



Events, Inc.

**MARSHAL'S TRAINING GUIDE
(Motorcycles)**

April 2008

FOREWARD

When you become a track marshal you become the first line official in the network of **RACE** Events, Inc. (RACE) officials that operate RACE events. You are an essential link in the communications that keep the races running smoothly, and you are the first response to anything that happens on the track.

A marshal requires a degree of basic knowledge of procedures, rules and regulations, and an alertness and dedication to ensure the safety of the marshal and competitor. Marshalling can probably best be described as a conditioned response to what is happening on the track. While marshaling is an enjoyable way of being an active part of the racing scene, it is also a very serious and equally rewarding activity.

The main purpose of this marshal's training guide is to provide you with the basic knowledge necessary to get you safely started at the track, so that with experience you can further develop the skills necessary for you to operate in a safe, skilled manner on the corner. The procedures used by RACE marshals have been developed over many years and are under constant review by marshals and other officials to keep them current and to make marshalling, and for that matter motorcycle racing in general, as safe as is possible.

Please read this guide carefully and thoroughly, be aware of your responsibilities as a corner marshal, then come out to the track and participate in the world of motorcycle racing. You will be part of a large, well-trained team made up of individuals who enjoy what they are doing and have a great deal of fun doing it!

Chris Chapelle

Head Referee

RACE Events Inc.

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PURPOSE OF MARSHALLING

The purpose of flagging and communications of marshals is to provide a safe course by:

- Informing the riders, through flags and other signals, of the condition of the course, the condition of their bikes or any other unusual situations affecting the running of the event.
- Informing the Head Referee and other officials, through the communications system, of the condition of the course and the competing riders and of any situation requiring decisions and/or action by race officials.
- Undertaking emergency action as required to protect the lives and property of the rider, workers, or spectators in the event of an incident.

MARSHAL QUALIFICATIONS

- Reliability. Be punctual, avoid “no showing”, and follow instructions.
- Common sense, good judgment and the ability to think logically will help you through many situations.
- Knowledge of the operating procedures in this manual and the relevant RACE Rules and Regulations.
- The ability to work as part of a team structure. There is no room for heroics at the racetrack.
- All potential marshals must be 18 years of age (16 with parental consent) and must initially complete a basic training program approved by RACE. They are subsequently evaluated on their performance prior to being licensed as qualified marshals.

RACE ORGANIZATION STRUCTURE

HEAD REFEREE

The Head Referee is legally responsible for the co-ordination and operation of all track activities including marshals, service crews, competitors, etc.

CHIEF COURSE MARSHAL (CCM)

The Chief Course Marshal is responsible for the co-ordination and operation of the marshals and is responsible to the Head Referee.

TOWER CONTROL

The Tower Control person controls the flow of information relayed over the communications network and reports directly to the CCM.

CORNER SENIOR

The Corner Senior is responsible to the CCM for the safe and efficient operation of the corner that has been placed in his/her charge. The Senior also has the responsibility of establishing a comfortable working environment in terms of ensuring awareness and understanding of procedures by his/her fellow marshals. The Senior is also responsible for providing detailed written accounts of incidents that occur on the corner, as requested by the Head Referee.

COMMUNICATIONS MARSHAL

The Communications Marshal is responsible to the Corner Senior and maintains a two-way communication with Tower Control, and relays all information to the Corner Senior.

FLAG MARSHAL

The Flag Marshal is also responsible to the Corner Senior. The primary duty of the flag Marshal is to alert competitors of potential danger in the section of track downstream from his/her position.

SAFETY MARSHAL

The Safety Marshal is responsible to the Corner Senior and is wholly concerned with safety on the corner. More specifically, this concern entails his/her own safety, that of fellow marshals, competitors and spectators. The Safety Marshal, under the direction of the Corner Senior, is the first to go to the aid of a competitor.

OTHER EVENT PERSONNEL WHO INTERFACE WITH MARSHALS

Starter and Assistant Starter
Fire Crews
Bike Pickup Crews

Medical Crews
Track Service Crews

***OTHER EVENT PERSONNEL WHO
DO NOT REGULARLY INTERFACE WITH MARSHALS***

Timing and Scoring
Grid Personnel

Technical Inspection Crews
Registration

ROUTINE PROCEDURES

- On arrival at the track, report to CRCA Registration.
- At CRCA Registration, each worker must sign an official insurance release form and present a Marshal's License from a recognized licensing body (i.e. RACE) This is the only acceptable identification and proof of qualification.
- Signing the insurance waiver entitles workers to receive insurance coverage benefits arranged by the organizer if they are injured while on duty at the racetrack.
- Once you have registered and been given your corner assignment, report to the designated area for the morning marshals' briefing.

