FINAL INSTRUCTIONS
BRSCC Championship Finals Weekend

17th/18th October 2015
National Circuit – 1.95 Miles

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	**N/A**	Clubmans	**88133**

This event **is not** NEAFP permitted

2 Officials

MSA Steward	John Trevethick		
Club Stewards	Tony Carwithen	Brian Commons	
Senior Clerk of the Course	David Pierre		
Clerk of the Course	Barry Ashman		
Deputy Clerk of the Course	Nigel Le Jeune		
Assistant Clerk of the Course	Paul Belcher		
Permanent Clerk of the Course	Glynn Lee (Mazda)	Barrry Ashman (HRDC)	Peter Ritchie (Minis)
Secretary of the Meeting	Rita Ashman		
Chief Scrutineer	David Baxter		
Chief Medical Officer	TBA		
Chief Time Keeper	Eric Cowcill		
Chief Marshal	Alan Tyson		

3 Passes

Tickets and vehicle passes will be distributed 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

For those not testing, access to the venue will be from **18:00hrs on Friday**.

5 Health & Safety

At all times whilst in the confines of the venue competitors should comply with the Circuit and Club Guidance Notes printed further on in this document.

6 Pit & Paddock Areas

Any competitor/team who may have stationed themselves in the incorrect place (according to championship coordinator or parking up representative) 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 Engines must not be run before **09.00** or after **20.00** hrs on the day of the meeting. It is forbidden to start the engine of any competing car in the Pits and Paddock area at any time whatsoever on the day immediately before the date of the meeting. Circuit Security Contractors are empowered by the organisers to strictly enforce this regulation.

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.

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 in front of the Race Control building.
(d) Refuelling in the pit lane is not permitted unless allowed for in 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 & 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 (1st Floor Race Control Building**) at the times stated on the Official Timetable

7.1 All Competitors/Entrants must provide at Signing On:

(a) MSA Competition Race Licence or equivalent/MSA Entrants Licence or equivalent (Where applicable) **Competitors with Non MSA Competition Licences (except Motorsport Ireland) 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)
(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 competitor's cars in the garages will be scrutineered in situ. All other competitor's vehicles will be scrutineered in the Scrutineering Bay at the times stated in the Official Timetable.

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)

9 Eligibility

In addition to the series Eligibility Scrutineers, eligibility may be checked by a member of the MSA Technical Commission as listed in the MSA Officials' Yearbook Appendix 4(e).

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

reserve the right to call additional briefings if they deem it necessary.

- **BRSCC Mighty Minis & Super Mighty Minis at 10.00am in the Media Centre**
- **BRSCC Mazda SuperCup at 11:00am in BRSCC Mazda Race Centre**
- **BRSCC Mazda MX-5 Championship at 11:45am in BRSCC Mazda Race Centre**

11 Circuit Access

All competitors (including those in the garages) will access the circuit via the Assembly Area which is located at the bottom of the Grand Prix Loop.

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 20 minutes before published times and then when directed by the course marshal they should proceed onto circuit.

Double Header Races

Unless championship/series regulations stipulate otherwise grids 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

All races will be gridded up in the Assembly Area and released on to the circuit in qualification grid order. Competitors will then complete a green flag lap, past the Startline and back to the start **with no overtaking**.
All competitors must maintain grid position on this lap as failure to do so may result in them being penalized. Once this lap is completed, marshals will direct you to your qualification grid position. Once all competitors are stationary there will be a reduced countdown, 30 second board down to the 5 second board will be shown and the red lights will be displayed, at some time between 2 and 7 seconds the red lights will switch off - signaling the start of the race.
The following Championship/Series will use a standing start

- **BRSCC Mazda MX-5 Championship**
- **BRSCC Mazda MX-5 SuperCup**
- **BRSCC Mighty Minis Championship**
- **BRSCC Super Mighty Minis Championship**
- **BRSCC Alfashop Alfa Romeo Championship**
- **Honda VTEC/Smart4You Racing**
- **HRDC Allstars**
- **HRDC Touring Greats**

13.2 Rolling Start

Countdown/start procedure will be in accordance with Championship Regulations.

