

Empowering a Motorsport Nation

MEMBER OF



# Pit lane and Grid Officials Handbook

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**References:**

- Motorsport Australia
- Motorsport Australia Formula 1 Australian Grand Prix Marshals Handbook
- Motorsport Australia Circuit Race Appendix

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## Table of Contents

1.	Introduction.....	4
2.	Objectives .....	4
3.	Preparation .....	4
	Personal equipment .....	4
	Safety .....	4
	Sign-on .....	4
	Briefings and instruction .....	5
	Cameras and photography .....	5
	Health and wellbeing.....	5
4.	Policies.....	5
5.	Roles in Pit lane and Grid.....	6
6.	Pit lane duties .....	6
	Safety .....	6
	Pit lane general operations.....	10
	Communications – hand signals .....	11
7.	Pit lane procedures – Radio Communications .....	12
	General .....	12
	Calling in .....	12
	Messages.....	12
	Enforced radio silence .....	13
8.	Pit lane procedures – Radar .....	13
9.	Pit lane procedures – Pit Exit.....	13
	General .....	13
	Opening/closing pit exit.....	13
10.	Pit lane procedures – Pit Entry.....	14
	General .....	14
	Provision of direction .....	14
11.	Pit lane procedures – Starter.....	14
	Practice and qualifying .....	14
	Race starts.....	15
	Race completion.....	15
	Warning flag.....	15
	Flag types.....	15
12.	Grid procedures.....	16
	General .....	16
	Grid procedures .....	18
13.	Yellow flag procedures.....	20
	General .....	20
	Yellow flag procedures .....	21
14.	Appendix A – Position descriptions .....	25
15.	Appendix B – Sample grid sheet .....	30
16.	Appendix C – Yellow flag procedure – competition vehicles approaching grid ..	31
17.	Appendix D – Yellow flag procedure – competition vehicles awaiting start.....	32
18.	Appendix E – Yellow flag procedure – competition vehicles during race start ...	33

## 1. Introduction

It should be recognised that this handbook is just a guide and will not cover all circumstances that may arise during an event, but the principles do and must be kept in mind when decisions are being made. In addition, there are specialist manuals and training materials which will supplement any information in this handbook. Motorsport Australia<sup>1</sup> is a source of information to support you and your motorsport roles.

## 2. Objectives

As a pit lane official your primary role is to provide competitors a safe, efficient and unencumbered pit lane in which to compete. A secondary role is the compliance with rules.

As a grid official you are to ensure the correct positioning of competition vehicles on the grid and manage any competition vehicles at the commencement of a race start.

## 3. Preparation

### *Personal equipment*

As a pit lane and grid official, the following items/equipment should be taken to every event:

- Whistle
- Leather gloves (ability to protect against hot objects)
- Writing pad
- Pencil/pen
- Appropriate clothes and shoes (i.e. clothing to cater for all weather conditions)
- Hat/Cap
- Sunglasses
- Sunscreen
- Ear plugs/ear protection
- Personal Medication

### *Safety*

By participating at motorsport events as a volunteer, you do so by your own choice, you must bear responsibility for your own welfare. Your first priority is your safety, followed by the safety of other officials, the competitors and the public.

Important note about officials' safety:

If you are asked to do something which compromises your safety, you should NOT do it unless you find a way of doing it safely. Under NO circumstances is your safety to be compromised.

### *Sign-on*

When you first arrive at a race circuit you must sign-on and check in with your senior officials as to your allocated position for the day/event.

Sign-on is important to ensure race administration can confirm that all the required teams are staffed adequately. The sign-on procedure also registers you for that day, for the purpose of being covered by the various insurances that are in place to cover you.

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<sup>1</sup> Motorsport Australia Website: [www.motorsport.org.au](http://www.motorsport.org.au)

## ***Briefings and instruction***

At the commencement of each day, attendance to a general briefing is mandatory. These briefings provide general instruction about the day's events. If you miss a briefing, report to your senior official for details before moving to your post or proceeding with your duties.

In addition to a general briefing, there may also be a briefing/s specific to the pit lane and grid team.

## ***Cameras and photography***

Officials must not take photographs whilst on duty unless given permission by their senior officials.

No photos may be distributed on social media while an event is in progress, and after any event, extreme care must be exercised to ensure reasonable privacy is respected.

As an official you must be professional at all times, and remain focussed on your duties, whether trackside, in pit lane, or in the paddock.

## ***Health and wellbeing***

Make sure your health is optimised before an event. Ensure you get plenty of sleep, sustenance, hydration and rest.

If you have medical conditions, ensure you bring any medication(s) with you. It is very important you discuss your specific medical history with your senior should it have a potential to impact your duties as an official. Anything you discuss with your senior will be treated with the utmost confidence. You should also be aware of the Motorsport Australia Illicit Drugs in Sport policy as it may have implications for both prescribed and over the counter medication you may be taking.

If you have an injury or illness that may prevent you from performing a particular role or function, please let your senior know.

If you do have a significant health issue at an event, please notify your senior and be seen by the medical team.

In carrying out your duties it is important to ensure adequate breaks are taken to keep you fresh and alert. Make sure you inform your senior when taking a break.

Ensure you work in with your team mates to maintain coverage of your allocated work area before going on a break.

Finally, be mindful of your teammates and do not disappear for long periods of time. They too may wish to take a break.

## **4. Policies**

The Motorsport Australia website has a number of policies you should be aware of and follow. Policies that should be read and understood are:

- Member Protection Policy
- Officials Code of Conduct Policy
- Occupational Health and Safety Policy
- Privacy Policy
- Social Media Policy
- Hazard and Risk Management Policy
- Illicit Drugs in Sport
- Alcohol Testing Policy

Refer to the [Motorsport Australia website](#) for more details on other relevant policies.

## 5. Roles in Pit lane and Grid

There are a number of roles volunteers can aspire to in Pit Lane or Grid through training, active participation at race events, a willingness to develop and learn to build capability and take on further responsibility.

The Motorsport Australia website provides details about the pathways for officials and the licensing and accreditation approach.

Refer to Appendix A for a sample of position descriptions for the various roles in pit lane or grid.

## 6. Pit lane duties

### Safety

<i>Inspection</i>	<ul style="list-style-type: none"> <li>Once you have been briefed by the Chief of Pit Lane regarding your duties it is good practice to walk the entire pit lane to inspect for any hazards.</li> <li>Typically look for objects such as nuts, bolts, screws etc. along the pit lane which may cause harm to competitors, spectators and your teammates.</li> </ul>
<i>Whistles</i>	<p>Use of whistles is important in providing warning to personnel working in pit lane. Always face oncoming vehicles.</p> <ul style="list-style-type: none"> <li>Blow your whistle as a vehicle approaches you.</li> <li>As the vehicle passes down the lane it should be preceded by the sound of whistles.</li> </ul>
<i>Reversing</i>	<ul style="list-style-type: none"> <li>Competition vehicles must not engage reverse gear whilst in pit lane.</li> <li>Competition vehicles must be pushed.</li> </ul>
<i>Personnel</i>	<p>The following rules apply for people under 16 years of age and non-essential personnel in pit lane:</p> <ul style="list-style-type: none"> <li>Nobody under the age 16 in pit lane.</li> <li>Generally, persons younger than 16 years of age must stay within the confines of a garage.</li> <li>No wheelchairs in the pit lane (ok inside a garage).</li> </ul> <p>Ensure non-essential personnel have the appropriate clothing before stepping into the pit lane, that is:</p> <ul style="list-style-type: none"> <li>Closed toe shoes.</li> <li>No singlets etc.</li> <li>Shorts are OK.</li> </ul> <p>The exception to this rule is during a public pit walk session.</p>

