



NORTHSIDE TRUCK & VAN

Donington Rally

Sunday 13th March 2022

A round of:



Clubman Motorsport EMAMC Stage Rally Championship

Alpha Concrete ANEMMC Stage Rally Championship

CMSG Stage Rally Championship

Dukeries Motor Club Rally Championship

MARSHAL & RADIO CREW

INFORMATION

www.doningtonrally.co.uk

Please note that with the exception of safety and emergency vehicles in the course of their duties, there is a 10mph speed limit in force at all times for all non-competing traffic.

Foreword

Welcome to the **2022 NORTHSIDE TRUCK & VAN Donington Rally**. On behalf of Dukeries Motor Club we would like to thank you for your assistance with the running the event.

The main reason you are here is to ensure the safe running of the event and that starts by taking care of your own safety. Please read the enclosed information carefully and especially take note of all the safety information, particularly that referring to **incidents involving gravel traps**.

Donington Park is a Motorsport UK licenced race circuit and is therefore set-up to accommodate spectators. However, marshals should still be aware of any spectator movement outside of the designated spectator areas and close to the concrete wall / barriers. Marshals should report any undue spectator activity to Rally Control via the radio. Only tabarded Media will be allowed nearer to the stage but they are NOT allowed to go beyond the concrete wall onto the circuit/stage. All accredited Media will have signed-on with Donington Park's Media Team and been given instructions as to where they can and can't work from. Please be courteous with to them, but firm in your instruction.

The event will run 7 stages. An outline timetable and information on the stage changes are in these notes. The entry list is available on the event website. The stage plans and entry list are in the Official Programme which you should receive.

There will be NO marshals on-event signing on Sunday morning. (This element has been covered by the Motorsport UK pre-event signing on declarations that you have all been asked to complete and return) However, we still need the **marshal team leaders** and **designated radio marshals** to visit the Marshals Administration area in Garage 39 between 7.00am and 8.00am on Sunday morning to confirm their post allocation, receive their documentation packs, refreshment vouchers, and to issue the Donington hand-held radios to the designated radio marshals.

There are designated stage set-up teams to make the stage changes but your help and assistance will be greatly appreciated.

If you require any further information or explanation about the safe running of the event, please do not hesitate to ask us or any appropriate event official.

Have a safe and enjoyable day's motor sport.

Steve Gascoigne - Chief Marshal Tel: 07754 761202

David Baugh - Event Co-ordinator Tel: 07946 511035

Health and Safety Policy Statement

The **Northside Truck and Van Donington Rally 2022** is organised by Dukeries Motor Club Ltd and is run under the General Regulations of Motorsport UK. It is a Special Stage Rally with competitive sections on closed roads and tracks within the confines of Donington Park, from whom permission has been obtained.

Dukeries Motor Club Ltd is fully committed to achieving high standards in the organisation of the Dukeries Rally and to safeguarding the Health and Safety of the volunteer officials, marshals, competitors and members of the public.

The objectives of the event safety policy are:

- To prevent accidents occurring
- To ensure all risks are assessed, are mitigated where practicable or have practical and realistic actions in place to minimise their effects.
- To ensure clear lines of communication are achieved in the event of an accident
- To consult with experienced personnel when preparing plans
- To ensure all event management personnel are aware of their responsibilities and have sufficient experience to carry them out

In turn the Club expects that **every person participating in the rally**, whether competitor, official, marshal or spectator, shall take all reasonable care for the Health and Safety of themselves and other persons who may be affected by his/her actions or omissions during the operation of the event, in order to achieve the highest standards of safety performance.

The Club has produced written instructions (Safety Manual, Set Up Manual and Marshals & Radio Crew Information) which contain information on Communications and Incident Procedures, Rescue and Recovery, Spectator and Marshals Safety and Stage Set Up etc, and will distribute these documents to those persons requiring such information.

The event organisers will continue to implement the appropriate UK Government and Motorsport UK COVID-19 guidance and use electronic management of information and documentation where appropriate.

Safety and stage officials will be linked via a radio network under the supervision of a licensed radio controller using Donington Park Race Circuit radios.

Motorsport UK Event Permit No: 123974 has been issued.

