



CLUB RACING SPECIALTY OPERATIONS MANUAL

Flagging and Communications

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With recognition that the Flagging and Communications community is an all volunteer force, it is important to understand the commitment and effort it takes to accomplish the major undertakings. The original SCCA F&C Manual was compiled by and would not have been possible without the great efforts of many talented and dedicated F&C members. Each of those listed here deserve credit and mention for making it reality. Some of those contributors as listed in the Official 2002 Manual publication are as follows (in no specific order):

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The rewrite into the F&C Manual format is through the efforts of many willing volunteers from the Regions of the NEDiv, and some input from the North Carolina Region of the Southeast Division, SWDiv, Executive Stewards and Divisional Administrators.

Much of the material was taken directly from the 2002 SCCA F&C Manual and reorganized into a condensed version of a much needed document.

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Working in Flagging and Communications (F&C) puts marshals trackside at the best road racing events in the country. You will find that participating in this exciting sport and making new friendships are the best rewards for the work. Even if you find that this specialty is not a good fit, don't worry—SCCA has many other ways for you to participate.

Flag or turn marshals (flaggers) are an important part of any race event, and doing the job well requires your attention and willingness to learn.

In F&C, only “the basics” can be taught in a classroom. Much of the training and development takes place “on-the-job”. Experience, and the lessons learned on-track, will always be the primary resources for making you a better marshal. Be willing to learn, and be willing to ask questions. Have fun but be alert, be safe, and prepare for the unexpected.

This document is a Manual, not a mandate:

The rules for SCCA Club Racing events are set by the Club’s General Competition Rules (GCR) and remain the same at all events. This Guide supplements the GCR requirements with recommendations and common practices that will aid any marshal at any event.

The nationwide consensus procedures presented here help foster consistency and uniformity and also provide general information for marshal training and development. Many of these procedures may also apply to events sanctioned by other racing organizations

This manual does not address every situation, procedure or term you may encounter at a race track. You will need to become familiar with local policies and operating procedures. Additionally, be willing to learn and use new procedures when you visit another track or race event

Mission Statement

"The F&C organization will provide safe, effective and timely course control during race events."

The Purpose of F&C Team

The purpose of the F&C organization is to provide safe, effective and timely course control during the event. This is done by:

- Observing everything within their area of responsibility - cars, drivers, spectators, safety equipment, barriers, etc - for any unusual or improper condition that may affect the safe conduct of the event.
- Signaling the drivers with flags, lights, hand signals or other means of any change in the condition of the course or the condition of their cars.
- Communicating all relevant information about of the condition of the course, the competing cars, and any situation requiring decisions or actions by race officials.
- Relaying received information and instructions to affected personnel, including emergency vehicle crews, drivers, or other participants.
- Undertaking limited, emergency first-response action required to protect lives and property in the event of an accident.

- I. General Information
 - A. **The GCR**
 - B. **The F&C Team**
 - C. **The F&C Volunteer**

- II. Positions, Responsibilities, and Flags
 - A. **Administration & Organization**
 - B. **Flags, Their Meanings and Use**

General Information

The GCR

The club's General Competition Rules or GCR is the all-inclusive document containing class rules, minimum requirements, definitions and operating rules for race events. It is a lengthy and detailed document.

The section governing Flagging and Communication operations is incorporated here by reference and certain requirements mentioned in this Guide come from the GCR. The complete GCR may be found on-line in the Club Racing tab at

<http://www.scca.com>

Along with understanding the F&C standards in this Manual, marshals should become generally familiar with the GCR as well. Some knowledge of the organizational structure beyond the F&C specialty will prove helpful and informative. Additionally, a race event will often have specific Supplemental Regulations that detail procedures and requirements unique to the track or event.

This Manual will be reviewed and updated periodically or when changes to the GCR require it.

