight is impossible, they must be positioned to be able to see the Captain or Safety/Response marshal who has that view and can indicate what flags are needed.

The flagging position must protect the flaggers with some kind of positive protection barrier, which will stop a racing car traveling at speed. At no time should the flaggers work in front of this protection.

The blue and yellow flags should be held so as to hide the colors from the drivers when they are not needed for signaling. The other flags need to be kept close at hand to the blue flagger to be displayed as quickly as needed.

In some locations signal lights may be available. These lights duplicate the signals of the yellow, surface, and white flags. They are normally worked from a switch and perform exactly like the flags they represent. When using a light system, one marshal must be designated to observe activities after the station for changes in the course condition, and another marshal should be designated to observe activities before the station for danger approaching the station.

Communicator

The communicator(s) must be in a location where all of the area within the jurisdiction of the station can be seen. **The communicator wears the phone set and never leaves it for any reason until relieved by another marshal.** The communicator reports all pertinent information about corner conditions to Control and relays incoming information to the Captain.

Safety/Response

"Emergency", "outpost", "point", or "safety" response marshals will normally work in areas along the course between stations to ensure complete observation of the entire course and so that drivers may receive assistance as soon as possible in case of an incident. Standing face to face, one marshal watches incoming cars, and the other watches outgoing cars. If alone on an outpost, the marshal should be positioned to face the course to facilitate observation both up and down stream. These marshals maintain observation of the course and the competing cars, informing the Corner Captain via hand signals of any changes in conditions or of assistance required. Marshals at an outpost are to remain behind positive protection. In the event of an incident, they will assist the drivers as needed to try to maintain a clear course.

Driver Observer

A driver observer may be assigned by the Chief Steward to work with the corner station marshals and watch the competitors on the circuit. He reports directly to the Chief Steward and may relay reports via the communications system if not in use for corner reports. While observers are not part of the F&C team and do not report on the actions of the marshals, they are part of the SCCA race organization and both observers and marshals should cooperate in helping each other complete their respective tasks.

NOTE: THESE FLAG RULES ARE SUBJECT TO CHANGE DUE TO THE ISSUANCE OF NEW EDITIONS OF THE GCR, DIRECTIVES FROM THE BOARD OF DIRECTORS OR RULINGS AND CLARIFICATIONS ISSUED IN “FASTRACK” (see GCR Section 1.2.2.A)

General Competition Rules – 2002

B. FLAGS AND THEIR MEANINGS (*per the current GCR - 9.4.2.*)

Flags are used to provide information for the drivers regarding the course conditions in a particular sector or to summon them into the pits because of potential mechanical problems or rule infractions. The names and described flags below are used in SCCA racing to convey the commands or information indicated. The competitors shall obey them immediately and without question.

The GCR definitions for the flags are included below. Only the flags used by F&C personnel have been included in this section with annotations:

GREEN FLAG (Solid Green)

Per GCR: A race is under way the instant the green flag is displayed. This flag shall normally be in possession of the starter only, and shall not ordinarily be displayed at the flag stations around the course. When displayed, the green flag indicates that the course is clear.

YELLOW FLAG (*Solid Yellow*)

STANDING YELLOW –

Take care, Danger, Slow Down, NO PASSING FROM THE FLAG until past emergency area.

Note: Typically the stationary or standing yellow flag lets the drivers know that there is no obstruction on the racing surface, however there is something in a hazardous area. This could be a car just off course, an emergency vehicle attending to a disabled vehicle, a marshal that is exposed in a target area, or large pieces of debris on the track that cause some blockage.

When displayed stationary, the yellow flag is to be held with both hands, motionless above the head.

WAVED –

Great Danger, Slow Down, be prepared to stop – NO PASSING FROM THE FLAG until past emergency area.

Note: The waving yellow flag tells the drivers that there is an obstruction on the racing surface. It prepares them to take necessary evasive action to avoid compounding the incident.

Note: When displayed, the flag must be waved in a rapid figure eight motion so as not to be confused with any other flag signals.

Often, once an obstruction has existed at a station for more than two laps and if it can not be cleared from the course, a stationary yellow flag will be displayed for two laps and then withdrawn. The obstruction is then considered to have become part of the course.

DOUBLE YELLOW, DISPLAYED AT ALL STATIONS —

*Indicates the entire course is under a yellow condition. SLOW DOWN, NO PASSING. This flag condition may be used with or without a Pace (Safety) Car, including pace lap(s). Cars may carefully pass emergency vehicles. Cars may also pass other cars that are disabled and cannot keep the pace as signified by a raised arm on the part of the driver of the disabled car (see GCR 9.2.2.). **NOTE:** A driver may encounter several flags before reaching the emergency area. The requirements are still the same “SLOW DOWN, NO PASSING.”*

Note: The GCR does say a double yellow will be displayed at **ALL** stations but if a station has an incident on the track then one of the two yellows shall be waved. Otherwise the two yellow flags will be held motionless, preferably with a space between the two yellow flags.

A steward is responsible for ordering a full course or double yellow.

BLUE FLAG (Blue with Diagonal Yellow Stripe)

Another competitor is following you very closely or is trying to overtake you. This flag may be displayed standing or waving, depending upon the speed with which you are being overtaken.

Note: This flag can be very important when groups of cars with varying levels of performance potential are on course at the same time; also when leaders in a race begin **lapping** the slower cars in the field.

It is not usually necessary to display the blue flags during the first laps of a race or when two or more equally matched cars are jockeying for position for several laps.

Although the GCR provides for a waving blue flag, it is the general convention in SCCA to display the blue flag stationary or may be rocked to indicate urgency.

SURFACE CONDITION FLAG (Yellow with Vertical Red Stripes)

Take care Oil has been spilled, or a slippery condition exists, or debris is present on the racing surface. This flag is displayed standing.

Note: Commonly called the surface flag, it informs the drivers that oil, gas, water, gravel, sand, hay, mud, rocks or some other substance has been spread on the track surface. This flag must be held stationary above the head by the blue flagger (not the yellow flagger) as the red and yellow colors blur together if the flag is waved. The use of this flag may be initiated by either flagger but is usually called for by the Corner Captain. Under racing conditions, the surface flag is displayed until there is an improvement in the course condition or for two laps, whichever is shorter. The surface flag can also indicate small dimensioned debris has been scattered on the track. If the debris is large enough (such as tail pipes, wheels, hood and trunk lids, etc.) to directly damage a race car, its presence should be indicated by the use of a yellow flag.

WHITE FLAG (Solid White)

Caution - you are approaching a slow moving race car (e.g., with mechanical trouble), ambulance, or other emergency vehicle moving on the racing surface. Take care. This flag shall be shown standing for two (2) flag stations prior to the vehicle.

A standing white flag shall also be displayed during the first lap of a practice or qualifying session to indicate the location of the flagging stations.

Note: This flag is always held stationary above the head and is displayed by the blue flagger when the vehicle passes a point opposite the flag position.

The white flag will continue to be displayed as long as the ambulance or service vehicle is moving on the racing surface in the station's sector or area of responsibility.

If the vehicle stops on or off the track, it is then covered only by appropriate use of the yellow flag.

The stationary white flag will be used to cover such vehicle within your sector when they are moving on the racing surface. This will alert the drivers to the presence of an emergency vehicle. If the race car being serviced were on the racing surface or off the racing surface the appropriate waving or standing yellow flag respectively would also cover it. The appropriate yellow flags would also cover the stopped service vehicle or ambulance should it off or on the racing surface.

BLACK FLAG (Solid Black)

BLACK, OPEN –

*Displayed from the Starter's stand, and accompanied by a number board indicating the car number: Proceed directly to the pits and the location designated by the Chief Steward or event Supplementary Regulations for consultation with Officials. **DO NOT TAKE ANOTHER LAP. NOTE: This flag and accompanying number board may be additionally displayed at another station location elsewhere on the course***

Note: The marshals are affected by the fact that this flag and accompanying number board may be additionally displayed at another (Black Flag) station location elsewhere on the course. This black flag and the number board indicates to one particular driver to whom it is displayed that the driver must proceed to the pits and must stop and confer with the Chief Steward or for consultation with Officials.

BLACK, OPEN, DISPLAYED AT ALL STATIONS –

The session has been halted. Practice/qualifying/racing has stopped and all cars shall proceed directly to the pits. This flag condition shall be accompanied by an 'ALL' sign displayed at the Starter's stand and the sign may be repeated at stations located elsewhere on the course. If the session/race is restarted, it is done under the provisions of GCR Section 7.7 "Restarts." **NOTE: THE BLACK FLAG CAN ONLY BE DISPLAYED BY ORDER OF THE OPERATING STEWARD AS RELAYED THROUGH CONTROL.**

Note: Stoppage procedures vary, so it is important to know if you'll be displaying a red flag or a black flag on your station when the Operating Steward requests. (Confirm at your morning meetings.)

MECHANICAL BLACK FLAG (Black with Orange Ball)

There is something mechanically wrong with your car. Proceed to your pit at reduced speed.

Note: This flag indicates to the particular driver to whom it is displayed that the driver's car has a problem and as a safety precaution, the driver should proceed slowly to the pits.

Note: Certain stations will be designated as "call through stations" to track particular cars during the above black/mechanical black/checkered flagging situations. The stations or turns should be identified in the morning meeting.

CHECKERED FLAG (Black and White Checks)

You have finished the race (or practice/qualifying session). Continue cautiously to the pits.

Marshals are cautioned to remember that depending on individual course lengths, it may be some minutes after the checker is displayed before the drivers see it and reduce speed. F&C teams should be at the ready to flag any situation until the last car is in the pits and the course is declared cold.

At some courses there is a request from the Stewards for the Black Flag or other identified Stations to wave a checkered flag at the conclusion of practice sessions.

RED (Solid Red)

Displayed at each station and on the Starter's stand - **EXTREME DANGER - THE SESSION HAS BEEN STOPPED**. Come to an immediate, controlled stop at the side of the race track (indicated by an official at that location or as specified in the event Supplementary Regulations). When released by an Official, proceed cautiously to the pits.

NOTE: THE RED FLAG AND BLACK FLAG "ALL" CAN ONLY BE DISPLAYED BY ORDER OF THE OPERATING STEWARD AS RELAYED THROUGH CONTROL.

LIGHTS INSTEAD OF FLAGS

The Supplementary Regulations shall state where on the course and for what purpose lights shall be used.

STOPPING A COMPETITION

When it is necessary to stop a competition, the Chief/Operating Steward may:

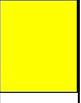
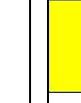
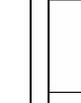
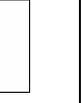
1. Order a Black Flag and an "ALL" sign to be displayed on the Starter's stand (this sign may be repeated at stations located elsewhere on the course) and a stationary Black Flag to be displayed at all flag stations around the course. These flags shall inform all drivers that they shall stop racing immediately and proceed to the pits, exercising extreme caution.

2. Order a red flag to be displayed simultaneously at all flag stations. The Corner Officials shall convey further instructions. Once a red flag has been displayed, it shall not be withdrawn until all cars have come to a stop.

MULTIPLE FLAG USE

Multiple flags are often displayed at the same time in order to fully inform drivers of complex course conditions and situations. In these cases, the yellow flagger will hold or wave the yellow flag while the blue flagger displays the other flag or flags slightly in front, but farther back from the course than the yellow flag. All stationary flags should be held with one hand on the flag staff and the other holding the free edge of the flag in order to maximize the area shown to the driver and minimize interference from the wind. A slight roll of the flags makes them easier to control and hold.

Corner Flags (As of February 2002)

Flag	Status	Decision	Condition	Timing	Special
	Standing	Flagger/Captain	Car or worker is off the racing surface		
	Waving	Flagger/Captain	Car or worker is on the racing surface Large debris that will damage vehicles		
	Standing	Operating Steward	Full course yellow under direction of the Steward Full course yellow may be called for because pace car is on track	Until advised to withdraw	Preferably shown with a discernible gap between the flags
	1 Standing 1 Waving	Operating Steward Flagger/Captain	Full course yellow under direction of the Steward One Waving yellow & one Standing yellow required for incident on track	Until waving yellow no longer required; then revert to double standing yellow	
	Standing or Waving	Flagger/Captain	Advise drivers to check their mirrors The general convention in SCCA is to display the Blue flag either standing or rocking	Only shown briefly as required	Not shown on initial race laps Not shown to cars competitively racing
	Standing	Flagger/Captain	Slow moving competition vehicle on racing surface Emergency vehicle is moving on race surface	After car passes station until car reaches 2 nd following station	Displayed at two following stations
	Standing	Operating Steward	Full course for the identification of location of the corner stations, first session of each group each day	1 st lap of 1 st session for each group	
	Standing	Flagger/Captain	Debris, oil, other liquid on race surface	Two laps or until surface condition is cleared which ever is fewer	
	Standing	Operating Steward	All cars to report to the pits	Until advised to withdraw	
	Standing	Operating Steward	Directs all drivers to immediately stop safely on track and await instructions	Until advised to withdraw	

Black Flag Station Flags (in addition to regular corner flags)

	Flag	Status	Decision	Condition	Timing	Special
	Open Black	Standing	<ul style="list-style-type: none"> Operating Steward 	<ul style="list-style-type: none"> Steward directs that the driver is to report to the pits 	<ul style="list-style-type: none"> Until advised to withdraw 	<ul style="list-style-type: none"> Car's number to be displayed on Black Flag Board
	Mechanical Black	Standing	<ul style="list-style-type: none"> Operating Steward 	<ul style="list-style-type: none"> Steward directs that the driver is to report to the pits 	<ul style="list-style-type: none"> Until advised to withdraw 	<ul style="list-style-type: none"> Car's number to be displayed on Black Flag Board
	Black "ALL"	Standing Board	<ul style="list-style-type: none"> Operating Steward 	<ul style="list-style-type: none"> Steward directs that all drivers are to report to the pits 	<ul style="list-style-type: none"> Until advised to withdraw 	<ul style="list-style-type: none"> "ALL" to be displayed on Black Flag Board
	Checkered	Waving	<ul style="list-style-type: none"> Operating Steward 	<ul style="list-style-type: none"> Advises drivers that practice session has ended Advised by Steward to Display 	<ul style="list-style-type: none"> Until advised to withdraw 	<ul style="list-style-type: none"> Show first to the car specified

C. NORMAL CORNER OPERATIONS

General

Always stay alert, never turn your back to the racing cars (without proper backup) or sit or lie down with cars on the course. Attempt to get a reasonable amount of sleep before race days and avoid excessive consumption of alcohol on nights before and during events. Never use a camera while on duty. Never lean on, or place equipment on or against guardrails, bunkers or other positive protection devices, as they will move if struck by a car. Use your ears as well as your eyes. Often you will hear a car out of control before you see it. Never leave bags or coolers where they can be tripped over. Always check that equipment is situated so you can get to it quickly or avoid running over it. Anticipate alternative routes of escape to safety for your personal safety. Never gesture needlessly to the drivers, they look to marshals for information and should not be given confusing signals.

