



### Safety and Incident Briefing.

**Thank you for your assistance with the 2025 Snetterton Stage Rally, it is greatly appreciated by the Organisers.**

The event has a very experienced organising team and welcomes the assistance of marshals and many others. The Motorsport UK has implemented an on-going programme of changes to improve Rally Safety under the heading '[Rally Future](#)', without these changes there would be no *Future Rallying*. This year's event is being run just a few weeks after the replacement of the 'Blue Book' with the [National Competition Rules \(NCR's\)](#). Whilst most of the old rules remain and have just been re-numbered, many have been revised or are new. Also, the latest version of the [Stage Rally Safety Requirements](#) came into force on the 1<sup>st</sup> February 2025 with detailed changes. You are requested to pay special attention to the content of the instructions given to you on this event.

#### **Safety Instructions to all persons at the event.**

These instructions apply to ALL Persons at the event and are an extract from the full Safety Dossier which has been approved by the Motorsport UK and circulated to senior officials. Role specific Instructions are issued as appendices to the Safety Dossier and must be read and understood if relevant to your role.

Please read this document it is important for you to know how you fit within the overall event safety plans. The Policy Statement is:

***Every person present at the event, whether, competitor official, marshal, spectator or in another capacity, shall take all reasonable care for Health & Safety Matters for themselves and other persons who may have been affected by his/her acts or omissions during the operation of the event, to achieve the highest standards of safety performance.***

When an incident happens, your primary responsibility is to

***Protect yourself, Protect the scene.***

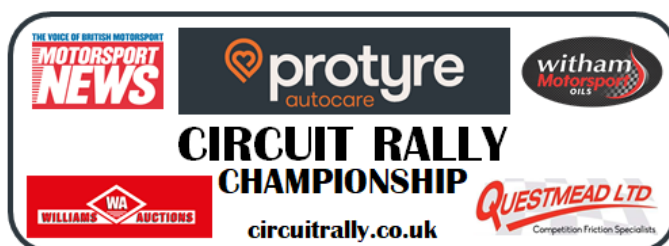
Everybody in an Official or Marshalling role must be registered before the event. Marshals' instructions, including Role Specific instructions, and other event information will be circulated via the [Sportity](#) App before the event and hard copies will not be issued at the event, except for essential purposes such as check sheets. Printing is discouraged under Motorsport UK Environment and Sustainability policies. SPORTITY can be accessed either by using the app with the password SSR25OFF, or via the internet link <https://webapp.sportity.com/channel/SSR25OFF>

**An email will / has been sent with details of the event, your planned location and other information** including a single use ticket to enter the venue. Once presented on entry to Snetterton, it cannot be used again or transferred. You will be met over the bridge by the Gate team and directed to your location.

The [First on Scene](#) training is aimed at competitors. The first person on scene is always the person involved in the incident, and it is important that they accept and appreciate what they need to do to help themselves, and that assistance being given is in their best interests.

Your safety is first, ***constantly assess the risk to yourself and to others.***

**Protect Yourself, Protect the Scene.**



## Essential Information

### Snetterton Circuit.

Snetterton Circuit is owned by Motor Sports Vision (MSV) who are on site during the event. A map of the venue is provided. The main race circuit is around the perimeter of the venue, with the infield including car parks, the paddock, 'Tyrells' restaurant, the Scrutineering building, Control tower and Medical centre. During the Snetterton Stage Rally part of the Paddock is used competitively, as is the infield to the east of the venue. Please familiarise yourself with the layout.

### Spectators.

The Snetterton Stage Rally usually attracts significant numbers of spectators. They are usually parked in a car park before the bridge, disabled car parking is near Tyrrells. This means driving through the Paddock. At the venue there are several locations for spectators on banking (mainly in the outfield) and spectator stands in the infield. Due to the design of Snetterton, SPECTATORS ARE ALLOWED with the Rally Service Area, with allocated areas for them to watch the competition from the edge of the service area.

Spectator control is a shared responsibility with MSV. As there are no restrictions on the age of the spectators, and they will not be with the competitors, all Marshals, Officials and Competitors including Service Crew need to be extra vigilant. Separate, more detailed instructions are contained in other sections of the Safety Dossier.

The event has a detailed Spectator Safety Plan with a designated Spectator Safety Officer. At Snetterton, the majority of the competition takes place on the Race Circuit with established separation of Competitors and Spectators. The exceptions are the Paddock and East in-field, in these areas temporary barriers are in place. Ensure spectators stay in designated spectator viewing areas at your location or otherwise in safe locations – behind fixed and temporary barriers.