THE F&C TEAM

Marshalls, flaggers, communicators, emergency response personnel, tow vehicle crews and other necessary personnel are stationed around the race track. In general, marshals fulfill the roles of observers, signalers and communicators. When cars are on the track, F&C personnel will:

- Maintain a clear and safe course.
- Observe the cars for anything unusual or potentially unsafe, watch for contact between cars and for cars off the course.
- Use flags, lights and other devices to signal drivers about incidents or conditions on the course.
- Communicate local situations and conditions to officials controlling the race, particularly when the situation may affect other stations or the race in general.
- Respond to, and possibly relay, any directions received from the race control officials. At some tracks this may include such matters as dispatching response vehicles from a station, opening and closing a spectator gate or other such items.
- Under some conditions at some tracks, marshals may need to respond to an emergency situation such as a fire or collision. Not all tracks permit this and you should know the policies of each track you attend.
- Provide descriptions of incidents that can be used by the stewards to make decisions or for protests.

The F&C Volunteer

The F&C Specialty is open to men and women who are SCCA members in good standing. Various forms of membership are available including short-term or weekend membership.

While the GCR specifies 16 years as a minimum age to participate, various state, local or even track rules may require or specify an older age. SCCA requires anyone between the ages of 16 and 18 years to have a SCCA parental waiver signed before participating in a hazardous area. This must be prepared in advance and submitted to the SCCA National Office in Topeka, Kansas.

The GCR prohibits consumption of alcoholic beverages by any race participant, including marshals, until all practice, qualifying, and racing activity is over for the day, and until your official duties have been completed. If you violate this rule, you may be asked to leave the event.

The GCR strictly prohibits consumption of unauthorized controlled or dangerous substances at any time.

Additionally, any known medical condition (including pregnancy) which could affect your ability to perform your job may require you to request reassignment to areas of reduced responsibility. Use common sense and do not put yourself or others at risk.

Other characteristics of marshals include the ability to:

- Meet reasonable physical requirements. You will be outdoors all day, exposed to all types of weather conditions, and standing for long periods of time. You must remain alert at all times in a loud, sometimes dirty, and often busy environment. You may have to run or react quickly.
- Work as part of a team and follow directions. As well, you may have to evaluate a situation quickly and make a decision about what to do or say
- Be reliable. Be on time. Always attend when you say you will.
- Be familiar with general rules and operating procedures. That's what this Guide is for.
- Use common sense, and good judgment. The ability to think logically will help you through Many situations.

Positions, Responsibilities and Flags

Administration & Organization

At all events, there is a structured Race Organization with levels of responsibility and accountability. F&C is one of many specialties within that structure. SCCA is a national organization, and Club representatives in charge of an event are called stewards.

This section outlines the positions and responsibilities of the F&C personnel and the other race officials with whom they may interact during an event. There are several specialties which have little or no contact with F&C during an event and they are not covered here.

Starting at the top of the responsibility chain of command:

Chief Steward (CS) – The Chief Steward is the person in control of the operation of the event. This person directs the functions of the event and is the ultimate operational decision maker. There will typically be a number of assistant chief stewards or operating stewards who are responsible to the Chief Steward and who assist in the operation of the event. There will also be an Assistant Chief Steward in charge of safety.

Steward of the Meet (SOM) – These stewards act as judges for the event. They hear driver protests on rules violations and decide on penalties to be imposed. F&C personnel will not normally interact with them unless called upon to testify in an action.

Operating Steward (OS) –The CS has many responsibilities and may not spend a lot of time in Race Control. The OS is directly in charge of on-track activities and is always located in Race Control in close proximity to the communications net.

Flag Marshal (FM) – (Or one chief of flags and one chief of communications.) Sometimes called the Flag Chief, the FM is appointed by the region conducting the event and oversees F&C activities within the racing program. All chiefs of specialty report to the Chief Steward during an event and must work together to appoint crews that can make their part of the event a success.

The FM is responsible for recruiting and training F&C personnel; advertising events among the F&C community; maintaining participation records for personnel; maintaining and storing region owned F&C equipment; making assignments for specific events; issuing and upgrading licenses and selecting event chiefs when not able to attend races. The FM may appoint one or more assistants to help carry out his duties or to act as Flag Chief for specific events.