PERSONAL EQUIPMENT

- Whistle
- Gloves - all leather or leather palms

NOTE: The above two items are mandatory

The following items are recommended:

- Large sturdy bag (preferably waterproof) [or a 5 gal. pail]
- Sturdy, sensible shoes or boots that will give support and protect your feet (work boots are ideal)
- Rain Suit - pants and top (NO yellow or red)
- Garbage bag
- Hat (such as a peaked baseball cap)
- Non-alcoholic fluids (water, juice, etc.)
- First Aid items - Band-Aids, aspirin, lip balm, allergy kits, sanitary products
- Scissors
- Sun Screen
- Sunglasses
- Hearing Protection
- Dry socks, warm jacket, extra sweaters, mitts
- Pencils, pens, paper, pocket knife

You should expect to be trackside for the whole day. It is therefore recommended that you bring anything you might want or need (i.e. drinks, snacks, etc.) Make sure any containers, wrappers, etc. you bring to the corner return with you.

CORNER EQUIPMENT

Each station will have the following equipment in good working order prior to racing commencing each day:

- Radio or landline communication
- Flags (2 yellow, 1 yellow and red striped, 1 red, 1 black).
- A dry chemical fire extinguisher. Check pins and gauges at the beginning of each day.
- A push type broom.
- Oil/Gas absorbing material i.e. cement, sand, kitty litter.

CORNER / STATION DEFINITION

The flag-signaling jurisdiction of each corner station extends from the flag position of that station to the flag station of the next station in race direction.

GENERAL TRACKSIDE PROCEDURES

Your Corner Senior will conduct a morning briefing, assess each person's qualifications and position and rotate staff when possible/practical.

- Be sure your area of track is clean. If you need to, sweep as soon as you arrive at your corner. If you need assistance, call for it as soon as possible.
- Stay alert at all times, including after the checkered flag has been given.
- Never turn your back on traffic.
- Stay on your feet while bikes are on the track.
- Do not lean against guardrails or concrete barriers. Leave an appropriate distance between you and a barrier.
- Watch race bikes for mechanical difficulties.
- Watch track for oil and debris.
- Watch riders for rule infractions. (Particularly if the yellow or red flag is displayed.)

IMPORTANT NOTE

ALCOHOLIC BEVERAGES

Consumption of alcoholic beverages by any participant is expressly prohibited until all Competitions are concluded for the day. Consumption by an Official is prohibited until that Official's duties have been completed for the day.

PARTICIPANT BEHAVIOR

No participant may consume or otherwise ingest any illegal substances while on track property. Any person found consuming or under the influence of any element that could create an abnormal state of mind shall be removed from and refused re-admittance to all restricted areas, at the discretion of RACE officials.

NOTE: Corner Marshals are "PARTICIPANTS"

SAFETY PROCEDURES

- Always check your extinguisher at the start of the day.
- Wait for the dust to settle before responding to an incident. If the incident is not in your specific area, do not leave your area. Look to your Senior for direction.
- Do not cross the track unless signaled to do so by your Senior.
- Always take your extinguisher to an incident, and bring it back.
- Keep the bike between you and oncoming traffic.
- Call for emergency assistance if required.
- Do not touch an unconscious rider unless you have been trained to do so.
- Be sure ignition is off. Look for an ignition switch on or near the handle bar.
- Watch for hot parts when moving a motorcycle.
- When moving a motorcycle, you may have to engage the clutch.
- When a motorcycle is down on the racing surface, move the bike first and attend to the rider second.
- Give bike pickup signals and bike numbers as soon as possible.
- Advise your Corner Senior of track damage as soon as possible.

EMERGENCY SITUATIONS

- Be sure that your signals are repeated back to you by the Senior or the radio operator.
- When emergency crews arrive, direct them to the scene and allow them to take control of the incident. Be prepared to assist if required.
- Do you have a FIRE?
Always bring an extinguisher to an incident. When use of an extinguisher is necessary, stand upwind but ensure you face traffic unless you have a spotter. Avoid inhaling powder and watch for flashbacks.
- Do you need an AMBULANCE?
Call immediately if necessary but keep rider's condition foremost in your mind. If the rider is not in immediate need of assistance but you feel he/she should be checked out by a medical crew call for a mandatory medical.

