

MOTORCYCLING NEW ZEALAND INC.

EVENT HEALTH AND SAFETY GUIDELINES

FOR MOTORCYCLING EVENTS IN

NEW ZEALAND

JUNE 2002

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Preamble

Let it be clear from the outset that this document is produced only as GUIDELINES to organising and running a successful Motorcycling NZ Permitted event.

The word 'successful' in this case means organising and staging an event that will hopefully start and finish on time, simply because all the problems that are likely to occur, have been taken into account, addressed and the resources are at hand to deal with them in a prompt manner. The word 'successful' does not refer to financial outcomes.

The document will not provide the answers to eliminate the potential problems. The objective is to help you make sure they are all MINIMISED to the best of your ability.

Motorcycle Racing Events have been around for a very long time.

Nowadays we are living in a time loaded with rules. Most of them - believe it or not - are for our own good! Some are to protect us, others to protect the environment.

Add a dash of 'who is responsible' and another of dash of 'who is accountable' then add in a good dose of Users Pays syndrome, give it a bit of a stir and you've got the recipe for the attitude of the 21st Century.

Yes as Organisers - YOU are responsible and accountable in the event of a failure.

So why the need now - for a set of Guidelines based on safety measures?

Any Motorcycle Racing Event generally needs some form of Resource Management Act (RMA) Consent. The officials also have responsibilities for the general safety of riders, spectators and all other officials at the meeting.

Organisers need to liaise with their Local Government Authority (Council) if they need to apply for consent. Each Council has a differing interpretation of the Resource Management Act (RMA).

Regardless of RMA Consent processes, **do not be surprised to find out when you close of any area of land for a permitted event, that the Council will continue to consider itself liable and responsible for you and your actions.** It is they who apply the Act.

Therefore, Council will probably expect to see a thorough plan, which shows beyond a shadow of doubt, that you are totally organised, responsible and accountable for "your" actions on the day. From the very first move before the actual event through to the very last moment after the clean up is complete - **you are responsible.**

This document is designed to produce sufficient awareness of the issues in order that you can provide that '**record of assurance**'.

OBJECTIVES

1. The principle objective is to provide, to the highest degree possible, for the prevention of harm to riders, officials and spectators at the event.
2. For the purpose of attaining the principle object in (1), these guidelines:
 - Promote excellence in safety management at event.
 - Cover what is needed to provide emergency care to riders and others, when an injury occurs at an event
 - Suggest methods of handling other emergencies if and when they arise at an event.

Introduction

Motorcycle Racing is 'dangerous'. Why else are we obliged to display WARNING NOTICES. The 'closeness' of the spectators to the Racing Competitors in action is part of the concern. The major concern is that spectators may become involved in an incident and may get hurt or even worse. Worse still if that spectator is a child or young person.

The 'Official Warning' notices displayed and on entry tickets advise the spectator that they enter the circuit area 'at their own risk'. This assumes the person is literate and of an age to be literate and understand it refers to the perimeter of the whole circuit. It is questionable 'how much water that would hold' in a Police inquiry if you were to shelter behind that warning statement alone.

As it is impossible to recommend the 'safest part(s)' of the circuit, it is better to adopt the attitude to make the WHOLE circuit as safe as possible. The whole circuit means everything within the outer confines of the enclosed area. Your responsibilities do extend outside the enclosed area.

If you liken your event with its spectators on board, to that of a Rugby Football match held in a proper stadium, and consider the feelings of comfort and safety for the crowd, then you are heading the right direction. These people have arrived at your event, parked their vehicle, paid their money and entered 'the ground' to be entertained.

During the course of the event they will expect to freely use a toilet with some sort of privacy, get some eats when they are feeling hungry, drinks when they are thirsty and generally move around circuit confines.

They will have come to see a properly organised and professional event with little in the way of lengthy stoppages. They will expect to be kept informed of 'what is going on' and 'where it is at' with the programme. They will expect to see evidence of control in the shape and form of highly visible Race Officials. They will witness incidents that are attended to immediately with all the required and correct resources.

THEY WILL BE FEELING COMFORTABLE SO THEY WILL BE FEELING 'SAFE'.

The people who work with you on the day, will want to see similar such organisation. They too need to know that they will be looked after in a proper way. They will feel safe and therefore be able to concentrate wholly on their job.

And finally - the entertainers - the RIDERS.

You will be judged on your ability to run a motorcycle event from the first moment of contact. Your dealing with the Riders has to be professional and business-like. Clear rules, clear instructions, efforts to ensure a pleasant environment, a well constructed circuit with all the required services in place, recognition and rewards all add up to a place they want to be. They will feel comfortable that they are in good hands and will therefore feel safe to participate in your event. They will (silently) trust you to look after them when 'the time' comes.

Spectators, volunteers and Riders are specific groups mentioned but it is also strongly advised for you to consider all persons attending your event within the same parameters - some even more so, e.g.

- Affected persons
- All Sponsors
- External Officials
- Specialist Personnel
- Supporting Organisations
- The Press

How to use the Document

Firstly, it would be foolish to claim that it is complete. It should be treated as very much a living document, developing and on going.

Secondly, there is no claim the document covers all issues found at each and every Motorcycle Race meeting in NZ. Each has its own set of characteristics. However, it is also noted that many of the problem areas are common to each meeting.

Appendix 1 is in the form of a Checklist. The topic headings contain a 'closed' question or questions. This signifies a potential **safety factor** that needs to be addressed. The question is a closed question and can only be answered Yes or No. There is no in-between. **The topic is either fully addressed, fully organised and resourced, or it is NOT.**

Many other topic headings do not have a related question in the checklist. This does not mean it is of lesser importance in terms of the smooth and professional running of the event. All it means is that the topic could be considered as an 'optional extra'. Your decision.

It is this checklist, which, when completed, will give a strong indication as to how "**well prepared**" you are to stage the event. **The completed checklist becomes the 'record of assurance'.**

Unless you are 'well prepared' you will struggle with the analysis of any incident by the Authorities. They are usually more interested in what went on before the incident and what happened immediately afterwards, in terms of your organisational ability. In other words - was everything done that could have been done, **before and after?**

What caused the incident is an issue, but that can usually be determined in a technical way and by eyewitness information and the description offered by the victims. In the case of motorcycle racing, 99% of the time the Rider has lost control of his/her machine either through his/her own misjudgement or by some other mechanical failure or other interference.

