



**Rockingham**

International Super Sports  
Car Long 2.05 Miles  
(3.29km)

## FINAL INSTRUCTIONS

23<sup>rd</sup>-24<sup>th</sup> June 2018

### BRSCC Race Weekend

### ROCKINGHAM

This meeting is organised by the British Racing & Sports Car Club Ltd governed by the General Competition Rules of the MSA, incorporating the provisions of the International Sporting Code of the FIA, additional Supplementary Regulations and any written instructions the organisers issue for the event.

These Final Instructions should be read in conjunction with any further instructions or bulletins issued by the organisers.

Contact: Liz Goodrich, BRSCC, Homesdale Business Park, Platt Ind. Est., Maidstone Rd, Borough Green, Kent TN15 8JL  
Tel: 01732 780100 Fax: 01732 885783 e-mail [liz@brsc.co.uk](mailto:liz@brsc.co.uk)

#### 1 Permits

This event will be held under the following MSA Permit numbers:

National B **106686**

Clubmans **106677**

This event is NCAFP permitted

#### 2 Officials

<b>MSA Steward</b>	Dave Brice
<b>Club Stewards</b>	Brian Commons, John Newman
<b>Senior Clerk of the Course</b>	Derek Stanley
<b>Clerks of the Course</b>	Andy Green, Paul Belcher, Tony Watts
<b>Probationary Clerk of Course</b>	Steve Andrew
<b>Secretary of the Meeting</b>	Judith Hibbins, Anne Rothberg (Deputy)
<b>Chief Scrutineer</b>	David Baxter
<b>Chief Medical Officer</b>	Dr Tar Samad
<b>Chief Timekeeper</b>	John Ward
<b>Chief Marshal</b>	Alan Tyson

#### 3 Passes

Codes for E-tickets have been emailed to you and Vehicle Passes have been despatched under separate cover.

#### 4 Venue Access

Access to the Garages/Inner Paddock for Competitors/Teams will be on **Friday, 22<sup>nd</sup> June from 19:00hrs** (unless testing in which case **19:00hrs on Thursday**). Access to the Outer Paddock for those testing on Friday will be from 17.00 on Thursday. Access to the Outer Paddock for those not testing on Friday will be from 12.00 on Friday.

Vehicle Passes must be displayed at all times whilst in the venue. Any vehicle not displaying the correct pass will be removed/towed from the venue. **No private vehicles will be allowed in the Inner Paddock.**

#### 5 Health & Safety

At all times whilst in the confines of the venue competitors should comply with Circuit Health & Safety Guidance Notes which are printed at the end of this document.

#### 6 Pit & Paddock Areas

The pit garages have been allocated to the BRSCC Mazda MX-5 SuperCup, the Speed Group F1000 Championship and the BRSCC Fiesta Championship. The Inner Paddock will also be occupied by the Toyo Tires Porsche Championship. The pit garage allocation is detailed in Section 23. The Outer Paddock will be occupied by the Teekay Couplings Production GTI Championship, the Speed Group F1000 Championship, the Drayton Manor Park MG Metro Cup and the Track Attack Series. Please see the plans in Sections 23 and 24.

**Any Competitor/Team who may have stationed themselves in the incorrect place in the paddocks and has refused to move when asked by a BRSCC official or their co-ordinator, will be reported to the Clerk of the Course.**

### 6.1 Engine/Noise Pollution

Engines must not be run **before 08:30 or after 18:00.**

### 6.2 Paddock

**6.2.1** Teams are responsible for the removal of waste oil from the venue. There are waste oil stores in both paddocks. Please ensure that all fuel drums are removed from the venue.

**6.2.2** All domestic rubbish must be placed in the bins provided. **Any scrap vehicle parts including tyres must be removed from the venue.**

**6.2.3** Under no circumstances must any paddock surface be broken in any way i.e. tent pegs/stakes etc.

**6.2.4** Hospitality is not permitted in the paddock/pit area without the express permission of the Circuit. The only exception to this is hospitality for competitors and official team personnel.

**6.2.5** It is the responsibility of the teams to control any used or replacement tyres. These tyres are not permitted to be given to any members of the public and/or sponsors and guests and must be removed from the venue at the end of the event. BRSCC officials will be required to supply RMS with relevant documentation to trace serial numbers of any tyres that are found at RMS after the end of the event. Teams will be invoiced for the removal and disposal of any tyres left at RMS.

**6.2.6** Teams are responsible for ensuring that members of the public do not wander through their pit garages and into the cold pit lane. The use of Tensa Barriers, post and rope or post and chain is recommended for when rear garage doors are left open.

**6.2.7** Teams must either use cable protection to cover trailing cables or tape the cables to the ground all the way along their length, using hazard tape (clearly tape will only work in dry weather so ideally cable protection should be used).

