



Practice Track

Guidelines

2020-2021

www.offroadmotorsportuk.co.uk

Trading name of YMSA Ltd Tele: 07747 808 366

Introduction

These Minimum Standards are based on the Industry Leading Governing Bodies Minimum Standards.

They refer to non-competitive motorcycle activity at outdoor venues and tracks and are considered as the Minimum Standard for those engaged in the operation or management of such venues/facilities.

In addition to these standards you will receive an assessment from our Officers who can advise you accordingly on more bespoke matters relating to your facility.

Minimum Standards

Operational Minimum Standards

First Aid Equipment and First Aid Qualified Personnel

There must be a First Aid Kit located at the venue and a minimum of one First Aider for each track being used.

The minimum standard of First Aid qualification is the Emergency First Aid at Work 3 day course.

First Aiders can also act as trackside marshals or carry out other trackside duties, however, they must remain within the vicinity of the track at all times.

At remote locations or where 999 emergency response times may be excessive, you should consider employing specialist medical cover through Red Cross/St Johns Ambulance / Private ambulance provider. You must ensure records of treatment are maintained.

Accident Book

The use of the HSE Accident Book B1 500 is recommended since this enables personal details of entrants to be removed for secure filing. This prevents information being readily available to anyone reading or making entries into the book (as required by the Data Protection Act). The Accident book must be kept safe yet easily accessible and must be kept up to date and accurate.

RIDDOR Regulations. It should be ensured that all incidents where a member of the Public is taken to hospital from the site are reported in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

Emergency Procedures

All staff members, volunteers and officials must have detailed knowledge of the site Emergency Plan. A written Emergency Incident plan must be available and clearly displayed at the venue, for inspection by any member of staff at any time. All staff must be formally instructed as to its contents and purpose.

Local Ambulance and Police Services should be instructed as to the location of all facilities/venues. The local A & E Hospital should be advised in advance of the date of all events/activities at the facility/venue at which significant numbers of participants are likely.

There must be at least one working telephone connection at the facility/venue at all times.

Risk Assessment Procedure

You must have completed a Risk Assessment before any riding activity takes place. You have a 'duty of care' to all persons visiting the premises, whether employed, volunteer, participating, visiting or spectator. This must be reviewed and amended if any changes take place to the track, venue/facility in general or operating protocols.

A 'Risk Checklist' must be created based on the Master Risk Assessment, and must be used as a daily check list prior to any riding activity taking place. The Checklist must also be adjusted if any significant local changes occur during the day's activity such as changes to the weather conditions or track lay out and condition.

Toilet Facilities

Adequate provision for toilets must be made at all facilities/venue dependent upon the number of people attending and must include a working hand basin with running water.

Drinking / Fresh Water

Participants, Officials and Spectators must have access to drinking water whilst they are on site. The issue of de-hydration is one which tends to be overlooked during the course of a day or session of activities on the track.

Where food is supplied on site there must be a dedicated area for the preparation and/or consumption of food, which is properly signed and maintained as such. Also, all appropriate food hygiene arrangements must be in place.

Child Protection

Current legal obligations apply to the involvement of Children and Young People in particular activities. Parents, Guardians and appropriate adults appointed to the Courts to act on behalf of Children and Young People must give clear consent for an under 18 year old to participate in any form of motor related activity. Adults who bring children other than their own must have a letter of consent from the child's parent/legal Guardian, signed and dated, giving explicit permission for the child to participate in the specific activity on that day and at that venue.

Any parent/Guardian who brings a young person/child to a facility/venue and signs in as such must remain at the facility/venue to supervise the child/young person, subject to the control and /or supervision of the officials/ track marshals.

All relevant paperwork must be retained for future reference for a period of at least six years.

Landowner Contract

We ask that you ensure there is some form of written agreement / contract with the landowner regarding use of the land so in the event of a claim the responsibilities of each party with regard to the upkeep of the land and surrounding areas are clear and unambiguous.