Race Controller (RC) – (Where Flag and Communications are separate specialties, the RC comes from the communications specialty and is assigned by the Chief of Communications.) The RC is assigned by the FM from among the more experienced people.

The race control communicator (generally known as “Control” or in some places, “Tower” or “Central”) is the communications hub and the direct line to the stewards. All messages from anywhere on the track should flow through “Control.”

Anyone working as Control communicator should have a thorough knowledge of the entire F&C specialty and the "lay of the land" at the circuit, including areas or procedures outside F&C's general responsibility. Examples include how to contact security or track maintenance to deal with a problem reported by a flag station.

The Race Controller operates the communications net and disseminates information and reports between the flag stations, the Operating Steward and others on the communications net.

Recorder – All communications on the net are recorded in written format, and sometimes electronically as well. The Recorder is usually a member of the F&C or Communications specialties. Their responsibility is to make a written record of all pertinent communications on the net.

Station Captains (SC) are also called Seniors or Station Chiefs – These are experienced marshals who are assigned by the FM to be in charge of a particular flag station. The SC has operational responsibility for their assigned station. They direct the activities of the marshals at that station; make decisions about what to do with disabled vehicles or other situations; evaluate the marshals under their direction; and make recommendations to the OS.

The station captain is like a ship's captain. All marshals on station work under the direction and authority of the SC. Should a dispute arise, the affected marshals will wait until the end of a session to raise objections or will remove themselves from the station and seek the FM for resolution.

Marshals can also be called flaggers or corner workers – These are the people who perform all of the tasks on the station.

Emergency Services (ES) – This is a separate specialty whose tasks include responding to calls for medical assistance, fire suppression and removing disabled cars from the track. There may be varying levels of interaction with this specialty depending on the arrangements at individual tracks.

It is important that the Emergency Services and F&C crews work together to achieve a safe and effective resolution to an incident. Emergency Services is divided into three specific sub-specialties. Within the ES group will be Medical, Fire, and Course Marshals. The Course Marshals do the cleanup and recovery work along with the F&C personnel.

FLAGS, THEIR MEANINGS AND USE

Flags are used to convey information to the drivers about course conditions ahead or to summon them into the pits.

The flags, their meanings and their general uses are defined and described in the General Competition Rules (GCR). Note that these definitions and directions may change as updates are made to the GCR.

The GCR is also very clear on one matter: when flags are shown, "The competitors shall obey them immediately and without question."

Some tracks may use lights as a supplement to, or instead of, flags at some locations. These will be noted in the supplementary regulations for the event.

Some flags are displayed motionless or steady while others are waved. All stationary flags should be held with one hand on the flag staff and the other holding the free edge of the flag in order to maximize the area shown to the drivers and to minimize interference from the wind.

A waved flag should be displayed in a smooth motion in a figure-eight pattern, emphasizing the up and down strokes presenting the largest visual area to the drivers.

The Flags:

Double Yellow (Full Course Yellow) – (Two yellow flags displayed motionless together)

Rule / meaning: The entire course is under a yellow condition. Slow down; no passing. The Safety or Pace car may be on the track.

Competitors may pass emergency vehicles or any slow moving race vehicles unable to keep pace when the driver of the slower vehicle waves them by.

Proper use: Double yellow is only displayed at the direction of the Operating Steward; the command will come via the communication network. In general, all stations show double yellow; however the station with the incident will need to maintain proper flag coverage for the situation at hand.

There are many ways to set or hold the flags to display double yellow. Always try to leave some space between the two flags.

This flag condition is mandatory for pace laps. It may also be used to control the field during response to incidents if the vehicle or responders are on the track or in a significantly hazardous position.

Stationary Yellow (Single or Steady Yellow) – (One yellow flag, held motionless)

Rule / meaning (per GCR): Take care, danger, slow down, NO PASSING from the flag until past emergency area.

Proper Use: Displayed fully open and held motionless.