<i>Personnel at signalling wall</i>	<ul style="list-style-type: none"> <li>• Generally, each team is permitted a maximum of 3 personnel per car at the signalling wall (subject to the supplementary regulations or competition rules for an individual category).</li> <li>• Team personnel are not permitted at the signalling wall to spectate. The exception to this rule is when a team member is positioning a competition vehicle on the grid prior to race start. In this situation the team member must vacate the signalling wall as soon as they have positioned their competition vehicle or in the case of a rolling start, prior to the green flag being displayed.</li> <li>• During an event where the start of the race is a rolling start, no personnel including pit lane officials should be at the signalling wall for the formation lap prior to race start.</li> </ul>
<i>Equipment at signalling wall</i>	<ul style="list-style-type: none"> <li>• No equipment is allowed to sit on the signalling wall.</li> <li>• Timing beacons (dorians) must be self-supporting.</li> </ul>
<i>Equipment in pit lane</i>	<ul style="list-style-type: none"> <li>• Generally, cars and equipment (e.g. wheel guns) must reside in the garage until that racing category is scheduled for an event.</li> <li>• Depending on race circuits, personnel may wish to bring equipment from Marshalling/Pit Entry into Pit Lane. Personnel should be instructed not to enter pit lane until the prior race event is completed or as instructed by Race Control.</li> <li>• Specific to Supercar events: <ul style="list-style-type: none"> <li>• Equipment may only be placed in the lane up to one lap before the pit stop from within the garage.</li> <li>• Equipment must be removed within 1 lap afterwards.</li> <li>• No equipment in the fast lane or another team's working area.</li> </ul> </li> </ul>
<i>Refuelling</i>	<ul style="list-style-type: none"> <li>• For certain categories in race conditions competition vehicles must be on jacks whilst being refuelled unless otherwise directed.</li> <li>• Fire marshals should be in vicinity of the racing team and suitably attired.</li> <li>• Racing teams must have personnel associated with a refuelling procedure dressed appropriately (e.g. fireproof suit, goggles, helmet etc.).</li> <li>• The number of team personnel permitted in pit lane during refuelling is governed by the regulations applicable to that category.</li> </ul>
<i>Spills/Clean up</i>	<ul style="list-style-type: none"> <li>• Buckets of soaker, broom and shovel should/will be placed along the pit lane for use on spills (e.g. oil).</li> <li>• Use soaker sparingly or soaker pads if available.</li> <li>• When attending to a spill ensure you have another official with you to watch for on-coming traffic.</li> <li>• If a refuelling spill occurs, the clean-up cannot be carried out until the Fire Marshal at the scene has given the thumbs up that it is safe to enter the area.</li> <li>• If a clean-up is required on track after an incident, only officials who are physically capable of entering and exiting the track should assist and do so under the direction of the Senior Official/Race Control, or the sector marshal for that section of the track. Whistles are to be used at all times alerting other officials on track of oncoming vehicles.</li> </ul>
<i>Incidents</i>	<ul style="list-style-type: none"> <li>• Incidents involving clean-up (e.g. car to car contact, car to person, car to infrastructure, such as a wall).</li> </ul>



	<ul style="list-style-type: none"> <li>• In cases where a significant incident/accident has occurred before clean-up is to commence ensure you get the 'ok' to commence clean-up from a senior official or medical team. This is very important as the scene of the incident may require investigation and you may be tampering with important evidence.</li> <li>• You may be asked to complete an incident report. Ensure you note details such as time, car numbers, and garage numbers of those involved. Always keep a pen and pad with you.</li> <li>• Incident forms are available from your senior.</li> </ul>
<i>Fires in Pit Lane</i>	<ul style="list-style-type: none"> <li>• Within Pit Lane there are dedicated Fire Marshalls. Leave the firefighting to them as you are not dressed or trained appropriately to fight fires.</li> <li>• The priority is to save life and then to protect property.</li> <li>• Ensure the area is safe to allow the Fire Marshalls to do their job, making sure onlookers and non-essential personnel are clear and don't become part of the incident.</li> <li>• Assist fire marshals if requested to retrieve more extinguishers which are placed along the pit lane to aid quick extinguishing of the fire.</li> </ul>
<i>Critical incidents</i>	<p>An incident that results in:</p> <ul style="list-style-type: none"> <li>• An injury (of significance) to the public, or</li> <li>• An injury to any person which is likely to result in a death.</li> </ul> <p>Will be declared by the Senior Medical Officer or Clerk of the Course and special procedures are to be followed. Refer to the Motorsport Australia website for critical incident response procedures and briefing notes. These will be controlled by the Motorsport Incident Coordinator.</p>
<i>Incident Reports</i>	<p>From time-to-time incidents may occur in pit lane. You have a responsibility to maintain safety in the lane. If an incident occurs ensure you capture as much information as possible. Items to note for an incident report:</p> <ul style="list-style-type: none"> <li>• Car numbers.</li> <li>• Location (e.g. in front of garage 'x').</li> <li>• Description of the incident (car to car contact).</li> <li>• Were personnel injured?</li> <li>• Draw a diagram to aid clarity of the incident.</li> </ul>
<i>Working under vehicles</i>	<ul style="list-style-type: none"> <li>• Before a team is able to work under a vehicle, axle stands (non compressible jacks) must be in place.</li> <li>• 'Working under' is defined as any part of the body above the elbows.</li> <li>• Note that routine changing of tyres is <u>not</u> considered working under a vehicle.</li> </ul>



<p><i>Alcohol/Smoking</i></p>	<ul style="list-style-type: none"> <li>• No alcohol is permitted in pit lane or in garages.</li> <li>• Where members of the public are above pit lane (e.g. corporate areas) ensure no glass is in proximity of the balcony above pit lane. Warn members of the public to remove glass from balconies etc.</li> <li>• No smoking or vaping an e-cigarette in pit lane, the paddock area or in garages.</li> <li>• No smoking or vaping an e-cigarette permitted above pit bays (e.g. corporate areas) especially during events where refuelling is required.</li> <li>• Pit lane or grid officials must not drink or be affected by alcohol prior to and during events, nor may they use any drug which is likely to affect their alertness or judgement.</li> </ul>
<p><i>Recoveries</i></p>	<ul style="list-style-type: none"> <li>• During an event, a competition vehicle may return to the pit lane with a mechanical issue. Although the competition vehicle may have been driven into the lane from the circuit, the team may determine that it cannot be driven from the pit lane to the paddock area, and they may therefore require the assistance of a recovery vehicle.</li> <li>• Be mindful that a team with a damaged or malfunctioning competition vehicle will be frustrated or stressed so when the time is appropriate, attempt to identify a senior member of the team and enquire as to whether they require a recovery vehicle and if so whether it is a lift tow or a flat tow.</li> <li>• If they require a recovery vehicle, call race control and request a recovery, stating: <ul style="list-style-type: none"> <li>○ The competition vehicle number.</li> <li>○ The location (usually the garage number).</li> <li>○ Whether a lift tow or flat tow is required.</li> </ul> </li> <li>• Stay with the competition vehicle and indicate to the recovery crew which vehicle they are recovering as they approach. If the driver or team member is going to steer the vehicle when it is towed, get them back into the vehicle ready to go.</li> <li>• Competition vehicles may also be returned to pit lane having been recovered from the circuit. The recovery crew and race team will normally unload the vehicle. Assist by keeping an eye on booms to ensure tall vehicles don't collide with them, protect those unloading the competition vehicle from traffic in pit lane, and clean up spilt fluids or debris.</li> <li>• Do not stand behind the vehicle as it is being lowered or raised from a tilt tray as a mechanical failure could lead to the vehicle rolling off the tray.</li> </ul>

## Pit lane general operations

<p><i>Red Flag</i></p>	<p>If an event is red flagged, there are a number of options in which competition vehicles should be positioned in the pit lane as they re-enter the pit lane after a red flag.</p> <p><b>Race Situation:</b></p> <ul style="list-style-type: none"> <li>• Generally, if a red flag is called, competition vehicles should be positioned between the fast lane and the working area of pit lane. The purpose of this is to allow emergency and recovery vehicles clear access through pit lane.</li> </ul> <p><b>Practice/Qualifying situation:</b></p> <p>There are a number of options:</p> <ul style="list-style-type: none"> <li>• Position competition vehicles in the fast lane, leaving a clear lane between the working area and the fast lane.</li> <li>• Position competition vehicles between the fast lane and the working area of pit lane, leaving a clear lane in the fast lane.</li> <li>• In any of these options it is important to keep a clear lane to allow emergency and recovery vehicles clear access through pit lane.</li> </ul> <p>If you have radio communications, be attentive and listen for direction from Race Control as they may direct pit lane personnel with appropriate instruction as to the positioning of competition vehicles. Otherwise take direction from the Chief of Pit Lane or other nominated officials.</p>
<p><i>Crossing pit lane</i></p>	<p>Once pit lane opens for an event, particularly for a race event it is important pit lane personnel remain to one side of pit lane and not cross the lane until the last competition vehicle passes your point.</p> <p>The main purpose of this is to maintain safety in pit lane. In some events like a Supercar event, it is also a regulation to not cross pit lane until the last car passes your point.</p>
<p><i>Accreditation</i></p>	<p>The pit lane has many personnel in it. It is important to maintain a secure pit lane and ensure the appropriate personnel have access. This is achieved in many events by having the appropriate accreditation.</p> <p>Accreditation can take the form of:</p> <ul style="list-style-type: none"> <li>• Coloured wrist bands</li> <li>• Identity cards worn on a lanyard</li> <li>• Tabards</li> </ul> <p>Typical personnel, in which accreditation is required:</p> <ul style="list-style-type: none"> <li>• TV crews</li> <li>• Photographers</li> <li>• Team members</li> <li>• Security guards</li> <li>• Other Officials, e.g. Medical, Fire, Scrutineering, Race Control personnel.</li> </ul> <p>Those personnel without the appropriate accreditation should be escorted away from pit lane.</p>

## Communications – hand signals

There are nine recognised hand signals used to communicate over a distance. It is important you memorise them as you may be required to communicate to others if access to radio communications is not possible.



