

## 2024 GERRIT VAN KOUWEN ANNIVERSARY FORMULA FORD FESTIVAL

This race meeting is organised by the British Racing & Sports Car Club Ltd (Southern Centre), governed by the General Competition Rules of 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.

RACE SECRETARY EMAIL: [Southern.RaceAdmin@brscc.co.uk](mailto:Southern.RaceAdmin@brscc.co.uk)

### 1. Permit Numbers

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

Interclub: 134545
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This event is NCAFP permitted.

### 2. Officials

Motorsport UK Steward	Gordon Snell
Event Stewards	Nick Breed, Trevor Parry
Senior Clerk of the Course	Andy Holley
Clerks of the Course	Paul Levitt, Ian Danaher, Andrew Roberts
Deputy Clerks of the Course	Dave Weston, Charles Grattan
Assistant Clerks of the Course	Kyle Jackson
Secretary of the Meeting	Antoine Maratray
Chief Scrutineer	Mike Betts
Chief Medical Officer	Obi Nnajiuba / Jo Collins
Chief Timekeeper	Sarah Evans
Chief Marshal	Tony Almond
BRSCC Safeguarding Officer	Esther Crook

### 3. Passes

Your e-tickets have been dispatched via email.

### 4. Venue Access

Competitors testing will need to refer to MSV instructions regarding their access times.

Competitors not booked for testing will be able to access the circuit after 12:00 on Friday.

Garage access will be from 18:30 on Friday.

### 5. Health and Safety

At all times, whilst in the confines of the venue, competitors should comply with the circuit and club guidance notes printed further in these instructions.

### 6. Pit & Paddock Areas

Stephen Green is the Paddock manager for this event. Please follow his instructions.

Please see the Paddock Plan in Section 25.

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 vehicles outside the paddock area. This will assist in making the paddock a more spacious and pleasant working area for all competitors. If a member of the BRSCC team, officials or Circuit Staff request a vehicle to be moved, we expect this to be done immediately.

### 6.1. Engine/Noise Pollution

All competitors should note that noise testing will be carried out at this event.

Engines must not be run before 08:15 or after 18:45. Any team member found in breach of these times shall at the entire discretion of MSV, be removed immediately from the Venue and as such prevented from taking any further part in the Event.

Non-compliance with the above policy may result in a competitor or Team being prohibited from practising at the relevant MSV Venue for a period of 12 months.

### 6.2. Paddock

- 6.2.1. Waste oil should be removed from the venue or disposed of in the waste oil containers where provided.
- 6.2.2. All domestic rubbish must be placed in the bins provided; 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 the offending teams/competitors.
- 6.2.3. 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.
- 6.2.4. 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.
- 6.2.5. The roadways within the Paddock area and Fire Lane must be kept clear of all vehicles at all times.
- 6.2.6. It is prohibited to park vehicles so that they are backed up against the Pit Garage doors.
- 6.2.7. Please ensure that tail lifts are either closed or fully lowered such that they cannot be hit by passing vehicles/spectators. 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.
- 6.2.8. Markings must not be made on the pit garages, pit garage floors, any circuit or paddock surface. Any markings shall be removed by MSV at the relevant team's cost.
- 6.2.9. Team members should not ride on the side or backs of competitor vehicles.
- 6.2.10. No electrical cables may be run from the pit garages to other vehicles unless protected by a proprietary protective covering.
- 6.2.11. The cross-hatched Fire Lane running behind the Pit Garages must be kept clear at all times to ensure safe passage of emergency vehicles.

### 6.3. Pit Lane

- 6.3.1. 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 to respect pit lane speed limits. 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.
- 6.3.2. Please observe the pit lane speed limit which is 60kph.
- 6.3.3. The Stop/Go penalty box is located in the pit lane in front of the Race Control building.
- 6.3.4. Refuelling in the pit lane is not permitted unless allowed for in the Championship/Series Regulations.
- 6.3.5. Competitors are reminded that they must not join the circuit until they have reached the end of the blend line on exiting the pit lane.
- 6.3.6. Smoking (including vaping) is not permitted in the pit lane
- 6.3.7. Children under the age of 16 years are not permitted in the pit lane unless for the purposes of a scheduled grid walk.
- 6.3.8. Children under the age of 16 years should be supervised at all times.
- 6.3.9. Vehicles located in the garages must remain in the garages during other sessions.

### 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 and 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. Use of Paddock Bikes, Scooters and Quad Bikes

Quad bikes/golf buggies must be used with care to prevent injury. They must only be used within paddock areas and in a safe manner, not at excessive speed and never at more than 5mph or recklessly. Paddock vehicles may only be used to carry equipment and should only carry one person (the driver).

Quad bikes are not permitted on any grass verges, banks or any general public viewing areas such as trade malls. They must adhere to designated vehicle routes.

Quad bikes must be in a road worthy condition and fitted with lights.

E-Scooters and E-Bikes and Mini Motos are not permitted on site.

All drivers must wear suitable protective clothing and hold an appropriate licence. If any form of trailer is attached to such a vehicle it must be properly secured in line with manufacturer's requirements or recommendations.

Passengers are not permitted to ride on quad bikes, unless the quad bike is specifically designed to carry passengers.