Risk Assessment Statement

The **Northside Truck and Van Donington Rally 2022** is organised and promoted by Dukeries Motor Club Ltd. The organising team have focused on safety throughout the planning of the event which is organised in accordance with the Regulations of Motorsport UK (incorporating the provisions of the International Sporting Code of the F.I.A.), the Supplementary Regulations (SR's) and any written instructions the promoting club may issue. In addition, the event will comply with all current and relevant legislation and the relevant guidelines in the Health and Safety at Motor Sports Events Guide HSG112.

Every person participating in the rally, whether employed or voluntary, shall take reasonable care of the safety of themselves and other persons who may be affected by their actions or omissions.

Information & Guidance

Signing-on, location and parking

Follow the Brown Signs for Donington Park and then Pits and Paddock entrance off the Melbourne Road. (Not the Museum Entrance) Nearest Post Code is DE74 2RN. Enter via the Paddock Gate 21 where the Security personnel will scan your e-ticket.

There will be no traditional signing on at the event; that will have been completed in advance using the Motorsport UK signing-on declarations. However, we still need all **marshal team leaders** and designated **radio marshals** to visit the Marshals Administration area in Garage 39 between **7.00am and 8.00am** on Sunday morning to confirm their post allocation, receive their documentation packs, refreshment vouchers, and to issue the Donington hand-held radios to the designated radio marshals.

At each marshalling location, there must be at least one Motorsport UK Accredited Marshal present. Any non-accredited Marshals must 'Buddy Up' with the Accredited Marshal. **Make certain that you wear your tabard and marshals badge for identification at all times.**

Vehicles of Radio Crews and Marshals

The majority of the vehicles of Radio Crews and Marshals will be located behind, and protected by, the walls and barriers of this Motorsport UK licensed Race Circuit. Where this is not the case, any vehicle must be located at a minimum distance of 30 metres away from the stage route. **DO NOT park any vehicle in the gaps between Armco barriers or concrete walls.** All other marshal vehicles must be parked as instructed in a safe location on the perimeter access track or in the paddock area.

Key Officials, Contact Numbers and Radio Call Signs

| Official | Name (s) | Mobile Tel No | Radio Call Sign | Location |
|---|-------------------------------------|---------------|-----------------|--------------------------|
| Radio Control | Ken Paterson | 07831 321307 | Rally Control | Rally Control |
| Clerk of Course | Bob Draper | 07983 245168 | Trent 1 | Rally Control |
| Event Co-ordinator & Deputy C of C | David Baugh | 07946 511035 | Trent 2 | Rally Control |
| Clerk of Works & Deputy C of C | Paul Rees | 07813 804045 | Trent 5 | Service Area/On Stage |
| Event and Spectator Safety Officer | Simon Hall | 07788 922414 | Trent 3 | Safety Car / Stage Start |
| Chief Marshal | Steve Gascoigne | 07754 761202 | Trent 8 | Service Area/On Stage |
| Secretary of the Meeting | Howard Wilcock | 07769 676533 | Trent 7 | Rally HQ |
| Competitor Liaison Officer | Emma Morrison | 07771 671783 | Trent 6 | Rally HQ/Service Area |
| Event Safeguarding Officer | Karen Gough | 07900 906009 | n/a | Rally HQ/Service Area |
| Chief Medical Officer | Dr Harj Chaggar | n/a | Momo 222 | Stage Start |
| Paramedic (1) First Intervention Vehicle | Nigel Wells & Alan Page | n/a | Cam Medic | Mid Point |
| Paramedic (2) | Anne Marie Harris | n/a | via Cam Rescue | Mid Point |
| Rescue Unit (1) | Cam Rescue (Zoe Webber) | 07836 746349 | Cam Rescue | Mid Point |
| Rescue Unit (2) | Lace Rescue (Chris Middleton) | 01536 710482 | Lace Rescue | Stage Start |
| Recovery (1) | Cam Recovery (Paul Hull) | 07836 746349 | Cam Recovery | Mid Point |
| Recovery (2) | Crossrigg 2 (Jonathan Arminshaw) | n/a | Crossrigg 2 | Stage Start |
| Recovery (3) | Crossrigg 4 (Mitch Randle) | n/a | Crossrigg 4 | Stage Start |
| Stage Setup Team (1) | Stuart Proctor | 07730 671783 | Trent 9 | Service Area/On Stage |
| Stage Setup Team (2) | Steve Gough | 07867 890104 | Trent 10 | Service Area/On Stage |
| Start Control Officer | Mick Smith | | Via Start Radio | Stage Start Control |
| Finish Control Officer | Don Cameron | | Via Stop Radio | Stage Stop Control |

