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Hovercraft Club of Great Britain

May 2018



Officials Handbook

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Hovercraft Club of Great Britain

PO Box 328, Bolton, Lancs. BL6 4FP. United Kingdom

01204 841248

info@hovercraft.org.uk

**www.hovercraft.org.uk**

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**CONTENTS**

[1. INTRODUCTION 1](#_Toc514797691)

[1.1 General 1](#_Toc514797692)

[1.2 Reference Publications 1](#_Toc514797693)

[2. race officials 2](#_Toc514797694)

[2.1 Introduction 2](#_Toc514797695)

[3. ADMINISTRATION ROLES (Pre-race weekend) 2](#_Toc514797696)

[3.1 Introduction 2](#_Toc514797697)

[3.2 Membership Officer 2](#_Toc514797698)

[3.3 Racing log book Officer 2](#_Toc514797699)

[3.4 Records Officer 3](#_Toc514797700)

[3.5 Insurance Officer 3](#_Toc514797701)

[4. ADMINISTRATION (Race Weekend) 4](#_Toc514797702)

[4.1 Introduction 4](#_Toc514797703)

[4.2 Administration Coordinator 4](#_Toc514797704)

[4.3 Lap Scorers 4](#_Toc514797705)

[4.4 Fees Officer 4](#_Toc514797706)

[5. RACE OFFICIALS 5](#_Toc514797707)

[5.1 Introduction 5](#_Toc514797708)

[5.2 Race Director 5](#_Toc514797709)

[5.3 Deputy Race Director 5](#_Toc514797710)

[5.4 Chief Marshal 6](#_Toc514797711)

[5.5 Health and Safety Officer 8](#_Toc514797712)

[5.6 Drivers Representative 9](#_Toc514797713)

[5.7 Junior Mentor 9](#_Toc514797714)

[5.8 Appeals Committee Member 9](#_Toc514797715)

[5.9 Designated tester 9](#_Toc514797716)

[5.10 Medical team 10](#_Toc514797717)

[6. MARSHALS 11](#_Toc514797718)

[6.1 Introduction to marshalling 11](#_Toc514797719)

[6.2 Expectations of marshals 11](#_Toc514797720)

[6.3 All marshals must:- 11](#_Toc514797721)

[6.4 Incentives to marshal 11](#_Toc514797722)

[6.5 THE MARSHAL TREE 12](#_Toc514797723)

[6.6 The 4 ‘Pros’ of Marshalling 12](#_Toc514797724)

[7. Marshal Roles 13](#_Toc514797725)

[7.1 Paddock Marshal 13](#_Toc514797726)

[7.2 Start Marshal 14](#_Toc514797727)

[7.3 Grid Marshal 15](#_Toc514797728)

[7.4 Flag Marshal 15](#_Toc514797729)

[7.5 Muscle Marshal/Spotter 16](#_Toc514797730)

[7.6 Recovery 16](#_Toc514797731)

[7.7 Water Recovery 16](#_Toc514797732)

[7.8 Course Construction 17](#_Toc514797733)

[7.9 Marshal Support 17](#_Toc514797734)

[8. OTHER ROLES 17](#_Toc514797735)

[8.1 Assistant to the Race Director 17](#_Toc514797736)

[8.2 Commentator 18](#_Toc514797737)

[8.3 Lead Photographer 18](#_Toc514797738)

[8.4 Paddock warden 18](#_Toc514797739)

[8.5 Video team 19](#_Toc514797740)

[8.6 Transport Officer 19](#_Toc514797741)

[9. Appendix A:- COMMUNICATIONS 20](#_Toc514797742)

[9.1 Radios 20](#_Toc514797743)

[9.2 Radio Calls 20](#_Toc514797744)

[2. Appendix B:- Flags and Boards 21](#_Toc514797745)

[9.3 Flags 21](#_Toc514797746)

[9.4 Boards 21](#_Toc514797747)

[9.5 Red Flag Incidents 22](#_Toc514797748)

[10. Appendix C:- EQUIPMENT 23](#_Toc514797749)

[10.1 General 23](#_Toc514797750)

[10.2 Flag Marshals 23](#_Toc514797751)

[10.3 Start Marshal 23](#_Toc514797752)

[10.4 Paddock Marshal 23](#_Toc514797753)

[10.5 Course Construction / Recovery 23](#_Toc514797754)

# 

# INTRODUCTION

## General

### The purpose of this document is to explain the general expectations of being an HCGB race meeting official and the more specific roles, responsibilities and actions of particular jobs.

### It is broadly divided into four areas:

#### Administration roles (Section 3)

#### Race officials (Section 4)

#### Marshals and Marshal roles (Section 5)

#### Other roles (Section 6)

## Reference Publications

|  |  |  |
| --- | --- | --- |
| Ref No. | Title | Issuing Organisation |
| HC115 | Racing Competition Regulations | Hovercraft Club of Great Britain |
|  |  |  |

Table ‑:- Reference Publications

# race officials

## Introduction

### This document will explain the officials role and marshalling structure within HCGB race meetings and provide an insight into the relationships between the various duties to show how they integrate together to form an effective and essential part of any race meeting. It is important to realise that no one marshalling duty is more important than another. Each discipline has an essential and well defined set of responsibilities and only by understanding each others roles, as well as our own, can we develop into a truly effective force, commanding the respect of all associated with the sport.

### This document will not tell officials how to do every aspect of their job, in every situation that will ever arise. It can be argued that this can best be done through training sessions and actually gaining experience by doing the job at a race meeting. However the document is intended to emphasise a few important points and highlight the many important factors and responsibilities of different officials.

### This document applies to the HCGB Inland racing season only. Other events such as cruises and open water races are not covered in this document, although they are promoted and encouraged by the club as a whole.

