



RACE OFFICIALS DIVISION

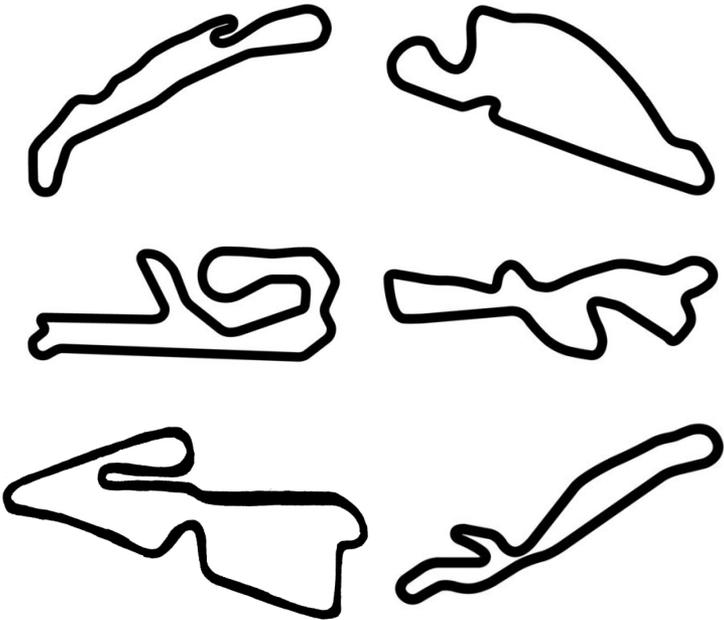


Table of Contents

Introduction	3
Section One: General	4
License/Logbook , Training and Licensing	
Section Two: Definitions	5
Area Representative , Race Chairman, Registrar, Chief Scorer, Starter, Course Marshal, Chief of Flags, Turn Personnel, Chief Communicator, Chief Technical Inspector, Chief Pit Marshal , Chief PreGrid	
Section Three: On-Track Personnel	8
Turn Marshal, Assistant Turn Marshal, Communicator, Flag Marshal, Safety/Emergency Crew	
Section Four: Course Operations	10
Purpose, Placement of Personnel, Proper Use of Flags, Signal Lights, Incident Control, Incident Reports, Incident Response, Response Vehicle Conduct on Course, Medical Services, Fire Suppression Extinguishers	
Classification of Fire Extinguishers	14
Standard Hand Signals, Personal Attire, Turn Station Equipment,	
Diagram of Hand Signals	16,17
Guidelines for Turn Station Operation	
Section Five: Flags	19
Section Six: Awards	21
Section Seven: ICSCC Club Links	22
PostScript	24

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Introduction

The International Conference of Sports Car Clubs Inc. is an association of independent sports car clubs throughout the Pacific Northwest United States and British Columbia, Canada. The Conference is a regulatory and administrative organization providing the basic guidelines for organized sports car racing in the two countries.

The President of the Conference is elected every year at the Fall Meeting. His/Her job is to coordinate all Conference business, appoint the necessary officers, and generally expedite all Conference policies. Among the officers the President appoints is the Director of the Race Officials Division.

The Race Officials' Division is responsible for organizing, training and licensing of responsible individuals to act as officials and marshals at all racing events held under Conference sanction. Its primary goal is to provide the safest possible conditions for the holding of competition events by insuring that properly trained and experienced personnel conduct and marshal all racing meets sanctioned by the Conference. Secondary goals are to promote inter-club official and marshal exchange and uniformity in the performance of procedures.

The material mentioned in this handbook is not written to impose strict rules concerning race organization. but does suggest some proven methods which maybe useful to any one or all of the member clubs participating in the Conference racing program.

SECTION ONE: GENERAL

LICENSE/LOGBOOK

The license/logbook issued to the members of the Race Officials' Division is used to log the experience of that race official, to affirm that person is in fact a licensed official of this Division, and to allow the holder admission to any ICSCC racing event free of charge providing that person is willing to participate as an official.

Signatures for event entries are normally obtained from the official's immediate superior. However, if one cannot obtain that person's signature, a higher authority may sign.

Entries logged for events other than ICSCC events are noted by this Division as experience but do not count toward year-end awards.

The Division Director will issue licenses upon receipt of the following:

- a. Application form filled out fully.
- b. An annual license fee, used to help defray costs of all memos, regulations and publications issued.