Schedule of Stages and Times

The event will consist of 7 stages totaling 54 stage miles. There are up to 90 competing cars and the first car is due to start Stage 1 at 09.15. Cars will start at 30 second intervals on all stages.

The total number of competing cars is likely to reduce as the day goes on, which will reduce the stage running time. This means that the time for the first car on every stage other than stage 1 cannot be accurately predicted, so this table of information is for guidance only.

| Location | First car | Last Car | Comments |
|------------|--------------|----------|---------------------------------------|
| M.T.C.1 | 09.12 | 09.57 | |
| Start SS1 | 09.15 | 10.00 | Start at 30 second intervals |
| T.C.2 | 10.17 | 11.02 | |
| Start SS2 | 10.20 | 11.05 | Start at 30 second intervals |
| > | > | > | Stage Route Change. Target 30 minutes |
| T.C.3 | 11.50 | 12.35 | |
| Start SS3 | 11.53 | 12.38 | Start at 30 second intervals |
| T.C.4 | 12.52 | 13.37 | |
| Start SS4 | 12.55 | 13.40 | Start at 30 second intervals |
| > | > | > | Stage Route Change. Target 50 minutes |
| T.C.5 | 14.42 | 15.27 | |
| Start SS5 | 14.45 | 15.30 | Start at 30 second intervals |
| T.C.6 | 15.42 | 16.27 | |
| Start SS6 | 15.45 | 16.30 | Start at 30 second intervals |
| > | > | > | Stage Route Change Target 15 minutes |
| T.C.7 | 16.55 | 17.40 | |
| Start SS7 | 16.58 | 17.43 | Start at 30 second intervals |
| Finish SS7 | 17.06 | 17.51 | |

The planned running order of Safety Cars and other official vehicles is shown in the table below

| | Motorsport UK Steward (2 cars) | Event Safety Officer | Sweeper Car | Stage Route Change Crew |
|----------------|--------------------------------|----------------------|-------------|-------------------------|
| Before Stage 1 | Yes | Yes | | |
| After Stage 1 | None | | | |
| Before Stage 2 | None | | | |
| After Stage 2 | | | Possible | Yes |
| Before Stage 3 | Yes | Yes | | |
| After Stage 3 | None | | | |
| Before Stage 4 | None | | | |
| After Stage 4 | | | Possible | Yes |
| Before Stage 5 | Yes | Yes | | |
| After Stage 5 | None | | | |
| Before Stage 6 | None | | | |
| After Stage 6 | | | Possible | Yes |
| Before Stage 7 | Yes | Yes | | |
| After Stage 7 | | | Yes | Yes |

Before stages 1, 3, 5 and 7 the Motorsport UK Steward accompanied by the Clerk of the Course and the Event Stewards (in 2 cars) will check the stage routes / set-up. They will be followed by the Event Safety Officer who will make a final check just prior to the first car starting the stage.

Do NOT expect any official vehicle between stages 1 & 2, 3 & 4 and 5 & 6.

Please note, Stages 1 to 4 are being run in the same direction, with stages 5 to 7 being run in the reverse direction

Stages 2, 4 will and 6 will be closed by instruction from Radio Control. Recovery vehicles and stage alteration vehicles may enter the stage following closure. Stage 7 will be closed by a Sweeper Car (the Event Safety Officer vehicle). The Event Safety Officer will traverse after the final stage to close the event, no marshals to stand down until the Event Safety Officer vehicle has passed. NB: Recovery vehicles will be operating after stage 7.

Event results will be updated throughout the event and be available via the event website at www.doningtonrally.co.uk

RADIO CREW INFORMATION

Radio Protocol

On this event we will be using Donington Park's own hand-held radios. **DO NOT use your Motorsport UK 81 set as this has not been authorised by the CAA.** Rally Control will be run by Ken Paterson.