### At each race meeting there is a trophy awarded to the ‘official of the weekend’ for somebody who has made a major contribution to the event being held. This includes members of the marshal team. There is also an annual award for the best official awarded at the HCGB AGM, voted for by the club members. All officials have the opportunity of winning this award and gaining further recognition of their efforts.

# ADMINISTRATION ROLES (Pre-race weekend)

## Introduction

### Prior to racing there are a number of actions that need to take place to ensure that all drivers are registered and have completed the necessary checks. These include;-

## Membership Officer

### Role – To maintain the HCGB membership database

### Before the season

#### Provide lists of current members to officials as requested

#### Ensure membership payments have been received

### During the season

#### Collect, process and record any membership renewals or new membership applications

#### Provide an up to date membership lists to race control and identify any members due to expire

#### Update Records Office regarding lapsed members or drivers requiring licences who are not club members

#### Liaise with Insurance Officer to ensure any insurances issued for EHF or other non HCGB events are for valid HCGB club members

## Racing log book Officer

### Role - To record information relating to hovercraft and issue racing log books

### Before the season

#### Obtain blank log books and print stickers for amendments

### During the season

#### Collect log books and new registration forms from race control

#### Ensure new registrations and replacement log books have been paid for

#### Issue new registration log books, replacement log books from registration form scans or make log book changes and re-issue

#### Keep a record of all log books issued

#### Liaise with the Chief Scrutineer over any issues

### At the end of the season

#### Scan registration forms, temporary log book slips and file (keep originals for a year then shred)

## Records Officer

### Role - To keep up to date and accurate records of racing data, for use by the administration coordinator and other officials during a race meeting.

### Before each race meeting

#### Upload the latest membership file onto the lapscoring software

#### Check eligibility and issue full, novice and junior licences and racing numbers that have been purchased via the shop-emailing licences, construction, racing regulations and (where appropriate) new driver handbooks to drivers.

#### Provide commentator with list of new race numbers issued

#### Provide Race Control with daily signing on sheets, list of issued racing numbers, seasons points to date (or last season for first meeting), lapscoring computer with back up software, (memory stick), list of novices and juniors to complete manoeuvrability test, racers needing membership, novice drivers due to qualify at event and a ream of A4 paper

#### Be available for any licence/race number enquiries

### After each race meeting

#### Check race results and send event points and season positions to website for publication

#### File and store all race meeting paperwork (results/lapcharts/signing on sheets)

### End of season produce new list of numbers based on top 5 results and numbers used the previous season.

## Insurance Officer

### Appointed by the HCGB Council

### Role – To ensure that there is adequate insurance cover in place for all racing events

### Before the season

#### Ensure that the HCGB van has adequate insurance cover for the year, for any driver who has a clean, valid driving licence and is over 25 years

#### Provide copies of the policies to the Health and safety Officer

### During the season

#### Check, administer and provide paperwork for any insurance applications received for EHF/WHF events via website payments

#### Process any HCGB insurance claims via the insurers

### At the end of the season evaluate the insurance cover from the year and modify the cover as necessary.

# ADMINISTRATION (Race Weekend)

## Introduction

### During a race meeting there are a number of roles that will ensure that the event administration runs smoothly, ensure racing is fairly recorded and provide information for drivers. These include;-

## Administration Coordinator

### Appointment by Competitions Committee as a statutory member.

### Role- To ensure the smooth running of race control during a race meeting

### Before the season

#### Recruit, train and rota a team of lap scorers for each race meeting

### During a race meeting

#### Provide signing on sheets for drivers briefing and a copy for the paddock marshal

#### Check all drivers have signed on, team members have been identified, update qualifications and add information to the computer.

#### Produce grid sheets for start marshals.

#### Check and publish race results. Print, display and manage meeting results..

#### Deal with any other issues arising in race control eg collect fees, communicate on the radio, allocate numbers etc

### After a race meeting

#### File results for records officer.

## Lap Scorers

### Role – To determine the position of craft in a race

### During racing

#### To assist the administration co-ordinator in the smooth running of the racing by copying paperwork and compiling lists as requested

#### To count the number of laps a craft completes in a race by recording the race on a lapchart or computer

#### To check results against the ELS or a running list

## Fees Officer

### Role – To be responsible for the site and race entry fees paid by drivers and their supporters

### Before a meeting

#### Monitor and record those paying fees using the online club shop

### During meeting

#### Be available at race control to collect and record fees paid

#### Distribute wrist bands and insurance stickers to drivers

### After the meeting

#### Reconcile and bank cash fees taken

# RACE OFFICIALS

## Introduction

### To ensure that racing is safe and fair the HCGB Competition Committee will annually appoint a Race Director, Chief Marshal and Safety Officer. They will also select members who can be approached for an appeals panel, designated testers and determine medical cover through a tender process. The Scrutineer committee will identify a Chief Scrutineer for each race meeting.

## Race Director

### Appointment by Competitions Committee as a statutory member

### Role- The Race Director has overall control of the race meeting, and is responsible all aspects of racing.

### Pre-season

#### Attend Competitions Committee meetings and prepare reports

#### Be familiar with all the rules and regulations

#### Review new rule changes and make recommendations

### Daily – before racing

#### Walk the course

#### Attend marshals briefing

#### Prepare and deliver drivers briefing

#### Sign on and brief drivers who sign on late

#### Deal with racing queries and concerns

#### Liaise with the local branch (Assistant to the Race Director) about issues and problems (locals, engines off time, wildlife etc)

### During racing

#### Have overall control of the race meeting and be responsible for all aspects of the racing

#### Circulate around the course during racing checking areas of concern and for potential problems

#### Monitor the practices/racing, observing driving standards, enforce the rules and issue penalties

#### Work with Chief Marshal, Safety Officer, Deputy Race Director and Race Control to ensure the racing programme is safely and efficiently delivered within the available time and regulations