**6.2.8** Please be aware that there is a site speed limit of 20mph.

### 6.3 Pitlane

**6.3.1** The outer lane or lanes are to be kept unobstructed to allow safe passage of cars at all times. The onus shall be on all drivers to take due care and drive at minimum speeds in the Pit Lane. **At the end of each practice session and races, teams are required to remove all equipment from the cold pit lane to allow the other series teams' access to the cold pit lane and step over wall.**

**6.3.2** Please observe the pit lane speed limit which is stated in your championship/Series regulations. **No cars are to be driven in the cold pit lane at any time.** Any time a car is moved in the pit lane a team representative must be sat in the car.

**6.3.3** The Pit Signalling wall must be kept clear of all team personnel at the start of each race. A maximum of 4 personnel per team will be allowed on the hot pit wall during practice and racing. This will be strictly monitored by race officials.

**6.3.4** Refuelling in the pit lane is not permitted unless allowed for in the Championship/Series Regulations.

**6.3.5** The pitlane speed limit for all sessions will be **60kph.**

**6.3.6** The Stop/Go Penalty Box is situated after **Garage 35/36 near the Pit Lane Exit.**

**6.3.7** Children under the age of 16 years are not permitted in the pit lane area.

### 6.4 Support Vehicles

The use of vehicles is not permitted unless towing a trailer for the purpose of transporting ancillary motor race equipment in the pit & paddock area. No competitor may use a support vehicle in the pit road at any time unless authorised by a race official. Any misuse of "support vehicles" will be brought to the attention of the Senior Officials and appropriate action may be taken.

## 7 Signing On For Competitors

All competitors located in the Inner Paddock and Pits will sign on for the event in **Race Administration office** in the Inner Paddock. Competitors based in the Outer Paddock will sign-on in the **Welcome Centre** at the paddock end of the Grandstand. Sign-on times for each championship are detailed in the meeting timetable. Signing-on will also take place from **15.00 to 18.00** on Friday for all championships in the **Race Administration office.**

7.1 All Competitors/Entrants must provide at Signing On:

(a) Competition Race Licence/ Entrants Licence (Where applicable)

**Competitors with Non MSA Competition Licences competing in a National Event are reminded that under Article 2.3 of the International Sporting Code, written approval must be given by their ASN to compete in this event. Written approval will be checked at signing on.**

(b) Drivers Medical Certificate (if not incorporated in the Licence)

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- (c) Valid Club Membership (where applicable)

Drivers are reminded that licences, medicals and upgrade cards must be valid, bearing a recent photograph and be signed by the driver before presentation to the officials at Signing On. Without these they are not valid.

- 7.2 Upgrade cards can be downloaded from [www.msauk.org/assets/competitorupgradecardinsert2018.pdf](http://www.msauk.org/assets/competitorupgradecardinsert2018.pdf)
- 7.3 It is the responsibility of the driver to collect his/her licence and/or upgrade card after the event.

## 8 Scrutineering

The BRSCC Mazda SuperCup and the Speed Group OSS Championship will be scrutineered in their pit garages. The BRSCC Fiesta and Fiesta Junior Championships and the Toyo Tires Porsche Championship will be scrutineered in the Scrutineering Bay. The championships based in the Outer Paddock will be scrutineered in situ. **Scrutineering will also take place in the Scrutineering Bay on Friday between 15:00 and 18:00 for those competitors who are testing.**

At Scrutineering drivers must provide:

- (a) Competition Car
- (b) Paperwork from BRSCC Officials confirming driver has signed on.
- (c) Crash helmet, visor or goggles, gloves, boots, overalls & FHR device
- (d) Vehicle Identification forms (if required)
- (e) MOT/road fund licence (if required)

**Noise testing will take place at this event in the dedicated Noise Test Area in front of the Scrutineering Bay in the Inner Paddock. All cars must report for noise testing prior to their first session on circuit. Competitors are advised to leave adequate time to ensure their car is noise tested prior to their first session. Vehicles will not be admitted on to the circuit unless they display their noise stickers.**

## 9 Eligibility

In addition to the Championship/Series Eligibility Scrutineers, eligibility may be checked by a member of the MSA Technical Commission as listed in the MSA Officials' Yearbook Appendix 5(d).

## 10 Drivers Briefings

- (a) Drivers who have not previously raced on the Circuit in its current configuration will be issued with Briefing Notes at Drivers Sign on.
- (b) Individual Championship/series briefings maybe called as required and where not listed below, a bulletin will be issued.