Crossed arms overhead  
Medical attention required



Arms form an F  
Fire tender required



Arms form a W  
Rescue equipment required



Pat Top of Head  
I need assistance



Arms Form a T  
Car requires a Flat Tow



Arms Form a T then Lifted  
Car requires a Lift Tow



Act out spreading cement  
There is fluid on the track



Thumbs Up  
Driver OK or  
Situation under Control



Is it safe to cross the track?  
Arm Vertical–Wait not safe  
Arm dropped–Cross now

## 7. Pit lane procedures – Radio Communications

### General

The following information relates to the radio system in general:

- Calls via the radio communications between officials on the ground should be arranged through Race Control.
- Radio communications must only be used to transmit information necessary for the proper running of the event and not for "social chatter".
- Once you press the transmit button, no one can interrupt you or use the system. You must be brief and to the point. Include only such information as is necessary to get your message across and to allow the receiver of the message to take the appropriate action.
- Be careful not to inadvertently have your radio button pressed down by clothes or other gear as this can disrupt the whole communication network.

### Calling in

- Prior to transmission, hesitate for a second and collect your thoughts before calling. Listen, and when the channel is clear, press the button, hesitate again for a second, and then state your message.
- Use a clear, normal voice, with the microphone close to your mouth. If reception is bad, try moving away from buildings and fences.
- When making a call via radio communications officials are to use their allocated call sign (as assigned at the commencement of the day by the Chief of Pit Lane and/or Chief of Grid) and not your name.
- Identify the intended recipient (for example Race Control) first and then identify yourself. For example, "Race Control, this is \_\_\_\_". Wait for an acknowledgment before continuing. After Race Control has acknowledged your call and indicated that you should continue, you should proceed with your message.
- During an event you may hear "Standby" as a call. This is used to place someone on alert, ready for action. For example, "Race Control this is Sector 1, Standby".
- If Race Control requests, you to "hold" please be patient as other things may be going on that you are not aware of.
- Allow a reasonable time for a response. If there is no response after this reasonable period of time, then you may transmit again.
- If an urgent call needs to be transmitted while other communication is being conducted, then use the word "priority", for example, "Race Control this is Pit 1, Priority".

### Messages

- It is crucial that when you identify yourself to others you do not use abbreviations. Please be as clear and unambiguous as possible.
- If you do not understand something, request a repeat of the message. A misunderstood message can be dangerous. Be calm, brief and to the point. Do not waste words or make conversation.
- Some messaging guidelines are as follows:
  - Use numbers for competition vehicle identification. State the number of the competition vehicle and the individual digits, e.g. "car twenty-seven, two seven" or "car six, six alone".
  - Give a clear, precise description of the circumstances of an incident, remembering that Race Control may have to make the appropriate responses based on your information alone.
  - Describe positions accurately e.g. "100 metres past control line at Pit Exit on drivers left"
  - Advise what services may be needed, such as fire or medical services.
  - When possible, keep Race Control informed about the progress of all emergency responses and activity in concise, clear messages.

## **Enforced radio silence**

- Before the start of a race and the first lap of the race or when instructed by Race Control, radio communications should only be used for urgent messages.
- Refrain from dealing with housekeeping matters during this period, as they should be handled after a race start.

## **8. Pit lane procedures – Radar**

Refer to the [Motorsport Australia website](#) for instructions on the use of a radar gun in pit lane.

## **9. Pit lane procedures – Pit Exit**

### **General**

- If you are assigned to work in pit exit you will be assigned with radio communications and your call sign will be Pit Exit.
- Be attentive and alert at all times.
- Be familiar with the use of equipment such as red/green lights at pit exit and also ensure you have the appropriate flags and boards for use at pit exit.

### **Opening/closing pit exit**

- Open pits exit at the direction of Race Control. Acknowledge Race Control by responding *"Race Control this is pit exit, pit exit is open"*.
- Close pit exit at the chequered flag (end of practice, qualifying, and race session). Inform Race Control of the closing of pit exit.
- Race control determine the procedures for the closing and reopening of pit exit during a safety car period, and the requirements should be confirmed with Race Control if there is any doubt. Pit exit will be opened and closed under their direction. An example of how this might work is as follows:

During a Safety Car period, you must close pit exit prior to the Safety Car reaching a set point on the race track depending on the circuit. This is to ensure any competition vehicle already in pit lane or wishing to leave pit lane are held at pit exit until the Safety Car and the train of competition vehicles following it pass pit exit. Once the last competition vehicle in the train of vehicles behind the Safety Car is past pit exit blend line you may open pit exit and release any competition vehicles as required.

- It is good practice to keep Race Control informed of activity at pit exit. Examples where you should keep Race Control informed:
  - At the opening and closing of pit exit.
  - When the last competition vehicle leaves pit exit at the start of a race. (e.g. *"Race Control this is Pit Exit. Car 55 has entered the track"*).
  - When a competition vehicle is sent into pit lane to serve an infringement such as a black flag. (e.g. *"Race Control this is Pit Exit. Car 55 has served its drive through penalty and leaving Pit Exit"*).
  - During a Safety Car period, when a vehicle leaves pit lane and does not immediately join the 'train' of vehicles behind the Safety Car. The reason is the competition vehicle may travel around the circuit at a safe speed in order catch up to the 'train' and this serves as a warning to other officials working trackside that an uncontrolled competition vehicle is approaching their work area.
  - After the Starter has called in first and last car for Chequered Flag during a race, transmit that Pit Exit is closed. Acknowledge Race Control, when a Black Flag has been issued to a competition vehicle.

- Use/wave the green flag when instructed to open pit exit specifically when Race Control requests you to open pit exit to release competition vehicles on the track for practice and qualifying sessions. Not required for release of competition vehicles for observation laps prior to race start. Note this may not apply at all circuits.
- During a red flag, competition vehicles may re-enter pit lane and proceed to pit exit in readiness to re-commence a session. Be alert and await instruction from Race Control. You may be instructed to hold vehicles at pit exit or to send vehicles away from pit lane.

**NOTE:** Generally, Race Control will instruct you when to open or close pit exit. The above should be used as a guide.

## 10. Pit lane procedures – Pit Entry

### General

- If you are assigned to work in pit entry, you will be assigned with radio communications and your call sign will be Pit Entry.
- Be attentive and alert at all times.
- Your main role at pit entry is to control traffic.
- Maintain communication with Race Control.

### Provision of direction

- Control access into pit lane by giving clear concise direction with the use of hand signals and your whistle.
- Work in with other officials in the area such as security guards in ensuring the appropriate personnel access pit lane.
- Provide information to Race Control particularly when acknowledging a competition vehicle has entered pit lane after receiving an infringement such as a black flag. For example, *“Race Control this is pit entry, car 55 has entered pit lane for its drive through penalty”*.
- Take control of pit entry at the end of an event to direct competition vehicles to the paddock area or pit lane. Under no circumstances are you permitted to stand in the fast lane when directing competition vehicles.
- In the event of a red flag, listen for direction from Race Control as to the direction of competition vehicles. Competition vehicles may be directed to travel down pit lane or to exit and return to marshalling or the paddock.
- You may be called upon to identify the top three competitors at the conclusion of an event and direct them to a specific location for a podium presentation. Race Control would normally provide the vehicle numbers for this.

## 11. Pit lane procedures – Starter

Whilst the role of Starter does not fall within the function of the Pit Lane and Grid team, the following points are noted for information only.

### Practice and qualifying

- Keep an eye on the time and be ready for the end of session.
- Radio Race Control with the car number of the first car to receive the chequered flag and the last before.
- Confirm when last car has received the flag.
- For red flags, call the last car through the red flag.

## Race starts

- Wait for Race Control to confirm the field is in the Starter's hands and confirm radio call.
- Once green flag is received from Rear of Grid (RoG), check for yellow flags along pit wall indicating a car with a problem.
- Indicate 5 seconds with a board.
- Wait 5 seconds.
- Red lights on.
- Wait 2 – 3 seconds.
- Red lights off.
- Confirm to Race Control of clean start or other information.

## Race completion

- As the lead car commences the last lap, make radio call to Race Control: "this is the starter, the leader, car xx has commenced its final lap".
- As the leader completes the final lap make radio call to Race Control: "this is the starter, the chequered flag has been displayed to car xx, last car before the flag was car yy".
- Confirm when last car receives the chequered flag.



## Warning flag

Applies to:

- Black Flag.
- Mechanical Black Flag.
- Bad Sportsmanship Flag.
- Acknowledge radio call from Race Control to confirm the car number.
- Number board must be displayed with the flag to identify the car to which it applies.
- Call Race Control to advise each time the car passes the control line, and if it enters pit lane inform Race Control and withdraw the flag.