Corner Meeting

A corner meeting should be held by each Corner Captain (Captain) at the beginning of each race day at the station. Before this meeting the communicator connects the communications set and checks in with Control. The Captain checks the qualifications of any marshal unknown to him or her and should be sure all marshals are introduced to each other and made welcome on the station. All marshals should sign the corner roster, if required in the host region. The Captain should review the standard whistle and hand signals with the entire crew and answer questions about any standard procedures of which the marshals are unsure. The Captain must explain the particular problems presented by the corner where the crew is working and direct placement of the equipment. Any missing equipment, equipment in poor repair or other problems encountered by the corner crew should be reported to Control at once. The Captain assigns marshals to each position on the corner and sets up a system for rotating marshals from one position to another. Marshals should inform the Captain of any allergies or medical conditions that may affect their participation or that of the team.

Marshal Rotation

Everyone on the corner should be encouraged to work at every position (although some regions do specialize and this procedure should be accepted and honored when visiting in their region). The corner team's efficiency is increased if everyone is familiar with every job on the corner. Marshals remain alert when they change positions regularly.

All marshals can, and should, work at all the positions of the rotation. If however, any marshal feels unable (through lack of strength, varying abilities or lack of confidence) to fulfill the responsibility of a particular position, the Captain should take this into consideration. In addition, the Captain should also determine and incorporate in the station's rotation plans any special qualifications some marshals may have such as blue flag expertise, communication skills, and so on.

The Captain may rotate into positions on the station if staffing is low, but that person remains in command of the corner. Another qualified member of the crew may be appointed as the Assistant Corner Captain. With a qualified assistant, the Captain has the flexibility to completely manage the station including making visits to point positions with confidence that the station's activities are being properly directed. A Captain's duty is to encourage staff or marshal development.

End of Day Corner Meeting

At the end of each day, the Captain should conduct a quick team debriefing to review the experiences and performance of the day, answer questions and plan for the next day or event ahead. At the end of an event, marshal and Captain evaluations should be done and the marshal evaluations should be reviewed with each person so that they understand their performance potential and training needs. Evaluations that are discussed and shared assist in personal growth.

Throughout the event, the Captain should be an advisor; mentor and friend to the crew, helping them improve their ability and enjoy their participation in the F&C team.

Track & Equipment Observation

Before any session can begin, each corner must be sure its portion of the circuit is clear of oil, debris or vehicles; that all necessary corner equipment is present and in good operating condition; and that all assigned corner personnel are present and in position. In addition, the marshals rotating onto the emergency position(s) must check to see that the gauges on the fire extinguishers indicate the extinguishers are in working order and that the marshals know how to operate them. Dry chemical extinguishers should be inverted and shaken to ensure that the powder is loose. Check to make sure the lights work (if employed) and are familiar with their controls.

Check the course continually by eye to see that it is free of debris or oil. It is possible to double check for spilled oil by using Polarized sun glasses and rotating one lens in front of your eye 90 degrees from horizontal. The oil will appear as a black spot if it is present. Spilled coolants will also appear as a black spot on the track when tested with Polarized glasses. A definite and substantial spill of oil or coolant or an accumulation of small debris requires the display of the surface flag until the condition improves or for a maximum of two laps. Large debris may require the display of the appropriate flag.

Competition Vehicle Observation

When cars are on the course, check closely for poor handling (perhaps defective brakes, shocks or a low tire) or for definite hazards such as loose exhaust, loose hood or body panels, rubbing or flat tires, spilling liquids, roll bar height, and smoke in the cockpit. Often a marshal can hear something wrong with a car before the problem can be seen.

Check the drivers to see that they are completely covered by their driving suits with no exposed hair or skin. They must wear gloves; face shields or goggles (if in an open car) and their seat belts must be fastened. Observations of potentially unsafe driving made by Corner Captains or the communicator at the Captain's request should report Driver Observers. Potentially unsafe driving includes blocking, intentional contact between cars, poor cornering, improper pit entrance (too fast, wrong way, etc.) or repeated departures from the course.

Yellow Flag Incidents

Cars may spin and continue. Cars may spin partly or completely around and may or may not stop on or off the track surface. In either case, if the car continues without the help of the corner crew, a yellow flag may be shown to warn approaching drivers of a car that has spun. Usually these cars are reported to Control as having spun and continued after the car has returned safely to the course. Directions for this reporting requirement should be obtained at the F&C Chief's morning meeting.

Cars stopping at the station either after spinning or after driving off the course require a response from the corner crew. The flagger at once displays the yellow flag, and the communicator reports the situation to Control while the response marshals assist the driver and the car.

The Captain manages the operation of the crew and controls the situation. A well trained, experienced corner crew should not wait to be told what to do by the Captain. During normal operations, each person should know and perform each job correctly and quickly as part of a team. New marshals should work closely with the Captain and the experienced marshals and look to the Captain for direction.

The purpose of the flagger is to communicate with the drivers. The person displaying the flag is best positioned to be facing oncoming traffic to ensure that the flag is being seen and either flagger does not block the driver's view. It is imperative that the "command" or yellow flag is prominently displayed in the fullest manner to the drivers.

Displaying the yellow flag requires a set procedure from both flaggers. The yellow flagger, looking beyond the turn, sees and assesses the incident as it occurs, then at once turns to face oncoming traffic and displays the appropriate flag. The blue flagger moves to the side of the yellow flagger away from the course, faces the course downstream and observes the resolution of the incident, keeping the yellow flagger informed. If another flag must be displayed (surface or white) the blue flagger moves slightly before of the yellow flagger and displays the appropriate stationary flag. It is the yellow flagger's responsibility during this procedure to watch and warn the backup of a car approaching the flag position.

When lights are used on a corner, their controls are held by the marshal designated, usually the communicator, and are activated to give the same signals to the drivers as if flags were being used. A backup is still necessary and both marshals operate together in the same manner as described previously.

During a yellow flag situation corner personnel should watch oncoming competitors very closely and report to the Corner Captain (who will relay to Control) any driver who passes another competitor between the point where the yellow flag or yellow light is being displayed and the point of the incident. Passing under the yellow reports must include the numbers and colors of both cars. A confirmation of the number of marshals witnessing the pass as well as that the pass was **BEGUN** after the plane of the yellow flag but before the incident, along with any unusual circumstances. Per the GCR, under a double yellow a pass is permitted only under very special circumstances known as a "wave by". The driver of the disabled car, who is waving cars by, should be significantly below race speed and holding an arm up to indicate that the vehicle is disabled. The disabled car should pull into the next station or the pits.

The re-entry process of signaling the driver of a car off the racing surface, occurs when there is a break in traffic so the driver can return to the course. A marshal wearing blaze orange gloves signals the driver to re-enter. The car is held where it is by holding up both hands, palms out, then the marshal points to the last car before the break in traffic with one hand and finally waves the driver back on course with both hands. All signals and motions must be forceful and exaggerated in order to be clearly understood by a driver at a distance.

Incident Response

Working on the track surface during racing requires teamwork. Unless a response/safety marshal can see before the station a considerable distance clearly, the marshal must signal the Captain for permission to go out on the track and must wait for a signal from the Captain before approaching the track surface to check for oil, remove debris, or move a stopped car to a safe position. A waving motion signals the marshal to go out to the track and one long whistle blast plus return motions signal the marshal to exit the track immediately. Gloves are required when working response. Cars and car parts are often sharp and hot. Pieces which have fallen off a car should be kicked off the racing surface rather than picking them up. Not only is kicking a faster way to clear the course, but car pieces can cut or burn through gloves.

The first response/safety marshal going to any stopped car must take a fire bottle along. A marshal should approach the stopped car so it is a buffer against the oncoming cars. Assuming the car pulled off for a mechanical reason; the car can probably move and be pushed at once to a safe location. A safe location is a place clear of the course and not in a target area so the yellow flag does not need to be shown to cover the car, driver or marshals. Once the car is in a safe location, the driver should be allowed a reasonable amount of time to restart the car before being required to leave the car and join the response marshals at their normal station. Using hand signals, the response/safety marshal should communicate to the Captain, what equipment (tow or wrecker) will be needed to remove the car from the corner if it cannot move under its own power.

Generally, if a car is not on the racing surface and cannot be restarted or moved to a safe location, the appropriate station yellow flagger covers the car for two laps with a stationary yellow flag and then drops the flag, even though the car has not moved.

Flat tows are vehicles equipped with towropes or straps for pulling race cars back to the pits. The driver must remain with the car to steer and brake as it is towed in and must wear a helmet, safety belt and gloves while in the car. Drivers have been injured when tows turned a towed race car over or when tow ropes broke and snapped back into the eyes of the driver.

If, and only, if, it is not hazardous, it is permissible for marshals to push start a stalled car during practice, qualifying, or during a race. Marshals must always stress safety!

Spectator Control

Remember that the marshal is the fenceline ambassador. Entice interested spectators to join the ranks of the Flagging and Communications specialty. Interactions with spectators are part of both normal and emergency operating procedures. Always be friendly and helpful to spectators. Emergencies requiring medical or police attention in the spectator area should be reported over the corner's race network system. On duty marshals may not leave the corner to help in such an emergency unless released by the Operating Steward. Know where a spectator can find a restroom, concession stand, telephone, medical attention, crossover bridges and the best observation areas. Do not talk with spectators while cars are on the track. Never discuss accidents or start rumors by talking to spectators.

When a car stops at the station, marshals may have to stop spectators from going over spectator barriers to see what has happened. Watch for trouble spots such as broken fences or overhanging tree limbs and anticipate where spectators may come from. Always

try to act swiftly and stop the person. Be firm and if the time permits, explain that the danger and insurance regulations will not permit spectators to leave the spectator areas. Normally the F&C team does not handle parking, gates, traffic control, etc., but if these factors adversely affect the safety on the course then marshals may have to assist.

Special Flags

Black-flagging a competitor is done at the black flag station and at start/finish only upon orders from the Operating Steward. The flagger holds out an open black or mechanical black flag while the backup holds a number board, or operates a digital board, displaying the number of the car being black-flagged. Normally the driver will acknowledge the flag with a nod or wave, and this acknowledgment should be reported to Control. The corner nearest the pit entrance informs Control whether the car has entered the pits so the Operating Steward can order the black flag station to repeat the procedure on the next lap if necessary.

D. EMERGENCY CORNER OPERATION (This may be referred to an “Alert”)

Captain's Role

The corner crew implements emergency Operating Procedures (“Alert”) during any incident that might cause injury to a driver(s), MERV crew, course staff, marshal(s) or spectator(s). A well trained and well oriented corner crew will not need to wait for instructions from the Corner Captain, but will perform its duties quickly and correctly. The Captain will modify or direct the crew's response as the situation changes. ALL OTHER CALLS SHALL BE HELD UNLESS THERE IS AN ANOTHER ALERT. (See also Communications Procedures.)

The Captain responds during an emergency by assessing the incident. He or she watches for signals from the safety/response marshals for information about driver condition and the need for emergency vehicles to assist with driver extrication, treatment, or transportation, and to fight fire. The Captain confirms that the communicator is requesting the necessary emergency equipment or additional personnel to assist with managing the incident or securing a perimeter around the incident, if needed. The Captain may also ask the communicator to request particular flags at preceding stations; these are often referred to as “back up flags”. The Captain may request a Standing Yellow if their flag is waving yellow to provide an early warning to oncoming drivers. When circumstances dictate, the Captain should establish a runner to the incident to return with details for Control or to give instructions from Control or the Captain.

The Captain always controls the number of marshals at the incident. The area should be kept clear of those who are not helping with the incident or securing it. If the session or race has not been stopped, marshals should return to their assigned stations as quickly as possible in order to be prepared for subsequent incidents.

Flags

The flagger(s) respond by immediately displaying the appropriate flag(s), and should remember that it is the location of the incident, rather than its perceived severity, that dictates the appropriateness of initial flag display. In other words, a car upside down is a severe incident, but if it lands well off the course, the situation warrants only a standing yellow. Flag selection and display will change as the incident evolves, car and personnel are moved, and emergency vehicles arrive at the scene.

