



Final Instructions

6th-7th July 2019

BRSCC TCR UK/TCT Race Weekend

Circuit length - 2.1 miles (3.38km)

This meeting is organised by the British Racing & Sports Car Club Ltd governed by the General Competition Rules of the Motorsport UK, incorporating the provisions of the International Sporting Code of the FIA, additional Supplementary Regulations and any written instructions the organisers issue for the event.

These Final Instructions should be read in conjunction with any further instructions or bulletins issued by the organisers.

Entry Enquiries: Liz Goodrich

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1 Permits

This event will be held under the following Motorsport UK Permit numbers:

Clubmans 111645 National B 111853 National A 111854

This event is NCAFP permitted

2 Officials

Motorsport UK Steward	Richard Norbury
Club Stewards	Richard Hooper, Harry Tinkler
Permanent Clerk of the Course	Andy Holley (TCR/TCT and BMW Compact Cup)
Senior Clerk of the Course	Peter Ritchie
Clerks of the Course	Glynn Lee, Paul Belcher, Derek Stanley, Andy Holley, Brian Poulter
Probationary Clerk	Rob Briggs
Secretary of the Meeting	Liz Goodrich
Deputy Secretary of the Meeting	Graham Whitaker
Chief Scrutineer	Neil Armstrong
Chief Medical Officer	Dr Sarah Robertshaw
Chief Timekeeper	Clare Cletheroe
Chief Marshal	Bill Sudlow
BRSCC Safeguarding Officers	Liz Goodrich & Penny Mattocks

3 Passes

Your tickets (wristbands) have been posted to you together with a Working Vehicle pass. Children 15 and under are admitted free of charge.

Please note that private cars will NOT be allowed to park in the paddock from Thursday onwards. Ample parking has been provided for private cars in the nearby public car park.

4 Venue Access

Access to the paddock will be from 13.00 on Thursday 4th July. The Paddock Gate will close to race vehicle transporters at 22:30hrs and re-open at 07:00 on each day.

5 Health & Safety

At all times whilst in the confines of the venue competitors should comply with the Circuit and Club Guidance Notes printed further on in this document.

6 Pit & Paddock Areas

The garages have been allocated to the **TCR UK Championship and Dunlop Touring Car Trophy**. Please see the paddock plan in Section 25 to locate your parking area. Any competitor/team who has stationed themselves in the incorrect place in the paddock and has refused to move when asked by a BRSCC or circuit official, may be reported to the Clerk of the Course. **Please park all private cars outside of the paddock area. This will assist in making the paddock a more spacious and pleasant working area for all competitors.**

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6.1 Engine/Noise Pollution

Engines must not be run before **09:00hrs on Saturday or before 12:00hrs on Sunday or after 18:30hrs on either day**. Circuit Security Contractors and the paddock parking team are empowered by the organisers to strictly enforce this regulation. Any team member found in contravention of this regulation shall at the sole discretion of the circuit owner be removed from the venue and prevented from taking any further part in the event.

6.2 Paddock

- (a) Waste oil should be removed from the venue or disposed of in the waste oil containers where provided.
- (b) **All domestic rubbish must be placed in the bins provided and any scrap vehicle parts including tyres must be removed from the venue. Any cost incurred by the Club for removal of said items from the paddock, will be charged to offending teams/competitors.**
- (c) Under no circumstances must any paddock surface be broken in any way, i.e. tent pegs/stakes, etc. this includes damage caused by trailers. Fuel, oil or chemical substances must not be deposited onto any tarmac surface.
- (d) Hospitality is not permitted in the paddock/pit area without the express permission of the circuit owners. The only exception to this is hospitality for competitors and official team personnel.
- (e) Competitors must vacate the paddocks by **21:00 on Sunday**.
- (f) No electrical cables may be run from the pit garages to other vehicles unless protected by a proprietary protective covering.

6.3 Pit Lane

- (a) The outer lane or lanes are to be kept unobstructed to allow safe passage of cars at all times. The onus shall be on all drivers to take due care and drive at minimum speeds in the Pit Lane. Occupants of the pit garages are reminded that during any other qualifying session or race, their race cars must be totally inside the pit garage and all ancillary equipment cleared to the inside of the garage.
- (b) Please observe the pit lane speed limit which is 60kph.
- (c) The Stop/Go penalty box is located in the pit lane directly outside of Race Control.
- (d) Refuelling in the pit lane is not permitted unless allowed for in the Championship/Series Regulations.
- (e) Children under the age of 16 years are not permitted in the pit lane area.
- (f) **Only two personnel per car are allowed on the pit wall during any track session, whether it be practice, qualifying or races. The two personnel must be nominated to the Secretary of the Meeting and in possession of the appropriate wristband. In the event of an Endurance race over 90 minutes, three personnel per car are allowed on the pit wall. Please see the nomination form at the back of these Final Instructions.**
- (h) Smoking is not permitted in the pit lane.