It is acknowledged that the radio crews are generally very experienced, but operators are reminded that: -

- Radios should not be left unattended.
- A control is being used, please wait for control to go to standby.
- Some queries will be dealt with by other means if appropriate.
- Strict Discipline must be observed regarding message prefixes: -

"NO PREFIX" For most messages no prefix is necessary.

"SAFETY" Where attention is required over routine messages, but delay can be tolerated, such as a car overdue, spectator problem, equipment missing. If the radio net is not busy even these calls do not need a prefix.

"URGENT" Immediate attention / action required. EG: suspected injury following accident, stage completely blocked.

"PRIORITY" ONLY FOR CONFIRMED LIFE OR DEATH SITUATIONS.

"RELEVANT" Where you have a message which is relevant to another radio call.

DO NOT OVERSTATE THE SITUATION, AND BEAR IN MIND THAT MANY EARS ARE LISTENING TO YOUR MESSAGE. PLEASE THINK BEFORE YOU SPEAK...!

When the radio check is carried out by Radio Control, please respond with you call sign and post number / location, thereby allowing everybody to build up their stage list.

For your record, please enter location and call sign of other stage radios when doing the radio check.

| Stage 1 & 2 | | Stage 3 & 4 | | Stage 5 & 6 | | Stage 7 | |
|-------------|-----------|-------------|-----------|-------------|-----------|---------|-----------|
| Post | Call Sign | Post | Call Sign | Post | Call Sign | Post | Call Sign |
| Start | | Start | | Start | | | |
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| Finish | | Finish | | Finish | | Finish | |

Stage Start and Finish radios should supply the following, Doctor / Rescue in position, 1st competitor in and out, Safety Cars in and out, times for any stage stoppages, last three competitors in and out and time of the last car.

All radios should maintain a log of competitors passing their location to help locate 'lost' crews.

Radio communication is an essential element in the safe and efficient running of the event.

Radio Crew Incident Handling Procedure

(Please also read “Incidents involving a Gravel Trap” and the Red Flag Procedure later in this document)

In the event of a reliable and confirmed report of an incident, usually from an in-stage radio point or the circuit CCTV, but also from competitors direct. Radio Control will initiate the following procedure: -

- 1 Verify the exact location of the incident (Post no).
- 2 Obtain, as fully as possible, details of the incident e.g.
 - Number of casualties (crew, spectators or marshals) if any
 - Type of injury if any
 - Is there a fire or risk of fire?
 - Is the stage completely or partially blocked?
 - Is the OK board displayed?
- 3 Advise the Clerk of the Course and/or Safety Officer who will assess the position, consult with the Doctor/Paramedic and Rescue Crew and decide whether the stage should be stopped.
The following procedure will apply ONLY after the Clerk of the Course or Deputy Clerk of the Course has given the order to stop the stage and it is safe for the Rescue, Medical and Recovery crews to enter the stage.
- 4 The Event Safety Officer, who will act as the eyes and ears of the Clerk of the Course, together with the Rescue, Medical and Recovery crews will enter the stage. The Clerk of the Course will remain in Rally Control to co-ordinate action via Radio Control and draw on other resources if necessary.
- 5 Radio Control will obtain from Start Radio the numbers of the last 3 cars entering the stage, and the time taken by the last car.
- 6 Radio Control will be kept up dated of the situation via the Event Safety Officer, and Radio Control will keep the Clerk of the Course updated of the situation.
- 7 Start and Finish Radio must log all vehicles entering and leaving the stage respectively.
- 8 After the incident has been dealt with and all vehicles and personnel involved have returned to their locations, the stage can be re-started. A radio check should be made to confirm this.
- 9 Radio Control will confirm the due time for the re-start.

Mandatory Radio Locations

All Mandatory Radio locations will have a Radio Crew consisting of a minimum of two persons; one member of which must be a Motorsport UK Accredited Marshal. Supplementary Radio Crews will be located at other designated marshalling posts but there will be no Red Flag at these locations.