#### Work with Race Control to deal with administrative queries and rule interpretation

#### Observe novice junior and colt racers and sign licenses

#### Liaise with drivers rep and junior mentors

## Deputy Race Director

### Role- To deputise and support the Race Director

### Pre-season

#### Be familiar with the rules and regulations

### During the season

#### Deputise for the race director when delegated to do so or the Race Director is unavailable

#### Deal with non-racing specific problems that arise during the day and liase with the Assistant to the Race Director/local branch

#### Support the Race Director and perform delegated responsibilities eg Junior races and testing, briefing novice drivers, monitoring red flag reports

#### Walk the course

#### Attend Marshals briefing

#### Support or prepare and deliver drivers briefing

## Chief Marshal

### Appointment by Competitions Committee as a statutory member

### Role-To lead, manage and support the marshal team to deliver a safe and efficient racing programme

### Pre-season

#### Attend Competition Committee meetings and prepare reports, ensure that all matters affecting marshalling are brought to the Competitions Committee and addressed when necessary.

#### Purchase new equipment (as agreed by Comps in end of season report) claim spend.

#### Replace/repair existing equipment eg batteries, stop watches, clip boards, whistles (ensure siren is serviced and has new batteries)

#### Make up new laminated programmes

#### Update and print off season paperwork, date, collate and store

#### Print copies of HCGB (and EHF) season documents (rules, appeals procedures etc)

#### Purchase Marshal support items including sun cream, hats, tea & coffee etc

#### Devise and deliver pre-season/start of season training

#### Review new racing rules for briefing marshals

#### Update and circulate officials guide

#### Check and organise equipment in race control

#### Brief new positions/roles

#### Maintain Facebook page

#### Recruit new marshals

### Daily – before racing

#### Open race control (7.30-8.00)

#### Put out all equipment for briefing

#### Walk the course (determine grid size, flag positions, safety etc) check paddock and start areas for issues

#### Prepare and deliver marshal briefing, allocate roles, describe the course, weather implications, etc

#### Brief and clothe new recruits!

#### Liaise with medics check expectations, access, inform them of marshals with first aid experience etc

#### Attend Drivers briefing (pass on messages/marshal recruitment)

#### Find recovery drivers, vehicles and trailers as appropriate

#### Find volunteer for marshal support, arrange transport and access to equipment, hot water and goodies!

#### Distribute equipment (boards, boxes, clipboards and forms etc)

#### Check radios have been collected eg chief scrutineer, race control, medics etc

#### Check signing on sheets are completed etc (ensure membership!) distribute signing on boards to race control, commentators etc

#### Deal with queries and issues

#### Restore equipment if raining!

#### Assess the capabilities of marshal and allocate roles as appropriate.

### During racing

#### Establish key positions for visibility depending on craft speed and drivers ability

#### Circulate around course marshals (once per set of races) and regularly liase with start and paddock marshals

#### Ensure drivers and craft on the course are in safe positions when not on the racing line.

#### Ensure the distribution of additional equipment and resources needed during racing

#### Deal with incidents as appropriate (immediate review, actions - including calling the medics and deployment of marshals, clearing the course and resuming programme)

#### De-brief those involved in any incident particularly red flags

#### Liaise with Race Director, Health and Safety Officer and race control on matters arising

#### Monitor timings and establish breaks (inform commentator) and race control.

#### Ensure photographers are briefed and signed on (lead photographer if possible) and non-marshals entering the course are signed on and dressed appropriately

### After racing

#### Share any information with marshal team, time of next briefing etc

#### Collect in all equipment and repack it into race control or ensure that it has appropriate overnight storage. Dry out if necessary.

#### Collect in all daily paperwork and replace with next days

#### Prepare briefing for the following morning, check weather, positions etc

#### Lock up race control (aprox 6.00-7.00)

### Between race meetings

#### Collate and store paperwork for Health and Safety officer

#### Thank marshals for attending event and recruit for next event

#### Sort out those eligible for free/subsidised camping for next event (if appropriate)

#### Purchase supplies for marshal support (including milk). Claim expenditure.

#### Take home, wash and dry coats and clothing/equipment (throw bags) etc. Also repair as appropriate.

### End of season

#### Thank all marshals for contribution and collect feedback and comments.

#### Stocktake all equipment and review quantity and state. Wash and repair as appropriate. Return to transport officer.

#### Collect all paperwork, collate statistics and give to Health and Safety Officer

#### Write end of season report and attend Comps de-brief meeting

#### Update marshal facebook page, and remove those no longer marshalling

## Health and Safety Officer

### Appointment by Competitions Committee as a statutory member

### Role- To ensure that all race meetings are run in accordance with Health and Safety requirements

### Before the season

#### Ensure that the latest Health and Safety Policy is signed by the current HCGB Chair and all other documents relating to Health and Safety are signed and up to date

#### Ensure that copies of insurance certificates and equipment certificates are in the Health and Safety folder

### Pre-season

#### Collect Risk Assessments from event organisers 3 weeks before the race weekend and forward them to the local council (Safety Advisory Group) for approval and an events licence. Attend SAG meetings if required.

#### Ensure local emergency services are aware of our event if not informed by the local SAG

#### Collect information from medical providers and catering teams due to be in site. Add this to Health and Safety file.

#### Contact HCGB council members with responsibility for communications (facebook etc) to distribute the safety briefing notices.

#### Ensure all the fire alarms are working

### Daily –before racing

#### Walk the course considering particularly safety for members of the public

#### Distribute the fire alarm call points as shown in the safety notices

#### Walk the site and advise the local branch about alterations required

#### Attend marshal and drivers briefing to make safety announcements

#### Ensure the Race Director and local branch sign off the paperwork before racing can begin

### During racing

#### Continue to watch over the campsite, paddock and public viewing areas whilst the event goes on and advise the Race Director and local branch of issues arising

#### Complete incident forms for anything related to marshals or the general public

### After the race meeting

#### Report serious incidents that have occurred to any officials or members of the public to the HSE under RIDDOR and follow up as appropriate.