Communication

The communicator responds by quickly and calmly reporting the incident in the approved format, giving the station number and flag condition first, and waiting for acknowledgment from Control. The condition of the driver(s) or other potentially injured individual(s) along with percentage of track blockage and the ability of the corner crew to clear the incident will be foremost in the minds of the stewards. It is essential that the communicator keep the Captain advised of any inquiries or directions given by Control, and that the communicator relay every request from the Captain to Control. If the incident involves multiple cars, the communicator may wish to make a list of car numbers and a quick sketch of how the incident occurred for later reference.

Response

The response of "safety" marshals who make up the incident management teams become the central figures in an emergency situation and are generally at greatest risk. While a marshal does accept a certain element of risk with the responsibility of working on the course, this risk can be minimized if marshals will remain alert to the situation. This means looking, listening and using common sense. Incidents happen quickly and it is not difficult for even an experienced marshal to become confused. If this happens, the marshal should look to the Captain or other experienced marshals for guidance. Second response marshals should always monitor the safety of primary responders who are focused on the incident and suggest or take action to ensure the safety of all involved.

The first marshal to any incident must take a fire extinguisher. Marshals should approach the incident with the disabled car(s) between them and oncoming traffic whenever possible, but avoid becoming trapped between the disabled car and another stationary object, should a second car come off course. If it is apparent that the car will not continue, the master or "kill" switch should be used to shut down the electrical system. These switches are generally located in front of the windshield on most closed wheel cars or on the right side roll bar upright on most open wheel cars. The switch should be marked by the international signal of a lightning bolt/electric bolt on a blue triangle. The driver and other marshals should be told when the switch has been turned off to avoid having the system inadvertently reactivated. If the driver is alert, ask them how it works, if unsure. (It also helps to look around at the cars in the paddock area to become familiar with these switch locations.)

Occasionally, safety marshals must fight fires. Every marshal should be trained in the correct and safe operation of a variety of fire extinguishers and should be aware of the proper precautions regarding dry chemical fire fighting agents. Regions are to hold fire/rescue schools a minimum of every two (2) years. Regions may wish to conduct joint fire/rescue schools

If you have a fire, notify Control immediately so that the fire/rescue crews are alerted and ready if needed. Always protect the driver who remains in his car in a fire by directing the

dry chemical extinguisher at the base of the fire and swiping back and forth. Whenever possible, marshals should attack the fire from upwind to increase visibility and inhibit the amount of chemical reaching the flames. With larger fires, call for Fire/Rescue at once. Make an effort to put out the fire but don't put yourself in danger.

A marshal should never turn his or her back on a recently extinguished fire. There is always the danger of re-ignition or flashback, and with it, the possibility of becoming trapped. Ideally, a back up firefighter will be watching the procedure, but this cannot be expected in all incidents.

If caught in a vapor fire and you are on fire STOP, DROP AND ROLL.

When opening the hood of a smoking car, always have a firefighter standing by with a fire extinguisher with the pin pulled and ready to fight a fire. Always stay as low as you can when opening the hood. Once the hood is opened, the fire's oxygen supply is increased and you may cause the fire to flare up and jump out at marshals. Finally, if a car stops at the side of the track in the grass, be sure to check for remaining hay or dried grass under the car that may come in contact with a hot manifold or exhaust pipe and cause a fire. Removal of the hay or grass may remove the threat of the fire. If the material does ignite, your dry chemical extinguisher will have a hard time putting out this type of fire. The best choice for this is water.

If there is no fire or if the fire is out, then check the driver's condition. Let the driver get out of the car under his or her own power. A driver will seldom self inflict further injury while a helpful response/safety marshal may aggravate slight injuries by attempting to assist. Stand by to assist a driver who suddenly loses balance or needs to be eased back into a sitting position for some reason. Drivers have been known to crawl out of cars with broken ankles and then collapse; others who appear fine at first may suffer delayed adverse reactions, go into shock or become disoriented and wander into unsafe areas. The key is to keep a close eye on the driver from the time you arrive at the incident until he or she is handed over to emergency services personnel. Tell the Emergency Services personnel if the driver has lost consciousness and if the helmet has any dents or scratches. Make sure that any apparently uninjured driver who has experienced a severe incident goes to a safe location; keep a marshal with that driver in case their condition changes. Generally, a driver involved in a serious incident should be seen by track medical as a safety precaution. An ambulance need not be requested unless on scene marshals feel it is needed; otherwise, the driver may proceed to Medical at the end of the session. Whenever possible the driver should be escorted to ensure they are seen by Medical.

A conscious, but injured driver should be left in the car unless the car is in a very, very dangerous position or the car is on fire. A marshal who reaches an injured driver should signal the Corner Station immediately for a medical response vehicle or ambulance. If the driver is trapped in the car and will require extrication, and the car is in a dangerous position or there is a danger of fire, the marshal should signal immediately for a MERV and extrication tools.

If the driver is conscious, but injured, leave him or her in the car if this can be done safely. Immobilize the head and neck if needed (as per training), do **not** release the seatbelts, leave the helmet on, and wait for the MERV and ambulance. Keep the driver informed, in a calm voice, of what is happening. **Remember to keep the car between marshals and**

oncoming traffic. Another marshal should be watching oncoming traffic to ensure the safety of marshals, emergency vehicle staff and drivers. It is important to remember that emergency vehicles, such as ambulances and MERVs are stationed around the track to be able to respond in less than two minutes when requested.

An ambulance call is always assumed to be a request for immediate assistance. When medical arrives, they are responsible for the management of the incident. The role of the response marshal is to aid the medical team and to operate under their control and direction. If a response marshal is not needed, he or she should protect the backs of the medical team and check that the course is clear of debris, that there is no fire hazard, that the other marshals are safe, and that the Captain is regularly updated.

Unless the car is ablaze, do not attempt to extricate a driver unless properly trained and with adequate help. Call for medical assistance, check for breathing, open the neckband, immobilize the head and wait.

It is rare that station personnel will be involved with the activities described in the next three paragraphs.

Always assume that an unconscious driver has head and/or neck injuries. **Never remove a driver's helmet except if the driver is having an airway problem, is not breathing and has no pulse!!** Always immobilize the head and neck of an unconscious driver immediately and check for breathing and/or heartbeat. It is generally good to carefully loosen the neckband of the driver's suit to permit easier breathing.

Marshals should learn about the variety of Head and Neck Restraint systems. There are several models, which will require different techniques for assisting drivers who are attempting to get themselves out of the car. These devices assist in immobilizing the head of an injured driver. Wait for assistance from trained personnel.

If there is no heartbeat, the driver must be removed from the car at once. It is essential that the driver's head and neck remain immobilized during this procedure. Even if a backboard is not available, it is very important that care be taken to minimize movement of the driver's spine. Cardiopulmonary resuscitation (CPR) should begin as soon as possible.

If the driver is conscious, but injured, leave him or her in the car if this can be done safely. Immobilize the head and neck if needed, do **not** release the seatbelts, leave the helmet on, and wait for the MERV and ambulance. Keep the driver informed, in a calm voice, of what is happening. Remember to keep the car between marshals and oncoming traffic.

An upside down car requires special precautions and planning. Attempt to establish contact with the driver and determine which side of the car he or she is on. Assess the driver's condition. If the driver does not crawl out on his or her own, request the rescue truck for safe driver removal. **Do not turn the car over completely while the driver is inside and not stabilized.** While the driver is in an upside down car, **don't** release their belts.

When race cars go upside down, fluid spills frequently occur. Gasoline and battery acid are caustic substances and care should be taken to guard marshals and the driver from contact with these fluids. Gasoline is also extremely flammable and a fire extinguisher should be

kept manned and ready on the scene until the rescue is complete. This should be done whether the danger of fire is apparent or not.

Immobilization and extrication procedures can only be learned through experience or at crash/fire/rescue schools. Marshals who have passed an accredited first aid class may be asked to help the MERVs and ambulance when they arrive on the scene of the incident. When the MERVs and ambulance arrive on the scene, the MERV Captain takes command of the incident scene and the corner personnel assist as needed. Do not allow too many marshals to remain at the scene as this will only cause problems and potentially compound the incident.

Incident response is not complete until the course is cleared, as well as possible. This includes not only of cars, drivers, marshals but also oil and other debris. Expended fire extinguishers must be replaced and oil dry or other depleted supplies must be restocked. Advise Control of equipment requests.

Finally, the Captain must see to it that the Witness Statement is completed, and must, after any severe incident, make certain that each member of his or her crew is ready and able to continue staffing the station.

VII. COMMUNICATIONS PROCEDURES

These standards are intended to be a recommended protocol that will result in clear, concise and complete information upon which an Operating Steward may make a wise decision. In the process the station communicator is responsible for conveying the basics of who, what, when where and why. Clear communication is imperative to the safe operation of a race for the drivers, marshals and emergency vehicle operators. Brevity is a key concept in good communications. It is recommended that all Flagging and Communications specialty members experience all roles in communications, flagging and safety response.

A. THE CONTROL NETWORK

Types of Control Network Systems

- Hard-line or permanent communications systems permit more than one person to speak at once. This is very important should there be a need to call an "Alert". Not all tracks will have state of the art fiber optics communications and each will have its own idiosyncrasies.
- Many tracks have only radio communication sometimes with a repeater. If there is a repeater, a useful technique is to insert throwaway words such as "Control, Control". Radio systems allow the communicator the freedom to move but they should try to remain in the same location and not roam.
- The primary Control network at most temporary circuits will be a radio system. Place the microphone close to your mouth, next to your lips, but do not cup it with your hand.
- Try to be in a position where track noise will not be picked up. Taking a few steps back from trackside will help. Some radio systems have a two or three-second delay between the time the button is pushed to talk and the radio begins to broadcast, so that it is necessary to briefly pause between pressing the talk button and beginning

the transmission. Also, unlike a landline phone network, only one individual can be heard over the radio system at a time - listening and keeping transmissions concise are the keys to successfully using a radio system.

ALL calls, except ALERT, should be made to Control as follows:

- "Control, station <number>, <flag condition>." (e.g., "Control, station 3, waving yellow.") The initial call can also include a request for a backup flag at the next upstream station. (e.g., "Control, station 3, waving yellow, backup yellow at 2.")
- WAIT for Control to acknowledge. Control may verify that any requested backup flag is being displayed before returning to the initial station calling.

Describe the situation briefly, including the following:

- Car number in single digits, and color
- What happened, e.g. spun, spun and continued, stopped, hit the wall and remained or hit the wall and continued with damage
- Specifically where the incident happened, e.g. upstream or downstream (use when the situation occurred at some distance from the station and combine with an approximate measure of distance in feet or yards), at the entrance or exit of the turn, at the apex, in the runoff, driver's left or driver's right
- Track condition, e.g. percentage of track blockage, debris, or liquid on track
- If the car stops, whether the engine is running or the driver is attempting to restart
- If the car remains, its exact location, with particular attention relative to runoff or wall openings, e.g. 20 yards upstream from the station; its orientation (counter-race, race direction, nose to the Armco, etc) which will help responding emergency vehicles
- If the car remains, the driver's condition, e.g. driver still in the car, marshals responding, driver out and OK, driver at the station
- Condition of barriers (Armco, tires, and walls), e.g.: tires are loose and need to be rebanded or stacked; wall was moved leaving a leading edge
- If the car remains, what equipment will be needed to retrieve it, and whether that would be now or at the end of the session, e.g.: wrecker or tilt bed now, or flat tow at the end of the session.
- Clear the backup flag from the upstream station. (e.g., "2 can go no flag '.)

Remember that the priorities for race communications involve the safety of those at the incident and the safety of those still racing. For this reason, it is essential to provide the stewards with information to safely operate the race for all participants. Assess the percentage of track blockage and the need for equipment; now or at the end of the session, and pass it along to Control as soon as possible.

BODY CONTACT calls must include the following information:

- Numbers and colors of the cars involved
- Point of contact, e.g. nose to tail, side to side; with positions of cars (“nose of 3-4 red into tail of 5-7 green”)
- Whether the cars continued
- Whether the contact resulted in damage to either car
- Whether a change of position resulted
- Initial assessment of fault

PASSING UNDER YELLOW calls must include the following:

- Numbers and colors of the cars involved;
- Location of the pass;
- Any special circumstances, e.g. as the flag was going up, after the flag had been displayed for several laps, the pass was made following a wave-by, and so on;
- The name of at least one official or marshal who observed the pass, some stewards prefer two witnesses.

SPECIAL NOTE: Under certain conditions there may be a legal pass under yellow during a full course yellow when a disabled car waves a car by. Stations should note the pass and report if the disabled car pulled into the nearest station or the pits.

ALERT calls will take priority over any other call. During an emergency situation, hold any other call unless it is also an ALERT. The call should be as follows: (please be aware that other exclamatory words may be heard but can be translated as “Alert”.) The term “ALERT” indicates a serious, or potentially serious, incident. “Alert” implies the possibility of an injury to a driver, worker or spectator.

Following are some situations, which would constitute an Alert:

- Car hits a solid object (guard rail, bank, tree, etc.) at speed.
- Car rolls or flips.
- High-speed disabling body contact between two or more cars.
- Vehicle or flying parts hit people.
- Any fire—grass or vehicular (may be a “rolling alert”).
- A call for a doctor
- A car disappears from sight (e.g. over an embankment or into a gully)

"ALERT at station <number>, <flag condition>." WAIT for Control to acknowledge. Describe the situation briefly and specifically include the information indicated above. Request any equipment needed NOW, per the Corner Captain.