Environmental Policy

An Environmental Policy Statement should be issued including details on Noise, Pollution and Waste as these are becoming more relevant issues in current legislation and you could become liable for any Environmental Issues arising out of your use of the land.

Track Minimum Standards

Track Plan

You must display a permanent track map sign in the paddock area. This should show the venue plan, with emergency access routes, location of First Aid Posts, toilets and fire extinguisher points. The sign must have a clear track map showing marshal points and track access and exit points.

Track Rules

You must have a set of Track Rules/Regulations which are displayed at the track and are easily accessible for all persons attending the site. Ideally copies should be drawn up and provided to all participants.

Spectator Area

There must be a spectator area which is situated a safe distance from the track boundary if marked with chestnut fencing, or at least 3 metres from the track if marked with rope.

Paddock Area & Track Access

You are required to provide a Paddock area for participant's vehicles which must be separate to the parking area/viewing area, and should be reasonably flat with direct access to the track starting/collecting area "parc ferme".

Where the paddock is immediately adjacent to the course the whole length adjoining the course should be fenced in an appropriate manner.

A clearly marked collecting area must be available for riders to wait before joining the track which must be clearly signed and a strictly enforced one way system used in this area. There must be clear signage at the entrance to the track with pictures to identify flag signals, length of sessions etc.

Where there is more than one track, a separate collecting area must be provided for each track. However, the same paddock and refuelling point may be used.

The track must also have an emergency access route allowing emergency vehicle access to all parts of the circuit.

No Riding in the Paddock

The Riding of any vehicle within the Paddock area must be prohibited at all times and policed rigorously by Venue/Facility Staff.

Parking

Vehicles must not be parked close to the spectator fence, leaving a reasonable gap of at least 20 metres where rope fencing used, or 10 metres where chestnut fencing used. A limit line must be indicated by the use of rope or tape.

Paddock Refuelling & Fire Extinguisher Point

Refuelling must be limited to the Paddock Area, which must be equipped with fire extinguishers (water, foam based and CO2). There should be no-refuelling by anyone under 16 years of age.

Motocross Course Safety Precautions

Track Lay Out

The Track must be designed and built by a competent and experienced person. Expert advice should be sought on design and preparation of the track and if in doubt you should refer to an authorised regulatory body who will have a minimum standards and advice. However, basic principles should note:-

- The track must not be divided by an obstacle (tree, rocks etc)
- The use of start straights must be monitored at all times with controlled start and return to start marked clearly
- Riders using a start area must not be able to join a track unsupervised or must be guided through a suitable marked junction
- The start straight will not have any jumps constructed along this area
- Areas around jumps should be risk assessed individually
- Jumps should be designed taking into consideration the suitability and capability of riders

Track Safety Fencing

There are various methods of marking the track edge including use of pegs, pegs and tape, wooden posts and tape, wooden posts and rope, just short posts, natural boundary (earth bank, escarpment), scaffolding mesh, bale bags, track markers or any combination of practical safe material.

A minimum safety zone of approximately 1m must be provided on the track side of chestnut paling, to act as an 'escape zone' for riders. Access to medical services must be clearly signed at regular intervals.

Controlled Crossings

All Controlled Crossings must be adequately marshalled and the movement of spectators across the course during riding must Not be allowed.

Opposing Traffic

Where there is opposing traffic i.e. on a loop or where tracks run parallel, unless the tracks are fenced with chestnut paling or similar none rope barrier, the minimum distance between the tracks must be at least 10 metres.

The potential risk must be assessed before allowing an unprotected area of track to exist.

Other Areas (Not Prohibited)

Those areas around the course to which the Public may be admitted in order to gain access to other parts of the course and when it is neither practical nor necessary to erect a fence should be defined by the erection of the Warning Notices.

Riders and Vehicles

Ages of Riders on Track

Riders under the age of 6 must not ride motorcycles at Facilities or Venues.

