

Marshals Training Handbook



WINNIPEG SPORTS CAR CLUB

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Introduction

Welcome to the Winnipeg Sports Car Club (WSCC) and the world of “grassroots” racing. If you received a copy of this handbook that probably means you showed an interest in becoming our most treasured asset, a Marshal.

In order to run our Club events safely, we require Marshals at each event. Typically, we run Lapping (aka Track Days) on the Friday preceding the scheduled race event. We normally schedule five race events from May through September. The Saturday-Sunday race event includes both door-to-door racing (Road Race) and racing against the clock (Time Attack). The Ice Race season normally takes place between January and March.

Although working as a Marshal puts you right where the action is, which is the fun part, it is also a “deadly” serious activity. As a Marshal you are our direct link with the drivers and a part of their safety net. They will look to you for information about any dangers that may lay ahead so they can be prepared to quickly avoid these situations. Communicating this information is mostly done by displaying coloured flags and, to a certain extent, gestures and body language.

The main purpose of this Marshal’s training manual 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 to operate in a safe, skilled manner on the corner. The procedures used by WSCC Marshals have been developed over many years and are under constant review by Stewards, Marshals and other officials to keep them current and to make marshaling, and for that matter motorsport racing in general, as safe as possible.

We hope, once you have read this handbook carefully, you’ll come out to the track and participate in the world of motorsport racing. You will be a valuable part of a large, well-trained team made up of individuals who enjoy making racing safer while still having a great deal of fun doing it.

Volunteer Training Committee (2021)

Purpose of Marshalling

Marshalling is an extremely important part of every race event, and without marshalling, a race event could not be held. The purpose of marshalling is to ensure the safety of all driver's, workers, and spectators during the course of an event.

Marshals, including a Corner Captain, are required at each of the four corner stations. A starter and grid Marshal are required to organize the release of cars onto the track and indicate the start and completion of the session. A Gate Marshal is required to control traffic in and out of the track circuit. In addition to the Marshals, volunteers are required to run the computerized scoring and timing equipment.

Using a combination of signal flags and radio communication, the Marshal shall ensure safety of all driver's and workers by:

- Informing the drivers, through flags and other signals, of the condition of the course, the condition of their vehicles, obstructions to be avoided, or any other unusual situations affecting the running of the event.
- Informing Race Control and other officials, through the radio communications system, of the condition of the course and the participants of any situation requiring decisions and/or action by race officials.
- Undertaking emergency action as required to protect the lives and property of the participants, workers, or spectators in the event of an incident.

Marshal Qualifications

In order to qualify as a Marshal, an individual must meet the following requirements and characteristics:

- Make safety the number one priority.
- Reliable, punctual, and can be depended on to follow instructions.
- Common sense and good judgement.
- Knowledge of the content in this handbook, relevant Road Race, Ice Race, Time Attack, and Lapping Rules, along with their respective Supplementary Regulations.
- The ability to work as part of a team.
- All potential Marshals must be 18 years of age (16 with parental consent) and must initially complete a basic training program approved by the WSCC.
- Qualified Marshal's primary areas of responsibilities include radio operation (corner captains), grid (releasing cars onto the track) and start/finish.
- Volunteers, under the age of 16, can work (with parental consent) in secondary support roles, including grid runners, canteen, and other sundry duties.

Marshal Training

WSCC offers the following training for Corner Marshals:

Online Training

Completing online training is a pre-requisite to participating as a Marshal in a race event. The OttoLearn application is available for this purpose. This micro-learning platform includes activities that allow you to exercise and master the concepts you will need to be a successful Marshal. In addition, information on each concept is available in searchable and easy to find knowledge cards so you can find information you need quickly and all from your mobile device. Marshals will need to attain a pre-determined mastery level in their assigned content before proceeding with on-track training.

On-Track Training

This is a mentoring process, whereby the student Marshal is mentored with a Corner Captain or an experienced Marshal. The individual will be coached on the various aspects of safety and flagging. Once the student demonstrates proficiency and is comfortable in the flagging position, they can advance to radio control, at the discretion of the corner captain.

Safety Equipment Training

The Corner Marshal shall receive basic training on safety equipment, including fire extinguishers. See "Vehicle Fires" under EMERGENCY SITUATIONS.