6.4 Support Vehicles

The use of vehicles is not permitted unless towing a trailer for the purpose of transporting ancillary motor race equipment in the pit & paddock area. No competitor may use a support vehicle in the pit road at any time unless authorised by a race official. Any misuse of “support vehicles” will be brought to the attention of the Senior Officials and appropriate action may be taken.

6.5 Tail Lifts

Where vehicles with tail lifts are being used at the venue, the operator must ensure that the tail lift is never left down, including in the halfway position, other than when loading/unloading is being undertaken.

7 Signing On For Competitors

All competitors will sign-on at the times & locations stated below.

In addition, competitors can also sign on from **16:00 until 18:00 on Friday in Race Administration** (at the foot of Race Control).

Championship/Series	Time	Location
Nankang Tyres BMW Compact Cup	08:00	Race Administration
TCR UK Championship/Dunlop Touring Car Trophy	08:30	Race Administration
Avon Tyres National Formula Ford Championship	09:00	Race Administration
Volkswagen Racing Cup	09:25	Race Administration
BRSCC Alfa Romeo Championship	10:00	Race Administration
Toyo Tires Porsche Championship	10:00	Race Administration
BRSCC Mazda MX-5 Super Cup	10:30	Race Administration
Disklok Civic Cup	11:05	Race Administration
DDMC Northern Saloon & Sportscar Championship	11:25	Race Administration

7.1 All drivers must provide at Signing On:

- (a) Motorsport UK Competition Race Licence or European ASN equivalent and Motorsport UK Entrants Licence

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(Where applicable) **Competitors with Non Motorsport UK Competition Licences are reminded that under Article 2.3 of the International Sporting Code, written approval must be given by their ASN to compete in this event. Written approval will be checked at signing on.**

- (b) Drivers Medical Certificate (if not incorporated in the Licence)
- (c) Valid Club Membership (where applicable)

Drivers are reminded that licences, medicals and upgrade cards must be valid, bearing a recent photograph and be signed by the driver before presentation to the officials at Signing On. Without these they are not valid. Upgrade cards can be downloaded from <https://www.motorsportuk.org/assets/2019competitorupgradecard.pdf>.

7.2 It is the responsibility of the driver to collect his/her licence and/or upgrade card after the event.

8 Scrutineering

All competitor's cars will be scrutineered at the times and place stated in the table below. **Scrutineering will also take place on Friday afternoon between 15:00 to 18:00 in the Scrutineering Bay.**

Championship/Series	Time	Location
Nankang Tyres BMW Compact Cup	08:00 – 08:30	Scrutineering Bay
TCR UK Championship/Dunlop Touring Car Trophy	08:30 – 09:00	In Situ
Avon Tyres National Formula Ford Championship	08:55 – 09:25	Scrutineering Bay
Volkswagen Racing Cup	09:25 – 09:55	Scrutineering Bay
BRSCC Alfa Romeo Championship	09:55 – 10:25	Scrutineering Bay
Toyo Tires Porsche Championship	09:55 – 10:25	Scrutineering Bay
BRSCC Mazda MX-5 Super Cup	10:20 – 10.50	Scrutineering Bay
Disklok Civic Cup	10:50 – 11:20	Scrutineering Bay
DDMC Northern Saloon & Sportscar Championship	11:20 – 11:50	Scrutineering Bay

At Scrutineering, drivers must provide:

- (a) Competition Car
- (b) Paperwork from BRSCC Officials confirming driver has signed on.
- (c) Crash helmet, visor or goggles, gloves, boots, overalls & FHR device (where required)
- (d) Vehicle Identification forms (if required)
- (e) MOT/road fund licence (if required)

All vehicles must be Noise tested prior to their first session on the circuit. Noise testing will take place at the entrance to the Assembly Area. Cars having failed or who have not been noise tested will NOT be admitted to the track.

9 Eligibility

In addition to the series Eligibility Scrutineers, eligibility may be checked by a member of the Motorsport UK Technical Commission, as listed in the Motorsport UK Officials' Yearbook Appendix 5(d).

10 Drivers' Briefings

- (a) Drivers who have not previously raced at the circuit should collect a copy of the New Driver's Briefing Notes when they sign on and read them prior to their first practice or qualifying session.
- (b) ALL Competitors MUST attend their respective drivers' briefings at the allotted time and location as shown in the table below.

Attendance is MANDATORY and non-attendance or late attendance may be penalised by the Clerk of the Course. The organisers reserve the right to call subsequent briefings at any time, should they consider it necessary. Such briefings will be announced via bulletins and/ or paddock announcements.