- **Excool OSS Trophy**

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 the Pit Lane Entrance** and then follow the instructions of Officials/Marshals.

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 in accordance with 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

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

18 Special Circuit Notes

18.1 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.

18.2 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.

18.3 Pit Signalling Wall

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

18.4 Start / Finish Straight

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

18.5 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:

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

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

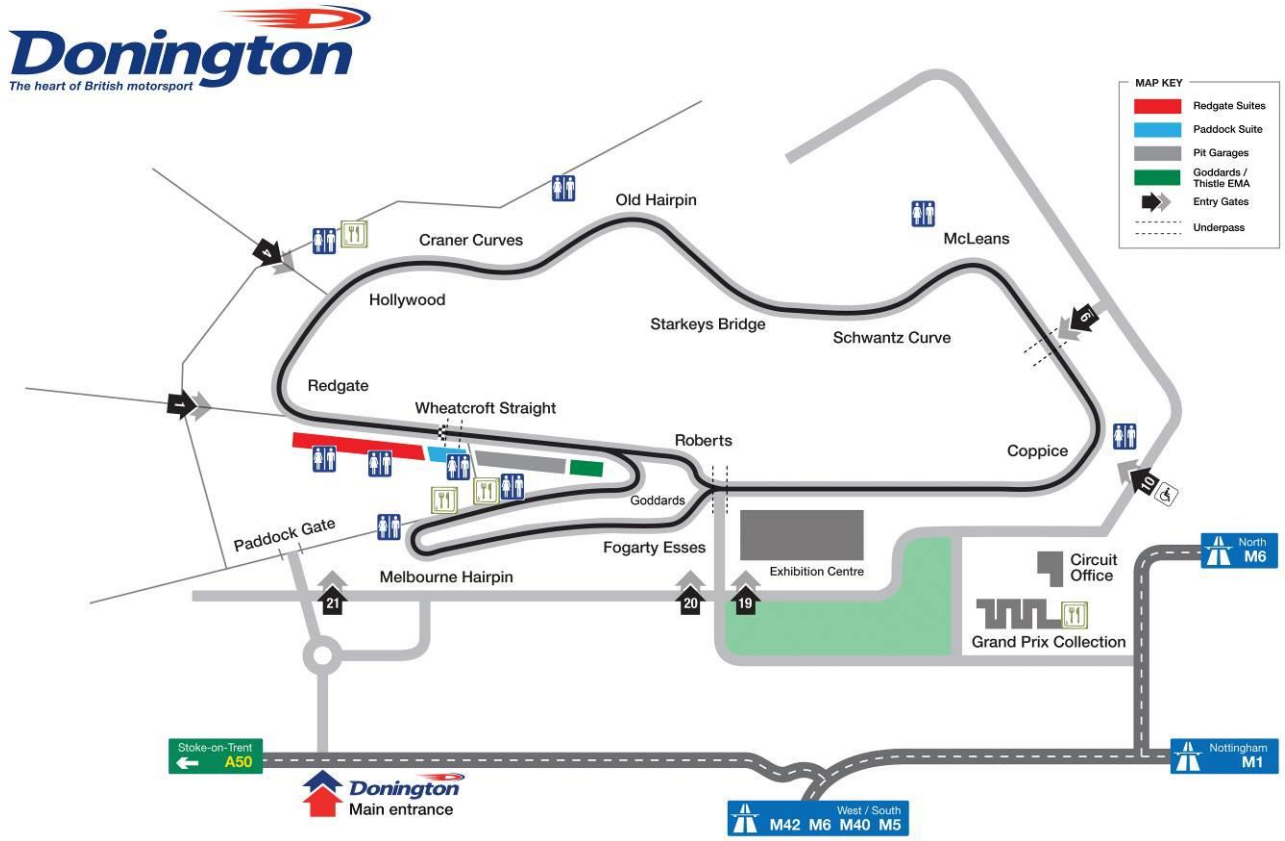
18.6 Damage and Recovery from the Circuit