#### Follow up any discussions with the SAG group to deliver any improvements needed for a future event.

### After the season

#### Collect all signed documents and incident paperwork from the Chief Marshal and store for 5 years

#### Analyse paperwork to assess the seasons incidents (and patterns from previous seasons) for recommendations to Competitions committee

#### Attend Competitions Committee (& Council) meetings and prepare reports

#### Keep up to date with new HSE regulations and guidance. Update the Health and Safety file as necessary. Review any motorsport prosecutions and produce reactive risk assessments.

#### Review the guide to running race meetings HC129 (green book).

## Drivers Representative

### Appointment by Competitions Committee

### Role –To collect and represent the views of drivers to race officials and on the competitions committee

### Before racing

#### Walk the course at the start of a event

#### Attend drivers briefing

### During a race event

#### Be available to drivers to discuss their opinions of the race event including the course

#### Lobby the Race Director and Competitions committee as appropriate

### After the season

#### Present a written report to Competitions Committee summarizing the season from a drivers perspective and highlight any concerns for discussion

## Junior Mentor

### The position is offered to a recently graduated Junior driver by senior race officials

### Role – To be a peer mentor to junior and colt drivers to improve their driving skills and understanding of the racing environment.

### Before racing

#### Attend drivers briefing and meet with the junior and colt drivers

#### Walk the course with the junior and colt drivers to highlight any issues and discuss how best to drive it

### During racing

#### Observe the junior and colt races

#### Follow up any concerns from the Senior Race Officials

#### Mentor new drivers

## Appeals Committee Member

## Designated tester

### Role – To ensure that both new novice and junior drivers meet minimum standards of craft control before being issued a novice/junior license

### Before a meeting

#### A nominated list of testers (in the Racing Regulations) will receive a briefing on the procedure and expectations of a tester

#### Testing guidelines are available at race control

#### Tests and mentoring will generally take place during a break in racing or on a separate area from the race course

#### A successfully completed Test Certificate should be passed to race control to update records at the race meeting, then passed to the Records Officer

## Medical team

### Appointment is subject to a tendering process operated by the Competitions Committee

### Role- To provide emergency medical support when incidents occur.

### Before the season

#### A medical tender is issued and a successful team appointed

### During the season

#### Provide a qualified and experienced motorsport medical team including paramedic.

#### Provide a 4x4 support vehicle able to be quickly deployed across a course

#### Deliver a first response refresher training session for all marshals

### During a meeting

#### Attend Marshals briefing and advise the team about water temperatures and potential hazards

#### Liaise with the Chief Marshal on previous days incidents, issues and advise on risks including ability of injured drivers to race again

#### Stand by to attend on incidents when requested by the Chief Marshal

#### Conduct medical assessments of drivers and officials involved in incidents

#### Provide 24 hour medical cover and advice on general medical incidents

#### Record incidents attended and complete associated paperwork

### After the season

#### Provide a review of the season for competitions committee and Health and Safety officer, including incidents attended, number of ambulances called and a breakdown of treatments received.

# MARSHALS

## Introduction to marshalling

### The Hovercraft Club of Great Britain has good reason to be proud of its marshals and the very considerable contribution which they make to both establishing and maintaining the sport. The Club is grateful for the time marshals devote to their duties, not only during races, but whilst practice is happening, and at times away from the course, during briefings and at the training sessions.

### Marshalling is a challenging, satisfying and vital role within the sport. When done well, it rightly receives the respect and recognition of all those, both from within and outside of the sport.

### The objective of the HCGB is to be the best and this includes having the best marshalling force in the business. Marshalling is unquestionably a very important role in motor sport and it is true to say that, without marshals the sport may continue but would not be as safe, competitive, enjoyable or popular. Marshalling is very much about good teamwork and working together in a disciplined and professional manner. Understanding each other’s roles and responsibilities, as well as our own, will go a long way to developing team spirit, leading to improved efficiency in the way in which we all work together.

## Expectations of marshals

### Marshals are volunteers, and the HCGB appreciates that individuals choosing to marshal also have other needs and commitments. However, race meetings depend so heavily on the marshal team that a commitment to officiate at a meeting must never be undertaken lightly.

#### Someone who is reliable, dedicated and conscientious at all times.

#### Someone who can work as part of a trained and disciplined team.

#### Someone who can work under pressure in a professional and disciplined way.

#### Someone who will never leave their duty uncovered without permission.

#### Someone who understands that motor racing can be dangerous and always acts accordingly, conscious of the safety of others as well as their own.

## All marshals must:-

#### Come prepared and be willing to work hard!

#### Be aged 14 years or over

#### Sign on daily (mandatory). Under 16’s need to be countersigned by a parent or guardian.

#### Accept the risk associated with motor sport and agree that no claim will be made to HCGB for any damage caused or injury received.

#### Arrive on time to all official marshal duties.

#### Be adequately dressed for the duties assigned to them.

#### Be suitably equipped.

#### Be suitably trained to carry out the duties effectively.

#### Take responsibility for any HCGB equipment used.

#### Not be under the influence of drugs or alcohol.

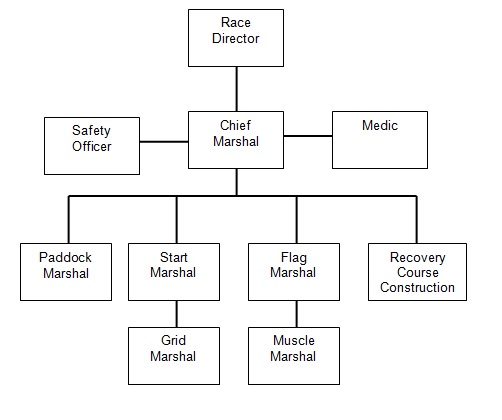
## Incentives to marshal

#### With your skills and attitude to the job you will have the knowledge that you are enabling great racing, by giving drivers the confidence to push it to the limit, and therefore providing great entertainment for the spectators.

