



# FIA Rally Safety Guidelines 2019



[www.fia.com/rally-safety](http://www.fia.com/rally-safety)





# FIA Rally Safety Guidelines 2019



# Foreword

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Dear Friends,

These FIA Rally Safety Guidelines are the culmination of an intensive period of detailed analysis and consultation regarding the safe running of FIA rally events around the world.

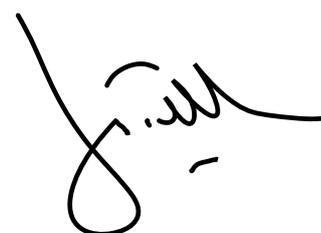
The FIA Safety and Rally departments have worked in close collaboration with members of the FIA Closed Road Commission and the FIA Rally Commission to capture the latest best practice from the FIA World Rally Championship, in a format that is also relevant to FIA Regional and National level rallying.

Safety remains a key challenge, however the FIA is committed to doing everything possible to protect motor sport spectators, competitors, marshals and media. The best expertise, careful planning and correct implementation are crucial to the continued success of the sport we love. With this in mind, I invite all our Clubs, rally organisers, officials and volunteers to digest these Guidelines and consider them a valuable resource to assist you with the staging of rally events.

I wish you a safe and enjoyable 2019 season.

Yours sincerely

Jean Todt  
FIA President







# Disclaimer

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These Guidelines are for informational purposes only and are not intended to offer advice on which reliance should be placed.

To the extent permissible under applicable law, the FIA therefore disclaims all liability and responsibility arising from any reliance placed on the Guidelines, or by anyone who may be informed of any of its contents.





# Acknowledgements

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**FIA Rally Safety Guidelines Edition 1 - February 2019**





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# Introduction

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Rallying is one of the greatest tests of man and machine against terrain and time. A team sport consisting of not just the driver and co-driver but a full group of skilled technicians working day and night as they tackle the special stages around the host area. A sport that is accessible to the many enthusiastic spectators and general public as it passes through their towns and villages.

Rallying is a sport that is recognised as being well organised, under strong regulations with a strong safety record, but any deviation from that safety record could threaten the very future of the sport that we love.

It is vital for the future of our sport that organisers effectively manage the safety risks to everyone – competitors, volunteers, officials, marshals, media or spectators.

One of the greatest challenges for the sport of rallying is to ensure the safety of the public.

**Remember, anybody other than a marshal on duty or a competitor, who is competing, should be considered as a spectator and therefore as a member of the general public.**

All motor sport events need to be considered primarily as major public events and secondly as sporting competitions.

Unfortunately, too many spectators do not understand the potential dangers and do not comprehend the speed of the cars. Consequently, they place themselves in dangerous locations, placing far too much trust in the skill of the drivers and the reliability of the cars, and often displaying a lack of basic understanding or knowledge of the safety rules.

It is the responsibility of everyone to ensure that all spectators are in an acceptable position and are aware of the dangers of a car becoming out of control. Safety must be at the heart of every rally event.

This is a living document and will be updated to reflect best practice. It will grow with the support received from event organisers and officials to enable our sport to consolidate our experiences and to share best practice and learnings.

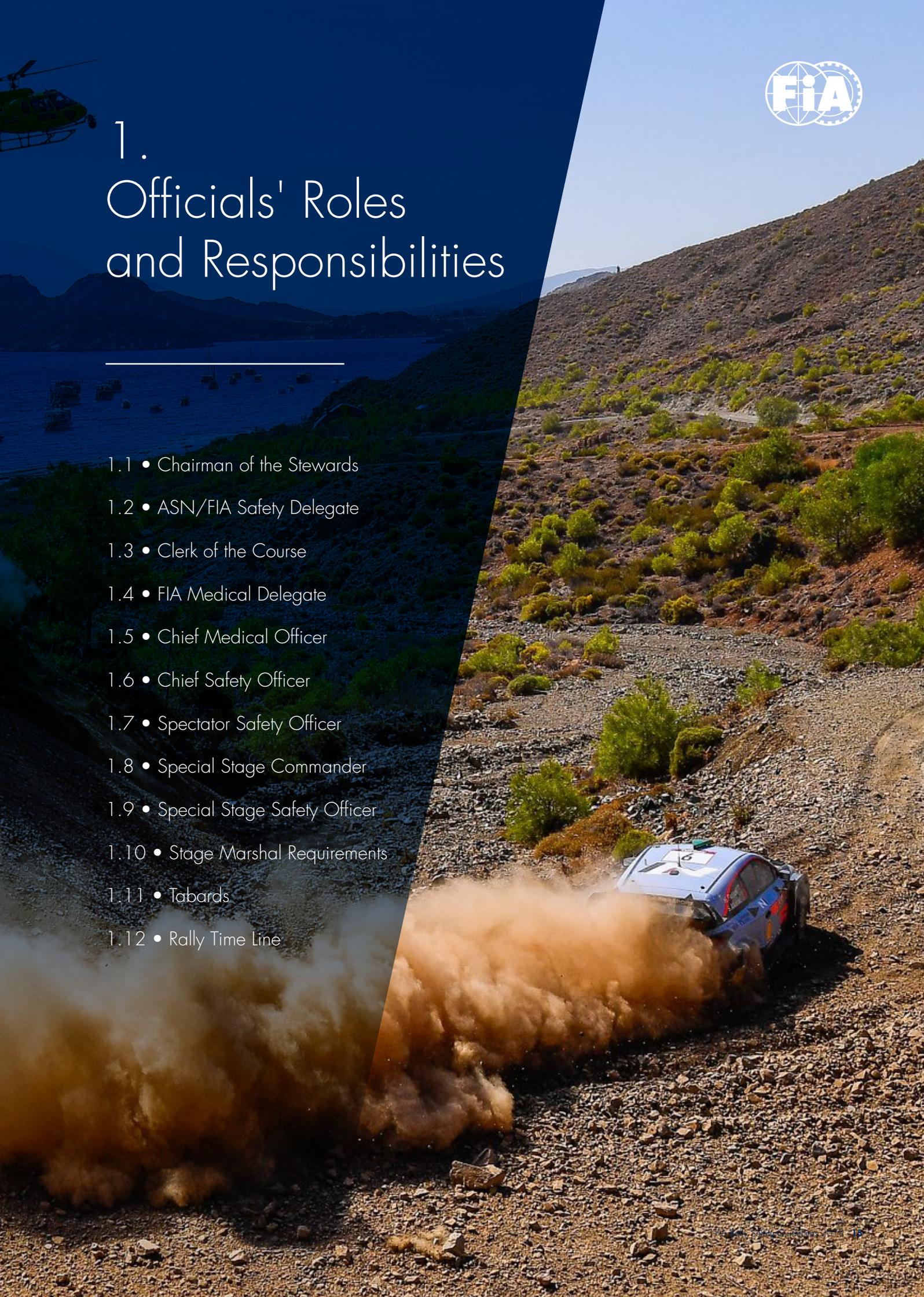




# 1. Officials' Roles and Responsibilities

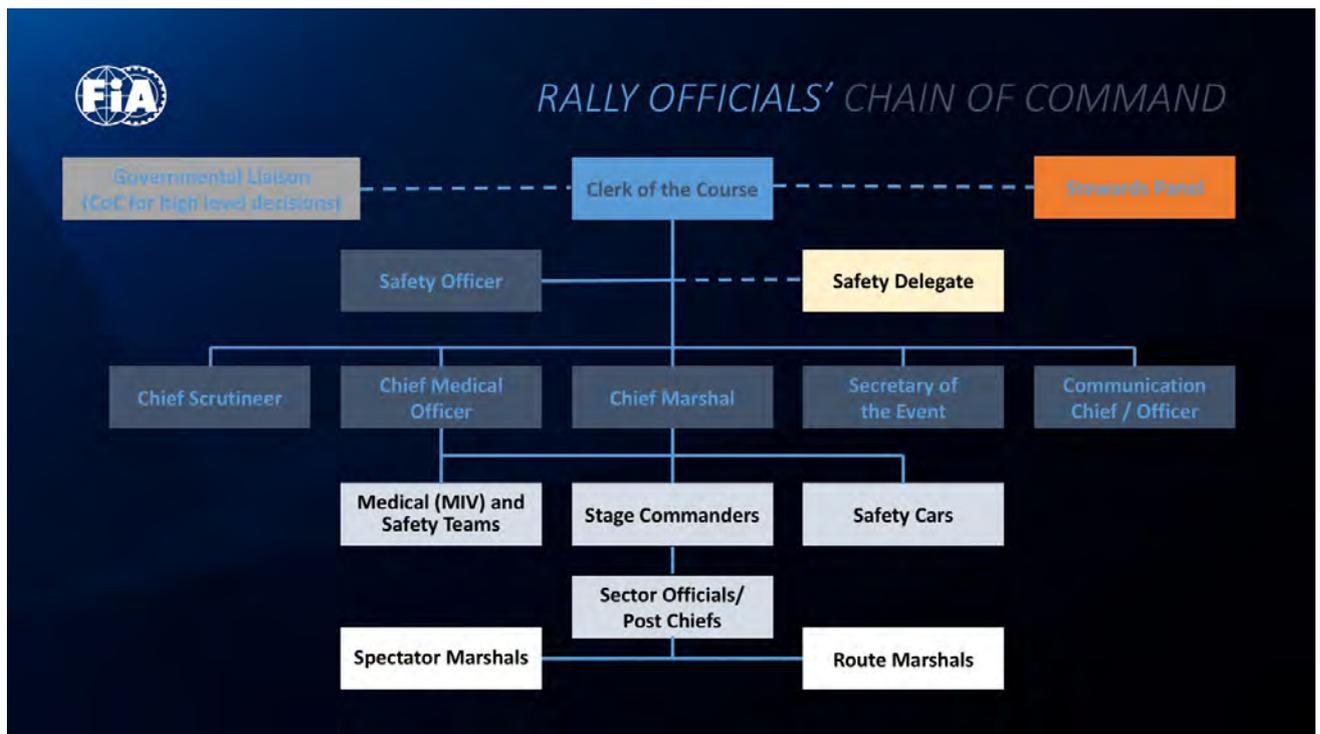
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- 1.1 • Chairman of the Stewards
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## 1. OFFICIALS ROLES AND RESPONSIBILITIES

# 1. Officials' Roles and Responsibilities



# 1. OFFICIALS ROLES AND RESPONSIBILITIES

## 1.1 • CHAIRMAN OF THE STEWARDS

The Chairman of the Stewards is the senior individual at the head of a panel of three. The stewards will not be in anyway responsible for the organisation of the event and shall not have any executive duties in connection with said event therefore, in the carrying out of their duties, they do not incur any responsibility except to the ASN and to the FIA under whose regulations they are acting.

The stewards have the power to penalise competitors, alter supplementary regulations, pronounce disqualifications and may postpone a competition in the event of force majeure or for serious safety reasons. They may even take the decision to stop temporarily or permanently any competition.

International Sporting Code, Appendix V, Article 3.1.1 and Supplement Event Command and Control 1.1

The Stewards are in charge of enforcing the regulations during a competition.

### a.) Role

— The stewards have supreme authority over the competition, as well as authority for the enforcement of the

Code and national and Supplementary Regulations and Official Programmes. They may settle any matter that might arise during an event, subject to the right of appeal provided for in the Code.

### b.) Responsibilities

— Please refer to the International Sporting Code – Article 11.8 and 11.9.

FIA World Rally Championship Sporting Regulations  
FIA Regional Championship Sporting Regulations

## 3.1 STEWARDS

The panel of Stewards (the Stewards) shall always comprise three members. The Chairman and one member shall be appointed by the FIA and be of a different nationality from that of the organising country.

The third member shall be appointed by the ASN of the country organising the rally. There must be a permanent communication link between the Stewards and the clerk of the course. During the running of the rally at least one of the Stewards must be in the vicinity of the rally HQ.





## 1.2 • ASN/FIA SAFETY DELEGATE

The Safety Delegate will be an experienced person with good knowledge and experience of safety matters. He/She will support the organiser and provide advice to help in ensuring the safe running and management of the event.

The Safety Delegate's role will be:

- to assess the effectiveness of safety measures aimed at keeping the public, volunteers and competitors safe.
- to review and have input into the Safety Plan and other related documents (media plan etc.), and to the event planning at an early stage;
- to travel around the special stages during the event in an appropriate safety car (See Chapter 2) to an agreed schedule, as close as possible to the running of the first competition car.
- He/She will work directly with the Chief Safety Officer and will be in radio contact with the safety cars and rally control.
- He/She will take part in the post-event debrief.
- He/She will write a Safety Delegate report that will be made available to the organiser after the event.

The Safety Delegate will also have the power in the case of force majeure, or for safety reasons, to recommend to the Clerk of the Course to postpone the start of a stage by a maximum of 30 minutes, or to recommend that a special stage should be cancelled.

On events where there is no Safety Delegate, the appointed Observer - who is often also the second Steward - are asked to evaluate safety in their reports.

A consistently poor report from the Safety Delegate or Observer would be expected to result in changes to the event or, potentially, to a permit not being approved for that event the following year.

The Safety Delegate and/or Observers report should be read in conjunction with the Chief Medical Officer report, the Stewards report and any report gathered from competitors.

For FIA events, these reports are to be compiled and sent to the FIA Safety and Rally departments for review.

The FIA Closed Road Commission will review any FIA Observer or Safety Delegate report where a safety concern has been highlighted and, if deemed necessary, will recommend to the relevant FIA Sporting Commission that a "Yellow Card" be issued to that event. Any serious safety breach will be reported directly to the World Motor Sport Council.

[International Sporting Code, Appendix V, Article 3.4.1 and Supplement Event Command and Control 4.1](#)

The Safety Delegate is designated to help the safety Officials of the competition to perform their duties, to ensure, within their fields of competence, that all the safety regulations governing the FIA Championship are respected, to make any comments they judge necessary, and to draw up any necessary reports concerning the event. In Rallies, he has the power to delay the start of a special stage by a maximum of 30 minutes.

### a.) Role

— The role of the Safety Delegate is to review and validate the Event Safety Plan prior to the event and its implementation during the event, and to supervise the work of the Chief Safety Officer throughout.

### b.) Responsibilities

— To attend safety planning and evaluation meetings in relation to the event.

— To monitor the safety of the public and media areas.

— To coordinate between FIA and ASN any administrative items regarding safety.

# 1. OFFICIALS ROLES AND RESPONSIBILITIES

— To evaluate and report on any safety-related incident at the event.

FIA World Rally Championship Sporting Regulations  
FIA Regional Championship Sporting Regulations

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## 3.2.3 FIA SAFETY DELEGATE

The FIA Safety delegate is specifically responsible for monitoring the safety of the public and media. He/She has the power to delay the start of a special stage by a maximum of 30 minutes if she/he considers that the safety conditions are not satisfactory.

## 1.3 • CLERK OF THE COURSE

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The Clerk of the Course leads the organising team and is the official responsible for the conducting the event in accordance with the regulations as well as the safe running of the event. They control the event making effective decisions throughout the build-up and competition till results are declared final, using all the resources at their disposal through senior officials, marshals, national authorities and volunteers.

The Clerk of the Course is ultimately at the head of the chain of command and as such will make decisions regarding the stages in conjunction with the Stage Commanders. This decision-making process should always consider safety as the first priority and the event itinerary as a secondary aspect.

International Sporting Code, Appendix V, Article 3.1.3 and Supplement Event Command and Control 1.3

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The Clerk of the Course is responsible for all aspects of safety on the special stages, producing a safety manual and ensuring that it is adhered to during the competition.

### a.) Role

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— The Clerk of the Course is responsible for conducting the event in the accordance with the applicable regulations.

### b.) Responsibilities

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— Please refer to the International Sporting Code – Article 11.11.



## 1.4 • FIA MEDICAL DELEGATE

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The FIA Medical Delegate has to check the conformity of the medical safety plan with the regulations and ensure that it is performed accordingly.

- He/She will evaluate the medical safety plan with the help of a prevent medical questionnaire filled in and sent two months before the rally by the Chief Medical Officer.
- For each new rally of the WRC, or for each rally that has not been part of this Championship for five consecutive years, he carries out an inspection of medical services and proposed hospitals before the competition concerned has been entered onto the WRC calendar.
- During the competition, he will check, that the medical services are set up and operating correctly by visiting every medical point on the stages, as well as service park, and assess that the staff is on site, properly deployed and trained, the vehicles and the equipment are suitable to the mission and the medical evacuation facilities are appropriate. This will be done by driving through every special stage 60 to 90 min before the first competitor, in close cooperation and good communication with the FIA Safety Delegate and the Race Director.
- He/She will perform the extrication exercise with all medical personnel, and, if necessary, contribute to their training.
- He must be informed by the Chief Medical Officer about any accident and/or medical incident and will check the drafted daily report before sent to the stewards.
- In joint responsibility with the Chief Medical Officer, he will determine where a driver can be authorised to race again after he/she has had an accident.
- He will perform the follow-up of a driver admitted to hospital, where appropriate.
- After the competition he will prepare a report on the medical services for the FIA, which will be forwarded to the ASN.

[Reference: Appendix H Supplement 8 Article 2](#)

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## 1.5 • CHIEF MEDICAL OFFICER

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The Chief Medical Officer is responsible (CMO) for the medical part of the safety plan and its implementation. He/she is not only responsible for the recruitment of doctors and paramedics for the event but also to ensure that the skill set each possess is relevant to the possible injuries that the teams may have to face.

The CMO will ensure that the maximum distance between medical facility points within a special stage is 10 minutes. This will be calculated in the preparation of the safety plan and itinerary by driving a vehicle at 50-55kph to choose the locations.

He/She will also contact the trauma centres and hospitals that may receive any patients from the rally, to ensure that they have the correct facilities to cope with any casualties and are aware that the event is taking place. This can include meeting the doctors on duty at these facilities on the day(s) of competition.

The CMO ensures that the medical intervention vehicles are of a standard that will work on the special stage terrain and are positioned on stage in a location that can react within the timescale highlighted in the regulations. The CMO will also liaise with any heli-med helicopter being used on the event. A procedure for landing stage side will need to be discussed with the crew of the helicopter in the case of deployment.

On the day of the event, he/she will ensure that all medical personnel are in position at their relevant locations. He/She will advise the Clerk of the Course of the seriousness of any reported incident or injury, working with the Clerk and Chief Safety Officer on how best to extract any patient from the stage and transport them to hospital, be that by ambulance or heli-med.

[International Sporting Code, Appendix V, Article 3.1.5 and Supplement Event Command and Control 1.5](#)

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A doctor of medicine, the Chief Medical Officer is responsible for the organisation of the medical service connected with all activities generated by a competition

## 1. OFFICIALS ROLES AND RESPONSIBILITIES

organised by the FIA or by an ASN. He is approved by his ASN. For the FIA world championships, he must also be approved by the FIA.

### a.) Role

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— The Chief Medical Officer has overall control of the provision of medical services at motor sport events, liaising directly with the Race Director/Clerk of the Course.

### b.) Responsibilities

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— To manage the organisation and administration of the medical services at events, which includes the recruitment of appropriately trained and qualified medical personnel.

To plan and coordinate the medical teams for events, supervise their on-event deployment and take responsibility for medical decision making at the highest level.

For further details see the FIA International Sporting Code, Appendix H, from Article 2.7.2.1 to 2.7.2.2 and Supplement 2.

## 1.6 • CHIEF SAFETY OFFICER

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The Chief Safety Officer has the responsibility for coordinating all safety matters on event and works with several others on the organising team. The person for this key role needs to have considerable experience of safety at rallies and the job is crucial to the safe running of an event. This role can also be combined with the Clerk of the Course.

They are responsible for producing the safety plan and ensuring that all those involved in the running of the event are aware of the plan and, where appropriate have received the appropriate training to ensure its implementation. The Chief Safety Officer should be involved in the planning, including route planning, the delivery of the event and post-event debriefs.

He/she will liaise with the Chief Medical Officer to ensure that the emergency services and local authorities are fully consulted about the event and are consulted throughout the planning process.

He/she will carry out general risk assessments for the event and to carry out stage specific risk assessments along with the Clerk of the Course for adding to the safety plan and set-up plans. Throughout the event the Chief Safety Officer will continually assess the risk assessments to ensure that they are still valid as the event develops and use this learning for future recommendations.

