

## Volunteers race workers guide

You are part of an exceptional group of people who do an exciting, challenging job that spectators only dream of, who share an intense enthusiasm for the sport of motorcycle road racing and who want to play a key role in the excitement of club racing. Whatever position you are working, communication, flags, response, control, grid or starter, we're out here for two reasons: to make racing as safe and smooth as possible, and to HAVE FUN!!

Without YOU, our volunteers, racing would not be possible!

### 1. Castrol Layout

### 2. Corner Worker Preparation

- Wear white if possible, no red or yellow shirts or jackets. (This includes rain gear)
- Comfortable shoes. Sandals are NOT ALLOWED.
- Chair for relaxing in between sessions (NO SITTING WHILE BIKES ARE ON THE TRACK)
- Leather work gloves, to protect your hands from HOT bike parts (supplied by EMRA)
- Hat or cap to protect your head from the sun, and shade your eyes.
- Sunglasses
- Sunscreen & bug spray!
- Fluids for hydration (supplied by EMRA)
- Warm clothes and a rain suit, racing is on rain or shine!
- Cameras and other electronic devices (except communication radios) are not allowed. We need your full attention to be on the track.

### 3. Corner Station Checklist

At the beginning of each day, the following checklist is to be reviewed with any discrepancies reported to Race Control as soon as possible.

1. A properly charged fire extinguisher.
2. Operational check of communications radio
3. Oil dry and a broom.
4. Yellow flag, Debris flag & Red flag.
5. Inspect the course for gravel and debris-sweep if needed (Inspect for oil, mud, water, gravel, sand, and any other foreign debris)
6. Review emergency procedures: who, what, where and how. Refer to page 9. This will be covered at the race volunteer's meeting at each event.
7. Review hand signals and their meaning with other workers. (i.e. ambulance by making an "A" with arms overhead, move to outside/inside of track by arm "pointing")
8. Review the proper operation of the fire extinguisher with all workers assigned to the station.

### 4. Corner Crew Division of Duty

#### Staffing and Responsibility

All corner stations shall be staffed with at least two marshals, including the captain preferably, each station will be staffed with three marshals which will allow for a separate captain and flagger. Each corner must have at least one runner.

### **The Corner Captain (normally the most experienced corner crew member)**

This is usually the senior corner worker assigned to the turn, having overall responsibility for the crew and operation of the corner. The corner captain operates the radio (which shall not ever leave the corner station) and has possession of the red flag. The captain will instruct and assist the crew during a response to an incident. (The captain acts as the flagger when short corner workers). The corner captain has the final say in whether or not a call for a race stoppage is made to race control. This call is normally made in the event of an injured rider, or when the track surface has been dangerously compromised by oil or debris.

### **The Flagger (normally the least experienced member of the corner crew)**

This corner worker has the primary responsibility for flagging, and has possession of the yellow, and debris flags. The flagger should keep the yellow flag furled and out of sight at all times, and shall immediately display the flag when an incident occurs, or when directed to do so by the corner captain.

### **The Runner or Backup**

This corner worker will attend a downed rider/bike if needed. The runner **MUST NOT** enter the track or an impact zone to assist a downed rider or to move a downed bike until the on-track traffic is under control, and it is safe to do so. The runner **MUST NOT** attempt to sweep the track while the session is underway. Once the session is stopped or has ended, the runner will assist in moving or loading bikes, and is responsible to inspect and clean the incident site of oil, gas and foreign debris as necessary. The runner may use hand signals directed at the corner captain to request an ambulance or request the race be stopped. When responding to a crash, the runner should always take the fire extinguisher. **FOR YOUR SAFETY** incidents should be cleared for you to return to corner station A.S.A.P.

## **5. Roadracing Flags and Flagging**

### **Purpose**

Flags are used to show track status and convey specific commands to the competitors from the corner marshals and other race officials

The purpose of flagging is to warn riders of a hazardous situation on or near the track surface and to protect marshals and downed riders from oncoming traffic.

Since a rider usually is focused on the track ahead, the flag person is the rider's primary source of information and has the responsibility to warn oncoming traffic of a hazardous condition on or near the track.