'Child, Junior and Youth' riders must not share the track with 'Adult' riders.

Permitted age ranges must be grouped accordingly. (See Offroad Motorsport UK Age Groups for reference.)

Maximum Number of Riders on Track

There must be an agreed Maximum Number of Riders on the Track which should be decided as part of the Risk Assessment, and can be discussed on your Risk Survey.

The track manager must have written and agreed limits for numbers of riders on the track at any one time and make this known to participants and officials during briefing sessions.

This information must also be displayed on signs within the building/area.

Mixed Vehicles/Groups on Track

Under no circumstances must quad bikes, sidecar machines, solo motorcycles and mini bikes ride on the same track at the same time. Where quad and solo motorcycles are at the same venue at the same time, separate tracks or separate sessions must be used for each.

Duration & level of Sessions

The duration of each session must be decided by the Venue/Facility manager on the day according to type and size of vehicle, ages of participant, their skill level and other relevant factors such as weather conditions, and can be monitored by use of wrist bands and coloured flags.

Clear signage must be displayed at the track access point indicating the duration of the sessions and the level of session currently on track e.g. A, B, C etc

All officials must be made aware of the length of time and the level of the sessions.

Participant Riding Equipment

All participants must wear a minimum level of riding kit whilst taking part in any riding activity, including safety helmet, goggles, boots, gloves. Clothing should cover the arms and legs and leave no flesh exposed.

You must take appropriate measures to ensure that all riders are properly and adequately dressed before taking to the track and ensure that the official/marshal controlling circuit access carries out a visual check of all kit, with special attention to helmet straps before letting riders onto the circuit.

Rider Signing On

All riders must sign Indemnity Signing On Forms before taking part in any activity.

The Signing on process must be verified at any time during the day by the use of colour coded wrist band, indelible hand stamps or some other mechanism.

The venue manager must ensure that this process is robustly monitored at all track access points and carry out cross referencing with signing on forms at appropriate intervals during the days operation.

All participants under the age of 18 years must have clearly written emergency telephone contact numbers entered on to the Parental./Guardian agreement forms.

The parent/responsible adult who signs on the rider must stay at the venue/facility for the duration of any riding activity.

Rider Assessments

All riders must be visually assessed by the Track Manager or other competent person upon their first visit to a facility/venue to gauge their level of riding competence. Evidence of competence could be assessed by the production of a recognised licence issued by a Governing Body.

You may wish to issue some type of 'Record Card' to record their level for future visits. This system should grade rider ability levels between expert and novice.

The venue management must use discretion and judgement when deciding on the number of groups. Consideration must be given to the number and ability of participants when making these judgements.

Rides should be constantly monitored and if the participant is seen to have reduced ability or is proving to be a danger to himself or others on the track this must be dealt with in the appropriate manner.

Rider Briefing

All participants must be informed about the rules and regulations of the site before taking part in any track activity, and must include Paddock Rules, Track Access and Exit Points, Emergency Assembly Points and location of First Aid Posts. It must also detail the Flag and other Signalling System being used on the day.

Ideally this information will be on a leaflet given to riders at Signing on, and given verbally at a group/individual briefing and records must be kept.

Condition and ownership of vehicles being used at the Venue

A visual check of the machines for obvious defects must be carried out in the collecting or waiting area immediately prior to the bikes joining the circuit.

As Track Operator you have a duty of care to others using the track to ensure they are not put in danger by faulty machines.

Where the venue/facility owns/operates motorcycles that are used at the venue a schedule of maintenance is, at the very minimum, required to be made available, in order to evidence that all vehicles are in the appropriate conditions for the purposes intended.

Where a motorcycle develops a visibly detectable problem whilst on the track, marshals must alert the rider in order that they leave the track at the track exit point in order to rectify the problem.

Officials and Marshalling

Marshal Training

All marshals and officials must have undertaken adequate training relevant to their role/responsibility. Copies of Marshals/Officials training records and qualifications must be kept by you for review at all time.