Circuit Safety Checklist

Application for Street Closure - if applicable

Is your application to the Local Authority to close the streets at least 60 days before your event?	Yes	No
Have you listed the Transport Companies, Emergency Services required to be contacted?	Yes	No
Have you listed the 'affected persons' to be contacted.	Yes	No
Bypass		
If you require to bypass your circuit area, has the chosen route been approved by the local Police, Transit New Zealand (if required) and the Transport Authority? <i>Strike through this question if not applicable</i>	Yes	No
Circuit Inspection (surface condition).		
Are you satisfied with the surface condition of the circuit?	Yes	No
Circuit opening/ closing		
Do you have a method of informing the public when IT IS safe to cross the circuit and when IT IS NOT safe to cross the circuit?	Yes	No
Communications Networks		
Have you organised a good coverage PA system?	Yes	No
Have you organised radio communications for all Officials?	Yes	No
Have you got a link to St John Ambulance?	Yes	No
Have you got a link to the local Fire Brigade?	Yes	No
Have you got a link to the Life Support Unit?	Yes	No
Have you got a link to the local Police?	Yes	No
Have you got a link to Race Headquarters?	Yes	No
Have you got a link to the Lap Scorers?	Yes	No
Have you got a link to the Dummy Grid?	Yes	No
Crashed Machines		
Have you selected a safe place in the Pit to leave crashed and unattended machines?	Yes	No
Debriefing		
Do you debrief your staff and competitors after the Event?	Yes	No
Dehydration		
Has your circuit staff been informed about their own well being and safety?	Yes	No
Have you made provision for their sustenance during the day?	Yes	No
Detailed map of circuit		
Can you supply a detailed map of the circuit, Pit Area etc?	Yes	No
Can you supply a map showing the safety features to be installed on the circuit?	Yes	No
Doctor 'on circuit'		
Is your 'on circuit Doctor organised?	Yes	No
Is the Doctors transport arranged?	Yes	No
Dogs & other animals		
Do you have a strategy to deal with stray animals on the circuit?	Yes	No
Emergency vehicles		
Do you have a full compliment of Emergency Service vehicles on standby?	Yes	No
Familiarisation laps		
Have you included time in your programme for a number of familiarisation laps for first time riders prior to practice?	Yes	No
Fire Safety		
Have you liased with the local Fire Brigade and arranged for coverage for the event activities?	Yes	No
Have you organised and placed sufficient Fire Extinguishers?	Yes	No

First Aid		
Do you feel you have adequate First Aid facilities available, before, during and after the event?	Yes	No
Flags		
Are you confident Riders travelling at speed can easily see your Flag marshals?	Yes	No
Flammable Fuels		
Have you made your local fire Brigade aware of the different fuels in use at the event?	Yes	No
Glass		
Have you made arrangements to prevent glass finding its way onto the Agricultural and or racing surfaces?	Yes	No
Large Straw/Hay bales		
Are you confident the high-risk accident spots have got substantial safety protection for both spectator and rider?	Yes	No
LSU (Life Support Unit)		
Are you confident you can adequately deal with life threatening incidents?	Yes	No
Marshal Points		
Are you confident your Marshal Points are correctly placed, staffed and have all necessary resources?	Yes	No
MNZ Rules and Supplementary Rules		
Have you addressed the minimum requirements for MNZ rulings and included your own supplementary rules in your official entry form?	Yes	No
No Go areas		
Are your NO GO areas correctly positioned, clearly marked and secure?	Yes	No
Officials Bibs		
Are your staff and their functions clearly identifiable by highly visible, coloured bibs?	Yes	No
OSH		
Have you identified all hazards on and within the circuit and Pit area?	Yes	No
Have you identified and made arrangements to minimise all hazards that are created (by holding your meeting) in the immediate vicinity around the closed -off area?	Yes	No
Police presence		
Have you arranged Police presence for your meeting?	Yes	No
Practice laps		
Does you event programme provide for sufficient practice sessions?	Yes	No
Programme safety information		
Does you event programme display the necessary warnings?	Yes	No
Does your event programme display and advise spectators where and when to cross the circuit? <i>Strike through if not applicable</i>	Yes	No
Public Address & Public information		
Are you satisfied that your Public Address system will be adequate?	Yes	No
Can your Clerk of the Course communicate directly with the Announcer?	Yes	No
Public Address & Public information		
Are you satisfied that <u>your</u> Public Liability Insurance covers all aspects of your entire event?	Yes	No
Radio communications		
Are you confident that your Radio Communications system can be maintained throughout the entire event?	Yes	No
Radio communications		
Do you have provision to receive and handle reports?	Yes	No
Resource Management Consent		
Does your meeting require to have Resource Management Consent?		
<i>Strike through if not applicable</i>	Yes	No

Riders First Aid		
Have you made provision for Riders first Aid in the Pit area?	Yes	No
In your supplementary rules, have you made the order for a Rider to have a medical clearance before continuing to participate?	Yes	No
Run Off's		
Have you made provision for Run Off's where possible?	Yes	No
Safety Spots		
Have you identified, or made safety spots and discussed them with your Marshals?	Yes	No
Specialist personnel - machine examiner		
Are you confident your examining personnel are specialists in their field	Yes	No
Security of cash handling personnel		
Have you made the proper arrangements for the safety and security of cash handling personnel?	Yes	No
Small Straw/Hay bales		
Are you confident the immovable object close to the racetrack is substantially protected?	Yes	No
Spectator Safety		
Have you put in place all safety precautions you feel are necessary for spectator safety at your event?	Yes	No
St Johns Presence		
Do you have the Order of St John staff and St John Ambulance organised to deal with First Aid problems for your spectators?	Yes	No
Warnings		
Do you have the official 'Warning' notice on your official forms, tickets and advertising material?	Yes	No
Wire Fencing		
Have you installed fencing or barriers around the 'track' to prevent the public gaining access to the racing circuit?	Yes	No
Written & Oral Briefings		
Do you brief Riders and Circuit Staff and Officials prior to the commencement of the Event?	Yes	No

Circuit 'Safety Protection' Construction

The circuit is 'constructed' not only with the safety of the spectators in mind but in a way to provide a lessening of the impact of Rider and machine striking a barrier, launching into space or hitting any other immovable object, when they lose control.