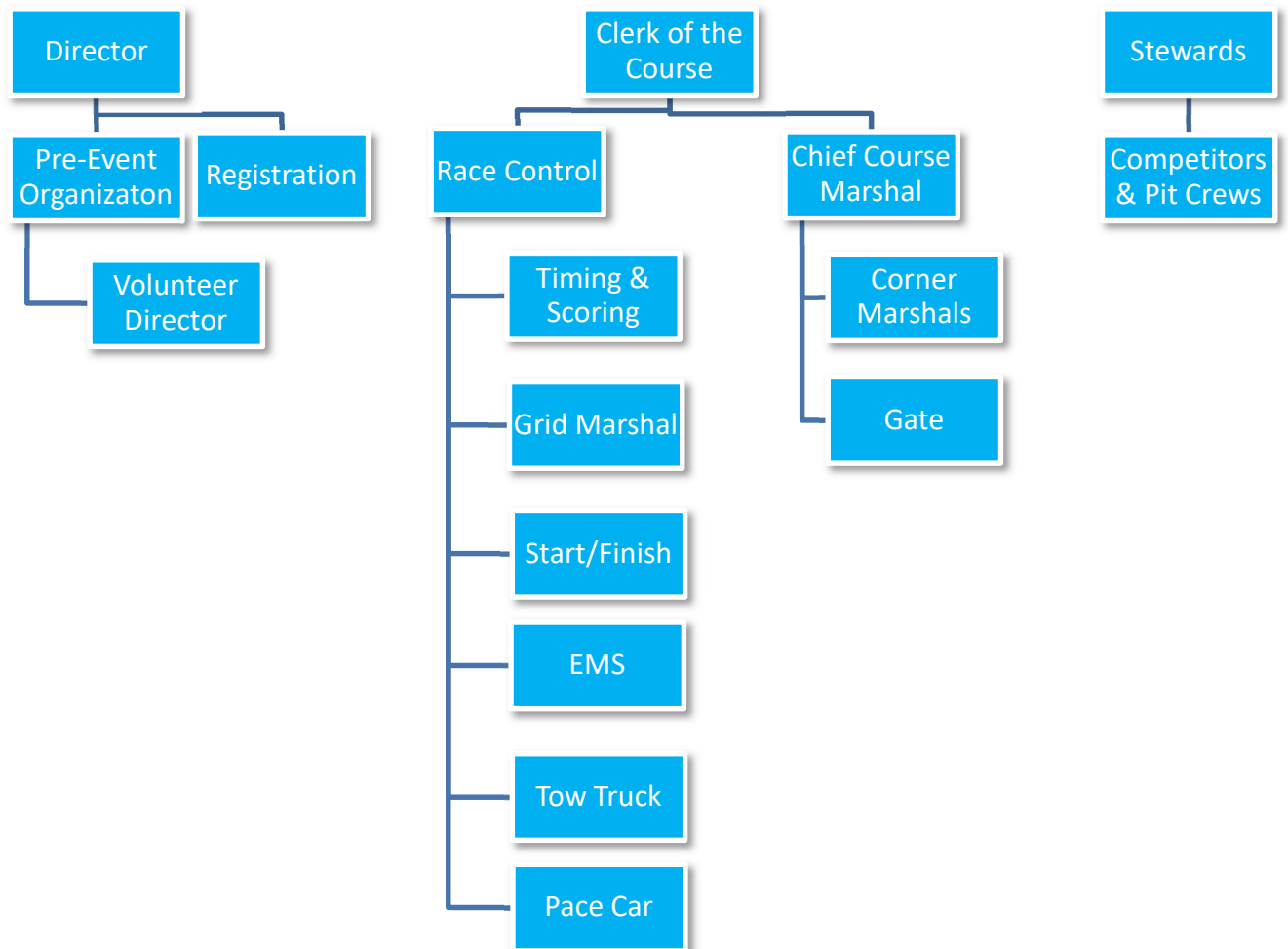
Station Experience

Once a student has successfully met the marshalling requirements at a given corner station, they will rotate through the other corner stations, at subsequent events, to gain further experience from a different perspective of the track and responsibilities unique to that station.

Race Organization Structure

The Marshals are an important link in the overall race organization structure and interact with many of the positions within this structure.

Race Organization Structure



Road Race Director

The Road Race Director is responsible for overall organization leading up to the running of the event, including media relations, and track maintenance. The Director is responsible for the Supplementary Regulations, race schedule, and the safety plan. In addition, the Director organizes, or otherwise delegates responsibilities for other supporting functions such as the EMS ambulance, tow truck, registration, and lunch services.

Volunteer Director

The Volunteer Director is responsible for the organization of all volunteers and ensuring that the event is properly staffed.

Clerk of the Course

The Clerk of the Course is responsible for the coordination and safe operation of all track activities during the event that would affect competitors, Marshals, and volunteer workers. The Clerk of the Course will assign Race Control to communicate with all Marshals, timing & scoring, pace car, tow truck, and EMS ambulance. In addition, the Clerk of the Course will confer with the Senior Steward and decide the discussion points for the driver's meeting. In situations where Race Control is not staffed, the Clerk of the Course may act as Race Control.

Race Control

Race Control controls the flow of information relayed via radio communication from all Corner Marshals, grid, start/finish, gate, timing & scoring, EMS ambulance, pace car, and tow truck. Race Control reports directly to the Clerk of the Course.

Stewards

Race Stewards are a committee comprised of the Chief Steward, Senior Steward, and Safety Steward.

