



AUSTRALIAN INTERNATIONAL PEDAL PRIX INC.

2017 EVENT MARSHAL INFORMATION & TRAINING

NOTE: IF YOU HAVE TRAINED IN 2015 OR 2016 YOU ARE NOT REQUIRED TO RE-TRAIN IN 2017

AIM

To assist Australian International Pedal Prix Inc. (AIPP) administer and manage events by ensuring on track activities run safely, smoothly and efficiently. All event marshals must be 18 years of age and must complete the AIPP Marshal training which outlines the duties and safety requirements for marshals.

Your safety and that of participants is paramount to the event organisers. Please read the training package carefully and complete the questionnaire. You should also read the **Series Rules** available on the website at <http://www.pedalprix.com.au/team-manager/>

AIPP MISSION STATEMENT

“Organise and manage a series of world class HPV racing events which provide the opportunity for educational and community learning experience. These learning experiences will include enterprise, engineering, technology, competition, teamwork, safety, health, nutrition, fitness and environment”.

AIPP VISION STATEMENT

“AIPP Inc. aims to organise a well structured series of HPV racing events available to the broadest possible community and to foster a nationally consistent set of standards evolving into an Australian Championship and confirm a position of global standing in HPV racing”.

AN EVENT MARSHAL MUST

- complete the training package and Indemnity Form and return it via email to: marshal@pedalprix.com.au
Be familiar with the Series Rules
- Be registered with AIPP
- Be familiar with Event Manuals for the appropriate Event

EVENTS FOR 2017

- Race 1 - Round 1 UniSA AHPVSS Mt Gambier (8 hour) April 1 McNamara Park
- Race 2 - Round 2 UniSA AHPVSS (6 hour) May 7 Loxton
- Race 3 - Round 3 UniSA AHPVSS (6 hour) June 17-18 Victoria Park, Adelaide
- Race 4 - Round 4 UniSA AHPVSS (6 hour) July 29-30 Victoria Park, Adelaide
- Race 5 - WA Pedal Prix (6 hour) August 20 Busselton WA
- Race 6 - Round 5 UniSA AHPVSS (24 hour) September 23-24 Murray Bridge

GENERAL OUTLINE

Each team is required to provide a minimum of 2 trained marshals at every event entered.

Marshals will be briefed by their Team Manager regarding their position, time, etc.

A Marshal Roster is published on the web site at least a week prior to each Series Round.

Each marshal will “report in” by two way radio on each changeover. **Name – Team – Point Number.**

Marshals are allocated some or all of the following items, depending on their role –

- Traffic lights / Flags
- Safety Vest
- Torch (24 hour event only)
- 2 Way Radio
- Clip board, paper and pen
- Incident Report Forms
- Protest Forms

AIPP expects marshals to look after this equipment and report any missing items to the Chief Marshal. At the conclusion of the event the marshals on duty must return all items to Race Control.

SPECIFIC MARSHAL DUTIES

Below is an outline of what is expected of marshals. There are three different roles.

TRACK MARSHAL

The Track Marshals main duty is to control the flow of the race as directed by the Chief Marshal. These marshals control flags and lights at each location including pit entry and exit and report incidents to the Chief Marshal. They should also monitor rider and vehicle behaviour on the track and spectator behaviour. In certain areas of the circuit you will be required to enter the track and stand close to an incident, facing oncoming traffic waving a yellow flag.

RECOVERY MARSHAL

The role of a Recovery Marshal is to assist vehicles in distress or which have succumbed to a racing incident.

They are to only enter the track under yellow flag conditions and only when safe to do so. AT NO POINT SHOULD YOUR BACK BE TURNED TO APPROACHING VEHICLES. Once a vehicle is back on its wheels and on its way again you must immediately return to a safe position. You should avoid up righting vehicles straight into the path of oncoming traffic, if required, move vehicle to side of track, off the racing line.

Before touching a vehicle that has succumbed to a racing incident, you must first make audible communications with the rider, e.g. "are you ok?" response must be heard before touching vehicle.

If at first you cannot establish communication with rider, try again, if this fails radio the Chief Marshal details of the incident and ask for assistance.

If a person is injured and requires medical assistance the following procedure must be followed:

Do not move the injured person. Immediately contact the Chief Marshal and request St John attendance. The following information is required to help with the correct response being implemented: location of person, type of injury (if known) and person's state of consciousness.

PIT LANE MARSHAL

The role of the Pit Lane Marshal is to monitor speed (10kph) and safety at pit lane entry and exit, check vehicle horns are functional, lights are on, rider is wearing correct attire (covers shoulders and torso, enclosed footwear), rider wrist bands are in place and seat belts and helmets are adjusted correctly before releasing the vehicle from pit lane. **All vehicles must satisfy these requirements before they are permitted to enter the track.** At each pit lane exit there will be a safety area which a marshal can direct a vehicle to if all requirements are not met.

MARSHALLING NON COMPLIANCE

Marshalls must attend their allocated position on time.

Non-compliance with marshalling duties will result in their team attracting a penalty.

The Chief Marshal will conduct radio checks at changeover times.