It is up to the Organiser in the first instance, to identify the parts of the circuit where these incidents are most likely to happen. Some common places are:

- The first bend after the Start line
- The last bend before the Finish line
- All other bends with adverse cambers or change of surface materials.
- Braking areas just before any tight bend
- The outside of the circuit past the apex of any bend
- Where jumping takes place at off-road events

The first bend after the Start/Finish, if the 'straight' from that point is short and/or the width of the corner is substantially less than that of the preceding straight. There will likely be a number of the 'fastest bikes' off the mark, jostling for position at this point. The problem tends to lessen on subsequent bends as the field spreads out.

Similarly at the last bend before the finish line, Riders will take risks to execute the final opportunity to pass.

Bends with adverse cambers can be a trap. When riders move rapidly from a positive camber to a negative camber, they can lose up to 10 degrees of 'relative lean angle' in the blink of an eye.

A 'hairpin' bend (or any bottleneck such as a chicane) can cause a similar problem anywhere on the circuit as the nervous Rider can be seen as easy pickings for a Rider who is good under braking.

Jumps where the greatest heights and or distances in the air are achieved need landing zones of sufficient length, width and surface stability to provide safe landing zones for all expected rider skill levels and volumes.

Most incidents caused by loss of control and jostling invariably end up with a 'Rider or Riders down' on the outside of the circuit.

The Organisers must therefore assess each area for all types of events on the programme and protect with the most effective materials that are readily available to them.

It is a good idea to contact experienced and intelligent Race riders to ask for advice as to what should be placed where to make them feel reasonably comfortable when they are 'taking a chance'. Let's be honest, if the riders are comfortable with the circuit safety protection, you are more than halfway home.

Every pole, tree, fence and every other type of immovable object on the edge of the track should be considered as a potential 'headstone'. Each has to be prevented from fulfilling its potential by some sort of safety protection. Standard practice is to provide sufficient padding of sufficient size and effectiveness and secure it in a satisfactory way so that the padding remains in place for the duration on the event.

Having outlined some thoughts on circuit construction, here and in other parts of this document, we hasten to say there are many people available to contact for advice. If you choose a person who has been in and around setting up Motorcycle racing circuits for some years, you can expect to get some good advice. However, it is you, as the organiser, who makes the final decision. Make sure you do as much homework as you can, to get it 'right', **first time**.

Circuit Inspection

It is to the Organiser's advantage to have a person wholly dedicated to keeping an eye on the surface condition of the circuit during the event. The Manual of Motorcycle Sport provides rules governing inspection of tracks and changes that can be made for safety reasons during the course of racing e.g. the lips on jumps.

The final say lies with the Steward in consultation with the Clerk of the Course and the Riders Rep. to allow the event to commence and/or continue. During practice, the Event Organisers Rep remains on standby and geared to take on board and implement any comments or criticisms from participating competitors and to make any necessary changes before the commencement of the Racing Programme. This is done in consultation with the Steward, Clerk of the Course and the Riders Rep.

Circuit Opening/ Closing

Communications to Spectators and competitors is of paramount importance at any Event. The Organiser must devise ways of indicating (visual/audio or other) to the spectators and competitors when IT IS safe to cross the circuit and when IT IS NOT.

Clearway

Fire Appliances, Ambulances and Doctors may need access to the enclosed area for incidents. The Clearway once established can prove to be functional and remains a suggested safety feature for event management.

Communications Networks

It should be considered appropriate to have a communication network. It is easy to pass information to a large crowd of spectators by a good public address system.

Keep in mind that Race officials can only see part of the circuit at any given time. Communications is essential for them also to be advised on conditions around the circuit.

A communications network **must** have:

- A good coverage public address system

- A two channel VHF communication radios for use by Race Officials including Marshals and Organisational staff is suggested

- A system needs to be developed to network all event essential services

Communications Plan

A simple drawing of the communications network should be included as part of the circuit layout plan. This will assist in pinpointing any problem if and when a break down occurs.

Controlled Crossings

Crowd control and spectator safety can be greatly assisted by having clearly identified and controlled circuit crossings in place.

The crossings can be staffed and controlled by members of a local group who are on instruction to keep them closed until the 'circuit 'open' message is relayed. The crossings are closed at all times during racing and practise.

It is suggested that flags mark the crossings and reference to their position on the circuit can be put on the circuit map in the spectator programme. At regular intervals throughout the Event, the Announcer on the Public Address system reminds spectators to use only the official crossings, Please note that the chosen colour for your public crossing flags must NOT BE CONFUSED with any other 'Official Flag' used during the event.

Council/Local Authority Activity

The local Council or Authority can become involved in the Event in two ways.

Firstly through the application for Resource Management & Consents, the Council's Planning department requires an application from the Organisation to address the many issues stemming from the event.

All affected parties are notified of the event. This includes the local residents, farmers & business people, possibly Transit New Zealand, Transport Associations and Public Transport Companies.

Other information covers the actions to be taken to meet the performance standards for noise, pollution and smell, etc. The latter items are related to safety and comfort issues of the spectators and residents on the day.

Secondly, the Council may require publication of Notices (advertising) warning the general public of the event.

The Council as the Local Authority undertakes any official street closures should this be necessary.

Debriefing

Debriefing all aspects of the Event operations is a simple and easy way to obtain the necessary feedback from staff on the day. It is way to introduce 'Quality Control'. All issues are to be included. Simple and very effective.

Dehydration & Sustenance

Information on personal well being needs to be part of the staff briefing. Staff spending long hours on duty during the day are in danger of suffering from dehydration.

Many personnel 'positions' on the circuit have no cover for shade and therefore protective clothing and hats should be worn at all times.

Adequate supplies of a light fruit drink should be issued to all circuit staff before they go on duty. Extra quantities should be kept available and distributed upon request, throughout the day.