He/she will ensure that a copy of the safety plan, or the relevant sections of the safety plan is distributed to those who need it.

On-event, the Chief Safety Officer will remain in close contact with the Clerk of the Course and give advice on the practicality of any safety and rescue operations.

International Sporting Code, Appendix V, Article 3.1.4 and Supplement Event Command and Control 1.4

The Chief/Chief Safety Officer (Rallies) is responsible for all aspects of the safety on the special stages, producing a safety manual and ensuring that it is adhered to during the competition.



#### a.) Role

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The Chief Safety Officer ensures the development of the event safety plan prior to the event and also that the event is run in accordance with that plan. He will report directly to the Clerk of the Course and will work with the Chief Medical Officer, the Chief Marshal and the Chief Rescue Officer.

#### b.) Responsibilities

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To maintain overall control of safety and communications at the event.

To liaise with all relevant public safety organisations.

To monitor for operation of the Event Safety Plan throughout the event, in order to make future recommendations regarding its formulation.

To ensure sufficient viewing areas are available for the anticipated number of spectators.

To ensure that the relevant details from the Event Safety Plan are distributed to the appropriate personnel prior to event.

On the day of the event, to check the correct position of all safety vehicles and personnel (and if necessary work closely with the Clerk of the Course to make any changes).

## 1.7 • SPECTATOR SAFETY OFFICER

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Another key role that demands that it should be carried out by someone with considerable experience of safety at rallies, the role of the Spectator Safety Officer could also be carried out by the Chief Safety Officer or Deputy Clerk of the Course.

The Spectator Safety Officer should flag up any spectator safety concerns over any sections of the proposed route that cannot be adequately controlled if utilised. They should contribute to the safety plan, particularly the sections on spectator safety and spectator access for each stage.

On event the Spectator Safety Officer has a key role in the management of spectators and will travel round the stages to an agreed schedule prior to each special stage going 'live'. Their role is to spot and deal with any issues that may arise as they progress through the stage.

Following the event, the use of on-board footage from competitors or fan footage from the internet should be studied to see how the devised plans worked and what can be learned for the future.

# 1. OFFICIALS ROLES AND RESPONSIBILITIES

## 1.8 • SPECIAL STAGE COMMANDER

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The Special Stage Commanders should have full knowledge of the special stage(s) assigned to them, at the earliest possible time before the event. They shall receive copies of the appropriate sections of the event safety plan to their stage, including set-up diagrams, spectator parking and viewing areas. Early inclusion in 'draft' copies of the safety plan keeps the stage commander informed of the event planning, and allows them to contribute to the final safety plan. It is the Stage Commander's responsibility to ensure that their special stage is prepared to run in accordance with the set-up plans and that the spectator zones match these accurately.

On the day it is their responsibility to ensure that all marshals are positioned as per the safety plan and that the marshals have received a briefing on their duties from either the Stage Commander or the relevant sector official.

Each special stage has to be set-up and ready to run long before any spectators arrive. It is impossible to try and set an area up once spectators have chosen their viewing locations.

The Deputy Stage Commander needs to have the ability to step in and deputise for the stage commander in the event of an incident. The deputy may also be required to enter the stage if an incident has occurred or if there are issues that relate to spectator safety.

International Sporting Code, Appendix V, Supplement Event Command and Control 2.2

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### a.) Role

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— To manage the competition area (Stage Commander) or assigned sector (Sector Marshal) at all times, by ensuring the diligence, discipline, health, safety and well-being of Volunteer Officials, competitors and spectators.

### b.) Responsibilities

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— To provide effective briefings to all areas/sector personnel.

To manage all available equipment and human resources in the area/sector.

In event of an incident, to keep Event Control informed whilst observing and managing the safe coordination of Officials attending the incident, and thereafter to manage the return of the competition surface to a satisfactory condition after an incident as quickly as possible.



## 1.9 • SPECIAL STAGE SAFETY OFFICER

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Each special stage should have a Stage Safety Officer (SSO) as well as a Deputy Stage Commander. The Special Stage Safety Officer should have a complete understanding of the safety plan as it relates to their special stage. They should also have complete knowledge of the personnel and equipment available on their stage.

They should ensure that the special stage is set up in accordance with the safety plan and spectator areas diagrams in good time, ideally the day before the stage is used in competition.

The SSO shall ensure that each competitor is recorded as entering the special stage and will use the radio network to monitor the progress of each car to the stop line. This can be achieved by each radio post noting the car numbers passing, and using the radio network to inform if any cars do not pass their post in number sequence of entering the special stage. This manual monitoring of competitors over radio should still be carried out even if a tracking system is in operation.

## 1.10 • STAGE MARSHAL REQUIREMENTS

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At the planning stage, rally organisers must consider the number of marshals that they will require to manage the safe running of each stage on their event. The knowledge of the local terrain and previous event experience regarding spectators will allow you to estimate the numbers you are likely to need.

Remember the actual circumstances on the day may change for many reasons and it is best to be prepared with more marshals than originally planned.

# 1. OFFICIALS ROLES AND RESPONSIBILITIES

## 1.11 • TABARDS

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All stage personnel should wear identifying tabards. The recommended colours are:



**Safety marshals** - Orange



**Stage safety officer** -  
Orange with white stripe & text



**Post chief**  
Blue with white stripe & text



**Media** - Green



**Stage commander** - Red & text



**Competitor relations officer**  
Red jacket or red tabard & text



**Medical** - White

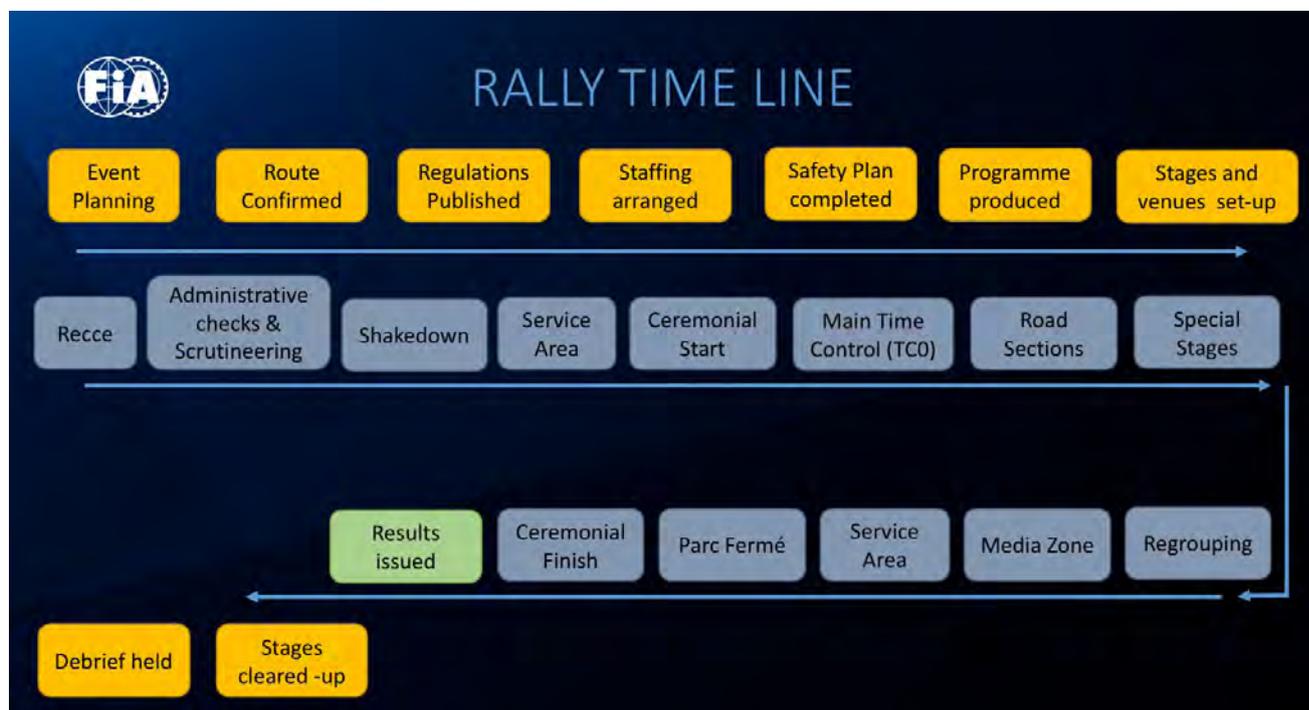


**Radio** - Yellow with a blue radio mark



**Scrutineer** - Black

## 1.12 • RALLY TIME LINE





## 2. Safety Cars and their Duties

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- 2.1 • Safety Car Golden Rules
- 2.2 • Spectator Safety Car or S1
- 2.3 • Safety Cars 000/00
- 2.4 • Zero Car (0)
- 2.5 • Sweeper Car
- 2.6 • Interim Safety Cars
- 2.7 • Additional Safety Cars
- 2.8 • Safety Car Timing
- 2.9 • VIP Cars
- 2.10 • Additional Vehicles (Official Cars)

## 2. SAFETY CARS AND THEIR DUTIES

## 2. Safety Cars and their Duties



### SAFETY CARS

They are (in order):

**000 or Triple Zero Car, (or equivalent)**  
30 – 40 minutes before FCD\*



**Safety Delegate**  
20 – 40 minutes before FCD\*

**00 or Double Zero Car**  
10 - 20 minutes before FCD\*



**0 / Zero Car**  
5 -10 minutes before FCD\*

\* First Car Due

## 2. SAFETY CARS AND THEIR DUTIES

All Safety Cars whether Spectator Safety, Intermediate Safety, 000,00 or Sweeper Cars will be referred to as Safety Cars. The only car referred to as the Zero car will be the one with a single 0 on the side. Other vehicles will be referred to as Official Cars.

The primary function of the safety cars on an event is to check the route to ensure compliance with the safety plan and provide this information to Rally Control. It is advisable for all safety cars to be able to film each stage and for these videos to be given to the event for future use.

### 2.1 • SAFETY CAR GOLDEN RULES

Each event attended is different in the way the stages are presented with the safety plan and the documentation prepared by different event teams. Always ensure you have received all your paperwork in sufficient time to prepare fully. As part of your preparation you should consider the following:

#### *Pre-event preparation for example*

Clip Board	Pens/Pencils (including permanent marker)
Staple Gun and Staples	Video camera, charger and fixing mount (ensure it does not obstruct the airbag)
Maps	Event Paperwork
Personal preparation including food and drink	Suitable clothing
Personal First Aid Kit	Mobile phone and charger
PA/Sirens/Lights	Radio – fitted and working

When installing dash cams, tablets, trip meters, mobile phones etc., please ensure they are not covering the airbag or obstructing the vision of the driver.

If a tracking system being used the Safety Cars should also use this tracking system.

The crews of the Safety Cars and Zero Car shall receive a briefing before the start of the competitive part of the event on their duties and behaviour

Without exception, the following Golden Rules should be applied to every Safety Car/Crew including the Zero car;

**1. All Safety Cars should be clearly identified and all Safety Car crew members should also be clearly identifiable as event officials when they are out of their vehicles.**

**2. Where realistic all official Safety Cars & Sweeper Cars should complete the full route according to the**



**road book and wherever possible maintain a completed time card. If this is not practical for all cars then at least one of each MUST fulfil this requirement.**

**3. Each crew should have a means of communication with the other Safety Cars and with Rally Control/ Clerk of the Course, ideally radios with a dedicated channel.**

**4. All Safety Cars should proceed through special stages at a speed suitable to the vehicle being driven and to the prevailing stage condition. At no time should a Safety Car be driven in a manner that puts the occupants, stage officials or members of the public at risk.**

**5. Safety Cars should normally only use road books and other printed information supplied by the event organisers. (They should not have access to or be using any subjective route notes/pace notes).**

**6. Safety Cars should not be used to entertain sponsors or to give "stars" a free run in order to boost event publicity, they have a vital role to play and as such their occupants are there to work.**

**7. Safety Car crew members should remember that marshals are volunteers and as such, be courteous to them at all times. It may be the case that marshals require reassurance and brief training on their duties.**

**8. Safety Cars should always keep to their pre-determined time schedule and ensure that they adapt this to compensate for any delays in the running of the event. The closer an event is kept to schedule, the safer it becomes.**

**9. The Safety Cars must be driven at an appropriate speed that allows issues to be identified and they must be prepared to stop and sort issues as required. It is essential that all crews have a "see it sort it" attitude for anything they see pertaining to the rally.**

**10. All Safety Cars (excluding the Zero Car) should have roof lights, sirens and a PA system. The Zero Car may have these or warning lights if the vehicle is suitable however sirens are strongly recommended.**

Post-event, all Safety Cars and the Zero Car should provide a report to the Event Safety Officer or Clerk of the Course for use in the event debrief.

Unnecessary official cars should not be run; if other senior officials are required to travel through the stages their vehicle should be called an "Official" Car and NOT a Safety Car.

For consistency, events should use the following safety car descriptors on door panels: Spectator Safety, 000, 00, 0, Sweeper and FIA/ASN Safety Delegate. If you wish to use other safety vehicles, they should have a clear description of their function on the door plate.

The Safety Delegate will usually run before 00 to enable the crew of the 00 vehicle to undertake any additional actions required. The crews of the safety cars should keep in close contact with Rally Control via radio so that they are aware of any delays to the due time of the first car. They should always monitor this so that they can adjust their schedule to ensure they do not run too far ahead, nor do they fall back and delay the event by entering stages too late.

#### International Sporting Code, Appendix H, Article 5.4.4 5.4.4 Zero Cars

c) Zero cars should not be driven by any FIA priority driver or by a driver who has retired from the rally.

d) The drivers and co-drivers of the zero cars must have considerable rally experience, enabling them to drive in complete safety at moderate speeds, and should be able to give the Clerk of the Course full information and comments concerning the conditions along the route. Zero cars should also check time clocks and the marshals' familiarity with time card procedures.

## 2. SAFETY CARS AND THEIR DUTIES

### 2.2 • SPECTATOR SAFETY CAR OR S1

The Spectator Safety Car (SSC) should always have suitable identification as well as a PA system and warning lights. It should be driven by a competent person who should have an in-depth knowledge of the route. The Spectator Safety Officer will travel in this vehicle.

Pre-event – where possible they should familiarise themselves with the route and spectator areas by visiting the stages prior to the event or watching previous in-car footage.

The SSC should visit every stage and should have their time card completed at these time controls, if possible they should also cover the entire route especially the service areas and any other spectator areas.

They should have means of communication with all other Safety Cars and Rally Control.

On arrival at each stage start the SSC should liaise with the stage commander and find out if there are any spectator safety issues within the stage including any amendments to the marshal numbers.

They should contact Rally Control and confirm their due time into each stage (Rally Control may require the SSC to wait at stage starts if there has been a delay in any other section of the route).

When given clearance the SSC will proceed through the stage making sure that all spectators, marshals and officials are in a suitable position in accordance with the stage setup plans. He/she will advise them of suitable locations as alternatives and reporting these situations to the following safety cars, the stage is following safety plans in terms of signage, taping etc. (carrying spare equipment to distribute should it be necessary), and the stage marshals have any spectator issues in hand.

They should confirm that the correct number of marshals are in place at each of the spectator areas or work with the stage commander to rectify the situation prior to the stage going live.

The SSC should be prepared to stop at any spectator problem area and adopt a “see it, sort it” policy using all resources at their disposal.

The SSC should make Rally Control/Stage Commander aware of any such problem and its potential to delay the first competitive car start time and if appropriate, request assistance.

Wherever possible the SSC will use the PA system to announce when the due time of the first car is expected and provide any results available.

The SSC will work closely with the 000, 00 and Safety Delegate to ensure that a consistent message is given to all spectators ensuring they remain in acceptable locations.

When they reach the end of each stage they must liaise with the Stage Commander (or Deputy Stage Commander where appropriate) and report that they are satisfied all spectators are in a suitable area that is set up according to the safety plan and that there are sufficient marshals in place.

Although this vehicle is running very close to other Safety Cars, it should carry spare stage equipment as well as equipment for cordoning off spectator areas.

While it is very important that the SSC maintains its pre-determined time schedule it is critical that they are satisfied the stage is in a safe condition to run. If ensuring the stage is safe means delays then this cannot be avoided.

Car	Radio communication between Rally Control & FIA/ASN Safety Delegate	Siren	Loudspeaker	Warning roof light	Time card	Overalls and Helmets
SSC			YES			NO



## 2.3 • SAFETY CARS 000/00

Ideally (for gravel events) 000 and 00 should be 4x4 vehicles to ensure their suitability for undertaking the role in all conditions. These vehicles also provide greatest visibility to spectators.

For asphalt events, the vehicle chosen should be determined according to the venue and requirements.

Only experienced crews should be utilised.

These vehicles should always have suitable identification as well as a PA system, sirens and warning lights.

Pre-event they should familiarise themselves with the route, the safety plan including anticipated spectator numbers and other relevant documents plus the time schedule as well as liaise with the event officials over their final responsibilities.

On-event – check official notice board for any route alterations.

Either the 000 or 00 Car must follow the full route and should ensure they have a completed time card for each control that they visit. This must be clarified in the final safety car schedule and may involve coaching the timing marshals in the correct completion of the time card.

It is essential that the 000 and 00 Cars comply with the pre-determined time schedule to enable the event to run on time but are ready to adapt the time schedule should the event require this.

They must have a method of communication with all other Safety Cars and Rally Control and work as a team to follow through on any requests related to spectator movement and locations.

At each time control before a special stage they should liaise with the Stage Commander before they enter. The Clerk of the Course or Chief Safety Officer should structure the safety car's itinerary to allow for this. This may mean the 000 and 00 Car having a shorter time in any service/re-group area than competitors. They need

to ensure they are clear about any amendments to the safety plan, predicted numbers or set-up plans in respect of signage or predicted numbers.

The 000 and 00 crews should, between them carry out a final check on stage furniture, safety issues, marshalling & spectator safety. They must also carry spare stage furniture/equipment and the means to repair it.

Any issues encountered must be reported through to the Stage Commander/Rally Control for awareness or advice.

Interim Safety points as well as Mandatory Radio Location signs and Red Flags, should also be checked by these crew.

Check Flying Finish & Stop locations are in accordance with the road book and that fire extinguishers are also in place.

At the end of each stage they should confirm to the Stage Commander (or Deputy Stage Commander where appropriate) that the stage is in an acceptable condition to run. They should also ensure that this message is passed to Rally Control.

They should give/provide a post-event debrief/report to the Chief Safety Officer or Clerk of the Course

Car	Radio communication between Rally Control & FIA/ASN Safety Delegate	Siren	Loudspeaker	Warning roof light	Time card	Overalls and Helmets
00/000	YES					NO

## 2. SAFETY CARS AND THEIR DUTIES

### 2.4 • ZERO CAR (0)

As the Zero Car should be a rally prepared vehicle then it should be presented for safety scrutineering in the same manner as any other competition vehicle, and the crew must at all times abide by the same rules as all other competitors, i.e. they must wear harnesses, FHR devices and approved overalls and helmets.

The Zero car provides spectators with a warning of the first competitive car. It should run at a maximum of **70-80%** of rally speed to allow it to identify any last-minute issues on the special stage.

**There should always be a spare Zero car available.**

The Zero car does not need to be clear of the stage before the first car starts as long as the the Clerk of the Course is satisfied that they will be able to be clear of the stage ahead of the first competing car.

Only a crew with at least one member having both event safety and safety car experience should be utilised.

The driver of a Zero Car should either be an existing competition licence holder or should have previously held a competition licence

The Zero Car must follow the full route as per road book and should ensure they have a completed time card for each control that they visit.

It is essential that the Zero Car complies with the pre-determined time schedule to enable the event to run on time. The Zero Car should have a method of communication with all other Safety Cars and Rally Control.

At each special stage start they should liaise with the Stage Commander and should enter where practicable on their due time.

If the special stage is more than 30 km in length, it is strongly recommended to run two Zero Cars, one from the start, the other from a mid-point to the finish with appropriate timing.