The stationary yellow flag tells drivers that there is **no** obstruction **on** the racing surface, but there is something off the paving that may require attention. This could be a car just off course, an emergency vehicle attending to a disabled vehicle, or a marshal in an exposed position.

When the flag is displayed stationary, the flag person should be facing traffic. The yellow flag should be held with both hands, motionless, and presented in clear view to the oncoming drivers.

Note: Once a situation, such as a disabled car stopped well off of the racing surface, has existed at a station for one or two laps, or as soon as all cars have had the opportunity to see and identify the situation, the stationary yellow flag is usually withdrawn. The item or situation is then considered to have become part of the course, the drivers suitably notified, and the flag is available for future use.

Waving Yellow – (One waving yellow flag)

Rule / meaning: Great danger, slow down, be prepared to stop – NO PASSING from the flag until past emergency area.

Proper use: The waving yellow flag tells the drivers that there is an obstruction on the racing surface. It prepares them to stop or take necessary evasive action to avoid the incident. The track obstruction may be a disabled car, a large piece of debris, or even an animal.

Always wave the yellow flag in a steady and slightly rapid, figure-eight motion, emphasizing the vertical strokes.

Note: A waving yellow should only be used for something on the track. This is a *location* of the incident flag and not a seriousness flag. The person with the flag should be facing traffic and be waving the flag in a large figure eight pattern. It may be used for race or emergency vehicles stopped on track or for large pieces of debris which may damage other vehicles or cause them to go off course. A waving yellow for a track surface condition must remain waving until the situation is resolved.

As long as the situation exists on the racing surface, the yellow flag must be waved. However, the flag condition may rapidly change to “steady” as the situation changes, for example a disabled car limping off the paving onto the grass.

Debris (oil, slick, or surface) Flag – (Yellow and red striped, held motionless)

Rule / Meaning: Take care; oil has been spilled, a slippery condition exists, or debris is present on the racing surface. This flag is displayed standing – it is NEVER waved.

Proper Use: This flag is known as the oil flag, debris flag, or surface flag. Its intent is to make the driver look at the racing surface. It tells the driver that something that may interfere with traction is on the track surface. The flag should be used to indicate anything such as oil, gas, water, gravel, sand, mud, rocks, small objects on the track surface in enough quantity to cause loss of traction.

This flag is should usually be displayed by the blue flagger (not the yellow flagger) and shown prominently to oncoming traffic. It is never waved.

Under racing conditions, the surface flag is displayed until the course condition improves or for up to two laps. After all drivers have seen the condition they are considered to be aware and the flag is withdrawn to become available for another situation.

Use of this flag requires some judgment. A guideline to use is that if a car can pass over or through the surface condition without damage it should be flagged as surface debris, if the a car has to avoid or drive around the material on the surface to avoid damage it should be a waving yellow until the situation changes or is resolved.

White Flag – (Solid white, held motionless)

Rule / meaning: Approaching a slow moving vehicle on the racing surface.

Proper use: This flag warns drivers of vehicles moving on the track but below racing speed. To provide adequate warning to drivers, this flag is shown motionless (standing) for two flag stations prior to the vehicle. For example, a race car with a flat tire is limping on the track between Stations 4 and 5; Station 4 shows a white flag as does station 3. The progress on the vehicle is called in on the communication system. When Station 5 calls that they are now showing the white flag, Station 3 withdraws their flag but Station 4 maintains the flag until the car reaches Sta. 6.

Note: This flag applies to MOVING vehicles on the track. The white flag will continue to be displayed as long as the slow-moving vehicle is on the racing surface in the station’s area of responsibility. If the vehicle stops on or off the track, it is then covered by appropriate use of the yellow flag.

Blue Flag – (Blue with a yellow or orange stripe)

Rule / meaning: another car is following you very closely or trying to overtake you.

Proper use: The blue is the “passing” flag and is displayed by the blue flagger who faces oncoming traffic. The flag may be displayed standing or waving depending on closing speed. This flag is used slightly differently depending on whether it’s a practice/qualifying session or a race.