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

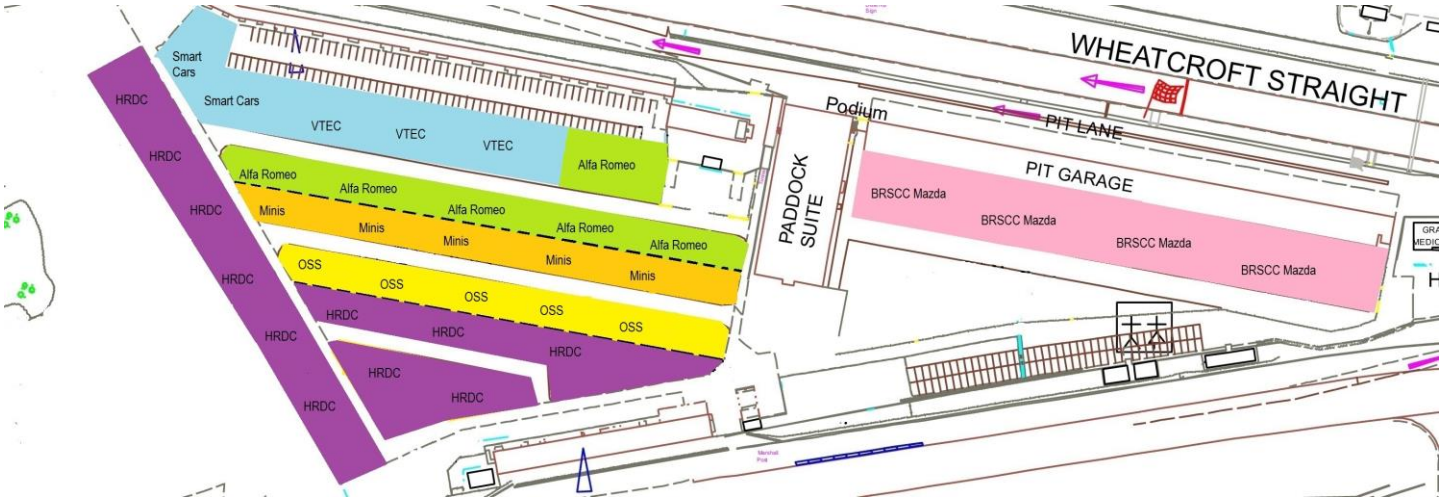
18.7 Live Snatch

During all practice, qualifying and races, the Clerk of the Course will have the option to carry out "live snatches" under local Yellow Flags and Lights. Lights displayed on the Circuit Light Boards have the same meaning and carries the same penalties as flag signals.

19 Circuit Map



20 Paddock Plan



20 Health & Safety Guidance Notes For Use By Entrants and Competitors

1. Storage and use of Petroleum Spirit

1.1 All petroleum spirit must be stored in metal containers complying with the relevant British Standard, away from any source of ignition.
1.2 All containers must be indelibly marked - "Petroleum Spirit - Highly Flammable".
1.3 All empty containers must be removed from the venue after the event.
1.4 Petrol is to be used as fuel only and not for any other purpose.
1.5 Generators should be powered by diesel.
1.6 Personnel must be suitably trained and wear appropriate personal protective equipment (PPE), before using petrol.
1.7 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.
1.8 Your attention is drawn to the Petroleum (Consolidation) Act 1928 and the Petroleum Spirit (Motor Vehicles) Regulations 1929, The Control of Substances Hazardous to Health Regulations 2002 (and amendments) and the Regulatory Reform (Fire Safety) Order 2005 must be complied with.
1.9 Competitors and entrants are reminded that fuel is available for sale at the Venue. As such it is unnecessary for competitors to carry large quantities of fuel inside vehicles.