Alcohol is strictly prohibited whilst driving any vehicle at the Venue.

Riding on trailers is strictly prohibited.

The use of paddock vehicles is at the risk of the owner and/or driver and it is strongly recommended that such use be covered by suitable public liability/3rd party policy.

If you have a paddock accident within the venue you are likely to be held liable for it. All competitors acknowledge that any non-race vehicle used between paddock and pit lane is covered by their own PL/3rd party insurance.

BRSCC and MSV officials will be monitoring the driving standards of paddock vehicles and reserve the right to penalise individuals or teams for the unsafe handling of those vehicles, this includes confiscating vehicles.

#### **6.6. 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**

- 7.1. Competitors will not sign-on at the meeting having previously completed the self-declaration form online, however, competitors must bring all the appropriate documentation as spot checks will be made during the race meeting.
- 7.2. Drivers are reminded that licences and medicals must be valid, bearing a recent photograph and be signed by the driver.
- 7.3. It is the responsibility of the driver to bring all the appropriate documentation at the event.
- 7.4. Competitor licence upgrade cards must be handed to the Secretary of the Meeting before taking part in any on track activity. Upgrade cards will only be signed in accordance with the NCR's and must be filled in and bear a recent photograph of the competitor.

### **8. Scrutineering**

All competitors will be scrutineered in the Scrutineering Bay at the times stated in the timetable. Scrutineering will also take place on Friday afternoon between 13:00 – 17:30 in the Scrutineering Bay.

At Scrutineering drivers must provide:

- (a) Competition Car
- (b) Crash helmet, visor or goggles, gloves, boots, overalls & FHR device (if required).
- (c) Vehicle Identification forms (if required)
- (d) MOT/road fund licence (if required)

All vehicles must be noise tested prior to their first session on the circuit. Noise testing will be done prior to a vehicle entering 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 Briefing**

Drivers' briefings will be done in person and may be supplemented by written briefing notes.

MANDATORY BRIEFINGS WILL TAKE PLACE AS BELOW:

#### **Saturday**

- Downforce Radio Mazda MX-5 Clubman Championship: 07:30 in the Briefing Room (Inner Paddock)
- Clapham North Mazda MX-5 SuperCup Championship: 07:45 in the Briefing Room (Inner Paddock)
- GAZ Shocks Mazda MX-5 Championship: 08:00 in the Briefing Room (Inner Paddock)
- BRSCC Formula Ford Festival: 08:15 in the Scrutineering Bay (Outer Paddock)
- Nankang Tyre CityCar Cup Championship: 10:45 in the Briefing Room (Inner Paddock)

#### **Sunday**

- BRSCC Evolution Trophy: 08:45 in the Briefing Room (Inner Paddock)

## 11. Circuit Access

All competitors must access the circuit via the Assembly Area. All vehicles must be noise tested prior to their first session on the circuit at entry to the assembly area. Cars having failed or who have not been noise tested will not be admitted to the track.

Competitors in garages must enter the pit lane via the front of their garages and follow instructions of the marshals in order to get to the Assembly Area.

## 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. Drivers should go to the assembly area 20 minutes before published times and then, when directed by the marshal, they should proceed onto the circuit.

Double Header Races: Unless championship/series regulations stipulate otherwise grids 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.

### **FORMULA FORD FESTIVAL**

#### **Qualification Process/Progression Format**

The Formula Ford Festival will be run as a 'knockout' contest through qualifying Heats, Semi-Finals, last chance races, etc, culminating in the Final. Finishing positions, not overall race times, dictate qualification through to the next round. The progression format of the contest will be determined by the organisers and their decision shall be final – the format will be published by event bulletin and posted on the official noticeboard.

## 13. Race Start Procedure and 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 and should be in Assembly at least 20 minutes before their timetabled session. 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. Race Start**

#### 13.1.1. Standing Start

All races will be gridded up in the Assembly Area and released on to the circuit in qualification grid order onto the grid.

Once all drivers are stationary there will be a one-minute countdown; 30 second board and then the cars will be flagged away for the Green Flag lap. All competitors must maintain grid position on this lap as failure to do so may result in them being penalised. Once this lap is completed, the 5 second board will be shown by the Starter from the Pit Wall, and the red lights will be displayed. At some time between 2 and 7 seconds the red lights will switch off - signalling the start of the race. In the event of any starting lights failure, the Starter will revert to the use of the National flag.

### **13.2. 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. During the race, the Safety Car will join the circuit between turn 3 and 4. In the event of an incident during or immediately after the start of a race, the Safety Car may be deployed from Pit Lane Entry. The Safety car will exit the track via the Pit Lane Entrance.

### **13.3. Green Flag/Formation Lap**

Should there be a change in weather conditions which would necessitate an additional green flag/formation lap, then at the discretion of the Clerk of the Course, the race duration may commence once the last car starts the additional green flag/formation lap.

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

Should the green flag laps take longer than 4 minutes; the Clerk of the Course reserves the right to reduce the race duration.

## 14. Drivers signalling marshals

If you are involved in an incident, you should indicate to the marshals if you are OK by signalling with a thumbs-up at the front of your vehicle. If you can safely exit your vehicle, do so and then stand in a suitable/safe location.

