



## FINAL INSTRUCTIONS BRSCC Croft Race Weekend

12/13 September 2015

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.

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### 1 Permits

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

International	N/A	National A	N/A	National B	88085	Clubmans	88084
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This event is **not** NEAFP permitted

### 2 Officials

MSA Steward	Nigel Drayton
Club Stewards	Harry S. Tinkler, John Williams
Clerk of the Course	David Pierre (Senior), Andy Holley
Assistant Clerk of the Course	Pim Van Baarsen
Permanent Clerk of the Course	Glynn Lee (Mazda)
Secretary of the Meeting	Graham S Whitaker
Chief Scrutineer	John Barlow
Chief Medical Officer	Dr Bill Hulse
Chief Time Keeper	Richard Evans

### 3 Passes

Your allocation of personnel tickets have been posted to you under separate cover.

Please note that private cars will **NOT** be allowed to park in the paddocks. Ample parking has been provided for private cars and personnel are asked to use these to enable the paddock to be presented in a professional manner.

### 4 Venue Access

Access to the venue/circuit for competitors who have not been testing will be via the **Paddock Gate on Friday 19:00 – 23:00hrs** and from **07:00 on Saturday**.

### 5 Health & Safety

At all times whilst in the confines of the venue competitors should comply with the Circuit & Club Safety Guidance notes.

### 6 Pit & Paddock Areas

Any competitor/team who may have stationed themselves in the incorrect place (according to the plan issued by the Secretary of the Meeting) in the paddocks and has refused to move when asked by a BRSCC official, may be reported to the Clerk of the Course.

#### 6.1 Engine/Noise Pollution

Engines must not be run before **09:00hrs on Saturday or before 12:00hrs on Sunday or after 18:30hrs on either day**. Circuit Security Contractors and the paddock parking team are empowered by the organisers to strictly enforce this regulation. Any team member found in contravention of this regulation shall at the sole discretion of the circuit owner be removed from the venue and prevented from taking any further part in the event.

## 6.2 Paddock

- (a) Waste oil should be removed from the venue or disposed of in the waste oil containers where provided.
- (b) All domestic rubbish must be placed in the bins provided and any scrap vehicle parts including tyres must be removed from the venue.
- (c) Under no circumstances must any paddock surface be broken in any way i.e. tent pegs/stakes etc.
- (d) Hospitality is not permitted in the paddock/pit area without the express permission of the circuit owners. The only exception to this is hospitality for competitors and official team personnel.
- (e) Competitors must vacate the paddocks by **21:00 on Sunday**.

## 6.3 Pit Lane

- (a) 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. **Occupants of the pit garages are reminded that during any other qualifying session or race, their race cars must be totally inside the pit garage and all ancillary equipment cleared to the inside of the garage.**
- (b) Please observe the pit lane speed limit which is **60kph**.
- (c) The Stop/Go penalty box is located in the pit lane directly outside of Race Control.
- (d) Refuelling in the pit lane is not permitted unless allowed for in the Championship/Series Regulations.
- (e) 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 and 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 will sign on in Race Administration at the times stated in the Official Timetable.

**In addition to the times shown on the official timetable, competitors can also sign on in Race Administration on Friday between 16:00 and 18:00.**

7.1 All Competitors/Entrants must provide at Signing On:

- (a) Competition Race Licence/Entrants Licence (Where applicable). **Competitors with Non MSA Competition Licences 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)
- (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 It is the responsibility of the driver to collect his/her licence and/or upgrade card after the event.

## 8 Scrutineering

All competitors will be scrutineered in the Scrutineering Bay.

**In addition to the times shown on the official timetable, competitors can also complete scrutineering on Friday between 16:00 and 18:00 in the Scrutineering Bay.**

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 and overalls
- (d) Vehicle Identification forms (if required)
- (e) MOT/road fund licence (if required)

**All cars must be noise tested prior to their first session on circuit. This will be either at the entrance to the Assembly Area or for all Toyo Tires Porsche competitors just before the Pitlane exit.**

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### 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 8(e).

### 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 briefing's maybe called as required and where not listed below, a bulletin will be issued.