#### Marshals at HCGB meetings with the agreement of the Chief Marshal and race organisers, may receive discounted site fees for any days that they offer their services. At certain courses marshals may also receive meal tickets and the opportunity to queue jump at food establishments within the HCGB race site.

#### Marshalling is fun!

## The Marshall Tree



### Please note: - This tree shows only the positions of the different marshal entities. It is by no means a communication tree, as at some point it may be necessary for different marshals to speak to each other. However it should be noted that during racing communication should be restricted to race information and should be kept to a minimum to ensure the radio frequency is available at all times for emergency situations.

## The 4 ‘Pros’ of Marshalling

### **‘Pro’tect** – ALL marshals should be on the course to protect the drivers, themselves craft, other marshals and general public from harm. They should also be working to protect the accurate running of the race programme, and the good name of the HCGB.

### **‘Pro’fessional** – ALL marshals should remember it is important for a marshal to create a professional impression for racers and the public. The job should be seen as the role of responsibility that it is. Although nobody is getting paid individuals should treat it with as much importance as a paid job.

### **‘Pro’-active** – ALL marshals should be ready to deal with any incident before it happens. If we can be pro-active and stop incidents happening then we will not then need to react to the incident itself.

### **‘Pro’mote** – ALL marshals should be promoting the HCGB as a whole. Don’t forget that, although as marshals you are there for the racing, there are many other elements in the world of hovercraft, including cruising, building, model hovercraft and more, and as an ambassador of the HCGB you should be conscious of the image you present to the public.

# Marshal Roles

## Paddock Marshal

### Role- To ensure that the craft entering the race course are suitably equipped to do so and to run the race programme

### Daily-before racing

#### Collect equipment from Race Control including boards, siren, clipboards (programme & scrutineering), equipment box

#### Collect a copy of the signing on sheets after drivers briefing

### During practice

#### When advised by the Start Marshal begin the practice by putting up the P board and formula number, use the siren and record the time on the programme clipboard

#### Stop craft at paddock exit and check the driver is signed on against the correct number, check discrepancies with race Control

#### Check the craft lanyard works, that it is displaying an insurance sticker and activate timing devise if appropriate

#### Check drivers are correctly kitted out (helmet, gloves, secured lifejacket, shoes)

#### Continue to time the practice, inform Start when there are 2 minutes left

#### Close the practice by taking down the boards.

#### Call and record the next practice. Release craft only when Start has cleared the course.

#### If a red flag is called stop the timing of the practice and resume timing when the course is clear

### During racing

#### Put up formula number and 10 minute board at agreed time, record the time and use the siren. Repeat at 5 minutes to race start

#### At 2 minutes before the race radio Start and remove the 5 minute board.

#### Stop craft after the 2 minute board has been shown on the grid

#### Complete all the pre-race checks for all late starters (as completed in the practice)

#### Release late starters when all craft have left the grid

#### Agree with Chief Marshal timings between races and when to call the next race

#### If a red flag in called immediately call the next race and hold the craft in the paddock until the situation is resolved. Check with race Control if the race will be re-run

#### Liaise between the family of any driver involved in the red flag incident and the course marshals/medics

#### Record numbers of craft involved in red flag incidents and any defects spotted by course marshals for the Chief Scrutineer to review

#### Liaise between drivers and course marshals. Inform Race Director about issues and complaints

### After racing

#### Return equipment to Race Control or a secure location

#### Return clipboards to Chief Marshal

## Start Marshal

### Role – To start and finish races and manage the availability of the course for races

### Daily –before racing

#### Determine pole position (with Race Director) and advise Race Control

#### Paint the grid (check with Race Director and Safety Officer) and advise Race Control

#### Make sure lights are in correct position (check all drivers can see them) and that they work

#### Collect all boards & flags (1 & 2 minute, hold, last lap, Union Jack and chequered flag)

### During racing

#### Ensure all marshals and officials are in position 5 minutes before practice/racing starts

#### Start and run practice/racing according to the programme

#### Liaise with Race Director/Chief Marshal on timings

#### Make sure that the craft entering the course do so safely

#### Collect grid sheets from race control and grid up races

#### Liaise with Race Control over craft and drivers omitted from the grid sheets and issues

#### Check drivers are wearing helmets, life jackets, have limbs covered and no loose items hanging about eg long hair, straps

#### Check craft have insurance stickers, lanyards work properly or call the Chief Scrutineer

#### Start the race by showing the 2 minute board when advised by the Paddock Marshal and give an audible signal (whistle), follow with the 1 minute board

#### Check all lanyards are attached to the drivers, helmet straps are done up

#### Remove from the grid any craft which are broken down

#### Hold the start of the race with the H board if necessary

#### To start the race point at the lights, follow starting routine

#### Call a false start if necessary and re-grid (late starters to the back of the grid)

#### When lights fail start the race by waving the Union jack flag

#### Monitor craft positions with Race Control

#### When the leader approaches the last lap show the last lap board

#### Finish the practice/race with a chequered flag

#### Clear the course down

### After racing

#### Return equipment (boards & flags) to race control

#### Arrange for lights to be stored if necessary

#### Re-paint the grid when needed

## Grid Marshal

### Role- To ensure that drivers are suitably equipped and positioned to start a race

### During racing

#### Always follow the instructions of the Start Marshal

#### Position each craft on the grid according to its race number using grids provided by Race Control.

#### Check that the lanyard cuts the craft engine completely and that drivers are wearing a lifejacket, gloves, helmet and that their arms are covered