The Senior Steward ensures that the event is run in a safe and fair manner and in compliance with WCMA regulations. The Senior Steward also supervises the Stewarding Committee as they deal with incidents on the track. In addition, the Senior Steward also works with the Clerk of the Course, when necessary, to deal with operational issues. Depending on staffing availability, the Senior Steward may also act as the Safety Steward.

Stewards interact directly with the competitors regarding track incidents and also deal with any issues relating to pit crew safety.

Chief Course Marshal (CCM)

The Chief Course Marshal is responsible for the co-ordination and operation of the corner and Gate Marshals and reports directly to the Clerk of the Course.

Corner Captain

The Corner Captain reports to the Chief Course Marshal for the safe and efficient operation of the corner that has been placed in their charge. The Captain has the responsibility of ensuring that any other Corner Marshals working the station must be knowledgeable and informed of proper procedures. It is the Captain's responsibility to communicate with Race Control. The Captain is also responsible for filing any incident reports that occur at that corner.

Flag Marshal

The Flag Marshal reports to the Corner Captain and will act on the Captain's direction to alert competitors of potential danger in the section of track downstream from their position.

Grid Marshal

The Grid Marshal ensures cars are properly staged before being released on the track. The Grid Marshal has an important role in releasing cars onto the track in a safe and efficient manner during Lapping and Time Attack events. It is important to release cars at pre-determined intervals, based on run group size, to maximize usage of the track and prevent cars from bunching up. It is also extremely important to hold a car that wants to enter a hot track until such time there is sufficient space to allow the car to safely enter the track.

Scrutineering (Tech Inspection)

Scrutineering is responsible for ensuring all race vehicles are properly classed and comply with safety regulations. Scrutineering will confer with the Senior Steward for any issues dealing with the safety of a vehicle.

Track Services

Track services typically include the EMS ambulance, tow truck, and pace car. Track services reports directly to the Clerk of the Course.

Marshal Sign-In Procedures

- Upon arrival at the track, the Marshal shall report to the Chief Course Marshal (CCM) at the concession building.
- At Registration, each worker must show proof of having read and signed the general liability waiver. This can be done by either showing a WCMA “hard card” (annual waiver validation) or by using the MotorSportReg (MSR) SpeedWaiver application and displaying it on their mobile device.
- Once you have registered and been given your corner assignment, report to the concession area for the morning Marshals’ briefing.

Marshal’s Personal Equipment

The following items are mandatory:

- Closed-toe shoes. No sandals, clogs, or flip-flops.
- Long pants. No shorts or cut-offs.
- Long sleeve shirt, or at minimum a T-shirt.

Note: DO NOT wear clothing that is made from highly flammable materials such as nylon or polyester. Materials such as cotton and denim are acceptable.

Note: DO NOT wear clothing that is bright yellow or red in colour, as it may be mistaken for a warning flag.

Although not mandatory, the following personal equipment is highly recommended:

- Proper clothing to suit the range of temperatures expected on that day
- Protective gloves
- Sturdy work boots or similar footwear that is comfortable for standing all day
- Waterproof storage container for personal supplies
- Rain suit - pants and top, but NOT yellow or red in colour
- Hat or visor to block the sun
- Bottled water
- First-Aid items
- Sunscreen
- Sunglasses
- Hearing protection
- Pencils, pens, paper

You should expect to be trackside for the entire day, therefore prepare to 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 at the end of the day.

Corner Station Equipment

Each station shall have the following equipment in good working order/condition prior to the start of the first track session:

- Handheld radio
- Flags:
 - Yellow (2)
 - Yellow with red stripes
 - Red
 - Black
 - Black/white diagonal (aka Bermuda triangle)
 - Black with orange disk (meatball at station 3 only)
 - Blue (at station 4 only for Lapping, at stations 3 & 4 for Time Attack, and at all stations for Road Race)
 - White
- A dry chemical fire extinguisher
- Note: check pins and gauges at the beginning of each day.*
- A push-broom
- A flag stand
- Extra bottled water
- Pen/pencil and writing paper