## 15. Flags/Light Panels/Signalling

Signals shall be in accordance with Motorsport UK NCR Q.12.24. At venues where light panels are operational these light signals will take priority and may be supplemented with flags signals. All signalling lights/light panels and flag signals carry the same authority and jurisdiction. Therefore, breaches of signals given by any of these methods will be dealt in accordance with the NCR's, notably C.1.1.6, G.5.3.2, Q.12.24.3 and Q.12.24.5

## 16. End of Track Session Procedure

- 16.1. At the end of each track session be it qualifying or the actual race, all cars must slow down after taking the Chequered Flag and leave the circuit via the Pit Lane Entry.
- 16.2. At the end of your race, presentations will take place on the designated Podium or in the Paddock in accordance with championship/series regulations. Please follow instructions of race marshals etc.

## 17. Judicials

Breaches of driving standards will be firmly dealt with. If the Clerk of the Course wishes to view footage 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 and/or data logging evidence is at the sole discretion of the Clerk of the Course.

Protests and appeals must be submitted electronically and emailed to the secretary of the meeting. The protests and appeal form is available on Motorsport UK's website (<https://www.motorsportuk.org/resource-centre/document-library/>) or on the BRSCC Event page (<https://brscc.co.uk/wp-content/uploads/2023/10/2023-08-01-motorsport-uk-protest-and-appeal-form.pdf>). Fees related to protests and appeals must be paid to Motorsport UK by calling 01753 765 000.

## 18. 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].

The designated Stop/Go box is at the bottom of race control.

## 19. Judges

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

## 20. Race Day Information

All practice times, grid sheets, provisional results and official bulletins, etc. will be posted on the TSL event page and BRSCC Virtual Notice Board.

TSL: <https://www.tsl-timing.com/event/244231>

BRSCC Virtual Notice Board: <https://noticeboard.brscc.co.uk/>

## 21. Video Equipment

Video equipment must be fitted to the vehicle prior to scrutineering and the scrutineer must be advised.

## 22. Testing

Please visit the MSV website for more information: <https://testing-v1.msv.com/Calendar/List>

## 23. Social Media

Please take time to read the Motorsport UK's guidelines on Social Media which can be found at: <https://motorsportuk.s3.eu-west-2.amazonaws.com/wp-content/uploads/2020/08/24140039/2021-03-17-Motorsport-UK-Social-Media-Policy.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. Please take the time to read the BRSCC's Social Media Policy which can be found at: [https://brscc.co.uk/wp-content/uploads/2023/12/BRSCC-Social-Media-Policy\\_V1\\_12DEC2023.pdf](https://brscc.co.uk/wp-content/uploads/2023/12/BRSCC-Social-Media-Policy_V1_12DEC2023.pdf)

## 24. Special Circuit Notes

### 24.1. 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.

A 10-mph speed limit is in force in all areas of the Venue, except the Paddock where a 5-mph speed limit is in force. Scooters are not permitted at the venue. Mini Moto's are NOT permitted on site. Passengers are not permitted to ride on quads, unless the quad bike is specifically designed to carry passengers. Quad bikes are not permitted on any grass verges, banks, or any general public areas such as trade malls, and they must adhere to designated vehicle routes.

Quad bikes must be in a road worthy condition and fitted with lights. No one without a valid driving licence is permitted to drive a quad bike. Alcohol is strictly prohibited whilst driving any vehicle at the Venue. Riding on trailers is strictly prohibited. Anyone found in breach of any of these terms will have their vehicle confiscated.

### 24.2. Track Limits

Competitors should be aware that specific guidance has been issued by the Motorsport UK regarding the penalties 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

### 24.3. 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.

### 24.4. Pit Lane

- 24.4.1. Only two people per competing car will be allowed to stand on the Pit Wall for the purpose of signalling. During the start of a race, no personnel are allowed on the Pit Wall until all the cars are clear of the grid.
- 24.4.2. Smoking is not permitted in the pit lane.
- 24.4.3. No one is allowed to ride motorcycles in the pit road at any time when the circuit is operational. It is strictly forbidden for any vehicle to move in the wrong direction in the pit road unless directed by a marshal. The penalty could be disqualification from the meeting.
- 24.4.4. Personnel are reminded to remove any tape used in the pit lane
- 24.4.5. No children under the age of 16 are allowed in the Pit Lane or Garages.

### 24.5. Damage and Recovery from the Circuit

Should oil or any other substance likely to prove a hazard be dropped from any vehicle, the relevant vehicle must stop immediately at a place of safety. Competitors are hereby notified that they may be liable for any excessive clean-up costs incurred by MSV. MSV/BRSCC or the recovery providers cannot be held liable for any damage that is caused during the removal of any vehicle from the circuit.

### 24.6. Placement of Advertising and Signage

Teams and competitors may use the A3 clip frame information boards provided (where applicable). Otherwise, placards, banners, advertisements, stickers, decals or leaflets must not be attached, erected, installed or placed anywhere around the MSV venue, including without limitation on any windows, fascias, hospitality suites or doors without MSV's express written permission. Any cost incurred by MSV to rectify or repair any damage caused by any breach of this provision shall be immediately reimbursed by the Team or Competitor on demand.