Where there is more than one Marshal at a location please do not stand in groups, spread out around the area to be covered.

Effective spectator management is best achieved with the co-operation of the spectator(s). Tactfully take control and move spectators where you want them to be as they start arriving – BE POLITE BUT FIRM. Use peer pressure from other spectators if someone refuses to move;

If there is a delay to the stage or a temporary halt, find out what is happening and keep spectators informed– they will be less likely to move;

Keep everyone off the live stage – if necessary, use *your* whistle to alert *others of* approaching cars. Always ensure that spectators are in a safe place and kept back from the edge of the stage – preferably several metres back.

**NO-ONE IS ALLOWED TO STAND IN PROHIBITED AREAS AT ANY TIME - SPECTATORS, MARSHALS OR MEDIA.**

Be aware of the arrangements for emergency and media access.

These areas will be shown by Motorsport UK notices B, C and D and/or red & white tape and include box junctions intended as run off areas for cars that fail to make a turn and are generally the outside of bends. However, be aware that rally cars can leave the stage at any point so be alert at all times.

Concerns should be reported via your sector marshal and if not resolved, reported to Rally Control via a Radio point.

### Race with Respect and Better Together Safeguarding.

Race with Respect and Better Together are **Safeguarding** initiatives from Motorsport UK and Anglia Motor Sports Club. Those present at the event are there to enjoy themselves in a positive and respectful environment, without bad language, derogatory remarks, harassment and oppressive conduct. Several Motorsport UK Licensed Officers are at the event, any concerns should be reported to them or other officials. The Lead Safeguarding Officer is the Service Area Safety Officer. Concerns include the supervision of young persons and the welfare of older persons who may be at risk due to inclement weather or physical activities highlighting health conditions.



### First Aid and Paramedic Cover.

MSV have Paramedic Cover for spectators, this is based in the Medical Centre and is contactable via MSV Staff. There will be two Rally Rescue Units with Paramedics covering the competitive sections, one based at Stage Start and the other at the North East part of the Circuit.

Any 'first aid' requirements involving spectators should be directed to the Circuit Staff, or if urgent, reported to the nearest marshal. The Service Area Safety Officer will provide first aid cover to the service area, contactable via Event Marshals, he will be based in the HQ under the control tower. Should the need arise, event medical personnel will attend to members of the public.

MSV and Rally units are the first responders to all incidents on site. DO NOT call outside emergency services to any incident within the circuit. Only nominated senior officials may in accordance with the Incident Management Plans.

Any treatments, however small, should be recorded and reported to the Chief Medical Officer or the Event Safety Officer, via Sector or other officials.

### Service Area and Refuelling Zone.

Competitors are responsible and liable for the actions of their service crew. Vehicle refuelling is only in the designated area, which is restricted to refuelling crews.

### Call signs & personnel

A list of Senior Event Officials Call Signs and Phone Numbers are shown in the Communications Plan. Please note that it is not a definitive list and should be used in conjunction with additional information issued on the day.

### Course Opening and Closing procedures.

There will be three pairs of stages, with change arounds between each pair. Before a stage can go live, checks are made by Officials, full checks are done before each pair of stages, and between the other stages if required. The officials include:

- The Clerk of the Course, Event Safety Officer, Deputy Event Safety Officer and other Senior Officials, including Chief Marshal, Timekeeper & Club Stewards may enter the stage before each pair of stages.
- The Deputy Clerk and the Motorsport UK Steward (who is also the FIA Safety Delegate). Car 000, also the designated Spectator Safety Car.
- Course Opening Car (Car 00). Car 0 is not running on this event.

The only car that *might* run on *all occasions* is the 00 car this is a WARNING THAT THE STAGE IS DUE TO START within the next 10 minutes. When this vehicle passes the stage is live and everybody is expected to be in position.

The intention is to start stages 2,4,and 6 immediately after the previous stage is completed.

If there is a significant delay, a Safety Car must travel through the stage, as car 00 to re-start the stage.

We are running entries from the Junior Championship. This is a separate event but for all operational aspects the only difference is that the Juniors will only start a stage after the last of the 'Senior' competitors has finished the stage. Therefore, there will be a short period in inactivity between seeing cars on a stage. The junior cars are numbered from 81 and there will be 15 or more of them.

