

Marshal Training Guide



NZ
SILVER FERN RALLY

SAFETY

Thank you for your assistance as a stage marshal on this Silver Fern event.

Your safety is of the utmost importance, and at no time should you put yourself in a position where this can be compromised.

The basic skill required for the job of a Spectator Safety Marshal is good human relations. You will have no means of preventing spectators placing themselves in a position of danger, other than the powers of persuasion. It is therefore necessary to establish good relations with the spectators in your area of responsibility. Certainly, a Spectator Safety Marshal should never 'physically stand up' to a person who insists on being difficult.

Think SAFETY at all times!

At intersections requiring a minimum of two marshals, the second marshal shall undertake the role of "Spectator Safety Marshal" and shall direct spectators (from a safe position) at the intersection.

If Spectators are in what you consider a dangerous position and have refused to move, contact Rally Base on **0800 827 427**.

However, despite the fact that some people will always insist on being difficult, the vast majority are usually happy to follow instructions. They will stand behind barriers and exercise good judgment without any prompting from the Spectator Safety Marshal. All they need to be told is what to do.

Show the "Safety Pamphlet" to every spectator that is not complying with your requests.

The fact that you are wearing a marshal's vest, and obviously have an official position with the event, is enough to give you the authority you need to perform your job; however, you should exercise it with humour and tact.

PERSONAL SAFETY

Be constantly alert to the general movement of spectators in the area and the frequency of arrival of competing cars. Please do not ever put yourself in a position of danger by remaining in hazardous locations as the vehicles approach.

Do not stand on the road - do not sit on the edge!

Don't stand where you would not wish a spectator to stand, you must set the example – you are the Official Marshal in the area.

SPECTATOR SAFETY

Spectators should remain standing unless they are in completely safe locations. They must remain alert at all times to allow quicker response to potential danger, such as a competing car out of control. Spectators should only sit on embankments or high ground well above the road. Please try to prevent people sitting on the ground in areas on the same level as the road.

IMPORTANT INFORMATION FOR MARSHALS

Refer to the Spectator Safety flyer below which details Safe positions for Spectators to stand.



Heed the safety tape.
 Expect the unexpected.
 Listen for approaching cars.
 Remain alert.
 Keep dogs on leads.
 Leave yourself room to move away quickly.
 Try to stay behind something solid.
 Keep children under supervision.
DO AS THE MARSHALS ASK.
 Assist the marshals to run a safe stage

NEVER

Stand on the road.
 Endanger the drivers or your safety.
 Stand or sit on walls, fences, or stock piles.
 Stand in prohibited areas.
 Sit close to the edge of the road.
 Block escape routes.
 Remove signs or arrows.
 Be the one to stop the stage.

IN THE EVENT OF AN EMERGENCY PLEASE PHONE

0800 827 427

WARNING TO THE PUBLIC – Motorsport can be dangerous. It is a condition of admission that all persons having any connection with the promotion and/or organisation and/or conduct of the meeting, including the owners of the vehicles, are absolved from all liability arising out of accidents causing damage or personal injury (whether fatal or otherwise however caused to spectators or ticket holders).

STAND SOMEWHERE SAFE

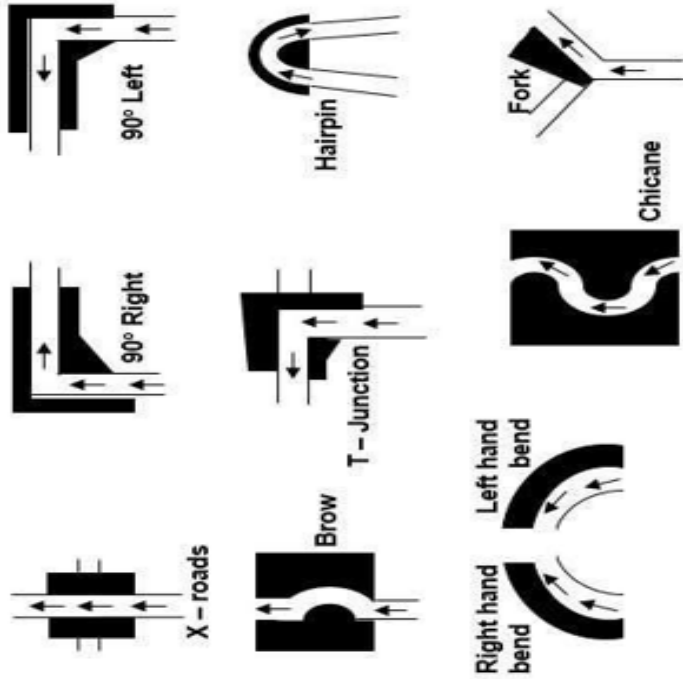
RALLYING CAN BE DANGEROUS

Spectators are there at their own risk

Study the diagrams – the shaded areas are

‘No – Go’

Being there could cause delays or the cancellation of the stage.