## Flag types

It is important to understand the meaning of different flags. Various flags and their meanings are displayed below:

	<b>Chequered Flag</b> Indicates end of race or practice.		<b>Blue Flag</b> Indicates a competitor is closing in or about to overtake.
	<b>Black &amp; White Diagonal Flag</b> Shown with a number board warning a driver their track conduct is unsportsmanlike.		<b>Yellow Flag</b> Indicates that there is danger ahead and to slow down. Driver to be prepared to take evasive action. No overtaking allowed.
	<b>Green Flag</b> All clear ahead. Also used to signal the start of the formation/warm up lap.		<b>White Flag</b> Slow moving vehicle or service vehicle is on the track ahead.
	<b>Red Flag</b> Indicates to the driver the race/practice has been stopped.		<b>Red &amp; Yellow Stripped Flag</b> Deterioration of adhesion / slippery surface ahead.
	<b>Black &amp; Orange (Meatball) Flag</b> Shown with a number board to indicate mechanical problems. Driver must return to the pit lane on the next lap.		<b>Black Flag</b> Shown with a number board indicating to the driver that they must enter pit lane on the next lap. This is usually as a result of an infringement.



## 12. Grid procedures

### General

Working on the grid is a very important role. Grid officials assist the Chief of Grid in ensuring competition vehicles are correctly positioned on the grid along with managing any disabled competition vehicles after a race start.

<i>Personnel</i>	<p>Officials allocated to undertake duties on the grid should:</p> <ul style="list-style-type: none"> <li>• Be visible to the Chief of Grid (this aids the Chief of Grid in case last minute grid sheets need to be re-allocated).</li> <li>• Be physically fit (ability to jump walls safely).</li> <li>• Ensure you have a pair of gloves.</li> <li>• Ensure you have a whistle.</li> <li>• Ensure you do not have any loose items on your person that may fall out while on the grid.</li> <li>• Carry a pen/pencil and writing pad with you whilst on the grid (to note any late changes to grid positions for competition vehicles).</li> </ul>
<i>Grid sheets</i>	<p>Grid officials will be given a grid sheet showing the allocation of competition vehicles they will be responsible for positioning on the grid.</p> <p>Grid officials should take the grid sheet with them on the grid to help them in positioning the competition vehicles.</p> <p>Refer to Appendix B for a sample grid sheet.</p>
<i>Start types</i>	<p>Different events have different race start procedures. The varying race start procedures will dictate when and how grid officials are used for race starts.</p> <p>Examples of the type of race starts when a grid official will be required on grid:</p> <ul style="list-style-type: none"> <li>• Non Championship standing start (e.g. Club/State)</li> <li>• National/Championship standing start</li> <li>• Championship rolling start</li> </ul> <p>Detailed information regarding how grid officials should operate in the various race start types are described further within this handbook.</p> <p>In all examples the Chief of Grid will address grid officials on the specific requirements of each race to ensure all officials understand their roles on the grid.</p>
<i>Entering the circuit</i>	<p>Become familiar with entry and exit points to/from the grid.</p> <p>Grid officials should enter the grid as competition vehicles exit the marshalling area and/or pit exit or as directed by Race Control/Chief of Grid.</p> <p>When entering the grid area on track be aware of the Safety Car and emergency vehicles that are on track and getting into position.</p> <p>Inspect the area of the track in which you have been allocated, especially the racing line to ensure any debris (e.g. nuts, bolts, carbon fibre etc) is removed.</p> <p>In your allocated area stand in the centre of the track facing oncoming traffic in the front of the first pair of competition vehicles you are managing.</p>

<p><i>Whistles</i></p>	<p>The use of whistles is important particularly where race events have non race and race personnel on the grid prior to a race start. (E.g. Formula 1, Supercar races).</p> <p>In this circumstance as the lead competition vehicle approaches the grid the grid marshal at the Rear of Grid (RoG) should blow their whistle. Each marshal in turn toward the front of the grid should then blow their whistle indicating to those around them that competition vehicles are approaching. This should be a continuous wave from RoG to the front of grid.</p>
<p><i>Positioning of vehicles</i></p>	<p>It is important to be alert whilst on the grid. Sometimes competition vehicles may not arrive to the grid in the order in which they were allocated.</p> <p>Depending on the race type and how competition vehicles left marshalling/pit exit will dictate where competition vehicles that arrive out of sequence will be placed on the grid. Listen to your radio for instruction from Race Control in these instances.</p> <p>Be aware of scratching's, or competition vehicles that spin or breakdown on their formation lap. These will be announced on the radio, and a competition vehicle arriving at the grid after the main field may be directed by Race Control to start rear of grid. Unless otherwise directed, the remaining competition vehicles must start in their designated grid spot, so be firm about keeping grid spots clear if required.</p> <p>Competition vehicles should be placed in the centre of the grid position with the contact patch of the tyre on or behind the painted line at the front of the grid box.</p> <p>You may need to push a competition vehicle back into position however:</p> <ul style="list-style-type: none"> <li>• It is not required for championship starts once they have arrived from their reconnaissance lap,</li> <li>• It is not required for rolling starts.</li> </ul> <p>If a vehicle starts out of position, record the car number and grid position it should have and did start from, and report to Chief of Grid.</p> <p>If a vehicle reverses on grid, ensure it drives forward into the grid box. This ensures the driver has selected a forward gear and is not going to launch backwards at race start.</p> <p>In some categories, the grid marshal should ensure the engine is running as the competition vehicle approaches its grid position.</p>
<p><i>Hand signals</i></p>	<p>When positioning competition vehicles use clear hand signals. As a grid official you are to take charge and assert your authority on competitors when conveying instructions on the grid.</p> <p>Note: Grid marshals should not make count down minute or other signals to the drivers unless there is an obvious problem.</p>
<p><i>Radio Silence</i></p>	<p>Maintain radio silence during the grid procedure unless something critical has occurred. (E.g. a car has dumped oil on their grid spot prior to race start).</p> <p>Radio silence is important to allow Race Control/Chief of Grid and the Starter to take control of the start of the race.</p>

<p><i>Incidents</i></p>	<p>Once you have vacated the grid, grid officials should work in with pit lane officials. During an incident on track after the race has started:</p> <ul style="list-style-type: none"> <li>• Do not enter the track unless directed to by Race Control or Chief of Grid.</li> <li>• Always look for oncoming vehicles first – including emergency vehicles or the Safety Car / Course car.</li> <li>• Wherever possible position yourself so you are protected by a stationary vehicle if there are moving vehicles in your area.</li> <li>• You should always push a car rather than pull it. If you slip and fall you want the vehicle travelling away from you. (Especially on fluids).</li> <li>• One person should be directing the driver on where to steer the car (remember clear hand signals).</li> <li>• Confirm location that competition vehicles would be positioned if disabled during start line incident.</li> <li>• Beware of hot or sharp surfaces. You should always wear gloves. Carbon fibre is also a hazard and must not be touched with bare hands.</li> <li>• If the incident on track is significant (medical is called to the scene) under no circumstances are grid officials to remove anything from the scene until clearance from the Incident Controller or Medical Officer is given as the information about the incident must be recorded for investigative purposes.</li> </ul>
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### **Grid procedures**

**Note:** The procedures below should be used as a guide only as specific events will/may dictate a specific approach for the grid. Take direction from Race Control/Chief of Grid.

#### **Championship - Standing Start (typically for National/Restricted international events)**

- Competition vehicles leave the marshalling area for an observation lap (1 full lap of track).
- Competition vehicles which do not commence the observation lap will start at pit lane exit.
- Grid officials enter their allocated grid location once the Emergency vehicles (e.g. Safety Car, Medical, Fire) have past the starting grid.
- Grid officials will 'box' their allocated competition vehicles in their specified grid position (on or before the grid box line).
- Grid officials remain on grid during the countdown sequence (note there are a variety of starting time sequences (e.g. 10 min, 5 min, 3min, 2 min, 1 min, 30 sec count-down for Supercars) and a variation thereof. For example:
  - At 2 min signal, you should assist in clearing the grid of non-essential personnel and media. Grid marshals will then inspect down both sides of allocated grid positions for equipment left by the race team etc,
  - At 1 min signal, grid to be cleared of all team personnel including grid officials. You must ensure you are the last person to vacate the grid. The appointed rear of grid official will move off track in a safe position,
  - Starter will give the 30 second signal warning. This is the absolute latest time anyone should be on the grid,
  - You must vacate the grid as promptly and safely as possible.
- Starter waves green flag to signal formation lap.
- Competition vehicles proceed on formation lap.
- Competition vehicles which are out of position during their formation lap will either start at rear of grid, start from pit lane exit or as directed by Race Control
- At completion of the formation lap competition vehicles stop in allocated grid position.
- Appointed rear of grid official signals grid is set (over radio communications), waves the green flag and exits the track promptly and safely.
- Starter commences race start procedure (e.g. 5 second board etc.)

