



CLERK OF THE COURSE SEMINAR

2019-20

REASONS WHY WE HAVE A COURSE

- The course is based on the rules of the "F.I.M." together with years of experience and the Offroad Motorsport current rule book, which is revised when legislation or insurance requirements dictate. Safety is PARAMOUNT and the environment must be protected at all times. "Noise", "traffic access" pollution damage to land, disruption of rights of way or effects on S.S.I.s, will all affect our ability to use land.
- To obtain a uniform understanding of track layout.
- To be able to explain the reasons for our decisions when required to. This may be in relation to a protest at the event or in a court or inquest situation following a serious incident.
- To reduce criticism of our sport especially relating to environmental issues.
- To secure our future and provide as professional a race meeting as possible. Environment enforcement is the easiest way of closing a track.

VENUE

Environmental

- Consider any potential environmental issues. – Environmental mats, skip, tyres, toilets, waste tanks, dust, wild life and natural habitat.
- Establish more than one safe exit and entrance if possible.
- Keep highways clean and free of obstructions including vehicles parked on grass verges.
- Ensure the venue is adequate in size and has a suitable vehicle parking area, then develop the circuit making provision for competitor's area, scrutineering area and spectator parking.

NOISE

This has become a major environmental problem which has resulted in the loss of many established venues. "The Code of Practice" Your club secretary should have a copy of this book.

This book is published by the "Noise Council". If our sport is to continue successfully, we must attempt to reduce any noise problems – motorcycle exhausts, tannoys, generators, late night music whether in marquee or pit area.

SAFETY REQUIREMENTS

FIRE EXTINGUISHERS:

Every competitor must have at least one in his pit area. The organisers must have at least fire extinguishers at the start and at established points shown on the track plan, and advertised. We would recommend dry powder extinguishers at start, finish and signing on. Risk assessment indicates the greatest risk is at start for machines and paddock for campers.

FLAGS:

The Clerk of the Course and his assistant will have a complete set of flags. Red flags to be at the start and finish and only Clerk of the Course to stop race. Medical personnel to liaise and with Clerk of the Course if they wish the race to be stopped.

FIRST AID:

Adequate qualified personnel to cover event.

Two ambulances at club events.

At major events three ambulances with doctor or paramedic in attendance.

Have a meeting with the Paramedic/Senior Technician regarding safe access to track, positioning of personnel and vehicles, transportation of injured including suitable helicopter landing site.

MARSHALS

Have a meeting with marshals who must "sign on" having a written set of requirements an advantage.

Ensure you have marshal cover for all points before you start the meeting with reserves. This will alleviate any obvious delays. Marshals should be protected by straw bales or pallets. Marshals to be over 16 in order to be trackside. Any additional marshals necessary to monitor auto/junior class must be signed on and wear high-viz vests. Limit number and monitor. Track alteration may be necessary. Care should be taken when appointing marshals to points in relation to age and experience.

SETTING OUT THE TRACK

1. **Start area** - locate to minimise nuisance. Consider full line of revving engines.
2. **Start gates** - ensure they are angled correctly to give a fair and safe start.
3. **Start** - straight, to have minimum length of 75 m and maximum of 125 m. Do not reduce width abruptly.
4. **Rolling starts** - consider use of heavy timber back stop or ditch of suitable length.
5. **First corner** - to have a min. radius of 6 m. Consider additional tape or banner to emphasise corner. Left hand bend preferable.
6. **Second corner** - to have a minimum radius of 3 m.
7. **Install additional posts** to major corners angled away from competitors.
8. **Advised post spacing** not to exceed 10 m.

TRACK BUILDING EQUIPMENT

1. Adequate posts - softwood max. 75mm diameter painted if possible.
2. Good quality tape including a quantity for repairs.
3. Rope for secondary fencing of spectator areas etc.
4. Disclaimer and prohibition notices, direction arrows.
5. Marshall point numbers.
6. Straw bales for protection on trees, marshal points, gate posts, lamp posts.
7. Netting for temporary fencing.

TRACK SPECIFICATION

1. The track must have a minimum width of 5m, ideally 6m between banks, and 7m after major obstacles – increase width if possible.
2. Where there is a major obstacle, introduce a sharp bend e.g. before jumps, adverse cambers, finish line and take off point.
3. A whoop is a variation in ground level on less than 1 metre. Limit the number of obstacles. Consider the size of machines.
4. A jump or bomb hole is anything over 1 metre variation.
5. A double jump is defined as 2 jumps. Less than 20m between trailing edge of Jump 1 and leading edge of Jump 2.
6. Trees near the track should be protected with straw bales above ground level. Take into consideration height of rider and machine.
7. If the paddock is a long way to or from the start, set out adequately marked pit lanes. Speed monitored in lanes to be at walking pace i.e. 5mph.
8. Do not allow close parking – this will reduce the danger of fire spreading, enables vehicles to be moved in an emergency situation, illness or injury and allows easier access for towing when necessary.
9. Provide area for marquee/signing on/scrutineering.
10. Provide suitable location with good access for medics to gain access to track and highway.
11. Provide suitable area for trade stands and catering.
12. Provide suitable location for toilets with vehicle access for cleaning– consider toilets for lap scorers.
13. Ensure P.A. system gives clear coverage of pits – noise does not spread.
14. Provide lighting when required.