DO NOT TRESPASS ON OR DAMAGE PRIVATE PROPERTY

IMPORTANT MARSHAL INFORMATION

Aims & Objectives of a Marshal:

- To ensure that your special stage is secured in a timely manner before and during the running of the Silver Fern cars.
- To ensure no unauthorised vehicles enter the stage after road closure.
- To maintain stage security until released by the sweep car.

Report to your Coordinator, at the pre-arranged time and place. Your Coordinator will confirm your duties and advise you of your point, or take you there, they will also advise you of the Official Road Closure time. **NO VEHICLES ARE ALLOWED ONTO THE STAGE DURING ROAD CLOSURE TIME** without express permission from Rally Base.

Please Remember on the Day:

- Sign the 'Marshals Sign on Sheet'
- Orange Marshal Vests
- Marshal Training Guide, a pen & a pocket knife (for tape removal)
- Food & Water
- Cellphone (fully charged)
- Appropriate Clothing & enclosed Footwear (for all occasions)

MARSHALS MUST BE IN THEIR ASSIGNED POSITIONS ON STAGE AT LEAST 30 MINS BEFORE ROAD CLOSURE

Once SWEEP has passed and the road is reopened:

- Remove the tape from your allocated intersection & any 'Road to be closed for a Motorsport Event' signs if erected at your point. Lay down metal ROAD CLOSED and ROAD CLOSED AHEAD signs.
- Return all vests, signs and unused tape to your Coordinator or deliver directly to the START or FINISH of your stage.

RALLY BASE: 0800 827 427

www.silverfernrally.co.nz

TAPING OF AN INTERSECTION

How you tape your intersection will depend on the intersection allocation as per the Generic Mid-Stage Intersection Safety Plan on the next page. The intersections will have different designations eg A, B etc.

Your Stage Coordinator will be provided with a list of intersection designations as determined by the STMS qualified official.

You must be on your designated intersection **at least 30 minutes before road closure.**

Once the road closure comes into effect please move your vehicle to the centre of the road to block off the road (as per the diagram). Approx 100-175m from the intersection are **metal ROAD CLOSED and ROAD CLOSED AHEAD signs laying down that you will need to erect** on the road so that approaching vehicles can see these signs. Please lay them down again after the event.

After your vehicle is blocking the road it is safe for you to tape off the intersection as per your intersection designation.

When you have completed taping the intersection stand in a position that you are visible to approaching vehicles from the side road but also so that any Official Vehicle on the closed road can identify you as they approach your intersection.

Once Road Closure comes into effect you must raise the ROAD CLOSED and ROAD CLOSED AHEAD signs and remain at your intersection until the **SWEEP** vehicle has reached your intersection and advised you that the road is reopened.

When **SWEEP** has advised that the road has reopened remove the tape from your intersection, and remove your vehicle from the middle of the road. **Lay the metal ROAD CLOSED and ROAD CLOSED AHEAD down back to the side of the road.**

Also remove any 'ROAD to be CLOSED FOR A MOTORSPORT EVENT' signs as per the example below that may be at your designated intersection.



Please give all vests, signs, and unused tape to your Co-ordinator or take to the START or FINISH of your stage and stack next to the URG flag located on the side of the road.

ROAD CLOSURES AT A STAGE START OR FINISH

It is very important that the Road Closure at the Stage START/FINISH and any through roads are secured at the **Road Closure time**. Any delays in securing the Road Closure could put other Officials at risk while completing their roles within a stage.

Once Road Closure comes into effect you must stop **ALL** vehicles from entering the stage. At the stage START only allow those displaying the Targa "Official" sticker (*example below*) on their windscreen or Silver Fern Competitors displaying the Silver Fern windscreen banner can enter. **Vehicles can exit to any side road but not enter.**

It is important that a minimum of 2 Marshals are in attendance at all times during the Road Closure. The Road Closure needs to be set up a minimum of 175 meters back from the intersection or at the indicated road closure point to enable vehicles to turn around safely.