B. EMERGENCY VEHICLE COMMUNICATION

The Emergency Vehicle (EV) Network is generally distinct from the Control Network, and equipment will be dispatched through the EV Network. In most regions, all equipment on course during sessions will be called through all corner stations so they can be covered with white flags for two upstream stations.

Notify Control of any EV leaving or arriving at its station or at an incident. The Chief Steward, through the Operating Steward determines whether to send equipment requested during a session. Control will advise stations of the decision.

COURSE CHECKS will precede each session. Ideally, they will be requested at the five-minute warning, and may occur at other times, as well.

A. Corner station response: "<station number> clear." (e.g. "3 clear.")

This response indicates the following:

- There is no moving or parked vehicular or pedestrian traffic of any kind in your area of responsibility. All corner personnel are in place and prepared for competition vehicles to enter the course. Indicate if you are displaying any flag to cover a condition.
- ***You are NOT clear if you are NOT clear!***
- The order of course checks will be as stations appear on the circuit, and will include Pit In, Start, and Pit Out.
- It is very important that course checks move quickly. If your station is not clear, please indicate by saying, "not clear", with a brief (one or two word) statement of why (e.g. "3 not clear, sweeping" or "EV by" or "safety car by"). Control will either return to you when the course check is completed, or stop the check, depending upon the situation.
- The flag condition will be announced by Control prior to cars entering the course.

Control or Pit Out will announce cars on course.

Pit In will announce pitting cars. This will only be done to indicate a car that was being observed, last car or a car having received a black or mechanical black flag. At some tracks, it may be necessary to call cars going back paddock from other than the pits.

OPEN/CLOSED/MECHANICAL BLACK FLAG

A. These flags will be displayed to drivers at the request of the Operating Steward at the designated Black Flag Station and/or Start. The call through stations for the Black Flag Station will be designated prior to the event. The last station prior to Start may also be asked to call through.

B. Please hold any call during black or mechanical black flag situations, unless it is an emergency or it is to report a change in the status of the car being flagged.

C. Control will say the following: "Control to <first call through>, <second call through>, <Black Flag Station>, and Start, <flag> for <car number and color>." (e.g. "Control to 7, 8, 9, and Start, mechanical black flag for 23 red.")

D. The confirming responses are as follows: "<first call through>, copy; <second call through>, copy; <Black Flag Station>, copy, <flag> for <number and color>; Start, copy." (e.g.: "7, copy; 8, copy: 9, copy, mechanical black flag for 23 red; Start copy.")

E. As the car moves around the course, call through stations should call it by without waiting for acknowledgment from Control, including its position, if running in a pack of other cars (e.g. "23 by 7, second of four"). The Black Flag Station or Start (depending upon where the driver is shown the flag) should indicate whether the driver acknowledged, (e.g. "23 did not acknowledge at Start" or "23 did acknowledge at 9".)

F. When a driver is displayed an open or a mechanical black flag, requiring them to pit, Pit In, who will be calling pitting cars, will be also asked to indicate whether the car DID NOT pit.

The SAFETY CAR may come out during a session at the request of the Operating Steward. In that event, turns will be advised that the Safety Car is coming out. Stations will be asked to call the lead car around. All stations will be asked to display double standing yellow flags (unless your station has an incident requiring one standing and one waving yellow). Depending on the situation these calls may not be in this exact order. Control will say the following: "We are bringing out the Safety Car. Please call car <number and color> through". Or, "Control to all turns, double standing yellow flags please. Double standing yellow. Please advise when the Safety Car has the leader."

Depending upon the situation, stations may be asked for a very quick course check to confirm their flag condition.

When racing is resumed, and Start is green, Control will say: "Green flag at Start, green flag at Start. All turns no flag, all turns no flag, please."

STOPPING SESSIONS will be at the discretion of the Operating Steward. This may be done in one of two ways:

1. Red flag at Start and all stations.

Control will say: "Red flag; red flag."

2. Black flag with ALL sign at Start and the Black Flag Station with standing black flags at all other stations (and in addition to the display of the appropriate flag(s) at the incident)

Control will say: " Black flag ALL, Black flag ALL"

Depending on the situation, stations may be asked for a very quick course check to confirm their flag condition.

When a session is resumed, Control will say: "Open Pit Out, please; cars are entering the course. All turns no flag; all turns no flag, please."

RADIO SILENCE must be maintained at particular times, except for ALERT calls. Please hold calls during the conditions listed below; when those conditions are cleared, the Net is open for reports of incidents, which occurred during the radio silence.

- ALERT calls in progress
- Open/Closed/Mechanical black flag during “Call Throughs” and while awaiting notice of acknowledgment (unless the call regards a change in the status of the car receiving the flag)
- After the course check and prior to cars entering the course
- As any car or equipment is being called through stations; this may be discretionary on the part of Control in order to not unduly silence the network for merely a slow car
- The pace, first and last laps of races unless there is a situation which may affect the start or continuation of the race or a change in position of the leaders on the last lap

SHUTDOWN INSTRUCTIONS, if necessary, it is important to note that shutdown instructions should not be given while cars are still on course. After the last car number is given, Control will say, “Car 2 – 3 yellow is the last car. Please talk it through all stations and standby for shutdown instructions.” After the last car is in the pits, shutdown instructions can be given. Many times shutdown instructions are delivered when there is a lull between race sessions near the end of the day.

C. THE EMERGENCY VEHICLE NETWORK

At many races, there will be a radio network dedicated primarily for the use of the Emergency Vehicles (EVs). This net is monitored by the Operating Steward and is run by the EV Control communicator who also listens to the Control Net. It will also be monitored by the Chief for Safety, the Chief Medical officer, and personnel at Medical Central. All Rescue vehicles, Medical-Emergency Rescue Vehicles (MERV or the first response medical and fire units), Wreckers, and Ambulances (typically only used for transporting a patient) will be on this net and possibly additional fire units.

Each vehicle will be designated by its type and its Corner Station number (e.g.: Rescue 12 or MERV 8 or Ambulance 5). If a vehicle is rotated to another station or is dispatched by the Operating Steward via EV Control to a new location, that vehicle will then be designated by its type and its new station number.

During MORNING OPENING, EV Control will announce times and other pertinent information such as the point when all vehicles must begin moving in race direction, and the closing of the course to all vehicle and pedestrian traffic. During this time, as EVs move to their positions, they will check in.

Prior to the first session, EV Control will conduct a roll call of all EVs. A roll call serves two purposes: to ensure that all EV radios are operational, and to assure that all personnel are on station and ready for competition vehicles on course.

Each vehicle will call in this order: Rescue, MERV, Wrecker, Ambulance, by station number; all units from one turn will respond in order prior to those from the next station.

EV Control will say: "Control to all units, roll call please."

Each will call as follows: "<Vehicle type and number>, clear."

This indicates that the unit is on station and ready for competition vehicles to enter the course. Any unit not on station and ready should indicate, "not clear" and specify why (e.g. "MERV 8, not clear, enroute to station" or "Wrecker 12, not clear, in paddock refueling".) EV Control may return to any unit not clear for an estimate of the amount of time needed to get to station, or may advise the unit to remain at a location other than the one assigned for the upcoming session. Another roll call should be completed following lunch. There may be additional roll calls during the day as time allows.

Prior to each session, generally at the five-minute mark, Control will conduct a course check. EV Control will announce the time until the next session, that a race net course check is being completed, that the course now is closed to all traffic, including all EVs. Any unit not on station at this time should advise EV Control of its current location and estimated time until arrival on station.

During sessions, EV Control should make several kinds of routine announcements:

- Cars on course, the type of car, the kind of session (e.g.: practice, qualifying, racing), and its length.
- Time updates or lap counts throughout the session. During a race, it is useful to provide leaders at regular intervals.
- The checkered flag, along with the last car.

Also during sessions, EV Control will briefly announce racing incidents, as follows:

Off course excursions - give car number and turn; if there was impact, severity, note where, and if there was damage either to the car or to the barrier (e.g. leaving a leading edge.)

Control might say: "Car 23 red spun and continued from turn 3 after hitting the wall drivers' right. Please observe left rear for heavy damage." Or: "Car 42 black, into the runoff and continued from turn 5."

Reports from the race network - repeat reports from the race network regarding the condition of a car, especially in the case of heavy smoke or a suspected fire, include car number and color. This enables the MERV units to stand by for a potential problem. If the car is then reported with smoke rather than fire or is subsequently shown the mechanical black flag and pits, be sure to indicate that as well.

A car disabled on course - include car number and turn, the exact location of the car (drivers' left or right; in the runoff; before, at, or after the station) and whether it is in a safe or hazardous location, the orientation of the car be it race direction, counter-race or sideways (to assist in staging an EV), the condition of the driver (e.g. whether still in the car or out and OK), whether the car requires a wrecker, flat tow or tilt bed and if the assistance is needed NOW or at the end of the session.

Control might say: "Car 88 has driven into the runoff at turn 6 and will need a flat tow at the end of the session."

If the Operating Steward determines it is necessary to dispatch an EV during a session, EV Control will include the same information specified above, and direct the call as a dispatch to the appropriate vehicle at the next upstream EV location. As an example:

EV Control: "Control to Wrecker 8."

Wrecker 8: "Wrecker 8."

EV Control:

"Wrecker 8, please proceed now to pick up car 7 blue, which has stopped on course 25 yards upstream from turn 10, drivers' left counter race against the wall in an unsafe position.

"Wrecker 8: "Wrecker 8, copy."

As EV Control dispatches the EV, Control will advise the station to release the EV onto the course. The turns will call the EV through on the Race network so that it can be covered with white flags as it proceeds on course.

If a disabled vehicle needs help immediately, the Operating Steward may stop the session, or may call for a full course yellow and bring out a pace or safety car. In either case, EV Control will announce the interruption. Generally, if the Operating Steward stops a session or stops the racing, they will do so BEFORE dispatching assistance. While Control stops the session, EV Control may contact the appropriate EV and advise it to stand by for dispatch.

After contacting Wrecker 8, EV Control might say: "We have a black flag at Start, and black flag at all turns. Wrecker 8 stands by for dispatch after the course is clear. Car 7 blue has stopped on course 25 yards upstream from turn 10, drivers' left counter race against the wall in an unsafe position."

If a station declares an ALERT on the Race network, EV Control will announce the ALERT and give the pertinent facts. EV Control may then stand up all EVs throughout the course, with a general announcement, or may stand up the EVs at a particular station. The Rescue driver will respond to EV Control, but all the units at that location will prepare to be dispatched. Until further notice, RADIO SILENCE must be maintained.

If the situation is downgraded or cleared, EV Control will stand down the units. If a vehicle is dispatched, all communication should be limited to that between the incident captain (usually the rescue unit driver or next, the MERV driver) and EV Control.

As described above, in the event of the need for immediate assistance, the Operating Steward may stop the session or the racing prior to dispatching EVs. Whenever dispatched, whether during a session or between sessions, the units will advise EV Control of the following:

- A. When on course.
- B. When arriving at the scene.
- C. What additional assistance will be needed.

- D. How much time will be needed to complete clean up, and particularly if delays are anticipated.
- E. Any need for further repair to walls, barriers, etc. that is needed at a later time.
- F. When leaving the scene.
- G. When entering the paddock, or otherwise off course, but not back on station.
- H. When back on station.

This information will be passed along to the Operating Steward.

At the end of a session, EV Control may request a general sweep by all MERVs and Wreckers when there is a large number of disabled cars. EV Control will have announced the needs of these cars throughout the session. The MERVs and Wreckers should advise EV Control as specified above, and also should indicate which competition car the unit is retrieving. EV Control will keep the units advised of any time constraints.

EV Control may also dispatch particular units to collect particular disabled vehicles. Again, the units should advise EV Control of the information specified above.

At the end of the last session, there will likely be a general sweep, as described above, and the EVs should report to EV Control as specified, including which disabled car each is collecting. All units not involved in the sweep will be released following any announcements, such as the location of the social, time for the morning check-in, and any schedule changes. After EV Control is assured that all disabled vehicles have been retrieved, all units will be released.

The pace and or safety car(s) may also be assigned to and dispatched through the EV Network. Pace Car(s), and or pace cars are used in three capacities:

1. To help close down the course before sessions, by taking slow laps around the track, and may be followed by fast laps (with the siren/lights on; after the Control network course check, to close the course).
2. To pace the field prior to the start of a race.
3. To stop the competition during a full course yellow and control the field, so that an incident can be cleaned up.

In all three cases, if assigned to the EV Network, the pace car(s) are under the control of the Operating Steward, who will direct them through the EV controller. If the pace car(s) are assigned to the EV Network, it is important to determine the location where they will be stationed for possible dispatch during races. Like the EVs, the primary pace car can be stood up while waiting for the lead car to come around. When bringing out the pace car, announce the full course yellow, stand up the pace car, identify and call around the lead car, and release the pace car when directed to do so by the Operating Steward.

In general, safety car(s) need to inspect the track surface and any points where competition vehicles may have impacted the barriers. They will clear through the EV controller at the end of sessions for permission to enter the course. It is important for the EV controller to be sure that the Safety personnel are aware of any locations they need to inspect. The EV Control communicator may also be called upon to pass information from the safety personnel to the Operating Steward.

Miscellaneous- the EV Control communicator must know the course, including the locations of the EV stations; the safe areas where disabled cars can be stowed (including breaks in the barriers and the locations of runoff); and the corner stations, the flagging and safety positions of the marshals. Particularly useful is a working knowledge of the paddock area and places where an EV can stand by for dispatch from the paddock if unable to return to an assigned station between sessions. It is very important to know where emergency vehicles (especially ambulances) can exit the course, both during and between sessions.