All Radio Crews will be in contact with Radio Control with operators using their Motorsport UK call signs.

| Stages 1 & 2 | Stages 3 & 4 | Stages 5 & 6 | Stage 7 |
|--------------|--------------|--------------|-----------|
| Start | Start | Start | Start |
| Post 2 | Post 2 | Post 21 | Post 21 |
| Post 7 | Post 7 | Post 19 | Post 19 |
| Post 11 | Post 11 | Post 17 | Post 17 |
| Post 13 | Post 13 | Post 16 | Post 16 |
| Post 14 | Post 14 | Post 15 | Post 15 |
| Post 15 | Post 15 | Post 14 | Post 14 |
| Post 16 | Post 16 | Post 13 | Post 7 |
| Post 17 | Post 17 | Post 11 | Post 2 |
| Post 19 | Post 19 | Post 7 | Stop Line |
| Post 22 | Post 21 | Post 2 | |
| Post 24 | Post 24 | Stop Line | |
| Stop Line | Stop Line | | |

MARSHALLING INFORMATION

General Spectator Control Information

The key to accurate and efficient planning is to ensure that spectators can watch the Rally in a safe environment. With the exception of a 150m section after the Stage Start, a 100m section between the Tarmac Lake and Redgate, (both in Paddock 3), and a section of the infield road, spectators are all controlled by the fences, walls and barriers of the Motorsport UK Licensed race circuit and are therefore prevented from accessing the special stages. The organisers will ensure that adequate warning signs are displayed at public entrance points and as appropriate throughout the venue. These signs will include Motorsport UK notices A, B, C and D and the Safety Code notice.

All Marshals must wear a tabard. Marshal identification badges will be supplied by the organisers and must be worn at all times. Marshals must also carry and use a whistle as a means of warning spectators of an approaching car.

Marshals will be positioned before and after potentially hazardous and prohibited areas (**Not in Prohibited Areas**) ensuring that they themselves are located safely. They should also be in positions at or within sight of arrows and signs to prevent them from being obscured or removed by spectators. Spectators sometimes try to position themselves in potentially dangerous locations after the safety car has passed. If you believe they are standing in a dangerous location, then please politely request them to move to a safer position.

If spectators become a problem while the event is running Rally Control should be informed immediately. Spectators should be informed that if they do not comply with instructions given by the marshals then **the stage can and will be stopped**. Officials and marshals should be firm but polite when dealing with a situation. They should not be officious and must not stand where they would not want spectators to stand. They should get the spectators on "their side", establish a spectator line and stick to it.

The Event and Spectator Safety Officer will be travelling through the stages before SS1, SS3, SS5 and SS7 prior to the competitors. If you are experiencing problems relating to spectators and cannot resolve them, notify Radio Control who will inform the Event Safety Officer car. Be aware that the Event Safety Officer car is less than 15 minutes in front of the competitors.

The important thing is not to over react when dealing with a problem. Most spectators' problems can be dealt with by the stage team. Assess the situation calmly and formulate a plan as to how to resolve the problem and then implement it.

Incident Handling Procedure (Please read in conjunction with "Incidents involving a Gravel Trap")

If a competing car has an accident or is blocking the stage

*** PROTECT THE SCENE ***

Send one marshal at least 100 meters back up the stage to warn approaching competitors, a waved tabard or warning triangle held by a marshal is the best. DO NOT TRY TO STOP A COMPETITOR - no marshal has the power to do this unless a person's life is in danger.

Competitors carry an OK / SOS board for use at incidents. If urgent medical attention is required display the SOS board to the next three competitors, only counting those who acknowledge. You should also send a marshal to the nearest radio point to pass a message relating to the car number and the status of the crew. If no injuries have occurred display the OK board.

Take care when waving an OK / SOS board - remember it has the opposite message on the reverse side and could be misunderstood, cover up the wrong message before displaying it.

Serious Incidents

If a car is on fire - immediately try to help the crew from the car, seat belts have a quick release mechanism, or cut the belts with a knife. All cars have a remotely operated under bonnet fire extinguisher (Marked E and located in front of the windscreen). Also pull the electrical cut off switch (Lightening symbol). Cars also have a hand-held fire extinguisher in the cockpit.