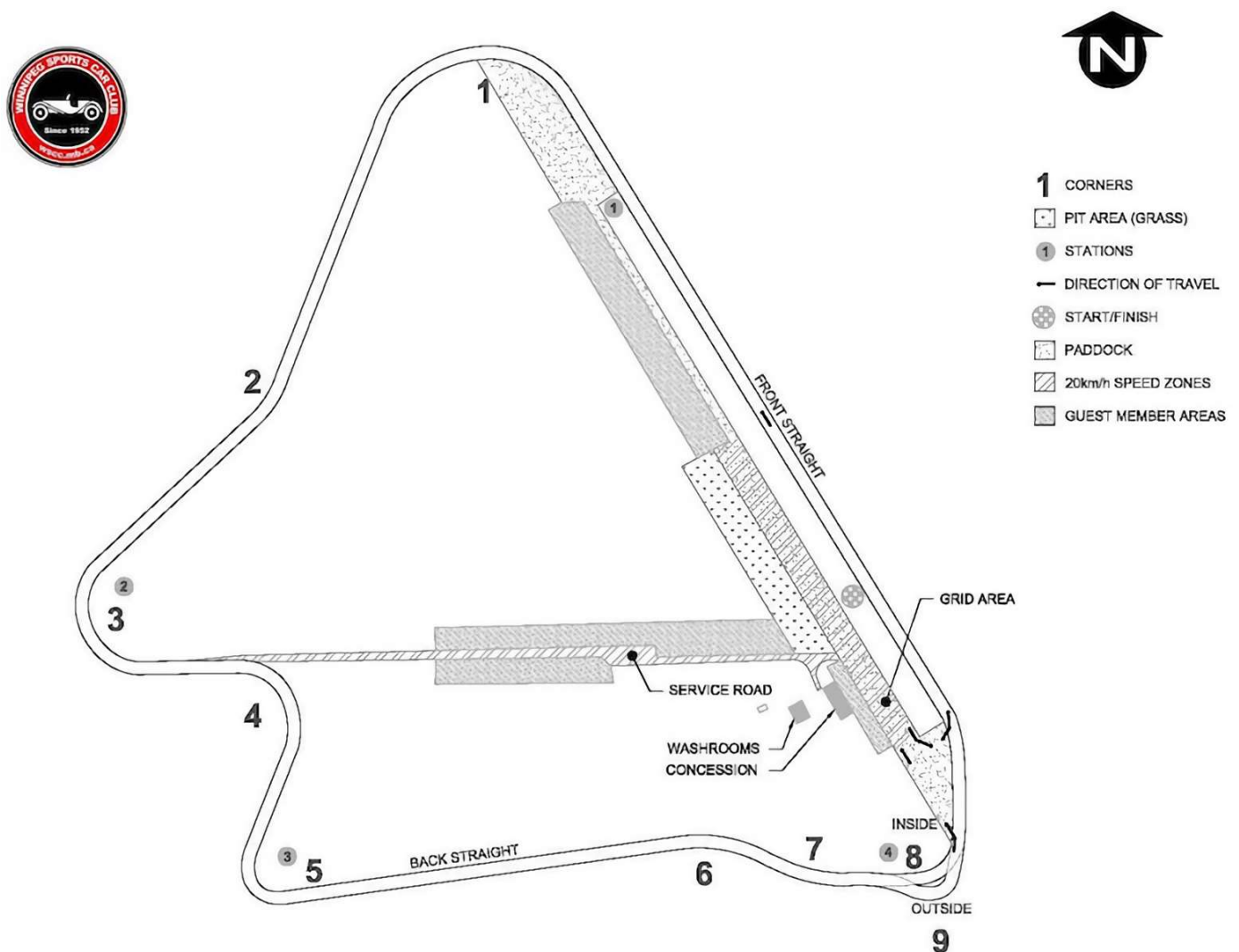
Corner Station Definition

The flag-signaling jurisdiction and area of responsibility for each corner station extends from the flag position of that station to the flag position of the next station in a counter-clockwise (CCW) direction. Each station is located on the inside of the track. The layout of the Gimli track includes the following stations and corner references:

- Start/Finish – located approximately ¼ distance down the front straight
- Station #1 – located at the end of the front straight as it approaches Corner #1
- Station #2 – located at the entry of Corner #3
- Station #3 – located at the start of the braking zone for Corner #5
- Station #4 – located shortly before Corner #8

Each of the above-mentioned stations are responsible for the area of the track between their station and the downstream station.

Note: Start/Finish is considered a “station”.



Exceptions and Special Requirements

Due to the unique track layout and corner station placement at GMP, the following exceptions are offered:

- Station #1 & #2 Shared Area of Responsibility – due to the considerable distance between Station #1 and Station #2, it may not be possible for Station #1 to clearly see an incident beyond Corner #2. In those situations, Station #2 will make the call and advise Station #1 to show the appropriate flag, as dictated by the situation.
- Station #3 & #4 Shared Area of Responsibility – due to the considerable distance between Station #3 and Station #4, it may not be possible for Station #3 to clearly see an incident beyond Corner #6. In those situations, Station #4 will make the call and advise Station #3 to show the appropriate flag, as dictated by the situation.
- Ice Race - due to the various venues and track layouts used by Ice Race, much of the information pertaining specifically to station and corner numbers contained within this handbook does not apply. However, all other Marshalling requirements described in this handbook are applicable. In addition, Ice Race will also use hand signals to indicate certain conditions more likely to occur during an Ice Race event. Always consult with the Chief Corner Marshall prior to the start of the event for clarification on any special requirements or responsibilities.