RADIO COMMUNICATION PROCEDURES

GENERAL

YOU ARE THE EYES AND EARS OF CONTROL

- On arrival at your station, report in to Control.
- Be listening all the time.
- Speak clearly and make sure that the microphone is held approximately 3" from your mouth.
- Always identify your corner, give flag status and wait for acknowledgement from Control before giving your message - there may be other incidents which are being dealt with at the same time and you want to ensure your message is heard.
- Keep your Senior informed of all messages and information given.
- Repeat all emergency hand signals given.
- Advise Control as soon as possible if bike pickup, clean up or repair work are required and be as specific as possible.
- Never leave your position except for personal safety.
- Never interrupt another corner's call unless your call is an emergency and theirs is not.
- Do not call during the first lap of a race or tracking for black-flagging unless you have an emergency.

TERMINOLOGY

- All numbers are reported by digit i.e. 32 = three two
- Key phrases
 - Rider's right
 - Rider's left
 - Race direction
 - Counter race
 - Pulled off
 - Rode off and continued
 - Understood

TERMINOLOGY Cont.

Hold
 Will advise
 Rider up
 Rider down

COURSE CHECKS

- Used by Control to very quickly give or receive information around the entire track - to see if the track is ready for racing, to check flag status of all corners, to check that messages have been received and understood.
- If a message is not understood, say, “hold” and Control will come back to you.
- If you miss your order, come in at the end of the course check.

COURSE CHECKS MUST BE FAST AND SHARP!

INCIDENT REPORTS

- Assess the situation quickly before you call it in.
- Be brief and accurate.
- There are five key pieces of information that Control requires in your initial call:
 1. Your corner number and the flag status.
 2. The nature of the incident - what happened.
 3. Rider’s right or left or center track.
 4. On or off the racing surface - use landmarks as reference.
 5. Rider up or down.

EXAMPLE:

Control, this is corner 5, waved yellow.

GO AHEAD FIVE.

Rider one six, rode off riders left and dropped the bike, in front of the flagger’s position. Rider is up but bike is just off the race surface. Will advise.
 (Be specific as to location in the station i.e. use landmarks)

- Keep Control updated as more information becomes available or new developments occur. Always inform Control when your flag status changes.

- The phrase “we have a bike off” is totally useless to Control - never use the word “off” by itself.

REQUEST for AMBULANCE

- These vehicles are requested upon the approval of your Corner Senior.
- You may break into any message with an emergency call (except another corner’s emergency call). An emergency call takes precedence over all other messages.
- Begin with the words “EMERGENCY, EMERGENCY, EMERGENCY”.
- Identify your corner and flag status.
- Specify the Emergency Response you require and the location (rider’s right, left or on track surface)
- Specify if the rider is up or down.

EXAMPLE

EMERGENCY, EMERGENCY, EMERGENCY. This is corner 3 waved yellow. We need an ambulance. Rider is down center track. Request a shutdown.

Control will advise the RACE officials of the situation and under direction of the Head Referee, cease racing activity on track using the phrase, “Control to all corners, RED FLAG, RED FLAG, RED FLAG. Checking for RED FLAG status beginning with corner one.” Once all corners have confirmed their red flag status (corner 10 on long and pro tracks may display the “Exit at Fabi Pit In” sign immediately upon hearing the RED FLAG call), Control will ask the corners to track the last race bike. This will require vigilance, as competitors will be exiting the track at both pit entrances. Once all race vehicles have left the track, Control will dispatch the appropriate Emergency Response personnel.

- All corners must track emergency vehicles.
- It is imperative to advise Control of the arrival and departure of emergency vehicles in your corner.
- Never give or ask the condition of the injured person over the radios.

OTHER STANDARD TRACKING PROCEDURES

The following procedures are either self-explanatory or are covered in a morning briefing by Control:

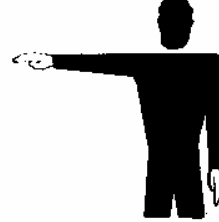
Last bike on track
Black flag/meatball
Checkered flag
Always listen for flag status at adjacent corners

GENERAL FLAGGING PROCEDURES

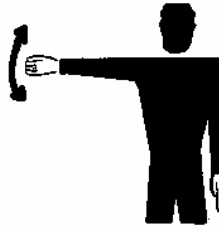
- Keep flags out of sight when not in use.
- Flag only those incidents that are past your flagging position.
- Do not flag incidents that are well off the racing surface.
- When flagging alone, NEVER TURN YOUR BACK TO ONCOMING TRAFFIC.
- Always face oncoming traffic when waving the yellow flag.
- DO NOT LEAVE your flagging position (except for your personal safety) to attend to an incident. Your function is to warn riders of conditions in your corner station.
- When enough personnel are available, face-to-face flagging is used. One flagger watches oncoming traffic, the other flagger holds the yellow and watches traffic through the corner and watches the Corner Senior for hand signals. The flagger facing oncoming traffic is responsible for the safety of both flaggers.

