



Marshals & Radio

Instructions



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FORWARD

The Rixy Stages 2023 is a single venue event and will take place on 30th December at the STANTA MoD Training Area near Thetford. This is a new event and uses the tarmac roads of STANTA and will run with four loops of two different stages in each loop, one of about 6 miles and one of about 9 miles with no lapping, giving about 60 competitive stage miles.

The rally is named after Ian Rix, a regular competitor and supporter of rallying in East Anglia who sadly passed away earlier this year. He was often out driving his immaculately prepared blue Mk1 Escort and there is a prize in his name for the most entertaining car.

Without the dedicated support of the many marshals involved, the event would not take place and I would like to thank everyone for coming out to help us

SPORTITY

We will be making extensive use of the Sportity App to ensure Competitors, Marshals and Officials have access to the documents and information required. By using SPORTITY you can receive the latest Documents, Notices, Amendments, and relevant Information as soon as they are published. You will also receive a notification of new or amended documents. We also aim to publish results updates throughout the day on Sportity although we acknowledge that the mobile signal at STANTA is not the best and there are areas of poor coverage.



SPORTITY can be accessed either by using the app with the password as shown above, or via the internet link <https://webapp.sportity.com/channel/AMSCRIXY>.

ACCESS TO THE VENUE

The entrance gate location:

Off West Tofts road, in postcode IP26 5EW.
Latitude/longitude: 52.498316, 0.701094
What3Words: ///audibly.instincts.ramble
Map reference: TL834923 (144/834923)

All marshals must have registered from the marshals' page of the Rixy Stages website. You cannot bring with you additional people who are not registered, so please ensure all those coming with you are registered. The MoD requirement is for all people to have id, and to have a means of identification for the event. An 'identification form' is provided with the final instructions which should be downloaded for each attendee and their name and registration number of the car they arrive in should be entered. These forms should be kept available when you reach the entry gate and shown to the gate marshal to facilitate a speedy entry. This form must be retained and kept with you whilst at the venue.

From the gate, follow the red arrows on the following map to the marshals signing on area as shown on the HQ area diagram below. From the gate to signing on is about 2.1 miles.

EVENT FORMAT

There are two stages with minimal link sections, forming a 16 mile loop from service through the two stages and back to service. To simplify identification of the stages for allocations I have called them 'North Stage', and 'South Stage'. In the morning there will be two clockwise loops, and in the afternoon two anti-clockwise loops.

Each individual stage is named as follows:

Timecard 1	SS 1 Robins Lodge 1	(North Stage, clockwise)
	SS 2 Frog Hill 1	(South Stage, clockwise)
Timecard 2	SS 3 Robins Lodge 2	(North Stage, clockwise)
	SS 4 Frog Hill 2	(South Stage, clockwise)
Timecard 3	SS 5 Oakwood Farm 1	(South Stage, anti-clockwise)
	SS 6 Eastmere 1	(North Stage, anti-clockwise)
Timecard 4	SS 7 Oakwood Farm 2	(South Stage, anti-clockwise)
	SS 8 Eastmere 2	(North Stage, anti-clockwise)

SIGNING ON INSTRUCTIONS

Signing on will be from **5:30 to 7.30 am**. We have time constraints to get everything done to be able to start on time so please don't all arrive late!

Included in the mail with this document, in addition to the 'identification form' is a Motorsport UK signing on form. Please print and fill in the form and bring the completed form to signing on so that you can hand in the form to receive the marshals pack, or radio pack for your post. Contained within the pack, amongst other things, will be an overall venue map to help you locate the post, precise details of the post showing all stage furniture and radio check sheets. Where marshals for the same post arrive in different vehicles the pack will be given to one of the crews and site maps will be available for the others to find their way.

You will also receive your 'goodies' and a voucher for a food item (burger, bacon roll etc.) at the catering wagon and tea/coffee which will be self service in the morning.

Please proceed as soon as possible to your post as we need to close access to the stages by 8.00 and get everyone in position for 8:00. This is to enable final stage checking by the Senior Officials to start at 8:00.

VENUE SAFETY

This event is non-spectator, so there should be no unauthorized people around. However, there are some people who have legitimate access, e.g the farmers, who have been notified of the event, should you encounter such personnel then please be polite at all times and ensure they do not venture into the area of the stages or any unsafe locations. If there are any issues, then immediately contact Radio Control for advice and guidance.