### **Non-Championship - Standing Start (e.g. State or Club)**

- Competition vehicles leave the marshalling area for one formation lap.
- Competition vehicles which do not commence the formation lap will start at pit lane exit or as directed by Race Control.
- Grid officials enter track to direct competition vehicles into appropriate grid positions.
- After all competition vehicles are gridded, all grid officials except for the appointed rear of grid official must exit the grid promptly and safely. Note that the race start sequence cannot be commenced until all grid officials have left the track.
- Competition vehicles which are out of position during their formation lap will either start at rear of grid, start from pit lane exit or as directed by Race Control.
- The appointed rear of grid official signals grid is set (over radio communications), waves the green flag and exits the track promptly and safely.
- Starter commences race start procedure.

### **Championship - Rolling Start (e.g. National)**

- Competition vehicles leave the marshalling area for their observation lap.
- Competition vehicles which do not commence the observation lap will start at pit lane exit or as directed by Race Control.
- Grid officials enter their allocated grid location on track.
- Grid officials will 'box' their allocated competition vehicles in their specified grid position.
- 3, 2, 1-minute warnings given by Starter.
- At the 1-minute warning grid to be cleared of all team personnel and grid officials including the appointed rear of grid official promptly and safely.
- 30 second warning given by Starter.
- Starter waves green flag to signal formation lap.
- Competition vehicles proceed on formation lap behind Safety Car.
- Competition vehicles which are out of position during their formation lap will either start at rear of grid, start from pit lane exit or as directed by Race Control
- Safety Car returns to Pit Lane on Race Control direction.
- Competition vehicles proceed towards start line.
- Starter commences race start procedure.

### **Non-Championship - Rolling Start (e.g. State or Club)**

- Competition vehicles leave the marshalling area for one formation lap behind the Safety Car.
- Competition vehicles which do not commence the formation lap will start at pit lane exit.
- No grid officials required on track.
- During the formation lap, competition vehicles maintain their starting order behind the Safety Car.
- Safety Car returns to Pit Lane on Race Control direction.
- Competition vehicles proceed towards start line.
- Starter commences race start procedure.

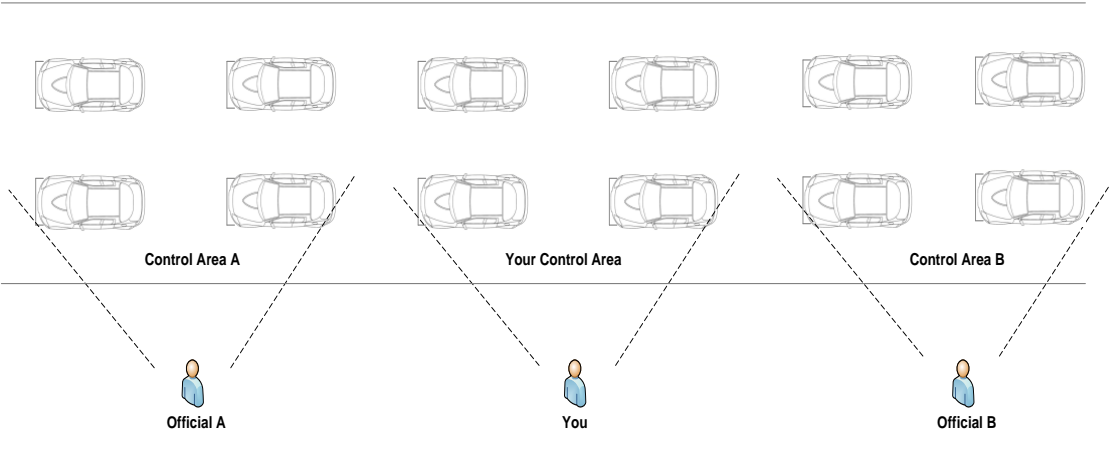
## 13. Yellow flag procedures

### General

The procedures for yellow flag are one of the most important tasks before, during and after a race start. Your role is to warn competitors of stationary, stalled or slow moving competition vehicles forward of the competitor's position during formation and race start.

As an official this requires utmost concentration on the task at hand to ensure the safety of competitors.

<i>Personnel at the signalling wall</i>	<p>During a race start procedure for some events (e.g. a championship start such as Supercar event) a team member may be at the signalling wall to guide their driver to their position on grid.</p> <p>Work in with race team personnel to provide them sufficient access to compete this task providing they do not obstruct you from completing your yellow flag procedure. Once they have gridded their vehicle, they must vacate the signalling wall for safety purposes prior to the 5 second board being displayed. If the race team member does not vacate after your instruction to do so, report this to your Senior official noting which race team the member was from.</p> <p>An exception to this is any media personnel who have the appropriate accreditation. They may remain at the signalling wall.</p> <p>Be courteous with teams/media personnel and understand they too have a job to do. You may need to reposition yourself to safely undertake the duties of the yellow flag procedure.</p>
<i>Safety</i>	<p>Prior to taking up your position for the yellow flag take time to familiarise yourself of the area you are working in. Think about the potential for an incident to occur and what your escape plan may be in this circumstance.</p> <p>If an incident occurs on the grid in your vicinity the safest position for you is to crouch down/duck behind the wall but NOT against the wall. By doing this you protect yourself from possible flying debris. You should retreat from your position only if safe to do so.</p> <p>When safe to do so, check for any cuts or injuries to yourself and fellow officials. If there are any injuries, you MUST report these to your Senior official immediately.</p> <p>Once a race event commences and there hasn't been a need for you to display your yellow flag, step back away from the signalling wall, face oncoming traffic and observe the competition vehicles until they all pass your position.</p>

<p><i>Holding the flag</i></p>	<p>Typically for most events the procedure for holding the yellow flag (e.g. as competition vehicles approach their allocated grid positions) will be to hold a stationary flag out from the signalling wall in a horizontal position with the flag unfurled and using your other hand to hold the bottom corner of the flag. This helps to keep a visible full flag displayed to the field of competition vehicles.</p> <p>In other circumstances unless directed you may be requested to hold a gathered flag.</p> <p>For some race meetings you may be instructed by your Senior official to use double yellow flags along the grid wall. This may be necessary as the Starters visibility may be partially/completely obscured by a structure such as a catch fence along the grid wall. Your Senior official will provide further direction if this is required.</p> <p>The Chief of Grid/Chief of Pit Lane will provide direction on the specific approach for holding the yellow flag at events.</p>
<p><i>Placement of yellow flag along the signalling wall</i></p>	<p>Prior to the release of competition vehicles from pit lane or the marshalling area for their observation and/or formation lap, unless instructed by your Senior, it is important to ensure you and other officials place yourselves evenly between the start of the field (Pole Position) and the back of the field to allow good coverage of the competition vehicles and their drivers to maintain safety.</p> <p><b>Note:</b> For some events such as a Supercar race event an official will be placed in every row to completely cover the field of competition vehicles as instructed by the Senior official.</p> <p>At your position along the grid wall you will have the responsibility to ensure the safety of competition vehicles between you and other officials along the grid wall, nominally called your control area.</p> 

## **Yellow flag procedures**

### **Non-Championship - Standing start (e.g. State or Club)**

- The competition vehicles will be released from the marshalling area/pit lane for their formation lap. As the competition vehicles make their way to the grid, the official manning the last yellow flag (at signalling wall near RoG) will raise a stationary yellow flag once they have a visual of the lead car approaching the grid. The next official will then raise a stationary yellow flag. The raising of a stationary yellow flag should form a wave effect as the remaining officials down the grid progressively raise their flags as competition vehicles approach them. See Appendix C for a pictorial explanation.

- Once competition vehicles are in their grid positions and you have checked that there are no grid officials still on the grid in your control area, you may bring your yellow flag in. Done properly this will form a wave effect as the officials starting from the front of grid to the rear of grid progressively bring their flags in.
- This is a very important step as this process identifies to the Starter and the Rear of Grid official that the grid is set and ready for the Starter to control the start of the race.
- Once you have brought in your yellow flag remain focused on the competition vehicles within your control area. Prior to a race start if a driver raises their hand or signals a problem with their vehicle immediately wave your yellow flag. See Appendix D for a pictorial explanation.
- Once Race Control has acknowledged the incident and provided appropriate instruction (e.g. instructs the Starter to display DELAYED START to the field) the yellow flag can be withdrawn.
- Once the Starter signals a race start remain focused on the competition vehicles within your control area and forward of your position (i.e. to the front of grid). If there is a slow-moving competition vehicle leaving its grid spot in your control area wave your yellow flag. All officials along the grid from your location to the rear of grid must wave their yellow flags also. Doing so will warn drivers from your location to the rear of grid of a potential danger. It is therefore important for you to monitor the competition vehicles in your control area, and to mirror the yellow flags between you and the front of the grid.
- When you decide that the slow-moving vehicle in question is up to speed and the area is clear of a potential risk it is your responsibility to withdraw your yellow flag and all other officials between you and the rear of grid must also withdraw their yellow flags to advise remaining drivers that the potential risk has cleared.
- If a competition vehicle stalls on the grid in your control area wave your yellow flag. All officials along the grid from your location to the rear of grid must wave their yellow flags also. Your flag should remain displayed until all competition vehicles and chase vehicles (e.g. Fire/Medical) have passed you.
- If the Starter has called the start of the race and a competition vehicle has stalled in your control area, once again wave your yellow flag. All officials along the grid from your location to the rear of grid must wave their yellow flags also. Doing so will warn drivers from your location to the rear of grid of a potential risk/incident. Once all competition vehicles and chase vehicles (e.g. Fire/Medical) have passed your control area the yellow flag can be withdrawn. See Appendix E for a pictorial explanation.
- DO NOT under any circumstances enter the track to remove the stalled/disabled vehicle unless instructed by a senior official/Race Control.
- DO however report any debris/fluid in to your senior official/Race Control and await further instruction.