HAND SIGNALS FOR FLAGS**STEADY YELLOW**

Arm held at right angles to the body in steady position

**WAVED YELLOW**

One arm held outright and waved vigorously up and down

**RED & YELLOW STRIPES**

Hands held in large circle to the side, fingers interlock.

**RED**

One hand on top of head, the other hand drawn across throat and remaining at the throat.



SAFETY HAND SIGNALS**AMBULANCE**

Hands should be clasped or crossed high above the head.

**MANDATORY MEDICAL**

Arms crossed over lower front of body, held steady.

**OIL ON CIRCUIT**

a. The circling of the arms mocking the letter “o” at the side of the body indicates a slippery surface.

a.



b.

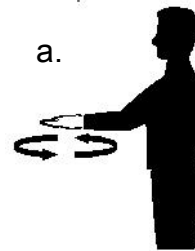


b. Gesture away from the slippery area

DEBRIS ON CIRCUIT

a. The flat circular (wiping) motion of one hand in front of the body indicates debris on the course.

a.



c. Gesture away from the debris

ALL CLEAR

Both hands across lower body and moved rapidly from side to side across the front of the body.

**FIRE TRUCK**

Rotary movement of either arm above the head.



OTHER HAND SIGNALS

BIKE PICKUP

Bike pickup is indicated by raising both extended arms in front of the body from knee to shoulder level.



VEHICLE NUMBER

a. To start, cross arms in front of chest.

a.



b. The hand is pumped up vertically up and down from the shoulder to indicate the number.

b.



c. Zero is shown by sliding one hand from shoulder to wrist. Alternate hands for each digit.

c.



PHONES INOPERATIVE

Both hands raised to ears and moved in and out.



HAND SIGNALS TO RIDERS

YOUR BIKE IS ON FIRE

Hold up your fire extinguisher.

AVOID THIS PART OF TRACK

Large arcing pointing motion to direct rider to desired portion of the racing surface.



FLAG SIGNALS**1. GENERAL**

Signals are given by different coloured flags.

2. FLAGS USED EXCLUSIVELY ON THE INSTRUCTIONS OF THE HEAD REFEREE**a. STARTING FLAG**

Either the Canadian National flag or the light system will be used.

b. BLACK AND WHITE CHECKERED FLAG

Indicates the end of a Competition session when waved at the finish line or other location specified in the Rule and Regulations.

c. RED FLAG

Waved at all marshal stations and by the Starter, it informs all Riders to cease racing and slowly proceed around the Course to the nearest pit entrance unless directed otherwise by officials. Riders shall be prepared to stop at any time. The lap on which the flag is displayed will not be scored.

d. BLACK FLAG

Displayed at the start / finish line or other location specified in the Rules and Regulations and accompanied by a number on a board, it informs the Rider designated by that number that there is something wrong with the rider or his/her machinery. Rider should slow down with caution, do a visual check and then proceed if safe to do so. Continue around the track and report to a RACE Referee.

e. BLACK FLAG WITH ORANGE DISK

Meatball flag: warning to rider that his/her riding has become hazardous/erratic/dangerous. Also used for Wheelie Rule. Repeated offence will result in the Black Flag.

f. BLUE & GREEN FLAGS CROSSED

Halfway distance.

g. BLUE FLAG WITH WHITE STRIPES OR BLUE/WHITE DIAGONAL FLAG

Last lap; one lap to go to the finish

3. FLAGS USED AT MARSHALS' POSTS.

Flags used by marshals may be shown either motionless or waved (except the debris flag). A waved flag emphasizes the flag's basic meaning.

a. YELLOW FLAG

Any yellow flag is a signal of danger of any nature at or beyond the station displaying the flag.

b. MOTIONLESS:

Indicates a potentially dangerous situation on or near the track. Proceed with caution.

c. WAVED:

Danger area; no passing within reasonable line of site before or after waved yellow, until the next stationary flag.

DOUBLE WAVED YELLOW:

Proceed slowly to start finish for re-start.

NOTE: At an emergency area, there may be multiple motorcycles involved in an incident. It is the Rider's responsibility not to pass until fully past the end of the emergency area.

d. When necessary during the display of a yellow flag, Riders shall be instructed by means of hand signals to keep to the side of the Course that is not obstructed.

e. If the debris from an incident is scattered past the post following the incident, that post shall also display the yellow and debris flags.

f. YELLOW FLAG WITH RED STRIPES

The yellow and red striped flag informs Riders to take care. It is used to warn of a slippery surface such as caused by the presence of oil or water, or debris on the Course surface.

The flag shall be displayed for two laps or until the surface returns to normal.

NOTE: The debris flag is also used to indicate to a sidecar driver that his/her passenger has come off. The debris flag is furled and pointed at the driver.