Marshals are requested to give Signals to Stewards and Safety Cars as they pass checking the stage:



When all of the cars have passed through a pair of stages, i.e., after stages 2, 4, etc, a 'Sweeper' car "SW" will pass through the stage showing that competitive activity has ceased and the stages is closed on the stage BEHIND the sweeper car. It will be a normal vehicle with warning and may stand down or assist with changes as directed.

A stage is NOT closed if Safety units are active, unless the Clerk of the Course has declared it closed through the Radio Controller.

Following an Incident or for organisational reasons, the COURSE Sweeper/Closer may enter the stage out of sequence to formally close it.

## Incident Management.

Your safety is first, ***constantly assess the risk to yourself and to others.*** **Protect Yourself, Protect the Scene.**

Detailed Incident Management Plans form the basis of the Safety Dossier, including role specific information in the appendices. The information below is of relevance to all marshals and officials at the event as the *basis* for the response to all incidents. It is a standardised procedure for dealing with incidents that may occur during the course of the event. It is designed simply to ensure that EVERYBODY is working together to ensure a speedy, effective and above all safe resolution to any incident.

Marshals and other officials have specified areas of responsibility which they should normally not leave without the knowledge of the sector marshal.

Marshals will be under the supervision of a Sector Marshal whose instructions must be followed. There are other officials and marshals with specialist roles who may seek your assistance, please understand they have a job to do and assist them or seek their guidance.

When at your post please park your vehicle in a safe place and be aware that it may have to be re-positioned during a stage change around. Make sure you are wearing warm clothing and Motorsport UK specification high visibility tabards.

Report to your official / Sector Marshal, understand your role and the area around you. The event is run with double loops of the stage by the competitors, and pairs of stages running consecutively until breaks whilst the course is changed around. These change arounds will be supervised by your sector marshal and the set-up crew, then will be checked by other officials including stewards. Be aware that vehicles may be moving in both directions on the stage during the changes.

Marshals, Radio operators and others MUST NOT take photographs, or share information about incidents on SOCIAL MEDIA.

Know where the nearest fire extinguishers are and what they are used for. Powder for knocking big fires down, AFFF for smaller fires and cooling. Both are good for Vehicle Fires. CO2 is for liquids. The Marshals boxes in the circuit usually have fire extinguishers and spill kits in them. NEVER Use Water to extinguish vehicle fires or to cool a vehicle that have been on fire. It will super-heat into steam and may cause serious injuries.

Competing cars are fitted with electrical cut-outs and plumbed in fire extinguishers, operated by pull handles or push buttons near the windscreen. These should be normally operated by the crew from inside the car. Only operate the in-car fire extinguishers if the car is on fire. Rally cars carry a hand-held extinguisher.

Crews must wear Hi-Viz. clothing if stopped on the stage, and ensure that Warning Triangles and SOS/OK boards are displayed correctly. The warning triangle should be placed approx. 50m before the incident, but it is more important that it is displayed before the hazard that caused the incident in clear view of approaching cars. Marshals must also ensure Triangles and SOS/OK boards are correctly displayed at incidents, and High Viz is worn by crews when out of the car on a stage.

## Incident Classifications.

Incidents are divided into three classifications in accordance with the Motorsport UK Guidelines covering untoward incidents and major incidents.

**Level 3 – Minor**, low-risk incidents that are a routine occurrence that impacts on the running of the event but do 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, which can be dealt with and resolved at the scene through the control of the Clerk of the Course and the intervention of the marshals.

**Level 2 – Serious**, 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. All incidents which involve injuries or suspected injuries to any individual where the event medical/rescue personnel can treat them adequately, including circumstances where transfer to hospital is necessary, if possible using county ambulance services for transportation.

**Level 1 - Major Incident.** 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. Any incident requiring outside assistance or beyond routine event operational arrangements. This includes for reporting and investigation purposes where serious injuries have been sustained.

Note: The definition of a Major Incident is used by the Emergency Services refers to situations that are more serious than described above, and therefore confusion may be caused by if the level of seriousness is misunderstood. Calls for involvement with as opposed to assistance from, the emergency services should follow the Joint Emergency Services Interoperability Principles ([JESIP](#)) M/ETHANE.

Calls to outside emergency services must ONLY be made by DESIGNATED EVENT OFFICIALS, not marshals or spectators.