General Trackside Procedures

Each Corner Captain will conduct a morning briefing with their respective Corner Marshals, assess each person's qualifications and position them accordingly. If possible/practical rotate staff throughout the day. Ensure that you comply with the following requirements:

- Ensure 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.
- Check the braking, turn-in, apex, and track-out cones to ensure they are properly placed and marked.
NOTE: Marker cones are typically used in Lapping events with novice competitors. Marker cones may or may not be set up for Time Attack/Road Race events at the discretion of the event organizer.
- Always stay alert, including after the checkered flag has been given.
- Never turn your back on traffic. Refer to "Flagging Procedures" in this handbook for information on the ONLY exception regarding the yellow flag.
- Stay on your feet while vehicles are on the track.
- Do not lean against guardrails or barriers. Leave an appropriate distance between you and a barrier and always provide yourself with an escape route.
- Watch race vehicles for signs of mechanical problems, including smoke, dragging parts, and/or loud noises not associated with normal operation.
- Watch track for signs of oil and/or debris.

- Watch drivers for rule infractions, such as:
 - Passing under the yellow flag
 - Passing on the back straight (Lapping events only)
 - Passing without a “point-by” (Time Attack and Lapping)
 - Not allowing a following competitor to pass when shown a waving blue flag (Time Attack and Lapping)
 - Windows not all the way up or all the way down (has to be one or the other).

Track Cleanup and Staying Safe

Occasionally a cone may be knocked down or some debris may end up on the track surface. Regardless of how safe it may appear to run quickly onto the track to replace or remove an object, it is EXTREMELY IMPORTANT that you DO NOT attempt this until all traffic on the track has come to a stop or the session has ended. ALWAYS advise Race Control of the situation after the session has ended and await clearance to sweep, pick up debris, or replace cones. Once the task is complete, notify Race Control that you have returned to your station.

You should never enter the track surface when there is traffic on the track. Refer to “Safety Procedures” in this handbook for more safety related information.

Note: Corner Marshals are considered participants of an event and therefore must abide by all regulations of the event and any supplementary regulations that are in effect. These regulations include drug and alcohol policies and code of conduct requirements.

Flag Definitions



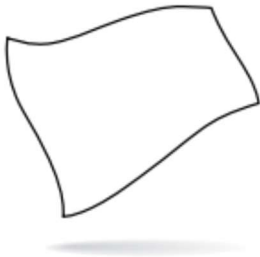
BLUE

Overtaking signal



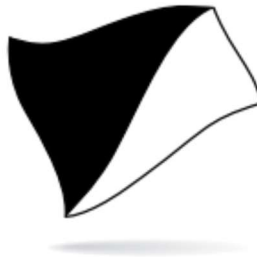
GREEN

All clear ahead



WHITE

Slow moving vehicle
or service vehicle
on the track ahead



BLACK & WHITE DIAGONAL

Warning flag,
displayed
to a Driver
behaving in an
unsportsmanlike
manner



YELLOW

Danger ahead – slow
and be prepared to
take avoiding action



BLACK WITH ORANGE DISC

Mechanical
problems: stop at
pit on the next lap



YELLOW WITH RED STRIPES

Deterioration of
adhesion /
slippery surface
ahead



BLACK

Enter pit lane on
the next lap



RED

Stopping the race
or practice



BLACK & WHITE CHEQUERED

Finishing flag
– end of race or
practice

The following flag definitions are in accordance with WCMA Race Sporting Regulations:

Green Flag

- Used by the starter to start all track sessions and by corner Marshals to indicate that the track is clear. The green flag will be withdrawn after the last car has been shown the flag.

Yellow Flag

Any yellow flag is a signal of danger at or beyond the station displaying the flag. Passing is not allowed under any yellow flag conditions.

Local Yellow Flags – displayed at the discretion of the individual corner marshal:

- Stationary/Standing Yellow: Caution, possible obstacle ahead, slow down.
Note: A driver may encounter several yellow flags before reaching the emergency area. The requirements are the same, slow down, no passing from the flag until past the emergency area and the next station is visible.
- Waving Yellow: Caution, slow down, be prepared to alter line. Denotes increased danger with possible partial track blockage of the track.
Note: At an emergency area, there may be multiple cars involved in an incident. It is the driver's responsibility to NOT pass until fully past the emergency area(s) and no other obstacles are visible before the next station.
- Double Waving Yellow. Extreme danger, slow down, be prepared to stop. Denotes extreme danger with either complete or partial blockage of the track.
Note: At an emergency area, there may be multiple cars involved in an incident. It is the driver's responsibility to be ready to stop if necessary, and to NOT pass until fully past the emergency area(s) and no other obstacles are visible before the next station. This signifies the highest level of danger that can be displayed from the flag station without authorization from race control. Be on the alert for a red flag.