### 24.7. Merchandising

All merchandising rights on the venue belong to Motorsport Vision. Any competitor found to be selling merchandise without MSV's prior written authorisation will be liable to immediate payment of the relevant sales site fees before being allowed to practice or race.



#### 24.8. Parking

No private motor vehicles shall be brought into the Venue unless they are necessary for the conveyance of materials to the work site. Dependent on the Event, a vehicle pass may be required. Please check with your Organiser to ensure you have the correct pass.

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 designated car parks after delivery of equipment. If permitted to remain on site, vehicles must only be parked in positions approved by MSV's event's team. Under no circumstances are contractors, Teams or Organiser's private vehicles allowed on to the Track unless approved by MSV.

#### 24.9. Timing Modules

All competitors will be required to fit Electronic Self Identification Modules to their cars for the purposes of accurate timing. Holders for these and detailed fitting instructions will be issued with the transponders, and it will be the responsibility of the competitor to fit these in the car in the position and manner specified. The Modules must be in place and functioning correctly for all Championship/Series qualifying practice sessions and races.]

If you need to hire a transponder for this meeting you must do so by the Wednesday prior to the event. This can be done by visiting the TSL-timing shop <https://www.tsl-timing.com/Store#!/Single-Event-Transponder-Hire/p/211269578/category=0>

Don't leave it until the race weekend, the timekeepers may not be able to supply you a transponder if you have not pre ordered one. This could lead to you being in breach of MSUK Regulation 12.8.1.

#### 24.10. Filming and Photography

##### 24.10.1. Permitted Filming/Photography

Other than the taking of still photographs for personal, non-commercial, and non-promotional use by Teams, Competitors or their guests, the production and/or reproduction of any audio and visual coverage at any MSV venue is not permitted without prior consent. MSV may charge a fee for the production for such coverage. Following requests to produce coverage, an MSV authorisation form will need to be completed in advance of the event. Where MSV provides consent, any and all on-board video equipment carried in or on any vehicle must be safely and securely installed; a club representative must inspect such equipment before the vehicle takes part in any on-circuit activity.

##### 24.10.2. Drones

Drones are not permitted on site without MSV written authorisation, following confirmation of CAA requirements, Insurance and Risk Assessments by the Pilot.

#### 24.11. Media Accreditation and Control of Photographers

All journalists, photographers and/or cameramen must complete an MSV Media Accreditation Applications Form supplied by the relevant MSV venues Marketing and PR Department, accompanied by the relevant supporting documentation. Only accredited photographers wearing an identifiable tabard issued to them by MSV are entitled to enter otherwise restricted areas of the MSV venues and must only access restricted areas using official access gates. They must not place themselves in areas of excessive risk, stay behind barriers and do not cross the circuit at any point unless authorised to do so by Club or MSV officials.

#### 24.12. Children

The paddock during testing and meetings is deemed to be a 'workplace' and can be very hazardous, therefore, we must insist that children under the age of 16 must be accompanied and under the direct supervision of an adult at all times. Children are not allowed to ride cycles on site without direct supervision of an adult and they must wear cycle helmets.


#### 24.13. Catering

Food and drinks will be available in the paddock café and food outlets.

#### 24.14. Fuel Station

The circuit fuel station will be open throughout the event.