Ensure the route is still compliant with the safety plans

and if necessary be prepared to STOP. If this is required – immediately report to Rally Control requesting a delay to the stage start and explaining the situation. If it is possible to resolve the issue, do so. If not, be prepared for the Stage Commander and Rally Control to cancel the stage. IT is NOT acceptable to run a stage that is not considered compliant with the safety plan.

At the end of each stage they should confirm to the Stage Commander, Deputy Stage Commander that the stage is in an acceptable condition to run. They should also ensure that this message is passed to Rally Control.

Post-event debrief/report to the Chief Safety Officer or Clerk of the Course where necessary.

Car	Radio communication between Rally Control & FIA/ASN Safety Delegate	Siren	Loudspeaker	Warning roof light	Time card	Overalls and Helmets
0	YES		NO			YES

## 2.5 • SWEEPER CAR

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Some events may have more than one Sweeper Car, however where this is the case only one Sweeper Car should traverse each stage. The Sweeper Car should normally be identified by a single chequered flag on a door panel to indicate that the stage is finished.

The Sweeper Car should follow the complete route, including road sections. At each stage start they must report to the Stage Commander who will be able to provide the following information:

- a. the number of cars that have entered the stage
- b. number of cars that have exited the stage
- c. accurate reports as to the location of any cars that have failed to complete the stage
- d. the time the last competitor left the stage start control

The Sweeper Car should confirm that the number of competitors that have entered the stage matches the number that has left the last stage including any that have retired on the road section.

They should collect all control record cards from all locations visited.

It is essential that they gather all completed control record cards, official reports (including those of judges of fact) together with officials signing on sheets from each stage. These sheets must be returned to Rally Control at the earliest opportunity. It is advisable to keep them accessible for any queries Rally Control or the Results team may have. If there are any incident reports, try to photograph them and provide to Rally Control at the earliest opportunity.

The Sweeper Car shall enter the stage only with approval from Rally Control.

The crew in the Sweeper Car should have an in-depth knowledge of how the event timing system operates and should, where possible, stop at each vehicle that is over

the maximum time limit (OTL) and, in consultation with Rally Control, gather their time cards.

It is essential that the Sweeper Car liaises with Rally Control at all times in order to verify when a competitor is OTL and hence is no longer eligible to continue in the event.

If a Sweeper Car is delayed they should advise Rally Control immediately.

If the stage is being used again, the Sweeper Car crew should advise Rally Control of any junction or area which requires rebuilding/re-marking, any missing safety items, as well as identifying any areas with significant numbers of spectators. They may also be asked to report on the location and where possible cause of competitor retirements.

If competitor vehicles are still in the stage, consider whether there is a need to move them or whether it is more prudent to leave them in situ. Competitors will always want to have their cars recovered at the earliest opportunity, this may however not be in the best interests of all others involved in the event. Do not ask for a vehicle to be recovered or moved unless it is actually blocking the stage or you are concerned it presents a hazard.

Once they are satisfied all crews have been accounted for and if it is the last time the stage will be run, on the authority of Rally Control, and only then, will marshals, doctors and rescue crews involved in the running of that stage be able to stand down.

The Sweeper Car should send or give a post-event debrief/report to the Chief Safety Officer or Clerk of the Course where necessary.

## 2. SAFETY CARS AND THEIR DUTIES

### 2.6 • INTERIM SAFETY CARS

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Where there is an unplanned gap of more than 20 minutes between competitors it is highly recommended to run an Interim Safety Car or consider cancelling the stage on safety grounds. For gaps of less than 20 minutes, it may be appropriate for you to consider the use of an interim safety car, or the Spare Zero Car dependant on the length of the stage and its position within the event time schedule. The Deputy Stage Commander may be suitable for this role or a dedicated crew and vehicle dependant on route and practicalities.

Interim safety cars do not have to be competition prepared or 4 x 4's but they **MUST** have lights, sirens and a PA which should be used to advise spectators that further cars are to follow.

It is not necessary for the Interim Safety Car to be clear of the stage before the First Car enters, dependant on length and terrain.

Factors such as the linear nature of your route might make it impractical to redeploy both or either Safety Car in the event that you need to restart a stage after a stoppage or period of delay. It is important that provision is made for the crew of this interim safety car to engage with and manage any spectators before judging the stage ready to recommence.

### 2.7 • ADDITIONAL SAFETY CARS

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A minimum of 2 additional spare cars with extra materials and marshals to assist the Safety Cars should be provided.

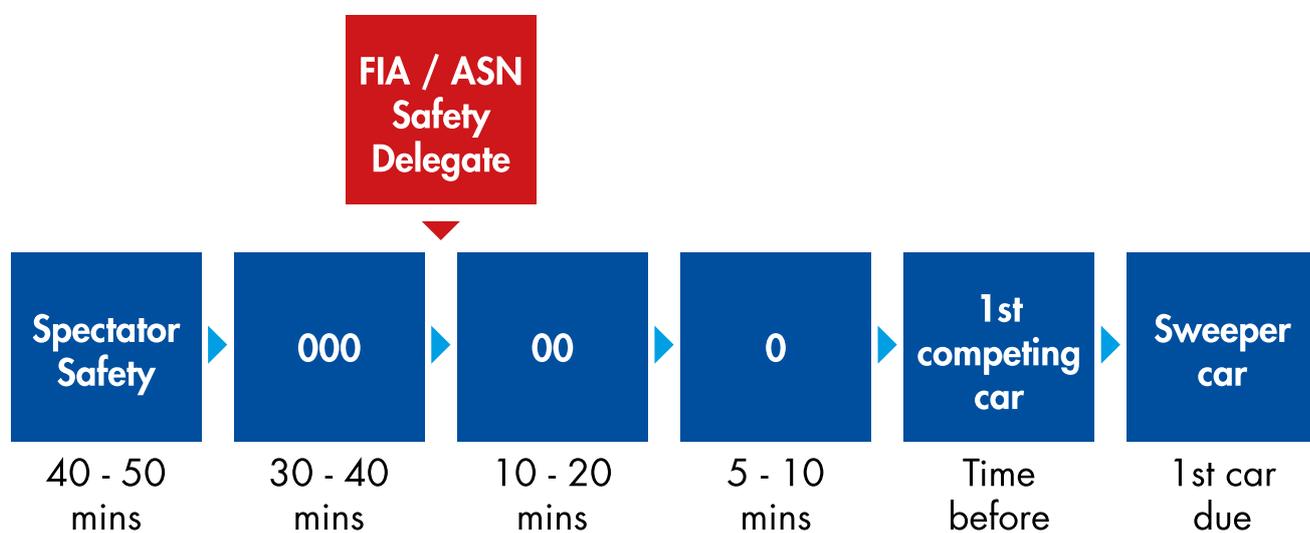
These cars should be available to follow and help the OOO and ASN/FIA delegate, by fixing the last details of the stage setup if necessary.

In case of unexpected positioning of spectators, experienced marshals with radios could be dispatched by these cars onto the stages to control them.

Their role should be to better control the position and location of the public and eventually leave extra marshals when necessary.

There is to be a minimum of two of these additional safety cars per day. Their schedule is to be planned to allow them to move onto subsequent stages once any issue has been resolved (either all the cars have passed and they can regroup with the safety car convoy, or the spectator area has been sorted and they can move on.)

## 2.8 • SAFETY CAR TIMING



## 2. SAFETY CARS AND THEIR DUTIES

### 2.9 • VIP CARS

VIP cars should not form part of the safety car caravan. Point 7 in the Safety Car Golden Rules stipulates, "Safety cars should not be used to entertain sponsors or to give 'stars' a free run in order to boost event publicity, they have a vital role to play and as such their occupants are there to work." There is no safe location to place a VIP car travelling at near competition speeds within the safety car caravan make up.

#### All safety cars crews should note:

Where an opportunity arises throughout an event, an informal meeting should be held between loops of stages in order to discuss any issues that may have arisen and could be improved on for the second running.

Spectators should be prohibited from walking on the special stage 30 minutes before the time of the first competitive car by closing the start and finish of the stage. This message needs to be reinforced by the Public Address (PA) system on the safety cars and with the support of the marshals.

The OO car will be responsible for checking that no spectator is present on the stage. To enable spectators to adapt to this new measure, it is recommended that the marshals give a prolonged blast on their whistle at the 30 minutes to first car time.

### 2.10 • ADDITIONAL VEHICLES (OFFICIAL CARS)

These vehicles may travel through the stage before the Safety Cars at reduced speed.

#### Equipment Officer/Stage Safety Officer

The Equipment Officer, if used, or Stage Safety Officer, is either responsible for ensuring that the stage is set up in a condition ready to run or for ensuring the stage commander has the correct equipment required for each location and timing point. If the former, there should be no alterations required to anything on the special stage after it has been checked by the Equipment Officer.

Not all events run an Equipment Officer at the front of the field but those who do should take the following into consideration:

The Equipment Officer should run approximately 90 minutes before the due time of the first car. Should the event be delayed there is no need to re-schedule the timing of the Equipment Officer.

They should have an in-depth knowledge of the complete route (both stage and road sections) and as far as reasonably practicable, should know all the permutations of special stages being used.

The Equipment Officer should be driven round the route by a competent person, thus allowing them to concentrate on the stage furniture etc. and ensure it is all set up as per the set-up book from which they are working.

They should carry as a minimum a complete set of stage start and finish boards along with barrier tape, stakes, mallet, arrows, a staple gun and staples. They should also have a direct method of contact with the Chief Timekeeper, Chief Marshal, Rally Control and the Clerk of the Course.

Wherever possible they should inform Rally Control that they are about to enter the stage and also ensure that the radio controller knows when they have exited the stage.



As with all Safety Cars it is essential that they maintain the “if you see it, you sort it” attitude to any problems which they may encounter.

When the Equipment Officer has passed through all stages they should remain in a location central to the event, in order to co-ordinate any equipment requirements that may arise.

### **Chief Timekeeper**

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The Chief Timekeeper or nominated deputy, should run as one of the first official cars through the stage usually just in front of the Chief Marshal (this can be anything from 60 to 120 minutes before the due time of the first car depending on the structure of the event and the timing system being used).

The Chief Timekeeper must liaise with the Chief Marshal as to whom to expect at each control.

The Chief Timekeeper should liaise with Rally Control when they arrive at each stage arrival control area and they should ensure that they have an official time card completed at each control.

Prior to entering any stage, they should obtain permission from Rally Control to proceed into the stage. They should also confirm if there are any other vehicles in the stage at this time.

The Chief Timekeeper should ensure that any marshal that is to use the clock or timing equipment knows exactly what they are doing and if necessary spend time reassuring the marshal on the operation of the equipment to ensure that the timing system is operated accurately for all cars. The Stage Commander should ensure that at least one member of the Timing Team is available when the Chief Timekeeper comes through for this purpose.

The Chief Timekeeper should ensure that where the previous car number system is being used, the marshals are competent in completing the Time Cards correctly.

At the end of each stage the Chief Timekeeper should

verify that there is a working system of communication between the Flying Finish and the Stop Line and that a backup system exists in the event of failure.

The Chief Timekeeper should be driven by a competent person who should have knowledge of the complete route and who also is competent in the timekeeping role.

They should check all control area signage when traversing the route and ensure that it matches the supplied road book/route information. If any signage or equipment is missing they should report through to Rally Control to request the next official or safety car to issue the missing items.

It is also essential that they visit each time control, including the service area and regroup area to ensure everyone in these areas knows what they are doing, they do not necessarily have to traverse the complete route. If this is not possible, one of the other official or safety cars **MUST** attend these locations and undertake the role of Chief Timekeeper for those locations.

### **Chief Marshal and/or Chief Safety Officer**

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Pre-event - the more work the Chief Marshal puts in prior to the event the easier it is for them to carry out their duties on the day.

It is recognised that on some events the Chief Marshal may not travel through the stages, or may travel along with the Chief Safety Officer (ESO). Where the Chief Marshal does not travel through the stages one of the other official cars should undertake these duties:

The Chief Marshal should ensure that there are sufficient marshals available to cover the event and stage start areas and that they have the correct paperwork and suitable control boards and equipment.

Where practicable the Chief Marshal should complete the route in full as is laid down in the road book or any other official route information.

On arrival at each control the Chief Marshal should lead

## 2. SAFETY CARS AND THEIR DUTIES

by example and always wear an official tabard or event clothing and/or identification.

They should ensure that every marshal at each post they visit has a clear and concise understanding of what duties they are expected to perform and that all stage personnel are wearing tabards.

By the time the Chief Marshal reaches each control all stage/control furniture should be in place and they should check off each item on the set-up book.

The Chief Marshal should check that the correct number of marshals are in place to meet predicted numbers as described in the event safety plan.

They should always have their time card completed and run through the complete stage start procedure that will be implemented for each competing car.

As with all Official or Safety Cars the Chief Marshal should be driven by a competent person. The vehicle should always have suitable identification as well. (A PA system may be useful).

They should have communication links with all other Safety Cars as well as Rally Control.

As well as stopping at timing points they should stop at each point that has been advertised as a spectator access point, ensuring that all Spectator Safety marshals are in position, at least the predicted number as identified in the Safety Plan. If this number is not according to the plan, a dynamic risk assessment will need to be undertaken to ascertain whether the number of marshals at that location are sufficient for the actual number of spectators anticipated.

All official signage and appropriate warning notices should also be checked at access points onto the special stage.

If, on their route through the stage they identify an issue, they should immediately call Rally Control to discuss with the stage commander and agree an action plan to rectify the problem

At the end of each stage they should radio back to the stage start and Rally Control and inform the stage commander that they are satisfied the stage is in a complete and acceptable condition to run. Only when this message has been confirmed should they proceed to the next stage/control point.

In the event of delays the Chief Marshal should keep in constant communication with Rally Control in case there is an adjustment to their time schedule. If the Chief Marshal is aware of any delay they should cascade this information to the marshals out in the field.

The Chief Marshal should always have a complete set of spare stage furniture, warning notices and barrier tape together with a mallet and a staple gun in their vehicle.

The Chief Marshal should also ensure that all doctors, rescue, recovery and radio crews are in position along the route. If any of these officials are not in position, the Chief Marshal should investigate and deal with appropriately, while keeping Rally Control advised of any actions taken.

Where Red Flags are being used on the stage it may be appropriate for this vehicle to check that Red Flags are in the right locations and are being correctly displayed. It is advisable for the Chief Marshal to carry spare flags. Post-event – they collate all feedback from the marshals and provide a report to the event organising team for their debrief.





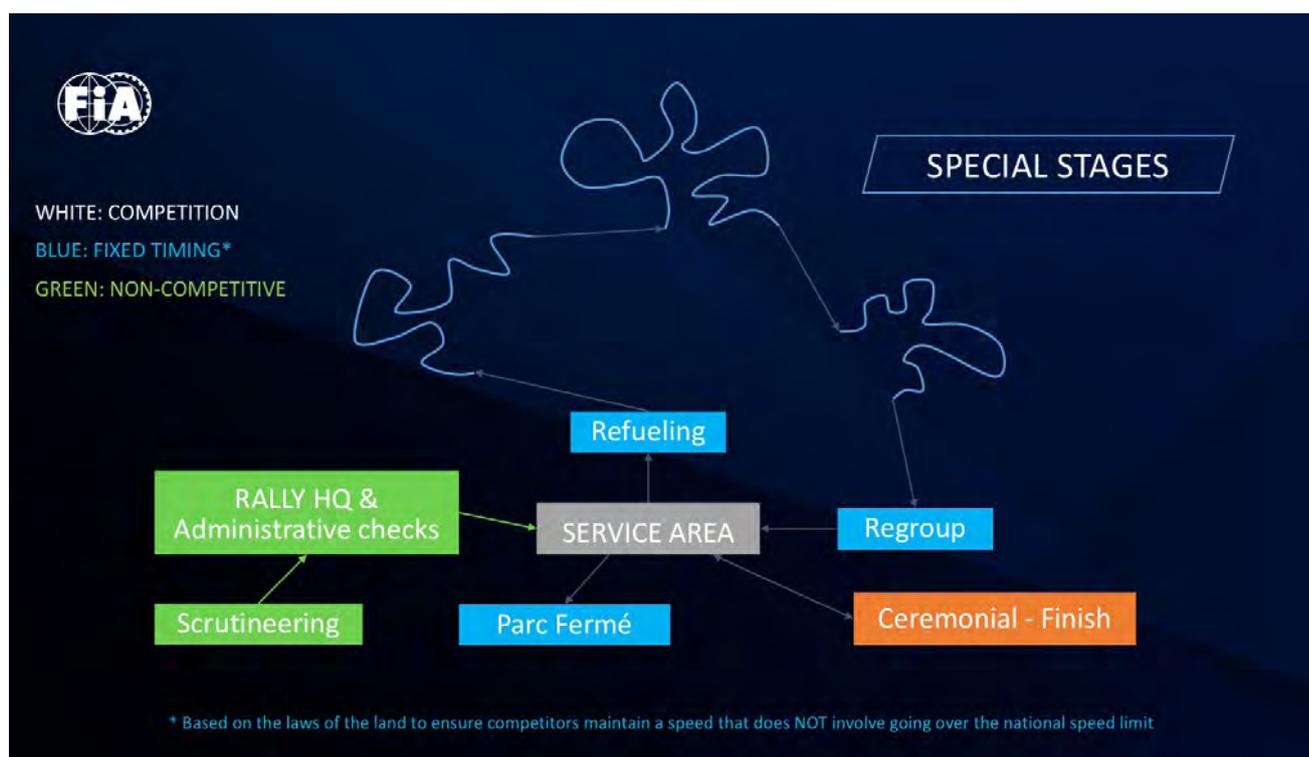
# 3. Safety Plan

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- 3.1 • Safety Plan
- 3.2 • The Safety Plan in Detail
- 3.3 • Operational Plans
- 3.4 • Incident Management Plan
- 3.5 • Medical Points
- 3.6 • Special Stage Selection
- 3.7 • Identifying the Risks
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- 3.14 • Corner Cutting
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### 3. SAFETY PLAN

# 3. Safety Plan



## 3. SAFETY PLAN

### 3.1 • SAFETY PLAN

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An effective safety plan requires optimum preparation in order to be understandable for those who have to work with the document. It is also the document that proves the event has assessed the risks faced by the rally and planned how to minimise that risk and run a safe event.

The vast majority of rallies have already established an effective safety plan, but they do not all sufficiently consider the special needs of spectator safety. The safety plan is a critical element of stage rallying. The plan demonstrates the actions taken and in place to reduce or prevent the likelihood of an incident occurring as well as mitigating the result of any incidents should they occur.

It should be sent to the ASN/FIA at least one month before – to allow the Safety Delegate/Chief Medical Officers to examine, and if necessary, to suggest/request adjustments.

Best practice is for the safety delegate to visit the rally route two months before the event to visit each special stage with the Chief Safety Officer/Clerk of the Course.

The stage inspection is to involve a hazard identification, risk assessment and risk reduction process. This process is to be applied to the entire stage, not just spectator locations. Consideration throughout the inspection is given to spectator locations – primarily location set-up, prohibited areas and access, as well as competitor safety. During this inspection, amendments can be made to the safety plan.

The safety plan is a working document that should be updated every year according to the experience gained in previous events/seasons.

The overall safety manual (dossier) should consist of the following main elements which will need to be combined in such a way as to maximise distribution without incurring unnecessary printing costs. You may therefore choose to incorporate sections in the most effective way for you event. What is critical is that they are included.

#### A. Safety Plan including:

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- a. Risk Management documentation
- b. Stage safety information and maps
- c. Stage/venue set-up information and diagrams
- d. Spectator area plans

#### B. Operational Plans for all officials/roles (these may include your radio logistics plan)

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#### C. An Incident Management Plan (including the Major Incident & Communications Plan)

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#### D. Safety Plan Format

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The Safety Plan should be in a practical, road book style format, that can be used on the road by the Safety Car crews and include:

- a. GPS km distances
- b. Distances from road to spectator zones
- c. Height of spectator zones
- d. Safety vehicle position at start of stage





### 3.2 • THE SAFETY PLAN IN DETAIL

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1. An introduction setting out:

The purpose of the plan;  
Who should read it;  
Reference to all other documents/operational plans produced for the event;  
Your Safety Policy.

2. The safety plan should specifically address issues in each of the following areas:

Safety of the public (including medical/first aid cover);  
Safety of the competing crews;  
Safety of the volunteers at the event.

