

MOTEX WOODBRIDGE GYMKHANA

SUNDAY 28th FEBRUARY 2010

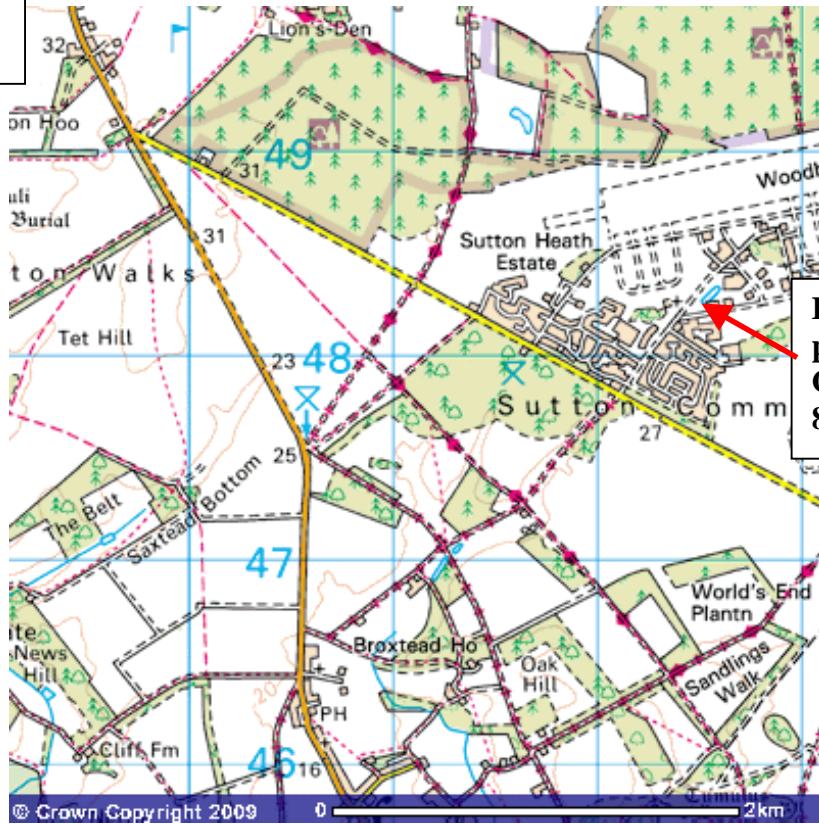
Final Instructions

- Important** *Please note the times below & the change of venue – we are now at Woodbridge! Our intention is run 9 driving & skill tests **AND** finish the event with the awards by 3.45pm. To achieve this, all competitors must be signed on and ready for the drivers briefing at 8.45am prompt.*
- Petrol** There is no petrol available at the venue, the nearest petrol is on the A12 at Woodbridge, map reference 169/ 259.5 495 With three runs of five test miles each and a convoy run it will be wise to fill up before you arrive.
- Access** **Access to the venue is available from 0700 hours – see maps on page 2. Please do not arrive early as you will not get in. Gates will be locked at 8.30am.**
On arrival please show your entry pass (emailed or posted separately) to the gate marshal. Approach via 169 / 321 478 NE
SPEED LIMIT on all areas of the airfield, EXCEPT THE TESTS IS 20 MPH. The penalty for excess speed or dangerous driving is **exclusion** from this and future events.
- Noise Test** En-route to the paddock area (see attached map) please report to the noise test and scrutineering between 07:15 and 08:30. Vehicles must not exceed 86 dB(A) 2m distance at 2/3 rpm.
- Signing-on** Follow the arrows as per the enclosed venue plan to the Paddock parking area. Please park as directed and report to the signing-on caravan. Anyone not signed on by 8.45am will not be allowed to start.
- Crew Briefing** There will be a crew briefing at 8.45am in the paddock area.
- Convoy runs** There will be ONE convoy run starting at 9.00am.
- Start time** **The first car will start Test 1 at 09:30 and cars start in numerical order at minute intervals.**
- Skill Tests** The first skill test handout will be given at noise test and will be followed by tests of dexterity, knowledge and navigational prowess during the day.