Logbooks must be returned as soon as possible following the last Championship-point race worked to the ROD Director so that the appropriate award be available in time for the Annual Awards Banquet (see Section Six Awards). Photocopies of your logbook are acceptable.

Training and Licensing

It is highly recommended that marshal training be undertaken at a session held in conjunction with driver training events. However, if this is not practical, a classroom session followed by on-course instruction at a racing meet can be substituted. Instruction should be under the direction of the Area Representative for that area. Although local conditions may cause particular emphasis to be on different aspects of marshaling, it is hoped the ROD Director and Area Representatives will work toward ensuring a uniformity in the standard of training throughout the Conference area.

SECTION TWO: - DEFINITIONS

Area Representative

The Area Representative is responsible for training and certifying qualifications of applicants for membership in the Division from his/her geographical area. Each member club shall appoint an Area Representative to the Division. In areas where the Area Representative may find himself not qualified to train, he should appoint a qualified Race Official to train that specialty.

RE: P&P 21.1.2 , Comp Regs 1702.B

Race Chairman and Assistant Race Chairman

The Race Chairman is responsible for the overall organization and execution of a member club racing event. All Race Officials participating at an event are responsible to him.

RE: Comp Regs 405

Registrar

The Registrar is responsible to the Race Chairman for the correctness of all entries received for a racing Event. That Chief is also responsible for acquiring the necessary personnel to assist in the duties

RE: Comp Regs 412

Chief Scorer

The Chief Scorer is responsible to the Race Chairman for the accuracy of all race results.

RE: Comp Regs 413

Starter

The Starter is responsible to the Race Chairman. All competing drivers are under the orders of the Starter from the time the cars are placed in their starting positions ready to start until the time the competition is completed and all competing cars have left the course.

RE: Comp Regs 407

SECTION TWO: DEFINITIONS

Course Marshal

The Course Marshal shall be responsible for the final preparation and maintenance of the course, including the maintenance of corner equipment, including fire extinguishing equipment between events. In addition the Course Marshal may assist the safety team in clearing the track of disabled and stopped vehicles. The Course Marshal may also assist in the event of fluid spills or other situations that may leave debris on the track surface.

RE: Comp Regs 408

Chief of Flags

The Chief of Flags is responsible to the Race Chairman. He/she is responsible for obtaining the personnel to properly man all turn stations on a race track *or* circuit for a racing event. He/she is also responsible *for* the proper operation of those turn stations in accordance with accepted ICSCC procedures. The Chief of Flags works closely with the Course Marshal so that the personnel requirements are met to adequately man the course.

RE: Comp Regs 409

Turn Personnel

The Turn Personnel (Flag Marshals) shall be responsible for all persons and vehicles on or near the race course and to assist competitors through signals and emergency procedures.

RE: Comp Regs 409

Chief Communicator

More commonly known as Race Control. The Chief Communicator is the central clearing house for information on what is going on around the course. He/She keeps the Race Chairman and Race Steward informed of events transpiring on the course. He/She keeps the turns informed of pertinent information, and also relaying Race Chairman or Race Stewards instructions. Race Control is responsible for logging and recording all calls made for each session.

RE: Comp Regs 418

SECTION TWO: DEFINITIONS

Chief Technical Inspector

The Chief Technical Inspector is responsible to the Race Chairman for acquiring the personnel to assist that chief in the inspection of all competing vehicles. That Chief is required to insure that all competing race vehicles meet the various requirements as set forth in the current ICSCC Competition Regulations.

RE: Comp Regs 413

Chief Pit Marshal

The Chief Pit Marshal is responsible to the Race Chairman for the enforcement of all rules of the pits as per the current race Competition Regulations.

Re Comp Regs 411

Pregrid

Pregrid shall be responsible for ensuring that cars are in their proper gridded positions prior to entering the course and also making sure drivers are properly equipped (complete with driving suit, gloves, helmet fastened, belts fastened, eye protection, window net) before course entry for practice, qualifying and racing.

RE: Comp Regs 415

SECTION THREE: ON-TRACK PERSONNEL

Turn Marshal

The Turn Marshal is responsible to the Course Marshal and the Chief of Flags for the safe and efficient operation of the turn or area in his/her charge. The Turn Marshal assigns duties, delegates responsibilities and directs Flag Marshals, safety crews and communications personnel in order to insure the safety of drivers, officials, and spectators within his/her operational area.