#### On the 1 minute board check drivers have their helmets done up and lanyard attached

#### If a craft breaks down on the grid before the race begins remove the craft under the guidance of the start marshal

## Flag Marshal

### Role- To manage a section of the race course, communicate any issues or activities taking place to race officials and drivers

### Pre-season

#### Attend marshal training

#### Purchase or borrow appropriate orange clothing for different types of weather and conditions also essential equipment eg thermal mug, sun hat etc

#### Inform the Chief Marshal and/or Medical Team about any significant health issues

#### Read the officials handbook

#### Complete a season participation form including available dates

### Daily – before racing

#### Attend marshals briefing and sign on

#### Collect general equipment including a set of flags, fire extinguisher, radio with headset and red flag blanket.

#### Collect equipment appropriate for your flag point eg throw bag, false start, floatation devise etc

#### Ensure that you are clear about the exact location of your flag point and check the area for items that could cause issues eg protected birds, poorly buried paths, stones on the course

#### Review the safety of yourself and any officials positioned at your point during racing and request additional protection if needed

#### Brief your muscle marshals about your expectations and their role (to act as spotters, run onto the course only when told to, position during racing etc)

### During racing

#### Position yourself and any other officials standing with you in a safe position behind catch netting and/or be able to move quickly if a craft should approach that is out of control. Remain in your position during racing as long as you are safe to do so

#### Observe the course between your position and the next hover point (around the course in number order)

#### Report any significant damage to the course, craft and racing incidents

#### Call for recovery and course construction when needed or when Start clears the course. Assist in the recovery of craft between races

#### Inform the Chief Marshal if the medics are needed following a red flag call

#### Be prepared to assist medics and the Chief Marshal when incidents occur

#### Manage and instruct any muscle marshals at your point

#### Observe any photographers on the course to ensure that they are not in a position that you consider dangerous

### After racing

#### Return equipment including radios to Race Control

## Muscle Marshal/Spotter

### Role- To support the flag marshal with management and maintenance of a section of the course or by observing, acting and reporting activities on parts of the course that they may not be able to view.

### During racing

#### Move from the position only when asked to do so by the flag marshal or in immediate danger

#### Tell the flag marshal about any incident or observations during racing that may need to be reported

#### Be prepared to act on your own initiative if dangerous situations develop

#### Between races and practices clear the course of any debris or obstacles including broken or abandoned craft and assist with course construction

#### Assist with red flag incidents as directed

## Recovery

### Role – To keep the course clear of stranded craft and return the drivers and their craft to the paddock

### During the meeting

#### Secure an appropriate vehicle and trailer to recover craft and be responsible for its use

#### Maintain radio contact and be positioned beside the course to await instructions

#### Only recover craft during races when directed to do so by the Chief Marshal

#### Assist with the transport of the marshal team as requested

## Water Recovery

### Role – The safe return of craft and drivers to a safe point of land following an incident or vehicle breakdown

### Before racing

#### Due to the nature of this role water recovery personnel should have appropriate qualifications, experience and personal equipment for this role

### During racing

#### Ensure and maintain radio contact whenever operational.

#### Recover any drivers who get into difficulty on the water part of a course.

#### Recover any disabled craft using blue barrels if appropriate.

#### Re-position and recover any course markers as required.

#### Attend any incidents that occur on the water and be prepared to take medics onboard if necessary.

#### Water recovery should only be attempted during racing under a waved blue flag and with the Race Directors permission

## Course Construction

### Role – To carry out repairs or changes to course infrastructure during or between races

### During the meeting

#### Secure an appropriate form of transport to quickly and easily access all areas of the land-based course

#### Equip the transport with basic construction tools including thumpers and spare post etc

#### Maintain radio contact

#### Re-build, re-position or replace course markers as appropriate

## Marshal Support

### Role – To provide welfare support to the officials and marshals during the racing day

### During the meeting

#### To circulate the course regularly providing drinks and snacks

#### Anticipate changes in weather conditions and offer appropriate solutions eg sun cream, hats, waterproof coats

#### To help move personnel around the course when needed

#### To assisted with incidents when appropriate

# OTHER ROLES

### There are number of roles that club members perform that enhance the racing and assist other officials perform their tasks more effectively.

## Assistant to the Race Director

### Appointed by the local branch

### Role- To act as the focal point between the racing officials and the site specific arrangements for the event

### During the race weekend

#### Walk the course on the first morning and arrange for changes to be made if required

#### Liaise during the event with the Health and Safety Officer on safety issues

#### Ensure adequate fuel for the generator and boats

#### Ensure that the branch provides a recovery driver and vehicle

#### Have knowledge of site specific details eg engines off time, no go areas, wet weather routes etc

#### Arrange local branch members to attend to jobs that may arise eg ferrying people to hospital, emergency on site numbers etc

## Commentator

### Role- To keep club members and the general public informed about the racing and event details

### Before the season

#### Check all PA equipment and repair/replace if required

#### Check media trailer for roadworthiness

#### Contact Records Officer for new seasons race numbers/names

#### Collate and print drivers lists

#### Be aware of any rule changes

### During the season

#### Tow the trailer to and from events

#### Ensure any equipment that is faulty/damaged is repaired/replaced

#### Deploy media trailer and locate speakers in the public area and paddock

#### Provide race commentary and formula overview prior to the race

#### Make public information announcements eg paddock opening and closing times, changes to the programme, safety announcements, details of HCGB activities and events, promote the club on facebook/twitter and the website

## Lead Photographer

### Role – To brief and advise photographers about course protocols when going on to the course to photograph the event

### During the meeting

#### To ensure photographers read and understand the guidelines and sign on

#### To continue to observe and advise them about their safety on the course

#### To ensure they are wearing high visibility clothing

#### To escort photographers across the course and ensure that they are safely positioned

#### To be in radio contact with the Chief Marshal

## Paddock Warden

### Role – To support the Paddock Marshal by ensuring that all areas of the paddock are being used in a safe manner, according to HCGB guidelines

### During the meeting

#### To ensure that all those in the paddock during racing and practice are HCGB members wearing wristbands

#### Open the paddock after racing has stopped or for a break. Clear the public from the paddock when the racing/practice begins again.