TRACK LAYOUT

1. Place disclaimer notices at all entrances to circuit.
2. Place prohibited area notices in correct positions inside roped or taped area.
3. Position track run off a safe distance after finish line. Keep run-off clear. Set up pit lane to parc-ferme and then from run-off to pits area.
4. Locate lap scoring vehicle with a clear view of the finish line at a safe position and protect where necessary.
5. Results should be posted in a position that will cause less disruption to lap scorers in the scoring vehicle.
6. Consider position of rivers and standing water, are throwing lines required?

AT THE EVENT

1. A protest against results must be made within 30 minutes of their production.
2. Black flag situation: - Items required: Black flag; red flag; board; marker and current rule book.
3. If a rider refuses to stop after being black flagged, the race may be stopped using the red flag.
4. If watering is required, ensure you have a suitable water bowser with a 4WD tractor big enough to carry out the work relevant to the terrain.
5. Make sure you have a "licence to extract" from the appropriate authority to obtain water.
6. Make sure when watering there are no unauthorised persons in close proximity. This also applies to any grading machinery. Work should always be carried out with a banksman.
7. When watering is required, it is usually preferable to carry out the evening before and if necessary continue watering early morning before racing starts. This will obviously vary with different soil conditions and temperatures.
8. If you have to water during the race programme, inform riders of the areas affected.
9. If a long delay is necessary, allow riders to return to their pits and give adequate notice when the race is restarted. Correct information will keep the competitors and their team happier.
10. If the track is too dusty and you are not able to adequately water the circuit, you must cancel the event. You must be able to see from one marshal point to the next.

PROTESTS

1. Protests should be made in the first instance to the Clerk of the Course.
2. In the second instance it can then be taken to the Stewards.
3. All protests must be in writing and be accompanied by the relevant fee of £50.00. £100.00 in the case of an engine size protest.
4. All documents must be kept for 14 years - signing on sheets, accident reports, protests and stewards' reports. All should be forwarded to Offroad Motorsport UK Secretary for storage. Keep copies for your own use.

SPECTATORS

Anyone who is not racing or acting as an official.

1. Riders who are not racing in a specific race are classed as spectators.
2. Set up a clearly marked area with safe access to pits and car parking with good viewing in a safe area.
3. Spectator areas should be protected with a minimum of double roping or palings or temporary fence a safe distance from the race track.
4. Spectator crossing to be marshalled and crossing only allowed between races. The provision of a tunnel or bridge would allow access at all times.

SERIOUS INCIDENT

In the event of a serious incident

1. Impound machine and helmet.
2. Secure witnesses (especially relevant marshals).
3. Stay calm.
4. Call police (in the event of potential fatality).
5. Treat family of injured person with sympathy.
6. Make no comments to the press.
7. Ensure stewards are aware.
8. Notify Offroad Motorsport UK's Office as soon as possible and notify our insurers who will send a representative to the venue ASAP. Clerk of The Course on duty should have in his possession a "Serious Incidence" pack supplied by Offroad Motorsport UK management. Follow the instructions provided.

JOB DESCRIPTION - STEWARDS

1. To oversee the meeting for which they are appointed and be visible by wearing a high-vis jacket.
2. To advise and assist at stewards' meetings with Clerk of the Course and act as arbiters.
3. To deal diplomatically with any written protest.
4. To make reports to the Offroad Motorsport UK Executive when required.

5. To be available to assist riders or their families with any queries they may have.

JOB DESCRIPTION – CLERK OF THE COURSE

1. You are the chief executive of the meeting.
2. You are the person in charge who will ensure the track is safe and the meeting is well-conducted.
3. You are the person who makes all the decisions.
4. Having set the track out, check for any possible problems, rectify before practice commences.
5. You have total responsibility.

REQUIREMENTS – CLERK OF THE COURSE

1. Be punctual and organised and have everything in place in adequate time.
2. Ensure direction signs are well displayed.
3. Ensure officials and competitors are adequately briefed.
4. Ensure you have a permit.
5. In a dispute, conduct yourself well and stay calm. Be impartial, listen to all sides and always refer to your rulebook.
6. Always have a rulebook to hand, understand it and refer to it.
7. Ensure First Aid marshals are positioned before practice starts.
8. Select your stewards before practice begins and have a meeting with them.

You need 3 stewards for the event –one to be chief steward who will complete Steward's Report.

**Risk Assessment and Track Check List must be completed before any riding commences.
Stewards must complete Steward's Report at the end of the meeting.**

CHILD PROTECTION

All organisations have a duty of care to children; each club must appoint a Child Protection Officer, who will be trained in the requirement set out under the regulations.

Offroad Motorsport UK (the trading name of YMSA LTD) has a Senior Child Protection Officer who is qualified as such and can be contacted for advice.