Assistant Turn Marshal

The Assistant Turn Marshal is responsible to the Turn Marshal for the safe and efficient execution of safety procedures involving competing cars.

Communicator/Recorder

The Communicator/Recorder is responsible to both the Turn Marshal and the Chief Communicator. He/she is responsible for communicating all incidents and infractions to the Chief Communicator. The Communicator/Recorder is also responsible for relaying information to the Turn Marshal as directed by the Chief Communicator.

Flag Marshal

The Flag Marshal is responsible to the Turn Marshal for the accurate, prompt and clear displaying of flags and/or lights to oncoming drivers as conditions or situations warrant.

SECTION THREE: ON-TRACK PERSONNEL

Safety/Emergency Crew

The Emergency Response crews consist of people trained in fire-fighting, vehicle extraction, medical and towing & wrecking disciplines. They are called to the scene of an incident at the request of the turn crews or at the direction of the Race Chairman. They work in conjunction with the turn crews and, in some situations, assume primary responsibility due to their specialized knowledge.

In the event that a driver or a worker needs medical attention the medical staff is brought to the scene. Similarly, if a car is on fire, beyond the ability of the turn crew to control it, the E-crew is directed to the turn immediately (see Section Four).

Equipment available to the E-crew includes the "Jaws of Life", other pieces of extrication equipment, fire extinguishers in various sizes with different compounds (water, dry chemical, CO₂, etc.), specialized medical equipment (from a doctor's "black bag" to a mobile trauma hospital), ambulances, wreckers and vehicles with ropes or straps capable of towing race cars.

SECTION FOUR: COURSE OPERATIONS

Purpose

The purpose of a Turn Station is to inform drivers of track conditions by the use of flags and/or signals, and to assist drivers when needed. The Turn station also keeps Race Control informed of situations happening on track.

Placement of Personnel and Equipment

Turn stations should be chosen so that cars approaching the turn can easily see the flag signals without having to vary their normal line of vision. Marshals should be as far as practical from the edge of the racing surface and should have a barrier for protection if natural terrain does not offer a margin of safety from out-of-control cars.

Flag Marshals should work in pairs, known as the Buddy System, one facing up-track with the Blue Flag and one facing down-track with the Yellow Flag. The entire turn should be within the combined field of vision of both Flag Marshals.

Proper Use of the Flags.

Flags should be held in such a manner so they are not visible to the drivers until needed. When displaying a flag, be aware of surrounding area so that the flag displayed does not blend into the background and is visible to the drivers, while maintaining your own visibility of oncoming vehicles. A waving flag should be waved in a figure eight pattern extending over the head. At NO time should the pole of a flag be put into the ground.

Signal Lights

On some circuits, lights are used to supplement flags. They have the same significance as flags. A flashing light has the same meaning as a waving flag, a steady light the same as a stationary flag.

Incident Control

Whenever it is necessary for marshals to be on or cross the track surface, it shall be only at the Turn Marshal's discretion. Each Marshal shall have a designated territory that he/she will respond to when incidents occur. If an incident requires more than one Marshal, the designated back-up Marshal will assist. For Larger turns, several fire extinguishers may be located in such a way that they can be picked up for response to any part of the turn.

SECTION FOUR: COURSE OPERATIONS

Should a car spin or stop, the Marshal will assist the driver by either giving signals to ensure a safe re-entry to the racing surface or by moving the car to a safe position until a tow vehicle arrives. In the event of a serious incident, a Marshal's first concern should be for their own safety and that of their co-workers then for the driver, and lastly the car. Using accepted first aid techniques, the driver should be cared for, then the car moved off of the course as soon as possible. Unless a car is on fire or is in a very dangerous position, it is best not to move the driver until the emergency crew arrives. If it is necessary to remove a driver from an overturned car, be certain to support him before releasing the seat-belt.

Incident Reports

A full written report, including a diagram, must be submitted by those turn personnel witnessing the incident. It is best to write down the details while they are fresh. Passing under the yellow reports must also be filled out by turn personnel when it occurs in your turn station area.