Full Course Caution – displayed around the entire track at all stations, only at the discretion of Race Control:

- Double Standing Yellow (two flags held together vertically): Great danger, slow down, no passing, be prepared to get into single file behind the pace car, or in the event there is no pace car in use, regroup at Start/Finish in single file.
Note: Full Course Caution is also used on the first warm-up lap of a session.

Two Stations Working Together – only displayed at the direction of Race Control:

Note: The purpose of this procedure is to advise drivers of upcoming situations further down the track.

- When one station is displaying a single waving yellow flag (caution/slowdown/prepare to alter line), the preceding station may display a single stationary yellow flag (caution/slowdown).

- When one station is displaying double waving yellow flags (extreme danger/slowdown/be prepared to stop), the preceding station may display a single waving yellow flag (caution/slowdown/be prepared to alter line).

Red Flag

- A red flag can be displayed ONLY on instruction from the Clerk of the Course and conveyed by Race Control. Should a decision be made to stop any track session, because of an accident or an incident, a red flag will be waved at the start/finish line and all corner stations
- It is the responsibility of all drivers to stop as soon as it is safe to do so in a controlled manner at or as near the edge of the track surface as possible. Drivers must turn off the engine and remain in their cars and await instruction from a race official before proceeding.
- If instructed to go to the pit lane, cars entering the pits must stay in single file in the pit lane away from the working area. If the red flag occurred during a race session, no work or service shall be performed on any cars except under the direction of the Steward.

Black Flag

NOTE: If car number cards are available at station, the car number will be displayed.

- The black flag, when displayed at all stations, informs the driver that a track session has been halted. Drivers shall slow down immediately, no passing and proceed to the pits.
- Cars entering the pits must remain in single file and stop in the pit lane away from the working area. If the black flag occurred during a qualifying or race session, no work or service shall be performed on any cars until after the track has been reopened, except under the direction of the Steward.
- If a single vehicle is being black-flagged, the corner Marshal shall display the black flag to only that vehicle. The driver must slow down and enter the pits at the first opportunity and report to the Steward.

Blue Flag

- Motionless: Another competitor is following very closely.
- Waved: A faster competitor is trying to overtake:
 - Road Race – the waved blue flag indicates the following competitor is about to lap you and you should maintain your line and not obstruct a pass.
 - Time Attack and Lapping - the driver must yield to the following competitor and signal a “point-by” at the next designated passing zone.

Yellow Flag with Red Stripes

- This flag advises the drivers to take care. Used to indicate a slippery surface such as the presence of oil, water and/or debris on the racing surface.

White Flag

- Motionless: Informs drivers that a vehicle traveling at a much slower speed than the competing cars is on the track. The slow-moving vehicle might be an ambulance, service vehicle or slow-moving race car.
- Waved: This flag is used to indicate that there is a much slower vehicle on the section of the track controlled by that flag station.

Diagonal Black and White Flag (Bermuda Triangle)

NOTE: If car number cards are available at station, the car number will be displayed.

- Warns the driver of unsportsmanlike or unsafe conduct and that a penalty may be pending. Flag will be shown only once to any competitor as a warning. Any subsequent infractions will be dealt with using the black flag.

NOTE: The driver receiving the Bermuda Triangle does not need to report to the Steward at the pits until the session is over.

Black Flag with an Orange Disk (Meatball)

NOTE: If car number cards are available at station, the car number will be displayed.

- Informs the driver of a mechanical problem, likely to cause a dangerous situation, and to reduce speed and stop in pit lane for consultation at a location previously designated by the Steward.

NOTE: The meatball flag is displayed only at Station #3

Checkered Flag

- Used by the starter to cease all track sessions. The first driver to receive this flag during a race is, in most cases, the winner. Racing must stop and all drivers must slow down, complete one more lap and return to the paddock or other designated area.

NOTE: Depending on the event, track exit will be defined at the driver's meeting as either being located at corner #8 or at the end of the main straight.

Flagging Procedures

The following flagging guidelines should always be followed:

- Keep flags out of sight when not in use.
- Flag only those incidents that are at or beyond your station 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 a flag.
- DO NOT LEAVE your flagging position (except for your personal safety) to attend to an incident. Your primary function is to warn drivers of conditions in your corner station.
- When a station has at least two people flagging, it is good to position them face to face with the blue flagger facing oncoming traffic and the yellow flagger with their

back to traffic and facing the down-track area controlled by that station. The blue flagger is responsible for alerting their partner to incoming danger that would require a retreat to safe ground. An escape route should always be planned prior to the start of an event.

NOTE: When there is an issue that is ongoing for several laps, e.g. a debris flag due to a cone on the track, we typically display the flag for two full laps. If the issue continues, we presume two laps is sufficient to alert the field. If the issue resolves, we would display a green flag.

Communication Procedures

Each corner station will be managed by a Corner Captain and it is the Corner Captain's responsibility to communicate with Race Control.