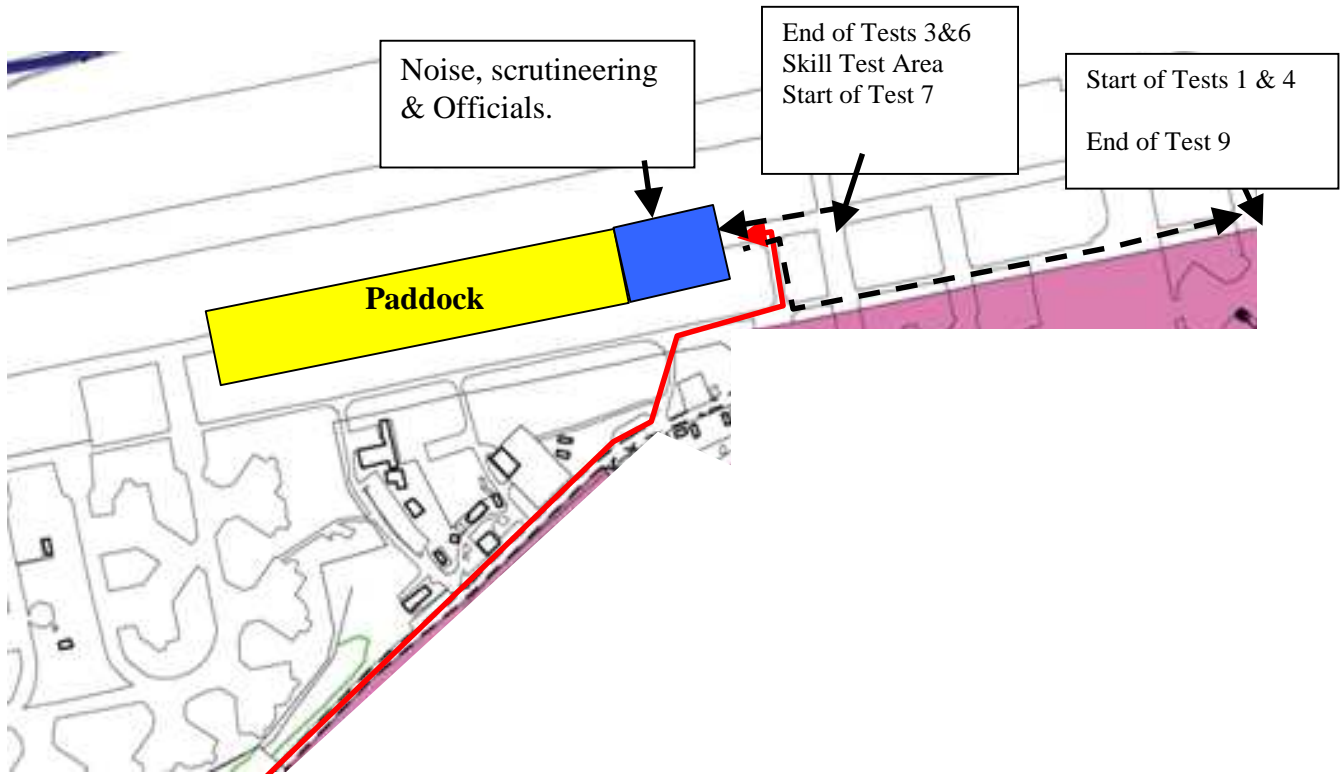
Penalties for the skill tests are as per the definition in the road-book and the handouts. The last Skill Test is completion of the damage declaration, questionnaire & return of the road-book.
- Notices** The Official Notice board will be located by the results caravan for the duration of the event. Official notices posted there will have the same force as the SR's. Please also note that in-car video cameras are not permitted.
- Toilets** Toilet facilities are provided.
- Tyres** There will be no tyre supply company at the venue. Please note that the surface at this venue can be quite abrasive on tyres especially as some of the tests are quite tight. Please take this into consideration, if you come with one set of road tyres that are just legal, they most likely will not be when you leave so drive accordingly.
- Refreshments** Jay's Catering Services will be able to provide hot drinks and snacks from 8am onwards. As the weather is likely to be cold and/or wet and/or windy, please make use of these facilities. Marshals will be provided with a voucher for one hot drink and snack free of charge as without them the event would not run.

Access & Venue Maps

**B1384 from A1152
Woodbridge / A12**



**Entrance –
present entry pass.
Gate locked at
8.30am!**



**Route from
Security Gate**

Event Format & Timetable:

The Gymkhana will consist of 9 Driving Tests and several skill tests, timed to an accuracy of within 5 seconds. The final results will be calculated as a sum of the penalties on each test.

07.00	Noise, Scrutineering & signing on / Skill Test 1
08.30	Venue gates locked - no entry or exit after this times
08.45	Crew briefing Paddock area
09.00	Convoy Run - 1 only.
09.30	Driving Test 1 Driving Test 2 Driving Test 3 Skills Test Skill Test area / Paddock
11.30	Driving Test 4 Driving Test 5 Driving Test 6 Skill Test Skill Test area / Paddock
13.00	Lunch There will be a break for lunch of around 45 minutes. This will allow marshals to have time to return to the paddock area.
13:45	Driving Test 7 Driving Test 8 Driving Test 9 / Final Skill Test
15.15	Last car completes final test. Competitors & marshals help clear up.
15.45	Awards
16.00	Venue gates unlocked when we are happy that you've all helped us clear up.

As is always the case, events would not run without the main players, MARSHALS, essential for the safe and smooth running of any event.

As well as being provided with a £6 meal voucher, each marshal will also be entered into our cash prize draw of £50 for first and five £10 prizes .

