

MANUAL OF 4WD MOTOR SPORT
SECTION 7 – MARSHAL ROLES AND RESPONSIBILITIES



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7 MARSHAL ROLES AND RESPONSIBILITIES

Officials and Marshals make a valuable contribution to Four Wheel Drive Motor Sport and the degree to which they are trained and briefed before an Event can have a direct bearing on the success of the Event and the enjoyment of the sport by all participants.

Officials and Marshals need to make mature, considered and informed judgements within their range of responsibility.

The provisions of the Standing Regulations with respect to abuse of alcohol and drugs applies to Officials and Marshals as equally as it does to Competitors.

Officials and Marshals shall be familiar with the Standing Regulations, Sporting Regulations and the Supplementary Regulations for the Event that they are adjudicating.

It is the Event Organisers Directors responsibility to ensure that all Marshals used on the event are appropriately trained and are CCDA members.

7.1 MARSHAL ROLES

Note that one or marshal roles may be undertaken by a single Marshal. The Stage Manager shall ensure that Marshals are able to adequately perform their allocated role/s.

7.1.1 STAGE MANAGER

The Stage Manager shall supervise and brief all Marshals on the Stage and ensure that:

- All Stage Marshal positions are filled with appropriately trained personnel.
- A copy of the current CCDA Standing and Sporting Regulations are on site.
- The course (Stage) is previewed and has been “driven” prior to first competing vehicle.
- Bunting and pegs are in the correct position.
- The course (Stage) layout is defined with start and finishing boxes or markers (for flying finish).
- The first marker for DNF points is in place past the first obstacle, or if no marker is to be used that the DNF point has been determined prior to start of the Stage.
- All required equipment is with each Marshal.
- Radio communications work throughout the course.
- Start, Finish and Track Marshals know and follow the correct procedures.
- The information on each score sheet is complete and correct once entered;
- The completed score sheets are taken to the official scorer immediately after closing of the Stage or as early as is practical.
- All pegs are to be collected and returned to the property officer or other person/place as required.
- All rubbish is removed from the course and all bunting is removed and disposed of appropriately after the Stage is completed.
- The Stage Manager must have a firm understanding of any conditions specific to each event including but not limited to conditions such as:
 - Flying finish/Finish Garage - as per Timing Marshal
 - Parc ferme

7.1.2 TRACK MARSHAL

The Track Marshal shall:

- Observe the progress of the competing vehicle to verify that the Crew is driving within the rules.
- Constantly assess the Stage to ensure clear passage and immediately alert the Stage Manager should a problem arise.
- Observe correct self-recovery procedure is being followed and apply appropriate penalties when warranted
- Ensure the use of the Penalty Warning System is employed where required by giving one long whistle (or air horn) and an explanation that a warning has been given. An example would be the whistle then yelling "Cable Dampener" to alert the competing team to the nature of penalty being warned of. Penalties will then apply if an infringement for which a warning has been given is continued or repeated.
- If necessary, stop all competition activities on the Stage in the event of immediate danger and alert the Stage Manager of the circumstances only allowing the Crew/s to continue or restart if the danger has been eliminated. For example, if a tree is in danger of falling or there has been a collapse in the track.
- Ensure that once the Stage is started, it is not materially altered. However if track altering takes place by a Crew during competition, such as removing or placing rocks, it is not the responsibility of the Track Marshal to reinstate the track as it was before it was altered.
- Report any track markers that are dislodged to the Recorder. Replace or repair any track markers that are dislodged or broken before the next Crew starts the Stage.

7.1.3 TIMING MARSHAL

The Timing Marshal shall time each vehicle as it travels through the Stage including;

- Starting countdown and stopwatch activation when a vehicle is started.
- Stopping the stopwatch when a vehicle finishes the course.
- Be aware that there could be a "flying" or "finish garage" finish;

The Timing Marshal shall:

- Know the DNF time but not stop the watch in the case where a Competitor exceeds the DNF time until advised by the Stage Manager.
- Be ready for the Starter's advice that the Crew is ready.
- Be located at the finish point of the Stage.
- Ensure the competing vehicle clears the Finish Garage area promptly.

The Stage Manager shall have two people with a stopwatch each to time the Stage. The time recorded on the primary stopwatch is to be used in the first instance with the time recorded on the second stopwatch to be used only in the event of a failure of the first stopwatch.

In the Event that both stop watches fail the Crew may be restarted or may take another run on the Stage.

7.1.4 RECORDS MARSHAL

The Records Marshal is in charge of all paperwork. The Records Marshal Shall:

- Check for the presence of all Competitors from that day's Group or Event Competitor List.

- Ensure that they have completed a Performance Record sheet and other Event specific record documents for all Competitors listed to run the Stage. This will include Competitors who:
 - Successfully finish the Stage, who would record a time and/or distance and may earn points and/or incur penalties;
 - Start but fail to finish the Stage within the DNF time, who would record the applicable DNF. It is important to record both the time taken AND the DNF to avoid subsequent dispute.
 - Start but fail to finish the Stage, who would record the applicable DNF;
 - Start but fail to pass the qualifying marker, who would record the applicable DNS;
 - Jump the start who would record a 10 second penalty as well as any further points, distance or penalty records. If the jump start is deemed deliberate a DNF would be recorded.
 - Are present but fail to start the Stage, who would record the applicable DNS;
 - Have withdrawn from the Stage, who would record a DNS; (Not ready to start in allocated order)
 - Have withdrawn from the Event, who would record a DNS; (Not ready to start in allocated order)
 - Have been disqualified from the Stage or the Event, who would record a DNS; (Not ready to start in allocated order)
 - Simply don't appear and whose Event status is unknown, who would record a DNS. (Not ready to start in allocated order)
- Record all relevant information as required and including:
 - Vehicle ID;
 - Time/Timing;
 - Points earned;
 - Penalties recorded;
 - DNF or DNS;
 - Disqualification
- Ensure a Crewmember signs the Stage Performance Record
- Ensure that Stage Performance Records are distributed as required i.e. the top original to the Crew, the second sheet to the Stage Manager for verification and passing on to headquarters for recording of points and the third sheet to remain in the book with the Records Marshal.

Once the Stage Performance Record is signed, no alterations are to be made without the Crew's knowledge. Any agreed changes are to be initialed by the Records Marshal and the Crew and notified to the Stage Manager.

7.1.5 START MARSHAL

It is the responsibility of the Start Marshal to:

- Co-ordinate the Start of the Stage.
- If there is a Timing problem to take all reasonable steps to restart the competition vehicle.

- Call up teams in the correct order.
- Always have at least two teams ready to commence in correct order and one team in the garage ready to start.
- Check harness/seatbelt for correct fitment by the Crewmembers and have situation rectified if incorrect.
- Check helmet & chinstrap for correct fitment and have situation rectified if wrong
- Clear cars at start line to give recovery Crew access in event of incident.
- Check with the Crew that all gear is stowed as per rules i.e.; shackles, straps etc. and have situation rectified if incorrect.
- Check track is visually clear and seek a radio check for “all clear” by Track Marshal/s.
- In the event the driver moves the vehicle forward or backwards prior to the start of the timing advise the Recorder of this as penalties will apply for jumping the start.

7.1.6 FIRST AID OFFICER

The First Aid Officer is under control of the Competition Manager and shall:

- Possess a current Level 3 First Aid Certificate.
- Have all necessary First Aid Equipment.