BEHAVIOUR & SAFETY

You are representing AIPP and are bound by our Code of Conduct. A copy of the code is available for download from the AIPP website under the link <http://www.pedalprix.com.au/marshals/> and you should familiarise yourself with it.

Be aware of your own safety at all times.

Stay alert – don't become distracted.

Where possible stand behind a barrier.

Face oncoming traffic.

Wear the safety vest provided.

Wear clothing appropriate to the conditions.

Be sun smart.

Give clear and direct instructions – to riders and / or other marshals.

Do not enter into a conflict situation.

Do not accuse or threaten teams or riders.

Maintain radio contact with Chief Marshal when necessary.

Brief relieving marshal on any issues considered relevant.

KEY RIDER SAFETY ITEMS

Seatbelts

Riders must be wearing the seatbelt which must at all times be properly fastened around waist and adjusted at the shoulders.

Helmets

Riders must wear an approved AS/NZS2036:2008 bicycle helmet properly adjusted and fastened while riding a vehicle. This includes the pit lane.

Safety Glasses

Riders of open canopy vehicles must wear safety glasses that meet or exceed **AS/NZS1337.1:2010** safety standards at all times while riding. Prescription glasses do not meet this standard and must have a set of approved glasses over the top if required to be worn. Tinted lenses are not to be used during the designated lighting up period. Where a fully enclosed vehicle is no longer deemed to be fully enclosed they are required to meet the same requirements as an open canopy vehicle. A vehicle that is required to have safety glasses worn will be identified by a coloured sticker placed on the front of the vehicle during Scrutineering, in a position which is clearly visible to marshals.

Clothing & Footwear

Riders are required to wear both lower and upper body clothing and covered shoes at all times while riding. Upper body clothing is to cover the rider's shoulders. Singlets and tank tops are not allowed. Gloves are optional, but strongly recommended.

KEY TRACK SAFETY ITEMS

Pit lane speed is 10kph. This applies to vehicles entering and exiting pit areas.

No vehicle shall deliberately obstruct other vehicles. Slow moving vehicles should maintain line and speed.

Overtaking vehicles can use either side of the track, providing it is safe to do so, and ensure sufficient distance is allowed between vehicles.

All vehicles must have a rear light.

Track marshals should report indiscretions to the Chief Marshal.

REPORTING INCIDENTS

If a marshal considers an offence against the competition rules has occurred and regards it as intentional, details of the incident should be documented on a **"Incident Report Form"**

Once you have filled in the form, please inform the Chief Marshal who will arrange for its collection.

Offences should also be reported by radio to the Chief Marshal giving –

Marshal point number
Vehicle/s Number
Brief incident details

Marshals are not to impose penalties – **This is solely the responsibility of the Race Director.**

EVENT SIGNALS

The Chief Marshal co-ordinates flag/light conditions.

The flags/lights used to control the race are as follows:

Australian National Flag

Competition Start. **Start/Finish line only.**

Green flag/light

Conditions normal, race speed.

Yellow flag/light

This is the signal for caution – there is a hazard on the track. It may be in the form of another vehicle and/or marshal or the like. **Vehicles should be directed to SLOW DOWN and proceed with caution.** Overtaking is allowed, however must be performed safely.

Red and Yellow flags/lights (HAZARD CONDITION)

Indicates there is an Emergency vehicle either on, or about to enter the track.

Red and yellow flags will be shown at the two marshal points preceding the obstacle. Riders need to be made aware of these occurrences and Marshals should ensure vehicles proceed with caution and there is **NO OVERTAKING. Overtaking within the Red and Yellow flag area will incur penalties.**

Red flag/light

Riders should be instructed to STOP IMMEDIATELY AS NEAR AS PRACTICABLE TO THE LEFT HAND SIDE OF THE TRACK. If red flag condition continues for an extended period the Chief Marshal may advise you to direct teams to return to their pit. When directed to move, vehicles should be instructed to return to their pit in single file. **NO OVERTAKING PERMITTED.**

Black flag

Only Race Control has this flag. It is used to flag down a vehicle which has committed an offence. It is waved directly at a single vehicle. The vehicle is required to stop at Race Control on the following lap. The black flag may be shown in conjunction with a vehicle number.

Chequered flag

End of competition, **Start/Finish line only.**

Flags and lights are a way of communicating with riders and should be used with this in mind.

All Traffic Lights are equipped with a 4 position switch in order to control the lights.

A track marshal can go to yellow if they perceive a hazardous situation. This should be radioed to the Chief Marshal and all marshals should follow subsequent directions from the Chief Marshal.

Once the track is clear the reporting marshal should immediately advise the Chief Marshal.

When marshals need to use flags, the flag must be waved at all oncoming traffic. You should wave the flag below waist height so it is easier for the riders to see in their line of sight. A vigorously waved flag is more visible to riders than a stationary flag.

No marshals are permitted to call a Red Flag.

RADIO COMMUNICATION

Some marshals are equipped with radios to communicate with Race Control.

Example use:

Press microphone button and hold – Marshal point 1 reporting Vehicle 17, dangerous riding – Release microphone button and await response.