<b>BRSCC Fiesta Junior Championship racing with MRF Tyres</b>	<b>Saturday 08:10 at Garages 35/36</b>
<b>Track Attack Nippon Challenge, Tricolore Trophy &amp; Multi Marques</b>	<b>Saturday 08:40 at the Welcome Centre</b>
<b>BRSCC Mazda SuperCup</b>	<b>Saturday 09:05 at the Mazda Race Centre</b>
<b>Toyo Tires Porsche Championship</b>	<b>Saturday 12.00 at the Porsche Race Centre</b>
<b>BRSCC Fiesta Championship racing with MRF Tyres</b>	<b>Saturday 10.05 at Garages 35/36</b>
<b>Speed Group OSS Championship</b>	<b>Saturday 10:35 at Garages 35/36</b>
<b>Drayton Manor Park MG Metro Cup</b>	<b>Saturday 11.05 at the Welcome Centre</b>
<b>Speed Group F1000 Championship</b>	<b>Saturday 11.30 at the F1000 Race Centre</b>
<b>Teekay Couplings Production GTi Championship</b>	<b>Sunday 08.10 at the Welcome Centre</b>
<b>Toyo Tires Porsche Championship (2<sup>nd</sup> briefing)</b>	<b>Sunday 13.00 at the Porsche Race Centre</b>

Attendance is **MANDATORY** and non-attendance or late attendance may be penalised by the Clerk of the Course. The organisers reserve the right to call subsequent briefings at any time, should they consider it necessary. Such briefings will be announced via bulletins and/ or paddock announcements.

## 11 Circuit Access

### 11.1 Qualifying

All competitors will access the circuit via the **Assembly Area** which is located behind Garages 1 & 2.

### 11.2 Races

All races will leave the Assembly Area travelling the wrong direction up the pitlane and onto the grid via Turn 4.

## 12 Qualifying

Qualifying will take place as per the timetable. It is the driver's responsibility to be ready at least 20 minutes before their timetabled session. Scrutineering Labels must be affixed to the vehicle and clearly displayed before it is allowed onto the track. Drivers should go to the Assembly Area or be ready 20 minutes before published times and then when directed by the course marshal they should proceed onto the circuit.

Double Header Races: Unless championship/series regulations stipulate otherwise, grids for the second race of a double-header event with only one qualifying session will be based on the finishing order of the first race. Retirements will be placed at the back of the grid in reverse order of retirement.

To avoid congestion, cars in the Toyo Tires Porsche Championship will be released for qualifying strictly by class; Class A first, then Class B and then Class C.

### **13 Race Start Procedure / Safety Car**

All start procedures will be in accordance with the Championship/Series regulations. It is the competitor's responsibility to ensure that they are ready in good time. Under ideal conditions the racing programme may be brought forward. Grids will be formed as per Championship/series Regulations and the terms of the Circuit Licence.

Where races are set for a time duration, the Chequered Flag will be shown to the race leader the first time he passes the Finish Line after the time has elapsed.

#### **13.1 Standing Start**

All competitors will follow the Course Car onto the grid. The marshals will then direct you to the correct qualification grid position. Once all drivers are stationary there will be a one minute countdown; 30 second board and then the cars will be flagged away for the green flag lap. Once this lap has been completed and vehicles are stationary the 5 second board will be shown and then the red lights will be displayed, at some time between 2 and 7 seconds the red lights will switch off – signalling the start of the race.

- **Track Attack Nippon Challenge, Tricolore Trophy & Multi Marques**
- **BRSCC Mazda SuperCup**
- **Toyo Tires Porsche Championship**
- **BRSCC Fiesta Championship racing with MRF Tyres**
- **Drayton Manor Park MG Metro Cup**
- **Speed Group F1000 Championship**
- **BRSCC Fiesta Junior Championship racing with MRF Tyres**
- **Teekay Couplings Production GTi Championship**

#### **13.2 Rolling Start**

Vehicles will be released from the Assembly Area onto the grid via Turn 4. The marshals will then direct you to the correct qualification grid position. Once all drivers are stationary there will be a one minute countdown; 30 second board and then the cars will be flagged away on the rolling lap behind a Lead Car. Once the Lead Car has returned to the pits the red lights will switch off – signalling the start of the race.

- **Speed Group OSS Championship**

#### **13.3 Safety Car**

The Clerk of the Course will have the facility for the use of the safety car in accordance with the Championship / Series regulations. It is the driver's responsibility to make sure they are fully aware of these regulations. The Safety Car will join the circuit from the pit lane exit and will exit the circuit via the pit lane entrance. The organisers reserve the right to use the Safety Car in all sessions, both qualifying and the races.

#### **13.4 Green Flag/Formation Lap**

If the delay from the showing of the Green Flag to the start of the race takes more than 3 minutes the Clerk of the Course reserves the right to reduce the race length. Should there be a change in weather conditions which would necessitate an additional green flag/formation lap, then at the discretion of the Clerk of the Course, the race duration may commence once the last car starts the additional green flag/formation lap.