Championship/Series	Time	Location
TCR UK Championship/Dunlop Touring Car Trophy	Saturday 08.15	TCR/TCT Race Centre
Nankang Tyres BMW Compact Cup	Saturday 08.40	Compact Cup Area of the Paddock
Volkswagen Racing Cup	Saturday 09.00	TCR/TCT Race Centre
Avon Tyres National Formula Ford Championship	Saturday 09.30	Whitley Room
BRSCC Alfa Romeo Championship Toyo Tires Porsche Championship	Saturday 10.35	Porsche/Alfa area of the Paddock
BRSCC Mazda MX-5 Super Cup	Saturday 11.00	Mazda Race Centre
Disklok Civic Cup	Saturday 11.30	Civic Cup area of the Paddock
DDMC Northern Saloon & Sportscar Championship	Saturday 12.00	DDMC Area of the Paddock

The Whitley Room is in the Race Administration building

11 Circuit Access

Access to the circuit will be via the Assembly Area and cars will be released from the Assembly Area in grid formation. The exception is for the TCR UK/TCT, who will access the circuit via the pit-lane. However, TCR UK/TCT competitors must go to the Assembly Area prior to Free Practice for noise testing. Competitors are asked to follow the instructions of the officials.

12 Qualifying / Grids

Qualifying will take place as per the timetable. It is the driver's responsibility to be ready at least 20 minutes before their timetabled session. Scrutineering labels must be affixed to the vehicle and clearly displayed before it is allowed onto the track. Drivers should go to the assembly area 20 minutes before published time and then, when directed by the course marshal, they should proceed onto circuit.

Grids will be formed as per Championship/Series Regulations and according to the terms of the Circuit Licence.

Double Header Races: unless regulations stipulate otherwise, grids for the second race of a Double header event with only one qualifying session will be based on the finishing order of the first race. Retirements will be placed at the back of the grid in reverse order of retirement.

The TCR UK Championship will share a grid for both races with the Dunlop Touring Car Trophy. The grid for race one will be based on the results of the joint qualifying session with the fastest car on pole etc, irrespective of class. The grid for Race 2 will be set from the results of Race 1.

The cars for Races 4 & 12 (**BRSCC Alfa Romeo Championship & Toyo Tires Porsche Championship**) will be gridded strictly as follows:

Porsche Class A cars
Porsche Class B cars
Porsche Class C cars
Alfa Romeo Modified / Power Trophy / Invitation cars
Alfa Romeo Twin Spark cars

Nankang Tyres BMW Compact Cup

The release order onto the circuit for qualifying sessions will be in order of the competitor's championship standings positions. Should 2 or more competitors be tied in terms of championship points scores, the release order will be based on the finishing positions of the competitors' previous championship race. Competitors with zero championship points, as well as guest competitors will be released at the back of the grid in an order decided by the Championship Co-ordinator.

Avon Tyres National Formula Ford Championship

The grid for the second Avon Tyres National Formula Ford Championship race will be based on the finishing order of the first race. For race 3, the grid will be based on random draw. The Championship Co-ordinator will draw one of three numbered balls - 6, 7 or 8. Whichever number is picked means the first 6, 7 or 8 finishers in race 2 start in reverse order in race 3. Any competitor within the reversed places who received a grid place penalty in race 2 cannot benefit from the reversed order. In this instance the grid place penalty will be applied to his original finishing position after the reversed grid draw has been made.

13 Race Start Procedure/Safety Car

All start procedures will be in accordance with the championship/series regulations. It is the competitor's responsibility to ensure that they are ready in good time. Under ideal conditions, the racing programme may be brought forward. Grids will be formed as per championship /series regulations and the terms of the circuit licence.

Where races are for a set time duration, the chequered flag will be shown to the race leader the first time they pass the Finish Line after the time has elapsed.

13.1 Standing Start

For Support races the lap from the Assembly Area to the grid constitutes the green flag lap. Once the grid is formed up, there will be a 5 second board to the starting signal. No personnel will be allowed on the grid. TCR UK/TCT competitors will form upon the grid and then complete a green flag lap. Please note: the red lights will switch off, signalling the start of the race.

The following Championships/Series will use a Standing Start:

- Nankang Tyres BMW Compact Cup
- TCR UK Championship/Dunlop Touring Car Trophy
- Avon Tyres National Formula Ford Championship
- Volkswagen Racing Cup

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- BRSCC Alfa Romeo Championship
- Toyo Tires Porsche Championship
- BRSCC Mazda MX-5 Super Cup
- Disklok Civic Cup

Competitors are reminded that the green flag lap must be completed as quickly as possible without any undue delay. Should the completion of the green flag lap be in excess of 4 minutes, then at the discretion of the Clerk of the Course any time in excess of the 4 minutes may be deducted from the race duration.