Incident Response

Alert: In the event of a serious impact or roll over an Alert should be called on the radio. This clears the airwaves to allow necessary radio traffic only, and also gives Safety and Emergency Personnel notice that they may be dispatched to the incident.

Impact: When a vehicle has a significant impact with either a solid object or another vehicle, and remains upright watch to see if there is any aggressive action on the part of the driver to get out of the car. It is best to let the driver get out on their own, assisting in any way possible, and reassuring the driver that you are there to help. Even though a driver is able to get out of the car unassisted, do not assume that they have no injuries. The driver should be kept under observation at all times. These observations may be invaluable to medical personnel in their subsequent evaluation of the driver's condition. Do not remove a driver's helmet. Always suggest that the driver leave their helmet on. Should they take it off on their own, be sure that it remains with them at all times. Medical personnel must examine and release a driver that has been involved in an impact incident significant enough to create chassis, suspension, or frame damage to their racecar.

Roll Over: If a vehicle is on it's side or upside down, assume the driver has experienced an injury of some type. The Turn Marshal, and/or Turn Communicator should request immediate Safety response to the scene. Stabilize the vehicle as necessary with whatever resources are available so that the driver's condition may be assessed. It is preferable that the driver be out of the car before attempting to lift or return the car to an upright position, although this is not always possible.

SECTION FOUR: COURSE OPERATIONS

The First Response personnel should identify themselves to the E-Crew/Medical personnel who arrive on the scene. The Incident/Driver are now handed off to those Emergency personnel. Give them a brief description of the nature of the accident. The first response personnel should then stand-by for further support. Medical personnel must examine and release a driver that has been involved in a roll over incident.

Fire: Many racing incidents can be resolved by the corner/safety marshals. The First Intervention is provided by the turn personnel, and is the most important. This is particularly true in the case of fire. A trained corner/safety marshal, with a 2.5 gal. chemically enhanced water bottle, or 10 lb. dry-chemical extinguisher can be very effective in containing a fire in it's early stages.

If a situation is considered beyond the scope of the corner marshals, the decision to request additional assistance for should be made without delay.

Response Vehicle Conduct On-Track

Safety / Emergency Response Vehicle drivers should remain on the side of the course on which they enter until a safe crossing maneuver can be executed, if necessary, to approach the location of an incident.

They should watch for hand signals from the turn personnel to avoid any hazards on, or off the course as they approach the scene.

The Response Vehicle's driver must judge where to place their vehicle based on the nature of the incident. The priorities are to protect the disabled race vehicle, marshals, and subsequent personnel from oncoming race traffic, using the response vehicle as a shield. In the event that the incident is on the course, the attempt must be made to keep one lane, or more of the race track clear for traffic to pass.

Generally, the Ambulance should be directed to proceed beyond the shielding Response Vehicle and clear of the course if possible, while still remaining accessible to the incident.

SECTION FOUR: COURSE OPERATIONS

Medical Services

The delivery of timely and adequate health care to injured drivers is a result of good communications and coordination of services. The turn personnel's first intervention is critical to this end.

An Advanced Life Support (ALS) equipped ambulance is required to conduct an ICSCC event, and should be dispatched to the scene as soon as there is an indication of injury, be it driver, spectator, crew, or race worker.

Be aware that not all medical personnel who attend motor races are familiar with the sport, nor in the procedures of race working. Turn personnel should be prepared to support their efforts, and maintain their safety.

In the event first aid is required prior to the arrival of assigned medical personnel it should be performed by one who has received some professional first aid training.

The priority of First Aid is:

1. Airway
2. Breathing
3. Circulation

Fire Suppression Extinguishers

Inspect your fire suppression equipment at the beginning of each day. Become familiar with their operation and use. Check their condition and pressure.

A water bottle without suppression agents is considered a Type 'A' extinguisher. With the proper % of suppression agents mixed into the water it can be classified as a Type 'A-B' extinguisher. Dry chemical extinguishers may be rated as Type 'A-B-C' or Type 'B-C' depending on the type of dry chemical used in the bottles.

It may be helpful to remember the acronym 'PASS' when using an extinguisher:

Pull the pin (Patience)
Aim low (At the base of the flame)
Squeeze the handle (Securely)
Sweep from side to side (Smoothly)

Watch carefully for any rekindling of the fire. Never turn your back to a fire.