**In the event of circuit light failure for either start type the Union/National flag will be used to start all races.**

### **14 End Of Track Session Procedure**

**14.1** All competitors will leave the circuit **via the School Pitlane** to the rear of the Scrutineering Bay and then as directed by officials.

#### **14.2 Parc Ferme**

Parc Ferme for all races will be in front of the Inner Scrutineering Bay.

**14.3 Podium**

At the end of the race, those cars/competitors that are required for the podium ceremony will be directed to park in the pitlane underneath the podium which is located on the roof of the garages. Competitors are reminded that any cars parked for podium presentations in the pitlane are under Parc Ferme conditions.

**15 Judicial**

Motorsport is a **NON-CONTACT SPORT**. Contact is dangerous. **All reports of contact will be thoroughly investigated at the meeting or, if necessary, after the weekend using video evidence.** The full force of the MSA regulations will be enforced where appropriate.

**16 Judges**

Judges may be appointed as MSA Competitors Yearbook [Q18].

**17 Social Media**

Please take time to read the MSA's guidelines on Social Media which can be found at <https://www.msauk.org/assets/msasocialmediaguidelines-6.pdf> Please refrain from making comments about fellow competitors and officials that could be interpreted as bringing your championship, the hosting circuit, the BRSCC and individual drivers and officials into disrepute.

**18 Race Day Information**

The organisers will try to run the programme as published, but reserve the right to delay or bring forward event times to suit the conditions. Practice times, grids, provisional results & official bulletins etc will be available from Race Administration.

**19 Video Equipment**

Video equipment must be fitted to the vehicle prior to scrutiny and the scrutineer must be advised.

**20 Testing**

For further details and to book please contact the Circuit directly via <http://www.rockingham.co.uk/testing/>

**21 Special Circuit Notes**

**21.1 Paddock**

The roadways within the Paddock Area must be kept clear of all vehicles at all times. It is prohibited to park vehicles so that they are backed up against the Pit Garage doors. No private cars will be permitted in the paddock without the permission of BRSCC or RMS.

**21.2 Illegal Driving**

All competitors are reminded that they are liable to exclusion from the meeting if any person associated with their team who is below the age at which a driving licence may be issued, is seen riding or driving a motor vehicle of any type within the paddock, or any other part of the grounds. Competition vehicles must not be used to transport personnel unless the passenger/s are within the framework of the vehicle.

**21.3 Track Limits**

Competitors should be aware that specific guidance has been issued by the MSA regarding the penalties to be applied for drivers breaching track limits. These are as follows:

- 2<sup>nd</sup> offence - warning flag
- 3<sup>rd</sup> offence - 5 second penalty
- 4<sup>th</sup> offence - 10 second penalty
- 5<sup>th</sup> offence - drive through penalty
- 6<sup>th</sup> offence – exclusion

Competitors may also have their fastest lap times in practice/qualifying disallowed if they breach track limits.

**21.4 Paddock Bikes & Support Vehicles**

In conjunction with the Clubs regulations:

- Excessive speed or riding in a reckless or dangerous manner in areas open or areas available to the public is forbidden.
- Use of Paddock bikes and such equipment by children or someone not holding the appropriate permit/driving licence and relevant insurance policies is forbidden.
- Paddock bikes and such equipment must not be driven in public spectator areas, and the number of passengers must not exceed the number of passenger seats/places provided.

**Failure to meet with these requirements may result in removal from the venue.**

**21.5 Garages/Inner Paddock**

Please can all competitors ensure that they have vacated the inner paddock and garages by **19:00 on Sunday**. Competitors wishing to stay overnight or to leave vehicles, motorhomes or trailers for collection are asked to go to the area by the main security gate.

**21.6 Turn 2/Post 10**

Competitors who leave the circuit at Turn 2 (where you turn off the Oval onto the infield) **MUST** rejoin at Turn 2. Do not carry on round the Oval circuit. Please rejoin in a safe manner in accordance with MSA Regulation [Q 14]. Please turn your car around so you are adjacent to the wall affording you a good view of traffic approaching from Turn 1.

**21.7 Fuel Station**

The fuel station will be open from 08:00 to 16:00 on Saturday and Sunday.