The Road Closure at a START or FINISH must be set up as per the image below:

- Locate and erect **ROAD CLOSED AHEAD** sign
- Locate and erect **ROAD CLOSED** sign
- Use your vehicle to block off the left side of the road by parking on an angle.
- Tape the intersection as directed
- Position yourselves in a safe location so as to have a clear view of the road ahead and of rally cars entering/exiting the stage.
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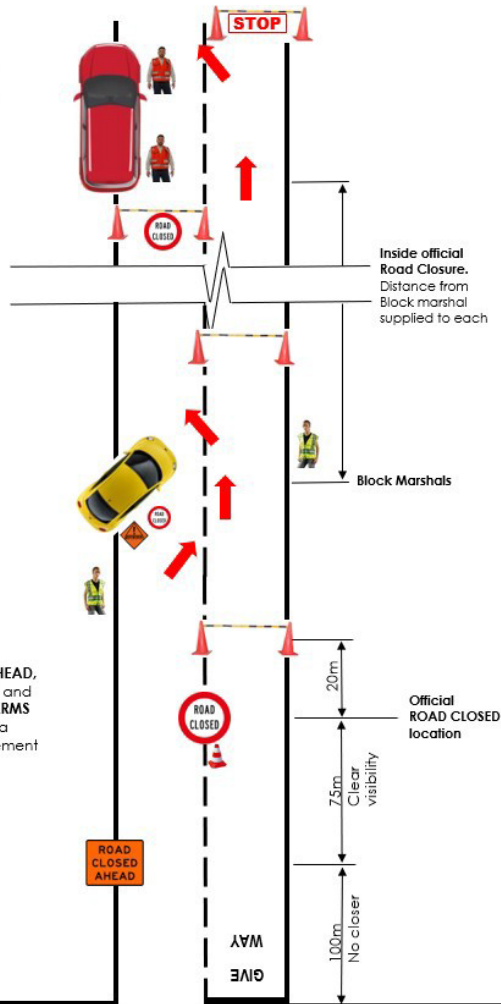


OFFICIAL window sticker – Colour will vary per event

This diagram is an example of a Stage Start Road Closure.

A Stage Finish Road Closure will utilise the same set up but reversed as the rally traffic will be coming from the other direction.

This diagram shows a **START** setup example. A **FINISH** setup will be opposite allowing flow of traffic out of the Special Stage



Steel **ROAD CLOSED AHEAD**, **ROAD CLOSED**, **CONES** and **EXTENDABLE BARRIER ARMS** supplied & uplifted by a private Traffic Management company.

VEHICLE MOVEMENT AFTER ROAD CLOSURE

Once you are in place and you have secured your intersection you **must not** leave this position or let any vehicles onto the stage without approval from Rally Base. **This includes Emergency Vehicles such as Police, Ambulance or Fire.**

Silver Fern Rally has been in contact with the Emergency services to have an agreed entry process for emergency vehicles.

If any vehicle turns up at your position and wants to enter the stage, you need to get the Driver to contact Rally Base on **0800 827 427** to discuss their needs. They are not to enter the stage until permission has been granted by the Clerk of the Course.

If the driver is granted access to the stage after Road Closure, Rally Base may dispatch an Official Vehicle to travel to meet the Driver. **DO NOT** let them onto the stage until the Official Vehicle arrives to escort the vehicle, or other arrangements are made.

If a driver is adamant that they want to go into the stage, please advise them that there are vehicles travelling along the closed road at speed and should they enter the closed road that they will be putting themselves and others at risk. This usually defuses the situation.

Only the Clerk of the Course at Rally Base can grant permission for a vehicle to enter a stage. At Rally Base, they have the full information as to the current status of the stage. **There could be Silver Fern rally cars travelling at speed in the stage.**

Please advise any resident wishing to enter or exit the Silver Fern stage during the legally sanctioned Road Closure time that they need to phone Rally Base on **0800 827 427** to obtain permission. Please advise them that they must not enter the road closure without permission from Rally Base. We have no wish to upset residents unnecessarily, but we also cannot risk allowing people onto the Silver Fern stage after road closure time – **this could cause a major accident or emergency.**

An example of what to say is:

"We are sorry for the inconvenience that this road closure has caused, but if you please contact Rally Base on 0800 827 427 they will be able to discuss with you your needs and come up with a resolution to have you on your way as quickly as possible."

Should you see an Official Vehicle come onto the Silver Fern stage during the running of the stage, this does not necessarily signify the end of the Silver Fern stage. Rally Base may have called a temporary halt to the running of the Stage due to an incident or an emergency. If you have an assertive member of the public who appears intent on ignoring your instructions, politely remind them that it is a legal road closure and that any unauthorised persons on the closed roads will be reported to the Police.