2. Hazardous Substances

2.1 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.
2.2 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.
2.3 Various other substances may cause disease or ill health even after very short exposures. Manufacturer's guidance must always be followed. Manufacturers and suppliers of such substances are obliged to provide customers with information about the possible harmful effects of their products upon request (Safety Data Sheets).
2.4 Personnel must be suitably trained and wear appropriate personal protective equipment (PPE), before using any COSHH substances.
2.5 The requirements of the Control of Substances Hazardous to Health Regulations 2002 (COSHH) (as amended) must be complied with.
2.6 The Championship Regulations must always be complied with when selecting vehicle parts.

3. Electrical Safety

3.1 All electrical equipment must be maintained in a safe condition and hold a valid Portable Appliance Test (PAT) Certificate.
3.2 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.
3.3 All electrical equipment to be used externally should be weather proof.
3.4 Only British Standard UK plugs or adaptors permitted in site sockets and no overloading of circuits, particularly in the pit garages.
3.5 Hand tools should preferably be of the "double insulated" or "all insulated" type as these provide valuable protection against electric shock.
3.6 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 The Electricity at Work Regulations 1989 must be complied with, or any deviations documented.

4. Fire Precautions

4.1 Smoking is prohibited in all enclosed areas, including without limitation in the pit garages and in the pit lane. Smoking is also prohibited in all circuit vehicles.
4.2 All potential sources of ignition should be kept away from petroleum spirit and vapours. Clear no smoking signage displayed where possible.
4.3 The lighting of barbecues is prohibited in the paddock and pits area and cooking is not permitted in the pit garages.
4.4 Temporary structures to have a minimum of 4m gap separating them.
4.5 Fire lanes and roadways to be kept clear and not blocked
4.6 Ensure safe access and egress is available in and around team areas, this includes the provision of adequate lighting levels.
4.7 All teams should carry a suitable fire extinguisher in accordance with the relevant Governing Body regulations.
4.8 Catering outlets should hold a minimum of one additional suitable fire blanket and one fire extinguisher.
4.9 Teams working on and near catering outlets (using gas and electricity) must know where the "shut off"

valves/switches are, in case of emergency.

4.10 Fire extinguishers should not be removed from fire points unless they are being used on a fire.

4.11 All fires must be reported immediately to an official or member of the venue management, even if extinguished

4.12 Teams are encouraged to train their members in the correct use of fire extinguishers.

4.13 Circuit permission is required before hot works commence on site.

4.14 All fire notices and orders to evacuate must be complied with.

5. Working at Height

5.1 Teams are encouraged to work at ground level where at all possible.

5.2 Only well trained competent personnel to work at height.

5.3 Personnel working at height must be protected from falling e.g. Using harnesses and ropes or handrails.

5.4 All working at height must be well planned and supervised with safe systems of work followed.

5.5 Reassess working at height safe working practices during adverse weather conditions.

5.6 Team members shouldn't work underneath those at height unless wearing head protection.

5.7 Appropriate non-slip footwear and protective equipment to be worn.

5.8 The Working at Heights Regulations 2005 must be adhered to.

6. Compressed Gas Equipment

6.1 Air blasts from the over inflation of tyres can cause injury. Tyres should therefore not be inflated to pressures above the manufacturer's recommendations.

6.2 All airlines should be in good condition, well maintained and be inspected regularly.

6.3 Always stand clear when inflating tyres and wear protective clothing.

6.4 Compressed gas equipment to be used by well trained personnel only, no under 16 yr olds. Any form of horseplay involving compressed air or gas is prohibited.

6.5 Compressed gas cylinders should be stored in accordance with the relevant working practices and legislation.

6.6 Where any person is at work the requirements of the Pressure Systems Safety Regulations 2000 must be complied with.

7. Jacks and Axle Stands

7.1 Vehicles should only be raised on jacks and supported by axle stands which are in good condition, well maintained and rated to lift the vehicle weight safely.

7.2 Jack vehicles only on level, undamaged ground.

7.3 Use the handbrake and chocks to stop the vehicle moving by supporting the wheels.

7.4 Jacks should only be used for lifting the vehicle. Axle stands should always be used to support the vehicle weight.

7.5 Vehicle engines should not be run whilst the weight of the vehicle is supported by axle stands.

7.6 Follow manufacturer's guidance for using and maintaining equipment. Thorough examination and testing require every 6 months minimum, with regular inspections and checks when used.

