



**THE GERRY THURLOW MEMORIAL
NORTH WEALD SPRINT
SUNDAY 17th SEPTEMBER 2023**

Operations and Safety Manual



Contents

Introduction	3
Operating Instructions.....	3
Pre-event	3
Arriving at North Weald.....	3
Program of the Meeting.....	3
Course Set up and Break Down.....	4
Scrutineering.....	4
Timed Run Procedures	4
Start Procedure.....	4
Marshals Procedures	5
Weather / Protective Equipment	6
Recovery / Medical Provision.....	6
Results / Queries	7
Protests / Judicial.....	7
Awards.....	7
Competitor Communication.....	7
Radio	7
Contacts.....	7
Course Diagram.....	8
MAJOR INCIDENT PLAN 2023	9
TELEPHONE NUMBERS	9
AIRFIELD ADDRESS.....	9
APPENDIX A – Risk Assessment.....	10

Introduction

The Gerry Thurlow Memorial North Weald Sprint is organised in accordance with the regulations of Motorsport UK issued by Motorsport UK and in memory of Gerry Thurlow, the long serving president and supporter of the Green Belt Motor Club.

The Management and Organising Team are focused on the safety of competitors, marshals, and officials of the event.

This Safety and Operations Manual will provide guidance for Officials, Marshals and Competitors for the organisation and running of the event and the safe participation of all those involved.

Operating Instructions

Pre-event

Documentation should be completed beforehand by electronic means. The necessary forms to be completed will be notified to all competitors and officials in advance to allow them to complete and sign electronically, along with the necessary instruction on how to do this.

Instructions for competitors and officials will be provided electronically before the event along with written briefings, although there may be competitor and/or marshals briefing at the venue prior to the event start, in which case this will be notified in the final instructions.

A backup process with signing on forms available at the venue will be available for anyone failing to complete the online forms. Nobody will be allowed to compete, officiate or marshal without having completed the signing on declaration either electronically beforehand or physically on the day.

Arriving at North Weald

Passes will be inspected on entry to ensure that only authorized people attend, no spectators are allowed.

On arrival Competitors should proceed to the paddock area where the entry will be controlled by marshals who will also issue each competitor with their Process Sheet for scrutineering and noise check before directing them to park. The area between Race Control and the Start must be kept clear as this will be a collecting area for the start where scrutineering will be located and the noise check will also be able to be conducted prior to practice runs.

Program of the Meeting

North Weald Access from	07.00.
Paddock opens	07.45.
All marshals checked on post by	09.00.
All competitors checked into paddock by	08.45
Competitors briefing	09.00.
Convoy runs start	09.30.
Practice runs start	10.00.
Timed runs start	Immediately following Practice.
Results announced	As soon as possible after completion of timed runs.

Competitors will be able to walk the course before 8:45 and will have the option to participate in one convoy run. There will be one practice run and then up to four timed runs, each competitor's fastest timed run counting for the awards.

There will be a lunch break of approximately 45 minutes, at a suitable time to be determined. The actual time will be decided on the day considering the running schedule and any delays.

These timings or numbers of runs are subject to change if circumstances dictate.

Course Set up and Break Down

The setting up of the course, laying out cones and equipment and the collection of the equipment at the end of the event shall be controlled by the senior officials. The setup can only commence on the morning of the event and will start as soon as possible after the venue is made available to us.

Scrutineering

Scrutineering will take place according to the Motorsport UK guidelines by the MSUK scrutineers who will make inspections in both the scrutineering area/paddock and collection area to ensure compliance.

The process sheet will be provided to the competitors as they arrive at the paddock, and they will then attend the scrutineering area for the formalities to be completed. Following scrutineering the competitor will take the process sheet to the event HQ to complete the signing on process.

Sound checks will be performed in the collecting area on each car as it approaches the start for its first competitive run of the day, normally the first practice run. No competitor will be allowed to participate until passing scrutineering, signing on and then passing this sound check and this is all confirmed on the process sheet which will be checked and collected following the sound check.

Timed Run Procedures

Cars will gather in the collecting area ready for timed runs. Only the drivers will be allowed with their car in this area except under the exceptional circumstance where, by design, a car requires assistance from a mechanic to start – for example when an external battery pack is required. In these cases, one mechanic will be allowed to be in attendance with the car.