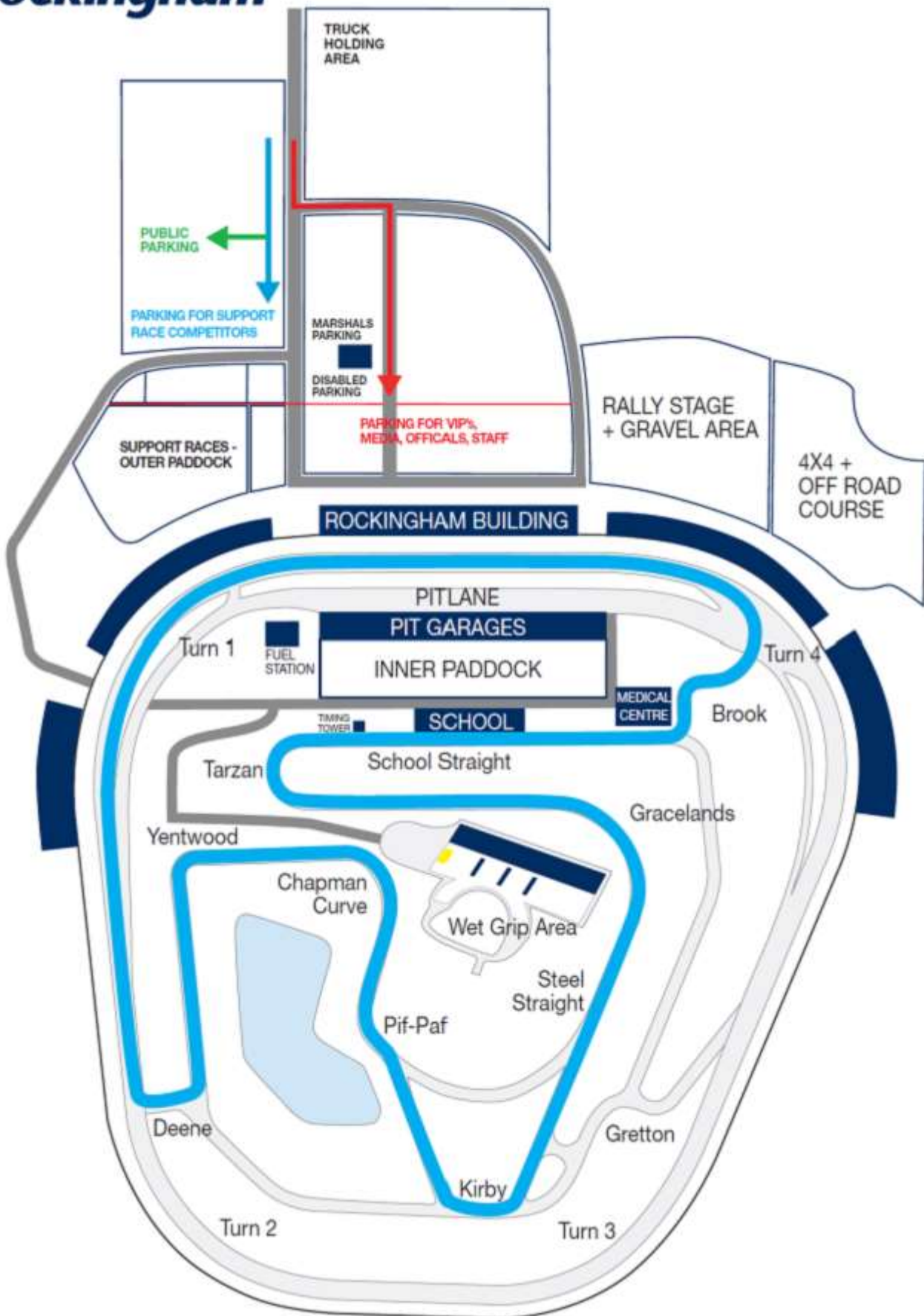
**21.8 Recovery from the Circuit**

The club/circuit owners/providers of recovery services cannot be held liable for any damage that is caused in the course of removal of any vehicle from the circuit.