3. The full event time schedule including all safety cars used and an overall route map;

4. The location and primary contact number for the Rally Headquarters (Rally Control) and/or the Emergency Telephone number if different

5. A note of the key roles and responsibilities followed by the names and primary contact number for the various people in charge:

- FIA/ASN Safety Delegate
- FIA/ASN Steward and Stewards
- Clerk of the Course
- Deputy Clerks of the Course
- Chief Safety Officer
- Chief Medical Officer
- Spectator Safety Officer
- Radio Controller(s)
- Stage Commanders for each special stage
- Media Officer

6. The telephone numbers of the various emergency and safety services:

- Police
- Hospitals (including address)
- Fire Service
- First Aid and casualty transport
- Ambulance Service

- Rescue Units located at each special stage
- Recovery units located at each special stage
- Doctor(s) &/or Paramedics located at each special stage
- Others as appropriate

The hospitals selected should be contacted in writing before the rally requesting that the emergency services be placed on standby

7. Risk Assessment is simple common sense. You will need to consider the risks during set up and break down as well as on the live event. For the safety delegate and others outside your event organising team, a template is often the simplest way to understand your risk management plans.

8. The plan must describe the risks assessed and how they are to be managed. There should be specific coverage for spectators/general public, competitors and the officials/marshals.

9. For spectator safety, you should include information under the following headings:

- Likely numbers of spectators expected and any specific issues that have arisen;
- Plans showing access routes, parking and spectator viewing areas with the relevant text pages on the facing page;
- Signage used on your event;
- Communications to spectators on the event regarding safety e.g. programme, website, safety cars;
- Role of marshals on stage in managing spectators in relation to no-go areas, taped areas and spectator viewing areas;
- Predicted marshals per stage;
- Role of stage commander in assisting marshals dealing with unruly spectators i.e. in suspending the stage if spectators do not wish to move when asked;

### 3. SAFETY PLAN

Event schedule

Safety car schedule

Overall rally convoy diagram

**Itinerary** **2019 RALLY**

V 1.0 01 February 2019

**Start (Sections 1 & 2)** **Friday 1st June 2019**

TC SS	Location	SS Dist. Km.	Liaison Dist. Km.	Total Dist. Km.	Target Time	First Car Due
0	Parc Fermé - Out Service - In	-	-	-	-	06:45
	<b>Service A (Queensferry)</b>	-	-	-	0:15	
0A	Service - Out	-	-	-	-	07:00
RZ	Refuel (FIA Fuel) - Service Park	-	-	-	-	
1	<i>Distance to next refuel</i>	(29.57)	(144.68)	(174.25)		
1		-	75.24	75.24	1:40	08:40
SS 1	<b>Hilltop 1</b>	10.99	-	-	0:03	08:43
2		-	35.26	46.25	0:55	09:38
SS 2	<b>Mountain</b>	1.63	-	-	0:03	09:41
3		-	24.56	26.19	0:36	10:17
SS 3	<b>Valley 1</b>	16.95	-	-	0:03	10:20
RZ	Refuel (FIA Fuel) - High Town	-	(9.62)	-	-	
2	<i>Distance to next refuel</i>	(29.13)	(56.42)	(85.55)		
4		-	22.93	39.88	0:45	11:05
SS 4	<b>Lakeside 1</b>	29.13	-	-	0:03	11:08
4A	Regroup & Technical Zone - In	-	43.06	72.19	1:38	12:46
4B	Regroup Out - Service - In	-	0.05	0.05	0:15	13:01
	<b>Service B (Queensferry)</b>	(58.70)	(201.10)	(259.80)	0:30	

Section 1

**Safety Car Schedule**

Location	Timing Delivery	Closed to Priority Media	Regional Safety Car	FIA Medical Delegate	Timing Car	Spectator Safety Officer	Safety Car 000	FIA Safety Delegate	Safety Car 00	Safety Car 0	1st Car Due
<b>Friday 1st June</b>											
TC 0A/0B Service Park	03:45	---	---	---	---	---	05:35	---	06:15	---	06:45
SS 1 Hilltop 1	05:43	06:43	06:48	07:13	07:13	07:23	07:33	07:53	08:13	08:33	08:43
SS 2 Mountain	06:41	07:41	07:46	08:11	08:11	08:21	08:31	08:51	09:11	09:31	09:41
SS 3 Valley 1	07:20	08:20	08:25	08:50	08:50	09:00	09:10	09:30	09:50	10:10	10:20
SS 4 Lakeside 1	08:08	09:08	09:13	09:38	09:38	09:48	09:58	10:18	10:38	10:58	11:08
TC 4A/4B/4C Service Park	09:46	---	---	---	---	---	11:36	---	12:16	---	12:46

**Time Chart**

	07:00	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00
TC 0A	[Timeline bars for TC 0A]								
Parc Ferme	[Timeline bars for Parc Ferme]								
TC 0B	[Timeline bars for TC 0B]								
Service Out	[Timeline bars for Service Out]								
SS 1	[Timeline bars for SS 1]								
Hilltop	[Timeline bars for Hilltop]								
SS 2	[Timeline bars for SS 2]								
Mountain	[Timeline bars for Mountain]								
SS 3	[Timeline bars for SS 3]								
Valley	[Timeline bars for Valley]								
SS 4	[Timeline bars for SS 4]								
Lakeside	[Timeline bars for Lakeside]								
TC 4A/B	[Timeline bars for TC 4A/B]								
Service	[Timeline bars for Service]								

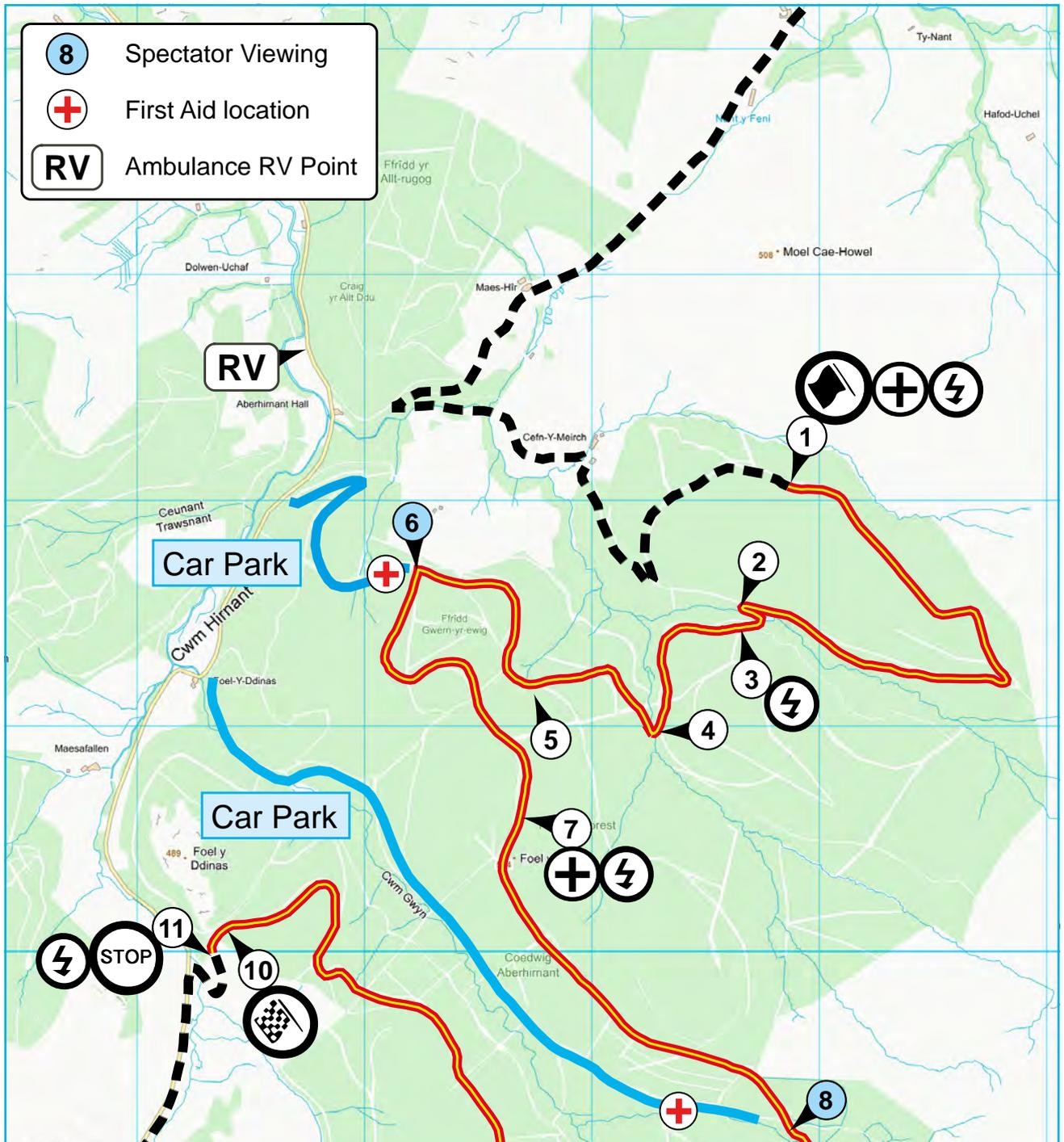
■ 000 Safety Car   
 ■ Safety Delegate   
 ■ 00 Safety Car   
 ■ 0 Car   
 ■ Competitors

- The role of the safety cars in managing spectator safety – Spec Safety, O, and OO/000 if used;
- Any issues specific to your event;
- Map references/GPS locations for stages and rendezvous points
- Routes from the rendezvous points to the nearest hospital

10. The safety plan for each special stage, which should list all key officials, emergency services for that stage plus a detailed map of the special stage including radio and rescue locations, spectator areas and rendezvous points for casualty transfer locations. [You should make provision for an alternative route for each special stage, to be used in the event of a stage cancellation.]

	1. What are the hazards?	2. Who might be harmed and how?	3. What are you already doing?	4. Do you need to do anything else to manage this risk? If so, what?	5. Action by whom	6. Action by when	7. Date complete
1	Uneven ground and tree trunks	Spectators and marshals	Advising everyone to wear sensible shoes and taping off any excessively bad areas	As the stage is run entirely in daylight no other precautions are in place. First Aid cover is in place at spectator areas.	Advise marshals of the risks Notes in programmes and on website	2 weeks prior to event	
2	Refuel Area	Marshals	2 metre clear zone Separate from service area	Fire trained marshals with fire extinguishers in "ready" mode	Service Area Manager	Setup	Event day





Detailed special stage map for safety plan

## 3. SAFETY PLAN

11. Safety Plans should also be in place for all non-stage venues such as Scrutineering, the Service Area, Regrouping, Media Zones and Time Controls

12. Consider the need for provision of toilet facilities. This is especially important at time controls and any pre-planned spectator areas and should include disabled toilet requirements; servicing requirements for facilities provided; litter management plans; collection and disposal of waste e.g. at service areas. First Aid stations should also be provided in any large spectator areas.

### 3.3 • OPERATIONAL PLANS

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These are an important element of your overall safety planning as they provide your officials with the details they need to both set up their stage/section as well as the information of what to do if certain events occur. Ideally you would include the relevant sections from your different safety documents so that they are fully aware of what is required and when.

Operational Plans should be available for all roles and may include:

- Sector Officials
- Radio Marshals (including Red Flag procedure and radio logistics plan)
- Marshals
- Safety Car Crews
- Timing Marshals
- Service Area Officials
- Scrutineering & Documentation
- Rally HQ and Rally Control

### 3.4 • INCIDENT MANAGEMENT PLAN

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Whilst nobody likes to believe that there will be an accident which will involve spectators, officials or competitors, it is prudent to plan for such an eventuality. This plan can be part of the overall Safety Plan or can be held as a separate document. This plan is designed to identify what actions should be taken IF an identified risk or an unexpected event occurs.

The Incident Management Plan (IMP) should consist of an explanation of how a Minor or Serious Incident (a routine occurrence that impacts on the safe running of the event but does not require the police to assume the co-ordination of its resolution) or a Major Incident would be handled. For example, what will you do if there is a crowd control situation? These incidents can be categorised as:

**a. Minor Incident** – a routine occurrence that impacts on the running of the event but does not need outside assistance, any injuries will be minor and easily able to be treated by either the First Aid personnel available or the events own resources.

**b. Serious Incident** – an incident that impacts on the safe running of the event. A serious incident may include injuries; however, all required actions are able to be managed within the resources of the event.

**c. Major Incident** – is defined as an occurrence that poses a threat of serious injury, loss of life or a breakdown in public order and does require the Police to assume the co-ordination of its resolution

#### Minor Incidents

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Despite effective planning there may still be minor incidents. However, it is recognised that Rally Control should be able to address such circumstances effectively. Resolution of such routine occurrences is an intrinsic part of the management of the event. Given their predictability, appropriate contingency arrangements should have been implemented and will be managed by Rally Control.

#### Serious Incidents

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Some incidents are more significant than a minor incident and may require event interventions such as rescue and recovery vehicles entering the stage.

Management of a serious incident is also an intrinsic part of the actions of Rally Control and as such will be coordinated through standard radio procedures to ensure the correct resolution and control of the event. If there are injuries, the event medical crew and the Chief Medical Officer will liaise and ensure the correct treatment is provided.

#### Major Incidents

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Whilst Rally Control is responsible for dealing with Minor and Serious incidents, those involved must be aware of the limitations of their own ability to cope with a situation and thus recognise the occurrence of a Major Incident. In such circumstances responsibility for co-ordination of the response will pass to the Police who will require the assistance of Rally Control in the communication of essential information to marshals, officials and members of the public.

Your Incident Management Plan needs to cover how this situation would be managed.

In all cases, contact should be made with the local authorities to draw up this rescue plan to be implemented in the event of a major incident which does not fall within the scope of the medical service on site. For example, how would you handle a fire or a bomb threat?

In each case, you will need to explain the process and arrangements for:

- Decision making roles and responsibilities
- Communicating with the event's safety services and if required, the emergency services
- Communicating with the competitors, the officials and the spectators
- Communicating with the media
- Reporting mechanisms for those on scene.

The IMP can be included within the overall safety plan

### 3. SAFETY PLAN

or can be a separate standalone document

A Major Incident Communication Plan is a useful element to include in the IMP and should explain who will be involved in any decision making, what messages will be issued and by whom. Pre-planning these matters is most helpful when dealing with a major incident.

#### 3.5 • MEDICAL POINTS

- A medical point must be set up at the Start of every special stage, and at intermediary points if the length of the stage is equal or longer than 15 km, which should be at a distance with an approach time of not longer than 10 minutes in relevant vehicles driven at intervention speed.
- The medical point consists of vehicles for emergency primary medical care (MIC), technical intervention (disincarceration/extrication/fire fighting) (TIC) and evacuation of injured (ambulances).
- Medical and technical intervention cars can be of combined/mixed use or separate as two vehicles.
- All vehicles should be positioned with direct access to the stage, without any obstructing element in front (e.g. any other vehicle, fence tape, barrier, safety marshals)

and in the starting order of MIC, TIC and ambulance.

- All medical points must be associated with a radio point and properly signed (lightning and cross).
- Each MIC has a crew consisting of at least one doctor proficient in resuscitation and experienced in prehospital trauma management, as well as one paramedic/nurse.
- Each TIC should have a crew experienced in disincarceration/extrication/fire fighting, preferably personnel from the fire brigade.
- One ambulance at the Start should be a resuscitation unit, with a doctor accompanying an injured with need for intensive care during evacuation.
- Medical intervention vehicles equipment should be in conformity with Appendix H Supplement 3.
- Dispatching of a medical vehicle is initiated by the Clerk of the Course in consultation with the Chief Medical Officer and with information to the stage director. Reference: Appendix H Chapter 5 Article 5.3, 5.5, Supplement 3



### 3.6 • SPECIAL STAGE SELECTION

The selection process for special stages is varied and has a lot of demands placed upon it; is the stage available of a suitable length, does it work in conjunction with the locations of the other special stages and service, does it have suitable spectator access and parking availability, are there areas of significant danger to the competing crews, can the marshals work safely in the locations we need them to? All questions that have to be answered before any stage can be added to an itinerary.

So, the selection process and then the safety planning and risk assessments have to be viewed with competitors in mind, spectators in mind, marshals in mind but safety at the forefront of your mind.

During the selection of the special stages you should recognise the areas of high risk for rally cars and competitors. Such as, a tree on a fast bend, a big drop, damaged barriers, electricity poles, narrow bridges, water courses etc.

#### Shakedown



The shakedown is a special stage that may be held before the event begins. It has to be treated with the same safety considerations and number of marshals as any other special stage.

Spectator numbers may be higher at the shakedown special stage as there is the opportunity to see the competing cars on more than once in a short space of time.

Therefore, it has a similar spectator dynamic to a Super Special stage and may require additional crowd control measures.

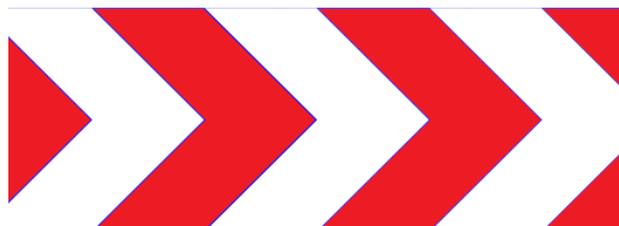
Safety cars should be prepared to enter the stage at sporadic intervals to assist with spectator management if required.

The shakedown is also a good opportunity to perform a medical intervention test.

#### Closing of Junctions - For the Driver

All Junctions should be marked with an internationally recognized sign (zebra/chevron), indicating the correct driving direction to the drivers, easy to understand in case of "brain fade", placed in the middle of the unused road, but not close enough to the edge of the stage to be hit by vehicles or gravel (stones).

*Here is an example of a sign that could be used to mark the closed road:*



#### Closing of Access Roads - For the Spectators, Marshals, Media, General Public

- All access roads should be closed at a 50m distance back from the edge of the SS by tape to ensure that spectators, marshals and media are kept well back.
- This should be a tape of red/white colour for uniformity.
- Spectators should be directed left and right to safe areas.

### 3. SAFETY PLAN

- A marshal must always be positioned at any access road or junction where there is a possibility that spectators or members of the general public may try to enter the SS.

Identifying the potential risks to spectators is the first step to managing spectators on your event and is fundamental to running a safe event.

It is recommended that before the route is finalised, that a local very experienced driver or co-driver goes through the stages in advance to help identify and note any perceived high-risk areas to competition crews.

There are many ways to protect high-risk areas such as:

- Straw bales (round or square more than 1m in diameter recommended)
- Concrete barriers
- Sand bank
- Earth bund
- Plastic filled water barriers
- Wall of connected tyres

Where an exposed, significant drop exists, consider whether an alternative route is available or provide route definition in the way of coloured mesh to ensure competitors can clearly see the correct route to take.

If water is considered a significant risk, you must act to reduce this risk. A chicane before the hazard to slow the cars down would be one consideration before any hazard. Or consider having divers on standby. The assessment must take in the fact that you want to reduce the likelihood of a car entering the water.

#### 3.7 • IDENTIFYING THE RISKS

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'Motorsport can be dangerous' is on the back of every pass issued by events or on warning boards approaching or near a special stage. There may be risk involved within our sport but it is managing that risk that is the most important task we have and has to be at the front of all our planning – for the route, for spectator viewing, for scrutineering to service parks. Common sense generally manages these risks in a straight-forward, planned way but this does not satisfy local authorities or landowners who need to be reassured that you are an experienced and responsible event in looking to reduce all risks where possible. Therefore, you should document all that you do. If you can provide evidence that you have asked yourself the questions below on each occasion it will assist you:

- What are the hazards that are faced by your marshals, officials, competitors and spectators?
- What is the risk attached to each of these hazards?
- What measures as an event do you already have in place?
- If an injury occurs – how serious will the consequences be?
- What else can be done?

Identifying the potential risks to spectators is the first step to managing spectators on your event and is fundamental to running a safe event.