D. THE ADMINISTRATIVE NETWORK

At many events, there is a radio network dedicated to administrative matters. Any or all of the following individuals may be assigned to this network:

- The Race Chair
- The track builder
- The race promoter
- Certain specialties, like Scrutineers, e.g. pit-tech
- Equipment (although this individual may monitor either the Control or the EV networks)
- Security
- Stewards

This network is usually run by a communicator from Control. Generally, the communicator's role is to be sure information regarding incidents or situations on the course are passed along to the proper individuals who may be on the Administrative network. Since the composition of the group of individuals assigned to use this network is highly variable from event to event, the Administrative communicator must be very flexible, using the first part of the weekend to determine who is on that net and what their information needs are.

Most of the information that is passed along to people on the Administrative network is gathered from the other two networks, primarily the Control Network. It is useful to be able to monitor that net, so that the Control Communicator does not have to redirect attention to the Admin. Net.

Communication is not one way - responses from anyone on the Administrative network, such as a Pit-Tech person, should be passed along to the Control communicator so that appropriate information can be made available to the officials and marshals on course.

E. CONTROL OPERATION

1. Purpose of Control

Control is the nerve center of the racing operation at the circuit and, in addition to the Operating Stewards, is staffed preferably at all times by a Control communicator, a backup and a logger/race recorder.

Control receives all incoming calls from the corner stations and others on the race network, coordinates all normal communications procedures, advises the Operating Steward of situations and incidents on the race course and informs the stations of decisions made by the Operating Steward, along with other information needed by the stations. Normally the Operating Steward is located next to the Control communicator and race recorder.

2. The Chief

While the Chief of Communications, or primary communicator, usually rotates through all Control positions, the Chief's primary administrative duties are the organization of Control and the assignment of a rotation schedule for all persons working in Control. Thus there usually are several Control operators, one of whom is designated to train and oversee the activities of the other Control personnel. A Control communicator must be thoroughly familiar with the layout and peculiarities of all the corner stations at the circuit, is usually a marshal who has worked most of the corners at the race circuit, and has considerable experience in all positions of corner work before becoming a Control communicator. It is recommended that communicators from Control return to corners periodically to refresh and renew their skills as well as perspective.

3. Logger

The logger also wears a headset and records all incoming calls from the corner stations that deal in any way with racing activities on pre-printed logging forms. The logger records time, corner calling, car(s) involved, flag condition, situation and other pertinent information. This log is a complete written record of all incidents and situations reported to Control. The logger also records outgoing messages and inquiries from Control. Often seemingly minor incidents become important to the decision making process of the Operating Steward and must be available for later review by the Chief Steward, the competitors, or the Stewards of the Meeting.

4 The Backup

The backup also wears a headset and maintains an up-to-date map or list showing the location of all emergency equipment and all racing cars stopped on the course. The map should be an outline of the course and show as accurately as possible the positions of natural hazards, such as guardrails and ditches, etc. The map or list should also show the number of the car that is stopped and whether a flat tow or wrecker has been requested to bring the car into the pits. Maps can be enlargements of the circuit map backed by steel with labeled magnets used to locate cars and emergency vehicles. An outline of the circuit may also be backed with wood, covered with plastic and written on with a grease pencil. The backup removes the car numbers from the map as the cars are brought into the pits.

The logger, if necessary may do the job of the backup; however, there should be sufficient relief for the Control personnel so no one must work continuously.

5. Normal Activity

Control determines that the course is ready for racing by requesting a course check before each session. The readiness of the course is reported to the Operating Steward.

Control also attempts to keep the stations as completely informed as possible on all racing situations. Depending on local protocols, this information may include: five-minute, three- and one-minute warnings before a session begins, opening the course for a session, when cars are on the course at the start of a session, how many cars are starting the pace lap, if any late starters will be coming out of the pit lane, when and if the green flag is given at the start of a race, when the checkered flag is given at the end of a session or race, what the number of the last car is, when the last car has entered the pits and the time between sessions.

Control keeps the stations informed as to changes in the schedule for the event, what session will be coming up next and how long it will last. If there is a delay, Control advises the corners why and how long it will last. This allows the marshals and Captains to plan their rotation throughout the day. Control also notifies the stations that requested equipment is on its way and how it will get to the station. Any time vehicles are on the course between sessions, Control should inform the stations what they are and where they are going.

During normal operation, Control acknowledges reports on changing conditions or mechanical hazards on the race cars. Control also acknowledges reports of changing course conditions and the flags or lights being displayed to cover these situations. Reports of cars off and on, cars that spin and continue, and cars stopping at or between stations are also acknowledged by Control. Control must make sure the station always reports car numbers and colors, the exact location of a stopped car and what will be needed to move it. Control must acknowledge a metal-to-metal report indicating that two or more cars have collided on the race course. Control must be sure the car numbers and colors and a brief description of the incident is reported and passed on to the Operating Steward.

6. During an Incident

When an incident occurs, Control remains calm; helping keep an excited station communicator calm and seeing that all-pertinent information is reported from the station to the Operating Steward. If a communicator fails to supply an important piece of information, Control asks for it. Control needs the car number(s) and color(s) at once along with the flag being displayed, the emergency vehicles required, and the condition of the driver and a brief account of the incident including the exact location of the car(s). If an ambulance or other emergency vehicle is requested and dispatched by order of the Operating Steward, then all stations must be advised that the vehicle is entering the course, where it is coming from and where it is going. Control ensures that the emergency vehicle is called through the stations and must inform all stations when this vehicle leaves the course and enters the pit lane. Finally, Control follows up on the accident by asking for a brief account, getting a list of any equipment that will need to be replaced, and requesting that a Witness Statement be filled out.

7. End of Day

At the end of the day, Control reminds about the time on station for the next day's sessions, indicates how equipment will be picked up and the stations secured, announces when the next event will be, and thanks all the marshals for attending and helping at this event.

8. The Training Function

Those assigned to Control also have a training function. They help turn marshals improve their communications skills. Control communicators repeat transmissions from turns to verify the content, to assure that all stations (including the steward and the logger) have understood the message. By repeating, using the correct format and language, informs how the call could be made in a better, clearer or more concise way.

VIII. PERFORMANCE EVALUATIONS

Performance evaluations of the turn's marshals and corners captains allow the F&C organization to identify the training needs of its staff and the accomplishments of marshals as they are trained.

Corner Captains should be required by the Chief of F&C to grade the performance of all the marshals on the station. This grading system is taken into account when the Chief upgrades or renews licenses of marshals in the Region. The marshals should be given the opportunity to evaluate their Captains as well. The forms for the marshal's to evaluate Captains should be given directly to the F&C Chiefs.

The evaluations for each marshal should be discussed with each of them briefly at the close of the weekend's activities. Evaluations done by Captains should always be based on performance and the marshals should be evaluated fairly with a positive tone wherever possible. Captains should make sure to keep this line of communication open. Remember, these evaluations are the basis for individual training programs for marshals. Captains should attempt to follow a common predetermined set of criteria and ratings system.

The Chairman of the Stewards of the Meeting evaluates the conduct of the entire event including the F&C Specialty in a report that is sent to the National Office. If there is a negative comment on this report concerning the F&C Specialty, then the report is sent to the National Administrator for F&C, to the appropriate Divisional F&C Administrator, the Executive Steward of the Division and to the appropriate Regional officials including the F&C Chief.

The Divisional Administrator of F&C is responsible for monitoring the F&C Specialty in the events conducted in their particular Division and must report in writing to the Executive Steward of the Division, to the Director, Race Officials Administration and the National Administrator of F&C, preventive or remedial measures needed to improve the performance of the Specialty.

HAND SIGNALS: The following are hand signals which have been refined to endorse a national standard in order to attempt uniformity across Clubs, Regions, Divisions and the SCCA Organization.

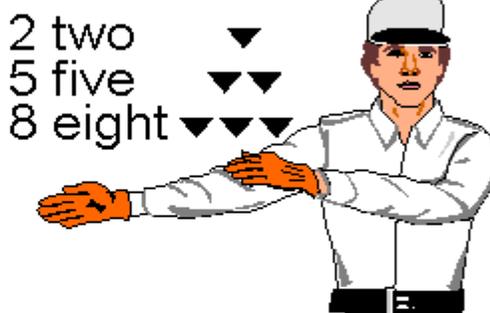
F&C Number Signaling Method

When signaling numbers place your body square to the "receiver". Pat out the numbers SLOWLY, When the number to be signaled contains more than one digit (ex. #83), signal the second digit on the opposite side with a short pause between.

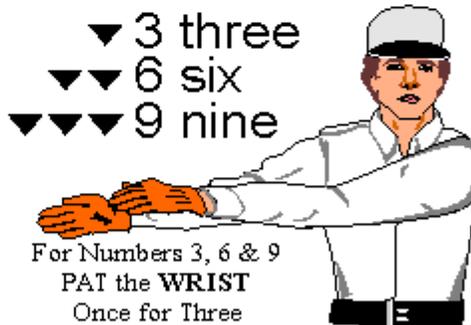
For Numbers 1, 4 & 7
PAT the SHOULDER
 Once for One
 Twice for Four
 Three times for Seven



For Numbers 2, 5 & 8
PAT the ELBOW
 Once for Two
 Twice for Five
 Three times for Eight

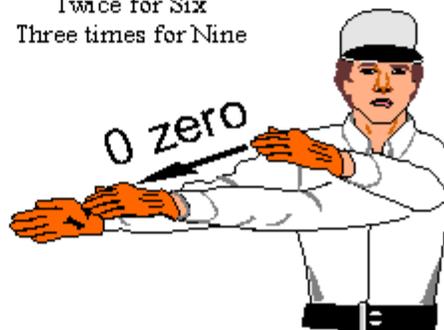


NUMBER SIGNAL
 Indicates you are going to signal a number



For Numbers 3, 6 & 9
PAT the WRIST
 Once for Three
 Twice for Six
 Three times for Nine

For the Number 0
 Start at the **SHOULDER**
 Slide the Upper Hand Down the Extended Arm





Ambulance



Wrecker



Fire/Fire Truck



Flat Tow



Tiltbed



NOW!!!



Need Help



Lots of Help



Driver



OK



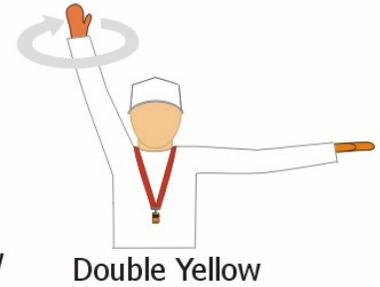
Surface



Standing Yellow Flag



Waving Yellow Flag



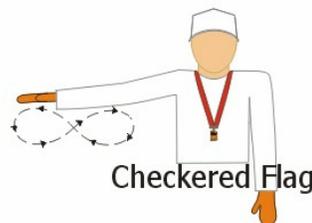
Double Yellow



White Flag



Cancel



Checkered Flag



Laps



Universal Question
Who, What,
Where, When,
How, etc.



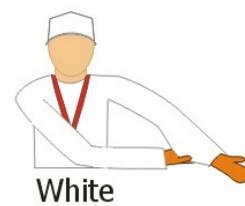
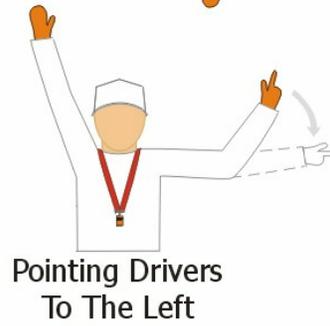
Head Phones
Working?



Check



Time



FLAGGING AND COMMUNICATION TRAINING GUIDE

Training is necessary for every successful F&C marshal. There is something to be learned by everyone at every event and in every racing situation. It is the foundation for every local F&C group and it provides a common ground for marshals across the nation. Each trainer has his or her own style, and will teach that style. However, every marshal must have the same body of knowledge, regardless of who does the teaching or where it occurs. And so, this training guide is presented to assist instructors throughout the country by providing a checklist of items that all new and advanced marshals in the F&C Specialty should know.

Training is the most important investment that can be made in any volunteer. Organizing a good training program takes a major investment of time and energy, but the rewards outweigh the efforts. The payoffs are safer, more knowledgeable marshals, who are highly motivated to do well, and who will come back repeatedly. One of the very best ways to ensure a volunteer is aware of how important they are to the organization is to make sure they have the tools they need to do their job. Foremost of these tools are the skills and the know-how to do their best.

Combine classroom with on-track experience so that students are given a combination of theory and practice. The classroom session provides an overview about how a race is organized and where F&C fits into the picture, as well as some detail regarding the specifics of what to expect and what to do in various circumstances. The on-track experience gives meaning and context to the explanation and description by applying it to concrete situations, with the supervision of the trainer and/or other experienced and caring marshals.

The best training programs move from describing to showing to doing, a pattern that reflects the way people learn. Because everyone learns at a different pace, it is important to adjust to each person's rate. It is also very likely that some (and maybe all) of the lessons will have to be repeated for some people. This is not a sign that they are not going to be first-rate marshals; rather it reflects the fact that some of us are able to absorb and apply the material quicker than others. Not everything about F&C is intuitive, nor is it natural for us. For example, sometimes we have to run toward rather than away from traffic, when we have always been taught to stay off the streets!

The three key elements to teach for every situation are what action to perform, when to do it and how to do it correctly. Learning is enhanced when a student knows WHY.