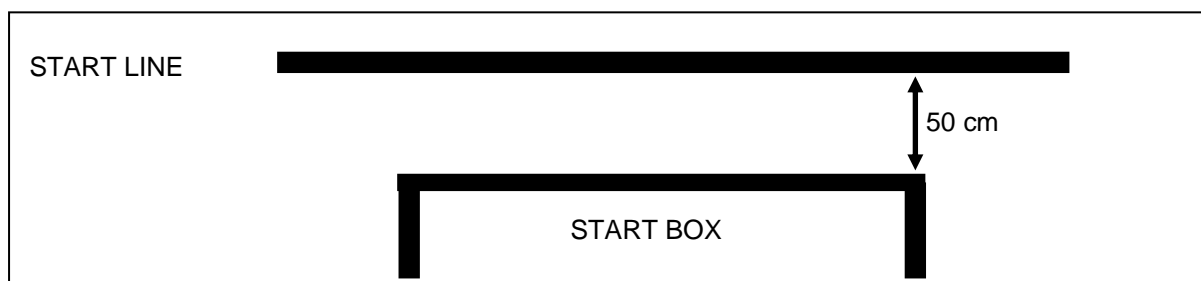
Cars will proceed to the start line under their own power and will be directed to the start position visually by the start marshal after which the start procedure will occur.

Following completion of the timed run cars should return to their place in the paddock or for double driven cars they can proceed directly to the collecting area for the driver change where the changeover may take place.

If a vehicle breaks down during a run, then the driver should stay with the vehicle, unless it is unsafe to do so, and signal to the approaching marshal with a thumbs up that they are OK. Any following car will be red flagged if it is likely to be impeded by a broken-down vehicle. On seeing a red flag, competitors should immediately slow and proceed slowly and carefully back to the collecting area where a rerun will be offered. The broken-down vehicle will be recovered to the paddock by the recovery unit, if no thumbs up was seen then the rescue unit will also be deployed.

Start Procedure

The start procedure to be used is known as the ‘European Start Procedure’



The start line and start box are marked at the start. The start beam is located at the Start Line. The start box is positioned 50 centimetres behind the start line.

- The aim is for participants to stop with the timing strut approximately at the front of the box.
- It is not critical to achieve this and no moving of the car forwards or backwards should be done to change its position.

- A pole will be used to indicate to the driver where the box line is. The car will be driven up, approximately, to the pole under its own power.
- If the car stops too far back the driver will be asked to move forwards under its own power.
- The clear to start will then be indicated, as usual, by a green start lights.

One marshal will position the pole on the start box as an indication to the driver, it is not necessary to exactly line up the car to touch the pole, but it should be as close as possible. The marshals shall not touch or manually push/pull the car into position, it must be positioned under its own power in the box **approximately** at the front. Once the course is clear and the car is in position the lights shall be operated to indicate the car is clear to start.

Marshals Procedures

Information and paperwork will be distributed electronically beforehand. Signing on will be available electronically before the meeting, with backup forms available on the day if anyone was unable to complete the electronic forms. There may be a briefing at the venue, in which case this will be notified in the marshals' final instructions.

The Chief Marshal will check everyone is on post and ready before practice and competitive runs start and the required equipment at each post will be delivered to the post. Each post will be provided with a radio. Penalties and incidents will be reported by radio as well as noting them on check sheets.

If a competing vehicle stops on course, then the following actions should be taken:

- If there is another vehicle on the course that is likely to be impeded by the stopped vehicle, then the Red Flag should be raised and shown clearly to the still competing vehicle which should immediately cease competing, slow significantly and proceed slowly back to the paddock/collecting area, being prepared to stop if necessary (*Q15.1(j)*). The marshal should notify, by radio, any vehicle shown the red flag which will automatically be offered a rerun.
- A rule of Sprinting is that cars must not overtake each other, so if a slow-moving car impedes a following competitor, then that following competitor should be shown the red flag if it is likely to catch the car in front before the finish line.
- The nearest marshal should approach the stopped vehicle from the front to elicit a 'thumbs up' from the driver who would normally remain in the vehicle.
- If a 'thumbs up' is seen, then the marshal should signal this to the other marshals with a raised arm.



- If a 'thumbs down' is seen, or there is no response seen then the marshal should signal to the other marshals with crossed arms above the head which indicates that assistance is required for the driver.



- The marshals will report the response seen as 'OK' or 'NOT OK' by radio and the appropriate action will be taken:
 - With 'OK' – Recovery will be deployed to deal with stopped vehicle.
 - With 'NOT OK' – Recovery and Rescue will be deployed to deal with the vehicle and driver.