13.2 Rolling Start

Vehicles will be correctly positioned in the assembly area, then proceed as directed onto the grid where they will begin the rolling lap behind a Pace Car. The start procedure will be in accordance with Championship Regulations.

The following Championship/Series will use a Rolling Start:

- N/A

13.3 Start Procedure for Races 4 & 12

The start procedure for the BRSCC Alfa Romeo Championship & Toyo Tires Porsche Championship races will be as follows;

The Porsche classes will each be separated by one blank grid row; those cars will start the race with the start lights. The Alfa Romeos will be separated from the Porsches by two blank grid rows, and the classes will be separated by three blank grid rows; the Alfa Romeos will have a delayed start of no less than 10 seconds and no more than 20 seconds, starting the race on the drop of the Union flag.

13.4 Safety Car Intervention

The Clerk of the Course will have the facility for the use of the safety car in accordance with the Championship / Series regulations. It is the driver's responsibility to make sure they are fully aware of these regulations. The Safety Car will join the circuit from the pit lane exit and will exit the circuit via the pit lane entrance.

Should the Safety Car be deployed in a National Formula Ford race, at the discretion of the Clerk of the Course, 5 minutes will be added to the scheduled 15 minutes race duration. This time addition will only be implemented once per race. A second Safety Car intervention will not have any further time added to the race duration.

13.5 Green Flag

Should there be a change in weather conditions which would necessitate an additional green flag/pace lap, then at the discretion of the Clerk of the Course, the race duration will commence at the start of the second green flag/pace lap

In the event of circuit light failure for either start type the Union /National flag will be used to start all races.

14 End of Track Session Procedure

14.1 At the end of each track session be it qualifying or the actual race, all vehicles must slow down after taking the chequered flag and leave the circuit via the Pit Lane Entrance.

14.2 At the end of your race, presentations will be carried out in accordance with championship/series regulations if time permits. Please follow instructions of race marshals etc. In the case where the presentation does not take place immediately after the race, competitors should report to the Paddock/Race Secretary's office.

15 Judicial

Breaches of driving standards will be firmly dealt with. If the Clerk of the Course wishes to view evidence from the TV production company, any competitor's personal in-car camera, and/or data logging evidence in order to assist with his enquiry into a breach of driving standards he may order that the results remain provisional and he may take judicial action at a later date. However, the use of video evidence and/or data logging evidence is at the sole discretion of the Clerk of the Course.

16 Stop & Go Drive Through Penalties

The Clerk of the Course reserves the right to impose a 'Stop/Go Penalty / Drive Through penalty' in accordance with Motorsport UK Regulation [Q 12.6].

17 New Track Regulation

We draw your attention to a new Motorsport UK Regulation, Q14.4.4, which states "Causing a collision, repetition of serious mistakes or the appearance of a lack of control over the car (such as leaving the track) will be reported to the Clerk of the Course and may entail the imposition of penalties up to and including the disqualification of any driver concerned.

18 Judges

Judges may be appointed as per Motorsport UK Regulation [Q 18].

19 Race Day Information

The organisers will try to run the programme as published, but they reserve the right to delay or bring forward event times to suit the conditions of the day. Copies of practice times, grid sheets, provisional results and official bulletins etc will be available from the Secretary's Office.

20 Social Media

Please take time to read the Motorsport UK's guidelines on Social Media which can be found at <https://www.motorsportuk.org/assets/motorsportuksocialmediapolicyandguidance.pdf> Please refrain from making comments about fellow competitors and officials that could be interpreted as bringing your championship, the hosting circuit, the BRSCC and individual drivers and officials into disrepute.

21 Video Equipment

a) Video equipment must not be fitted to any vehicle without express permission from the circuit if it is to be used for commercial purposes. Any driver/team transgressing this regulation maybe subject to a fine of £1,000 and exclusion from the event.

b) Once permission has been obtained video equipment must be fitted to the vehicle prior to scrutiny and the scrutineer must be advised.

22 Testing

For further details and to book please contact the Circuit direct via <http://www.croftcircuit.co.uk/track-and-test#tab-testdays> or call 01325 721815.

23 Special Circuit Notes

23.1 Paddock

The roadways within the Paddock Area and the Fire Lane immediately behind the Pit garages must be kept clear of all vehicles at all times. It is prohibited to park vehicles so that they are backed up against the Pit Garage doors.

23.2 Track Limits

Competitors should be aware that specific guidance has now been issued by the Motorsport UK regarding the penalties to be applied for drivers breaching track limits. These are as follows:

- 2nd offence - warning flag
- 3rd offence - 5 second penalty
- 4th offence – 10 second penalty
- 5th offence - drive through penalty
- 6th offence – disqualification

Competitors may also have their fastest lap times in practice/qualifying disallowed if they breach track limits.