For practice/qualifying the blue is used more. Cars may be at different speeds or trying different settings. The slowest car may be doing their fastest lap and vice versa. The blue should only be used when plainly faster cars are rapidly overtaking a slower vehicle.

During a race the blue flag should be used for cars being lapped by the leaders. The other cars, though they may be running closely or passing, are racing for position. The blue flag should not be displayed to cars racing each other for finishing position.

Black Flag – (Solid black, held motionless) - This flag has three meanings and is only used at the direction of Race Control.

Rule / meanings:

1) Furled (or Closed) Black – Only shown at the direction of Race Control at Start/Finish, sometimes with a number board, to warn a driver that they have been observed driving in an improper or unsafe manner.

2) Open Black – Shown only at the direction of Race Control from Start/Finish and the designated black flag station, and always with a number board. Proceed directly to the pits. Do not take another lap.

3) Open Black (All stations) –The session has been halted, proceed directly to the pits.

Proper use: Only shown at the direction of Race Control. Generally displayed by the blue flagger, as things may still occur requiring the use of the yellow. Note – passing is allowed under the black flag.

Mechanical Black Flag or Meatball (Black flag with a large orange ball in the center, held motionless)

Rule / meaning: There is something wrong with your car. Proceed to your pit at reduced speed.

Proper use: This flag, along with a number board, is only displayed at the direction of Race Control and then only at Start and the Black Flag station.

Red Flag – (Solid red, held motionless)

Rule / meaning: Extreme danger, the session has been stopped. Come to an immediate controlled stop at the side of the race track.

Proper use: This flag is only used at the direction of Race Control. It is displayed as a stationary flag.

Green Flag (Solid green)

Rule / meaning: A session is under way and the course is clear.

Use: Displayed only at Start/Finish, this flag indicates that a race or session has started or that a race has restarted.

Checkered Flag – (Black and White checkered)

Rule / meaning: The session or race has ended. Continue safely to the pits.

Use – Displayed only at Start/Finish, and at some tracks, at a specifically designated flag station.

I. Specialty Volunteer Tasks

A. Station Operations

1. *Safety First*
2. *Station Equipment (in Event Equipment)*
3. *Corner Meeting*
4. *Marshal Rotation*
5. *Station Captain*
6. *Yellow Flagger*
7. *Multiple Flag Use*
8. *Flag Backup (Blue Flag)*
9. *Communicator (in Communications Section)*
10. *Safety*
11. *Track & Equipment Observation*
12. *Vehicle Observation*
13. *Spectator Control*
14. *Hand Signals (short description of most used signals)*
15. *Working Street Courses*

B. Communications

1. *General Procedures*
2. *Race Control*
3. *Recorder*
4. *Corner Communications (examples of radio calls to & from stations)*
5. *Notes for Novices*

C. Emergency and Medical

1. *The Station Captain and Communicator*
2. *Flags*
3. *The Safety (Point) person*

II. Event Equipment

A. Station Equipment for all corners

B. Personal Equipment you should have

Specialty Volunteer Tasks

STATION OPERATIONS

This section deals with operating a corner station, with the exception of communications procedures and handling emergencies. There are separate sections in this guide covering both Communications and Emergency and Medical procedures.

There are many things which will influence how you perform your duties on a corner station. Among the variables may be staffing level, sight lines, weather, and local terrain.

Safety First

Working races is very rewarding and a lot of fun. However, it is also dangerous. You can reduce the risk by using good common sense and taking reasonable precautions.

You are responsible for your own safety. Arrive at the station well rested and mentally prepared. You must always stay alert and NEVER turn your back to the racing cars without someone else watching the oncoming cars to warn you. Never sit or lie down with cars on the course and never use a camera while on duty.

All personnel at a flag station *should* be behind some sort of solid barrier and only come out to an exposed position to perform a particular task. You should not assume that, because there is a barrier in place, it will stop or slow down a car or car parts. Errant race cars or pieces can threaten a flag station and you may have to move quickly to safety.