Finally, this document focuses on the specific items that every marshal should know. It is assumed that most of these skills will be taught in the context of a formal training program, typically at the beginning of an individual's involvement in our Specialty. However, training must be ongoing -- that is, all marshals must seek opportunities to refresh F&C skills. And, it is so easy to fall into lazy, inappropriate, or even unsafe habits that advanced training should not be overlooked as a benefit for all. The time and attention given to marshals through a strong and well-considered training program for the novice to the veteran is the strongest message sent that the organization cares for and about them.

TRAINING GUIDE OUTLINE (to be used in conjunction with the F&C Manual)

I. The purpose and Importance of the F&C Specialty

II. Personal Qualities of the Ideal F&C Marshal

- A. Reliability
- B. Common Sense
- C. Good Judgment
- D. Logical Thinking
- E. Teamwork
- F. Current Knowledge of the F&C Manual and the GCR

III. Race Organization

- A. The F&C Hierarchy
 - 1. Stewards - Chief, Assistant Chiefs (Operating and Safety), Safety
 - a. What is a Steward?
 - b. What does each of these positions do?
 - c. How do they get appointed?
 - 2. F&C Chief(s) and Assistant Chief(s)
 - a. Job Description - training and recruitment of marshals, licensing, and operation of F&C at the event
 - b. How do they get appointed?
 - c. What they do during an event?
 - 3. Corner Captain
 - a. Job Description
 - b. How Chosen?
 - 4. Marshals
- B. Other groups involved with the event, what they do, how they interact with F&C
 - 1. Race Chair
 - 2. Starters
 - 3. Equipment
 - 4. Medical Staff
 - 5. Emergency Services
 - 6. Course Marshals
 - 7. Registration
 - 8. Timing and Scoring
 - 9. Scrutineers
 - 10. Pit Marshals
 - 11. Paddock Marshals
 - 12. Grid Marshals
 - 13. Stewards of the Meeting
 - 14. Sound Control

C. How the F&C Specialty is organized (see also F&C organizational chart)

1. Control
 - a. What is it?
 - b. Where is it?
 - c. Who does it?
 - d. What does it do?

2. Corner Stations
 - a. Number and Designations
 - b. Location - safety, line of sight
 - c. Personnel to staff
 - d. Black Flag/Mechanical Black Flag Station
 - e. Emergency Vehicle Station(s)

IV. Equipment

A. Personal

1. White Clothes preferably long sleeves, long pants and sturdy closed-toed shoes)
2. Supplies - fire resistant blaze or safety orange gloves, knife or multi-tool, whistle with a quick disconnect mechanism
3. Optional (but nice) - rain and colder weather gear, paper and pen, hat, suntan lotion, insect repellent, lunch and drinks in a cooler, folding chair

B. Corner

1. Radio or landline phone network with headset
2. Flags, plus possibly lights or paddles
3. Oil Dry and Brooms
4. Fire Bottles
5. Rope
6. Pry Bar

C. Communications Equipment

1. System
 - a. Radio or Landline
 - b. Headsets
 - c. Radio Tech Personnel

2. Control
 - a. minimum of three headsets
 - b. current track map
 - c. record/log equipment
 - d. digital clocks
 - e. extra room, tables & chairs for off duty communicators, loggers and stewards

V. General Event Procedures

- A. Registration
- B. F&C Morning Meeting
- C. Station Meeting
- D. End of the day debriefing or social events

VI. Corner procedures

A. Personnel/ Corner Assignments - who they are and what they do

1. Captain
2. Assistant Captain
3. Flaggers
 - a. Stand face to face or facing the course
 - b. Blue flagger also acts as inside safety back up, also handles other information flags, white, surface and black. The Captain is usually responsible for the red flag.
4. Communicator
5. Safety/response or point person(s)
6. Drivers Observers (if used)

B. The Flags - when, where, and how they are used (how to stand, and the correct way to display)

1. Green - only at Start
2. Standing Yellow
3. Waving Yellow
4. Double Yellow
5. Blue
6. Surface
7. White
8. Black (individual car)
9. Black All (stopping a session)
10. Mechanical Black
11. Checkered
12. Red

Command Flags
Waving Yellow
Standing Yellow
Double Yellow
Black
Mechanical Black
Red
Information Flags
Blue
Surface
White
Other Flags
Green
Checkered

C. Normal Corner Operation

1. General
2. Corner Meeting
3. Marshal Rotation
4. End of day corner meeting
5. Checking of the track surface between sessions for oil or debris
6. Observation of cars on course for mechanical/driving problems
7. Yellow Flag Incidents
8. Incident Response
9. Spectator Control
10. Special Flags
11. Witness Statements

D. Emergency Operation

1. The Captain's Role
2. Flags
3. Communication
4. Response
 - a. Listen, use common sense, don't panic, let the dust settle
 - b. Positioning self so that car is between you and traffic
 - c. Moving the car - where and how
 - d. Turning off master switch
 - e. If you need help
 - f. In case of fire
 - g. Driver condition
 - h. If the car is upside down
 - i. When the emergency crews arrive
 - j. Check the surface of the track
 - k. Witness Statement

VII. Communications

A. The purpose and importance of the communications network

B. Normal protocols, their meanings, and proper use

- Relationship with Captain
- No Jargon
- Use of single digit numbers and color for cars only
- Terms - apex, before or after the station,
- Entrance, exit and drivers left or right
- Calling control - including flag condition
- Sign in with Control
- Course Checks
- Call through
- Reports of Mechanical Problems
- Off and on
- Spin and continues
- Backup flag requests
- Stop off Course, pick up at end of the session
- Stop, pick up now
- Side to Side or Nose to Tail
- Passing under the Yellow
- Wave-by, passing under double yellow

Common Parlance of Flagging and Communications on Corners

Flags:

Standing Yellow Flag
Waving Yellow
Double Yellow Flag
Surface Flag
Black Flag
Mechanical Black Flag
Red Flag
White Flag

Vehicles:

Wrecker
Tilt Bed
Flat Tow
Safety/Pace Car
Ambulance
MERVs (Multiple Emergency Response Vehicles)

B. Emergency Protocol

The term "ALERT" indicates a serious, or potentially serious, incident. It implies the possibility of an injury to a driver, worker or spectator. Following are some situations which would constitute an Alert:

- Car hits a solid object (guard rail, bank, tree, etc.) at speed.
- Car rolls or flips.
- High-speed disabling body contact between two or more cars.
- People are hit by vehicle or flying parts.

- Any fire—grass or vehicular (may be a “rolling alert”).
 - A call for a doctor
 - A car disappears from sight (e.g. over an embankment or into a gully).
1. Includes normal protocols, above
 2. Working with the Captain
 3. The initial **ALERT** calls
 4. Clearing the Network
 5. Request for backup flag(s)
 6. Condition of the Driver
 7. Request of equipment
 8. Updating Control at regular intervals
 9. Items to avoid reporting
 10. Cancel the **Alert**

VIII. Signals

A. Hand Signals to Drivers

- Slow down
- Move to this side (or the other side) of the track
- Engine running?
- Enter after this car
- Enter now
- Stop

Hand signals are used by marshals distant from the Captain or Station to convey information. Captains as a courtesy should keep marshals informed and make requests of marshals beyond hearing distance, such as checking track or car conditions.

Hand Signals to Other Marshals

Basic:

- Flags - yellow (standing, waving and double yellow), white, surface, black or red, drop the flag
- Race is started
- Checkered flag
- Emergency - ambulance, wrecker, fire, more help, or jaws
- Flat Tow
- Driver Okay
- Check front or rear body rub or wheel
- Safe
- Oil or Debris on the track
- Help needed

Advanced:

- Numbers - tapping on the shoulder, elbow and wrist
- Colors
- Other mechanical conditions (flat tires, dropping oil, water or gas, broken suspension, etc.)

C. Whistle Signals

- Flags - yellow (standing, waving and double) and drop the flag
- Getting attention

IX. Other Information about the Specialty

- Divisional and National Administrator of Specialty
- F&C Licensing - why and how
- Going to Other Tracks and "Traveling Rules" (When in Rome?!)
- Trying out other specialties
- Tours of other specialties is recommended as an introductory activity for new members

EMERGENCY/FIRE/RESCUE SCHOOL OUTLINE

I. Purpose of Incident Response Training

Incident response training encompasses emergency service marshals, flaggers, corner marshals, pit and grid marshals, stewards, tech inspectors, timers and scorers, and any club member interested in learning, refining or expanding their skills and abilities to respond in an emergency situation. It should be remembered that it is a team effort that saves lives and prevents further injury. We are all a part of the team, regardless of our level of training. A comprehensive training program is designed to:

- Familiarize marshals with emergency situations and procedures in a non-emergency or training setting.
- Familiarize marshals with emergency equipment that they are expected to use.
- Establish minimum comfort levels for first responders (marshals/flaggers) in assisting emergency situations, organizing/coordinating a station response, requesting additional equipment and support personnel, and managing an emergency scene.
- Establish a minimum comfort level for interaction between event (Club) and contract response/safety marshal and equipment (i.e., ambulance crews, wrecker operators, helicopter crews, etc.)

II. Training Resources

Instructors for training programs should ideally be "experts" and have the ability to instruct in their area of teaching responsibility e.g., firefighters should teach fire suppression and control. Local resources which may have instructors and materials include the police and fire departments, their training academies and instructors, hospital emergency department staffs, ambulance company personnel, state licensed emergency medical care educators, neighboring race or automotive organizations, race sponsors, other sanctioning bodies, helicopter emergency crews, local American Red Cross or American Heart Association

III. Training Materials

Recommendations for equipment include, but are not limited to:

- Clean, safe, dry, indoor or outdoor training sites
- Participant safety equipment (i.e., fire coats, helmets, eye shields, gloves, etc.)
- Combustible liquids appropriate to typical event fuels
- Safe, remote ignition sources/method
- Fire extinguishing equipment appropriate to fuels (including a charged water line where required)
- Locally- available extrication equipment
- Old automobiles, 1/2 barrels, or other appropriate burning containers
- Instructors and teaching assistants based on class size and safety needs
- TV/VCR and training tapes, including SCCA promotional videotapes
- Audio equipment and tapes
- Communications equipment
- Chalk board or white board with markers and erasers

IV. School Topics/Response Symposium

The following suggested topics could be covered in an incident response symposium. Depending on programs sponsored by the region, students should be drawn from all marshal and program specialty areas (Road or Pro Rally, Club or Pro Racing, and Solo or Pro Solo programs). Initial response personnel (marshals, emergency crews, and pit and grid crews) should attend training at least once a year.

Consider including some or all of the following in the Incident Response Training Program offered by your region. The amount of emphasis in each area you included should be based on your local needs.

- Fire science
- Operation of fire fighting equipment
- Fire fighting techniques, including methanol
- CPR and first aid (annual Certification)
- HANS and other helmet attachment devices and helmet removal
- Incident response -- how to handle a disabled race car, including stabilization of the car and incident
- On-board fire systems and master or kill switches
- Driver extrication from a race car, including upside down removal
- Wrecker operators and towing techniques
- Mass casualty training for injuries to drivers, marshals and spectators
- Post traumatic stress counseling following serious incident (consider how to set-up and manage this important support program)
- Emergency scene management -- role of corner crews, emergency crews
- Environmental emergencies (hypothermia, heat exhaustion, heat stroke)
- Safety gear for both the race driver and race marshal (clothes, food, etc.)
- Race car construction and design (knowledge to facilitate driver removal)
- Integration of both race track and civilian emergency services marshals during a disaster (should include instruction on how to prepare and implement a disaster plan)
- Insurance claims process and limitations

V. Suggested School Format

The following are suggested outlines for a one or two day Incident Response School. Depending on local facilities and training needs, the program should be at least eight hours. Sixteen to twenty-four hours provides greater learning opportunities for the participants and allows for more material to be covered. The program schedule should be set up to maximize use of the facility and student learning opportunities.

Each time block below is set up to cover four hours of material, with a short break halfway through its completion. When combining two blocks, it is essential to include a lunch break for instructors and participants. It is recommended that no more than two blocks of material be covered during any single training day. Advice to organizers and speakers: "Remember, the mind will only absorb what the buns can endure!"

Block 1:

Fire science technology, fire extinguisher operations, fire fighting techniques
Emergency situation recognition and assessment
Emergency scene management, including use of flags and hand signals

Block 2:

Cardio Pulmonary Resuscitation (CPR) Training, helmet removal

Block 3:

Marshal safety equipment -- clothes, foods, liquids, etc.
First aid training (basics)
Injury assessment and treatment

Block 4:

Driver safety equipment – kill or master switches, seat belt releases, helmet & HANS
Race car construction (including fasteners), On-board fire systems
Vehicle stabilization and driver extrication training, Jaws of Life (or equivalent equipment demo),

Block 5:

Question period and discussion with stewards

Media awareness and impact (remember other marshals are watching and critiquing at home)

Awareness about other specialties and their processes

Control operations

Licensing (guidelines, forms, requisite skills and upgrades)

Block 6:

Recruitment

Retention

Renewal

Recognition

STREET RACE CIRCUITS

As a marshal working a street race circuit, you need to be familiar with all F&C guidelines of street racing. The following information defines and clarifies the major concerns, and advises solutions to the unique situations that arise for the F&C Specialty in working street circuits, as opposed to natural terrain circuits. Note that the message here is that the safe application of proper F&C procedures at these "canyon races" requires a much higher degree of strong, knowledgeable, professional, and safe management of the corner. Place staff at corners so that no one will need to cross the track!

Nearly always, a street race is a professional race. There will be greater speed and more driver aggressiveness. However, because of the confined nature of the course, visibility is much lower and there is less room to react. As a result, there is a greater potential for danger.

Generally, the advantage of a professional race is a larger marshal turnout which will enable the implementation of the best procedures possible. Since these events are usually televised, we need to put on the best entertainment that we safely can; but, also remember that "the show must go on!"