23.3 Illegal Driving

All competitors are reminded that they are liable to disqualification from the meeting if any person associated with their team who is below the age at which a driving licence may be issued, is seen riding or driving a motor vehicle of any type within the paddock, or any other part of the grounds. Competition vehicles must not be used to transport personnel unless the passenger/s are within the framework of the vehicle.

23.4 Pit Signalling Wall

This must be kept clear of all team personnel at the start of each race until all cars have entered Clervaux on the first lap.

23.5 Start/Finish Straight

Drivers' who deliberately take to the grass verges between the starting grid and Clervaux in order to gain an advantage, may be penalised.

23.6 Recovery from the Circuit

The club/circuit owners/providers of recovery services cannot be held liable for any damage that is caused in the course of removal of any vehicle from the circuit.

23.7 Fuel

Fuel including Super Unleaded is available from Toll Bar Garage which is situated on the main Darlington Northallerton Road approx 3 miles towards Northallerton.

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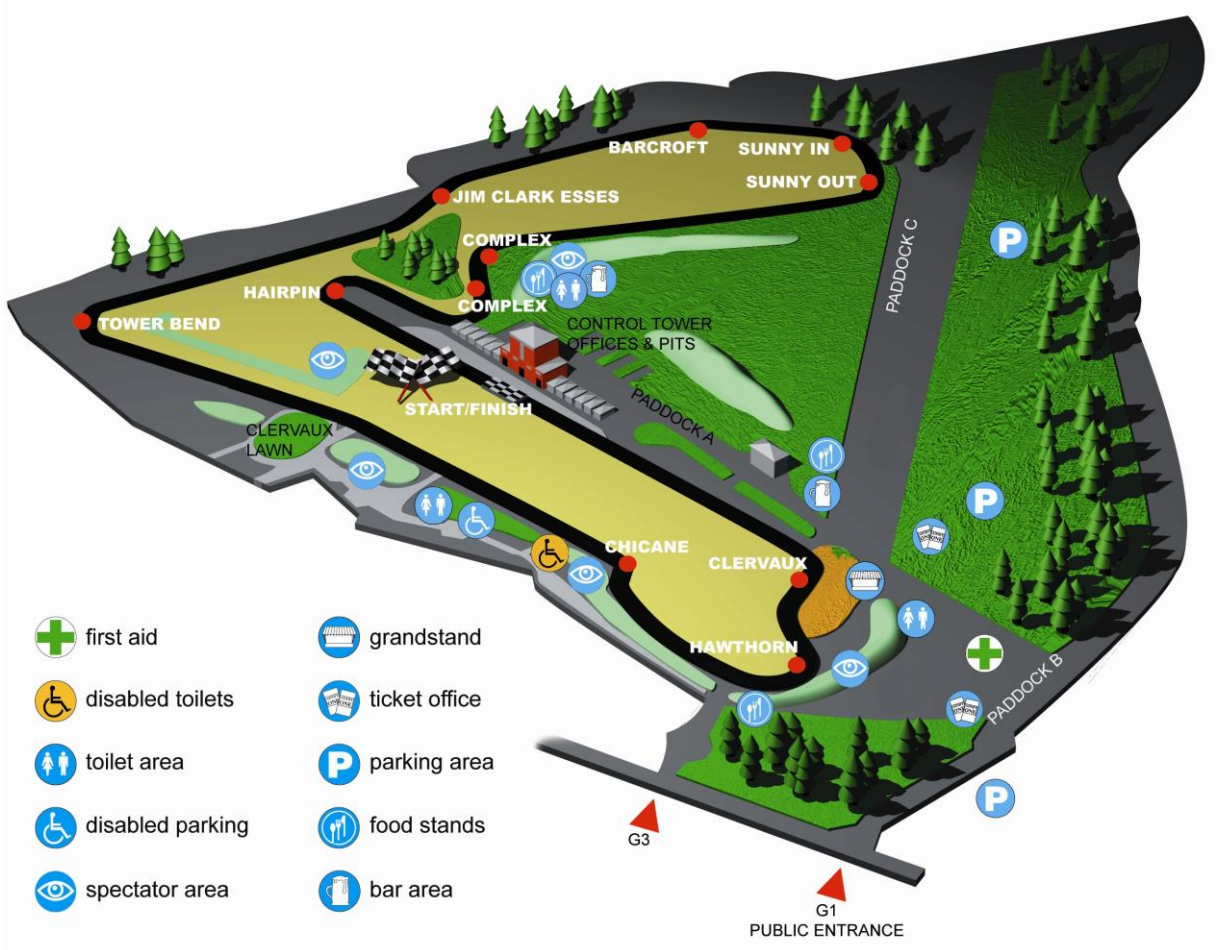
23.8 Catering

Croft Circuit has an on-site Café serving hot and cold drinks, snacks and lunches.