Do not venture away from the prescribed areas of the stages and its immediate vicinity, all other areas are out of bounds. This is a live training area, so there is the possibility of LIVE ORDNANCE being present in an area, but particularly between posts 14 & 18 on the South Stage as this is designated as an impact area. DO NOT, under any circumstances, touch or disturb anything that looks unusual - report its location and any risk of it being disturbed by the event to Radio Control for advice and guidance.

Also, DO NOT enter any buildings on the venue as these could be booby-trapped. This does not include Rally HQ and allocated toilets.

MARSHAL POST INFORMATION

Getting to Post

Ensure you have filled in and returned the signing on form before travelling to post.

To get to your post you will have to drive along the stage route. You may be required to go either in the stage direction of the North Stage (SS 1/3) or of the South Stage (SS 6/8). In each pack will be the site map showing the direction to your post. Marshal posts are up to 9 miles from the signing on venue. The stages will have been set up for running in both directions so you will be able to see the advance warning post identification numbers whichever direction you go. Post numbers remain the same all day and marshals remain at the same post other than the Start/Finish area teams who will be briefed separately.

At post

At each post there must be at least one Motorsport UK Accredited Marshal. Any non-accredited marshal must 'Buddy Up' with the Accredited Marshal. Ensure you wear your tabard at all times, if you don't have, or have forgotten your tabard then please ask at signing on where we will have some available for loan. If, when at post, then you will need to stop the '00' car who will be carrying some spares.

All Radio Crew and Marshals cars must be parked at least 30 metres from the stage route. Do not park 'straight on' at any junction nor in any 'box' junction. Do not stand inside a 'box' at a junction and do not stand 'straight on' nor on the outside of any bend, always make sure that you, and everyone around you are in a safe place. Your primary responsibility is for your own safety and that of those around you.

SCHEDULE

Gates open:	05:30
Marshals Signing on:	05:30 – 07:30
Marshals on Post:	08:00
Radio Check:	08:15
First Car:	09:00

The following is the provisional schedule for the rally. It is for guidance only and may be varied during the day. Times given by the Main Time Controls and Regroup Controls take precedence.

Ref	Name	First car due at MTC / SSS	Last car due at SSF
MTC1		08:57	
SS1	Robin's Lodge 1	09:00	10:08
SS2	Frog Hill 1	09:23	10:35
MTC3		10:13	
SS3	Robin's Lodge 2	10:16	11:19
SS4	Frog Hill 2	10:40	11:46
MTC5		12:33	
SS5	Oakwood Farm 1	12:36	13:42
SS6	Eastmere 1	13:07	14:01
MTC7		13:48	
SS7	Oakwood Farm 2	13:51	14:53
SS8	Eastmere 2	14:22	15:14

SAFETY AND OFFICIAL CARS

Before Stages 1 and 5 the Motorsport UK Steward, Clerk of the Course and Event Stewards will check the stages, They will be followed by the Chief Marshal and Event Safety Officer in the '00' car who will make the final check and the Event Safety Officer will authorise to Radio Control that the stage is ready for the first competitor.

The Sweeper car will follow the last car into Stages 3/4 and 7/8 to close the stages.

Do not expect any official cars between stages 1/3 and 2/4 or between 5/7 and 6/8.

Recovery vehicles will only operate after stages 2/4 and 6/8, unless deemed necessary at other times by the Clerk of the Course, Deputy Clerk of the Course and Radio Controller.

Key Officials

Official	Name	Mobile Number	Radio Call Sign	Location
Clerk of Course	Clive Grounds	07860 461670	CAM 1	HQ Rally Control
Radio Control Deputy Clerk of Course	Ken Paterson	07831 321307	Rally Control	HQ Rally Control
Event Safety Officer	Graham Frary	07855 834862	STORT 1	HQ Area Safety Car 00
Chief Marshal	John Davie	07894 642854	STORT 3	HQ Area Safety Car 00
Sweeper Car	Phil James	07736 487864	CAM 3	Stage Start Sweeper Car
Secretary of the Meeting	Simon Tonks	07714 697299		HQ Rally Control
Secretary of the Meeting	Brett Murray	07943835220		HQ Rally Control
Event Safeguarding Officer Service Area Manager	Stuart Kingham	07710040918	WICKFORD 1	Service Area
Competitor Relations Officer	Clare Rix			HQ/Service Area
Competitor Relations Officer	Val Thompson	07801 705359		HQ/Service Area
Timekeeper and Results	Gary Nichols			HQ
Assistant Timekeeper	Chris Musselle	07879 412779	CAM 2	Stage Start

MARSHALS & RADIO OPERATORS NOTES

FIRST ON SCENE

Before the event please watch the First on Scene video produced by Motorsport UK at <https://www.youtube.com/watch?v=zFOAIspMF28> .