Certain qualified people are assigned to key positions on each turn for the main event. Due to the professional nature of the event, this is done to provide the best possible consistency for the drivers. The positions designated are Captain, Assistant Captain, Blue Flagger, and Communicator. The Captain and the Assistant generally swap positions during some of the support races to provide the Assistant more experience and give each a different point of view. For better quality of the entire event, a good working rotation will have the blue flagger and communicator in different positions for the support races. This will keep consistency high as every individual should then work the same position (on communications, blue flag) for each race group. Remember, although the F&C marshals are volunteers, they are doing a professional job and should be treated as pros. They should be given as much variety as possible.

I. Chiefs must:

- Define procedures and expectations to their crews.
- Arrange for pre and post race Captains' meeting on day #1. Day #1 A.M. turn meeting should include personnel from all specialties (including circuit marshals, security or pass control) working in turn area to establish overall procedures, including hand signals.
- Make available as much information as possible to Captains regarding turn configuration and personnel in advance.
- Pre-qualify all marshal applications and accept only the highest caliber of personnel for event. No regional license holders unless they have submitted a letter of recommendation from their local chief and/or Divisional Administrator stating competency.
- Pro street events should not be used as training ground for newer marshals.
- Ensure marshals' license currency and capabilities of all marshals (See GCR 6.6.5)
- Advise all of any special flagging procedures unique to varying sanctioning bodies.
- Make sure any unusual special equipment (i.e. extra flags, etc.) is provided.

- Any equipment unique to the region, event, or geographic area should be provided, or inform marshals to bring.
- Inform all of what to expect as many will be from out of region.
- Provide check list for required turn equipment.

Strongly recommended equipment to be provided for street circuits.

- Pry-bar (1/turn)
- 25 foot tow rope/strap (2/turn)
- Crescent wrench (1 each 2 turns)
- Tie wraps
- Red vests for response people
- Blaze or safety orange surveyor's tape

Note: The Chiefs may have in their possession cans of spray paint to make access hole markings as approved by the promoters. Turn captains should never take it upon themselves to mark blocks or streets with paint. Also, the Chiefs will get approval for additional fence holes; no corner crew should be cutting their own holes without prior approval. The Chiefs will have at their access a set of wire cutters to cut holes as approved. Unauthorized holes cut in fencing could cost a minimum of \$150 per hole in the fence.

- In the event of a catastrophe, pre-assign staff who are designated by a symbol, to take over a turn (sit-down crew or star team). Use very qualified people who can immediately assess and adapt the situation.
- Make evaluation forms available to all for post race critique.
 - Captains to evaluate crew.
 - Crew to evaluate Captains.
 - Captains to evaluate Chiefs.

The Chief should have (when possible) input during course construction regarding location of corner stations and layout prior to the event.

Establish proper channels for authorization to have any modifications done to corner stations. (Do not alter circuit fixtures without authorization.)

II. Captains:

A. Corner Captains are responsible and have authority for all that happens on a turn and their decisions are not to be questioned during a session.

B. Define procedures and expectations to all corner crew members.

C. Manage the teams.

- Meetings A.M. and P.M. daily.
- Critique and correct as necessary.
- Praise and encourage (training).
- Direct actions of crew.

D. Redefine procedures by end of day #1. All corner personnel must look for and define problem areas.

- Physical layout of the turn
- walls/openings
- fence/openings
- runoffs
- wreckers, tows or cranes - locations/access
- flag visibility

- Procedures
 - flagging
 - communications
 - response
 - rotation

E. Corner Captains require turn personnel to report all observations concerning recommended changes no later than post race meeting day #1.

- Captains will forward this information immediately for action at post race captains' meeting, if not sooner.
- Be prepared to work around requests unable to be fulfilled (be flexible).
- Note that visibility may change as the weekend progresses due to changes in signs, fences, spectators, etc.

F. Establish the relative capabilities of the crew (by experience) to determine initial turn setup.

- Placement of personnel in potentially hazardous areas will be in proportion to experience, common sense and ability.
- Assignment to other non-designated positions for all sessions will be based on ability.

G. Before each session, have a corner meeting to advise exact current situation and expectations of marshals.

- Advise specific cautions
- Motivate
- Make it enjoyable
- Stress teamwork and buddy system at all levels

H. Pre-define personnel and timing for "swarm" incident response for first 2 laps, including restarts.

I. If you have dedicated crane, wrecker or tow for turn.

- Pre-assign marshal to give these crews their direction during incidents (usually assistant captains).
- They are not to move without direct orders.

J. Hand signals of multi-region staffed race events will use the National F&C Manual as a standard.

III. Assistant Captains:

A. Assist and advise the Captain in all previously stated duties.

B. "Site commander" at any incident.

- Positioned on turn to be first or second person responding to an incident.
- Advise Captain of needs and wants ASAP.

NOTE: Once the safety (MERV) personnel arrive at an incident, they become the "Site Commanders". It is, however, appropriate for the corner personnel to fill them in on what is going on and from that point on, F&C personnel will be taking direction from the Safety Team Leader. Also, the sanctioning body may send a separate vehicle to the incident (e.g., SCCA's "Rescue 91") which may assume control over the entire on-site team. F&C controls the incident until replaced with the Emergency Crews as described.

IV. All Corner Personnel:

BE SAFE:

A. NEVER cross a hot track or if necessary not without PERMISSION and a crossing signal.

- Pre-assign signalers (back-up marshals).
- Only cross track one way and on signal, usually from the Captain or Assistant Captain
- Do not change direction in mid-crossing.

B. Set up horn/whistle lookout to help marshals responding on track. Remind of the necessity of having a marshal watching oncoming traffic to ensure safety of marshals and emergency personnel.

C. NEVER respond without:

- Direction/observation
- Back-up
- Appropriate flag coverage
- Appropriate equipment; fire bottle, rope, etc.

D. Clear the course using any safe means possible. Call for a wrecker or tow only as a last resort, unless positioned on a turn with access for immediate dispatch by corner captain.

E. Be aware that signs or banners that are blocking visibility shall not be removed without going through proper channels. Report them A.S.A.P.

F. Watch for unauthorized personnel on hot track (especially during incident response).

G. DO NOT assume you are safe behind a barrier; they will break or move when hit. Do not sit or lean on barriers. DO NOT flag from end cuts as cars can catch an edge and swing into the flagging area. Note that the diagram shows the areas at end cuts and wall openings to be dangerous.

H. Re-inspect course between each session. Pre-race inspection of each turn by all personnel is important to the safe and efficient operation of the event. Marshals should be looking for and predicting, if possible, anything that can be hazardous or difficult to deal with under race conditions. If the problems can be fixed quick and easy, fix it. If you need to have someone else do it, advise management immediately. If the problem cannot be resolved, live with it. Make sure everyone on the turn is aware of it and how to deal with it.

V. Pre-race Inspection:

Street race organizers are generally required to hire an FIA approved inspector to certify the track. These people are experienced in working with the SCCA Regions and generally listen to suggestions and questions to keep the good working relationship. It is important to remember, with a temporary circuit, timing is everything. The time that leads up to the first course opening is very tense while all of the various gate closure and final street closures plus circuit enhancements are being made. This is not a convenient time to ask a track inspector to check on items that are not critical to the opening of the circuit for the first on track session. The Chiefs should be out the day before the event, listing the concerns that they feel might affect the comfort and operation of their Specialty. It is during those hours on the previous day that many of the questions and suggestions will be more readily heard. Once the countdown to the first session begins on the first day of racing, you can expect the reception to be delayed or non-existent. Out of respect for the promoters, constructors and your operations people, do your homework and then as the first day progresses, jot down additional items as they come up. At the end of the first day, get together with the decision makers to get your additional concerns addressed. It is vital that the Chief be the only person making these contacts, if all the Captains were trying to get things done on their agenda separately, nothing would get done.

Please note that the condition of the course is the responsibility of the track inspector. Corner personnel may look at the following items and act accordingly (e.g., not set-up a flagging station behind an offset block that is not pinned on both ends). But, remember it is the responsibility of the inspector to make safe/unsafe determinations.

Look for ways to minimize marshal exposure.

A. Barriers.

- Pinned together.
- Against curbing. If not, they will move. (Note: In some circumstances, it's not possible to put up a course where all blocks are up against curbs.) Be cautious, barriers DO move!
- Leading edges can snag a car.
- Wall ends move easily.
- Will a car fit through a hole in a barrier?
- Things sitting on wall can become projectiles if wall is hit.

B. Fence "E" Holes.

- Marked possibly with blaze or safety orange tape.
- Loose raw wire ends will cut people while climbing through.
- Hazards beyond holes. (If you dive through, will you land on something?)

C. Power and Guy Wires.

- Tight and not likely to come loose.
- If in the way, plan around them.
- If any electrically powered lines or poles contact catch fencing, the fence can become energized.

D. Pre-plan running, escape routes or duck and tuck protection, taking into account all the above.

E. Check manhole covers to assure they are secured and stay that way. They should be screwed down or welded to be considered secure.

F. Course construction debris.

Predict, if possible, what race cars will do at speed in your area.

A. Plan, in advance, reactions to different, probable situations (incidents).

B. Plan the safest areas to stand. (See drawings)

- Create "no man's land", if necessary, for safety and visibility (driver and marshal).
- Mark with tape, if necessary. Never paint city sidewalks, buildings, etc. for any reason.

C. Note what cars may do with a change in traction.

- Pavement changes
- Paint vs. pavement
- Dirt, sealer and patches
- Oil
- Water/rain

VI. Incident Response Guidelines

The major difference in a street course versus a permanent course is the inherent danger of being on the opposite (track) side of the wall. Ninety-eight percent of the F&C function can be handled from our side of the wall. It is imperative to understand that the only time to cross the wall is in a situation that necessitates placing the marshal at some calculated risk. Absolute awareness of this risk will be considered before any decision is made to cross the wall. When responding to an incident first ask these five questions:

- What, if anything, do I need to accomplish?
- How am I going to get to an incident safely?
- How can I accomplish the task at hand?
- How will I get back safely?
- Do I have authorization from my Captain to respond?

If you cannot answer all these questions, DON'T RESPOND! If you can't respond to an incident because it's not safe or you can't accomplish anything, be as much help as possible from your current location (e.g. directing traffic, signaling necessary information, etc.).

The following rules to operate by are of equal priority:

- With the assigned back-up signaler marshal ready, always approach an incident from downstream if possible. Never turn your back to traffic. Don't forget ropes and fire bottles!
- If a car can be moved to a safer location, do so as quickly as possible to one of the pre-determined areas (see sample illustrations). If the driver will not cooperate, tell him he's on his own and get back to safety. Report to your Captain why you abandoned the incident. Let the stewards deal with him later.
- Use of ropes to pull a car both forward and backward is many times safer than pushing or pulling. Formula cars can be pulled by looping (not tying) the rope around the suspension, wings, rollbar, etc. Look for "tow eyes" on closed wheel cars.
- If the car cannot be moved, and the driver can get out, signal him when it is safe to do so. Have the driver shut the car down using the master or kill switch. Get the driver clear and to a safe location (keep someone with him). Signal the Captain for any additional help/equipment if needed.
- If the incident requires additional equipment (i.e. wrecker, flat tow, fire, rescue) signal for it immediately. When they arrive, the Captain of the Emergency Vehicle Team then becomes the site commander with a face-to-face transfer of authority. You will then be a signaler or helper (only when asked). If not needed, get back to station.

"Always be alert, safe, have fun and be prepared for the unexpected."

Street Circuit Safety

- Never flag from an end cut.
- Never stand in an opening. Stand behind positive protection!
- Never push an open wheel car between the wheels.
- Remember concrete barriers/K-walls will move.
- Duck and tuck behind the wall rather than run away (debris is faster)
- Remember Rule # 1 – Take care of your safety first.
- Remember Rule #2 – Don't ever forget Rule # 1.
- Work as a team with the Safety Vehicles and MERV's at your station.

SAMPLE FORMS SECTION

Below is but a few sample forms, which in no means is intended to be all inclusive or representative of all the organizational tools and forms used among all the Regions of the Sports Car Club of America.