Two-way radio communication follows industry-standard procedures, meaning, the order of each call is:

1. Think what you are going to say
2. Listen for anyone else on the channel
3. Clearly state who you are calling (*Example: "Control, Control, Station #2 waving yellow."*)
4. Wait for acknowledgement from Race Control
5. After receiving acknowledgement from Race Control, clearly state the situation (*Example: "Car #65 spun out on the exit of corner #3, partially blocking track."*)

Two Way Radios

WSSC uses two-way radios transmitting on UHF frequencies as assigned by Industry Canada. UHF radios are considered line-of-sight, and the signal can be blocked or partially blocked by buildings, hills or vegetation. The human body can also effectively block radio frequencies.

To maximize clarity with two-way radio communication, remember the following points:

- Hold the radio vertically, about 2 to 3 inches in front of the face and at a slight angle to eliminate 'puffs' of air when speaking certain letters
- Shield the microphone port from the wind as much as possible
- Speak slowly and clearly; don't yell
- Do not pick up or hold the radio by the antenna

To avoid missing calls, the antenna should be as high as possible. If this is not possible such as when wearing the radio clipped to a belt or pocket, place it in such a way that the antenna is on the side of your body closest to Race Control.

Clear Course Countdown

Race Control will ask for a clear course countdown prior to the start of each session. The sequence of reporting is as follows:

- Station #1
- Station #2
- Station #3
- Station #4
- Other - see Note below
- Start
- Timing & Scoring
- EMS
- Grid
- Gate

NOTE: The order of Clear Course Countdown may be altered by Race Control, dependent on circumstances existing at the time. Race Control will provide instructions as to which station shall initiate the countdown in these situations.

NOTE: During events where the southern-most (skidpad) portion of the track is being used by Autoslalom or Drift, they will report immediately following Station #4.

To radio in for the Clear Course Countdown, you should say, "Control, Control. Station #. Clear, staffed and ready."

Gate will alter this slightly by saying, "Control, control. Gate, clear, staffed and closed."

Reporting Non-Urgent Track Incidents

Non-urgent incidents are generally events that are not life-threatening. Vehicles that go two or four-wheels off, non-serious contact between vehicles are some examples.

The proper radio procedure to report non-urgent incidents is as follows:

1. Start by saying, "Control, Control. your station #, and your current flag status." (e.g., "Control, Control. Station 2, waving yellow")
2. Wait for a response from Race Control before providing more information
3. After Race Control replies, provide specific information on the incident. You should include:
 - Car #(s) and/or description of vehicle(s).
 - What occurred.
 - Corner it occurred in and the specific location within the area of the corner.
 - Current status – moving or stationary.

Example No.1: "Car #99, four wheels off, outside of corner #3 at corner exit. Car has safely regained track and continued."

Example No. 2: "Blue car #15 tapped the rear of green car #14 in the braking zone to corner 5 resulting in a spin that forced green #14 off track. Blue car #15 proceeded down"

track. Green car #14 is presently stalled in the infield of corner 5, a safe distance from the track. Yellow withdrawn."

Reporting Serious/Urgent Incidents

Serious/urgent incidents are generally events that are life-threatening. Vehicles that experience serious impact, roll-over, or fire are some examples.

When reporting a serious incident over the radio, it is important to talk in a clear, calm voice. The proper radio procedure to report serious incidents is as follows:

Start by saying, "ALERT, ALERT, ALERT". This tells all others with radios to remain silent so that just you and Race Control can communicate clearly about the incident.

Follow up with an immediate call to Race Control. State who you are and a brief description of the emergency.

Example: "ALERT, ALERT, ALERT. Control, Control. Station two. Possible fire. Corner #3"

Wait for a response from Race Control before providing more information

After Race Control acknowledges the call, provide specific information on the incident including:

- Your Station #
- Car #(s) and/or description of vehicle(s)
- What occurred
- Corner it occurred in
- Current status

Example: "Station 2, Car #65 has stalled inside of corner #3. There is smoke and possible fire."

NOTE: In yellow flag situations where the vehicle has not been removed, continue a stationary yellow for 2 laps then withdraw the flag, but do not replace it with a green flag until there is no obstruction, i.e. Tow truck has come and removed it.

Safety Procedures

- Always check your fire extinguisher at the start of the day to ensure it is charged and the safety pin is in place.
- DO NOT LEAVE your flagging position, except for your personal safety, to attend to an incident until Race Control confirms that all vehicles on the track have stopped.
- When safe to do so, approach the incident with protective gloves, a fire extinguisher, and radio.
- Keep the vehicle between you and oncoming traffic, if possible.
- Assess the situation before approaching closely. Ensure there is no fire or leaking fuel before approaching the vehicle.
- Call for emergency assistance if required.