Staff will be unable to focus and concentrate on their function if they themselves are uncomfortable. If they are thirsty or hungry, needing toilet relief or just a break. This will have a detrimental effect on their performance and subsequently lead to poor responses and bad decisions.

Look after your circuit staff.

Detailed map of circuit

A map detailing and highlighting the circuit needs to be available. It will be required for a number of reasons not the least of which will be your local Council and MNZ.

The map should also detail the key positions for organisational operations, barriers, No Go areas, First Aid Posts, Marshal Points, etc. It is essential to be to an accurate scale and if possible, separate maps can be created to highlight specific features and assist with the assembly of the circuit. They may include fencing, the 'Clearway' and safety bailing.

These maps must be updated as changes are made to improve the safety features of the circuit.

Dogs & Other Animals

It is recommended that the Organiser deliver a newsletter encouraging residents within or close to the circuit to find an alternative home for pets and livestock for that day.

The newsletter advises that animals be prohibited on the circuit. Unless the owner can prove that their pets can be secured and protected from the excessive noise, then offer alternative care for the day at the Organisation's expense. This action transpires to be less of a problem than having to capture and care for a stray animal for the duration of the event. Animals can be maddened by NOISE and do all sorts of unusual things like jumping fences.

Stray animals on the circuit are an obvious hazard to competitors during the Event and are difficult to control. **Competitors should also be BANNED from bringing their pets to the venue.**

The Organisation should consider engaging the services of the local Dog Ranger to deal with any problems with stray dogs, or any other animal that may appear within the circuit confines.

Ear Plugs

The Organisation's inability to limit noise to an acceptable level strongly suggests that ear plugs should be readily available to anyone who wishes them. This is the only action you can take against the RMA requirements for NOISE POLLUTION. **Do it - and do it well.**

Earplugs should automatically be supplied to circuit staff as part of their 'kit' for the day. Earplugs should be made available on the circuit for any spectator who wishes to purchase them. Whilst it is OK to make a small profit on this exercise keep in mind the objective is to have your spectators wearing ear plugs for their own hearing protection. DO NOT price them to the point of Consumer Resistance or your objective will fail and you may be left with the problem.

Emergency Vehicles

The Emergency vehicles are under the sole control of the Clerk of the Course.

All are connected to a communications network by VHF radio.

As many as possible should be located beside/near to the Clerk of the Course in a position to allow face to face and verbal contact, reducing the need for 'air' time and possible delays when radio channels are busy.

Familiarisation Laps

The recent introduction of a familiarisation' period for eligible **first time** (to the venue) competitors prior to practise, provides an opportunity for them to ride the circuit without the congestion or pressure of a full field of riders as would be experienced in the following practice laps.

This has proven to be a useful safety feature since its introduction. There is a noted reduction in the statistics of incidents at meetings.

Make sure you have created the time, space and opportunity for familiarisation laps to be available within your programme for the Event.

Fire Safety

The requirements and advice for Fire Safety precautions for the Event, can be provided by the local Fire Brigade.

AND keep in mind the Fire Brigade may have to attend a rubbish or property fire within the circuit and pit area. Make provision for them to achieve this.

First Aid

Dependant on the size, shape, accessibility of the circuit and Pit Area and anticipated spectator and competitor numbers, the number of First Aid Posts required within the circuit, can be calculated. Extended distances between First Aid facilities will result in delays whilst first aid personnel and equipment are conveyed to the scene of an incident. If quads (ATV's) are to be supplied to First Aid Personnel organisers need to ensure that the riders of the quads have been suitably trained in their use. Circuit average speeds and the sizes of expected race fields will also influence the level and volume of First Aid personnel required. Your local St John staff can help here.

It can be quite amazing what First Aid requirements are needed in the day of a 10,000 crowd. Cuts, bruises, twisted ankles, headaches, sunstroke - you name it - they get it! **Be prepared!**

Some thought also needs to be given to 'pre' & 'post' activities in terms of First Aid. The Circuit Assembly and Dismantle Team Leaders carry basic First Aid Kits for their own crews. They deal with minor injuries.

Flags

The MNZ Manual of Motorcycle Sport controls the flag system used at any Permitted Event.

In an effort to improve the effectiveness of waving flags whilst surrounded by large numbers of spectators, it is a worthwhile consideration to introduce a flag Marshal Point on each side of the circuit (at specific points).

A further improvement is to place a raised platform at the point for the Flag Marshal to stand on. This increases the visibility of the flag to the Rider by raising it above the highly coloured backdrop of the spectators.

Flammable Fuels

All fuels used by competitors are governed by the MNZ Manual of Motorcycle Sport. The local Fire Brigade should be informed (as part of their brief), which types of fuels being used in each race category at the Event.

The Fire Brigade will ensure or advise on the appropriate fire fighting equipment and retardant for each type of fuel is available.

Food - Council Requirements

Health and Hygiene Rules applied by the Local Authority govern the preparation of foodstuffs available for Public consumption during the Event.

As Organiser, you will be considered as the person who has engaged the vendor and therefore you will be responsible for their performance.

No foodstuffs should be supplied for sale unless they have been prepared in a certified premise.

Hawkers of foodstuffs need to prove to Council (and yourself) that they have the appropriate approval and apply for a permit.

Glass

The Organisers should consider a "No Glass" policy for their Event. Primarily this is to address issues that may arise from glass containers finding their way on to the racing surfaces and for the ease of rubbish collection. Livestock and broken glass containers, tin cans etc do not mix well!

Head Injuries

Special care needs to be taken if riders, officials or spectators suffer a head injury during an event. All personnel need to be aware of the current guidelines contained within the current MNZ Manual of Motorcycle Sport.

Helipad

A Helipad may not be a requirement at every event, however, if it is desirable, consider the following:

A special area has to be marked off with the appropriate sign 'H'.

The area needs to be kept clear of all obstructions. (Choppers prefer to take off travelling in a forward's direction). Make sure it is clear of overhead wires, tall trees or poles and that the ground surface will not cause a further hazard of loose materials being blown everywhere by the downdraft.

Vehicle access to the site is essential and must be kept clear for the St John Life Support or First Aid Unit.