### **Location**

1. A flag station needs to be located up-track from the entrance to the turn, on the opposite side of the impact zone. The corner worker needs an unobstructed view of the entrance, apex and exit of the turn
2. Always remain standing at the ready while motorcycles are on course.
3. Keep the yellow flag ready for use, tucked under your arm, out of the riders' sight.
4. Store the debris flag in a convenient location out of the riders' sight.
5. The position of the flag person should not be relocated during the race or practice session unless instructed to do so by race control.

Inexperienced or new corner workers will normally be assigned to the flagger position, and when stipulated by the corner captain, shall only act when directed to do so, by the corner captain.

### **Area of Responsibility**

1. The area of responsibility for flagging starts at the flagger's position and continues down track to the next flag person (as covered in the classroom).
2. Should an incident occur up track of your station it is not appropriate for you to flag the incident. Your station may have to provide rider assistance simply because you are the nearest.
3. Do not abandon your flag station while motorcycles are on course

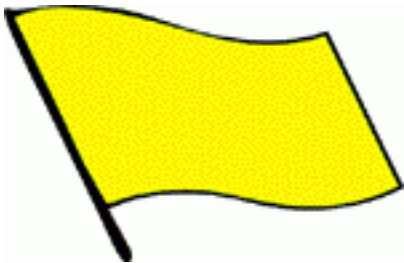
### **Flags and Flagging**

Furled Flag:

Gather the flag fabric lightly around the handle.

The flagger should hold a furled yellow flag down and to the side or behind, out of the riders' sight ready to deploy immediately when needed. This should prevent the wind from waving the flag fabric, which could be mistaken for a waving yellow flag

Flags and signals used by the corner marshals and the starter are listed as follows :



**STATIONARY YELLOW (CAUTION).** Passing is allowed. Used by the corner marshals and the starter to inform the riders of a potentially hazardous condition, between the flag station displaying the flag and the next flag station. A stationary yellow may be used to indicate a slow rider is

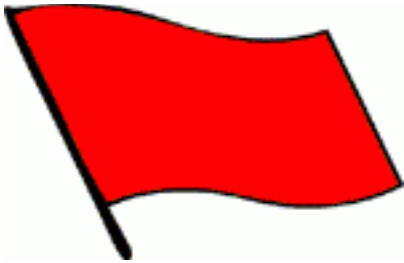
ahead.

**WAVING YELLOW (DANGER).** Passing not allowed! Used by the corner marshals and the starter to inform the riders a hazardous condition is on or near the track or in the impact zone. No passing is allowed from the waving yellow flag until the rider is clear of the incident. If a competitor is observed passing on a waving yellow flag by the corner crew, the corner captain shall report the infraction to race control.



**YELLOW/RED VERTICAL STRIPES (DEBRIS).** Used by the corner marshals and the starter. Indicates potential danger on the track ahead: debris, oil, gas, dirt, hay, & rocks. This condition may require riders to leave their lines to avoid the debris. Extreme caution is to be exercised by all riders. This flag should be accompanied by a pointing motion from the corner worker directing competitors to the rider's right or the rider's left. (Always direct the riders away from the debris if possible.) Passing is allowed. Continue flag display until the debris is cleared.

**A corner worker SHALL NOT under any circumstance, attempt to sweep the track while a session is underway!**



**RED FLAG.** Displayed immediately on instruction **ONLY** from Race Control to the starter and all corner marshals to signal the riders to **STOP RACING**, the race has been suspended. Hold stationary to gain competitors attention. Indicates great danger somewhere on the track and the race must be stopped. Riders are not to stop on the racing surface. All riders are to immediately slow down safely @ the closest corner for further instructions. Riders are instructed not to leave the hot pit area, entering the paddock at this time will result in penalties or disqualification.

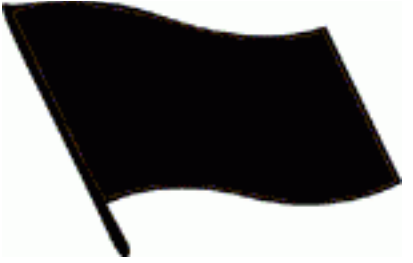
**STOPPING THE RACE:** If major track blockage has occurred or if a dangerous situation (e.g. downed bike/ rider or oil spill) is beyond the corner workers ability to handle during race conditions, the corner captain may request that the race be stopped. The corner captain shall immediately inform Control of the situation. Control may request more information or consult with other officials prior to making the final judgement. Race Control is the '**ONLY**' person authorized to give the red flag command. Normally the corner captain will receive the order for the red flag over the radio and will display it. This will minimize the possibility of an errant red flag.