**25. Paddock Plan**



V1 - Issued 14/10/2024

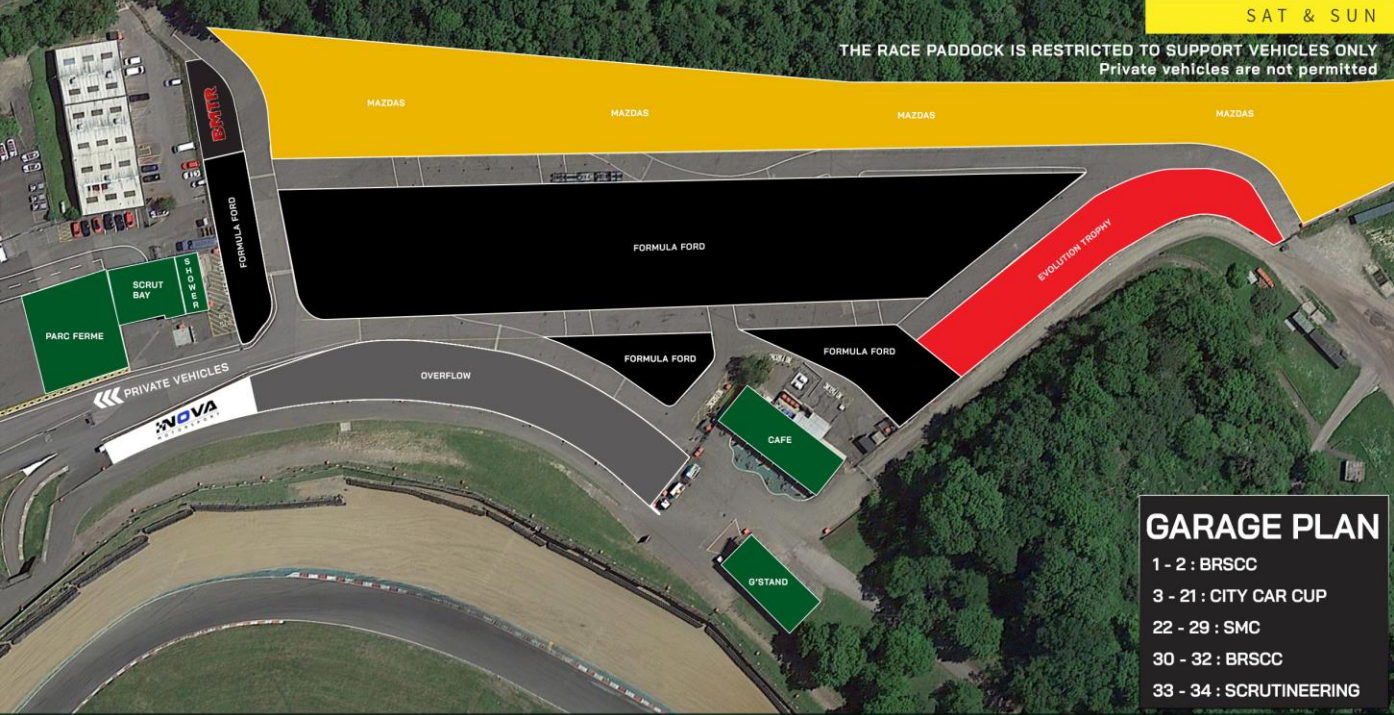
**BRANDS INDY**

19/20 OCTOBER 2024

**Paddock PLAN**

SAT & SUN

THE RACE PADDOCK IS RESTRICTED TO SUPPORT VEHICLES ONLY  
Private vehicles are not permitted




**GARAGE PLAN**


- 1 - 2 : BRSCC
- 3 - 21 : CITY CAR CUP
- 22 - 29 : SMC
- 30 - 32 : BRSCC
- 33 - 34 : SCRUTINEERING

**COMPETITOR NOTICE**  
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. The Clerk of the Course shall be empowered to take any action they feel necessary for breach of Motorsport UK General Regulation H32.1.4, which may include disqualification from the event.

TIMEABLE, FINAL INSTRUCTIONS, SUPPLEMENTARY REGULATIONS, NOTICEBOARD & MORE EVENT INFO @ [brscc.co.uk/events/](https://brscc.co.uk/events/)

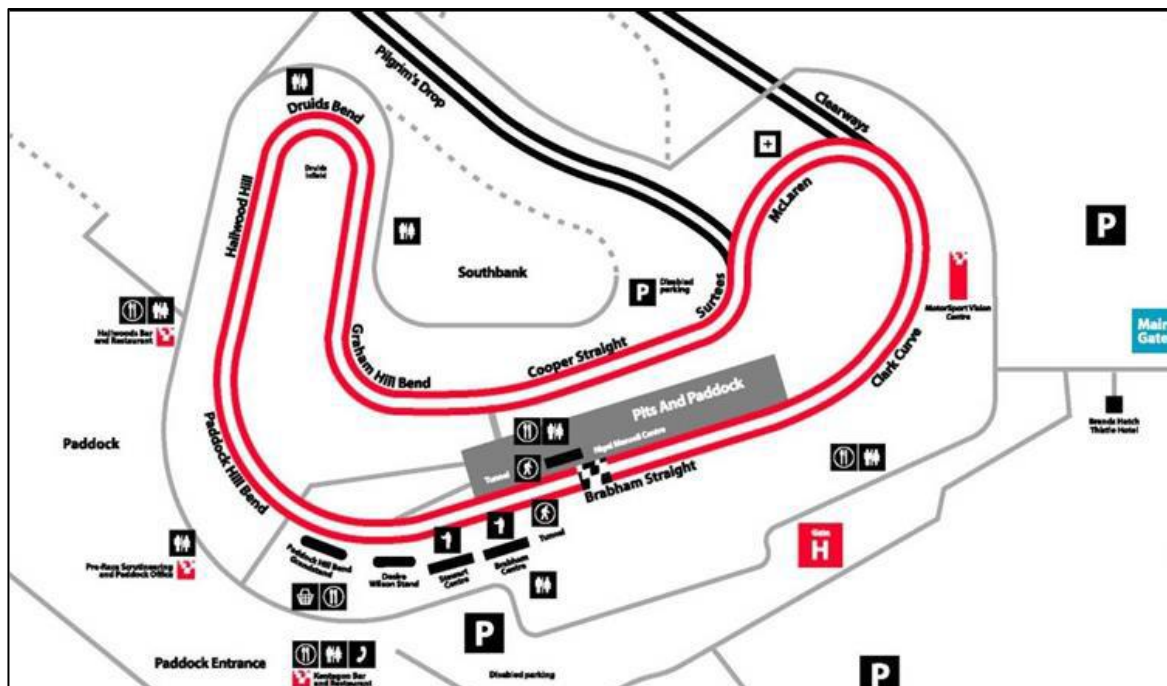


RACE WITH RESPECT

THANK YOU FOR MARSHALLING 



## 26. Venue and Circuit Map



## 27. Circuit & Club Safety Guidance Notes

**It is the sole responsibility of the Entrant/Competitor to ensure that all the safety requirements below are enforced. The Entrant/Competitor acknowledges that the list below 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.**

MSV adheres to the Health and Safety at Work Act 1974 and its supporting legislation, regulations and guidance and we expect the same high standards and best practice from those coming to our Venues.