Having indicated what you should do to install a Helipad, keep in mind that the Pilot will decide the safest place to land the aircraft closest to the incident. Be ready to deal with that change if it is not your chosen Helipad.

Large Straw/Hay Bales

Straw bales are preferable in many situations as they are softer and lighter than their counterparts made from hay. Unfortunately straw is not readily available in some parts of the country and hay is the only alternative. Plastic bottles in a wool bag sewn up also provide good protection

Large bales of straw/hay should be used in areas of the circuit where accidents are most likely to occur. They provide safety protection for spectators and prevent the rider making contact with an immovable object.

The size and the weight of these bales is such that they can withstand heavy contact but still 'move' sufficiently to absorb the power and lessen the impact from the collision of a machine.

The bales are placed in position by consultation and agreement of circuit safety construction staff, Senior Stewards, CLUB Officials and the Riders Representative.

Life Support Unit (L.S.U.)

One or more Life Support Units may not be a requirement at every Event. Regardless, there is no quicker way to get a life-threatening situation under the proper and correct control. Keep in mind the critical time for the treatment of injuries.

Should you need to engage a Life Support Unit, consider then that you maybe should have two! They are costly but keep in mind racing cannot continue whilst the LSU is attending to an injured rider.

Consider how long it may take before the decision to call up the LSU is made, the time taken to call up a LSU from your local Base Hospital, how long it will take them to get to the circuit, into the circuit to reach the injured person and start the treatment.

A similar exercise can be calculated for using an 'on circuit' local Ambulance, but in reverse. Keep in mind if you only have one Ambulance in attendance that the same rule applies - you cannot start racing again until there is a free Ambulance on the circuit.

Marshal Points

Marshal Points are established at selected positions on the circuit to enable the Officials to have a clear view of the circuit leading up to and away from their Point. The selected position is invariably at a point where the circuit changes direction or at all jumps where visibility is in any way restricted. One exception will be the Marshals situated at the Start/Finish line.

The Marshal Points are in line of sight with each other enabling the use of the flag warning system to be co-ordinated in the required manner.

The Marshals may be on a common VHF radio link to all other race Officials and are responsible for the reporting process to the Chief Flag Marshall or Clerk of the Course. S/he is trained to quickly assess the gravity of an incident and advise the Chief Flag Marshall or Clerk of the Course on the necessary action to be taken.

The Flag Marshal is issued with the flags that are required for the Marshal Point. S/he should be trained in the use of each flag in differing ways. S/he implicitly obeys the order of the Clerk of Course or Steward as when to use the flag, in what manner and when to stop using the flag.

Each Marshal wears a distinctly coloured bib to ensure high visibility to competitors and should be positioned away from spectators so that riders have sufficient time and space to alter course safely prior to arriving at an incident. They should be issued with gloves to use to prevent burns to the hand in the process of removing any hot metal parts from the circuit surface.

Given that the incident rarely occurs exactly on the apex of a corner it soon becomes apparent that placing all Marshal personnel on the 'point' does not take into account how long it may take them to reach the accident spot on foot. With this in mind, a Marshal can be placed nearer the potential accident spot to assist the rider.

Marshal point staff are requested to wear suitable clothing including a hat and suitable footwear (**not too lightweight**) for their function on the day. Foodstuff and drinks (sustenance) should be supplied to the Marshals before they take up their duties. Further supplies must be made available on request.

The Manual of Motorcycle Sport

The MNZ Manual of Motorcycle Sport sets the minimum standards for your Event. The ability to include supplementary rules relating to the Organization's and Officials perception of the specialist nature of their own Event provides an extra tool for the management of safety and the smooth running of the program.

Supplementary Rules have to be approved by MNZ. These must not conflict with the MNZ Manual of Motorcycle Sport for that discipline. **Dispensations from the rules do not exist.**

New Personnel

Any inexperienced person volunteering their help for the Event should, if possible, firstly be placed with an experienced person or team of experienced persons.

This includes the work to be done to assemble and dismantle the circuit. New personnel are subjected to a briefing related to their position and advised of the dangers of motorcycle racing.

All personnel are reminded that their performance at their posting and their interaction with the Public or any other person at the Event reflects directly back to the Organisation.

Newsletter

A newsletter should be delivered to each resident or business within the confined area comprising the circuit, one month before the Event. The newsletter contains reminders on protection for pets and property and advises all information on contacts for emergencies before the Event.

No Go Areas as Safety Measures

The characteristics of a 'No Go' area are that:

It is adjacent to that part of the circuit where there is a high potential of a machine leaving the circuit due to miscalculations by the rider in terms of speed or ability to negotiate that part of the circuit

It is supported by a combination of safety bailing, catch fencing and other preferred barrier materials.

It is sealed off (fenced) and sign posted to prevent spectators entering

It is policed at either end (or more if required) by circuit security staff whose job is to ensure the spectators do not enter the area.

It is usually on the outside curve of a bend or at a part of the circuit where a change in direction or the need to apply heavy braking may result in incidents.

It is recommended that racing be stopped if anyone enters a No Go Area

Official's Bibs

Consider different coloured Bibs for different Officials and staff functions.

All Officials and staff on the racing circuit should wear a highly coloured and visible Bib. The colour of the Bib can define their rank or Official Status in terms of their job on the day. The Bibs define their role in terms of their function (job) for the information of spectators, particularly where they work in the area of 'crowd control'.

The 'On Circuit Doctor' should one be present must have a highly special bib. There has been one situation where the Doctor (not wearing any Bib) was forcibly kept back from the incident until he could prove his identity - the (offending) Marshal was doing exactly what he was instructed to do.

O.S.H.

OSH (Occupational Safety & Health) has indicated that a motorcycle racing **event** is not seen as a place of employment **and therefore does not come under their jurisdiction at present.**

It would be a naïve operator; however, who totally ignored the basic process used by OSH to ensure the safety of their Personnel, Spectators and Riders whether or not the meeting is 'deemed' to be a workplace!

Hazards and danger spots should be **identified, eliminated, isolated or protected.**

In particular the construction of the safety protection on the circuit is planned to minimise injury to both a fallen rider and prevent the spectator becoming involved.