7.7 Lifting Operations and Equipment Regulations 1998 (LOLER) and Provision and Use of Work Equipment Regulations 1998 (PUWER), must be adhered to.

8. General Working Practices

8.1 All working areas should be kept clean and tidy, and any waste should be removed regularly and placed in the containers provided.

8.2 All spillages should be cleaned up immediately.

8.3 All trailing cables, wires and hoses should not be allowed to create a trip hazard, use cable matting or fly them safely, where possible, burying of cables is not permitted.

8.4 Whenever vehicle engines are being run, adequate ventilation should be ensured.

8.5 Pathways and roads should not be obstructed by storage boxes, vehicles or kit.

8.6 All safety notices must be complied with.

8.7 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.

8.8 Persons under the age of 16 are not allowed in the pits or pit lane.

9. Noise

9.1 Exposure to excessive noise may result in hearing loss or other complaints. These may be short term or, after repeated exposure, permanent.

9.2 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.

9.3 It is recommended ear protection is worn when working in pit lanes and in pit garages, where particularly high levels of noise are recorded.

9.4 Where any person is at work, the requirements of the Noise at Work Regulations 1989 must be complied with.

10. Manual Handling of Loads

10.1 Lifting, carrying and propelling loads by bodily force are a major cause of injuries. All teams are encouraged to train their members in safe manual handling techniques.

10.2 All manual handling lifting should be well planned and safe, with the weight of loads being lifted known.

10.3 Where any person is at work, the requirements of the Manual Handling of Loads Regulations 1992 must be complied with.

11. Waste

11.1 All waste oil must be placed in containers marked "Waste Oil".

11.2 Waste tyres and empty petrol/oil containers should not be left at the venue.

11.3 Teams and competitors are urged to take any other form of waste with them when they leave the venue, or to leave it in the refuse containers provided.

11.4 Your attention is drawn to the requirements of the Environmental Protection Act 1990.

12. Vehicle Safety

12.1 A maximum 10 mph speed limit is in force in all public areas (unless 5mph signage is displayed) including paddocks and service roads at all of the venues. This applies to all vehicles including mopeds and motorcycles, with the exception of emergency vehicles attending an incident.

12.2 Public members (and accompanied children) are permitted in working paddock areas; therefore drivers are requested to take extra care on these tight localised areas.

12.3 Venue signage must be adhered to.

12.4 Persons riding mopeds and motorcycles up to 125cc must have a current UK provisional driving licence or its international equivalent.

12.5 Persons riding motorcycles with a capacity of greater than 125cc must have a current full UK motorcycle licence or its international equivalent.

12.6 Any motorcycle, moped, scooter or other such bike/trike/quad must be ridden with all due care, the rider must have an appropriate helmet, and the vehicle must be road-legal, taxed and insured. There will be no access outside the Paddock Area.

12.7 All vehicles must at all times keep to the marked roads when moving round the venue.

12.8 Vehicles must be driven or ridden as per manufacturer's instructions and with the set amount of passengers.

12.9 Breaches to this guidance may result in vehicles keys being taken away and the vehicle being confiscated until teams leave site.

13. First Aid

13.1 Any person sustaining an injury or feeling unwell should seek treatment from the onsite emergency services.

13.2 To call the first aid or emergency services contact any official or member of the venue management.

14. Public Safety

14.1 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.

14.2 Competitors and Entrants should exercise particular caution when the paddock is busy and during pits and track walkabouts.

15. Incident Reporting

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.

16. Temporary Structures

16.1 All temporary structures must be constructed as per manufacturer's instructions, adhering to safe method statements and safe working practices, by competent, well trained personnel only.

16.2 Structural plans and weight loading calculations must be known and adhered to during build and breakdown activities.

16.3 Emergency procedures to be devised and staff trained on them e.g. closing structure down in high winds.

16.4 Competent supervisor to sign-off the structure before being used by public or circuit staff.

17. 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.