



Marshals Instructions



motor
sport
UK



Marshals' Instructions

Dear Marshal

Thank you for helping to marshal at the Kent Targa Rally 2025. The event will run in a single location at Manston Airport on Saturday 10 May 2025.

There are nearly fifty locations that require marshals across the very large expanse. Your help is greatly appreciated. We have tried to keep you in groups, where possible. In practice that may mean several locations close to each other.

Event Paperwork

All the event paperwork available on the official notice board via the Sportity App;

<https://webapp.sportity.com/channel/KTR2025>

Password KTR2025



Venue Location

All vehicular access to the venue must be from the Main Gate, this is on the south side of the B2050, west of Manston village. Then via the aerodrome perimeter gate shown in the site plan as SECURITY GATE. You will need to have a venue access pass which will be issued with these instructions.

Manston Airport Main Gate (former Terminal Building) Manston Rd,
Ramsgate,
CT12 5BQ

(please note that this postcode will direct users to Manston Village, the gate is about 500m further West).

OS Map Reference TR 340 663

Main Gate : [///flirts.forkful.using](http://flirts.forkful.using)

Signing On & Collection of Marshal Packs

Marshal registration and signing on has been dealt with electronically in advance of the event. If you do have any colleagues wishing to join you please ask them to register/sign on via the following link:

<https://mtc1.uk/Marshals/KentTarga25/MarshalForm.php>



Marshals' Instructions

Please arrive from 6:30am to 7:30 am to collect your location paperwork from the Chief Marshal together with a voucher for a **Bacon Roll and Tea/Coffee** from the catering van in the Rest Halt Area.

When you arrive at the main gate proceed straight on past the terminal building and follow the road straight ahead past the large hanger on the right. You will come to another hanger and building, this is where the paperwork can be collected. However, do not park here, follow the track round to the right, through the gate, park on the large taxiway and walk back to the building. Please see the attached Rest Halt Plan for details.

On arrival we will provide your location paperwork which will contain details of the location and what is required there, all the relevant check sheets and other information. A list of marshal/locations and test plans will be included. Some marshals will be supplied with radios if they are located at key points.

You should also collect your marshals goody bag here. Once you have done so, please proceed to the Rest Halt area to collect your free bacon roll and tea/coffee from the catering van before proceeding to your location.

Everyone should be in position by 8:15am when the Chief Marshal will drive through. Please give a 'Thumbs Up' if you are OK. Otherwise indicate that you need to speak to the Chief Marshal.

First car is at 9:00am. Cars will start the tests at 1 minute intervals

Although there will be some refreshments in the marshals goody bag we advise you to bring more food & drink as it will be a long day. There will be a short break after each batch of tests but depending on your location there may not be time to return to the Rest Halt area.

There will be toilets located at the Rest Halt area and on the runway.

We would recommend, a camping chair per person and an umbrella. A clipboard and pen is a must.

Please ensure you wear appropriate and suitable clothing. Remember that warm clothes and strong sensible footwear will be needed as a minimum.

If you have one, please bring a marshal tabard which can be clearly seen by competitors and other officials. Spare tabards will be available when you collect your paperwork.

Safety

Please look at the EVENT & SAFETY PLAN (Available on Sportity & on request). This contains all the information you may need to familiarise yourself with emergency procedures and any issues relating to the location and its uses as an unlicensed airfield.



Marshals' Instructions

Parking

All non-competing vehicles must be parked safely and at least 30 meters from the test course.

Competitor Identification

The entry list has been seeded, in order of anticipated performance into three distinct groups:

- 1) First Double Drivers
- 2) Single Drivers
- 3) Second Double Drivers

There will be a two minute gap between these groups at test starts.

Types of Control

With the exception of the time controls at the start and finish, there will be three types of control.

1) Observation

This is a location where the competitors have to complete a specific route or manoeuvre. Please make a note of any car that fails to attempt the manoeuvre, incorrectly traverses the manoeuvre or strikes a cone.