It therefore follows that EVERY Organisation and INDIVIDUAL running a Motorcycle Racing Event **has a mandatory obligation to all other similar race events**, NOT TO attract this type of attention. No more needs to be said about the potential outcome.

Parking. - See Vehicle Parking

Plastic Bottle Bags

For lack of a better name - these are simply used wool packs, filled with empty plastic bottles and then sewn up.

Second-hand Wool packs are usually available from any Wool Packer. They are packs that have been damaged (too many holes showing) by mechanical grabs, or they have small rips & tears.

Plastic Milk bottles is the favoured 'filler' but any plastic bottle will do. The local milk vendor or friendly Rubbish Tip attendant can easily gather the bottles for you. Another method is to contact a Recycle Agency who will sell you large quantities reasonably cheap.

Fill each bag about 3/4 full then sew up the flap ends. The space in the bag allows the bottles inside to 'move' on impact allowing the bale to absorb the force without bursting asunder. The characteristics are much the same as the domestic beanbag chair.

They are light enough to manhandle to strategic positions on the circuit yet heavy enough to absorb the impact of a rider and machine. Much larger and heavier bags can be obtained (on a day lease basis) from a local recycling company. These bags are placed mostly in conjunction with the danger spot NO GO areas and at any point where the momentum of the machine may result in it 'punching' through to spectator areas.

Riders have on many occasions, stated the Plastic Bottle bag makes an ideal crash barrier.

And more good points. They are **weather proof** unlike straw/hay bales. They do not 'burn' readily either - another added bonus!

Poles (all types)

Many circuits have an abundance of poles, pegs and or trees to consider as potential danger to competitors 'leaving' the confines of the circuit.

It is not hard to identify poles that need to be removed from positions on the circuit deemed to be within an area considered as a possible (unchosen) exit from any bend. Most poles are removable - it costs, but it is cheaper than dealing with the alternative.

All other poles considered potentially dangerous can be protected by 'plastic bottle bags' or small hay bales.

Police Presence

This is a grey area. There does not seem to be any hard, clear definition of who is responsible for the 'happenings' inside the closed-off area. The general opinion is that it is expected that the Organisation who closed -off the area will assume TOTAL RESPONSIBILITY for all activities that take place.

Skirmishes amongst the crowd, objectionable (usually inebriated) people, stolen motorcycles, wilful damage etc, fortunately can all be classed as a 'Civil Disturbance and, if the police are present, they can take charge of the scene.

God forbid, but in the case of a fatal accident on the circuit, the Police will become involved as a matter of course. It is therefore highly recommended to have them involved before and during a major Event. It is very convenient to have them right there - on the spot if at all possible.

Positioning of Specific Circuit Features

Dummy Grid - the position of the Dummy Grid ensures that riders assembling to exit the Pit area do not become involved with those completing a practice or race and then re entering the Pit area.

Emergency vehicles - for convenience and control these vehicles should be positioned at a point where they are under the direct supervision, control and communication with the Clerk of the Course.

Finish Line - it does not have to be the same line as the Start Line. You may choose to place it wherever you feel the circuit can best cope with the 'charge for the line' in a close-fought race.

No Go areas are set up at those parts of the circuit deemed dangerous for anyone to be there.

Pit - the Pit area is located close to the circuit to make for ease of access and the best use of Pit communications and access for emergency services vehicles.

Run Off areas should be provided (where possible) at those parts of the circuit where it is likely that a competitor may 'overshoot' that part of the circuit.

Start line - the position for the start line can be critical. The area chosen has to be able to cope with massed starts. It should therefore not be too close to any bends. Ideally it should be part way down the main straight in an area with clear vision and free of potential obstacles.

The siting of the Announcer should be chosen to provide clear view of as much of the circuit as possible. This will assist the announcer to make descriptive commentary and provide information to the public in cases of stoppages for incidents, etc.

The siting of Lapscorers is (obviously) directly at and above the finish line.

The selective positioning of circuit features and emergency vehicles takes into account the need to respond correctly and quickly to any incident.

Power Failure

No big drama in this day and age but it must be a consideration. A back-up generator capable of providing enough power for the PA system and keeping radio and cell phone batteries charged is all that is required. It needs to be a 'stabilised' supply however, so get an expert to provide one that is suitable for your specific requirements.

Do not forget to plan a manual system for other functions that may be provided by computers, faxes and telephones in other parts of the circuit if there is a general power failure in the area. Consider having the local Electrician on standby for more localised problems (blown fuses and the like).

Practice Laps

The Event programme should allow provision for practice laps per class of machine. Each class is run separately from any other. The practice laps create the opportunity for the Riders to test their machines (and themselves) at speed but not in a race mode. It also provides the opportunity to experiment with the variable surfaces and cambers of the track.

Programme - Safety Information

The spectator programme produced for the Event should dedicate space to display 'Warnings'.

This safety feature is a requirement of the MNZ Manual of Motorcycle Sport.

If you have made provision for 'Official Crossings', it should also advise spectators where and when to cross the circuit.

Public Address & Public information

The public address system must be capable of providing a high quality and sufficiently powerful announcement system to cover the entire circuit including the Pit area. The system is used to remind spectators on the safety measures required when crossing the circuit and the dangerous areas for viewing. It can also keep spectators informed on the reasons for any delays in the programme, to provide reminders on the use of ear plugs and to constantly deliver information to them on product and services that can add to their personal comfort on the day. Use the PA to promote all your facilities from toilets to food and drinks outlets.

A powerful and full coverage PA system is an essential tool in crowd management and control and therefore crowd safety.

A back up generator should be part of a power failure plan that ensures that the PA can continue to operate.

The Clerk of the Course **must** have direct communications to the Announcer operating the PA system.

Public Liability Insurance

The issue of the permit by MNZ includes a public liability and officials insurance cover. This cover is provided only for the duration of the event and is activated by the issue of the permit.

Similarly, the impact of the event usually extends **beyond the enclosed area**. Re-routing traffic, organising vehicle parking and possibly a prize-giving event at a venue in town, can all be included.

Radio Communications

A specialist team should be in place to maintain the radio system, if used, during an event. Standby batteries and spare units should be kept readily available and **be delivered** to whoever requires replacement radio units or batteries.