Speak clearly and at a normal voice level. Do not shout.

Key factors are, **LOCATION** and **INFORMATION**.

The AIPP Board envisages the 2017 series will be very competitive, and we seek your support and impartiality to once again make this the leading HPV series in Australia. Thank you to all the teams and support personnel for their involvement.

PLEASE COMPLETE THE FOLLOWING QUESTIONNAIRE AND SUBMIT TO marshal@pedalprix.com.au

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MARSHAL QUESTIONNAIRE

Please answer the following questions and return to: marshal@pedalprix.com.au

Your Name: _____

Date of birth: _____

Team you represent: _____

Vehicle number: _____

Your mobile phone number: _____

Your contact email: _____

Questions

Question 1:

3 points

What is the minimum age for an approved AIPP Marshal?

Answer: _____

Question 2:

3 points

What documents should all event marshals be familiar with?

Answer: _____

Question 3:

3 points

What is the minimum number of trained marshals each team must provide?

Answer: _____

Question 4:

7 points

As a Track Marshal list the items you may be provided with to conduct your duties?

Answer: _____

Question 5:

2 points

As a Recovery or Track Marshal there are 2 conditions that must be met before entering the track. What are they?

Answer: _____

Question 6:

6 points

As a Pit Exit Marshal what items should you check before allowing a vehicle to enter the track?

Answer: _____

Question 7:

3 points

As a Pit Exit Marshal you observe a vehicle with the rider not wearing a seatbelt trying to leave the Pit Lane. Do you:

- (a) Direct vehicle to safety area and insist they arrange for the breach to be rectified before continuing.
- (b) Radio details to Chief Marshal.
- (c) Grab hold of the vehicle and shout at the rider.

Answer: _____

Question 8:

3 points

Please provide at least 3 aspects of Behaviour and Safety that is expected of you while marshalling.

Answer: _____

Question 9:

2 points

A vehicle has succumbed to a racing incident on track and the rider is not responding to your audible questions, explain the protocol you must follow.

Answer: _____

Question 10:

1 point

What is the approved Pit Lane speed limit?

Answer _____

Question 11:

3 points

When reporting an incident to the Chief Marshal via 2-way radio what information is required by the Chief Marshal?

Answer: _____

Question 12:

7 points

What is the purpose of the Red and Yellow flag/light being displayed at the same time?

Answer: _____

Question 13:

7 points

In the event the Chief Marshal calls a red flag/light situation, as a Track Marshal what should you do?

Answer: _____

Make sure you complete the Indemnity Form on page 9 before you submit the completed questionnaire.

FORM 5

UniSA Australian HPV Super Series

Conducted by Australian International Pedal Prix Inc.

MARSHAL CONSENT, RELEASE & INDEMNITY

Submit intact with Marshal Training document

“Organising Body” referred to in this document is Australian International Pedal Prix Inc

“Event/s” referred to in this document is any of the events conducted by the Organising Body.

- 1 I am a Marshal in the UniSA Australian HPV Super Series and have read and understood the rules of the UniSA Australian HPV Super Series and will abide by such rules at all times.
- 2 It is understood that I am a volunteer Marshal attending a competition to test or appraise Human Powered Vehicles (HPV) against others on a closed circuit designated by the Organising Body. Such competition will be between two or more HPV's (governed by the use of relevant construction specifications) running simultaneously on the same course and where the determining factor is the highest number of laps covered in a given time ("**Endurance Racing**").
- 3 In volunteering at these events, I declare, acknowledge and agree -
 - 3.1 I am physically fit and capable of fulfilling my role as a Marshal;
 - 3.2 to release, exempt and indemnify Australian International Pedal Prix Inc, promoters, sponsor organisations, land owners and lessees, organisers of the event, their respective servants, officials, representatives and agents (collectively, the "**Associated Entities**") from all liability for death, personal injury, psychological trauma, loss or damage (including property damage) (collectively known as "**Harm**") howsoever arising from my participation in and/or attendance at the event, except to the extent prohibited by law;
 - 3.3 that Australian International Pedal Prix Inc and the Associated Entities do not make any Warranty, implied or express, that the event services will be provided with due care and skill or that any materials provided in connection with the services will be fit for the purpose for which they are supplied;
 - 3.4 I attend and/or participate at each event at my own risk;
 - 3.5 risks associated with attending or participating in the event include the risk that harm may be suffered as a result of -
 - 3.5.1 human powered vehicles (or parts of them) colliding with other human powered vehicles, persons or property;
 - 3.5.2 acts of violence and other harmful acts (whether intentional or inadvertent) committed by persons attending or participating in the event;
 - 3.5.3 failure or unsuitability of facilities (including grandstands, fences and guard rails) to ensure the safety of persons or property at the event;
 - 3.5.4 any form of Racing being dangerous and accidents causing harm can and do happen from time to time and may happen to any team member.
 - 3.6 to abide by any directions given by the Event Director, Race Director, Chief Marshal, or other key event personnel.

I have read this document and understand its contents, including the exclusion of liability and assumption of risk.

Print Name _____ **Signed** _____ **Date:** _____

School / Organisation Representing _____