- |  |                 |                               |
|--|-----------------|-------------------------------|
| • <b>BRSCC Mazda MX-5 Championship</b>   | <b>09:30hrs</b> | <b>Mazda Race Centre</b>      |
| • <b>BRSCC Mazda MX-5 SuperCup</b>       | <b>11:00hrs</b> | <b>Mazda Race Centre</b>      |
| • <b>Toyo Tires Porsche Championship</b> | <b>13:20hrs</b> | <b>PDA Hospitality Centre</b> |

### 11 Circuit Access

All Toyo Tires Porsche Championship competitors will access the circuit via the Pitlane exit. All other competitors/cars must report to the Assembly Area, which is located behind Turn 1/Clervaux

### 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 will be allowed onto the track. Drivers should go to the assembly area 20 minutes before their published times and then, when directed by the course marshal, they should proceed onto the circuit.

Pit Support Crews can gain access to the Pit Lane for the duration of their practice and race sessions via the gates into the Pit Area between the Paddock Suites and Race Control. Please note that no vehicles will be allowed to carry equipment in the Main Pits, although Pit Trolleys may be pulled by quad bikes/small tractor units.

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.

#### **BRSCC Mazda MX-5 Championship Grids**

Grids for all BRSCC Mazda MX-5 Championship races will be completed in accordance with the procedure as specified in Championship Regulation 2.13.

### 13 Race Start Procedure / Grids / 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 for a set time duration, the chequered flag will be shown to the race leader the first time they pass the Finish Line after the time has elapsed.

#### **13.1 Standing Start**

Vehicles will be released on to the circuit behind the Safety Car to be led onto the grid via the cut through at Tower. The marshals will 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.

The following Championship/Series will use a Standing Start

- **BRSCC Alfashop Alfa Romeo Championship**
- **BRSCC Mazda SuperCup**
- **BRSCC Mazda MX-5 Championship**
- **Toyo Tires Porsche Championship**
- **DDMC Northern Saloon & Sportscar Championship**

#### **13.2 Rolling Start**

Vehicles will be correctly positioned in the assembly area, then proceed as directed onto the grid where they will

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begin 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. If conditions so require, the Clerk of the Course may order the Lead Car to carry out more than one (or more) additional formation laps. Should this occur, the start of the race will be deemed to have been given at the end of the first formation lap. At the end of the (last) formation lap, the Lead Car will leave the circuit via the Pit Lane entrance. The “Pole Position” car shall keep the same speed and the other cars must maintain their positions until they cross the Start Line.

The following Championship/Series will use a Rolling Start:

- **Irish Global Lights**

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

### 13.3 Safety Car Intervention

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.

### 13.4 Green Flag/Formation Lap

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.

## 14 End of Track Session Procedure

- 14.1 At the end of each track session be it qualifying or the actual race, all vehicles must slow down after taking the chequered flag and leave the circuit via Pit Lane Entrance.
- 14.2 At the end of your race, presentations will be carried out in accordance with Championship/Series regulations if time permits. Please follow instructions of race marshals etc. In the case where the presentation does not take place immediately after the race, competitors should report to the Paddock/Race Secretaries office.

## 15 Judges

Judges may be appointed as per MSA Regulation [Q 18].

## 16 Race Day Information

The organisers will try to run the programme as published, but they reserve the right to delay or bring forward event times to suit the conditions of the day. Copies of practice times, grid sheets, provisional results & official bulletins etc will be available from the Paddock Office.

## 17 Video Equipment

- (a) Video equipment must not be fitted to any vehicle without express permission from the circuit if it is to be used for commercial purposes. Any driver/team transgressing this regulation maybe subject to a fine of £1,000 and exclusion from the event.
- (b) Once permission has been obtained video equipment must be fitted to the vehicle prior to scrutiny and the scrutineer must be advised.

## 18 Testing

For further details and to book please contact the Circuit direct.

## 19 Special Circuit Notes

### 19.1 Paddock

The roadways within the Paddock Area and the Fire Lane immediately behind the Pit garages 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.

### 19.2 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.

### 19.3 Pit Signalling Wall

This must be kept clear of all team personnel at the start of each race until all cars have entered Clervaux on the first lap.

**19.4 Start / Finish Straight**

Drivers who deliberately take to the grass verges between the starting grid and Clervaux in order to gain an advantage, will be Black Flagged.

**19.5 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.

**19.6 Fuel**

Fuel including Super Unleaded is available from Toll Bar Garage which is situated on the main Darlington Northallerton Road approx 3 miles towards Northallerton.