#### Pick up litter and advise members/drivers on general tidiness and keeping access routes clear.

#### Ensure that there are no flames, smoking or Vaping takes place in the paddock.

#### Check those in the thrust test area are suitably clothed.

#### Assist the paddock marshals find and deploy scrutineers and run errands for other officials as appropriate.

#### Ensure craft movement is at walking pace.

## Video team

### Role- To be responsible for producing the video recordings of the racing that are played on the internet.

## Transport Officer

### Appointment by Competitions Committee

### Role-The role of the transport officer is to keep all equipment and vehicles in a working condition.

### Before the season

#### All fire extinguishers need to be serviced and a record handed over to the Health & Safety Officer.

#### The van needs an mot, service and tax. Insurance is dealt with by the HCGB Insurance Officer, but a check before the season starts is always worth doing.

#### Any trailers need the brakes, lights, tyres, hitch and body condition checking.

#### The generator oil needs changing if required and a new fuel filter fitted. It will need to be run before the season starts.

#### The club boat will need to be checked for leaks and the engine run ( in water ). The trailer lights, tyres, bearings, hitch, number plate and straps need to be in good condition.

#### Do an inventory of all equipment.

#### Check condition of all cones, markers, catch netting and noodles, replace if needed.

#### Renew breakdown membership.

### During the season

#### Refill any used extinguishers.

#### Repair any broken or damaged equipment.

### End of Season

#### Remove fuel from boat.

#### Clean out race control.

#### Compare inventory from the start of the season

# Appendix A:- COMMUNICATIONS

## Radios

### Certain marshals on the course will be given a 2-way radio to assist with communication between points. It is essential the radio is used only when needed and the correct protocol is followed.

### Each marshal with a radio will have a specific call sign depending on their location. Flag points are called “Hover 1, 2, 3 so on”; other points are given their working title “Grid, Start, Chief etc”

### Radio communication should be clear and accurate at all times. Marshals with a radio must pay attention to their radios, as vital communication must get through to the relevant people at all times. Failing to do this could result in a more serious incident or slowing down the race programme.

### Radio communications should be kept to a minimum, and should only be used for official race matters. More than one person talking on the radio system at any time will effectively stop the whole network from working so it is important that marshals wait for one communication to finish before starting another. Unless it is absolutely essential, all radio communications should cease from when the 2 minute board is shown until the second lap of the race.

### Marshalls should take special care where they carry their radio to prevent ‘open mic’ situations developing that impact communications.

## Radio Calls

### Press the button and hold it down, then speak slowly and clearly. When you have finished speaking, release the button.

### To start a call

#### Listen to check nobody else is making a call – this is most important

#### Say your position eg Hover 3

#### Then say who you are calling eg Hover 3 to Paddock

#### When they have responded then give your message

### To respond to a call

#### Confirm who you are eg Hover 3 here

#### Wait for the message

#### Respond that you have heard and understood the message

### Clearing the course

#### The Start/finish marshal will name your position and ask if you are clear

#### Respond with your position name and if you are clear

#### If you are not clear state the reason briefly eg craft to be recovered, course repairs needed

#### When your part of the course is clear inform the Start marshal

# Appendix B:- Flags and Boards

## Flags

#### Stationary Yellow Flag – Caution.

#### Waved Yellow Flag – Extreme Caution – Be prepared to stop.

#### Red Flag – Race stopped. Slow down and stop safely at first opportunity. Only proceed under marshals instructions.

#### Yellow & Black – False start – craft to return to start grid.

#### Black & White Chequered Flag – To complete a race or practice session.

#### Union Flag – Start of race (used when traffic light system is not available)

#### Black Flag – (Board with chalk number on it) – Noise or safety issue. Craft bearing that number to stop safely at the first opportunity and only proceed under Race Director’s instructions.

#### Yellow Board with Black Diagonal Cross – Leader on last lap

#### Blue Flag – Drivers to be aware that a safety boat has entered the course

#### White board with Red cross. Section of course is not to be used while the board is displayed.

## Boards

### On the grid:-

#### White board with “2” – 2 minutes until race starts – shown with 2 audible blasts on a whistle.

#### White board with “1” – 1 minute until race starts – shown with 1 audible blast on a whistle.

#### White board with “H” – the race has been delayed – after the situation has been resolved the situation will revert to the 2 minute board again.

### In the paddock:-

#### White Board with “P” – signals practice – shown with formula board.

#### White board with “F1” – signals Formula 1 race.

#### White board with “F2” – signals Formula 2 race.

#### White board with “F3” – signals Formula 3 race.

#### White Board with “F50” – signals Formula 50 race.

#### White Board with “F35” – signals Formula 35 race.

#### White board with “J” – signals Junior race.

#### White board with “ JC” signal Junior Colts race

#### White Board with “N” – signals Novice race.

#### White board with “O” – signals Open race.

#### White board with “10” – 10 minutes until start of next race – an audible siren will be sounded.

#### White board with “5” – 5 minutes until start of next race – an audible siren will be sounded.

## Red Flag Incidents

### For a flag marshal calling a red flag can be a worrying and difficult decision. Your adrenalin may be pumping and your natural reaction may be to wave the red flag and then see what happens. Flag marshals should not be scared to call a red flag, however a red flag should always be a considered decision. Many racing incidents can be covered by a waved yellow flag as this tells all racers that they should “exercise extreme caution and be prepared to stop”.