### **Communication is often the most important part of incident management.**

Know where the nearest Radio Points to you are and pass a message through them. Cars seeing an SOS board displayed should take the appropriate action, especially if marshals are not on scene. An incorrectly displayed SOS board or when an OK board is not seen may cause the stage to be stopped and/or abandoned.

THE RED FLAG SYSTEM WILL BE THE ONLT 'RED SIGNAL' IN OPERATION. All competition must cease when the Red Flag is displayed only on instructions of the Safety Radio Controller. Only the radio controller may use the words 'RED FLAG' on the Radio. AMBER or BLUE Beacons may be illuminated as required in support of the Red Flags. Beacons **MUST NOT** be used when a stage is live, they are to be taken as an EMERGENCY SIGNAL. Competitors must slow significantly and must not go past an incident.

BE AWARE THAT OTHER VEHICLES MAY STILL BE MOVING INCLUDING COMPETITORS and Safety Vehicles may be making their way to an incident, often across the stage.

Following the report of a 'PRIORITY' incident, the Clerk of the Course or Radio Controller as a Deputy Clerk of the Course may delay cars entering a stage whilst the situation is clarified. Relevant information will be relayed to the Clerk of the Course and the Radio Controller may issue instructions. Only when cleared to do so by Radio Control, may Stage Safety Personnel enter the stage, preferably in the following order – Rescue Ambulance, Doctor/Paramedic, Safety Officer, Recovery Unit.

### **INCIDENT PROCEDURE**

Only attend an incident in accordance with the event safety plan or at the request of an event official. If the incident occurs in a position close to your location - GO ON FOOT. Mobile units must not enter a stage until authorised to do so by the Radio Controller.

When on the scene, ascertain the nature of the incident. Minor incidents such as cones out of place, may be corrected without a report, If the incident is more than minor, or a vehicle has stopped, the following information must be passed to Radio Control, via the nearest radio point or Motorsport UK Radio.

- The nature and location of the Incident e.g. car stopped, collision.
- Are the crew in or out of the Car, is the SOS/OK board displayed and which side is displayed.
- What action is the crew taking. Are Hi-Viz jackets being worn.
- Is the warning triangle out and are there Marshals on scene.
- The number of casualties, (negative report required if no casualties)
- If there is a risk of Fire
- If any rescue or medical assistance is required
- If it is regarded as safe to continue competitive activity

Only the radio controller may use the words RED FLAG on the Radio before they are deployed.

**NOTE: Only if it is absolutely necessary (stage blocked or life-threatening) should marshals physically attempt to stop competitors. Competitors risk penalties for not stopping at an incident where an OK board is not being displayed.**

- If urgent medical assistance is required display the SOS board from the car to the next competitor.
- If everyone is OK and the stage can continue the crew should display the OK board.
- Display the warning triangle.
- Pass all messages to the Clerk of the Course via the Safety Radio Network. If necessary, write down what you have to say as you may be out of breath when you reach the radio.

### **In all cases concerning injury or possible injury:**

- Upon arrival at the scene, establish a safe, controlled environment, keeping all spectators and unnecessary marshals at a reasonable distance. Always be aware of the risk of fire or instability of up-turned vehicles. Do not right an upturned vehicle with the crew in it.
- Assess the degree of seriousness of the situation and injuries. Do not administer first aid unless you know what you are doing or believe it is vital to do so.
- Crews may be suffering an 'adrenalin rush' after an incident and must be monitored to ensure that masked injuries, including shock and spinal injuries, are identified and properly treated.
- Crews that have been involved in a heavy impact may have spinal injuries. They should only get out of their vehicles without assistance and should not be allowed to get back into a vehicle which may aggravate such injuries. The rescue unit will attend the scene, and the crews checked by the Paramedic. This may take place after the end of the stage unless believed urgent.
- Where a crew has been involved in a heavy impact or injury, and has carried on, at the end of the stage they should **report to the event paramedic** after exiting the stage for examination.
- Rescue crews are trained to deal with injured persons in a vehicle, and also when injuries become apparent after an incident. If you are requested to assist the Rescue Crews please do so.

### Incident Officer.

- The Event Safety Officer will attend all incidents where the Rescue Crews are deployed and act as 'Incident Officer'. His role is to facilitate the work of the rescue crews, and maintain contact with Radio Control and the Clerk of the course.
- Attendance of the County Ambulance Service will ONLY be requested by the Safety Officer / Medical Staff on scene when requested by the Paramedic. The Radio Controller will be informed.