**19.7 Catering**

Croft Circuit now has an on-site Café serving hot and cold drinks, snacks and lunches.

**19.8 Security**

Please ensure you lock all valuables away when leaving you pit/paddock area to prevent thefts of wallets/keys/laptops etc.

**20 Circuit Map**





## 22 Circuit & Club Safety Guidance Notes

**It is the sole responsibility of the Entrant/Competitor to ensure that all of the below safety requirements are enforced. The Entrant/Competitor acknowledges that the below list is not an exhaustive list and that it is their responsibility to enforce the below items and any other such safety measures they deem appropriate.**

Please can you ensure that you adhere to the following:

- Please be aware of other teams, participants, contractors, pedestrians and SCL staff in the paddock, garages and pit lane. You are responsible for your own safety and that of other users of these areas who may be affected by your operation.
- It is your responsibility to risk assess your operation and take the appropriate action to remove or minimise any hazards.
- If you are reversing HGVs or other vehicles with restricted viewing then please have a banksman to help you reverse, and ensure that they are wearing hi-vis clothing.
- Please do not leave any cables or hoses across walkways. Use the cable ducts provided, or cable matting.
- Please make yourself familiar with the garage, paddock and pit rules.
- You are permitted 1 truck wash upon entry to the venue. If you are caught washing your vehicle without permission you may be subject to a £100 fine.
- If you have any issues of concern or see any hazards please report them to race control.

### 1 Storage and Use of Petroleum Spirit

- i) All petroleum spirit must be stored in metal containers complying with the relevant European 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 a fuel only, and not for any other purpose.
- v) All vehicle refuelling is to take place in the open air. The person in charge of the refuelling process must enforce a no smoking ban.
- vi) Your attention is drawn to the Petroleum (Consolidation) Act 1928, and the Petroleum Spirit (Motor Vehicles) Regulations 1929.
- vii) Fuel including Super Unleaded is available from Toll Bar Garage which is situated on the main Darlington Northallerton Road approx 3 miles towards Northallerton.

### 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 eg degreasers. Manufacturers and suppliers of such substances are obliged to provide customers with information about the possible harmful effects of their products upon request. Where hazardous substances are brought on site a Material Safety Data Sheet (MSDS) must be available upon request.
- iv) Where any person is at work, the requirements of the Control of Substances Hazardous to Health (COSHH) Regulations 2002, 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 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 weatherproof.
- 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.
- vii) Only diesel generators are permitted on site NOT petrol.
- viii) Cables must not cross any walkways if at all possible. If they do cross walkways they must be properly secured so as not to present a trip hazard

#### 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's regulations.
- v) Fire extinguishers should not be removed from fire points unless they are to be 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 2000, 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 hand brake 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) All trailing wires and hoses should not be allowed to create a trip hazard.
- iv) Whenever vehicle engines are being run, adequate ventilation must be ensured.
- v) All safety notices must be complied with.
- vi) Any person carrying out any work must ensure that they adopt safe working practises at all times, and comply with any relevant statutory provision and/or published guidance.
- vii) Persons under the age of 16 are not allowed in the pits area or pit lane.

#### 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 earplugs 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 the containers marked "waste oil." **Nothing other than waste oil only must be put in to these containers.**
- 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, or to place it in the refuse containers provided.
- iv) Your attention is drawn to the requirements of the Environmental Protection Act 1990,

#### 11 Vehicle Safety

- i) A 10 mph speed limit is in force in all areas of the Venue APART FROM THE Paddock WHERE IT IS 5MPH. This applies to



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- all vehicles, including moped and motorcycles, with the exception of emergency vehicles attending an incident. Failure to adhere to this speed limit may result in the offending vehicle/driver being removed from the Venue.
- ii) Other than speed restrictions, the normal rules of the road apply whilst on site. Vehicles should not be used for purposes other than their design and the number of passengers should not exceed the design limit.
  - iii) Persons riding mopeds and motorcycles up to a capacity of 125cc must have a current UK provisional driving license or its international equivalent.
  - iv) Persons riding motorcycles with a capacity of greater than 125cc must have a current full UK motorcycle license or its international equivalent.
  - v) Any motorcycle, moped, scooter or other such bike/trike/quad must be ridden with all due care, the rider must have an appropriate safety helmet, and the vehicle must be road-legal, taxed and insured.
  - vi) All vehicles must at all times keep to the marked roads when moving around the Venue.
  - vii) Mini Motos are not allowed at the venue
  - viii) Quads can only be driven by persons who hold a valid full UK licence (or international equivalent). Unless the quad has been adapted then no more than one person should ride on it. Helmets should be worn at all times.
  - ix) No persons should ride on any trailer at anytime.
  - ix) Persons under 16 years of age are not allowed at any time to drive a motorised vehicle.