23.9 Security

Please ensure you lock all valuables away when leaving you pit/paddock area to prevent thefts of wallets/keys/laptops etc.

24 Circuit Map





26 Circuit & Club Safety Guidance Notes

It is the sole responsibility of the Entrant/Competitor to ensure that all of the below safety requirements are enforced. The Entrant/Competitor acknowledges that the below list is not an exhaustive list and that it is their responsibility to enforce the below items and any other such safety measures they deem appropriate.

Please can you ensure that you adhere to the following:

- Please be aware of other teams, participants, contractors, pedestrians and circuit staff in the paddock, garages and pit lane. You are responsible for your own safety and that of other users of these areas who may be affected by your operation.
- It is your responsibility to risk assess your operation and take the appropriate action to remove or minimise any hazards.
- If you are reversing HGVs or other vehicles with restricted viewing then please have a banksman to help you reverse, and ensure that they are wearing hi-vis clothing.
- Please do not leave any cables or hoses across walkways. Use the cable ducts provided, or cable matting.
- Please make yourself familiar with the garage, paddock and pit rules.
- You are permitted 1 truck wash upon entry to the venue. If you are caught washing your vehicle without permission you may be subject to a £100 fine.
- If you have any issues of concern or see any hazards please report them to race control.

1 Storage and Use of Petroleum Spirit

- i) All petroleum spirit must be stored in metal containers complying with the relevant European Standard, away from any source of ignition.
- ii) All containers must be indelibly marked “Petroleum Spirit - Highly Flammable.”
- iii) All empty containers must be removed from the Venue after the Event.
- iv) Petrol is to be used as a fuel only, and not for any other purpose.
- v) All vehicle refuelling is to take place in the open air. The person in charge of the refuelling process must enforce a no smoking ban.
- vi) Your attention is drawn to the Petroleum (Consolidation) Act 1928, and the Petroleum Spirit (Motor Vehicles) Regulations

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1929.

- vii) Fuel including Super Unleaded is available from Toll Bar Garage which is situated on the main Darlington Northallerton Road approx 3 miles towards Northallerton.

2 Hazardous Substances

- i) Some vehicle parts, for example brake and clutch linings contain asbestos. Entrants are encouraged to use non-asbestos substitutes wherever possible. Where asbestos is used, every effort should be used to prevent asbestos dust getting into the air.
- ii) Some mineral oils may cause skin cancer. Prolonged contact should therefore be avoided wherever possible. Where contact does occur any contamination should be washed off immediately. The wearing of contaminated clothing (including overalls) should also be avoided.
- iii) Various other substances may cause disease or ill health even after very short exposures e.g. degreasers. Manufacturers and suppliers of such substances are obliged to provide customers with information about the possible harmful effects of their products upon request. Where hazardous substances are brought on site a Material Safety Data Sheet (MSDS) must be available upon request.
- iv) Where any person is at work, the requirements of the Control of Substances Hazardous to Health (COSHH) Regulations 2002, must be complied with.
- v) The Championship Regulations must always be complied with when selecting vehicle parts.

3 Electrical Safety

- i) All electrical equipment must be maintained in a safe condition.
- ii) Extension leads cables should be flexible and not of semi rigid cable of the type used for household wiring. Neoprene covered cable will resist damage by oil.
- iii) All electrical equipment to be used externally should be weatherproof.
- iv) Hand tools should preferably be of the “double insulated” or “all insulated” type, as these provide valuable protection against electric shock.
- v) Electrical equipment and hand tools should not be used in areas where flammable vapours may be present, for example where fuel is being stored or refuelling is taking place.
- vi) Where any person is at work the requirements of the Electricity at Work Regulations 1989 must be complied with.
- vii) Only diesel generators are permitted on site NOT petrol.
- viii) Cables must not cross any walkways if at all possible. If they do cross walkways they must be properly secured so as not to present a trip hazard

4 Fire Precautions

- i) Smoking is prohibited in all pit garages and in the pit lane.
- ii) All potential sources of ignition should be kept away from petroleum spirit and vapours.
- iii) The lighting of barbecues is prohibited in the paddock and pits area.
- iv) All teams should carry a suitable fire extinguisher in accordance with the relevant Governing Body’s regulations.
- v) Fire extinguishers should not be removed from fire points unless they are to be used on a fire.
- vi) All fires must be reported immediately to an official or member of the Venue management.
- vii) Teams are encouraged to train their members in the correct use of fire extinguishers.
- viii) All fire notices and orders to evacuate must be complied with.