A back up generator should be part of a power failure plan to ensure the Radio batteries can continue to be recharged.

Rain. See Wet Weather Precautions

Reports

The requirements of reporting incidents are covered by the MNZ Manual of Motorcycle Sport. The Stewards of MNZ and other Club Officials handle complaints of unethical behaviour or potentially dangerous tactics during racing or associated with the staging of the event.

Ensuring your circuit Officials and staff make their reports to a debriefing session can cover other types and lesser problems.

Resource Management Act & Consents

The process of application for Resource Management Act Consents ensures safety policies and procedures related to the Public are addressed. It also highlights other issues that may concern the Public through the process of 'Public consultation'.

NOISE POLLUTION is the MAJOR FACTOR and is the singular item that sends you into the RMA process. If you could hold your meeting under a noise level of 50dba - you would not need to apply for RMA consent. Don't even think about it - YOU CANNOT do this. It is easier to just get on with complying with your local Council's requirements.

As suggested the issues raised by an application for Resource Management Consent should nevertheless be taken on board and built into the planning for the event.

Contact the Planning Office at your local Council Office. The information is free. But the application is not free.

You may be required to produce a copy of the MNZ permit as part of application for RMA Consent.

Riders Medical Clearances

In the case of a rider coming off the machine, injuring him self or herself requiring medical or hospital treatment the rules require a mandatory clearance certificate before participating in any other practice or race.

A St John Ambulance unit maybe set up in the Pit area before practice starts. The main function of the unit is to examine any Rider who has had an accident but is not sufficiently injured to require hospital treatment of treatment by a Doctor.

The 'clearance certificate' is to be given to the person in charge at the Dummy Grid at the earliest opportunity to signify that the Rider is fit to continue racing. Failure to do this on the Rider's part can lead to disqualification until a clearance certificate is sighted.

A Rider suffering concussion is automatically suspended for 21 days under the MNZ Manual of Motorcycle Sport.

Riders Representative

A Riders Representative is appointed/elected at each Event to advocate on behalf of the rider or riders having concern with any part of the organisational operation or safety features on the circuit. In conjunction with the Steward of the meeting, s/he has input to the 'holding' of all programme activity until the identified problems have been resolved or rectified.

The present MNZ Manual of Motorcycle Sport states that the appointment of the Riders Rep. is made at the Riders briefing session

Rubbish

The rubbish collection on circuit receives special attention. The success of this operation prevents rubbish being deposited on the ground where it would cause problems for pedestrians or find its way on to the racing circuit.

You can calculate the number and capacity of rubbish receptacles required by using the formula that each person will generate 2 litres of rubbish during the day, then multiply that by your estimated crowd. A 44-gallon drum holds 200 litres.

Run Off's

The circuit should have defined 'Run Off's' (where possible). These "clear areas" (extensions of the circuit) allow riders to compensate safely on overshooting a braking marker or misjudging an approach to a corner.

As a safety measure, the various run off areas are shown on the map of the circuit that accompanies the Riders entry form.

Safety 'Spots'

This is not a new subject - just one that is rarely discussed. Each and every circuit has safe spots. They just need to be identified and brought to the attention of the Marshals and other Officials.

There are always a number of places on the circuit that can provide a relative 'safe spot' for a rider and his machine. If the fallen Rider is uninjured, intuition has it that s/he will head for the closest safe spot (in their opinion) very quickly. The machine will not and just lies there, sometimes creating a new hazard.

This should not be the method used to identify the safe spots on your circuit, however. You should know that the inside of the circuit past the apex of the corner is a relatively safe place. Similarly at the end of the straw/hay bale protection there is a small corner in which one can 'hide'. Maybe creating gaps that a rider can use to sneak off the circuit is another alternative.

Dealing with the machine is not so easy. If it is 'off-line' and causing no obstruction, the Marshals can organise themselves to **safely** manoeuvre it out of harms way during small breaks in the racing field.

The least that can be done is to secure the incident with the use of the yellow flag until such time as it needs to be removed. Many machines can be left in a safe place negating the need to stop the race and thereby maintaining your timetable.

Running to time or even keeping in front of your proposed timetable relieves pressure, gets rid of urgency and frustration and makes for that extra time needed to deal with real problems. A **real safety factor** stemming from the value of having and knowing your 'safe spots' on the circuit.

Specialist Personnel - Machine Examiners

Whilst Machine examination has become 'optional' it is **strongly recommended** that pre race examination be carried out on all machines. Only competent personnel should be engaged for this function but such personnel do not necessarily have to be mechanics as the checks being completed are primarily of a safety nature. The function is the onus of the Officials of the meeting. The Officials can allow riders who do not meet minimum standards, some time to fulfil the request of the machine examiner and return the machine or any other equipment for examination before the racing programme starts.

Security of Cash Handling Personnel

Much of this operation has to remain confidential to protect the safety of the persons involved. Suffice to say it should be handled by professional contractors and monitored by the local Police.

Confidentiality is the safeguard for the persons involved with the custody of cash.

Shade

Many of the Staff on the circuit are on duty for approximately 10 hours with little cover from the elements. Gazebo type 'shade houses' or umbrellas can be supplied to give them relief from the sun or rain.

Signs

This covers from traffic bypass information, car parking and Public Entrances on the outside of the enclosed area through to NO GO areas, 'Warning' signs, the 'Clearway' and Toilets inside the enclosed area.

Signs are an important part of crowd information for comfort and safety.

Small Straw/Hay Bales

Small straw/hay bales are used as safety protection on the circuit.

They are also used to 'pack up' areas that are too small for the larger, heavier bales. Small bales are also used to chicane corners, protect poles and other immovable objects close to the side of the circuit.

Supplies of spare small bales are kept at various parts of the circuit to be easily available to effect repairs when required.

Spectator Safety

Spectator safety is the prime motive behind the applying measures taken in the planning. Briefing and debriefing is the process to provide the detail by which you can constantly upgrade your safety strategies.

The Organisation needs to look beyond the circuit to the spectator areas and beyond that again to the entrances, car parking facilities and finally the roads leading to and from the Event.

Measures need to be taken to ensure that the spectator is 'safely' directed to the Event via the Official vehicle parks.