In addition to the reporting of stopped vehicles, as detailed above, the marshals shall also report any other incidents by radio.

Cone penalties shall be logged by the marshals on their check sheet. Marshals' check sheets will be collected at points throughout the day, normally following each timed run.

Cone penalties are defined as:

- A vehicle striking a cone with sufficient force to move it such that it needs replacing back to its original position. (*SC – Striking a Cone*)
- A vehicle taking the incorrect route at a cone gate or around a cone. (*WR – Wrong Route*)

When cones are moved requiring intervention/replacement, then if that cannot safely be done between competing cars the marshal should also request by radio a halt on cars starting. The stop will be informed to the marshal to notify that the course is clear allowing marshals to do the necessary reconstruction. On completion the marshal will inform by radio that it is safe to continue. No risk should be taken when replacing course furniture, if additional time is required then request a halt on cars starting.

Weather / Protective Equipment

Being in the late summer we could experience high temperatures and hot humid conditions, or it could be cold and wet. Therefore, all attendees should be prepared for whatever is thrown at us.

Protective footwear and gloves are recommended for all marshals. If it is hot, then suitable protection from the sun is advised along with water or other liquids to ensure good hydration. If it is cold or wet, then suitable adverse weather clothing and equipment is also recommended.

Recovery / Medical Provision

There will be Motorsport UK licensed units on duty:

- Recovery
- Rescue
- Paramedic

These will be located with unimpeded access to the course within approximately 3 minutes of all parts of the course. The licensed crews have all the necessary equipment and knowledge to attend any recoveries or incidents as appropriate.

Results / Queries

Access to timing and results personnel is restricted. Results will be displayed at the event HQ during the day, and will also be posted on the SPORTITY app, using password 'AMSCSPRINT' or via web access at <https://webapp.sportity.com/channel/AMSCSPRINT> .

Queries must be submitted to the event secretary/clerk of the course as specified in the final instructions.

Protests / Judicial

Forms will be provided for:

- Protests
- Judicial Action including Technical
- Appeals

Should it be necessary then process guidance will be provided for any procedures.

All Stewards Reports will be electronic and submitted after the event.

Awards

There will be an official Awards Presentation after the event. Any award not collected will be posted following the event.

Competitor Communication

PA systems will be in use to provide communication to competitors. Contact numbers will be provided in the Final Instructions for competitors needing to contact the organisers during the day.

Radio

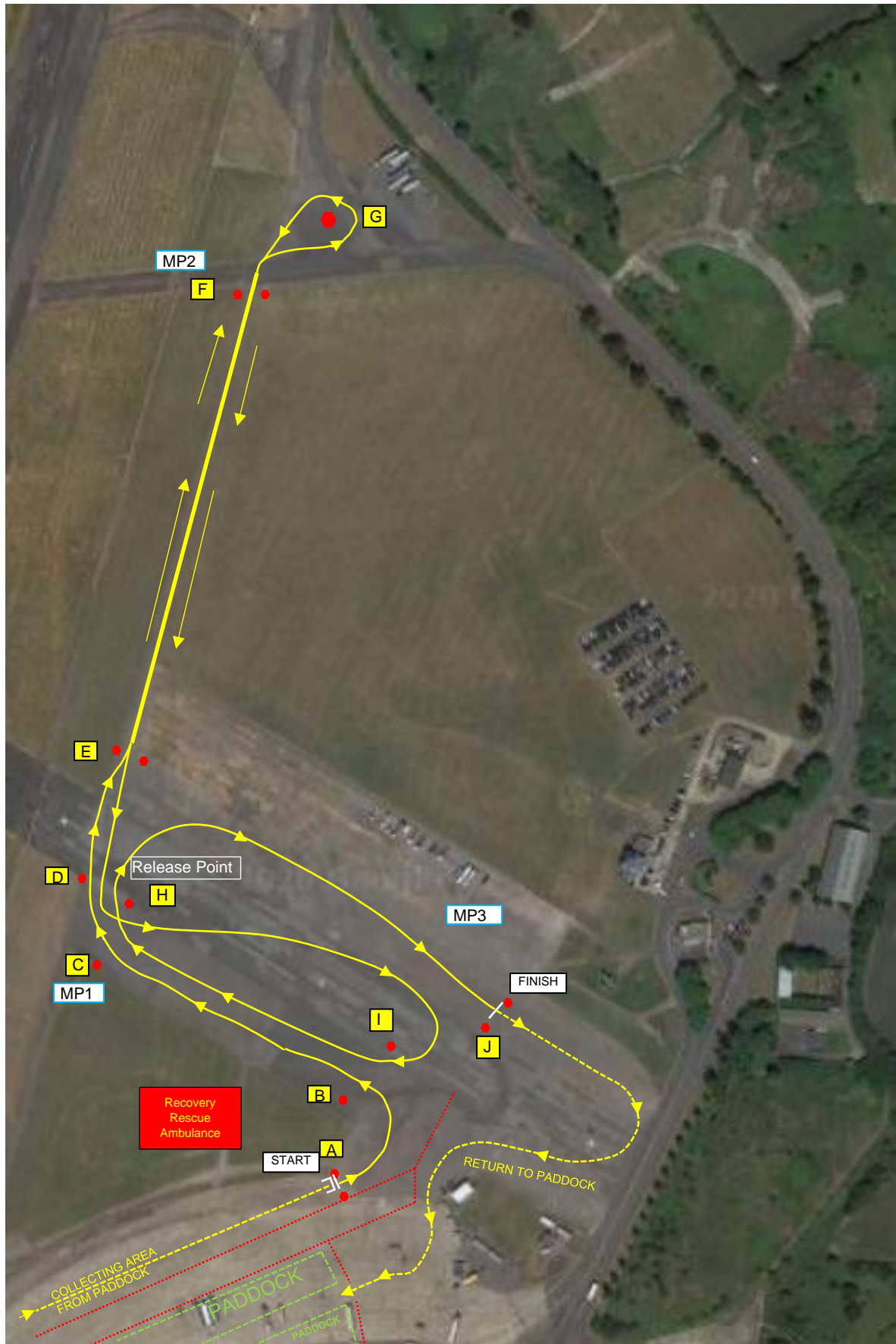
The event will be using radios that are operated under the OFCOM license held by Green Belt Motor Club. There will be a radio allocated at each marshal's post for the purposes of:

- Reporting of incidents
- Course safety
- Marshals' safety
- Event safety and any other necessary communication

Contacts

Haydn Chappel	Motorsport UK Steward	07759 482143
Alan Barnard	Clerk of the Course	07775 808656
Stuart Kingham	Assistant Clerk of the Course	07710 040918
Pete Walters	Event Steward	07831 316236
Stanley Graham	Event Steward	07796 805072
Liz Jordan	Competitor Liaison	07860 668866
Chris Deal	Secretary of the Meeting	07920 840689
John Davie	Chief Marshal	07894 642854
Mike Betts	Chief Scrutineer	07956 888724
Howard Downes	Scrutineer	07799 076234
David Barnes	Environmental Scrutineer	07946 101456
Simon Sharp	MSUK Timekeeper	
Mark Greaves	CMO	
Andy Bumstead	750 MC Rescue	
Jon Fry	Tiger Recovery	07876 404918
Hilary Warne	Safeguarding Officer	07951 971377

Course Diagram



MAJOR INCIDENT PLAN 2023

1. In the event of an incident requiring the assistance of emergency services beyond those already available at the circuit the following plan is to be followed
2. The competition will be halted.
3. The Marshals should control the scene. The Rescue unit, Chief Medical Officer will proceed to the scene under instruction from the Clerk Of Course. Radio silence will operate except for essential messages concerning the incident. All messages are to be routed through control.
4. After assessment of the situation by the Rescue Unit chief and the Chief Medical Officer, the Clerk of the Course will telephone the appropriate Emergency Services giving the relevant information concerning the incident and the location as listed below.
5. Either the Clerk of the Course or his deputy will inform stewards of the meeting.
6. Either the Steward or Clerk of the Course will notify Motorsport UK using the emergency number on the rear of the permit.
7. The Airfield Office is to be contacted told of the incident and the imminent arrival of the outside Rescue services.
8. Two Marshals under the instruction of the Chief Marshal are to proceed immediately to the Main Security Gate equipped with Radios and are to escort the Emergency Services directly to the incident.
9. All marshals not already directly working at the scene will be allocated tasks by the Chief Marshal. In particular to ensure that vehicles awaiting a run are returned to the Paddock. Vehicles waiting to return to the Paddock following a run are to be escorted directly back to the Paddock as necessary.
10. Crowd control measures are to be enforced including a strict No Photography policy. Anyone found taking photographs is to be detained and escorted to the Clerk of the Course where their film may be temporarily confiscated at the discretion of the Motorsport UK Steward.
11. The Paddock immediately becomes a "Parc Ferme". No persons or vehicles are to leave the Paddock until the Emergency Services have left the circuit and the Clerk of the Course has given his permission
12. The Police are to be informed by the Clerk of the Course as necessary
13. Upon the arrival of the Emergency Services, control of the incident will pass from the Clerk of the Course to the Officer in Charge of the Emergency Services.
14. The Clerk of the Course will assist the Emergency Services with whatever personnel and equipment are available to him. Once the incident has been dealt with, control of the event will revert back to the Clerk of the Course.
15. Marshals Incident Forms, Scrutineers reports (If applicable) any photographs etc. should be collected The Health and Safety executive are to be informed by the Airfield Manager, who should be informed of the incident by the Secretary of the Meeting.