All teams and contractors must appoint a designated responsible person to oversee the safety of activities carried out on site. This name and contact mobile number should be known by the whole team and passed on to an MSV representative on request.

### 27.1. Storage & Use of Petroleum Spirit

- 27.1.1. All petroleum spirit must be stored in appropriate fuel containers complying with all relevant safety standards, away from any source of ignition.
- 27.1.2. All containers must be indelibly marked; "Petrol - Highly Flammable".
- 27.1.3. All empty containers must be removed from the venue after the event.
- 27.1.4. Appropriate fire extinguishers must be readily accessible near any fuel store or refuelling activity
- 27.1.5. Personnel must be trained and wear appropriate fire-retardant personal protection equipment (PPE), before using petrol, especially when refuelling
- 27.1.6. Vehicle refuelling is to take place in the open air where possible. If refuelling inside the garages, all users must adhere to the "Refuelling Hazard" signage displayed.

27.2. Generators should be powered by diesel and used in the open air.

27.3. A no smoking ban and no ignition sources in the vicinity must be enforced by the person in charge of the refuelling process

27.4. A car must be cooled before refuelling.

27.5. Drivers and passengers must be outside a vehicle during refuelling and it's recommended all personnel stand a minimum 3m away

27.6. When refuelling is in process a second person must be nearby, ready with a fire extinguisher

27.7. Your attention is drawn to The Petroleum (Consolidation) Act 1928, The Petroleum (Consolidation) Regulations 2014, the Petroleum Spirit (Motor Vehicles) Regulations 1929, The Control of Substances Hazardous to Health Regulations 2002 (and amendments) and The Regulatory Reform (Fire Safety) Order 2005, must be complied with.

27.8. Participants are reminded that fuel is available for sale at the venue. As such it is unnecessary for participants to carry large quantities of fuel.

## 28. Hazardous Substances

- 28.1. Some vehicle parts, for example brake and clutch linings may contain asbestos. Participants 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.
- 28.2. Some vehicle parts, for example brake and clutch linings may contain asbestos. Participants 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.
- 28.3. 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.
- 28.4. Various other substances may cause disease or ill health even after very short exposures. Manufacturer's guidance must always be followed. Manufacturers and suppliers of such substances are obliged to provide customers with information about the possible harmful effects of their products upon request (Safety Data Sheets).
- 28.5. Personnel must be suitably trained and wear appropriate personal protective equipment (PPE), before using any COSHH substances.
- 28.6. The requirements of the Control of Substances Hazardous to Health Regulations 2002 (COSHH) (as amended) must be complied with.

## 29. Electrical Safety

- 29.1. All portable electrical equipment must be maintained in a safe condition and hold a valid Portable Appliance Test (PAT) Certificate.
- 29.2. Cables should be flexible (not of semi rigid type used for household wiring) and covered by matting when crossing walkways or fire lanes. Neoprene covered cable will resist damage by oil.
- 29.3. All electrical equipment to be used externally should be weatherproof.
- 29.4. Only British Standard UK plugs or adaptors permitted in site sockets, no overloading of circuits.
- 29.5. Hand tools should preferably be of the "double insulated" or "all insulated" type, as these provide valuable protection against electric shock.
- 29.6. 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.
- 29.7. All electrical equipment must be unplugged when not in use.
- 29.8. The Electricity at Work Regulations 1989 must be complied with, or any deviations documented.

## 30. Fire Precautions

- 30.1. All teams must keep a working and serviced fire extinguisher close to hand. Fire extinguishers must be annually serviced or inspected, with the date displayed on the bottle, for checking.
- 30.2. Smoking is prohibited in all enclosed areas, including without limitation in the pit lane. Smoking is also prohibited in all MSV vehicles.
- 30.3. All potential sources of ignition should be kept away from petroleum spirit and vapours. Clear no smoking signage displayed where possible.
- 30.4. Barbecues and cooking equipment are prohibited in pit areas – keep away from all fuel and combustibles.
- 30.5. Space heaters must not be left unattended at any time and must be switched off overnight or when not in use.
- 30.6. Temporary structures to have; an adequate gap separating them from other structures, recommend minimum 3 meters; clearly displayed fire extinguishers next to each fire exit door and clearly visible fire exit signage above each fire door.
- 30.7. Fire lanes, roadways and hatch markings to be kept clear at all times.
- 30.8. Ensure safe access and egress is available in and around team areas, this includes the provision of adequate lighting levels for evacuation purposes.
- 30.9. Catering outlets should hold a minimum of one fire blanket and an additional appropriate fire extinguisher.
- 30.10. Fire extinguishers should not be removed from any fire points unless they are to be used on a fire.
- 30.11. Keep fuel to a minimum on site and store in safe locations away from potential ignition sources.
- 30.12. All fires must be reported immediately to an official, marshal or other member of staff, even if extinguished.
- 30.13. Personnel must be trained in the correct use of fire extinguishers.
- 30.14. MSV permission is required before hot works commence on site.
- 30.15. All fire notices and orders to evacuate must be complied with.
- 30.16. The requirements of the Regulatory Reform (Fire Safety) Order 2005 must be complied with.