You must consider the risks to spectators when planning your route and not after the route has been set. The event and/or spectator safety officer should be involved at the route planning stage and should consider suitable viewing points, access/egress points and car parking. There are a number of things to be aware of and to plan for in seeking to effectively manage the risks to spectators attending your event. These are set out below. You should also use the experience of your team in running the event, the debrief from the previous year's event and any issues that are flagged up to you by the FIA/ASN Safety Delegate. Use your previous experience to know



the popular viewing points and ensure that your marshaling teams are in position ahead of the crowd to place the spectators where you want them and to ensure that they don't establish themselves in unsuitable locations.

### Identifying and Assessing the Risks

Set out below are some things to consider that will help you to identify the risk areas and the level of risk to spectators.

All high-risk areas should be designated as prohibited or "no-go" areas. Outside of those areas, you need to ensure that you manage risks to an appropriate level – clearly there are no 100% safe areas on a rally but you need to put appropriate steps in place to manage risks and ensure that you are clearly communicating the risks to spectators and everyone out on the stages.

### Think about the following to help you to identify risks:

What spectator risks and issues arose in previous years, particularly at the last event, where did they happen and why? Utilise social media comments and online footage of your rally taken by spectators;

Have there been changes to the route that need special assessment?

Are you running any specific spectator areas?

Are you expecting any changes in the numbers of spectators at your event?

Are there any changes planned to access routes or planned car parking facilities for spectators?

If there were any incidents or near misses in the previous year, have all the implications for this year's event been thought through?

What weather conditions are you expecting?

Are you aware of the implications of any work taking place on the stages in the run up to the rally?

Are there likely to be gazebos in the Service Area or at any time controls? If so, check for ballast and fixings.

### An example risk assessment template

	What are the hazards?	Who might be harmed & how	What is already being done?	What additional steps, if any, could be done to manage this risk?	Action to be taken by whom	Action to be done by when	Completed date
1							
2							
3							

### 3. SAFETY PLAN

#### 3.8 • SPECIAL STAGE RADIO COMMUNICATIONS

A radio car crew shall ideally consist of two marshals comprising a radio operator and a radio marshal. All radio marshals may be required to assist with event management issues such as vehicle incidents and spectator management as needed so they should be prepared for outdoor work as well as in car duties. Whenever they are deployed outside of the radio car, they must wear a marshal's tabard.

Events should ensure that there is a distance of approximately 5 kilometres between radio locations. Be aware that any radio location listed in your road book **MUST** be staffed at your event in order for the stage to run.

During reconnaissance, a sign bearing the radio point symbol must be displayed at the location of each mandatory radio point. This sign may be smaller, but must be clearly visible to crews performing reconnaissance, in order that the location may be noted in their pace notes.

The radio communication network and Radio Controller should remain in place until all Rescue, Medical and Recovery services have completed their tasks.

In all cases, radio operatives must ensure that they park and position themselves sufficiently far back from the competitive route and do not block the exit route. Not only for their own safety but to protect the radio car from any debris that may be thrown up by the competing car.

The red flag should always be visible when the Safety Car caravan passes through the stage.



#### 3.9 • RADIO POINT MARSHALS

They are responsible for their sector.

They are in position well before spectators arrive, and they prevent them from entering forbidden areas. They check communication with the safety officers of the special stage and rally headquarters.

In a polite manner, they inform spectators that the special stage will be run only if they follow the marshal's instructions to stand in the recommended areas.

They inform their stage commander about the number of spectators, and he decides if more support personnel are needed.

During the running of the stage, they stay next to their radio and follow the announcement of each car starting the special stage. They record cars passing in front of them. If a car is missing, they immediately inform the safety officer of the stage and wait for instructions.

They co-operate with the safety marshals positioned before and after them to alert spectators to approaching rally cars by means of whistles.

They will display the red flag only on the instructions of the Clerk of the Course.





### 3.10 • MANDATORY RADIO POINTS

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Mandatory Radio Points should ideally be staffed by two or more people and are defined as follows:

Radios at the Start and Finish of each stage. These must be shown in the safety plan and road book but do not require radio boards to be displayed. They do not require red flags.

The Start, Flying Finish/Stop radio positions should be located to ensure direct communications are possible to Rally Control. Priority should be given to the safe running of the event and consideration should be given to the siting of these locations and this may necessitate the shortening of the stage route.

Radios located at intermediate safety/medical intermediary points and at a shortcut re-join junction that safety vehicles may use. These locations must be shown in the safety plan and road book as well as having radio boards in place on the stage route. These locations must have a red flag.

Radios needed to comply with the FIA requirement for a distance of approximately 5 kilometres between radio points. These locations must be shown in the safety plan and road book as well as having radio boards in place on the stage route. All these locations must also have a red flag.

Red Flags must be displayed and withdrawn only on the instruction of the Stage Commander via the Clerk of the Course.

#### Main spectator areas

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These radio marshals do NOT need to see the competitor numbers and should be located to keep their eye on the spectator area. These locations must be shown in the safety plan but are not required to be shown in the road book or have radio boards. They do not require red flags unless they coincide with locations described above.

### 3.11 • SUPPLEMENTARY RADIO POINTS

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Supplementary Radio Points (not mandatory) should ideally consist of two or more marshals.

These points are located throughout the stage as required by the event, signage is not required and they do NOT need to appear in the road book.

Their location and details should however be listed within the safety plan. They do not require red flags. As these locations are NOT included in your road book they do NOT all have to be staffed in order for your event to run.

Example of on special stage radio communications following an incident:

### 3. SAFETY PLAN

#### RE 6 RADIO SCRIPTS

Script 1	Route Marshal	Stage Commander
	Hello, Hello – Stage Commander can you hear me?	Go ahead – who’s calling the Stage Commander?
	Hi, it’s Mike – we’ve had a car roll in front of us it’s terrible, there’s lots of damage I don’t know what to do?	Hi, which stage are you on and what is your location?
	I’m on your stage just after the righthand bend?	Can you give me an exact location please?
	Yes, about 15 metres after the bend, the car is on it’s roof and the competitors are still in – what do I do?	Mike, what is the stage number and name?
	Its stage 3 I think, I don’t know the name	What is the number of the car?
	It’s car 8	OK Mike, please walk towards the front of the car if it’s safe to do so – is there anyone else that can go back down the track to warn you if another competitor is coming?
	There are lots of spectators going to help now, I think they’re going to help put it back on its wheels.	

#### Trainer Comments:

1. The Stage Commander has NOT asked if there are any injuries?
2. The marshal is NOT clear at all in what they’ve said
3. Should they put it back on its wheels?
4. ALWAYS send someone back down the track.
5. Warning triangle and if necessary OK/SOS board

Script 2	Route Marshal	Stage Commander
	Commander 3, Commander 3 from Mike Smith post 5+ on SS 3.	Go ahead Mike, Commander 3 receiving.
	Car 8 has rolled immediately in front of us just after the right-hand bend about 200 metres after post 5. I am investigating now but the stage is partially blocked. Over.	Thank you for that Mike, please send someone back down the track to warn you of any oncoming competitors – keep yourself safe and keep me updated.
	Will do.	Standing - by
	Commander 3, Commander 3 from Mike Smith - The crew seem OK, they are asking to be put back on their wheels, so they can continue but that looks impossible because the left front is badly damaged. Over.	Can cars get past, over?
	Yes, with caution, how do you want me to proceed, over ?	Mike, please make a few notes on the Incident Report Form for me. I’ll update you once Rally Control have decided what action will be taken. Control standing by.

FIA BMW\_2018\_Copyright

#### Example of on special stage radio communications following an incident

### 3.12 • TRACKING SYSTEMS

It is strongly recommended that all cars be fitted with a safety tracking system. The installation should be checked at scrutineering and instructions regarding collection, return and fitment will be issued by each organiser, normally in the supplementary regulations. Any interference with the system(s) during the rally shall result in the competitor being reported to the Stewards.

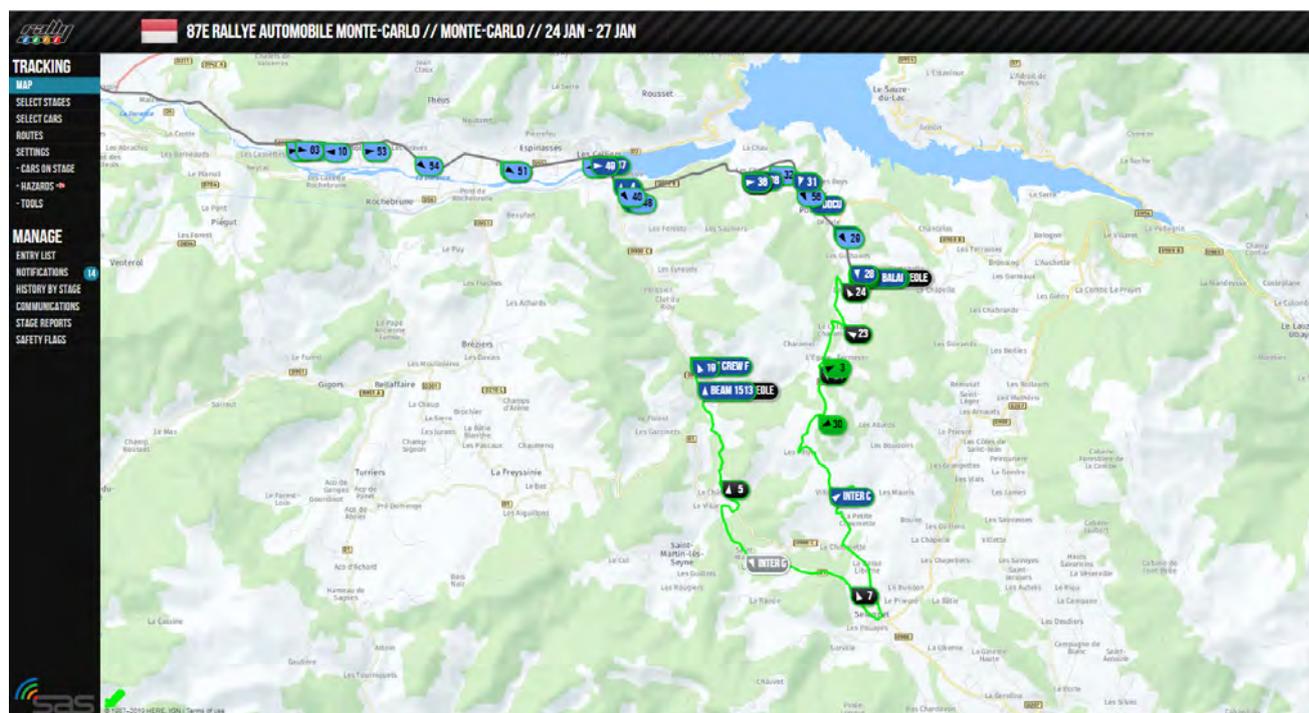
**When a tracking system is used, the system must be easily accessible for the driver and co-driver when seated with their harnesses fastened.**

A member of the team in Rally Control must be assigned to monitoring the tracking signals from each competitor, though all members of Rally Control should be watching the tracking screens. Any reported signal from a competing car; whether OK, stopped, SOS or lost communi-

cations should be reported to the special stage involved and investigated. Remember, no matter how sophisticated the tracking system is, no system is 100% fool proof. Always investigate the signals received.

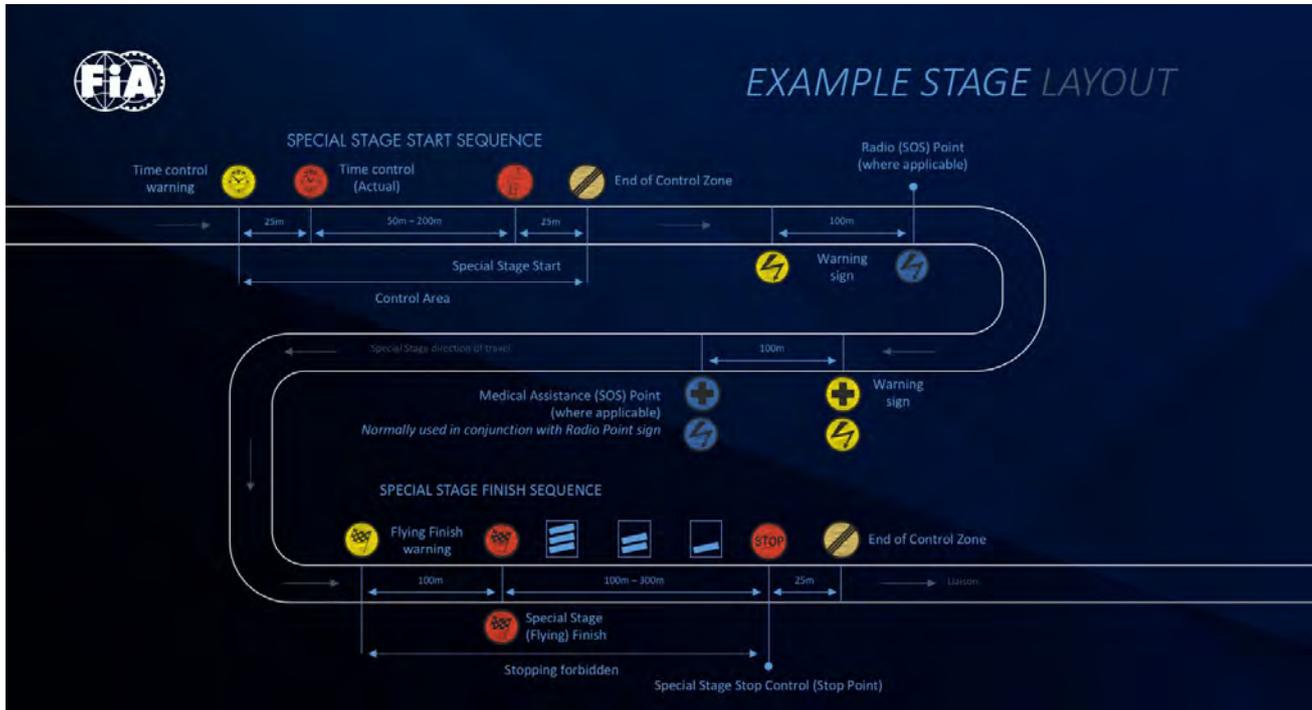
There should always be a backup to the tracking system in the competing cars. The radio operator at the start of each stage should announce the car number starting the stage over the stage radio network, each radio post throughout the stage should keep a chart monitoring the car numbers announced as they pass their location. Any car out of sequence, or not passing a radio location should be reported to the stage radio controller so that a search for the competitors' location can start in conjunction with the tracking system.

Both the primary and secondary tracking systems need to be detailed in the event safety plan along with the procedures of how to locate a car, should it go missing.

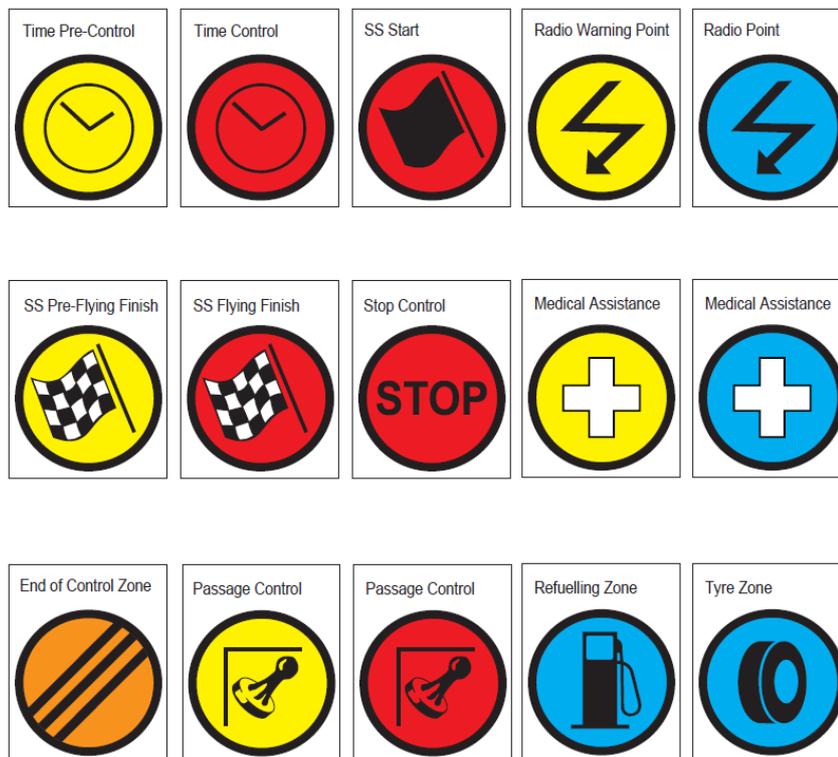


### Tracking Systems

### 3. SAFETY PLAN

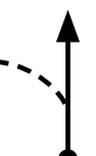
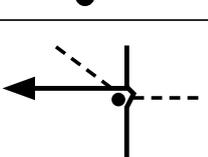


Example Stage Layout showing typical symbols

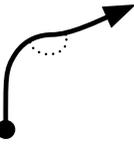


Typical Stage Symbols

**2019 RALLY**  
**SS 1 Hilltop - Version 1 (1st February 2019)**

Post No.	Kilometres		Direction	Information	Safety	Predicted Marshals
	Total	Inter				
-	0.00	0.00		Enter closed road  Warning notices both sides		0
-	1.24	1.24		 TIME CONTROL (At parking area on left)		3
1	1.54 0.00	0.30 0.00		 START (Middle of open area)		4
2	2.71	2.71		Very fast approach. Leave a clear escape road Tape across road		0
3	2.86	0.15		Radio car park in track Tape across track		2
4	3.62	0.76		 Bridge Tape across track		2
5	4.43	0.81		Tape across junction. Keep open area on right clear		2
6	5.35	0.92		Bale on apex to tighten corner Spectator area with layout plan		8

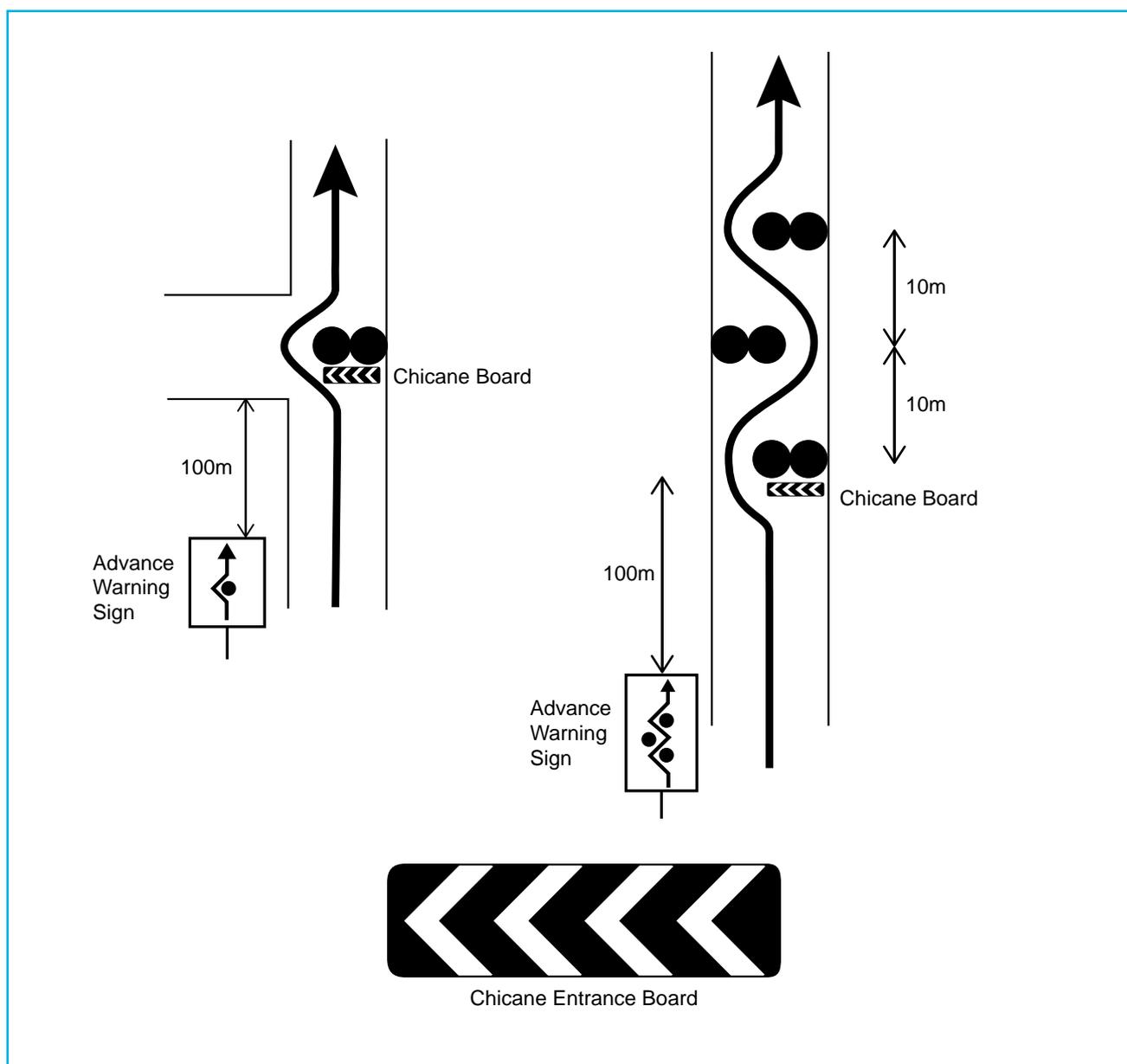
### 3. SAFETY PLAN

2019 RALLY						
SS 1 Hilltop - Version 1 (1st February 2019)						
Post No.	Kilometres		Direction	Information	Safety	Predicted Marshals
	Total	Inter				
7	6.83	0.90		Intermediate Safety Point. Park in large open area	⊕ ⚡	2
8	8.20	1.37		Spectator area with layout plan		8
9	9.10	0.90		Radio car park at rear of quarry	⚡	2
9A	10.14	1.04		Tape across foot-paths Warning signs for spectators		0
10	10.99	0.85		FLYING FINISH (At junction) Timing car park on banking above road level		2
11	11.18	0.19		STOP (Parking area on right)	⚡	4
-	11.33	0.15		Leave closed road		0

### 3.13 • CHICANES

Chicanes can be used for reducing speed before certain high-risk spots on a special stage, but it is desirable that stage routes should be planned where chicanes will not be required wherever possible. All chicanes must be noted in the road book and must already be marked or in place during the reconnaissance.