### **Championship - Standing start (typically for National or Restricted International events)**

- Once the competition vehicles have been released from the marshalling area/pit lane on their observation lap, the official manning the last yellow flag will raise a stationary yellow flag once they have a visual of the lead car approaching the grid. The next official will then raise a stationary yellow flag. The raising of a stationary yellow flag should form a wave effect as the remaining officials down the grid progressively raise their flags as competition vehicles approach them. See Appendix C for a pictorial explanation.



- Once competition vehicles are in their allocated grid positions as directed by the grid officials they will remain on the grid for a countdown time sequence, normally 3 minutes, 2 minutes then 1 minute as called by Race Control. You may lower your flag once the competition vehicles arrive at their grid positions, i.e. it is not necessary to keep the yellow flag out during the 3, 2, 1 minute sequence.
- After the allotted countdown sequence has completed, Race Control will instruct the Starter to display the green flag to release competition vehicles on their formation lap.
- You will need to focus on the competition vehicles as they leave their allotted grid position as some drivers may be practicing their start procedure and may either stall or move off slowly from their grid position. Use your discretion and should a competition vehicle leave the grid slowly wave your yellow flag. The other officials from your point to the rear of grid must also wave their yellow flag and will bring their flag in when you bring yours in.
- You must also keep an eye on competition vehicles ahead of your control area as there may be a slow-moving vehicle leaving its allotted grid position. The official in that control area may wave their yellow flag so you must follow suit and wave your yellow flag, bringing it in when the other official brings their yellow flag in.
- As competition vehicles complete their formation lap and approach the grid, the official manning the last yellow flag will raise a stationary yellow flag once they have a visual of the lead car approaching the grid. The next official will then raise a stationary yellow flag. The raising of a stationary yellow flag should form a wave effect as the remaining officials down the grid progressively raise their flags.
- Once your competition vehicles are in their grid positions, you may bring your flag in. Done properly this will form a wave effect as the officials starting from the front of grid to the rear of grid progressively bring their flags in. See Appendix D for a pictorial explanation.
- Once you have brought in your yellow flag remain focused on the competition vehicles within your control area. Prior to a race start if a driver raises their hand or signals a problem with their vehicle immediately wave your yellow flag.
- Once Race Control has acknowledged the incident and provided appropriate instruction (e.g. instructs the Starter to display DELAYED START to the field) the yellow flag can be withdrawn.
- For Race Starts, remain focused on the competition vehicles in front of your control area and forward of your position (i.e. to the front of the grid). If there is a slow-moving competition vehicle leaving its grid spot in your control area wave your yellow flag. All officials along the grid from your location to the rear of grid must wave their yellow flags also. Doing so will warn drivers from your location to the rear of grid of a potential incident. It is therefore important for you to monitor the competition vehicles in your control area, and to mirror the yellow flags between you and the front of the grid.
- When you decide that the vehicle in question is up to speed, and the area is clear of a potential risk withdraw your yellow flag and all other downstream officials between you and the rear of grid must also withdraw their yellow flags to advise remaining drivers that the potential risk has cleared.
- If a competition vehicle stalls on the grid in your control area wave your yellow flag. All officials along the grid from your location to the rear of grid must wave their yellow flags also. Your flag should remain displayed until all competition vehicles and chase vehicles (e.g. Fire/Medical) have passed you.
- DO NOT under any circumstances enter the track to remove the stalled/disabled vehicle unless instructed by a senior official/Race Control.

- DO however report any debris/fluid in to your senior official/Race Control and await instruction.

### **Non-Championship – Rolling start (e.g. State or Club)**

- Once competition vehicles are on track for their formation lap all personnel including race officials and race team personnel must be clear of the grid wall for their own safety.
- No yellow flagging is required along the grid wall.

### **Championship – Rolling start (e.g. National)**

- Once competition vehicles have been released from the marshalling area/pit lane on their observation lap, the official manning the last yellow flag will raise a stationary yellow flag once they have a visual of the lead car approaching the grid. The next official will then raise a stationary yellow flag. The raising of a stationary yellow flag should form a wave effect as the remaining officials down the grid progressively raise their flags as competition vehicles approach them.
- Once competition vehicles are in their allocated grid positions as directed by the grid officials, you may lower your yellow flag. Competition vehicles will remain on the grid for a countdown time sequence, normally 3 minutes, 2 minutes and 1 minute as called by Race Control.
- After the allotted countdown sequence has completed, Race control will instruct the Starter to display the green flag to release competition vehicles on their formation lap.
- You will need to focus on the competition vehicles as they leave their allotted grid position as some drivers may be practicing their start procedure and may either stall or move off slowly from their grid position. Use your discretion and should a competition vehicle leave the grid slowly wave your yellow flag. The other officials from your point to the rear of grid must also wave their yellow flag and will withdraw their flag when you withdraw yours.
- Competition vehicles will be led around the track behind the Safety Car for the start procedure. No yellow flagging is required at this point and all personnel including race officials and race team personnel must be clear of the grid wall for their own safety.

## 14. Appendix A – Position descriptions

Specific position descriptions may be supplied for an event, however in the absence of these the following will give a guide to the roles and responsibilities.

### Chief Pit Lane Marshal – position description

#### **Position Objective:**

The Chief Pit Lane Marshal manages a team of Pit Lane Marshals within respective pit lanes, to ensure the safety of vehicle, officials and competitors who use the pit lane, therefore ensuring the efficient operation of the pit lane at all times.

#### **Position Responsibilities:**

- Brief the Pit Lane team on duties and expectations
- Become familiar with allocation of competition vehicles and other officials within pit lane
- Be aware of the location and operation of fire/rescue officials and associated equipment
- Manage pit lane access ensuring persons are appropriately credentialed
- Keep pit lane free of obstacles and hazards, and manage each as necessary
- Assist with the recovery and management of disabled vehicles
- Ensure fast lane is clear at all times, and implement communication methods (e.g. whistles, electronic beacons/sensors) to notify personnel of cars entering and leaving pit lane
- Monitor and manage pit stop procedures, as required by regulations
- Ensure there is no smoking or spark generating devices in pit lane
- Manage pit lane safety and access at the start and end of races

#### **Personal Attributes:**

- Good communication and observation skills
- Understanding of rules, regulations and trackside protocols
- Sound interpersonal skills
- Ability to follow instructions
- Ability to make decisions under pressure
- Safety Awareness
- Honesty and strength of character
- Commitment
- Tact and good manners
- Flexibility to meet demanding deadlines
- Good multitasking skills
- High level negotiation and conflict resolution skills
- Ability to work as part of a team
- Appropriate level of medical fitness, including:
  - Ability to safely traverse all types of terrain e.g. grass, gravel, uneven surfaces etc.
  - Ability to climb barrier if necessary
  - Ability to move quickly/change direction if responding to an incident
  - Ability to be standing/on feet for extended periods of time

#### **Resources:**

- FIA sporting and technical regulations
- National codes - sporting and technical
- Supplementary and further regulations
- Race bulletins
- Minute by minute
- Personal Protective Equipment (PPE)
- Radio
- Whistle
- Incident Report forms
- Competition vehicle garage allocations

#### **Recommended Training/Experience:**

- Motorsport Australia Introductory Module (essential)
- Pre-event Safety Briefing (essential)
- Motorsport Australia Silver Module (minimum)
- Any additional event-specific or role-specific training as required
- Experience as a trackside marshal, including a senior position e.g. Sector Marshal is desirable

# Assistant Chief Pit Lane Marshal – position description

## **Position Objective:**

The Assistant Chief Pit Lane Marshal assists the Chief with management of pit lanes, ensuring their safe and efficient operation at all times.