## 31. Working at Height

- 31.1. Personnel are encouraged to work at ground level where at all possible.
- 31.2. Personnel working at height must be protected from falling; this includes erecting awnings and satellite dishes on top of trucks. e.g. staff must be trained using harnesses and ropes, or handrails and tethers must be in place.
- 31.3. All working at height must be well planned and supervised with safe systems of work followed.
- 31.4. Reassess working at height safe working practices during adverse weather conditions.
- 31.5. No one should work underneath those working at height.
- 31.6. Appropriate non-slip footwear and personal protective equipment should be worn.
- 31.7. Manufacturer's guidance to be followed when using ladders, step ladders and all working at height equipment. (Domestic ladders should not be used, use a more substantial commercial ladder)
- 31.8. Domestic ladders or step ladders must not be used on site, only commercial ladders and step ladders.
- 31.9. All ladders, step ladders and any equipment must be checked for damage and removed from use where faulty.
- 31.10. The Working at Heights Regulations 2005 must be adhered to.

### 32. Vehicle Safety

- 32.1. A maximum 10 mph speed limit is in force in all areas of the Venue apart from the Paddock, Entertainment & Retail areas where it is 5pmh.
- 32.2. No push bikes are permitted on site unless authorised by the Organising Club.
- 32.3. Public (and children) are permitted in working paddock areas, therefore drivers/riders must take extra care in these tight localised areas.
- 32.4. Venue signage must be adhered to.
- 32.5. All vehicles driven on site must be road-legal and covered by valid vehicle insurance (including when riding all mopeds, scooters, and quads).
- 32.6. All personnel using vehicles on site must hold a current UK driving license (or equivalent), including scooters.
- 32.7. Helmets must be worn by those riding scooters and mopeds outside the paddock and pits. It is MSVs recommendation that helmets are worn at all times riding around site.
- 32.8. All vehicles must at all times, keep to the marked roads when moving around the Venue.
- 32.9. Children are not permitted to ride quads at any time or be carried as passengers.
- 32.10. No eating/drinking or the use of mobile phones whilst riding or driving.
- 32.11. Keys must be removed from the ignition of all vehicles when parked or not in use. (Vehicles have been stolen).
- 32.12. Riders or passengers on scooters or motorbikes must not carry unsecured loads.
- 32.13. Hover-boards, electric balance boards or equivalent (non-road legal) electric scooters are prohibited from site (disabled blue badge holders may be permitted to ride electric vehicles to aid access, with MSV permission on entrance).
- 32.14. Children are not permitted to play games in the paddocks, or pit areas due to the high numbers of vehicle movements in these areas during the day or night. (No ball games, bicycles or other). Move into quieter parts of the venue for these activities, away from vehicles.
- 32.15. Children must always be supervised at all times in the Paddock and Pit areas. They are not permitted in the pit lane.
- 32.16. Vehicles must be driven or ridden as per manufacturer's instructions and with the set amount of passengers. (E.g., A 2 seat buggy must not carry more than 1 passenger with the driver – no standing on the back).
- 32.17. Breaches to this guidance may result in vehicle keys being taken and vehicles confiscated until teams leave site.
- 32.18. MSV reserve the right to search any person or vehicle that comes on to or leaves the venue at any time.

### 33. Compressed Gas Equipment

- 33.1. Explosions from over inflation of tyres can cause injury. Tyres should therefore not be inflated to pressures above the manufacturers' recommendations.
- 33.2. All airlines should be in good condition, well maintained and be inspected regularly.
- 33.3. Always stand clear when inflating tyres and wear protective eye wear.
- 33.4. Compressed gas equipment to be used by well trained personnel only, no under 16-year-olds. Any form of horseplay involving compressed air or gas is prohibited.
- 33.5. Compressed gas cylinders should be stored safely, in a well ventilated, upright positions, in accordance with the relevant working practices and legislation.
- 33.6. The requirements of the Pressure Systems Safety Regulations 2000 must be complied with on site.

### 34. Jacks and Axle Stands

- 34.1. Vehicles should only be raised and lifted on jacks and supported by axle stands which are in good condition, well maintained and rated to lift the vehicle weight safely.
- 34.2. Jack vehicles only on level undamaged ground.
- 34.3. Use the hand brake and chocks to stop the vehicle moving.
- 34.4. Vehicle engines should not be run whilst the weight of the vehicle is supported.
- 34.5. Follow manufacturer's guidance for using and maintaining equipment. Thorough examinations and testing are required every 6 months, with regular inspections and checks when used.
- 34.6. Lifting Operations and Equipment Regulations 1998 (LOLER), and Provision and Use of Work Equipment Regulations 1998 (PUWER), must be adhered to.