5 KEY POINTS FOR SERIOUS INCIDENTS

1. Keep Spectators Away, Protect Yourself and the Scene. The most senior marshal present should take command of the situation. Send a message to the nearest radio and / or by use of the "SOS" board.
2. Turn the Ignition / Electrical Master Switch Off (Lightening Symbol)
3. If no fire has occurred and there is no other immediate danger, do not move any injured crew, ensure the person can breathe properly - MAINTAIN A CLEAR AIRWAY, and loosen the clothing around the

neck. **DO NOT REMOVE HELMET unless it is absolutely necessary.** Apply pressure to any obvious bleeding points, keep the person warm and try to keep everyone calm.

4. Constantly update the nearest radio crew with accurate information if possible. This will help the organisers get you the help you need. **All 999 calls must only be made by Radio Control.**
5. Try to keep the track clear for other competitors, however your first priority is to help any people who are injured. If a car goes off the track, make sure those other cars are not delayed or potential further danger is created by trying to get a car back on the road.
If the track is completely blocked and you are dealing with casualties, then make certain that any competitors who are held up pull off the track to allow the Rescue Unit and Doctor to access the incident.

If there has been an incident involving injury, or if the stage has been unavoidably blocked, please ensure that you supply a written report to the Clerk of the Course. Get statements from any witnesses, but do not pass comment on the incident to anybody.

Any injury, even a cut finger requires the relevant form to be completed and passed to the Event Safety Officer or an Official of the event.

Incidents involving a Gravel Trap

Gravel traps are located at various points around the race circuit and are there to stop a car which leaves the track. If a car has gone off into a gravel trap near your location, then so might another. Should this happen to a competing car, the crew have been told to switch off the engine, put out their OK board (if both crew members do not require medical assistance) and a warning triangle (only if safe to do so) and immediately go and stand in a safe place behind the concrete wall or Armco barrier.

YOU should only attend a stranded car if there is a possible injury to a crew member or fire. **DO NOT** try and move the car whilst the stage is live (still running) but make sure that the crew vacate their car and stand in a safe place.

RED FLAG Procedure (R24.4.5 and R24.4.6)

On this event the following will apply at MANDATORY on-stage radio points only

R24.4.5. On any special stage where extreme circumstances make it necessary to neutralise the competition e.g. where spectator safety is compromised, or to authorise the movement of noncompeting or rescue vehicles, the system of Red Flags must be in place. These should be located at mid stage rescue points, all locations where a rescue/emergency vehicle may re-enter the stage following a shortcut and at each mandatory Radio Point. Red Flags will be displayed at all mandatory Radio Points preceding the incident, **only on the specific instruction of the Clerk of the Course.** Red Flags must be prominently displayed (held out steady not waved) by a designated marshal who **MUST** wear a marshals' tabard.

- (i) Competitors who have been shown a Red Flag will be given a notional time for the stage.
- (ii) The time of the deployment of the Red Flags will be recorded and notified to the Clerk of the Course.
- (iii) No flag other than a Red Flag may be deployed at any point along the route of the special stage.

R24.4.6. On passing a Red Flag displayed by a marshal wearing a marshals' tabard, the driver **MUST** immediately and significantly reduce speed as well as being prepared to stop at any time; at no time must they overtake any safety vehicle they encounter on the special stage route. The driver must then follow the instructions of any marshals and/or stage safety personnel and maintain this reduced speed until leaving the special stage. Failure to comply will incur a penalty at the discretion of the Clerk of the Course.

Equipment Collection

It would be a great help if you could carefully take down all the equipment and signage at your location and leave it alongside the stage route. The designated set-up / clearance teams will then clear the stages.

ACKNOWLEDGEMENTS

Our event sponsor **NORTHSIDE TRUCK & VAN**
Donington Park, MSV and all their staff.

All Doctors, Paramedics, Rescue Units, Recovery Units & Radio Control
We express our grateful thanks to all the officials and marshals for their assistance.

Without your contribution this event would not be possible. Thank You.

SPECTATE SAFELY!



ARI
NEEDS
YOU
TO

Be alert!