Marshalling

All marshals must be provided with adequate training/instruction in their duties and responsibilities and must take the form of a briefing and explanation of the flags, meanings and uses, communication and safety protocols and operational procedures for the day's activities, including session timings. Marshals must be over the age of 16.

Number of Marshalls

The level of Marshalling will depend largely on the track layout. However, all tracks must provide at least 2 marshals for each track in use. All marshals must be able to see the entire track surface between their Marshal Point and the next manned Marshal Point, in both directions so there must be no blind spots. Marshals must be able to access all areas of the track without delay in order to assist a participant should the need arise.

The position of static Marshals must maximise the visibility of the track area and be sited at positions at the track most prone to difficult manoeuvres, such as bends, whoops and jumps. Ideally, all jumps should be covered by a Marshal Point. Avoid positing where a participant may lose control and their machine continues on to the marshalling point. This would clearly create an elevated risk to both participant and marshal.

Marshal Protection

Marshals must be provided where appropriate with equipment and clothing to enable them to perform their duties properly.

This should include:-

A full set of flags with appropriate training to use them correctly.

Radio

Hi-Visibility Clothing

Appropriate foot wear for conditions if appropriate

Hi- Visibility Waterproofs if appropriate
Ear & Eye protection if appropriate
Gloves if appropriate

Officials / Marshalling Briefing

All Officials and Marshals must be briefed on the day's activities prior to any activity on the track and records retained.

Officials / Marshal Signing On

All Officials and Marshals must sign the appropriate indemnity form before performing any duties at the venue.

Officials signing on forms must include an emergency contact number.

Signage

Signage around the venue

These Must Include:-

- Motorsport Is Dangerous
- Prohibited Area
- No Spectators Beyond This Point
- Hazardous Chemicals (Fuel etc)
- No Entry
- Re-Fuelling Point
- Fire Extinguisher Point
- First Aid Point
- No Smoking / No Naked Lights
- No Riding or Motorcycles In The Paddock

Signage must be appropriately displayed and consideration must be made for those who have literacy and reading difficulties.

Warning and Prohibition Notices

The following requirements regarding the display of notices are applicable at all speed events.

*“WARNING TO THE PUBLIC MOTOR SPORT CAN BE DANGEROUS
Despite the Organisers taking all reasonable precautions, unavoidable accidents can happen.
Please comply with all instructions of marshals and notices and remain in permitted areas
only. THEY ARE CONCERNED WITH YOUR SAFETY”*

Authorised Motorsport Events and the Motor Vehicles (Off Road Events) Regulations 1992

Prior to 1998 Motorsport was seen as a pastime or hobby, governed on a voluntary basis by a number of clubs and governing bodies. However, the definitions of a number of driving offences were altered by the Road Traffic Act in 1988 to include the type of vehicles used in motorsports. Motorsport venues including small practice tracks are now deemed to be public places regardless of any entry charges, and as a consequence, riders or driver competing at events may become liable for prosecution under the Road Traffic Act 1998.

The Motor Vehicles (Off Road Events) Regulations 1992 were introduced to regulate motorsport. The offences of causing death by dangerous driving, reckless, careless and inconsiderate driving of a mechanically propelled vehicle do not apply to those persons taking part in an “authorised” motoring event providing that they are driving in accordance with the appropriate authorisation for that event.

Although it is not illegal to organise or take part in an unauthorised motoring event in a public place, drivers and riders must be aware that they are liable to persecution if they rider or drive in a reckless, dangerous or careless manner. Responsible organisers of motorsport events will need to obtain relevant authorisation to protect the participants from being prosecuted. Authorisation allows people to be part of dangerous and challenging situation to ride in a manner which otherwise may be deemed dangerous, careless or inconsiderate. The “authorisation” process lays down rules and regulation so that the risk to the public and those taking part is minimised.