A distance of 10 m between the walls should be respected for consistency between stages and between events. It is important to mark the direction of the chicane by zebra markings or arrows, and to put a "100 m" panel before the chicane. The precise position of the elements of the chicane should be clearly marked by a painted line such that they can be repositioned if they are moved out of position.



Recommended Chicane Profile

### 3. SAFETY PLAN

Chicanes should be made from:

- Straw bales (250kg minimum)
- Water tanks
- Wall of connected tyres
- Concrete barriers, with the exposed edges protected

During the rally, marshals need to be positioned at each chicane to repair any damage caused by cars hitting parts of the chicane. A radio marshal should also be at this location.

If the chicane is damaged beyond just a small knock and it needs repairing, then:

Post a lookout for on-coming cars and use their whistle to warn their colleagues of any approaching cars whilst they look to rebuild the damaged area.

If it is not safe to undertake this task – advise the stage commander who will inform Rally Control to determine the next action.

One of the marshals should be designated as a Judge of Fact to report to the Clerk of the Course of any cars that hit the chicane. It would be beneficiary to have the chicane filmed for the purpose of reporting any collisions.

#### 3.14 • CORNER CUTTING

For FIA championships it is recommended to use a type of block measuring about 20 x 20 x 38 cm and weighing 15 kg minimum. The stick should be made of plastic.

If straw bales are used instead, they must be wrapped securely in plastic film and a means of moving them rapidly back into position provided



### 3.15 • STAGE COMMANDERS

All Stage Commanders need to have received a briefing from the event in relation to any safety specific matters. This can be done by either the Clerk of the Course, the Event or Spectator Safety Officer and can be done through a meeting, via video presentation or on-line computer meeting or email or any other reasonable means of direct communication.

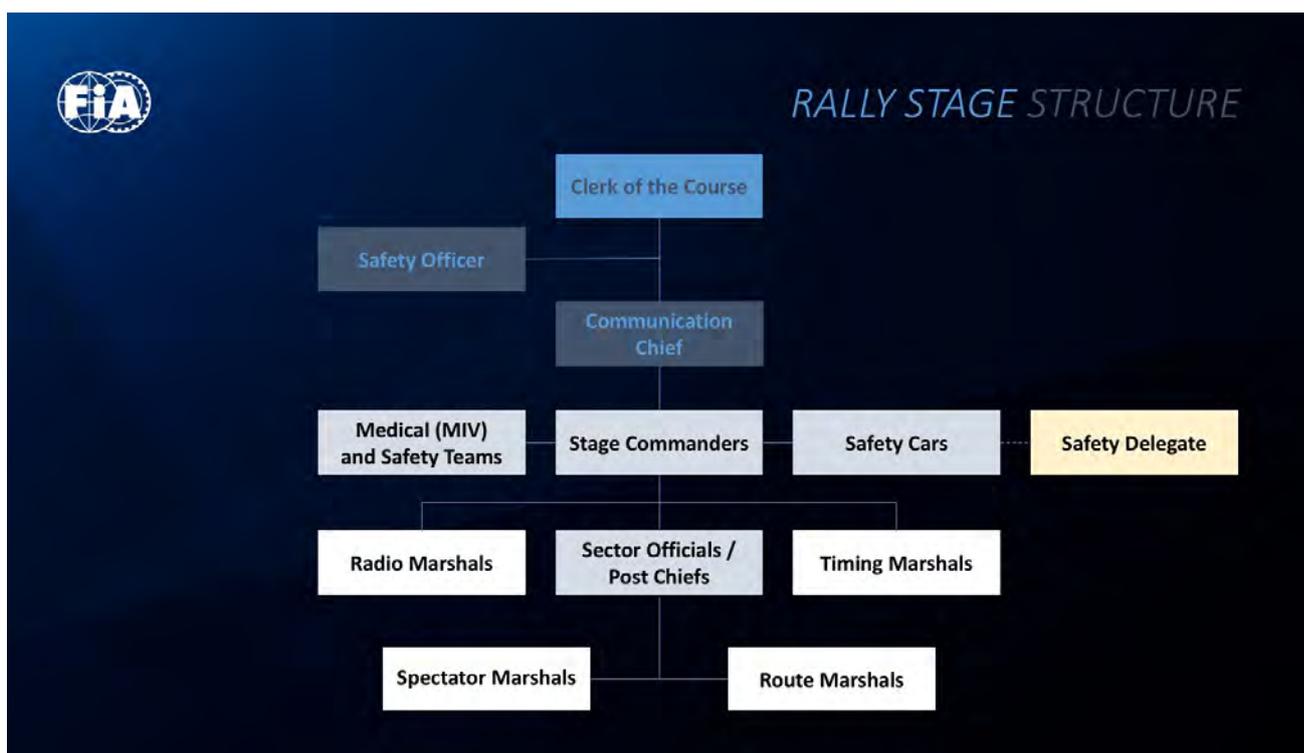
This session is an opportunity to ensure that all stage commanders have a full and consistent briefing about the event. At this session, you should ensure that the following are covered:

- All stage commanders have seen the safety plan and relevant operational plans;
- Key points from the safety plan should be covered including;
- Spectator numbers expected and access/spectator viewing arrangements;

- FIA/ASN Safety Delegate, Safety Car time schedule & Safety car arrangements;
- Incident management plan;
- Changes from previous years;
- Predicted marshalling numbers per stage, numbers achieved and actions required where numbers are not yet sufficient;
- Predicted numbers for spectator specific areas;
- Media arrangements;

Reminder of role in:

- Delivering briefing to marshals on stage;
- Arrangements for location/buddying/briefing of new or inexperienced marshals.
- Chain of Command for low level incidents and for major incidents.



## 3. SAFETY PLAN

### 3.16 • MARSHALS

All marshals need to have received a briefing from the event in relation to any safety specific matters. This can be done by either the Clerk of the Course, the Event or Spectator Safety Officer or the Stage Commander and can be done through a meeting, via video presentation or on-line computer meeting or email or any other reasonable means of direct communication.

A briefing from the stage commander or their nominated representative must take place as marshals arrive on stage (and may have to be done more than once depending on when people arrive on stage). In certain situations, this could be done prior to the event by telephone with known and experienced team leaders but it must take place.

This briefing should include:

- Personal Safety information;
- Location specific risk assessment information ; marshals are to always be located in a safe/spectator location. They are NOT to stand in a restricted area when the special stage is live. Marshals can walk on the road on the deal with issues but must always consider their own safety when doing so.
- Chain of command and communication process for their location;
- Nearest red flag location if relevant and nearest radio marshal;
- A diagram showing Spectator Viewing Areas (Go) and No Go (prohibited) areas;
- Stage signage if appropriate;
- A schedule for the pre and post event safety cars as well as the due time of the first car;
- Mobile number for the Stage Safety Officer or nominated deputy/person in charge/stage Chief Marshal;

- Confirmation that all marshals will take the same approach in dealing with spectators and media in relation to prohibited areas and for example in asking spectators to move with advice given about delaying the start of the stage due to uncooperative spectators.

- A reminder about the importance of using a whistle to advise marshals and spectators on an approaching safety or rally car

- Marshals are to be reminded of the recognised hand signals for the safety cars as they proceed through the special stage.

- Marshals should not sit down whilst working. This reinforces the message to spectators not to sit down whilst watching the rally cars.

The Stage Commander must be confident in the knowledge and abilities of their team.





Marshals

## 3. SAFETY PLAN

### 3.17 • SERVICE PARK



The service area at a rally can be an area of frantic activity as the teams prepare the competing cars for the next section of the event. The environment can be time pressured with service bays busy with team personnel, media, family members and spectators. It is an area that can create significant risks to people and has to be managed carefully to minimise these risks whilst letting people work on the cars and making the area attractive to spectators.

Entrants, competitors and service crew members should be aware of their own and others well-being. The event organiser has the overriding responsibility to coordinate the activity and to ensure, so far as reasonably practicable, the safety requirements for these areas are met.

The event organiser should allocate a 'service area zone' to each competing team within the service park. These zones must be managed in such a way that they represent neither a safety nor environmental risk to other teams or to the venue location.

#### Basic standards for Service Parks/Area

- The service area should be an appropriate size to allow adequate space for individual service bays, vehicle movement and safe pedestrian access. The ground should be relatively even with any significant hazards adequately controlled.
- Organisers must set a speed limit for the service park

and publish this information in the supplementary regulations.

- All entrants will have an environmental ground-sheet in place before work commences on the vehicle.
- Temporary structures such as awnings and pop-up tents must be erected securely and with sufficient ballast to cope with wind conditions. All structures deemed unsafe by the event organisers must be dismantled and removed.
- Fire extinguishers should be readily available at all times when vehicles are being worked on, particularly in the event of any welding or grinding being carried out and when vehicles are being refuelled.
- The layout of the service park must permit emergency vehicle access, should the need arise.
- The organiser is responsible for establishing emergency arrangements for the service park including fire, injury and security incidents. These arrangements need to be communicated to all entrants and competitors.
- Vehicles need to be supported by axle stands, chassis sill stands or ramps, all with base plates, when raised in the air by trolley or any other type of jack. No other work should be attempted when raising or lowering of the car is taking place.
- When necessary, as part of the service, changing of the fuel tank, fuel pump, fuel filter or any other item of the fuel circuit, emptying and/or refilling of the fuel tank is permitted provided that:
  - The work is carried out with the knowledge of the organiser
  - A fire extinguisher with operator is on standby
  - No other work is carried out on the car during this operation
  - A safety zone is established within which all sources of ignition are removed



- A minimum amount of fuel is used and any removed fuel is stored in a sealed container
- Service bays should be controlled in such a way that they do not present any unacceptable risk to competitors, crews, adjacent teams or members of the public.
- Trailing cables and hoses should not be allowed to create a trip hazard and should not be run across access or roadways unless covered by cable protectors.
- Service crews and competitors need to be aware of the long periods of exposure to cold, wet or heat, experienced while on location in service parks and dress accordingly.
- Entrants are reminded of their obligation to comply with the requirements of the sporting regulations and supplementary regulations at all times.

### Electrical Safety

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- All electrical equipment needs to be maintained in a safe condition.
- All electrical equipment used externally has to be weatherproof and tools insulated against electric shock.
- Electrical equipment and hand tools cannot be used where flammable vapours are present.

### Fire Precautions

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- All competitor and service vehicles need to carry a suitable fire extinguisher.
- Special consideration should be made before lighting any cooking appliance.
- All sources of ignition need to be kept away from any fuel store or re-fuelling area.
- Fire extinguishers should not be moved from their known location, other than when in use.

- In the event of any fire, a report is to be made to the organisers of the event before leaving the service park.
- The organisers are responsible for putting in place an emergency plan to cover fire.

### Waste

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- Entrants must remove all waste from the service park, including containers, packaging, tyres, oils, etc. They must be disposed of in accordance with environmental legislation.
- General waste facilities on site must not be used to dispose of hazardous substances or materials which have been contaminated by hazardous substances. These must be segregated and disposed of in accordance with the waste regulations.

### Vehicle Safety

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- A 20kph speed limit must be observed at all times in a service park, other than emergency vehicles responding to an incident.
- There may be pedestrians in the service park. Special care must be taken in these circumstances to avoid collisions and organisers need to work, where practicable to segregate pedestrian routes.

## 3. SAFETY PLAN

### 3.18 • REFUELLING OF COMPETING CARS



The organiser of a rally must determine the refuelling arrangement for that event and put in place adequate measures to control the risk of a fuel spillage, fire or other incident. In deciding on the re-fuelling arrangements and the level of risk the organisers need to consider what is practical for their event and the options available at the service park. There are four options for refuelling on a rally:

- **Pump fuel from a commercial filling station**

This option places no responsibility on the organiser as all refuelling is carried out away from the event.

- **Professional fuel supplier**

The organiser maintains overall responsibility but has delegated duties to a competent supplier. The contractor's arrangements for managing the risk should still be verified by the organiser and checks made to ensure that safety systems are in place.

- **Refuel zone**

The responsibility for controlling and coordinating the storage and dispensing of fuel rests with the organiser. A risk assessment, safety plan and incident plan is required.

- **Self-refuel**

The responsibility for controlling and coordinating the storage and dispensing of fuel STILL sits with the organiser; however, they have no direct control over the activity and therefore pass the safety requirements onto the

entrants/competitors. A risk assessment, safety plan and incident plan is required. The organiser has the responsibility for monitoring safety.

#### Risk Control

The following needs to be considered when making event refuelling arrangements:

- Transportation of fuel, the risk of spillage and compliance with safety legislation. The arrangements for bringing the fuel to site are the responsibility of the competitor/entrant. The organiser needs to give consideration to the movement of fuel on site.
- Storage arrangements for fuel including appropriate containers, clear designation of the storage area and protection from impact by vehicles. Containers must be in a good state of repair, not leaking, securely sealed and appropriately signed 'Petrol – Highly Flammable'.
- The area used for storage of fuel must not be in direct sunlight.
- Control of the dispensing area which should be approximately 10 metres away any pit garages, service spaces/pitches, onsite buildings, adjoining properties or groups of people.
- Removal of any combustible materials or sources of ignition.
- Maintenance of clear access & egress from the fuelling area.
- Provision of facilities to deal with fire and spillage and appropriate emergency procedures. An appropriate number of fire extinguishers (dry powder and AFFF) must be provided.
- Adequate security of the area to prevent access by unauthorised persons.
- Environmental protection – fuelling should be carried out on an impervious surface with either bunding or interceptor tank.

- Appropriate personal protective equipment is worn by those dispensing fuel.
- Appropriate signage is in place to warn of the presence of flammable substances and the prohibition of sources of ignition

### Storage and use of fuel

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- The organiser must establish suitable arrangements for refuelling with a preference for a designated refuelling zone.
- If re-fuelling is permitted in the service bay, this should be the last operation to be carried out before the vehicle leaves. The vehicle should be off any support stands, have all four-wheels on the ground and have all other work ceased and have no occupants before refuelling commences.
- Ideally re-fuelling should be done by hand pumping, rather than from hand held containers.
- All empty containers must be removed from the service park after the event.
- Petrol is to be used as a fuel only, not for any other purposes.
- All vehicle re-fuelling is to take place in the open air. Smoking and any other sources of ignition must be prohibited and a safe area should be enforced with an operator on stand-by with a fire extinguisher.
- Those carrying out the refuelling, including those standing by with fire extinguishers, should ensure they are wearing protective clothing, including gloves and eye protection.

### Emergency Management

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The emergency plan should be tailored to the risks associate with the event and include:

- The person in control
- Actions required in the event of a spillage or fire
- Communication methods and the procedures for dealing with an emergency
- Arrangement for contacting the emergency services.

## 3. SAFETY PLAN

### 3.19 • RECOMMENDATIONS FOR PRIVATE TESTING

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The risk of an incident is just as high during competitor testing as it is during an event. It must be recognised that wherever a rally car is being driven at speed there is a risk of an accident happening. It must also be recognised that, no matter how private you plan for the test to be, there is the chance for members of the public to be in the vicinity.

All private tests should plan for the following:

- Ambulance and paramedics in attendance
- Marshals at test road starts, finishes and all access roads to secure the area
- All warning signs on approach to the test area, the start, finish and all access roads. Anyone approaching the test area should pass at least three of these warning signs before arriving at the test road.
- Radio communications between the stage start, finish and any access roads.

### 3.20 • ENVIRONMENTAL POLICY

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<https://www.fia.com/environmental-accreditation>

Events should appoint an Environmental Champion and look to achieve the support and commitment of the senior members of the event team to ensure that environmental impact and sustainability is considered in every action. The primary goal is to increase awareness of environmental management issues, and provide guidance to facilitate adoption of environmental initiatives by various FIA stakeholders.

The FIA has employed a multi-tiered strategy to achieve this objective:

- firstly, it has provided a best practice framework;
- secondly, the FIA has created an accreditation<sup>1</sup> guidelines document for stakeholders who wish to adopt the framework;
- thirdly, it has developed an accreditation checklist which would enable stakeholders to ascertain their baseline level in terms of environmental performance, as well as identify the requirements for increasing their level of environmental performance; and
- finally, the FIA has provided a summary version of the guidance for ease of reference, targeted at different stakeholders.

These documents, which are part of a number of publications relating to the FIA's Action for Environment strategy, focuses on the best practice in Environmental Management in motor sport. They have been designed to be used as a template by motor sport stakeholders across the world to introduce or enhance environmental management in their organisation.

### **3.21 • DISABILITY AND ACCESSIBILITY**

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ISC, Appendix L, Articles 10 and 11

Licences for participants with special abilities

Practice of motor sport for holders of a Special Abilities licence

All due consideration has to be made to be able to ensure that all competitors, officials, volunteers and spectators are able to access and enjoy the sport in a safe and considered manner.

Articles 10 and 11 of Appendix L of the ISC give regulation detail on this matter for competitors.

For officials, volunteers and spectators the accessibility of all has to be at the forefront of everything planned by the event.



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# 4. Spectator Safety

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- 4.1 • Areas of Risk
- 4.2 • Set-up Diagrams
- 4.3 • Colours of Tape
- 4.4 • Communications with Spectators
- 4.5 • Marshal Communication
- 4.6 • Assisting Cars
- 4.7 • Media Safety and Identification



## 4. SPECTATOR SAFETY

# 4. Spectator Safety

We have come a long way from this...



To this...



**But there is still a lot to do to improve Rally Spectator Safety...**

## 4. SPECTATOR SAFETY

### 4.1 • AREAS OF RISK

#### What risks are there at specific points of the route?

High risks might be at the following points

- Major changes in direction;
- Sharp corners;
- "S" bends – a double change in direction;
- Immediately over jumps or a brow where cars could lose control on landing and leave the road;
- Deceptive bend after a very fast section;

#### After your risk assessment, you should be able to identify:

- High risk areas that should be designated as prohibited "no-go" areas;
- Areas that are particularly suitable as spectator viewing areas;
- Appropriate measures to control risks at all other areas of the route.
- Prohibited "no-go" areas

These areas need to be identified in your risk assessments and any actions shown as part of your safety plan. They need to be carefully marshalled by appropriately experienced individuals. Marshals' briefings and training need to include reference to these locations along with the rationale behind the risk management approach you have taken. They should also be made aware of how to manage any specific situations at their location.