If any vehicle enters the closed road call Rally Base on **0800 827 427** immediately and ensure that you record their details and a vehicle registration number. If you are able to, please take a photo of the vehicle showing the registration plate and the driver. **The rego number is the most important.**

INCIDENTS ON A STAGE

Silver Fern has a number of Medical Intervention Vehicles (FIV), manned by qualified Advanced Paramedics and fire rescue personnel in attendance throughout the event.

These are located at the start of each Silver Fern Stage, there is also qualified Medical personal travelling in the SWEEP vehicle.

In the event of an incident on a Targa stage the (FIV) may be deployed to investigate the situation and report by radio to Rally Base.

If you see an incident occur call Rally Base on **0800 827 427** to report it. Your information could be important.

You must NEVER leave your allocated position and run to the scene of an incident, no matter how bad it may look.

The stage is still 'live' and your role is **to make sure spectators do not leave their positions and run towards the incident.** Allowing this to occur could result in a minor problem for a crew of two turning into a tragedy for a crowd of many.

The most appropriate course of action is to observe the situation from a safe position and immediately call Rally Base to provide them with details of the incident.



This is an example of FIV Vehicle, it could also be a 4WD Ute

ROAD OPENING

A road opening vehicle with **SWEEP** and **ROAD OPEN** signs on the sides and back with flashing lights, siren & PA will announce the end of the stage and the road is now **OPENING**.

DO NOT leave your Marshal post until the **SWEEP** vehicle has told you the road is open.

Once the **SWEEP** car has driven past your marshalling point please remove the tape from your intersection. Then lay back down to the side of the road the metal **ROAD CLOSED** and **ROAD CLOSED AHEAD** signs.



Please remember that once the road is reopened there will be other road users using the road, therefore please ensure that you are aware of other user.

Please give all vests, signs, and unused tape to your Co-ordinator or take to the START or FINISH of your stage and stack next to the URG flag located on the side of the road.



MARSHALS CODE OF CONDUCT

As with all motorsport events, we could not run them without the effort that is put in by our Marshals. Silver Fern is very grateful for your help and always want you to be part of an event that gives a sense of pride and achievement. Silver Fern recognises that integrity and conduct of our Marshals are the very basis of the future and well-being of our event and so have established a Code of Conduct that shall provide meaningful guidance for all participating Marshals.

We ask that you adhere to the following:

- Marshals need to understand their responsibilities and carry out their duties to a high level of competency.
- Marshals must commit to this role and ensure that they use their best endeavours to undertake the duties to the best of their ability.
- Marshals should conduct themselves at all times in a mature, confident and responsible manner.
- Marshals should notify their immediate superior as soon as possible if for any reason they cannot attend their post or are running late.
- Where necessary, matters of concern and urgency will be referred to the appropriate higher authority (Rally Base **0800 827 427**)
- Marshals dress and personal hygiene standard should be appropriate including covered foot wear only and the wearing of Marshals vests when on stage at all times.
- Officials should refrain from smoking during an event. If the need arises make use of an area away from public viewing, whilst also considering the safety of others.
- Marshals will abstain from use of alcohol during the event so to not affect their competence of performing their daily duties
- Marshals need to comply with all current NZ legislation while on stage including driving regulations.
- Marshals must recognise the dangers that exist before, during and after road closures. Silver Fern stress the presence of public at these times and the need for all Marshals to set the example and act responsibly.
- When taping a stage, you must travel to a speed (within the law) that enables you to carry out your duties in an effective and safe manner. Always wear your Marshals vest. Never assume that the closed road is clear of other vehicles.
- Marshals must make NO COMMENT to all media & public enquiries regarding any Silver Fern related matter and should refer all enquiries to Rally Base.
- Marshals should always act in a decisive, but polite and friendly, manner in their interaction with competitors, volunteers and spectators, respecting the rights of others.
- Marshals must respect the privacy of all Silver Fern documents. These may only be used for Silver Fern purposes and not passed onto any other persons outside of your group. This information is highly confidential and remains the property of Silver Fern.



'Official'

Certificate of Appointment

This certificate serves to confirm that:

Is an Official of Silver Fern Rally and has been appointed for the purposes of ensuring safety standards during the running of the competition stages.

The bearer of this Certificate has completed a prescribed training course in spectator safety and marshal control. The Organisers would appreciate it if you could kindly assist the official by obeying the instructions given as to the locations to stand and observe the event.

Please help us to maintain a high safety record by following the official's instructions.

Wayne Barnard
Clerk of the Course
Silver Fern Rally

THANK YOU FOR YOUR
ASSISTANCE ON THIS
SILVER FERN EVENT



Silver Fern Rally