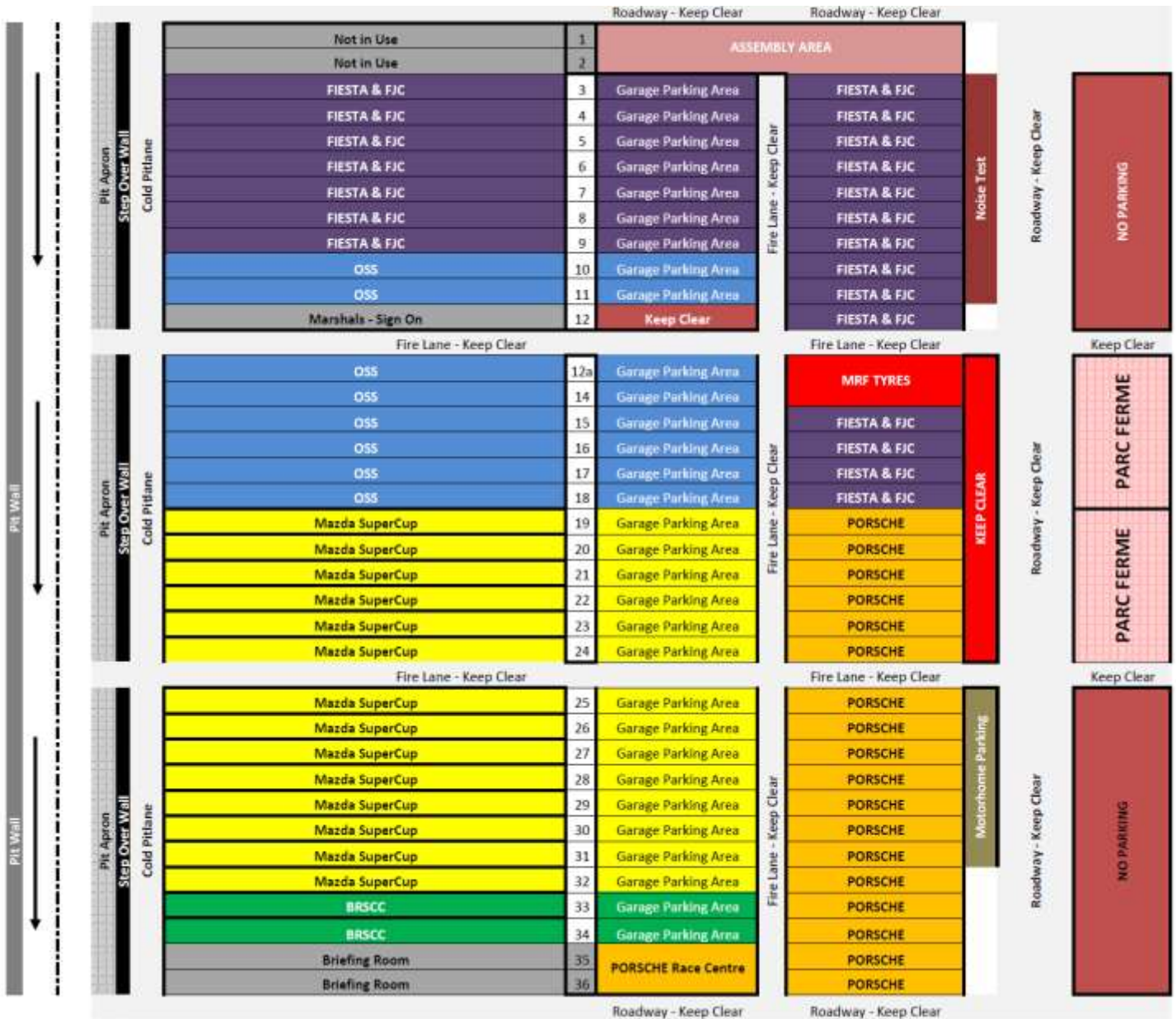
**21.9 Diner**

The Diner is open on each day of the event and the test day on Friday from 07:00 until 15:00.