5 Compressed Gas Equipment

- i) Air blasts from the over inflation of tyres can cause injury. Tyres should therefore not be inflated to pressures above the manufacturers' recommendations.
- ii) All airlines should be in good condition and be inspected regularly.
- iii) Always stand clear when inflating tyres.
- iv) Any form of horseplay involving compressed air or gas is prohibited.
- v) Compressed gas cylinders should be stored in accordance with the relevant working practices.
- vi) Where any person is at work the requirements of the Pressure Systems and Transportable Gas Containers Regulations 2000, must be complied with.

6 Jacks and Axle Stands

- i) Vehicles should only be raised on jacks which are in good condition, and rated to lift the vehicle weight safely.
- ii) Jack vehicles only on level undamaged floors.
- iii) Use the hand brake and /or chocks to stop the vehicle moving.
- iv) Jacks should only be used for lifting the vehicle. Axle stands should always be used to support the vehicle weight.
- v) Vehicle engines should not be run whilst the weight of the vehicle is supported by axle stands

7 General Working Practices

- i) All working areas should be kept clean and tidy, and any waste should be removed regularly and placed in the containers

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provided.

- ii) All spillages should be cleaned up immediately.
- iii) All trailing wires and hoses should not be allowed to create a trip hazard.
- iv) Whenever vehicle engines are being run, adequate ventilation must be ensured.
- v) All safety notices must be complied with.
- vi) Any person carrying out any work must ensure that they adopt safe working practises at all times, and comply with any relevant statutory provision and/or published guidance.
- vii) Persons under the age of 16 are not allowed in the pits area or pit lane.

8 Noise

- i) Exposure to excessive noise may result in hearing loss or other complaints. These may be short term, or, after repeated exposure, permanent.
- ii) All persons should avoid being exposed to excessive noise, and where this is unavoidable, they should wear earplugs or defenders to the appropriate British Standards.
- iii) Where any person is at work the requirements of the Noise at Work Regulations 1989, must be complied with.

9 Manual Handling of Loads

- i) Lifting, carrying and propelling loads by bodily force is a major cause of injuries. All teams are encouraged to train their members in safe manual handling techniques.
- ii) Where any person is at work the requirements of the Manual Handling of Loads Regulations 1992 must be complied with.

10 Waste

- i) All waste oil must be placed in the containers marked “waste oil.” **Nothing other than waste oil only must be put in to these containers.**
- ii) Waste tyres and empty petrol/oil containers should not be left at the Venue.
- iii) Teams and competitors are urged to take any other form of waste with them when they leave the Venue, or to place it in the refuse containers provided.
- iv) Your attention is drawn to the requirements of the Environmental Protection Act 1990,

11 Vehicle Safety

- i) A 10 mph speed limit is in force in all areas of the Venue APART FROM THE PADDOCK WHERE IT IS 5MPH. This applies to all vehicles, including moped and motorcycles, with the exception of emergency vehicles attending an incident. Failure to adhere to this speed limit may result in the offending vehicle/driver being removed from the Venue.
- ii) Other than speed restrictions, the normal rules of the road apply whilst on site. Vehicles should not be used for purposes other than their design and the number of passengers should not exceed the design limit.
- iii) Persons riding mopeds and motorcycles up to a capacity of 125cc must have a current UK provisional driving license or its international equivalent.
- iv) Persons riding motorcycles with a capacity of greater than 125cc must have a current full UK motorcycle license or its international equivalent.
- v) Any motorcycle, moped, scooter or other such bike/trike/quad must be ridden with all due care, the rider must have an appropriate safety helmet, and the vehicle must be road-legal, taxed and insured.
- vi) All vehicles must at all times keep to the marked roads when moving around the Venue.
- vii) Mini Motos are not allowed at the venue
- viii) Quads can only be driven by persons who hold a valid full UK licence (or international equivalent). Unless the quad has been adapted then no more than one person should ride on it. Helmets should be worn at all times.
- ix) No persons should ride on any trailer at any time.
- x) Persons under 16 years of age are not allowed at any time to drive a motorised vehicle.

12 First Aid

- i) Any person sustaining an injury or feeling unwell should seek treatment from the onsite emergency services or the Medical Centre.
- ii) To call the first aid or emergency services contact any official or member of the venue management.

13 Public Safety

- i) Competitors and entrants should be aware that the Paddock may be open to the public and should act in a manner so as not to put either themselves or any other person at risk from injury
- ii) Competitors and entrants should exercise particular caution when the paddock is busy, and during pits and circuit walkabouts.

14 Incident Reporting

All accidents where any person sustains injury, or could have potentially sustained an injury i.e. a ‘Near Miss’ or where damage to property occurs must be reported immediately to an official or a member of the venue management. Any serious incidents –

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including those on track – must be reported to the circuit.

15 Governing Body Regulations

Competitors and entrants are reminded of their obligations to comply with the requirements of the appropriate Governing Body's regulations at all times and these Guidance Notes should be read in conjunction with all other relevant regulations.