### 35. General Working Practices

- 35.1. All working areas should be kept clean and tidy, and any waste should be removed regularly and placed in the containers provided.
- 35.2. All spillages should be cleaned up immediately.
- 35.3. All trailing cables, wires and hoses should not be allowed to create a trip hazard - use cable matting, or tape down safely, burying of cables is not permitted.
- 35.4. Whenever vehicle engines are being run, adequate ventilation must be ensured.
- 35.5. Pathways and roads should not be obstructed by storage boxes, vehicles or kit.
- 35.6. All site safety notices must be complied with.
- 35.7. Any person carrying out any work must ensure that they adopt safe working practices at all times and comply with any relevant statutory provision and/or published guidance.
- 35.8. Personnel under the age of 16 are not allowed in the pit lane.
- 35.9. High-vis clothing should be worn at all times during build and break down

### 36. Noise

- 36.1. Exposure to excessive noise may result in hearing loss or other complaints. These may be short term, or, after repeated exposure, permanent.

- 36.2. All personnel should avoid being exposed to excessive noise, and where this is unavoidable, they should wear earplugs or defenders to the appropriate British Standards.
- 36.3. It is recommended ear protection is worn when working in pits lanes, where particularly high levels of noise are recorded.
- 36.4. Where any person is at work the requirements of the Noise at Work Regulations 2005, must be complied with.

### **37. Manual Handling of Loads**

- 37.1. Lifting, carrying, and propelling loads by bodily force can be a major cause of injuries. Personnel are required to train their staff in safe manual handling techniques.
- 37.2. All manual handling lifting should be well planned and safe, with the weight of loads being lifted known.
- 37.3. Where any person is at work the requirements of the Manual Handling Operations Regulations 1992 must be complied with.

### **38. Waste**

- 38.1. Access to waste bins/containers must not be blocked.
- 38.2. Waste water must be disposed of in the appropriate waste water points. Do not put waste water pipes in storm drains
- 38.3. All waste oil must be placed in the containers marked "Waste Oil."
- 38.4. Waste tyres and empty petrol/oil containers should not be left at the Venue.
- 38.5. Caravan waste contained within a cassette can be disposed of in the nominated waste points available.
- 38.6. Personnel 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.
- 38.7. Your attention is drawn to the requirements of the Environmental Protection Act 1990.

### **39. First Aid**

- 39.1. Any person sustaining an injury or feeling unwell should seek treatment from the onsite emergency services.
- 39.2. To call the first aid or emergency services contact any official or member of the venue management.
- 39.3. Teams are advised to bring their own First Aid kits.

### **40. Public Safety**

- 40.1. Personnel 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.
- 40.2. Personnel should exercise particular caution when the paddock is busy and during pits and track walkabouts.

### **41. 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 or a security breach occurs must be reported immediately to an official or a member of MSV Venue Management. Any serious incidents – including those on track – must be reported to the MSV Duty Manager ASAP and the form included within this Agreement must be completed. It is the responsibility of the Organiser where applicable to report all accidents and incidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) to ensure that any incidents and/or accidents are reported to the regulatory authority.

### **42. Temporary Structures**

- 42.1. All temporary structures, including temporary garage units or hospitality units, must be constructed as per manufacturer's instructions, adhering to safe method statements, risk assessments and safe working practices, by competent, well-trained personnel only. Appropriate Public/Employers Liability Insurance cover must be held.
- 42.2. Structural plans and weight loading calculations must be known and adhered to during build and breakdown activities.
- 42.3. Emergency procedures to be devised and staff trained on them e.g., how and when to close a structure down safely in high winds.
- 42.4. Competent supervisor to sign-off the structure before it is used by members of the public or MSV staff.

### **43. No Spectating at Height**

- 43.1. No spectating from areas at height, e.g. tail lifts, truck roofs or any other roof (unless handrails are in place to prevent falls).
- 43.2. No spectating from any venue infrastructure, such as fencing, waste bins or generators.

### **44. Track Regulations and Governing Bodies Regulations**

Participants and Competitors are reminded of their obligations to always comply with the requirements of the appropriate Track Regulations or Governing Body's regulations. These Guidance Notes should be read in conjunction with all relevant UK regulations.





# RACE WITH RESPECT

## Encouraging a positive environment, on and off the track

A socially-minded standard of behaviour is expected from everyone within the motorsport community.

By participating in a Motorsport UK event, in any capacity, you are agreeing to follow the values of the governing body's Respect Code:

- **RESPECT**
- **INTEGRITY**
- **FAIR PLAY**
- **SELF-CONTROL**
- **GOOD MANNERS**

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MEMBER OF







## RACE WITH RESPECT

I pledge to **#RaceWithRespect** and:

- Contribute to a welcoming and friendly environment that ensures the safety and welfare of all participants
- Always behave with integrity and uphold fairness in the sport; play your part in keeping the sport safe through your actions
- Treat everyone with respect, regardless of their gender, ethnic or social background, language, religious or other beliefs, disability, sexual identity or other status
- Recognise that we all represent the sport and therefore have a duty to be polite and respectful to all staff, officials, fellow competitors, volunteers, as well as fans and supporters
- Respect the rules, regulations and authority of the officials and Motorsport UK

I understand that breaching these obligations may result in disciplinary action.

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