RADIO MARSHALS – COMMUNICATION

Radio marshals, please keep the marshals in your area aware of what is going on during the day and marshals, please talk to your nearest radio marshal. This is important as the Radio Controller will pass information to the radio marshals during the day concerning the running of the event.

RED FLAG PROCEDURE

The Red Flag is the only means the event has to communicate with the competitors once they have started the stage. The Red Flag Marshal's role is therefore one of the most important safety related jobs

a radio marshal can do on the event. **RED FLAGS ARE ONLY TO BE DEPLOYED BY DEFINED MANDATORY RADIO POINTS.**

Competitors

On passing a displayed Red Flag, the driver must immediately reduce speed, maintain this reduced speed until the end of the special stage, and follow the instructions of any Marshals or Official Safety Personnel they encounter.

Red Flags will be displayed at all (mandatory) Radio Points preceding and after the incident. Failure to comply will entail a penalty at the discretion of the Clerk of the Course.

Pre-First Car

The Red Flag Radio Marshal is responsible for ensuring that the Clerk of the Course, Stewards and opening (00) car are shown the Red Flag as they pass their location. It is therefore their responsibility to ensure that they are in place, wearing a Marshals Tabard, and with the Red Flag unfurled in order to display it correctly to those cars. The Radio Controller will be requested to advise the time of entry into the stage for each of these Opening Cars in order that the mandatory radio marshal is aware of WHEN to be ready.

Radio Marshals

No flag other than the Red Flag may be deployed in a special stage.

Red flags must only be prominently displayed (held out steady NOT waved).

The Red Flag must not be shown to any competitor at any time other than when the Clerk of the Course gives the instruction via the Radio Controller to do so. Upon receiving the instruction to deploy a Red Flag the designated Red Flag Marshal (wearing a Marshal's Tabard) must stand with the Red Flag, in an appropriate safe location adjacent to the special stage. The designated Red Flag Marshal should consider personal safety when choosing the best location to stand. The Red Flag should be held stationary, ideally at arm's length, so as to be clearly seen by any passing vehicle.

Once deployed, the Red Flags should continue to be displayed until an instruction from the Clerk of the Course to withdraw the flags has been received by the Red Flag Marshal.

Throughout this process the designated Red Flag Marshal should ensure that his or her own safety is maintained.

Should a marshal observe a competitor, who has been shown a Red Flag, not complying with the regulations and not reducing speed, then a written report recording the facts should be completed and handed to the Sweeper car.

Red Flag Radio Points

Mandatory Radio points where Red Flags may be displayed will be identified in the competitor's road book as well as in the event safety plan. The location of these points will be identified by a Blue Radio board with a spark at the post itself and a Yellow Board with a spark 100m prior to the radio location. It is at these locations only that the Red flags will be available for use.

ALL MARSHALS NEED TO BE AWARE OF THIS PROCEDURE!!

INCIDENTS

- Breakdowns and minor 'off's' not involving injury and when stranded car(s) do not constitute a hazard. In these cases, the stage will continue to run, and the car(s) left where they are until the stage closes. The car number, location and nature of the incident should be reported to Control via the nearest radio.
- Accidents not involving injury but in which car(s) end up in dangerous or potentially dangerous positions. In these cases, the marshal or emergency crew nearest the incident should report immediately to Control via the nearest radio. Control will decide on the course of action and competing cars may be stopped from entering the stage. If stopped and once the stage is clear of competitors, the course car and breakdown vehicles will proceed to the incident. Once the

obstruction has been moved, the course car will re-open the stage, which will then continue to run.

- Serious accidents requiring immediate medical attention. Again, the marshal or emergency crew nearest the incident should report to Control who may stop the stage on instructions from the Clerk of the Course. As soon as the stage is stopped, rescue vehicles may proceed onto the stage. 6.