16 Work at Height

All work at height must be carried out in accordance with The Work at Height Regulations 2005.

The Regulations require employers to ensure that:

- all work at height is properly planned and organised;
- A risk assessment is carried out to decide whether precautions are needed and in what form.
- those involved in work at height are competent;
- the risks from work at height are assessed and appropriate work equipment is selected and used;
- the risks from fragile surfaces are properly controlled.
- equipment for work at height is properly inspected and maintained.

17 Marquee Erection

Marquees or other temporary structures used to accommodate people will have the following hazards associated with their construction:

- Underground services – cable strike potential
- FLT movement
- Collapse of structure
- Injury from or by neighbouring contractors
- Accidents to members of the public
- Fire

Work must be planned accordingly in order to reduce such risks. Work will not be permitted until the contractor is instructed on the location (or absence) of services in the designated area.

Contractors must ensure that members of the public and other non-essential personnel are not allowed access to the work area.

Please note that Contractors should not attempt to drill or stake any concrete or tarmac surface without the express written confirmation from the circuit. Failure to do so will render the Contractor liable to the full cost of repair to these surfaces and any resulting damages incurred.

18 Site Entry/Parking

No private motor vehicle shall be brought onto the Company's premises unless it is necessary for the conveyance of materials to the work site. A temporary pass must be obtained from Security on each occasion that this is necessary. This must be displayed in the vehicle windscreen at all times.

Contractor's vehicles must be properly roadworthy, insured, carry appropriate documentation, and be driven by competent persons.

Unless otherwise authorised to stay on site, cars and vans must be returned to the outside car parks after delivery of equipment. If permitted to remain on site, vehicles must only be parked in positions approved by Security. Under no circumstances are contractors private vehicles allowed on to the circuit.

19 Garage Rules

- Overnight
 - Space heaters must not be left unattended, and must be switched off when not in use.
 - All electrical equipment must be unplugged when not in use.
- Waste Disposal
 - Please use the drums provided for the disposal of any oil.
 - **DO NOT** use the drains.
 - **DO NOT** put anything other than waste oil in the drums.
 - Tyre disposal is that of the owner not the venue owner. Please remove from site.
- Assistance
 - Please note that the garage floor is potentially slippery when wet
 - Please use the signs available

20 Dos & Don'ts

Final Instructions – Croft – 6th- 7th July 2019

i) Dos

- Beware of and give way to pedestrians.
- Park in the allocated bays.
- Remove your rubbish to the designated storage area.
- Store any fuel safely.
- Dispose of any waste oil in the drums provided.
- If camping overnight keep to the designated areas.
- Keep tail lifts either fully down or fully up.
- Leave the area as you would like to find it.
- Supervise your children at all time.

ii) Don'ts

- Use the runway, adjacent car parks or other roads inside the circuit as practice areas.
- Ride a scooter/moped if you don't have a licence.
- Leave any tyres. Take them away with you.
- Travel on the back of a trailer.
- Ride more than 2 up on a scooter or a quad.
- Drive on the grassed areas around the circuit.
- Trail cables and/or hoses across walkways.
- Block bins or they will not be emptied
- Put stickers on doors.



Car Number

PIT WALL PERSONNEL NOMINATION FORM

I- As per the Motorsport UK 2019 Yearbook (Section [Q] 13.1.5.(a)) A maximum of one timekeeper and one person detailed by the entrant for the purpose of signalling may be on the pit wall/signalling area at any time unless the Supplementary Regulations stipulate otherwise.

II- In the event of an Endurance Race defined in Section [Q] 6.2 as a "Race scheduled to have a minimum of 90 minutes duration with refuelling permitted and/or Driver stops and/or Driver changes, as an integral part of the race"; the Motorsport UK Yearbook stipulates that "there must be no more than 3 people on the pit wall, per car" (Section [Q] 6.2.4.1(iii)).

PLEASE BRING THIS FORM (ALREADY COMPLETED) WITH YOU TO SIGNING ON.

Circuit: Event Date:

Driver Name:

Championship:

Team Name (if applicable):

Signature:

Despite the organisers taking all reasonable precautions, unavoidable accidents can happen. Therefore, by signing this form you agree that the nominated personnel will be present on the pit wall & pit lane at their own risk.

PIT WALL PERSONNEL

Name 1:

Name 2:

Endurance Events Only (tick if appropriate)

Name 3: (Endurance only)

On receipt of the completed form, the Secretary of the Meeting will issue wristbands for the personnel nominated above.

IMPORTANT NOTE: The Secretary of the Meeting MUST be informed of any changes in pit lane personnel. Individuals not nominated on this form will not be allowed on the pit wall.

A driver or entrant, whose personnel are not on the nomination form and are subsequently found on the pit wall, may be subject to a penalty under C.2.1 of the Motorsport UK Yearbook.