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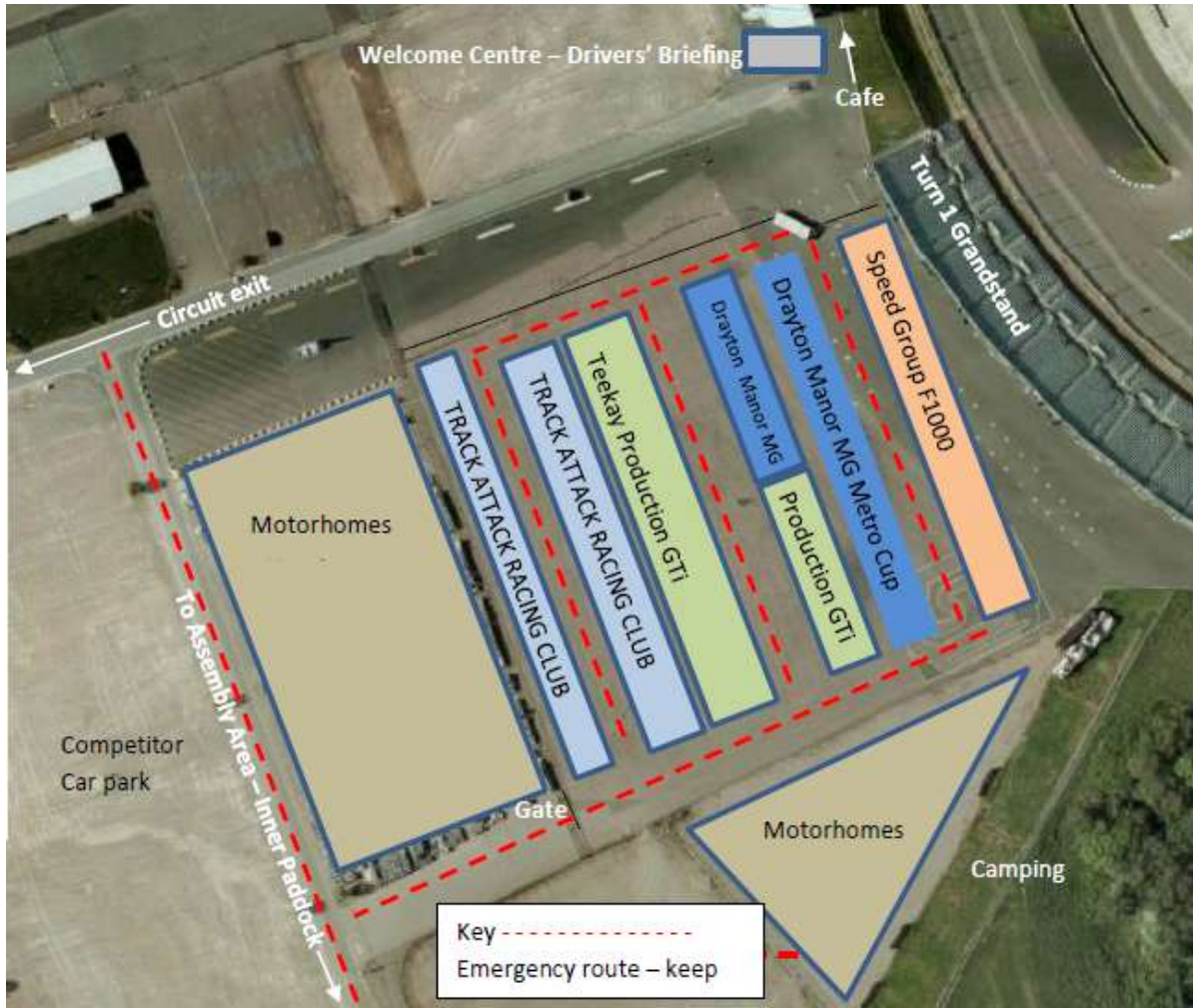


23 Inner Paddock Plan





24 Outer Paddock Plan



25 Health & Safety Guidance Notes for use by Entrants and Competitors

1. Storage and use of Petroleum Spirit

- i All petroleum spirit must be stored in metal containers complying with the relevant British Standard, away from any source of ignition.
- ii All containers must be indelibly marked - "Petroleum Spirit - Highly Flammable".
- iii All empty containers must be removed from the venue after the event.
- iv Petrol is to be used as fuel only and not for any other purpose.
- v All vehicle refuelling is to take place in the open air. A no smoking ban must be enforced by the person in charge of the refuelling process.
- vi Your attention is drawn to the Petroleum (Consolidation) Act 1928 and the Petroleum Spirit (Motor Vehicles) Regulations 1929.
- vii Competitors and entrants are reminded to check Final Instructions for fuel availability at the circuit. If it is available then it will not be necessary to carry large quantities of fuel inside vehicles.

2. Hazardous Substances

- i Some vehicle parts, for example brake and clutch linings, contain asbestos. Entrants are encouraged to use non-asbestos substitutes wherever possible. Where asbestos is used, every effort should be used to prevent asbestos dust getting into the air.
- ii Some mineral oils may cause skin cancer. Prolonged contact should therefore be avoided wherever possible. Where contact does occur any contamination should be washed off immediately. The wearing of contaminated clothing (including overalls) should also be avoided.
- iii Various other substances may cause disease or ill health even after very short exposures. Manufacturers and suppliers of such substances are obliged to provide customers with information about the possible harmful effects of their products upon request

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- iv Where any person is at work, the requirements of the Control of Substances Hazardous to Health (COSHH) Regulations 1988 must be complied with.
- v The Championship Regulations must always be complied with when selecting vehicle parts.

### 3. Electrical Safety

- i All electrical equipment must be maintained in a safe condition.
- ii Extension leads and cables should be flexible and not of semi-rigid cable of the type used for household wiring. Neoprene covered cable will resist damage by oil.
- iii All electrical equipment to be used externally should be weather proof.
- iv Hand tools should preferably be of the “double insulated” or “all insulated” type as these provide valuable protection against electric shock.
- v Electrical equipment and hand tools should not be used in areas where flammable vapours may be present, for example where fuel is being stored or refuelling is taking place.
- vi Where any person is at work the requirements of the Electricity at Work Regulations 1989 must be complied with.