INCIDENT PROCEDURE

Should you witness directly or be advised of an incident, BEFORE investigating yourself, send a colleague to alert the nearest radio operator. Once you have detailed information regarding the incident ENSURE that this is passed immediately to the nearest radio operator. IT IS VITAL THAT YOU ADVISE THE ORGANISERS VIA YOUR NEAREST RADIO OPERATOR OF DETAILS REGARDING AN INCIDENT AS THEY OCCUR.

Only attempt to move a vehicle if it is a non-injury incident and it is straightforward and safe to do so, otherwise, wait for recovery.

If appropriate:

- Render the required assistance in order to protect the scene and to help those involved directly in/or with the incident.
- Make sure the competitors OK/SOS board is out with the side relevant to the seriousness of the incident facing on-coming competitors.
- In cases where there is a danger to the life of the occupants, i.e. vehicle fire, vehicle over a drop, immediately assist the crew from the car, with your personal safety as a paramount concern.
- Where there is no immediate danger to life but there are injuries, leave the occupants in the vehicle, but talk to them (approach from the front and not the side) and observe their actions until the help you have summoned arrives.
- With a serious incident, do not move any objects or items from the scene of the incident. This applies to stage furniture, logs, debris, etc. Protect yourselves by wearing gloves if necessary.
- Keep all unnecessary personnel away from the scene of any incident, particularly during recovery/rescue operations.
- On completion of the incident make out a written report and hand this to the Sweeper Car. If you are involved or associated with any incident, please ensure that you make no comment regarding any aspect of it to a member of the public or media. Any requests for comments or information should be directed to Rally Headquarters.

COURSE OPENING

The course will be checked by various official cars, e.g. Clerk of the Course and Stewards, and then opened by the '00' car travelling through the stage. There should then be no other cars on stage between the '00' car and the first competitor.

COURSE CLOSING

At the end of the running of each stage, once the last car has completed the stage, Radio Control will notify that the stage has finished and determine whether any 'cleanup' operations are required. After stages 1&2 and 5&6 there will not be a sweeper car and the following stages will commence as soon as possible. The Sweeper Car will follow the last car in to stages 3&4 and 7&8. Please hand any report forms to the Sweeper Car.

Recovery vehicles may not enter the stage to move stranded cars until authorised by the Radio Controller.

IAN RIX ENTERTAINER AWARD

This award is voted for by the marshals and there is a (yellow) voting form in each marshal and radio pack. There is no criteria for this, it is up to the marshal to vote for whichever car pleases them the most. The forms will be collected mid-way through the event so the votes can be counted and awarded at the end of event presentation. They will be collected by a car coming round prior to stages 5&6, and immediately after stage 4 closes, so please have the forms ready.

COURSE MARSHALS

Marshals will be allocated to points around the stage where there are junctions, bends or artificial chicanes or corners.

At some of these points, the special stage route is defined by markers & penalty markers, consisting of bales, cones etc. It should be noted on the JoF/Incident report form if a competitor strikes any of this stage furniture or takes an incorrect route and reported, where possible, by radio The Clerk of the Course will decide whether to penalise the competitor. This should only be done if you are certain that an incident has occurred. If you are in any doubt, then the benefit of that doubt should be given to the competitor. If a competitor makes no reasonable attempt to negotiate the correct route and drives straight through the markers, this can be deemed as taking an incorrect route this should be recorded accordingly. JoF/Incident forms should be handed to the Sweeper car, who will have spare copies to replace those used. Please **DO NOT** leave your post until the Sweeper Car has been through. In the event of penalty markers being hit by competitors, marshals should replace the markers in the correct position. Great care must be taken when doing this as competitors will still be on the stage. If the situation becomes a problem, e.g. a car has taken out all the course markers, you should report to Control if possible, using the nearest radio.

COMMUNICATING WITH SAFETY CARS

All OK.

If you are satisfied that your area is covered by marshals and that the spectators are in acceptable locations. Use the hand signal below to indicate to the Safety Cars that everything is OK.



NEED ASSISTANCE

If you are **NOT** satisfied that your area is covered by marshals or that the spectators are in unacceptable locations. Use the arm signal below to indicate that you need the Safety Cars to STOP to give Assistance.



RADIO USERS' OPERATIONAL NOTES.