Anticipate routes of escape and make certain that personal bags, coolers and other station equipment do not block your exit paths. Additionally, do not lean on or place equipment on or against barriers, rails, bunkers or other station protection; any item will become a projectile if the barrier is hit.

There are five priorities when operating on a corner station. These priorities will keep things in perspective for safe, efficient corner station operation. They are listed in order of importance, and at any given moment you must protect:

1. You – Look out for yourself. Should you become sick or injured, you are no longer able to do your job and the station must deal with your situation. Take care, and operate safely.
2. Your fellow team members, the person standing next to you and your fellow marshals. Always keep them as safe as possible.
3. The drivers still racing – Cars are operating at speed on the track. You may already have some sort of incident going on and you do not need to have it escalated by the addition of more cars. This means displaying the appropriate flags, communicating the information to the drivers still in motion, and giving direction where necessary.
4. The drivers in your incident – After steps 1, 2 and 3 above, it's time to assess the driver's situation. Signal for help if necessary; and if possible get the driver to a safer place.
5. The driver's car – After you have assured that everything else has been taken care of, you can worry about the race car.

Do not turn your back to race traffic. This may be hard to do at times, but you should endeavor to follow it whenever possible. The rule is that there is no such thing as a safe place at a race track. Some places may be safer than others, but no place is safe.

Station Equipment (in Event Equipment)

Corner Meeting

When the entire crew has arrived at the station, the captain should hold a brief meeting. All marshals should sign the corner roster if required. During this time the communicator should also connect the equipment and check the station in with race control.

The captain should check the qualifications of any new or unknown marshal and should introduce the marshals to each other and make them welcome on the station.

The captain should review the standard whistle and hand signals and answer questions about any standard procedures, including communications protocols, to be used. The Captain must explain the particular problems common to the corner and direct placement of the equipment.

The captain assigns marshals to each position on the corner and sets up a system for rotating marshals from one position to another. Marshals should inform the captain of any allergies or medical conditions that may affect their participation or that of the team.

Marshal Rotation

Everyone on the station should be encouraged to work in every position. The corner team's efficiency is increased when everyone is familiar with every job on the corner. Marshals remain alert when they change positions regularly. All marshals should work on becoming reasonably proficient in performing the duties of each position. However, some regions do specialize and this procedure should be understood and accepted when visiting in their region.

If any marshal feels unable or unsafe to work in a particular position, the captain should take this into consideration. The captain should also consider and incorporate any special qualifications some marshals may have such as blue flag expertise, communication skills, and so on.

The following positions are found on corner stations.

Station Captain

Training is one of the more important jobs of the Captain. The Captain must observe all those working on the station during the event and offer constructive criticism and comment so that they can advance their skills.

The Captain should also report to the Flag Chief on the performance of the crew so the Chief has feedback to consider when evaluating for assignments, license upgrades, and further training. Some Regions have formal reports for this purpose and the Captain should always fill them out.

If there are any novice marshals assigned to the station, the Captain should pair them with an experienced marshal to mentor them.

The captain is involved in all operational decisions at the station and has final say on what calls are made. The captain may delegate to experienced marshals, but the types of calls to be

referred to the captain should be determined ahead of time. No marshal should go into a target area or onto the track during a session without the captain's direction.

Yellow Flagger

The yellow flagger holds and displays the yellow flags. Depending on circumstances; there may be overlap between the yellow flagger and flag backup (blue flagger) as to who displays the other flags. The yellow flagger must always hold the yellow in their hand, keeping it hidden from the drivers' view until it is needed, while cars are on course. This includes the "warm up" and "cool down" laps.

The yellow flagger should stand in what is referred to as the "L" position with the blue flagger. The yellow flagger faces toward the track and can look both upstream and downstream and the flag backup faces upstream. Although the blue flagger is there to watch oncoming traffic and give warning, remember that you are responsible for your own safety as well.