### If you call a red flag you must use the following radio protocol “Red flag, Red flag, All Marshals, Red Flag”. Use a calm tone, and ensure your communication is clear. At all other times please avoid using the words “red” or “flag” as this can cause confusion for other marshals.

### If you see a serious incident, it is critical that you wave a yellow flag while you’re contemplating whether the session needs to be stopped. Wave a yellow flag, and count to 10 in your head, whilst you make a further judgement on whether it should be a red flag or not. This extra time can help you to see the situation more clearly and often allows a driver time to get up and run clear of the course, or at least indicate that he/she is ok. If it is a red flag situation, stay in your position and show the red flag to all drivers until all oncoming craft are stationary. The most important thing is to communicate the red flag to oncoming drivers. Moving from your post whilst other craft are still moving could cause a further serious incident.

# Appendix C:- EQUIPMENT

## General

### The marshal role you undertake will determine the type of equipment you need. All equipment is supplied by the HCGB, but the marshal using the equipment is responsible for it while it is in their care,and returns it to race control after use. Any defective equipment or issues with it should be reported to the Chief Marshal immediately. Only trained marshals should use the equipment provided.

## Flag Marshals

### All flag marshals will need a red flag and a yellow flag.

### Marshals at Hover 1, Hover 2, and Hover 3 will also need a false start flag.

### All flag marshals should also have a fire extinguisher on their point.

### All flag marshals should have a blanket or high visibility screen.

### Flag marshals positioned at water transitions or on the edge of water should also take a throw bag and a torpedo buoy.

### On occasions it may be necessary for Hover 1 to have an additional Chequered Flag to assist the drivers when visibility of initial chequered flag is difficult.

## Start Marshal

### Start marshal will need the last lap board, and chequered flag, plus the Union flag in case the traffic light system is not available.

### The traffic light system will be set-up in position ready for the start marshal to use.

### 1 minute, 2 minute and Hold boards and also a whistle.

### Stop watch.

### At Some courses a red and yellow flag may also be needed.

### Grid rope and spray paint

### A kit box

## Paddock Marshal

### All of the “formula” and “time” boards to be used in a variety of combinations as described previously to alert the drivers as to what event is next.

### Audible siren is also needed.

### Fire extinguishers should also be placed at the entrance/exit of the paddock.

### The paddock marshal may also need the ELS timing device.

### Three clip boards are also required:

#### First with a copy of the drivers signing on sheets for checking.

#### Second with a copy of the race programme to record start times etc

#### Thirdly, a scrutineering board to record reported vehicle defects and red flags that must be signed off before any craft can re-enter the course.

### Watch & stop watch.

### A copy of the race regulations may also be needed.

### A kit box

## Course Construction / Recovery

### Suitable vehicle and trailer are essential obviously, but the post thumper, a mallet and spare pins, posts and netting are useful, as is a bag of strong cable ties.

## Marshall Support

### Hot water flasks and tea and coffee making facilities.

### Boxes for carrying refreshments.

### Bin bags.

### Sun Cream, hats, cagools etc depending on weather conditions.

**APPENDIX D:- Forms**

A Officials signing on sheets (marshal, lap scorers, tec crew and photographers)

B Paddock programme for timing

C Scrutineering form

D Medical incident form

E Grid sheets

F Lap scoring guide

G Borrowed equipment record

H Radio (& headset) allocation form

I Season participation form

J Day participation form

K Marshal medical form

**APPENDIX E:-FIRE ALARM**

In the case of a fire all the Marshal Team should consider themselves as Fire Marshals and take up the positions allocated to their role. These maybe updated for specific courses at the morning marshal briefing.

A **Start/Finish/Grid Marshals** should go directly to the assembly point (usually the grid) to receive those on site and retain them there. The start marshal only will act as communications between those dealing with the incident and club members/public gathered there.

B **Paddock marshal** should activiate the fire alarm and clear the paddock of any members/public, sending them to the assembly point, then remain close to the paddock to prevent others from wandering back to it until the all clear is given.

C **Marshal support/course construction/recovery marshals** (including boat crews) should go directly to the camping area to raise the alarm and clear the area of people. Then remain close by to prevent returning until the all clear is given.

D **Flag marshals** if racing is taking place a red flag will be called. Drivers should then be asked to leave their craft on the course and make their way to the assembly point. Flag marshals should then assist other marshals depending on their location on the course (assembly point or clearing the paddock/camping area).

E **Muscle marshals** and those without radios should go directly to the assembly point and assist the marshals there.

F **During a fire alarm it is essential that all radio calls should be kept to a minimum.**

G If racing is not taking place when a fire alarm takes place marshals should assume their usual given positions (within reason) and radios will be distributed as soon as possible.

**APPENDIX F:- PHOTOGRAPHER GUIDELINES**

The following guidelines must be read by anybody (HCGB or public) who wishes to take photographs of hovercraft racing from within the race course. The photographer must sign on to say that they agree to abide by them. Failure to do so will result in their removal from the course.

A Always wear yellow high viz (this can be issued by the lead photographer).

B Never wear red on the race course

C Be briefed by and listen to the lead photographer

D Watch practice or a race from the spectator area before entering the course

E When possible pair up or take a ‘buddy’ wearing high viz with you on track to act as extra eyes and ears to keep you safe

F Always do exactly what the marshals say, check with them before the next race that you are stood in a safe position

G Do not obstruct the marshal’s view

H If possible, stand behind catch netting

I Listen out for craft at all times

J Do not cross a live track during racing wait for the end of the race

K Keep 5m from the inside of any corner

L No flashes are to be used as this distracts the driver

M Do not help with any broken down/crashed craft, stay clear and do let the marshal do their job

N Do not take photos of accidents but if you have any footage please make it available to race officials and the medical team

O Leave the grid on the 2 minute board

P Drones are not permitted unless agreed by the safety officer