SECTION FOUR: COURSE OPERATIONS

Fires are classified into five (5) classes. As described below:



Class A -- Ashes

A fire extinguisher labeled with **letter "A"** is for use on Class A fires. Class A fires are fires that involve ordinary combustible materials such as cloth, wood, paper, rubber, and many plastics.



Class B -- Barrels

A fire extinguisher labeled with **letter "B"** is for use on Class B fires. Class B fires are fires that involve flammable and combustible liquids such as gasoline, alcohol, diesel oil, oil-based paints, lacquers, etc., and flammable gases.



Class C -- Current

A fire extinguisher labeled with **letter "C"** is for use on Class C fires. Class C fires are fires that involve energized electrical equipment.



Class D -- Don't get involved

A fire extinguisher labeled with **letter "D"** is for use on Class D fires. Class D fires are fires that involve combustible metals such as magnesium, titanium and sodium.



Class K -- Kitchen

A fire extinguisher labeled with **letter "K"** is for use on Class K fires. Class K fires are fires that involve vegetable oils, animal oils, or fats in cooking appliances. This is for commercial kitchens, including those found in restaurants, cafeterias, and caterers.



SECTION FOUR: COURSE OPERATIONS

Standard Hand Signals

Standard arm and hand signals are to be used between personnel on a corner, between drivers and turn personnel, or corner to corner for relaying messages in the event of a communications breakdown. The Turn Marshal shall review hand signals each morning with all of the turn personnel. It is the Turn Marshal's responsibility that the personnel understand the signals quickly. See figures XX and XX for examples of suggested hand signals.

Personnel Attire

All officials, and especially Marshals on turns, should wear white or very light colored clothing. Color of attire must not resemble the primary flags utilized by the turn station. Rain and sun gear should be included in personal equipment. All Race Officials, especially those stationed in remote locations, should bring their own food and drink in the event lunch breaks are cancelled or considerably shortened.

Alcohol and Drugs

Under no circumstances will any Race Official or volunteer consume any alcohol or drugs during the racing day. Any violators of this rule will be removed from the track.

Turn Station Equipment

The following equipment should be available for use at all turn stations:

- a. Complete set of flags
- b. Brooms
- c. Dry sweep or suitable oil absorbing substitute
- d. Fire Extinguishers
- e. Incident Report Forms
- f. Personnel Sign in Sheet



Waving Yellow

Arm Moves Up And Down



Steady Yellow

Arm Held Steady



Debris Flag

Form Letter O



White Flag

Form Upside Down W



Red Flag

Slashing Motion



Cancel

Arms Crossing In Front Of Each Other



Alert

Pumping The Sky Motion



Ambulance Form Letter A



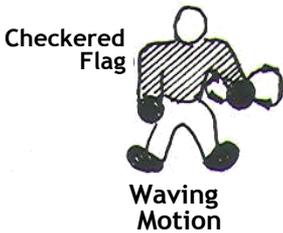
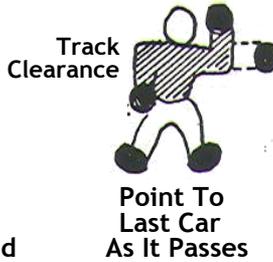
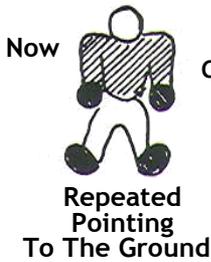
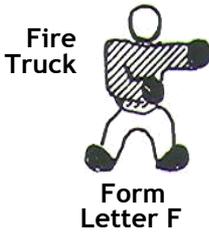
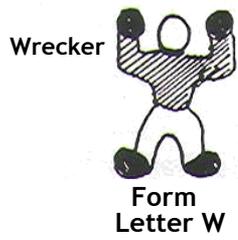
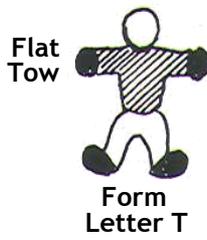
Driver Okay

Arms Crossing Above The Head



Driver Injured

Forearms Swing At Elbow



Guidelines for Turn Station Operation

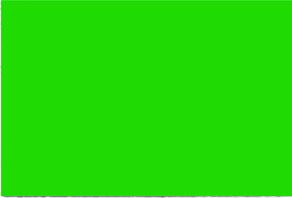
All Turn Marshals will have a morning meeting to discuss the operation of the turn.