If you can help by marshalling on the day please contact the Chief Marshal:

Craig Marven 01245 603869 [H] 07599 075212
craigmarven@blueyonder.co.uk

OPERATIONS HEALTH AND SAFETY REGULATIONS

1. GENERAL

Every person participating in the Event, whether employed or voluntary, shall take reasonable care for the health and safety of themselves or other persons who may be affected by his/her acts or omissions during the operation of the event.

In the implementation of these requirements the Organisers have:

- Appointed the Clerk of the Course as the person responsible for all health and safety matters in connection with the event, to whom support staff have been allocated to monitor all health and safety regulations and aspects of the event.
- Arranged for those participating in the event, whether employed or voluntary to be provided with a copy of this statement.
- Provided training and instructions to officials who will supervise health and safety aspects of the event at Service Areas and Support Areas.
- Taken steps to ensure that, as far as reasonably practicable, those not directly involved in the event, but who may be affected thereby, are not thereby exposed to risks to their health and safety by virtue of non-compliance with this statement and the attached instructions.
- Published recommendations for distribution to competitors relating to the manner in which servicing and re-fuelling of competing cars shall take place in Service Areas and Support Areas and the manner in which petroleum spirit is conveyed and stored.

2. OFFICIALS' OBLIGATIONS

- All officials are required to acknowledge in writing that they have received, read and understood this statement.
- All officials are required to take reasonable care throughout the event for the health and safety of themselves, the competitors and all personnel operating on their behalf and all other persons who may be affected by their operations during the event.

3. COMPETITORS' OBLIGATIONS

- All competitors are required to acknowledge in writing that they have received, read and understood this statement and that all personnel operating on their behalf have received suitable training and carry a copy of this statement.
- All competitors are urged to comply with the published recommendations relating to:
 - Refuelling of competing cars.
 - Conveying and storage of petroleum spirit.
 - Equipment and working practices.
- All competitors are required to take reasonable care throughout the event for the health and safety of themselves, all personnel operating on their behalf and all other persons who may be affected by their operations during the event.

4. RE-FUELLING OF COMPETING CARS

- The re-fuelling should be the last task to be carried out when a car is being serviced.
- No other work on the car should be carried out while the car is being re-fuelled.
- During re-fuelling a Service Team member must be available in the immediate vicinity of the re-fuelling activity, equipped with a suitable and sufficient fire extinguisher.
- Where reasonably practicable a re-fuelling zone should be created around the car of not less than 7 metres (20 feet). Persons not engaged in the re-fuelling should be outside this area. Only the relevant quantity of fuel, required to undertake the refuelling, should be placed in the re-fuelling zone.

- An ample supply of dry sand or other suitable absorbent material, in a suitable container, together with the means of application must be readily available in the event of spillage of petroleum spirit.
- Non-static protective flame retardant clothing should be worn at all times by those working within the re-fuelling zone, whether undertaking vehicle servicing or re-fuelling. In the case of any fuel spillage on the flame retardant clothing, this clothing should be removed immediately and replaced with clean flame retardant clothing. Those carrying out the re-fuelling or who are in the refuelling zone should wear oil resistant shoes, no metal soles, and not carry any method of ignition.
- Smoking is not permitted in service areas, or whilst servicing or re-fuelling is being carried out.
- No potential source of ignition should be allowed within the re-fuelling zone.

5. THE CONVEYING AND STORAGE OF PETROLEUM SPIRIT

- It is required that the conveyance of petroleum spirit on vehicles (other than that contained in the vehicle's fuel tank) complies with the Classification, Packaging and Labelling of Dangerous Substances regulations 1984.
- The vehicles must carry the necessary identification, both front and rear, the fuel containers must be marked "Flammable Liquid", and in the driving compartment there must be the correct transport emergency card.

Note: All labels and emergency cards are available to competitors from the MSA.

6. EQUIPMENT AND WORKING PRACTICES

- Where reasonably practicable when a car is raised on a jack, axle stands must be put in place before any work is carried out on the vehicle.
- The use of electric power tools is not recommended unless these are intrinsically safe for use in flammable atmospheres. The use of pneumatic tools is encouraged.
- Teams should ensure that all tools are kept in good and safe condition.
- The use of suitable protective clothing is recommended: the correct eye protective equipment when undertaking welding or grinding and suitable hand protection and fire proof blankets when handling sharp, heavy or hot parts of the vehicle.
- When carrying out any work relating to the fuel system of the car, the battery must always be disconnected.

7. SERVICE AND SUPPORT AREAS - HEALTH AND SAFETY MEASURES

The organisers have arranged, in relation to each of the Service Areas and Support Areas:

- Supervision by a the Event Safety Officer who will operate under the auspices of the person appointed in terms of paragraphs 1.a. above and who has authority to report any competitor who fails to comply with the requirements and recommendations set out in this document.
- The supply of suitable and sufficient fire extinguishers.
- The provision of suitably equipped and crewed safety vehicles.
- The provision of a direct means of contact with the emergency services.