TELEPHONE NUMBERS

PRINCESS ALEXANDRA HOSPITAL 01279 444455
Resilience Team: 08443 511 102 | Hospital Operations Centre: 08443 577 592

AIRFIELD MANAGER Colin l'Anson 01992 564200 Ops Office
01992 524740 Control Tower

Direct airfield radio to gatehouse/operations held by Sec of Meeting

AIRFIELD ADDRESS

NORTH WEALD AIRFIELD
MERLIN WAY
NORTH WEALD
EPPING
ESSEX, CM16 6AA

APPENDIX A – Risk Assessment

Area/Hazard	Risk Level	Comment	Concerns	Control Measures	Outstanding issues to be considered
Overnight activity/camping	Low	Not permitted	None	Gate Security won't allow access	None
Equipment certification	Low	Fire Extinguishers	None	On loan from T&J Fire and certified in week prior to event	None
Equipment certification	Low	Timing Equipment	None	Supplied by Timekeeper and certified	None
Equipment certification	Low	Medical Equipment	None	Motorsport UK licensed Rescue Unit	None
Key personnel proof of competence	Low	Clerk of Course	None	Motorsport UK licensed	None
Key personnel proof of competence	Low	Medical Officer	None	Registered Paramedic	None
Key personnel proof of competence	Low	Scrutineer	None	Motorsport UK licensed	None
Licences	Low	Motorsport UK event	None	Motorsport UK event permit and track licence on display at event	None
Audience	Low	No General public allowed	None	Security Gate entry by pre-issued pass, no unauthorised entry allowed	None
Audience	Low	Competitors support crews	None	Passes issues to competitors and support crews for inspection on entry	None
Noise Management	Low	Competition vehicles to be within MSUK limits	None	Vehicles are checked by Motorsport UK Scrutineer prior to competing. Any vehicle found to be in excess of Motorsport UK limits will not be allowed to compete until problem rectified and vehicle passes noise test.	None
Emergency access/egress	Low	Via Security Gate	None	Conducted between main gate and site of incident.	None
Fire safety	Low	Fire extinguishers provided at each marshals post and in paddock.	None	Marshals trained in use of fire extinguishers.	None
Communication	Low	PMRs used between key personnel. Separate radio link to security office	None	Radio marshals at each post with dedicated channel to a Radio controller. Management radios providing addition channels of communication between senior officials.	None
First Aid	Low	Motorsport UK licensed rescue unit in attendance along with registered Paramedic	None	Licensed Motorsport UK Recovery Unit, Rescue Unit and Rescue Ambulance in attendance.	None
Crowd Management	Low	No general public allowed	None	Only competitors, support crews and officials have passes for inspection on entry.	None
Sanitary accommodation	Low	Using on site facilities	None	Checked during day	None
Area Security	Low	Marshals provided	None	Boundary checked prior to event commencing and after and breaks in competition	None

THE GERRY THURLOW MEMORIAL NORTH WEALD SPRINT Operations and Safety Manual

Catering	Low	One authorised caterer	None	Registered with his local Council	None
Traffic Management	Low	All entry/exit via gate B	None	Passes issues to competitors and support crews for inspection on entry	None
Waste disposal	Low	Minor litter	None	Taken home by competitors or collected by organisers and removed from site	None
Waste disposal	Low	Oil/Fuel spillage	None	Absorbent material provided by organisers	None
Weather	Low	Adverse weather	None	Competition suspended until deemed safe by organisers/Stewards	None
Other	Medium	Metal stakes next to course	None	To be removed by Airfield staff prior to event	None
Other	Medium	Aircraft displays or unusual movements	None	Airfield staff to advise at morning briefing so competition can be suspended to avoid distraction	None