### First Aid guidelines during Incidents

While waiting for assistance to arrive, keep control of the situation, reassure the casualty, and KEEP CALM, follow the First Aid guidelines below:

- Take care in administering First Aid, reassure the casualty, know what you are doing or act if you believe that it is vital to do so. No first aid can be the best first aid. Help is close by.
- DO NOT move the Casualty unless they are in immediate danger.
- DO NOT remove a crash helmet unless it is preventing CPR. First Aid basics – **DR.ABC:**
  - **Danger** – Keep yourself first, the casualty second, out of danger.
  - **Deal with life threatening Bleeding** by applying pressure and/or plugging the wound.
  - **Response** – Try and look the casualty in the eye. Shout, and shake gently if no response. Remember unconscious or semi-conscious people can still hear. Reassure them.
  - **Airway** - Make sure an unconscious person is able to breath by just tilting their head gently backwards to open their airway may save a life. Crash helmets are heavy and a head facing down can't breathe properly. The risk of aggravating a spinal injury is preferable to suffocation. Immobilise the head and c-spine (neck).
  - **Breathing** – Check for breathing. Casualty is not breathing: CPR
  - **Circulation** - If the Casualty is BLEEDING seriously, apply direct pressure to the wound using a handkerchief, scarf or similar item, check for embedded objects such as glass, apply pressure with care. DO NOT apply a tourniquet.

If the Casualty is on fire, smother the flames with an appropriate blanket or jacket, roll the casualty along the ground if possible. Cool the affected area of the body with lots of cool water, DO NOT pull off clothing, touch burnt areas or apply ointments.

Once a Medical unit arrives at the scene, tell them what you have seen and have done as concisely as possible. Plan what you are going to say.

Competitors involved in an incident may be having an 'adrenalin rush' and not realise they are injured. They should be observed. A competitor involved in a serious impact who continues should be reported to Radio Control for a check by the Medical Crew at stage finish.

### Safety crews on scene

When they arrive at the scene the CMO/Paramedic will assess the severity of any injuries and where appropriate shall instruct the Rescue Unit as to the treatment and further actions.

The Rescue crew are trained and experienced personnel who will be backed up by the recovery crews. Marshals on scene must facilitate the work of the safety crews in particular the Paramedic. Their role may be to keep the area clear of people and vehicles and follow instructions to allow other competitors to leave the circuit.

In serious incidents it may be necessary to secure a cordoned off area to preserve the scene for investigation.

The Event Safety Officer will attend all serious incidents and take control of the management of the scene, facilitating the work of the Medical, Rescue and Recovery crews and informing the Radio Controller and thereby Clerk of the Course of the current situation thus enabling necessary decisions to be made about the incident and running of the event. Senior officials and stewards should resist the temptation to attend incidents, they will be requested if required.

After an incident all safety personnel should return to their designated positions as soon as possible, via a route agreed with the Safety Radio Controller. All event officials must keep the Safety Radio Controller advised of their location especially as they enter or exit stages. Only when the Clerk of the Course or Deputy Clerk of the Course is satisfied that the stage is clear should the stage be re-started.

## **Incident reports**

Reports are required for all incidents involving injury, damage to property owned by MSV and other incidents involving serious damage. A standard form is available but not essential. All reports should be forwarded to the Event Safety Officer and / or the Event Secretary.

Written reports of incidents are needed and should include the following details:

- a) Where, when and how it happened.
- b) Names, numbers and types of vehicles involved.
- c) What actions were taken including details of any medical treatment?
- d) Name, address and telephone numbers of all people at the incident.
- e) What follow up action is necessary?
- f) Your own name, address and telephone number.

Sector Marshals, and other marshals at any location may act as Judges of Fact and be required to fill in Judge of fact form reporting driving standards, collisions, damage to Stage, cutting of stage, or other incident that may not be in the spirit of the rules and regulations for the event, Role Specific instructions are shown in the appendices to the Safety Dossier.

Completed forms should be passed back to the CoC via the report collection car which follows the Course Sweeper (Closing) car "SW". Please have the forms ready and pass them quickly. Advice of this notice should be conveyed to the nearest radio car who will then pass the message to Radio Control. They may also be collected by other officials.

## **Follow up**

Any involvement with incidents can be traumatic, and witnesses to serious incidents may be required to provide statements and give evidence in court. Please look out for those around you and inform an event official if you have concerns about yourself or another, it will be taken seriously.

**The over-riding principle is YOUR safety.**