Please replace the cone if required and when safe to do so.

Please take a note or photo of the cone positions when you first arrive, so if they do get knocked, they can go back where they were.

2) Passage Control (PC)

This is a location where there is a passage control, sometimes in combination with observing a test manoeuvre. Competitors will stop with all four wheels inside the Passage Control box of four cones. Once they have ceased all motion please reveal a code board to them which they will enter on their time card before proceeding.

The code boards will be made available to you on Saturday morning.

The second group of double drivers are numbered from 101 onwards. Please show them a different code board from that used for the cars numbered from 1 onwards.

The PC checksheet has a column in which to indicate if a competitor fails to stop within the four cones comprising the box.

If penalties occur as regards any adjacent manoeuvre please record them on the separate penalty checksheet.



Marshals' Instructions

3) Start / Finish

Marshals at these locations should record the car number and start or finish time in hours, minutes and seconds on their checksheet.

Please give a warning at 10 seconds and count down from 5 seconds.

At start locations if any crews move prior to their given start time “jump start” should be noted on the separate penalty checksheet.

Please remember the two minute gap between the groups of competitors as mentioned above.

At finish locations any crews who fail to “Stop Astride” should be noted on the separate penalty checksheet.

Start and finish marshals will be using the CD200 Rally Timers and instructions on the use of these clocks will be provided to them. Cars will be starting tests at 30 second intervals.

Instructions for the use of the clocks will be available on Sportity and provided to timing marshals separately.

Checksheets

All marshals will be issued checksheets whether test observation, passage control, start or finish. PLEASE TAKE NOTE OF CARS WHO DO ONE OF THE FOLLOWING USING THE ABBREVIATIONS SHOWN:

- **Cone Strike (CS)** - Touching, moving or disturbing a cone or other test equipment
- **Wrong Manoeuvre (WM)** - The wrong route around a cone or cones.
- **No Manoeuvre (NM)** - No attempt made to perform a designated manoeuvre or short cutting by passing through a gap caused by a tape of barrier having been previously damaged or removed.
- **No Stopping (NS)** - Not stopping at the passage control box or at the finish (does not apply to observation).

ONLY LOCATIONS WITH RADIOS AND PASSAGE CONTROLS NEED TO RECORD PASSES. OBSERVATION CONTROLS NEED ONLY RECORD PENALTY INFRINGEMENTS.

Please see attached example Penalty Checksheet. The chief marshal will traverse the tests after each run to collect the checksheets. Please have them ready as time is short to do this.

Communication and Radio

The primary event and safety communication method will be the Motorsport UK 81 safety radio system. At a minimum, radios will be issued to test start and finishes. Senior officials and any opening cars will also have radios.



Marshals' Instructions

Recovery

The recovery of broken-down vehicles, which are not blocking the test or causing a safety hazard should be conducted after the test has closed. All recovery operations will be authorised and directed by the Radio Control.

If you have any queries regarding these instructions please contact the Chief Marshal, Liz Jordan on 07860 668866.

Thanks once again – thank you for offering your help. We hope you have good day.

Marshals & Officials Code of Conduct

Appearance

- Ensure you wear appropriate and suitable clothing to enable you to carry out your duties. Remember that warm clothes and strong sensible footwear will be needed as a minimum.
- Always wear a high-vis jacket or waistcoat whilst marshalling.
- If you are a registered marshal, always wear the identification badge, current and in date Motorsport UK Marshal card and a marshal tabard which can be clearly seen by competitors and other officials.