### 4. Fire Precautions

- i Smoking is prohibited in all pit garages and in the pit lane.
- ii All potential sources of ignition should be kept away from petroleum spirit and vapours.
- iii The lighting of barbecues is prohibited in the paddock and pits area.
- iv All teams should carry a suitable fire extinguisher in accordance with the relevant Governing Body regulations.
- v Fire extinguishers should not be removed from fire points unless they are being used on a fire.
- vi All fires must be reported immediately to an official or member of the venue management.
- vii Teams are encouraged to train their members in the correct use of fire extinguishers.
- viii All fire notices and orders to evacuate must be complied with.

### 5. Compressed Gas Equipment

- i Air blasts from the over inflation of tyres can cause injury. Tyres should therefore not be inflated to pressures above the manufacturers recommendations.
- ii All airlines should be in good condition and be inspected regularly.
- iii Always stand clear when inflating tyres.
- iv Any form of horseplay involving compressed air or gas is prohibited.
- v Compressed gas cylinders should be stored in accordance with the relevant working practices.
- vi Where any person is at work the requirements of the Pressure Systems and Transportable Gas Containers Regulations 1989 must be complied with.

### 6. Jacks and Axle Stands

- i Vehicles should only be raised on jacks which are in good condition and rated to lift the vehicle weight safely.
- ii Jack vehicles only on level, undamaged floors.
- iii Use the handbrake and/or chocks to stop the vehicle moving.
- iv Jacks should only be used for lifting the vehicle. Axle stands should always be used to support the vehicle weight.
- v Vehicle engines should not be run whilst the weight of the vehicle is supported by axle stands.

### 7. General Working Practices

- i All working areas should be kept clean and tidy, and any waste should be removed regularly and placed in the containers provided.
- ii All spillages should be cleaned up immediately.
- iii Trailing wires and hoses should not be allowed to create a trip hazard. Airlines/electrical cables must not be run across circuit roadways/pathways.
- iv Whenever vehicle engines are being run, adequate ventilation should be ensured.
- v All safety notices must be complied with.
- vi Any person carrying out any work must ensure that they adopt safe working practices at all times and comply with any relevant statutory provisions and/or published guidance.
- vii Children under the age of 16 are not allowed in the pits or pit lane, except in the designated spectator enclosure.
- viii Tailgates on Transporters must remain closed at all times except when equipment is being loaded/unloaded.

### 8. Noise

- i Exposure to excessive noise may result in hearing loss or other complaints. These may be short term or, after repeated exposure, permanent.
- ii All persons should avoid being exposed to excessive noise and where this is unavoidable, they should wear ear plugs or defenders to the appropriate British Standards.
- iii Where any person is at work, the requirements of the Noise at Work Regulations 1989 must be complied with.

**9. Manual Handling of Loads**

- i Lifting, carrying and propelling loads by bodily force is a major cause of injuries. All teams are encouraged to train their members in safe manual handling techniques.
- ii Where any person is at work, the requirements of the Manual Handling of Loads Regulations 1992 must be complied with.

**10. Waste**

- i All waste oil must be placed in containers marked “Waste Oil” located in the facility room at the rear of each Pit Garage Block.
- ii Waste tyres and empty petrol/oil containers should not be left at the venue.
- iii Teams and competitors are urged to take any other form of waste with them when they leave the venue.
- iv Your attention is drawn to the requirements of the Environmental Protection Act 1990.

**11. Vehicle Safety**

- i 10 mph speed limit is in force in all public areas including paddocks and service roads. This applies to all vehicles including mopeds and motorcycles, with the exception of emergency vehicles attending an incident.
- ii Persons riding mopeds and motorcycles up to 125cc must have a current UK provisional driving licence or its international equivalent.
- iii Persons riding motorcycles over 125cc must have a current full UK motorcycle licence or its international equivalent.
- iv Motorcycles should not be ridden in spectator areas.
- v All vehicles must at all times keep to the marked roads when moving round the venue.
- vi Motorised vehicles (including Quad Bikes) may only be used within circuit grounds on official race team business. Recreational use is strictly prohibited.

**12. First Aid**

- i Any person sustaining an injury or feeling unwell should seek treatment from the on-site emergency services.
- ii To call the first aid or emergency services contact any official or member of the venue management.

**13. Public Safety**

- i Competitors and Entrants should be aware that the paddock may be open to the public and should act in a manner so as not to put either themselves or any other person at risk from injury.
- ii Competitors and Entrants should exercise particular caution when the paddock is busy and during pits and track walkabouts.

**14. Reporting of Accidents and Incidents**

- i All accidents where any person sustains injury, or where damage to property occurs, must be reported immediately to an official or a member of the venue management.

**15. Governing Body Regulations**

- i Competitors and Entrants are reminded of their obligations to comply with the requirements of the appropriate sporting regulations at all times and these Guidance Notes should be read in conjunction with all other relevant regulations.