This event will operate a controlled radio network utilising the Motorsport UK Safety & Medical Radio Communications Frequency. By observing the simple guidelines set out here under you will greatly maximize the efficiency of this network.

- Upon arrival at your stage or given location please check that your set is switched on, the microphone and speaker are connected and that the volume and squelch/mute (if fitted) are adjusted to the correct levels. **MAKE SURE YOUR AERIAL IS CONNECTED AND THAT THE COAXIAL CABLE IS INTACT AND IS NOT TRAPPED PRIOR TO SWITCHING ON YOUR SET.**
- Ensure that your radio is monitored at all times. Radio traffic not directed to you is still important and you need to listen to it.
- **ENSURE THAT YOU ARE AWARE OF WHERE YOUR MICROPHONE IS AND THAT THE PTT (Press to Talk) BUTTON IS NOT TRIGGERED UNNECESSARILY.**
- Make sure that you know your call sign and all those on your stage or specific location.
- Do not park close to other vehicles using radio equipment or computer equipment.
- Do not park under trees or beneath electricity cables.
- Always work through Control. Respond immediately do not call repeatedly. Wait until the Controller announces that the frequency is clear or that Control is at 'stand-by'.
- When you are given permission to go ahead by Control, pass your message directly to Control or the outstation you wish to speak to. If you cannot contact the required radio directly ask Control to assist you.
- If you are having trouble contacting Control, try moving your location slightly. A move of a few feet can make a significant difference. If after moving you cannot establish contact, call a radio you have a strong contact with and ask them to inform Control of your situation. You will be advised what action to take.
- Always make sure that your messages are clear and concise.
- Remember that this frequency is primarily for Safety & Medical issues. Keep administrative message content to a minimum.
- If your radio should 'fail', visit your nearest radio point, if practical, and inform Control of your problems.
- If you receive information on an incident and you believe that your radio is not operating, call Control with the details of the incident. It is possible that your radio may still be transmitting but not receiving.
- Remember never to use the Safety & Medical Frequency as a chat channel at any time especially during or traveling to and from an event.
- Start and Finish Radio Operators are requested to report (as appropriate) to Control:
 - When all Safety personnel are in position.
 - Stage Ready to accept Safety Cars.
 - Safety Car(s) starting time.
 - Safety Car(s) finishing time.
 - Any comments from Safety Cars.
 - First competitor number and start time.
 - Details of any cars missing/stopped in the stage as soon as available
 - Start and finish times of last car and the numbers of the last three cars.
 - Total number of cars starting/finishing the stage

Phonetic Alphabet

A Alpha	F Foxtrot	K Kilo	P Papa	U Uniform
B Bravo	G Golf	L Lima	Q Quebec	V Victor
C Charlie	H Hotel	M Mike	R Romeo	W Whiskey
D Delta	I India	N November	S Sierra	X X-ray
E Echo	J Juliet	O Oscar	T Tango	Y Yankee
				Z Zulu

Radio Protocol

"NO PREFIX" For most messages no prefix is necessary.