As a Marshall you should:

- a. Be on time
- b. Come prepared to do the job (clothes, food, drink, mental and physical)
- c. Always wear white or neutral coloured clothes
- d. Follow your turn Marshals directions
- e. Stay on your feet while cars are on the track
- f. Use the Buddy System
- g. Know your hand signals
- h. Know your flags.
- i. Know your emergency procedures
- j. Know your equipment and how to use it
- k. No alcohol or drugs
- l. Stay alert and stay alive
- m. Be professional
- n. Have Fun

SECTION FIVE: FLAGS

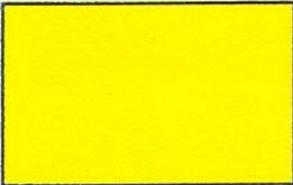
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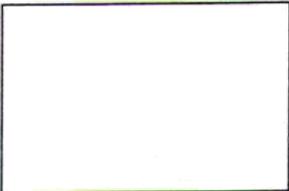
GREEN FLAG



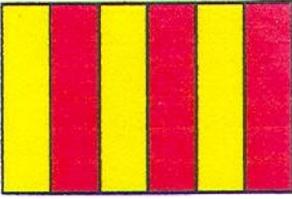
BLUE FLAG



YELLOW FLAG



WHITE FLAG



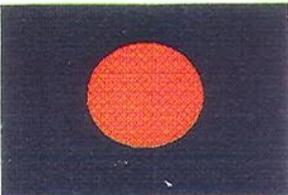
OIL/DEBRIS FLAG



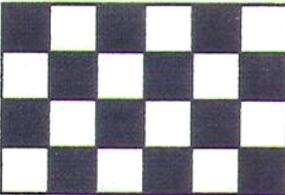
BLACK FLAG



RED FLAG



BLACK FLAG ("MEATBALL")



THE CHECKERS

SECTION SIX: AWARDS

At the end of each racing season (excluding any non-championship points races), your Logbook should be sent to the Director of the Race Officials' Division. From this logbook the Director can determine if you are eligible for an award.

The plaque will be given the first time you are eligible for an award and thereafter you will receive the appropriate colored dash plaque to affix yearly. Each plaque will contain space for five years, at which time a new plaque will be given. There are 4 levels of achievement that can be earned, based on championship races worked for the year. You must work one out of town race to be eligible for the award.

There is also an ICSCC Worker Of The Year Award, which is given to a deserving individual at the awards banquet.

An ROD member can earn their annual banquet ticket by working a minimum requirement of races. See your ROD representative for the current requirements.

Logbooks must be returned as soon as possible following the last Championship-point race worked so that the appropriate award be available in time for the Annual Awards Banquet. Photocopies of your logbook are acceptable.

SECTION SEVEN: ICSCC CLUB LINKS

International Conference of Sports Car Clubs

<http://www.icsccl.com/>

Cascade Sports Car Club— Portland, OR

<http://www.cascadesportscarclub.org/>

International Race Drivers Club— Seattle, WA

<http://www.irdc-racing.com/>

Motorsport Emergency & Turnworkers Association— Vancouver, BC

<http://www.meta.bc.ca/>

North West Motor Sports— Spokane, WA

<http://www.northwestmotorsports.org/cmsms/>

Sports Car Club of British Columbia— Mission, BC

<http://www.sccbc.net/>

Team Continental— Portland, OR

<http://www.teamcontinental.com/>

Facebook Groups

Cascade Sports Car Club

IRDC Racing

Motorsport Emergency and Turnworkers Association

Northwest Motorsports

Turn Crews Northwest

POSTSCRIPT

All of this reads like a book of rules and regulations which are the basis of this handbook. Believe us they are here for a purpose - to keep us the safest and make us the best in the business. As policies and regulations change, so will some related portions of this handbook.

The Race Official is essential to the race - without him/her it just can't go on - and you are appreciated. But you are not holding an easy job. You are asked to do a big job and keep doing it for long hours regardless of weather, hunger, fatigue or loneliness.

Thanks for joining us in a sport we all love and for being an important, if sometimes overlooked, part of a successful racing season.

Much credit is given to M.E.T.A., IRDC , CSCC, TC for the material contained in this Handbook.