Always expect the unexpected

Stay at the designated spectator areas

Remember that in an accident anything can happen

Always follow the instructions of the marshals

Your safety – Your life

ONLY A SAFE RALLY IS A GOOD RALLY

#AriNeedsYou

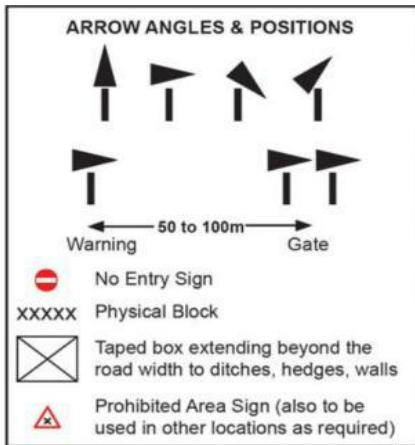


msauk.org/rallyfuture

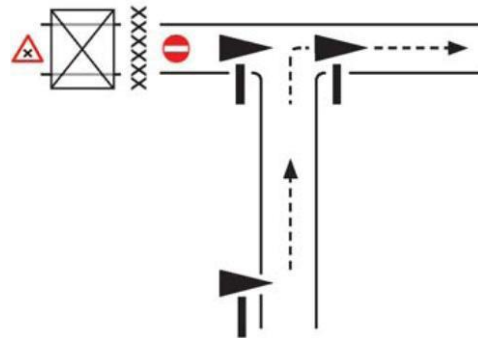
Stage Set up

The diagrams below give general guidance on how the Stage should be 'arrowed' and how specific types of junctions (posts) should be set up.

General guide to Stage Arrow positions

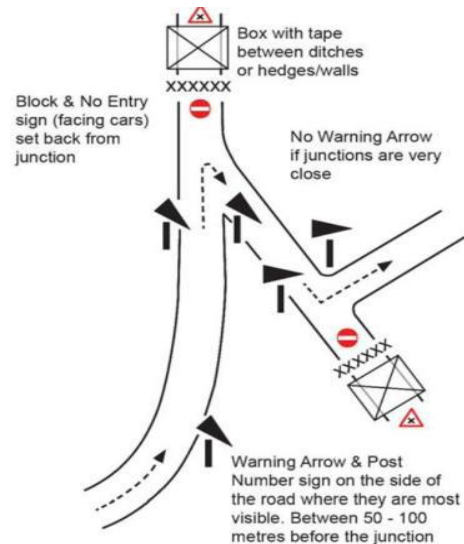
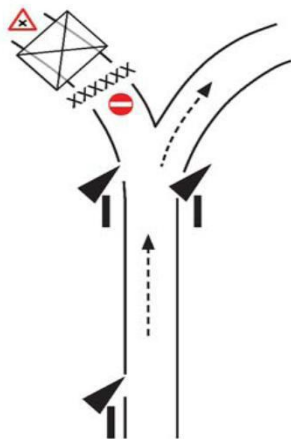


Setup of a 90 degree Junction

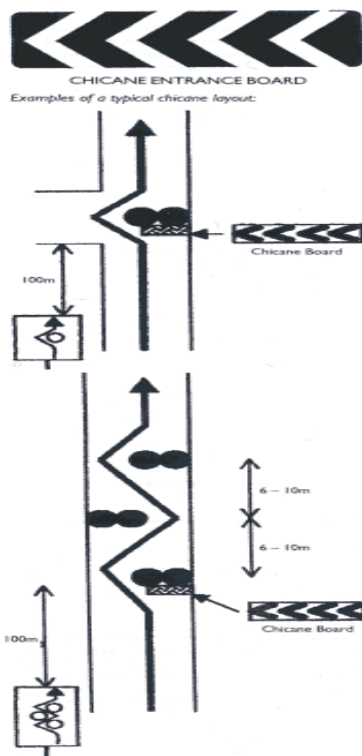


Setup of a Junction greater than 90 degrees

Setup of a Junction of less than 90 degrees



Setup of a Chicane



Incident Report Form

For the Northside Truck and Van Donington Rally – 13th March 2022

| | |
|---------------------|----------------|
| Your Name: | |
| Your Address: | |
| Post Code: | |
| Home Tel No: | Mobile Tel No: |
| Stage Number/Venue: | |
| Your Location: | |

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|----------------------------|
| Brief Details of Incident: |
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| Action Taken: |
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|---------|-------|
| Signed: | Date: |
| | Time: |