When an incident requires your yellow flag, turn so that you now face traffic and display the flag on the track side of your body. Make sure it is clearly visible to approaching drivers. ALWAYS face traffic when displaying the flag. Your blue flagger may need to respond to the incident and leave you unprotected.

If a flag must be waved, use a steady figure eight motion. This will prevent the flag from becoming tangled. Be alert for calls from your backup, station captain or others to change your flag condition as the situation develops or changes. It is possible that you may need to display more than two flags at once.

For double yellow course conditions, hold the staff ends of the two flags together, with a gap between the two flags. Hold the flags in front of your body or toward the track side.

Multiple Flag Use: It is quite common to have a situation requiring display of multiple flags. For example: two cars have spun, one on the track and the other into the grass. The off track car continues from the grass, but with a flat tire but the other one has stalled on the pavement. The flag station should display a waving yellow (for the car on the paving), a white (for the slow moving car on the track with the flat tire) and a debris flag for the large amount of grass or dirt brought onto the track. In these cases, the yellow flagger will hold or wave the yellow flag while the blue flagger displays the other flag(s) as needed. Remember to withdraw a particular flag when its message is no longer needed.

Flag Backup – Blue Flag

The flag backup, also called the blue flagger, has three duties. The first, and most important, is to protect the yellow flagger. You are the eyes that keep the yellow flagger from harm. You must never turn around to watch "interesting things" or to check on what is happening when there are cars approaching. NEVER leave your position without letting the yellow flagger know you are going.

When the yellow flagger displays their flag, you will normally swing around to the yellow flagger's former position so that you can now look both ways and advise when to change flag condition or drop the flag.

The second job of the flag backup is to use the blue flag. This is to let drivers know when they are being followed closely or overtaken by a faster car. You are in a prime position to do this as you should already be looking upstream at oncoming traffic.

The blue flagger also displays the other flags as needed. This is so the yellow flagger can concentrate on their job. When things get busy, you may need to hand off the other flags to respond.

The blue flag should be used two ways, one for practice and qualifying and the other for the race. Use the blue liberally during practice/qualifying. Cars of different speed and classes may be mixed together with fast cars doing slower laps and slow cars doing their fastest lap. Do not continue to blue flag cars running in the same group after they have seen it at least once. For the race, you should only show the blue flag to cars being lapped. Do not blue flag cars which are racing for position with each other.

Try to display your blue as early as possible so that drivers have an opportunity to see it and respond. Learn how to tell the cars apart. Don't worry about car numbers; by the time you can read the number, it's too late to get the flag out. Instead, key on car colors and shapes. It's helpful during the race if you can remember the first five and last five cars – most of your blue flagging will result from these cars either passing or being passed.

It is difficult to be a really good blue flagger. Don't let this stop you—you can learn to do it well. The difference between an experienced blue flagger and a rookie is that the experienced person misses fewer blues and knows it when they do. If you get it wrong, the worst thing you have done is make the driver glance in his mirror.

Never look over your shoulder to see what happened after you've given the blue to a car – remember your first duty as Flag Backup, watch out for your partner..

Communicator – covered in the Communications section.

Safety (Also called Point, Outpost, or Emergency Responder) –

The safety's job is to respond to cars off course; assist in re-entering cars, and observe cars for potential mechanical issues. The safety has to act semi-autonomously because they are often removed in distance from the captain and communicator. This is perhaps the most hazardous position to work as there are times you may have to enter exposed areas to do the job. You should always face toward race traffic so that off course cars don't "surprise you". You will also be using hand signals to communicate with the station.

There may be more than one safety position at a corner depending on personnel available and the terrain. In some cases a safety position will be on the other side of the track from the station. Always watch your captain for direction.

When you go to a car, you are going into a dangerous position. Keep the race car between yourself and race traffic, if at all possible. It won't keep you safe, but will provide some protection. **Do NOT** go onto the paving unless it is absolutely necessary. Working on the track surface during racing requires teamwork and caution. Always remember to take a fire extinguisher with you when you go to a car. Place the fire extinguisher somewhere that you can access fairly quickly.