Behaviour

- Your actions are as important as your appearance
- How you perform your duties will affect the competitors' view of the event.
- Furthermore, with the widespread use of video clip sharing websites, be aware that your behaviour may be recorded and posted on-line “for all eternity” within minutes of an incident having taken place. To preserve the good reputation of the event in particular and our sport in general, please ensure you maintain the highest possible standards of behaviour, at all times.
- Officials are requested not to consume alcohol or fool around while on duty Follow the Instructions that you have been provided with, plus any additional specific instructions provided by the Organisers and/or the Chief Official in charge of your segment of the event.
- Make full use of the additional resources available to you, such as the Course Cars or senior officials via the nearest radio point. Do not let yourself become overwhelmed by a situation.
- Do NOT use a Camera, camcorder or camera phone whilst on duty. If you have been stood down/are “on a break” and wish to take photos/films, remove your tabard and ensure you remain in public viewing areas.
- Try to keep calm at all times and keep your gestures low and non-threatening and dealing with any competitor incidents you are looking for the thumbs up signal

Safety

- Whilst the organisers have taken all precautions, your safety is primarily your responsibility, if you need assistance use a radio or mobile phone to contact rally control.



Marshals' Instructions

- You should remember that the safety elements of the Rally are requirements of relevant Motorsport UK and in line with Health and Safety Legislation. These are required to allow the Rally to run.
- You must not stand in a place of danger such as a prohibited area, always leave room for escape should a competing car leave the Test route.
- Nobody under the age of 18 can sign on in an official capacity (unless a suitably supervised Cadet Marshal) and no official under the age of 18 should be left unsupervised directly by the adult assuming responsibility for them during the rally.
- Any road that may form an escape road between the start and stop controls should be kept clear and unobstructed, bearing in mind the potential approaching speed of a competitor.
- Beware of uneven or slippery surfaces and of flying stones.

Diplomacy

- As officials, you will be the point of contact with competitors, the public and representatives of the Motorsport UK.
- Know what is expected of you, be firm as you carry it out and remember safety and efficiency are your primary objectives. Do NOT place yourself in a place of danger or vulnerability/potential confrontation when dealing with the public, if you require help or assistance then you MUST seek that assistance
- Always be polite and helpful, the success of the event relies on support from the public as well as those involved.
- It is useful to greet competitors as they arrive at your location and then carry out your designated task.
- You must not offer advice or interpret the regulations for competitors.
- No physical assistance should be provided except in a case of safety.

Reporting For Duty

- As an official you will have an important designated function, which will mean you must arrive in plenty of time to prepare and set up. Be prepared for a very long day.
- If you are going to be late or will not be able to attend to carry out your task ensure that the person responsible for the allocation of your duties is made aware as soon as possible.

Family and Friends

- Any family members or friends you bring with you who are not signed on as a marshal/official should not be present at this Rally. This is to ensure their safety and your safety as if you are concentrating on watching family members you may not be paying full attention to what is going on around you.

Parking of Officials Cars

- All non-competing vehicles must be parked in a place of safety.
- Non-competing cars required solely for purposes of operational efficiency, i.e. those housing equipment relevant to Test controls or providing marshals shelter at control locations must be parked safely and in locations designated by the CoC as suitable, having regard to the needs of safety.



Marshals' Instructions

- Depending on where you are allocated to marshal, you may have to walk in a few hundred meters to your actual post from a previous location or junction. So please bear this in mind when packing your marshalling kit. You will also be on post for a few hours, so please pack for all weather conditions and bring suitable provisions to keep you sustained during the day.

Training

- All marshals are expected to acquaint themselves with all relevant instructions and safety information relevant to their role on the Rally.

Whistles

- All marshals are recommended to have a whistle with them as part of their event equipment.

REMEMBER:

- DON'T BE OFFICIOUS, BE AS FRIENDLY AS POSSIBLE
- DO NOT TAKE ANY RISKS WITH YOUR PERSONAL SAFETY
- BE FRIENDLY BUT FIRM WITH ANY MEMBERS OF THE PUBLIC
- BE PREPARED AND CONFIDENT WHEN UNDERTAKING YOUR DUTIES
- IF YOU NEED HELP OR ASSISTANCE THEN YOU MUST SEEK SUCH ASSISTANCE
- KEEP YOUR SENSE OF HUMOUR AND REMEMBER THAT RALLYING IS FUN
- ENJOY YOUR MARSHALLING AND REMAIN SAFE TO RETURN NEXT YEAR