### **12 First Aid**

- i) Any person sustaining an injury or feeling unwell should seek treatment from the on site emergency services or the Medical Centre.
- 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 circuit walkabouts.

### **14 Incident Reporting**

All accidents where any person sustains injury, or could have potentially sustained an injury i.e. a 'Near Miss' or where damage to property occurs must be reported immediately to an official or a member of the venue management. Any serious incidents – including those on track – must be reported to SCL on the attached form.

### **15 Governing Body Regulations**

Competitors and entrants are reminded of their obligations to comply with the requirements of the appropriate Governing Body's regulations at all times and these Guidance Notes should be read in conjunction with all other relevant regulations.

### **16 Work at Height**

**All work at height must be carried out in accordance with The Work at Height Regulations 2005.**

The Regulations require employers to ensure that:

- all work at height is properly planned and organised;
- A risk assessment is carried out to decide whether precautions are needed and in what form.
- those involved in work at height are competent;
- the risks from work at height are assessed and appropriate work equipment is selected and used;
- the risks from fragile surfaces are properly controlled.
- equipment for work at height is properly inspected and maintained.

### **17 Marquee Erection**

Marquees or other temporary structures used to accommodate people will have the following hazards associated with their construction:

- Underground services – cable strike potential
- FLT movement
- Collapse of structure
- Injury from or by neighbouring contractors
- Accidents to members of the public
- Fire

Work must be planned accordingly in order to reduce such risks. Work will not be permitted until the contractor is instructed on the location (or absence) of services in the designated area.

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Contractors must ensure that members of the public and other non-essential personnel are not allowed access to the work area.

Please note that Contractors should not attempt to drill or stake any concrete or tarmac surface without the express written confirmation from SCL. Failure to do so will render the Contractor liable to the full cost of repair to these surfaces and any resulting damages incurred.

### **18 Site Entry/Parking**

No private motor vehicle shall be brought onto the Company's premises unless it is necessary for the conveyance of materials to the work site. A temporary pass must be obtained from Security on each occasion that this is necessary. This must be displayed in the vehicle windscreen at all times.

Contractor's vehicles must be properly roadworthy, insured, carry appropriate documentation, and be driven by competent persons.

Unless otherwise authorised to stay on site, cars and vans must be returned to the outside car parks after delivery of equipment. If permitted to remain on site, vehicles must only be parked in positions approved by Security. Under no circumstances are contractors private vehicles allowed on to the circuit.

### **20 Garage Rules**

- i) Overnight
  - Space heaters must not be left unattended, and must be switched off when not in use.
  - All electrical equipment must be unplugged when not in use.
- ii) Waste Disposal
  - Please use the drums provided for the disposal of any oil.
  - DO NOT use the drains.
  - DO NOT put anything other than waste oil in the drums.
  - Tyre disposal is that of the owner not the venue owner. Please remove from site.
- iii) Assistance
  - Please note that the garage floor is potentially slippery when wet
  - Please use the signs available

### **21 Dos & Don'ts**

- i) Dos
  - Beware of and give way to pedestrians.
  - Park in the allocated bays.
  - Remove your rubbish to the designated storage area.
  - Store any fuel safely.
  - Dispose of any waste oil in the drums provided.
  - If camping overnight keep to the designated areas.
  - Keep tail lifts either fully down or fully up.
  - Leave the area as you would like to find it.
  - Supervise your children at all time.
- ii) Don'ts
  - Use the runway, adjacent car parks or other roads inside the circuit as practice areas.
  - Ride a scooter/moped if you don't have a licence.
  - Leave any tyres. Take them away with you.
  - Travel on the back of a trailer.
  - Ride more than 2 up on a scooter or a quad.
  - Drive on the grassed areas around the circuit.
  - Trail cables and/or hoses across walkways.
  - Block bins or they will not be emptied
  - Put stickers on doors.