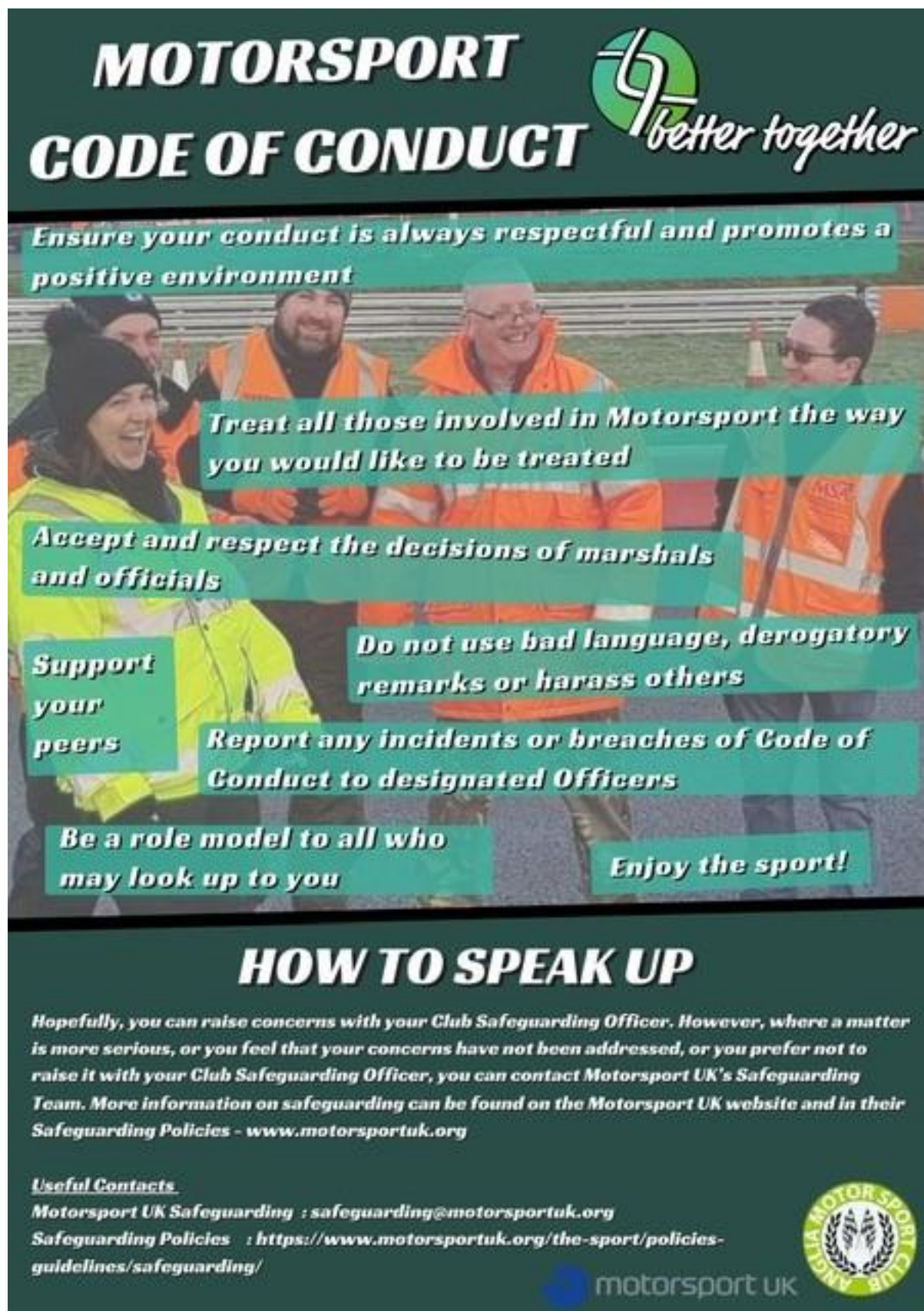
"SAFETY" Where attention is required over routine messages, but delay can be tolerated, such as a car overdue, spectator problem, equipment missing. If the radio net is not busy even these calls do not need a prefix.

"URGENT" Immediate attention / action required. EG: suspected injury following accident, stage completely blocked.

"PRIORITY" ONLY FOR CONFIRMED LIFE OR DEATH SITUATIONS.

"RELEVANT" Where you have a message which is relevant to another radio call.

DO NOT OVERSTATE THE SITUATION, AND BEAR IN MIND THAT MANY EARS ARE LISTENING TO YOUR MESSAGE. PLEASE THINK BEFORE YOU SPEAK..!



MOTORSPORT

CODE OF CONDUCT

better together

Ensure your conduct is always respectful and promotes a positive environment

Treat all those involved in Motorsport the way you would like to be treated

Accept and respect the decisions of marshals and officials

Support your peers

Do not use bad language, derogatory remarks or harass others

Report any incidents or breaches of Code of Conduct to designated Officers



Be a role model to all who may look up to you

Enjoy the sport!

HOW TO SPEAK UP

Hopefully, you can raise concerns with your Club Safeguarding Officer. However, where a matter is more serious, or you feel that your concerns have not been addressed, or you prefer not to raise it with your Club Safeguarding Officer, you can contact Motorsport UK's Safeguarding Team. More information on safeguarding can be found on the Motorsport UK website and in their Safeguarding Policies - www.motorsportuk.org

Useful Contacts
Motorsport UK Safeguarding : safeguarding@motorsportuk.org
Safeguarding Policies : <https://www.motorsportuk.org/the-sport/policies-guidelines/safeguarding/>





#RaceWithRespect

We Race With Respect



Find out
how you can
contribute
on and off
the track



motor
sport
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