Required Forms

- a) Witness Statement (2002) Adopted by Executive Stewards
- b) Insurance Instructions
- c) Insurance Claim Form (Green Card)

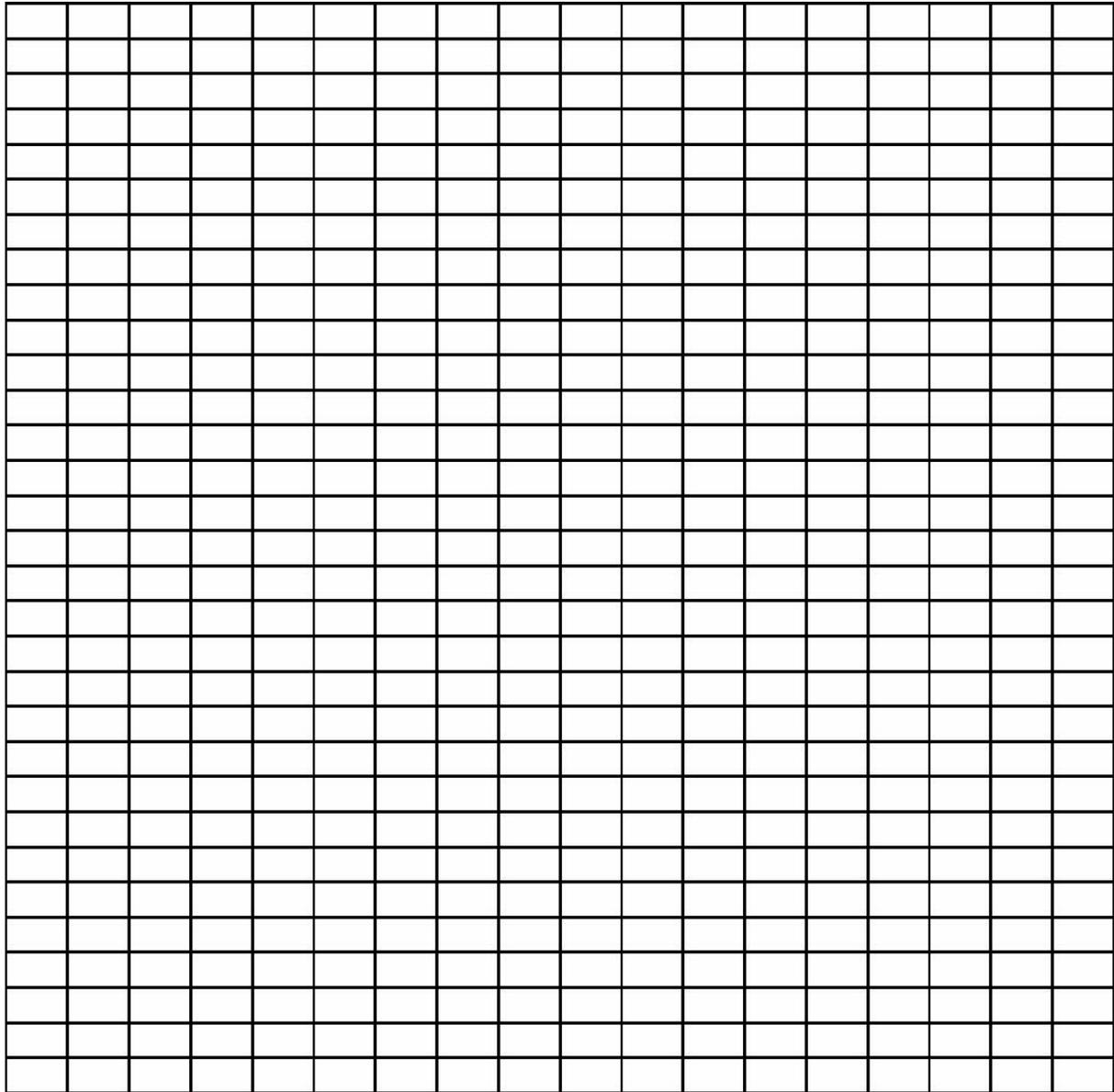
Some Suggested Forms

- a) Evaluation of Captains
- b) Evaluation of Marshals
- c) Communications Checklist
- d) Communicator's Log
- e) Marshal Sign-in or Attendance Sheet
- f) Lunch Count

Additional Forms

Many Regions have forms they use which serve their purposes well. It would be hoped that all regions would take the opportunity to share their forms with the Divisional Administrators for incorporation in future Flagging and Communications edition.

DIAGRAM OF INCIDENT



Additional Comments: _____

Insurance for Volunteers

02/02

INSTRUCTIONS FOR COMPLETING P.A. INSURANCE CLAIM FORM (GREEN CARD)

I. GENERAL INSTRUCTIONS

Complete a Green Card:

- For any actual or possible injury to a participant resulting from an event incident.
- Any time a participant state he/she is or thinks he/she is injured.

REMEMBER:

- If in doubt, fill out a Green Card. No harm is caused if it is later determined that there is not an injury and it saves hours of work if the Green Card is on file with Wisenberg Insurance before they begin receiving bills. However, Wisenberg may not pay claims if the incident is not reported to the Safety Steward of the Event Medical before the end of the event.
- Minor injuries – It is not necessary to fill out an Incident Report for minor injuries (bee stings, small cuts, scrapes, etc.) which occur off-track (in paddock, garages, offices, etc.) and do not involve a spectator or a motorized vehicle. Just fill out a Green Card including the "What Happened" section.
- Spectator Injuries – DO NOT fill out a Green Card for a spectator injury since there is no Participant Accident coverage for spectators. DO fill out an incident report and call Risk Management at (303) 694-7222. Call the Emergency Number if after hours at (800) 770-9994.
- Tear off the bottom half of the Green Card and give it to the injured participant.
- Mail the remainder of the card directly to Wisenberg as soon as possible (within 48 hours).

II. STEP BY STEP INSTRUCTIONS

The following instructions describe the information required for each section of the Green Card.

1. Injured party: indicate whether or not a minor. If yes, include approximate age.
2. Status of injured: "official" means any SCCA licensed member functioning in an official capacity during some portion of the sanctioned event, i.e. flag and communications, steward, scrutineer, etc.
3. Credential issued by Group that the injured party signs in with. Could be SCCA, CART, track, etc. A guest may have a credential from SCCA or the track.
4. Information regarding the injury(ies)/event:
 - Tell us the incident date, track/location, what area(s) of the body was injured.
 - Attempt to emphasize seriousness of injury (event in doubt, consult Event Medical).
 - Type of event held – Solo II, Road Rally, Drivers School, Regional, etc.
 - Where accident occurred.
 - Give a brief description of the incident (ex. Fell down; cut hand working on car).
 - This section does not need to be filled out if an Incident Report is also being completed since a more complete description can be given there. This section allows minor injuries to be reported just by filling out a Green Card. Refer to "Minor Injuries" Section I, above, of these instructions.
5. Whether or not you just think there will be treatment beyond track first aid and whether injured is an SCCA member. If you don't know, just put in a "?".
6. Hospital/Doctor Utilized: Try to determine where injured is being sent to for additional medical treatment. It is OK to mail this form in without this information or with only some of it.
7. Will injured be off work for more than one week? Give us a guess. It doesn't cost anything if you say yes too often. This helps get the right forms to the injured person early.
8. Vehicle Class, Name of Sponsoring Region and Sanction #.
9. Report prepared by; telephone number. (This is useful when additional information is needed). Include daytime phone number if possible.
10. Tear-off section: give to injured party or designated representative.

SCCA INSURANCE CLAIM FORM

See Guidelines for completion of Green Card and Incident Report Form.

In the case of a spectator or serious injury IMMEDIATELY call SCCA at (800) 770-9994.

IS INJURED PARTY A MINOR? IF YES, AGE _____
NAME _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____
PHONE (____) _____
Circle status of injured: Driver/Crew/Official/ Guest
Circle credential issued by: SCCA/Promoter/Track
Other Sanctioning Body (Name) _____
Incident Date _____
Name of Track _____
Track Location _____
Nature of injuries _____
Type of event _____
Circle where accident occurred? Paddock/Track/Stands/Pits
Grid/Spectator Area/Other _____
What happened? _____

Will there be treatment beyond track first aid? Yes No
Name of other Health Carrier _____
Is injured a SCCA member? Yes No

Hospital/Doctor Utilized

Name _____
Address _____
City _____ State _____ Zip _____
Is insured likely to miss work for more than one week? Yes / No
Vehicle Class _____
Sponsoring Region _____ Sanction# _____
Report Prepared by (PRINT): _____
Phone (____) _____ SCCA 11/99

13378

IMPORTANT: Mail Card Immediately
Separate card at perforation and give this to the injured party or designated representative.

INFORMATION TO INJURED PARTY

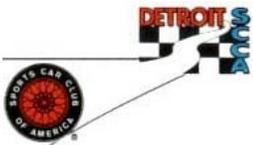
Your medical bills must be processed by your primary carrier first. Any deductible, co-pay, and/or coinsurance amounts you are responsible for can be submitted to our office:

Life Insurance Company of North America
c/o Wisenberg Insurance + Risk Management
P.O. Box 983
Houston, Texas 77001-0983

If you have any questions, please contact:
Wisenberg Insurance + Risk Management Toll Free at
(800) 364-9476 extension 731 or Direct (713) 507-4731

SCCA 11/99 13378

SAMPLE GREEN CARD



Detroit Region SCCA (Sample)

Corner Captain's Evaluation

This form is to be completed by all members of the turn team.

Date: _____ Station: _____ Track/Event: _____

Captain's Name: _____

Please rate your Captain on a scale of 1-5, with 5 being the highest level of performance, in each of the following categories. Please include additional comments as you feel necessary.

Organization of station and station set-up: _____
Ability to make you, as a team member, feel comfortable and safe: _____
Quality of morning meetings/briefings after incidents: _____
Leadership: _____
Attitude: _____
Incident response/direction of personnel: _____
Rotation set-up: _____

Please take a moment to answer the following questions.

Would you like to work with this Captain again? (yes/no) _____
Why or why not? _____
Did you have fun with your turn team? _____
Did your Captain discuss your worker evaluation with you (difficulties/praise)? _____
Did you learn something today from your Captain that you would like to share?

Please include any additional comments that might be helpful.

Thank you for your honest opinions and for taking the time to complete this form. Please return this form to the Chief of F&C or place in the envelope included with the corner packet.



Detroit Region SCCA F&C Team Member Evaluation (Sample)

This form is to be completed by the Corner Captain for each worker on the station.

Date: _____ Station: _____ Track/Event: _____

Captain's Name: _____ Worker's Name: _____

Was the marshal at the station on time in the morning and after breaks? _____

Was the marshal a "team player"? _____

Did the worker possess a positive attitude about the event/team/station activities? _____

Performance Rating: On a scale of 1-5, with 5 being the highest level of performance, please rate the following for the worker. Indicate N/A if an item does not apply.

Safety/Response: _____ Comments: _____

Yellow Flag: _____ Comments: _____

Blue Flag: _____ Comments: _____

Auxiliary Flags: _____ Comments: _____

Communications: _____ Comments: _____

Hand signals: _____ Comments: _____

Initiative: _____ Comments: _____

Cooperation: _____ Comments: _____

Observation: _____ Comments: _____

Other comments or observations about the person being evaluated:

Thank you for taking the time to complete this evaluation. Please review this evaluation **with** the worker, and return the completed form to the Chief of F&C at the end of the day.

Common Abbreviations for Communication Loggers
Suggested Abbreviations Only

FLAG	G - Green	Y - Yellow	B - Black	S - Surface	CB - Closed Black
	W - White	WY - Waving Yellow	R - Red	BFA - Black Flag All	OB - Open Black
	Ck - Checker	YY/DY - Double Yellow	FCY Full Course Yellow		MB - Mechanical Black

COLOR	Bk/K - Black	Br - Brown	Bl - Blue	S - Silver	R - Red Bg - Burgundy
	M/C - Multi colored	P - Pink	Pu - Purple	Gy - Grey	M - Maroon
	W - White	Y - Yellow	G - Green	O - Orange	T - Teal Tq - Turquoise

REPORT	SP - Spun	DL - Drivers' Left	M/M - Contact	LF - Left Front	LR - Left Rear
	O/O - Off and On	DR - Drivers' Right	S/S - Side to Side	RF - Right Front	RR - Right Rear
	P/O - Pulled Off	CT - Center Track	N/T - Nose to Tail	CF - Center Front	CR - Center Rear
	D/O - Drove Off	FT - Flat Tow	W - Wrecker/Lift Tow	WN - Window Net	N/C - No Change
	C - Continued	T/B - Tilt Bed	A - Ambulance	E - Entrance	COC - Cars on Course
	W/PT - with a point	F/R - Fire Rescue	EV - Emergency Vehicle	A - Apex	W/A - Will Advise
	NFC - No Flag Change	NOW - Now	EOS - End of Session	X - Exit	WU - Write Up
			NF - No Fault	F - Fault	P2 - Piece Parts



TEXAS REGION
SCCA



FLAGGING AND COMMUNICATION ATTENDANCE RECORD
(PLEASE PRINT ALL INFORMATION)

STATION NUMBER: _____	EVENT: _____
DAY: _____	DATE: _____ TRACK: _____

CAPTAIN: _____	ADDRESS: _____
E-MAIL: _____	TELEPHONE: _____
LICENSE #: _____	LICENSE GRADE: _____ REGION: _____

NAME: _____	ADDRESS: _____
E-MAIL: _____	TELEPHONE: _____
LICENSE #: _____	LICENSE GRADE: _____ REGION: _____

NAME: _____	ADDRESS: _____
E-MAIL: _____	TELEPHONE: _____
LICENSE #: _____	LICENSE GRADE: _____ REGION: _____

NAME: _____	ADDRESS: _____
E-MAIL: _____	TELEPHONE: _____
LICENSE #: _____	LICENSE GRADE: _____ REGION: _____

NAME: _____	ADDRESS: _____
E-MAIL: _____	TELEPHONE: _____
LICENSE #: _____	LICENSE GRADE: _____ REGION: _____

NAME: _____	ADDRESS: _____
E-MAIL: _____	TELEPHONE: _____
LICENSE #: _____	LICENSE GRADE: _____ REGION: _____

LUNCH COUNT (Sample)

Day _____ Date _____ Region _____ Event _____ Location _____

Specialty:

Tickets needed? Where to pick up?

F&C

- Turn _____
- Control _____
- Radio _____
- School _____
- Chiefs _____

Total F&C _____

Start/Finish _____

Fast Pits _____

Registration _____

Sound Control _____

Tech _____

Grid _____

Timing & Scoring _____

Paddock Marshal _____

Stewards _____

Race Chairman _____

Course Marshal _____

Race Dr(s) _____

Pace Car _____

Instructor(s) _____

TOTAL LUNCH COUNT (EXCLUDING EV'S) _____

EV's _____

GRAND TOTAL LUNCH COUNT _____