No-one should be allowed in a prohibited area – member of the public, media or a marshal.

Having reviewed the complete stage, and identified the sections that require attention particularly from a spectator safety point of view, it is advised to grade these critical points on a scale of one to three, with one being general safety requirements, up to three being acute.

#### Category 1 – Low Risk

Low-risk sections of the stage can be managed by the pla-

cement of suitably briefed and identified marshals, tape and markers to identify the points beyond which spectators may not pass.

#### Category 2 – Medium Risk

Medium-risk sections are where additional spectator marshals may be required. Danger signs and no-go areas identified by signage, an additional barrier net and possibly the inclusion of security to ensure that the spectators obey the officials. Such areas will also recognise those locations where run-off areas are required for competitors' cars.

#### Category 3 – High Risk

High risk areas. All Category 3 sections need to be identified as No-Go areas, except for high ground above the stage. **It must be assessed that the high ground will not act as a ramp for any errant car.**

Speed	Low speed	Medium speed	High speed
Height of bank	1m	2m – 3m	More than 3m

The same considerations must be given to the angles of corners when deciding if the area is a category 1 through to 3 risk. Does the corner have a high-speed approach, is the angle more than 60 degrees and require heavy braking from the competitor.

Through the experienced skill set acquired by your team you will be able to recognise these areas and the risks at hand.

Use your previous experience to know the popular viewing points and be in position ahead of the crowd.

High ground is usually the better place to be, consequently identifying higher ground that can be used by spectators is helpful when planning your spectator

areas. These areas can simply be managed by the placement of suitably briefed and identified marshals with tape and signage to identify the points beyond which spectators may not pass. All hazards that your risk assessment has identified should be taped and/or have appropriate signage. Footpaths, junctions and gates should be marshalled. You will want to identify suitable locations on stage for marshals to park.

**REMEMBER, A CAR THAT IS OUT OF CONTROL CAN TRAVEL A LONG DISTANCE. ALWAYS ENSURE THAT SPECTATORS ARE KEPT WELL BACK OR ON HIGHER GROUND AT DANGEROUS POINTS.**

## 4.2 • SET-UP DIAGRAMS

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A consistent format should be adopted for each stage to assist the stage teams to prepare the stage in compliance with the event safety plan.

Information that should be included in specific spectator area diagrams is:

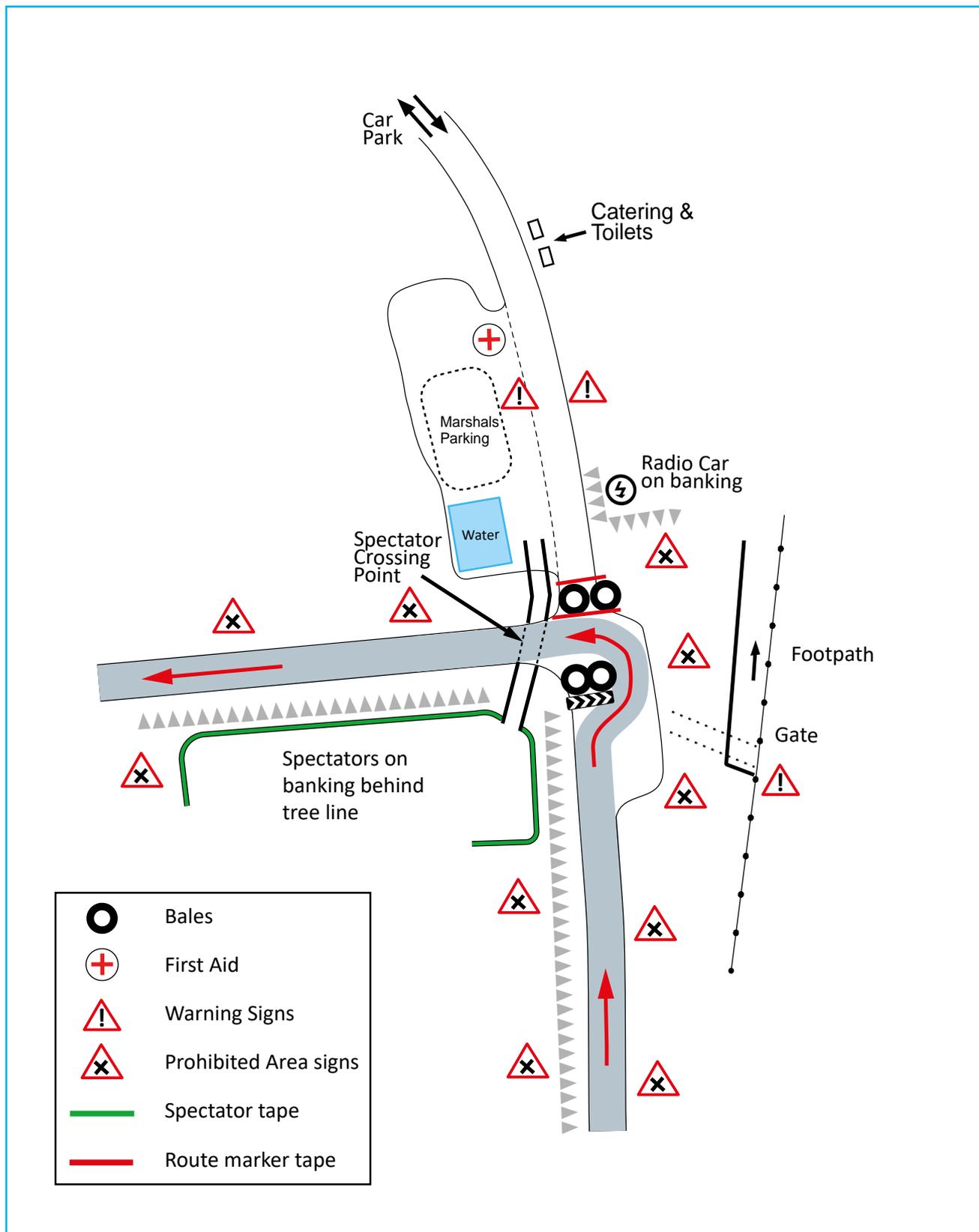
- Stage number, name, total distance, First Car Due (FCD)
- Post number and distance from Stage Start
- Direction of rally route
- Distance from the road to the spectator zones
- Height of the spectator zones
- Type of taping or barrier required
- Indication of the location of PROHIBITED AREA signs
- Indication of NO SPECTATORS beyond this point notices
- Direction for the spectator access
- Predicted marshal numbers (this is what you believe you need to run this location based on the predicted spectators anticipated)
- Direction of and distance to nearest radio point if NOT at that location
- Explanatory notes for those involved in the area to explain any of the points in the diagram

You must also include:

- Crossing points
- Box junctions
- Mandatory Radio location
- Name of Sector Official
- Call sign and name of Radio marshal
- Walkways to other spectator areas if available
- Any special media locations (e.g. film crew)
- Location of radio car
- Location of Rescue/Recovery
- Direction of First Aid (if required)
- Hospitality

Within a forest rally, it is common practice to tape at the tree line along certain parts of the route. A few metres can make a significant difference, for example, where cars are expected to slide under muddy conditions. Consider the status of the treeline – taping at the first tree line may be an insufficient approach if the trees are

#### 4. SPECTATOR SAFETY



Detailed special stage map for safety plan



extremely close to the stage at all points or if the trees are further apart. Consider taping at the second tree line as opposed to the first.

Where the crowd is likely to push against any tape, consider using rope to wrap the tape around or use plastic netting or other, more substantial barrier to prevent the crowd from pushing forward into a potentially risky location.

Once the route is set up, it is good practice to have photographs or video taken of the finished set up layout in order that the event has a record of what was originally in place.

All of the above will be related to the number of spectators attending. In many situations, the positions described above will generally not be accessible to spectators. The success of the plan depends on being able to manage and control the spectators. The best way to achieve this is to be there before them. Be early and ensure the spectators are where you want them.

### 4.3 • COLOURS OF TAPE

In the FIA World Rally Championship, we are working towards only having one colour of tape to indicate where spectators should stand, with everything else marked by prohibited area 'No-Go' signs.

However, some countries are not ready for this yet and still use two different colours of tape to indicate 'Go' and 'No-Go' areas.

#### Green tape (or the 'official' colour in each country)

Green tape (or preferably netting) should be used to indicate an area reserved for spectators that presents no apparent danger. These spectator zones should be closed on both sides to contain the spectators, and should be controlled by marshals.

Spectator zones should be included in the official event programme and spectators provided with as much information as possible to access these zones – parking, buses, etc. The public should understand that they must only enter the 'Go zone' authorised by the marshals.

#### Red Tape

Red tape is only to be used to define the immediate prohibited area where spectators may be expected to congregate. This is for any zone considered dangerous - outside of corners, landing after jumps, etc. At no location should green tape and red tape be used in the same immediate area.

Red and white tape should be used to block alternative roads, escape roads and run-off areas as a visual aid to drivers.

Remember: it is human nature for spectators to stand behind tape, whatever the colour, and feel safe.

The prohibited area 'No-Go' signs should be used to designate all other areas, or sections prohibited to the public. These 'No-Go' areas will need to be marshalled

## 4. SPECTATOR SAFETY

at each end to stop spectators from moving past the areas identified for them.



**Detailed special stage map for safety plan**

### Key points for Spectator Safety

- Measures should be taken as described in Article 5.4.5 of FIA Appendix H to warn spectators and, where necessary, ensure that any spectators who are in high risk places are removed from those areas.
  - Any high-risk area must be identified in the Safety Plan. The organisers, with the assistance of the public order authorities where necessary, should identify and demarcate danger zones in conformity with the Safety Plan, well before the arrival of the public.
  - The Clerk of the Course should take into consideration the recommendations of the Chief Safety Officer, as well as the crews of the zero cars (and of the FIA Safety and Medical Delegates if present), in order to ensure that a special stage is cancelled if dangerous conditions exist.
  - When large numbers of spectators are expected for a special stage or a super special stage, they should be protected by special means and a proper zone should be prepared for this venue.
  - The public should be prevented from moving along the route of the special stage after the 30-minute warning
- has been given by the marshals.
- Adequate numbers of marshals or public order authorities (police, military etc.) should be present to ensure public safety during the special stage.
  - Marshals should wear a clearly identifiable tabard as recommended in Article 5.2.6 of FIA Appendix H.
  - Special stages should be situated and scheduled to allow the safe movement of spectators between them
  - Access of spectators to special stages should be recommended only in spectator zones.
  - Emergency roads should be guarded by public order authorities and/or marshals/security guards, from the point where they join the main roads leading to the stages.
  - All access roads should be indicated with special signs and additional information.
  - Where possible, media parking areas should be provided near the photographers' areas. Special marshals should be available to assist photographers and to prevent spectators from approaching these venues.
  - Spectator zones should be clearly marked out with fences or signs. Where appropriate, these zones should be far from the road, in order to keep spectators within safe areas.
  - Where possible, media parking areas should be provided near the photographer areas.

### Crossing the start and finish line

Measures must be taken to prevent spectators from crossing the special stage start and finish/stop areas, 30 minutes before the departure of the first rally car. Spectators should be directed towards the areas which are allocated to them, without using the start and finish areas.

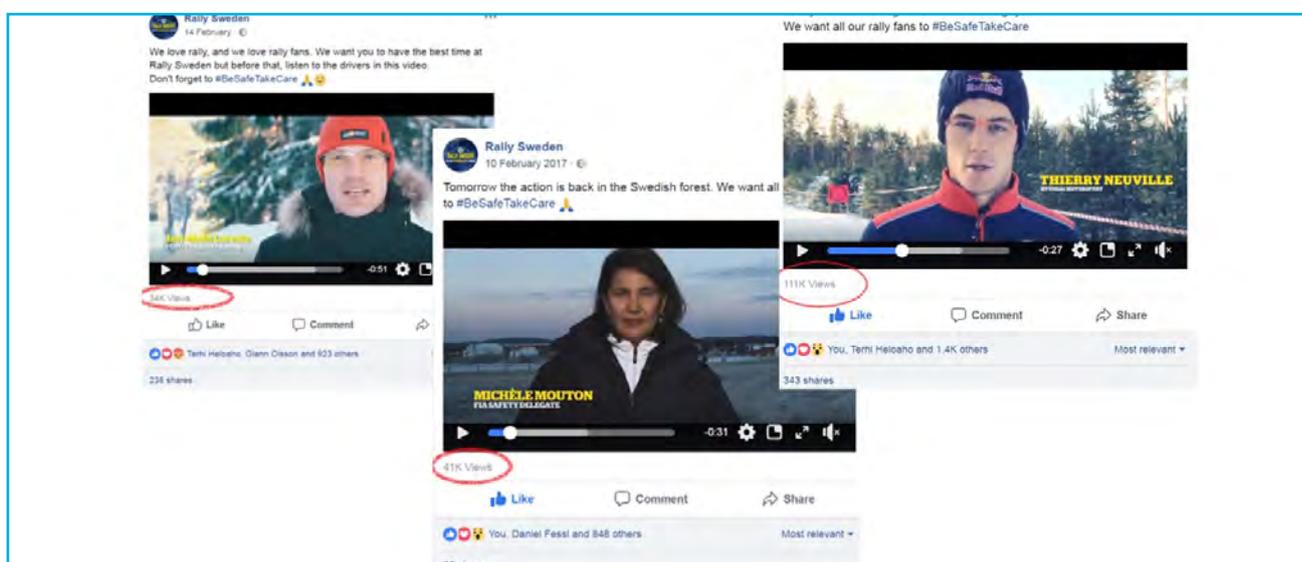
Remember to include safety awareness messages for

spectators. This can include the link to safety information on the FIA/ASN website. Safety messages should be included in all your communications, including your programme, and at the entrance to the venue.

In addition, provide clear information to your Safety Car crews, to ensure that they pass on the correct messages as they apply to your event. Define in advance the messages you will convey to spectators with the loudspeaker

#### 4.4 • COMMUNICATIONS WITH SPECTATORS

What messages are you sending to your spectators? As rally event organisers, you will want to ensure that potential spectators have access to information about the event, but you also have an important role in ensuring that spectators are made aware of the risks. Good communication with spectators is vital to everyone. Pre-event publicity is critical to ensuring that the general public are aware of your event and know that there are specific areas that are considered acceptable for them to view from. Try to ensure that your message is clear and does not contain sporting jargon. It is important that they know



## 4. SPECTATOR SAFETY

it is not acceptable to view from anywhere they choose.

To do this, you can use a range of communication methods. Consider the following:

- Have full information, including spectator safety information, on your website at least a couple of weeks before the event;
- Circulate information through the local car clubs;
- Use social media e.g. Facebook and twitter;
- Publish a programme and make it available locally e.g. in local shops prior to the event, as well as on your website;
- Involve local commercial radio and newspapers both before and during the event;
- Use prominent signage to direct spectators to access points/spectator areas/car parks;
- Use all FIA/ASN required signage;
- Provide links to ASN and other events safety videos such as:

### Click the image to watch the FIA Spectator Safety video

- Consider asking other local organisations to publicise the rally, e.g. local councils usually have web pages and notice boards.

Remember to include safety awareness messages for spectators. This can include the link to safety information on the FIA/ASN website. Safety messages should be included in all your communications, including your programme, and at the entrance to the venue. Each spectator should have the opportunity to see at least three safety signs as they approach the special stage.

In addition, provide clear information to your Safety Car crews, to ensure that they pass on the correct messages as they apply to your event. Define in advance the messages you will convey to spectators with the loudspeaker

### Example of Safety message

“Spectators must obey the instructions of rally marshals. Spectators who are asked to move and refuse to do so are putting their own safety and that of others at risk. Where this happens, a rally marshal has authority to notify the stage commander that the stage may have to be delayed and the stage commander will immediately take the appropriate action, which may include stopping the stage.”

### Spectator Safety Advice

#### Here are some tips that spectators should remember:

- Always keep your own safety in mind
- Park in a safe place
- Follow marshals' instructions
- Observe and obey all event signs
- Stay within the official spectator areas
- Do not enter any prohibited areas
- Keep off the road or track
- Listen to official announcements
- Expect the unexpected.

#### On rally special stages in particular, remember:

- Cars may run wide on corners
- Cars may cut corners
- Cars may throw up stones

## 4.5 • MARSHAL COMMUNICATION

All marshals should ensure they have their whistle with them as part of the event equipment. This whistle is to be used for two purposes:

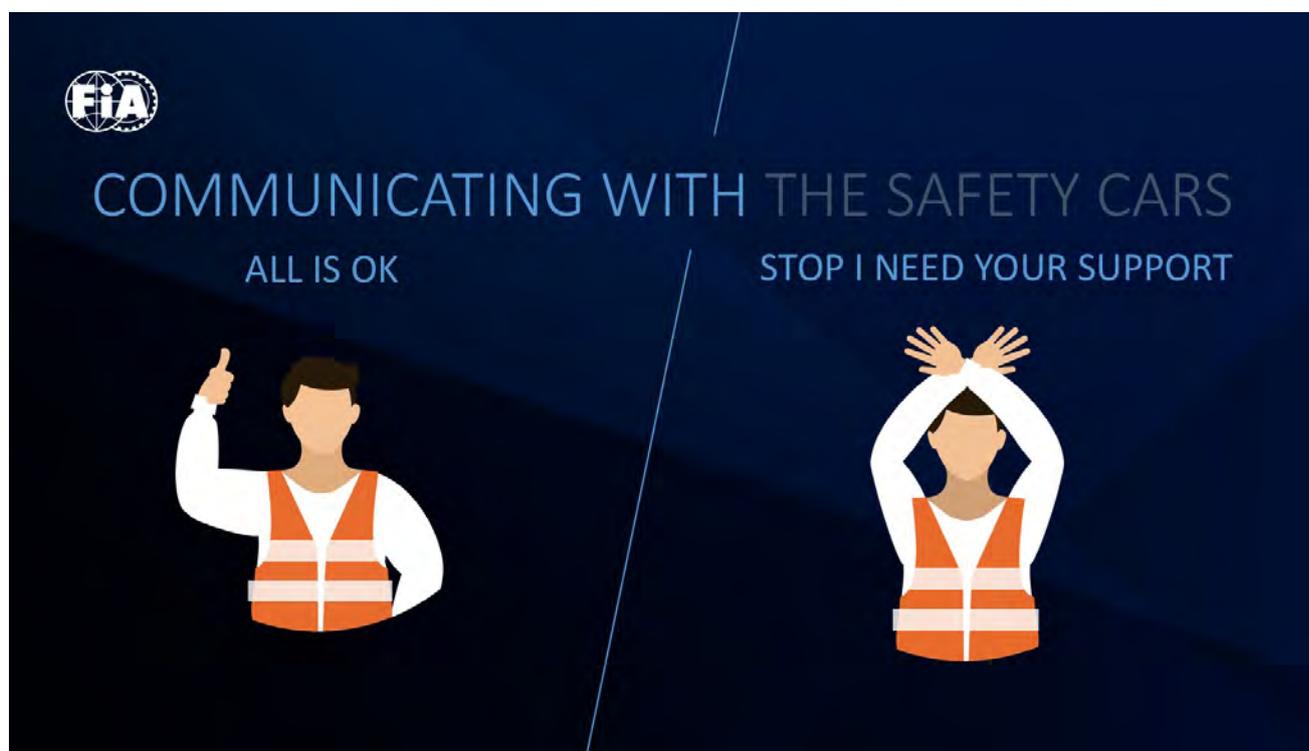
To advise the spectators and other marshals in their location of the approach of a vehicle, whether that is an official car, a safety car or a competitor.

To advise the spectators (at exactly 30 minutes before the First Car is Due (FCD) that there is to be no further movement on the special stage. This is to be done by a long continuous whistle at FCD minus 30 minutes.

Marshals should be standing up in position from 30 minutes before FCD.