**GREEN & BLUE FURLED & CROSSED.** Courtesy flag used by the starter to signal the halfway point in the event.



WHITE & BLUE. Courtesy flag used by the starter to signal the last lap.



BLACK. Indicates a mechanical problem or rider misconduct. Used by the starter only, to signal a rider to reduce speed and exit the racing surface at the safe opportunity. A number board at the start/finish may be used or it will be pointed directly to identify the rider.



BLACK & WHITE CHECKERED. Used by the starter to signal the end of the ~ race or practice session.

## **6. Radio Operations and Communications**

The radio will not transmit and receive at the same time. Always listen prior to transmitting, to prevent you from transmitting while another corner worker or official is talking. This will garble both messages for everyone and waste valuable time.

\*Remember, all on track communications go through Race Control.

### **Communication Guidelines**

When communicating on the radio, always remember to speak clearly and identify your turn number and flag status. Race Control will answer back and tell you, Go ahead. You will then tell Race Control of the situation at your station. Race Control will answer incoming calls according to safety priority. Race Control may not respond to you immediately. Please be patient, wait a minute and call again. If you identify your flag status as debris or waving yellow Race Control will respond as soon as possible.

IMPORTANT! Sometimes the excitement of an incident can cause an adrenaline in rush in the corner worker as well as the rider. No matter how serious the incident, take a deep breath, asses the incident and calmly identify your station and situation. If you yell into the microphone your message will not be understood and valuable time is lost. Always try to talk in a normal tone of voice.

Make sure you are always listening and pay close attention to the flag status of adjacent turns. When you hear the turn immediately down track from you go waving yellow, respond by displaying a stationary yellow.

A high-priority call on the radio is the request for an ambulance. When calling for an ambulance, the corner shall be displaying a waving yellow flag. Announce your call, saying; Race Control, this is three, waving yellow. I need an ambulance, Race Control will answer your call immediately. If your call is not answered within a few seconds, repeat the call.

Keep all communications to a minimum; only transmit or request essential information while riders are on track. This keeps the network available for emergency communications.

### **1st LAP OF RACING**

During the first lap of all races, there will be radio silence. The only exception is if there is a large crash demanding immediate attention. At the end of the first lap, control will ask if there is anything to report. Silence means nothing to report.

### **Incident Call-in**

When calling in an incident to Race Control always be clear and use the following terms :

1. 'BIKE DOWN' (crashed) or 'BIKE OFF TRACK' (ran wide or pulled off in a corner)
2. 'RIDER UP' or 'RIDER DOWN'. When using the term BIKE DOWN you 'must' update the rider status A.S.A.P.
3. 'SLOW ROLLER'. Refers to a rider with mechanical problems moving at a very slow pace. It is customary to display a stationary yellow flag from station to station as the rider progresses around the course.
4. 'MECHANICAL'. Rider stops on or adjacent to the race surface. Usually caused by problem with the bike. Check for leaking fluids on the race surface, motion or assist rider to move off race surface to a safe location. Ask rider if he needs the crash truck to pick him up after completion of the race or practice session.
5. 'RE-ENTERED SAFELY' or 'UNSAFELY'. These terms describe a rider who is re-entering the race surface after experiencing mechanical problems or a ride-off. It is considered safe if he does not interfere with riders still in the event and on the race surface. If a rider's re-entry causes another rider to drastically change his riding line, to stop abruptly or crash, it is considered unsafe. An unsafe re-entry should be reported to Race Control; include the rider numbers involved.
6. 'STOP THE RACE'. This request is used only in extreme conditions, in the event that the race surface is blocked, due to down riders, oil, debris, etc. Do not use the term RED or RED FLAG.
7. NUMBER PLATE(S) In addition to the above terms, you will be asked to identify a rider by the number plates at the front or side of the bike. Number plates will be red or black numbers on a white background. Use single digits when calling in numbers.