They are then admitted to the circuit having been warned of the dangers of motor sport racing and made aware of the safety measures in operation inside the circuit.

Given that it is impossible to avoid all types of incident or accident, it is up to the individual Organisation to ensure that there are competent personnel and resources immediately available when required, to deal with each and any problem.

All safety measures put in place on the racing circuit are wholly aimed at the minimisation of incidents and accidents and preventing the spectator 'becoming part' of that incident or accident.

Fortunately the competitors are as much aware of this need as the Organiser's, and their input into the quality of the circuit safety construction is of vital importance. Debriefing the Riders can be very helpful in this area.

St Johns Presence

The local Order of St John staff and the St John Ambulance group (normally) relish the opportunity to provide their services at your event on an annual basis.

They see the Event as an ideal place to put much of their theoretical training for 'service too large crowds' into practice.

They constantly upgrade their resources to cope with the incidents. Use St John's wherever and whenever possible.

Stewards & Officials

MNZ Manual of Motorcycle Sport require their Stewards and Officials to be present at machine examining and during the Event.

Supplementary Rules

The fact that you have applied for a permit to hold your event simply means you have already accepted all of the MNZ Manual of Motorcycle Sport for that discipline you intend to hold. This also applies to each differing Class of machine that is to participate.

Supplementary rules relating to your meeting are to be included in your entry form for approval by MNZ. The supplementary rules **must be additional** to those required by the rule book and **must not contradict the rulebook.**

If your additional (supplementary) rule is an improvement or a further safety measure based on an existing rule, then it should be made on solid grounds and submitted with the appropriate reason or a suitable explanation.

Toilets

It will be unlikely that the venue you have chosen to hold your event is already equipped with toilet facilities that can meet the demand of a large crowd. Additional Toilet facilities will therefore be a mandatory necessity, especially if you are required to have RMA Consent from your Local Council.

It would seem 'at first glance' that the subject of Toilets is not a safety issue on the circuit. When you realise that crowd control issues and the comfort and concentration of you circuit staff can be affected by the lack of toilet facilities - the subject of efficient, sufficient and well-placed toilets requires some thought and planning.

Vehicle Parking

The provision of parking that is close by and adequate relates to safety issues concerning spectators and the normal operation of traffic flow through the area.

It is advisable to have a Tow vehicle on standby to move any casually parked vehicle that may cause any impedance to vehicle flow or residential access. Illegally parked vehicles are towed to a safe area.

Victim Support

Victim support is an extension of the local Police Force and come recommended as an essential service in cases of trauma, to assist friends and relatives of the victim.

Warnings on Tickets etc

'Warnings' should be placed on most of the Organisations advertising material to meet the requirements of the MNZ Manual of Motorcycle Sport.

Warnings on the admission ticket are on that portion retained by the spectator on entry to the circuit.

They should also be displayed at the Public Entrances to the circuit area, on the spectator programme, the advertising Poster and any promotional materials.

Warnings should also be reiterated by the announcer, who specifically advises the public on the dangers of motorcycle racing.

Wet Weather Precautions

The advent of wet weather during the course of a racing event is of high concern.

The Clerk of the Course highlights this fact at the Riders briefing and usually calls for common sense to prevail in changing conditions. Riders are usually prepared for wet weather by carrying specialist tires for varying conditions.

The Organisation recognises that little can be done to make changes during the Event to minimise the extra risks caused by rain.

Stewards are well trained in handling bad weather decisions.

Written & Oral Briefings - Personnel

Briefings are the prime part of the Organisations communication system.

All personnel are 'briefed' on their roles and required performance, prior to the commencement of the meeting.

Personal 'Conduct' and Personal Safety measures are part of these briefings.

Written & Oral Briefings - Riders

Briefings should become a prime part of the Organisations communication system.

Competitors can have the advantage of a briefing mailed to them before arrival at the Event.

Another opportunity to collect a hard copy of the briefing is at machine examinations and finally their concerns can be addressed verbally approx. 20 minutes before the event commences.

Warnings are repeated, special characteristics of the circuit are advised and a question and answer session is conducted.

Appendix 1 - Example of instructions issued to Circuit Marshals.

Instructions to Marshals

Your Job is to ensure the safety of Riders and Spectators.

Before the event commences:

- Get to your zone on time, at least 1/4 hour before the circuit is closed.
- All prohibited areas should be kept clear. This includes Press, Officials, First Aiders and marshals. Marshals and First Aiders should only enter a prohibited area in an emergency situation.
- Spectators should be moved behind barriers and ditches in good time before racing commences and should not be allowed to sit on barriers (etc.) with their legs on the racing side.
- All slip roads should be kept clear for Official vehicles and Ambulances
- When dealing with the public be firm but courteous. If you have trouble it is important that you do not give up, but seek assistance from the Clerk of Course or Steward.

During Racing:

- Take up a sensible and safe position. Be always on alert.
- Marshals should not mark programmes, take photographs or use binoculars etc. during racing.
- At no time before or during a race should you take alcohol.

If an accident occurs:

- Use the yellow flag as you have been shown. Keep to the side of the circuit and flag to protect the rider who is down.
- Only the minimum number of marshals and First Aiders necessary should deal with the incident.
- If the Rider can walk, escort him to the nearest place of safety. Report any helmet damage to the Steward. Do not handle helmets in any way - leave it to the First Aid.
- If the Rider is immobile, try to ensure his safety. Do not try to move the Rider or remove his helmet. Use your yellow flag to protect the rider by indicating to on coming riders.
- It is your duty to ensure the safety of the First Aiders, to keep the Public away from the scene.
- Do not make unnecessary signals to the competitors.
- Unless the circuit is completely blocked, the race can only be stopped by the Steward or the Clerk of the Course.
- Ambulances or other vehicles are not allowed on the track unless permission has been granted by the Clerk of the Course. All vehicles should travel in the same direction of racing.

After a Race:

- Keep the Spectators in position until you are absolutely sure the last riders have passed.
- Stay on duty between races and keep spectators well to the side of the circuit, if possible.
- Make sure the circuit is clear again well before the next race.

Finally, on you depends the successful running of the event. Please accept the sincere thanks of the organisers for your assistance.