The recently introduced marshal sign language is important because it:

1. Ensures communication between marshals and safety vehicles
2. Gives responsibility to the marshals to confirm everything is ok
3. Confirms the marshal is alert, ready, waiting and in position
4. Gives the marshal a visible recognition of their 'authority' to help with crowd control
5. Helps with team spirit
6. Helps the safety cars work more efficiently!



## 4. SPECTATOR SAFETY

### 4.6 • ASSISTING CARS

This has been a tradition in rallying but one that can unnecessarily place individuals or small groups of spectators (with or without marshals) at risk. Another car can easily leave the stage at the same point and very often, other competing cars are still continuing to pass on the stage.

When an incident happens, a marshal's primary responsibility is to act as a look out in order to allow another person to assess the needs of the competitor. The use of the whistle is vital as part of this role.

Where marshals are on site, they should be responsible for guiding spectators to avoid positions of danger. If the incident has created a blockage or partial blockage and there are sufficient marshals on the stage, an additional marshal should go further up the stage to warn approaching cars.

If the incident involves assisting competitors ensure that you have a lookout, that you are in a safe position, that the SOS/OK board carried by all competitors is being shown and ensure that someone takes and displays the warning triangle approximately 100 metres down the stage. The SOS board should be shown at the vehicle itself if a competitor needs medical assistance;

In a non-marshalled site, the spectator safety posters and on event communications must cover this element of the event. The education of the spectators is a key part of the overall safety strategy for the continued success of our sport.



[Click the image to watch the FIA Media Safety video](#)

### 4.7 • MEDIA SAFETY AND IDENTIFICATION

It is acknowledged that the media play an important role in rallies, and each member of the working media must be permitted to carry out his or her work in the best possible conditions.

However, the media are not exempt from having to respect general safety rules. This should not interfere with their ability to perform their duties. If a choice has to be made between carrying out their work and being exposed to an unacceptable level of risk, safety must always take precedence.

Journalists/photographers are issued with official tabards and passes, which authorise them to move outside the areas that have been set aside for the special stage. This of course is to enable them to obtain clear action photographs; however, at no time can the photographers place themselves in a position that is a danger to them or to the competitors.

Photographers wearing official media tabards can walk on the special stage within the 30-minute zone.

No special viewing position is necessary for journalists. If the Senior Marshal considers that the photographer is in a dangerous position, he must ask the photographer to move to a safe location. Be firm and calm and do not enter into a situation of confrontation. If this instruction is not complied with, a senior official of the event may request the person concerned to move to a safe place. If this instruction is also ignored the official in charge will immediately submit a report to the Clerk of the Course and the stewards.

Any person wearing a tabard must ensure that it is clearly visible at all times, and is not covered by any other garment.

#### Permitted movements

When a media tabard is worn, the wearer is permitted to:



- Walk immediately in front of the spectator tape/marker boundary.
- Walk from one point of the stage to another and/or cross the stage during the intervals between the passage of competing cars, in accordance with the marshals' safety instructions.
- Exit the special stages between the running of the repeated special stages, in the direction of the rally route, but only when this is permitted by the stage commander/Clerk of the Course and only after the sweeper car has announced the opening of the road.



# 5. Helicopters & Drones

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5.1 • Helicopters

5.2 • Drones



## 5. HELICOPTERS & DRONES

# 5.

## Helicopters & Drones

### 5.1 • HELICOPTERS

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The airspace over the special stages on certain rallies can be busy with various helicopters carrying out tasks such as: event safety; MEDIVAC; spectator control purposes; television; as well as transporting guests to and from the stages.

The purpose of establishing standard helicopter regulations for events is to create a safe flying environment for all helicopters.

In particular it is necessary to prioritise the role of the Safety and Medical helicopters. Each Organiser of an event where helicopters are being operated is asked to appoint a "Helicopter Coordinator".

#### Special Stage Landing Areas

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The long-term goal should be to establish a list of suitable and safe helicopter landing sites for all registered helicopters within walking distance of special stages, and to obtain the proper permissions for use.

It is proposed that the helicopter co-ordinator will, in conjunction with the event organisers, carry out reconnaissance and establish suitable sites in order to provide a map and details to all pilots.

#### To prevent collisions, and for flight safety, please follow these simple rules.

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1. Priorities: except when normal national flying rules apply, helicopter pilots are to give priority to other helicopters in the following order of importance:

a) The FIA/ASN Safety and Technical helicopters (if the helicopters are operating)

b) The local Emergency Medical Services

c) The local Police and other security agencies

d) Camera-equipped TV helicopters filming the stages. In case of a Rally incident, b) and c) would have priority.

2. The TV helicopter will announce its presence on stages when following cars at low level.

3. If flying within 1000 ft of a rally stage, fly only in the direction of the stage. Minimum height above stage is 500 ft. If crossing a stage, try to do so at right angles, and at least 1000 ft. Try to land at least 100 m away from the stage. If landing/taking off within 100 m of a live stage, only do so after a competing car has just passed, and fly away from the stage, so as not to distract the competitor. Do not attempt to follow a competing car by helicopter under any circumstances.

4. Be aware that the TV helicopter will often follow the leading cars over the same stretch of special stage, at very low level.

5. Ensure that you know the start time of each stage, and be on the ground by then. Understand the running intervals between competing cars.

6. Near stages and service areas, have your landing light on.

7. In the event of a Rally incident, the medical helicopter may need your landing place if there is nowhere else to land in the stage. Ensure that the pilot remains with the helicopter and be ready to move if need be.

## 5. HELICOPTERS & DRONES

8. Do not fly too close to the public (quote national rules).

9. Quote national weather limitation flying rules.

### Helicopter landing zone at Service Areas

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Only helicopters registered with the Rally Organisers will be permitted to land at the service areas or other organiser sites.

The layout of the helicopter landing area, and the rules for landing, will vary according to the space available.

There should always be space for the FIA, Organisers, Medivac and TV helicopters to land either next to or within 1 km of a service area (the Primary landing site). If necessary, other public helicopters will be allocated a landing site at a different location. Public helicopters may, however, be permitted to land at the primary landing site to drop off or pick up passengers, provided their stay is momentary and the engines are not shut down.

Fire cover and fuel provision will be arranged, and compliance with local law and regulations respected.

### Safety Helicopter (Local Organisers) in cooperation with FIA/ASN Safety Helicopter

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The safety helicopter, crewed by an assistant safety officer and equipped with loudspeakers, should be flying over each special stag between approx. 25 and 5 minutes before the first car is due to start. The ASO should check that all spectators are positioned in safe places and, if need be, should instruct them with loudspeakers. He/She should be in constant touch with Rally Control and should inform it of the complete "readiness" of the special stage.

### Medivac Helicopter

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– One medivac helicopter should be ready to intervene in case of emergency, near and/or over the running stages. Landing points for emergency cases are shown by GPS positions in the safety plan in every stage.

– It patrols all special stages, ready to provide first aid and/or emergency medical transport in case of an accident.

– It is supported by ground engineers and a refuelling vehicle to keep it continuously airborne or ready to take off.

– It communicates directly with Rally Control.

– The helicopter intervenes after having consulted either the Chief Medical Officer or the Chief Safety Officer at Rally Control.

– As soon as the helicopter flies to the incident, it reports its arrival to Rally Control and does not land unless instructed to do so by Rally Control.

– If required and feasible it lands, as close as possible to the incident but off the stage.

– If unable to land at the site of the incident, the helicopter should land at the nearest available landing site, after the incident, clear of the stage. If a casualty or casualties is/are to be evacuated to hospital by the helicopter, an ambulance or a rescue vehicle should bring him/them to it, following the rally route.

### The Role of Helicopter Coordinator

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In cooperation with the national aviation authority (where appropriate) and for the purpose of flight safety, the coordinator will arrange appropriate restricted and/or NO-TAM (Notice to Airmen) airspace designations for the duration of the event. Only helicopters registered with the rally will be permitted to fly within such airspace.

In conjunction with a local operator or pilot, the coordinator will conduct the pilots' briefing the day before the Rally. All helicopter pilots will be provided with details of the procedures to be followed, radio frequencies and other aviation-related items. A list of helicopters and pilots will be provided to each participant, so that an atmosphere of comradeship and accountability will be established.

## Rally Helicopter Flight Safety Rules

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The following is a draft of the proposed rules to be provided to pilots:

- There are (X) registered helicopters flying during the rally. A list is attached. All radio communications will be in English.
- The tasks of the helicopters vary in importance. The highest priority is to be given to helicopters operated by the event organiser for the purpose of spectator safety and medical emergencies.
- Most of the remaining helicopters will be flying passengers from the service areas to vantage points in the stages in order to watch the first few top cars, and return to the service areas. These helicopters are not permitted to follow the cars.
- By contrast, at least one TV camera helicopter will be following cars at low level along the stages for filming purposes.
- The big danger for all pilots is collision with another helicopter, especially in difficult weather conditions.

All helicopters registered to fly during the Rally will be provided with an identification sticker, which must be affixed to the helicopter. If you meet the pilot of an unregistered helicopter, give him a copy of these rules and report the details to the helicopter coordinator. Unregistered means that the pilot has not been briefed and could prejudice the safety of everyone.

## Timetable

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4 weeks in advance Submission of helicopter registration forms.

2 weeks in advance Provision of Rally Route and GPS positions, event timetable, Rally Flying Rules.

1 day in advance Pilots' briefing. Helicopter marking stickers, maps & pilots list issued.

## 5.2 • DRONES

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**Rally event organisers must be clear in their understanding of the current regulations pertaining to the use of drones on their events.**

[International Sporting Code, Appendix H](#)

Unmanned Aerial Vehicles (UAV), commonly known as drones, operated by commercial entities may only be used at competition venues when permitted by, and operated according to, the civil aviation regulations and laws of the country in which the event is being held and the policies of the local ASN responsible for the event.

The use of a recreational UAV is prohibited.

In any case, a UAV must never fly directly over any competition course or public area unless under the direct control of persons authorised by the event organisers, the Race Director or the Clerk of the Course, for safety or information purposes only.



# 6. Incident Handling

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- 6.1 • Rally Control
- 6.2 • First on the Scene
- 6.3 • Heli-Med Procedures
- 6.4 • Competitors Safety Briefing
- 6.5 • Critical Incident Handling
- 6.6 • Accident Data Gathering
- 6.6 • World Accident Database



## 6. INCIDENT HANDLING

# 6. Incident Handling

## 6.1 • RALLY CONTROL



### Rally Control video – click image to play

All medical and safety crews report to the Stage Commander.

The Stage Commander should report to Rally Control as soon as an incident has occurred.

Should a serious accident be reported, the Stage Commander should let the Stage Safety Officer interrupt the starting procedure after informing the Clerk of the Course. The CoC should give his permission to interrupt the starting procedure and implement the red flag procedure.

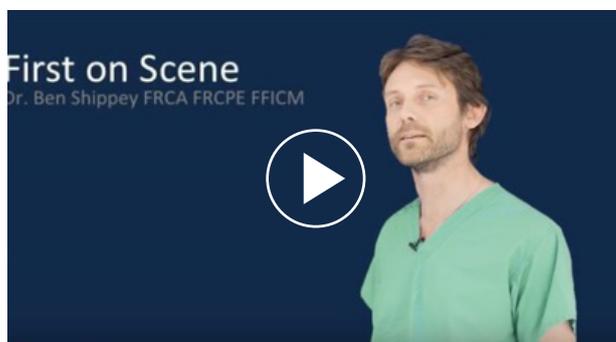
The following procedure will take place:

He/She interrupts the special stage and notifies by radio that the stage has been interrupted.

He/She orders the radio point marshals, up to the point of the incident, to display red flags. Displaying red flags advises competitors that there may be emergency vehicles ahead of them and that they must reduce speed. If they catch up with these vehicles, they must not overtake them.

Any car that receives the red flag will be recorded by the radio point marshal so as to inform Rally Control.

## 6.2 • FIRST ON THE SCENE



### Click on the image for a First on Scene video

**If the competitor is still in the vehicle, is responsive and there is no risk of fire:**

- Approach from the front, look them in the eyes
- Do they seem aware of their surroundings?
- Speak to them, ask their name - do they respond?
- Any pain, loss of feeling - if yes keep them where they are!
- Keep them calm and keep them talking.

**DO NOT MOVE THEM UNTIL PROFESSIONAL HELP ARRIVES.**

- Do nothing else
- Stop any life-threatening bleeding by applying direct pressure/plugging the wound
- Ensure an open airway
- Immobilise the head and c-spine (neck)
- Check if they are breathing

Events are strongly recommended to include in ALL road books a simple list of First on Scene actions, suggested text is below, as well as making a First on Scene video available on their own websites.

## 6. INCIDENT HANDLING

You may wish to add a section to the road book, reminding competitors of the regulation and their required action should a red flag be shown to them.

If the competitor is still in the vehicle and the vehicle is on fire **GET THEM OUT IMMEDIATELY.**

### **DO NOT REMOVE THEIR HELMET UNLESS THERE IS NO OTHER WAY TO ENSURE AN OPEN AIRWAY.**

#### **If the competitor is out of the vehicle:**

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- Do not grab hold of them - they might be unaware of what is happening and become combative.
- Guide them to a place of safety away from the incident and other competitors.
- Speak to them, ask if they are OK?
- Keep someone with them.
- Once in a safe place, assess them for injuries:
- Are they aware of their surroundings?
- Any signs of injury/are they experiencing pain?

### **DO NOT LET THEM WANDER AROUND, BUT KEEP THEM UNDER OBSERVATION**

Afterwards please write a short report for the organisers and either hand it to the first control official that you reach or to the Competitor Relations Officer. This report should cover the facts as you know them and include times of the incident starting and when you left the scene; always include your own details so that the organisers can, if necessary, contact you.

## **6.3 • HELI-MED PROCEDURES**

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If an incident requires urgent medical care, events should have on call a dedicated medical evacuation helicopter. The use of this facility will be coordinated from Rally Control through the CMO and the Emergency Services. Requests for restricted air space over the stages for the duration of the event in order that safe control of aircraft can be maintained should be made in advance of the rally. An experienced person is responsible for all helicopter movements

### **Aircraft Tasking**

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The aircraft will be tasked by the Chief Medical or Safety Officer from Rally HQ after informing the Clerk of the Course.

The aircraft will be tasked to the junction on the special stage prior to the incident. Post Number References will be provided for the GPS navigation system in the aircraft.

The aircraft flies to the incident, reports arrival to Control, **DOES NOT LAND ON THE STAGE.**

If required, and feasible, the aircraft will land close to the incident, **CLEAR OF THE STAGE.**

The **ONLY** exception to this rule being;

If instructed to do so by Rally Control. The Stage is clearly blocked by the Rescue Unit and other vehicles at the site of the incident. In these circumstances the aircraft **MUST** land within sight of the Rescue Unit. This will prevent the possibility of a competitor colliding with the aircraft.

If unable to land at the site of the incident the aircraft will fly down the stage to the nearest available landing site clear of the stage.

In these circumstances the casualty will be brought to the aircraft by the rescue unit proceeding down the stage in the direction of rally route.

Depending upon the severity of the injuries and number of casualties, the patient will then either be evacuated to



hospital or to an ambulance RV point where an ambulance can collect them.

### Safety Procedures

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DO NOT APPROACH THE AIRCRAFT - unless specifically instructed to do so by a member of the aircraft crew. Keep yourself and ALL other people at least 100 metres from the aircraft.

NEVER ALLOW ANYONE TO APPROACH THE REAR OF THE AIRCRAFT - the tail rotor which if turning cannot be seen - KILLS.

Loading of the casualty will be carried out by the crew of the aircraft - if they need assistance from rescue crew or marshals they will tell you.

AT ALL TIMES THE AIRCRAFT CREW ARE IN CHARGE OF THE SITUATION.

During landing and take-off, the aircraft generates considerable wind - be prepared to secure any loose items of clothing, hats, etc.

REMEMBER - KEEP SAFE - KEEP YOURSELF AND OTHERS AWAY

## 6.4 • COMPETITORS SAFETY BRIEFING

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Competitors, by their very nature, are always looking for a competitive advantage, that latest change to their car that will increase their speed. They may not be just as up-to-date with the latest safety regulations or availability of safety equipment. The correct fitting of FHR restraints, helmets and belts can reduce the level of any injuries sustained in an incident. Knowing how the in-car tracking system works and what event organisers are looking for can reduce false alarms and increase response times for incidents.

A presentation on the safety equipment and its purpose should be presented to each competitor a minimum of once every calendar year at FIA sanctioned events. The FIA steward shall examine each entry list to check who has attended a briefing previously within that period from information available from previous events.

It is recommended that the Clerk of the Course and safety delegate conduct a short (15 minute) safety briefing with the drivers and co-drivers before each event. It is also recommended that the CMO attends the briefing for some advice on First Aid. The topics for this meeting should include:

- Red flag procedure
- First on scene actions
- Any incidents from previous events and the learnings from these
- Any features particular to that event that the competitors should be aware of

Attendance at the safety briefing should be mandatory, with a financial penalty applied for non-attendance. It should be arranged to take place during pre-event administrative checks or promotional activities when the majority of the competitors are likely to be in the same place at the same time.

## 6. INCIDENT HANDLING

### 6.5 • CRITICAL INCIDENT HANDLING

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A Critical Incident, for the purposes of these Guidelines, is one which results in:

- death or serious injury to a competitor (driver, co-driver);
- death or serious injury to any other person (official, team personnel, public services), or death or any injury to a member of the public, resulting directly from the competition;
- prejudice to the image of motor sport.

Coordinated and efficient management actions must be taken in such a situation.

On FIA events:

- The Clerk of the Course should will immediately contact those FIA Delegates present (Sporting Delegate, Chairman of the Stewards, Safety Delegate, Medical Delegate, Technical Delegate, Media Delegate, Observer) and confirm and coordinate the actions to be taken.
- If present, the FIA Media Delegate must ensure, through the organiser, that communications with the team or relatives of any casualties and to the media are managed according to FIA Media Guidelines, available from the Communications Department of the FIA on request.
- No FIA personnel will make any statement except at the request of the FIA Media Delegate or FIA Communication Manager for Sport.
- No FIA personnel will make any statement except at the request of the FIA Media Delegate or FIA Communication Manager for Sport.
- The FIA Safety Department and FIA Rally Department should be copied on all communication.

On other events a similar procedure should be followed to ensure communications surrounding the incident are handled in a professional manner at all times.

### 6.6 • ACCIDENT DATA GATHERING

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It is vital that all information and data relating to any critical incident is secured for further analysis.

The Incident Reporting Officer (IRO) will coordinate the gathering of data for the FIA World Accident Database (WADB) in conformity with the WADB Data Gathering Guidelines and notably:

- will impound any FIA approved safety equipment involved, unless this equipment is required by local authorities and ascertain the destination of the vehicles (and equipment) in case of need for a further investigation.
- will gather any ADR (Accident Data Recorder) or other electronic data available from the vehicles involved.
- will gather video recordings or photos of the incident as available.
- will complete WADB Forms 0 and 1 and request that the CMO completes Form 2 (Medical)

The IRO is normally the Senior Official present, as designated by the Parent ASN or the Clerk of the Course. On FIA events, the IRO is normally the FIA Technical Delegate unless otherwise designated by the FIA.

The FIA Safety Department, in conjunction with its FIA WADB Data Processors, is available to support the submission of data to the WADB following any critical incident.

## 6.7 • WORLD ACCIDENT DATABASE

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Further information on the World Accident Database (WADB), and the WADB Data Gathering Guidelines can be found here:

<https://www.fia.com/wadb-world-accident-database>

The WADB was developed to build a data resource for the analysis of motor sport safety issues, using an online portal where ASNs and FIA-appointed Incident Reporting Officers (IROs) can enter information on serious accidents through a simple and secure interface. The objectives are:

- to facilitate the reporting of serious accidents in adequate detail;
- to create a scientifically valid source of data concerning traumas in motor sport accidents and their causes, enabling epidemiological analyses;
- to monitor the performance of regulatory safety systems;
- to afford the FIA a real-time overview of safety issues throughout motor sport, in order to identify areas where research into measures to prevent injuries is indicated;
- to promote to ASNs the benefits of a highly responsible attitude to accident reporting in gaining the recognition and support of public authorities for the governance of all forms of the sport.

We thank everyone involved for ensuring that all serious accidents are submitted to the WADB.





