

# TRACKSIDE OFFICIALS INDUCTION

## WELCOME

Welcome to officials, marshals and volunteers to this event.

This briefing is to give you important information so please pay attention.

My name is.....

I am the ..... [title of senior official giving briefing].

I am here to provide you an induction to ensure you have an understanding of the site safety rules, what is expected of you and other relevant information you will need to know for this event. If you have a problem please see me.

I would like to introduce the following Senior Officials to you:

The Clerk of Course is .....

The Steward (Referee) is.....

[other senior officials] .....

Most of the time you will be either getting direction from me either directly or through your chief marshal.

Please ensure you sign the indemnity form and over 18 years of age declaration. Make sure you understand the duty of care statement, the indemnity form and all relevant rules and instructions for this event.

If you have not yet completed these, you will need to do so before you commence flagging or undertaking your assigned duties.

Mobile phones and private radios must not be used while an official is on duty due a heightened safety risk mobiles create (i.e. drawing attention from on-track activities). Emergency situations or where specific permission is given may permit the use of mobile phones.

You are here by your own choice and must bear responsibility for your own welfare and that of those around you.

It is a condition that you follow all reasonable directions in regard to ensuring a safe and healthy working environment.

You must adhere to Motorcycling Australia's Code of Conduct which can be located in the Manual of Motorcycle Sport.

## RESPONSIBILITIES

While undertaking activities on during this event, you have a responsibility for health and safety matters. In particular, you are not to place yourself or other persons at risk while undertaking event related activities.

Your responsibilities include:

- Be aware of the proper risk management procedures for the activity
- Do not deviate from the procedures given to you or take short cuts
- Use Personal Protective Equipment (PPE) as required
- Refrain from inappropriate behaviour which could place self or other persons at risk
- Observe the safety signs
- If uncertain as to the proper procedures, seek advice from the appropriate Official
- Attend the officials briefing as required

**Personal Protective Equipment (PPE):** You are required to wear a high visibility vest. We recommend that you wear a hat or cap, use ear plugs and apply sun screen. Please remember to keep yourself hydrated while out in the sun. You must also have enclosed footwear.

**Drugs and Alcohol:** You are not to participate in any official capacity if you are adversely affected by drugs or alcohol. Whilst driving vehicles, operating machinery or electrical equipment, you are required to have a zero blood alcohol count (0.00% BAC). If you are found to be affected by liquor, you will be asked to leave the premises immediately.

**Incident or Injury Reporting:** Any injuries or incidents that occur are to be reported to me **immediately**.

**Hazard Reporting:** Any identified hazards that cannot be immediately resolved, must be reported to your chief marshal and/or the Safety Officer as soon as possible. If the task or area poses a serious and immediate threat, cease all work, make the area safe or move to a safe location. You are then required to notify me **immediately**.

**First Aid Services:** The arrangements for first aid are.....

**The Start and Finish** times for each day are as follows .....

**Refreshments** will be provided (how & when) .....

**The toilet locations** are: .....

**The emergency assembly point** is located .....

**If you are injured and need to contact medical staff i.e. radio channel (x), mobile or (XXX)**

**If a rider is injured you must remain at your post. You must not tend to the fallen rider – this will put you at risk and expose you to injury**

**Flags:** In compliance with the General Competition Rules these Track Signals represent the following:

**Yellow flag held stationary:** Danger, ride slowly, overtaking is forbidden

**Yellow flag waved:** Immediate danger, slow down, prepare to stop, no jumping, overtaking forbidden.

**Red flag displayed:** Race or practice stopped and riders must stop racing and immediately return to the pits with the utmost care and attention

You must watch in the direction of racing i.e where riders are going to – not coming from. Your role is to warn riders about incidents which the riders are approaching, not that they have already passed.

Flags must be used in accordance with the rules and there should be at least two people per marshal point where possible.

Please refer to Appendix B in the Manual of Motorcycle Rules for full list of flags.

**Flag Use:**

The **stationary yellow flag** is to be used on the first lap of practice for each class and in relatively insignificant or minor incidents with no injuries. An example may be if a rider crashes in a corner and gets up unhurt but can't start his machine but is still on the track.

The **waved yellow flag** is to be used in situations of moderate or major consequence and some examples of these would be, if a rider is injured, if medical staff are on the track, if a rider has crashed on a down ramp or close to a down ramp and can't be seen by oncoming riders at the up ramp of a blind jump.

The no passing zone extends from the waved yellow to the next green flag - or in the absence of a green flag the next flag point.

(any other flags to discuss)

**Rider Injuries:**

If a rider is injured get the medics. Do not lift them or attempt to move them in case of neck and spinal injuries. Do not attempt to remove their helmet or neck brace if they are wearing one.

As a rule, if a rider can't get up themselves, wait for the medical team to arrive. Keep in a safe position, stay calm

and make sure that oncoming riders can clearly see your waved yellow flag. If the motorcycle is on top of the rider and is burning them – you may get the motorcycle off them but do not put yourself at risk by doing so.

**Positioning:**

Please stay at the position you are allocated, do not leave your position unless instructed by myself or the chief marshal. For your safety stay at your flag marshalling point until such times as you are actively flagging. Do not cross that track at any time during racing unless instructed to do so by myself or the chief marshal.

**Grievance Procedure:**

If you have a complaint or grievance, you may convey this directly to the Race Secretary. This can be done verbally or in writing. Appropriate action will be determined by the Race Secretary. All complaints will be treated as confidential.

We thank you in advance for participating. The sport of motorcycling would not be able to function fully without the substantial assistance from all volunteer workers and officials. We appreciate this commitment, and thank you for the time spent assisting our sport.

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**Officials Briefing Continued**

**Other relevant event information may be added as required.**

**For example:**

*Riders may change their bike if the first bike is damaged or broken down. This must be approved by Officials and the bike impounded*