## **7. Safety**

Priority

1. Yourself (protect yourself at all times)

2. Co-workers and other officials (protect your co-workers and other officials at all times).
3. Competitors and downed rider(s).
4. Debris removal (quick and safe removal of hazardous items only, not sweeping or clearing of significant small debris) and equipment relocation (downed bike).

### **General Safety Guidelines**

Do not attempt to enter or cross the track or an impact zone prior to having traffic under control

(appropriate flag displayed and competitors' response) Do not enter until YOU feel safe to do so.

Do not turn your back to oncoming traffic. Exception: If two or more corner workers are assigned to the station, position yourself facing each other and in a position to view your area of responsibility on track. (One person looking up track and the other watching down track over each others shoulders) You must rely on the other person to warn you of oncoming traffic.

Do not enter the racing surface or an impact zone with oncoming traffic on course. Wait for an opening in traffic.

\*Careful observation of the machines as they sweep past your turn may prevent an incident. Often you will detect debris, leaking fluids or loose parts prior to catastrophic failure.

Monitor the track for debris from motorcycles and riders, such as knee pucks or nuts and bolts.

Watch for lose or dragging parts, cables, exhaust pipes, number plates and fairings or rocks from riders that have been down and re-entered the race as they may be a safety hazard to other riders.

Watch for leaking fluids; try to determine if leak is from overflow, motor, brake line or calliper. Is the fluid oil or water?

Pay close attention to smoke. Immediately report smoking motorcycles; this alerts Race Control and other stations, so they can observe and respond quickly. Does the bike smoke on acceleration or deceleration? Is the smoke coming from the exhaust or engine area?

Inspect and sweep the track for debris between (not during) races as time allows, call in to Control for time available between sessions. Under no circumstances shall anyone stop on track to pick up small scattered debris, or to sweep the track while a session is underway.

Report any of the above to Race control with concern and bike number, as rider may need to be taken off track for safety reasons. If unsure call it in so other corners can monitor the rider.

## **8. Response to Incidents**

### **General Rules**

Roadracing can be dangerous or life threatening. If you witness a serious crash or injury, please do the following:

Flag the incident immediately.

Take a DEEP breath and radio the incident information immediately including rider status to Control (i.e. BIKE DOWN - RIDER UP (or DOWN), BIKE OFF TRACK, etc)

Continue to monitor the incident. If one went down the chances are high for another to follow.

Send runner to the downed rider as soon as 'safely' possible ONLY IF NEEDED.

Do not enter the track surface or impact zone prior to displaying the appropriate flag(s) and without checking for oncoming traffic. (Cross the track in a direct path)

Check the condition of the downed rider(s) if in doubt. Make sure hand signals are used to update rider status to corner captain A.S.A.P and make sure the signals are mirrored back by your corner captain. (ie. 'safe' or need "ambulance") If rider is not moving, do not touch or move rider, signal the corner captain to request an ambulance. (To signal for an ambulance, stand up place both hands together over your head forming an A)

Do not remove a downed rider's helmet. No exceptions to this rule!

Do not attempt to move a downed rider. No exceptions to this rule!

Do not transmit medical or accident-specific information over the radio unless directed by Race

Control (NO NAMES! Bike numbers only!)

Do not allow spectators, photographers, competitors or others access to the accident site unless directed by Control

Record what occurred (incident reports); include rider number(s), and any other information specific to the incident you witnessed.

Responding to a Crash

Assess the situation. If the rider is up and able to move out of 'DANGER ZONE' alone please do

not respond. If the rider gets up, and appears OK, but does not move away from the danger zone, attempt to signal them to move to a safe area shall be made.

If rider is need of assistance in clearing the 'DANGER ZONE' you may enter when safe to do so.

If rider status is in doubt please update Race Control ASAP.

Clear incident as quick as possible and return to your corner station A.S.A.P.!

For YOUR safety, under no circumstance shall a corner worker attempt to help a downed rider fix a bike, or clear gravel from the bike. This is to ensure safety of the corner worker if a rider takes off unexpectedly. The corner worker's assistance is to be limited to helping a downed

rider push a bike out of harm's way, or back onto the track(keeping in mind any risks associated

with on-coming traffic). -RETURN TO YOUR CORNER STATION as soon as possible.

PLEASE remember if one went down it is highly likely another may follow!

**Remember YOUR SAFETY IS #1!**