## **Position Responsibilities:**

- Assist with briefing the Pit Lane team on duties and expectations
- Become familiar with allocation of competition vehicles and other officials within pit lane
- Be aware of the location and operation of fire/rescue officials and associated equipment
- Manage pit lane access ensuring persons are appropriately credentialed
- Keep pit lane free of obstacles and hazards, and manage each as necessary
- Assist with the recovery and management of disabled vehicles
- Ensure fast lane is clear at all times, and implement communication methods (e.g. whistles, electronic beacons/sensors) to notify personnel of cars entering and leaving pit lane
- Monitor and manage pit stop procedures, as required by regulations
- Ensure there is no smoking or spark generating devices in pit lane
- Manage pit lane safety and access at the start and end of races
- Other duties as instructed by the Chief of Pit Lane

## **Personal Attributes:**

- Good communication and observation skills
- Understanding of rules, regulations and trackside protocols
- Sound interpersonal skills
- Ability to follow instructions
- Ability to make decisions under pressure
- Safety Awareness
- Honesty and strength of character
- Commitment
- Tact and good manners
- Flexibility to meet demanding deadlines
- Good multitasking skills
- High level negotiation and conflict resolution skills
- Ability to work as part of a team
- Appropriate level of medical fitness, including:
  - Ability to safely traverse all types of terrain e.g. grass, gravel, uneven surfaces etc.
  - Ability to climb barrier if necessary
  - Ability to move quickly/change direction if responding to an incident
  - Ability to be standing/on feet for extended periods of time

## **Resources:**

- FIA sporting and technical regulations
- National codes - sporting and technical
- Supplementary and further regulations
- Race bulletins
- Minute by minute
- Personal Protective Equipment (PPE)
- Radio
- Whistle
- Incident Report forms

## **Recommended Training/Experience:**

- Motorsport Australia Introductory Module (essential)
- Pre-event Safety Briefing (essential)
- Motorsport Australia Bronze Circuit Module (minimum)
- Any additional event-specific or role-specific training as required
- Experience as a trackside marshal, including a senior position e.g. Sector Marshal is desirable

# Pit Lane Marshal – position description

## **Position Objective:**

The Pit Lane Marshal assists the Chief of Pit Lane with the safe and efficient operation of pit lanes.

## **Position Responsibilities:**

- Become familiar with allocation of competition vehicles and other officials within pit lane
- Be aware of the location and operation of fire/rescue officials and associated equipment
- Manage pit lane access ensuring persons are appropriately credentialed
- Keep pit lane free of obstacles and hazards, and manage each as necessary
- Assist with the recovery and management of disabled vehicles
- Ensure fast lane is clear at all times, and implement communication methods (e.g. whistles, electronic beacons/sensors) to notify personnel of cars entering and leaving pit lane
- Monitor and manage pit stop procedures, as required by regulations
- Ensure there is no smoking or spark generating devices in pit lane
- Manage pit lane safety and access at the start and end of races

## **Personal Attributes:**

- Good communication and observation skills
- Understanding of rules, regulations and trackside protocols
- Sound interpersonal skills
- Ability to follow instructions
- Ability to make decisions under pressure
- Safety Awareness
- Honesty and strength of character
- Commitment
- Tact and good manners
- Flexibility to meet demanding deadlines
- Good multitasking skills
- High level negotiation and conflict resolution skills
- Ability to work as part of a team
- Appropriate level of medical fitness, including:
  - Ability to safely traverse all types of terrain e.g. grass, gravel, uneven surfaces etc.
  - Ability to climb barrier if necessary
  - Ability to move quickly/change direction if responding to an incident
  - Ability to be standing/on feet for extended periods of time

## **Resources:**

- FIA sporting and technical regulations
- National codes - sporting and technical
- Supplementary and further regulations
- Race bulletins
- Minute by minute
- Personal Protective Equipment (PPE)
- Radio
- Whistle
- Incident Report forms

## **Recommended Training/Experience:**

- Motorsport Australia Introductory Module (essential)
- Pre-event Safety Briefing (essential)
- Motorsport Australia General Official, Bronze Circuit Module (desirable)
- Any additional event-specific or role-specific training as required
- Experience as a general Motorsport Pit Lane Official (desirable)

# Chief Grid Marshal – position description

## **Position Objective:**

The Chief Grid Marshal manages a team of Grid Marshals to ensure the correct positioning of competition vehicles on the grid, as per grid sheets, and manage any disabled competition vehicles after a session start.

## **Position Responsibilities:**

- Brief the Grid team on duties and expectations
- Ensure correct grid position for competition vehicles during sessions starting on the grid
- Manage disabled vehicles in a safe and effective manner after sessions begin
- Manage pit lane egress of vehicles after the end of sessions
- Assist pit lane officials during competition, as required
- Ensure correct vehicles in the correct positions
- Communicate in a timely manner with Race Control with any perceived issues on the grid
- Manage the safe and timely clearing of the grid of promotional, team crews and media
- Act as Sector Marshal for incidents on the track and Pit Exit
- Act as 'Judge of Fact' for race starts. Note for certain events you must be listed as a Judge of Fact (JoF) in the appropriate regulations.

## **Personal Attributes:**

- Good communication and observation skills
- Understanding of rules, regulations and trackside protocols
- Sound interpersonal skills
- Ability to follow instructions
- Ability to make decisions under pressure
- Safety Awareness
- Honesty and strength of character
- Commitment
- Tact and good manners
- Flexibility to meet demanding deadlines
- Good multitasking skills
- High level negotiation and conflict resolution skills
- Ability to work as part of a team
- Appropriate level of medical fitness, including:
  - Ability to safely traverse all types of terrain e.g. grass, gravel, uneven surfaces etc.
  - Ability to climb barrier if necessary
  - Ability to move quickly/change direction if responding to an incident
  - Ability to be standing/on feet for extended periods of time

## **Resources:**

- FIA sporting and technical regulations
- National codes - sporting and technical
- Supplementary and further regulations
- Race bulletins
- Minute by minute
- Personal Protective Equipment (PPE)
- Radio
- Whistle
- Incident Report forms
- Grid sheets

## **Recommended Training/Experience:**

- Motorsport Australia Introductory Module (essential)
- Pre-event Safety Briefing (essential)
- Motorsport Australia Silver Module (minimum)
- Any additional event-specific or role-specific training as required
- Experience as a trackside marshal, including a senior position e.g. Sector Marshal is desirable

# Grid Marshal – position description

## **Position Objective:**

The Grid Marshal assists the Chief Grid Marshall to ensure the correct positioning of competition vehicles on the grid, as per grid sheets, and manage any disabled competition vehicles after a session start.

## **Position Responsibilities:**

- Ensure correct grid position for competition vehicles during sessions starting on the grid
- Manage disabled vehicles in a safe and effective manner after sessions begin
- Manage pit lane egress of vehicles after the end of sessions
- Assist pit lane officials during competition, as required
- Ensure correct vehicles in the correct positions
- Communicate in a timely manner with Race Control with any perceived issues on the grid
- Manage the safe and timely clearing of the grid of promotional, team crews and media
- As directed, indicate grid readiness by the waving of a green flag at the rear of the grid – Race only
- Check competition vehicles for fluid leaks or damage whilst on grid
- Check driver Personal Protective Equipment (PPE) in place, e.g. gloves, window nets, when on grid

## **Personal Attributes:**

- Good communication and observation skills
- Understanding of rules, regulations and trackside protocols
- Sound interpersonal skills
- Ability to follow instructions
- Ability to make decisions under pressure
- Safety Awareness
- Honesty and strength of character
- Commitment
- Tact and good manners
- Flexibility to meet demanding deadlines
- Good multitasking skills
- High level negotiation and conflict resolution skills
- Ability to work as part of a team
- Appropriate level of medical fitness, including:
  - Ability to safely traverse all types of terrain e.g. grass, gravel, uneven surfaces etc.
  - Ability to climb barrier if necessary
  - Ability to move quickly/change direction if responding to an incident
  - Ability to be standing/on feet for extended periods of time

## **Resources:**

- FIA sporting and technical regulations
- National codes - sporting and technical
- Supplementary and further regulations
- Race bulletins
- Minute by minute
- Personal Protective Equipment (PPE)
- Radio (optional)
- Whistle
- Grid sheets
- Incident Report forms

## **Recommended Training/Experience:**

- Motorsport Australia Introductory Module (essential)
- Pre-event Safety Briefing (essential)
- Motorsport Australia General Official, Bronze Circuit Module (desirable)
- Any additional event-specific or role-specific training as required
- Experience as a general Motorsport Grid Official (desirable)