- Once the situation has been determined to be safe to approach, assess the condition of the driver and report to Race Control.
- Do not touch or attempt to move an unconscious driver unless you have been trained to do so.
- Turn the ignition switch OFF. In the case of a race car, look for the kill switch, typically located near the driver.
- Once all safety priorities have been attended to, inspect the condition of the track in the area of the incident for oil, coolant, or other debris. Advise Race Control if cleanup is required.

Emergency Situations

An emergency situation can be defined as, but not limited to:

- Vehicle rollover
- Severe collision resulting in driver compartment damage
- Vehicle on fire
- Driver non-responsive

Call in the emergency as follows:

- ALERT, ALERT, ALERT! This will signal all other stations of an emergency situation and to allow priority communication with Race Control.
- Clearly state the emergency situation and indicate that help is needed.
- Be sure that your communication is acknowledged by Race Control and is repeated back to you.
- 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 need an ambulance? Call immediately if necessary but keep driver's condition foremost in your mind. If the driver is not in immediate need of assistance but you feel they should be checked out by a medical crew, call in for a mandatory medical examination.

Vehicle Fires

The Marshal is the first responder at a fire and it is important that you have a solid grasp of what you are trying to accomplish with the extinguisher. The main purpose of the extinguisher is to establish a temporary safe path for the driver to get out of the burning car. To make a safe path, follow these steps:

1. Always keep in mind that you are trying to separate the fire from the driver.
2. If the fire is close to the driver, attack that portion first. Unless it is a small, easily controlled fire, this is the opportunity to get the driver out of the car as quickly as possible.
3. Keep the wind behind you when possible, to assist in the spreading of dry chemical from the extinguisher.
4. Stand a safe distance away so you don't blast one fire and make it into two.
5. Aim at the base of the flames.
6. Slowly use a sweeping, back and forth motion to cool and smother the fire with a thin blanket of dry chemical.
7. Use short one or two second bursts instead of a continuous trigger to give the driver an opportunity to exit the vehicle.
8. Continue with the short bursts until the driver is out, the fire is knocked down or additional help has arrived.
9. Assist Emergency Medical Services (EMS) when they arrive and as they direct.

NOTE: Do not forget to get a replacement fire extinguisher for the one you discharged. You may need it later in the day.

How to Use a Fire Extinguisher

How To Use Fire Extinguisher

Remember the **PASS** word (**P**ull - **A**im - **S**queeze - **S**weep)

P

Pull

Pull The Pin



Break seal
and test
extinguisher



A

Aim

Aim At
The Base
Of Fire



Ensure you have
a means of
escape



S

Squeeze

Squeeze The
Operating
Handle



To operate
extinguisher
and discharge
the agent



S

Sweep

Sweep From
Side To Side



Completely
extinguish
the fire



Driver Injuries or Medical Emergencies

IMPORTANT

Under NO circumstances, short of an uncontrollable fire, should you attempt to remove an injured driver from a car, or move an injured driver who is already out of the car, or remove a driver's helmet! Leave this for trained medical personnel!

Do you need EMS?

Certain emergency situations will require EMS to attend the scene:

- Hard impact with a stationary object like a guard rail, embankment, tire wall or another car
- Rollover of a vehicle
- Fire
- Any situation requiring urgent medical response

If the vehicle is upside down and the driver is still strapped to their seat, DO NOT attempt to free the driver except in case of an uncontrollable fire. Request EMS and stand by with a fire extinguisher in case of fluids dripping onto hot parts.

If the driver is alert and able to get out of the car without assistance, inform Race Control. A decision will usually be made to send EMS, regardless.

If the driver is alert but unable to get out the car or move on their own, keep the driver calm, have them remain where they are and assure them that help is on the way. When the EMS response arrives, be prepared to assist as requested.

Incident Reports

Incident reports must be completed by the Corner Captain following any race incident. Race incidents can be defined as

- Collision between vehicles
- Vehicle rollover
- Vehicle fire
-

Incident report forms are kept at the station and should be completed immediately following the incident. Take note of all the details leading up to the incident and provide a full description of the incident. Refer to the Incident Report on the next page and ensure that you include:

- Date and time of incident
- Race event (*example: Road Race, 2nd session*)
- Station # and name of marshal completing the report
- The numbers of all cars involved
- Details of the incident (fill in chart with "x" where required)
- Written description of incident (use back of form if more space required)
- Diagram of incident



Winnipeg Sports Car Club

INCIDENT REPORT

Date	Race #	Station	Reporting Marshal	Car #1	Car #2	Car #3	Car #4

Nature of Incident (Please diagram all contact)

- Contact leading to change in running order
- Contact with no advantage gained
- Deliberate hit
- 2 wheels off
- 4 wheels off
- Dangerous re-entry
- Blocking
- Pass under yellow flag
- Loss of control causing a change in running order
- Loss of control not affecting another car

Mark with X

Car #1	Car #2	Car #3	Car #4

Description of Incident (who hit who; location of contact on each car)

Diagram of Incident (Show track boundaries)