# 15. Appendix B – Sample grid sheet



2015 Shannons Australian Motor Racing Nationals - Round 6  
 PHILLIP ISLAND GRAND PRIX CIRCUIT

IROC Challenge Series - Race 3

## GRID SHEET

Event R23 9 Laps  
 Scheduled Start 15:30

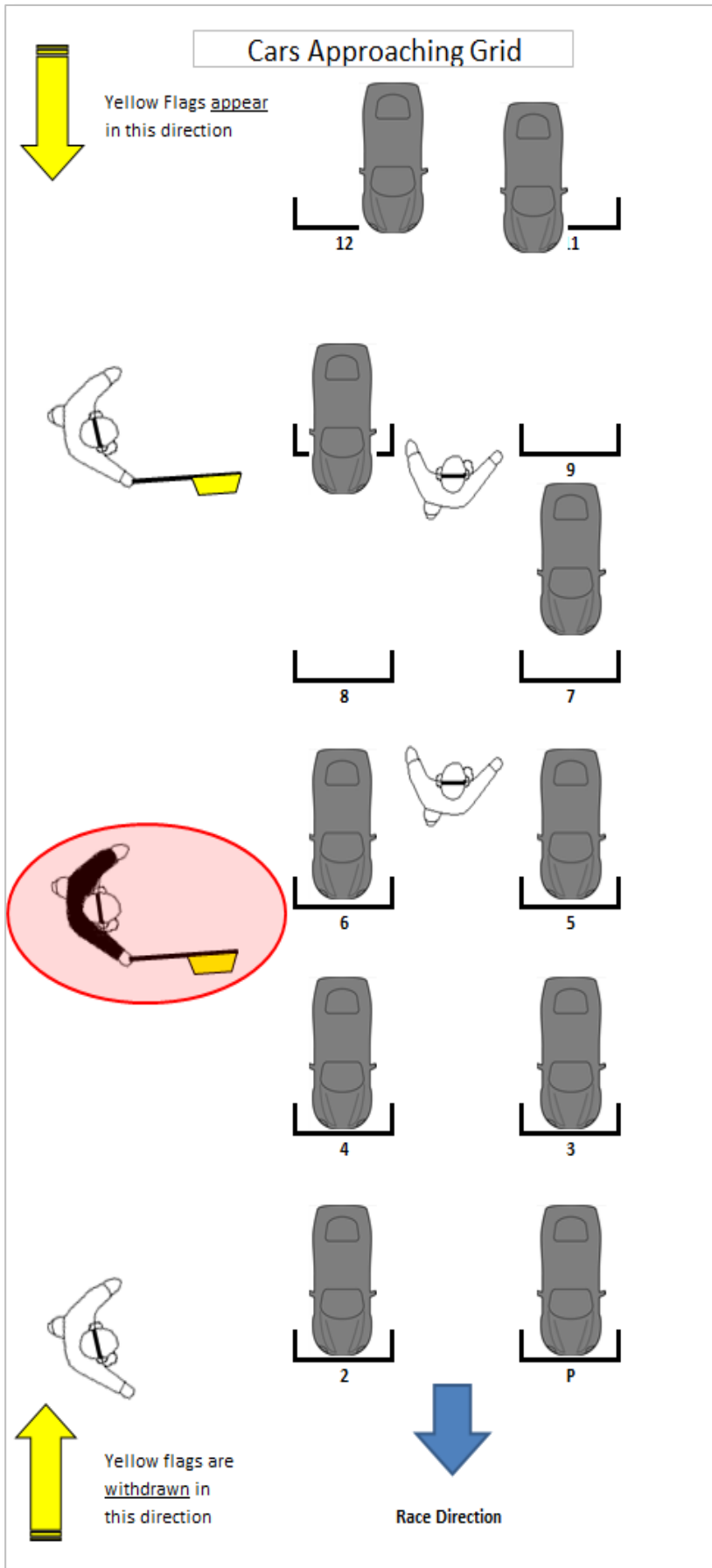
Issue 2

		- 23	_____	_____	24	-		
		- 21	_____	_____	22	-		
Paul Greer	R.of G.	19	<u>14</u>	_____	20	-		
Jason Miller	R.of G.	17	<u>3</u>	<u>65</u>	18	Graeme Cook		R.of G.
Rory O'Neill		15	<u>13</u>	<u>7</u>	16	Mark Taubitz		R.of G.
Pedr James		13	<u>98</u>	<u>53</u>	14	Peter Doherty		
James Calvert-Jones		11	<u>33</u>	<u>5</u>	12	Rob Black		
Dick Howe	<b>JOHN</b>	9	<u>18</u>	<u>45</u>	10	Michael Westaway		
Graham Smith		7	<u>99</u>	<u>50</u>	8	Tony Westaway		
Chris Lewis-Williams		5	<u>1</u>	<u>27</u>	6	Lee Partridge		
Adam Mills		3	<u>11</u>	<u>55</u>	4	Cameron Beller		
Sven Burchartz		P	<u>90</u>	<u>8</u>	2	Greg Keane		

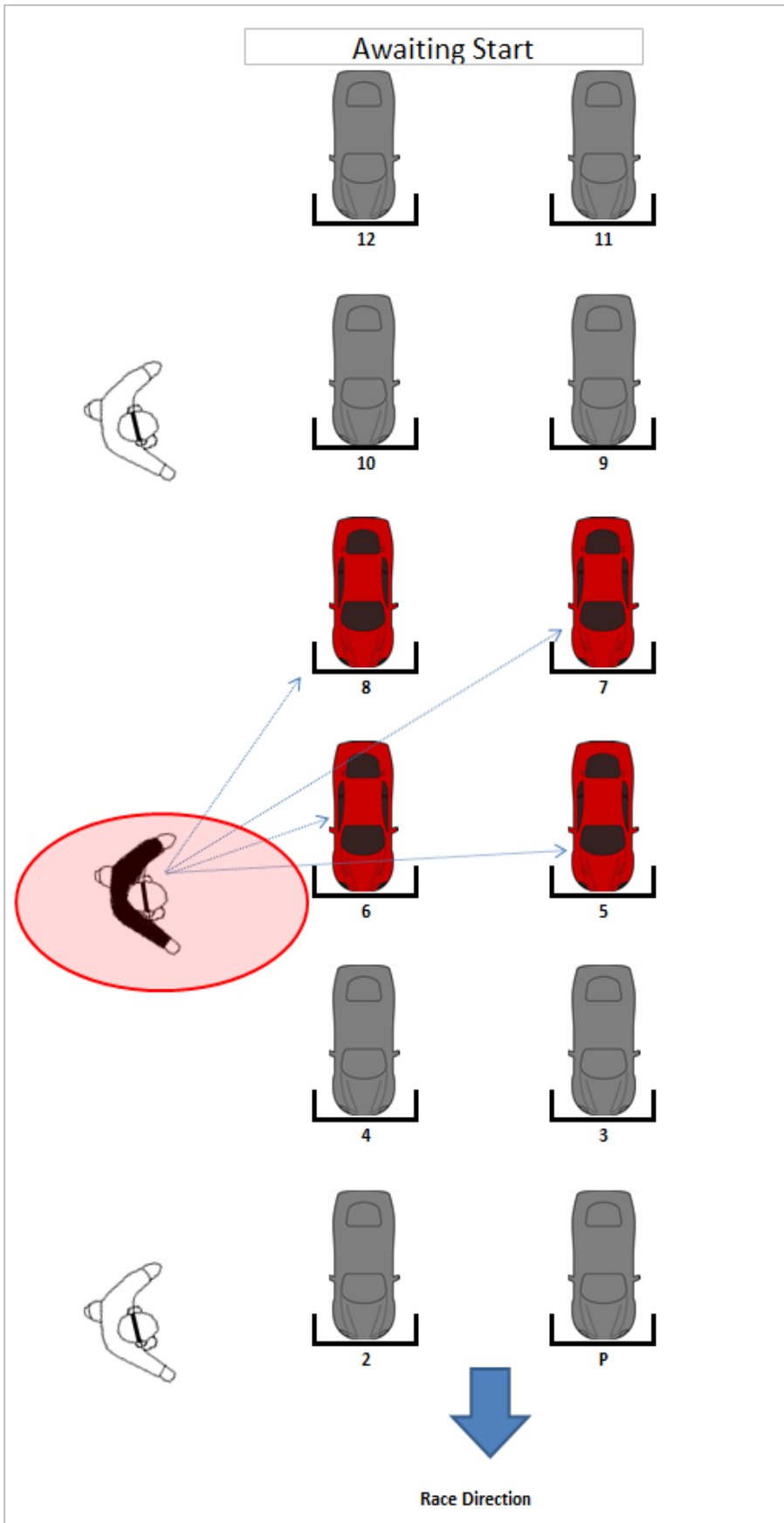
Issue# 2 - Printed Sun Sep 20 14:56:14 2015  
 Change to Progressive Grid

Timing System By NATSOFT (03)63431311 www.natsoft.com.au/results & Dorian DATA-1  
 Timing by :- Timetronics Pty Ltd - 0428 436 073

# 16. Appendix C – Yellow flag procedure – competition vehicles approaching grid



# 17. Appendix D – Yellow flag procedure – competition vehicles awaiting start



# 18. Appendix E – Yellow flag procedure – competition vehicles during race start