Personal equipment was discussed in an earlier section, but one thing every marshal should have is a pair of good gloves with leather palms. Everything on a race car is either sharp or

hot—put your gloves on before the first car comes out and keep them on until the session is over.

Examples:

- A car spins, or goes off course and is trying to re-enter. The driver cannot see the station to get a reentry signal. The Safety moves to a position where the driver can see them and, through hand signals, directs the driver when it is safe to reenter the track. If you do not have a clear view of oncoming traffic you must pick up signals from the captain or another marshal and relay them to the driver.
- A car spins and is stuck, possibly in mud or gravel or high sided on a curb.. Place yourself on the side away from the track and attempt to push the car until the driver can get traction. Be careful not to get caught between the front and back wheels. Pushing on the body for closed wheel cars and the roll bar or rear wheel for open wheel cars is the most effective way to get a car moving. There are other techniques involving ropes or tow straps when time and positioning permit.

If you have a car off needing a rope tow, return to the car with the driver. Attempt to push it to a place where it can be more easily retrieved. Have the driver get in the car and use lap belt, helmet and gloves for the tow. This will help speed up the recovery when Emergency Services arrives.

As you return to the station after a session, check the track for any debris and inform your captain so that any needed cleanup can be made quickly.

Track & Equipment Observation

Before any session can begin, each corner must be sure that all necessary corner equipment is present and in good operating condition, including checking operation of signaling lights if the station is so equipped; that all assigned corner personnel are present and in position, and that the station's portion of the circuit is ready and clear of oil, debris or vehicles.

The marshals assigned to emergency or outpost position(s) must check to see that the gauges on the fire extinguishers indicate the proper pressure. Dry chemical extinguishers should be inverted and shaken to ensure that the powder is loose.

Check the course continually by eye to see that it is free of debris or fluids. It is possible to double check for spilled fluids using Polarized sun glasses and rotating one lens in front of your eye 90 degrees from horizontal. The fluid will appear as a black spot if it is present.

Vehicle Observation

A great part of a marshal's job is simply watching cars as they pass and noting anything unusual. In many cases, a problem can be seen well before the driver realizes it. When cars are on the course, check closely for definite or potential hazards such as loose exhaust, a loose hood or body panels, rubbing or flat tires, spilling liquids, or smoke.

Watch also for poor handling caused perhaps by defective brakes, shocks or a low tire. Check the drivers to see that they are completely covered by their driving suits, gloves, face shields or goggles and that seat belt are fastened.

Additionally, watch for unsafe or ill-advised driving and report it to race control or the driver observer if on the station. Potentially unsafe driving includes blocking, intentional contact, poor

cornering, improper pit entrance (too fast, wrong way, etc.) or repeated departures from the course.

Spectator Control

Interactions with spectators are part of both normal and emergency procedures. Often, spectators may turn to the flag station when they need assistance or just have a question.

The marshal is the fence-line ambassador and should always be friendly and helpful to spectators. Know where a spectator can find a restroom, concession stand, telephone, medical attention, crossover bridges or the best observation areas. Do not talk with spectators while cars are on the track, and never discuss accidents or start rumors.

Spectator emergencies requiring medical or police attention should be reported over the corner's communication system. On duty marshals may not leave the corner to help in such an emergency unless released by the Operating Steward.

When a car stops at the station, marshals may have to stop spectators from going over spectator barriers to see what has happened. Watch for trouble spots such as broken fences or overhanging tree limbs and anticipate where spectators may come from. Always try to act swiftly and stop the person from entering the secure area.

Hand Signals

Hand signals have been referred to several times in this section and are illustrated in **Appendix B**. There are a number of different signals used around the country, some quite complex. At a new track, always inquire if there are any signals you should know. This is a short description of the most used signals:

- Safe, OK, or “nothing found” – Generally, the safe sign from baseball. Make an X with your arms below your waist and swing them outward, palms down. Alternatively, “thumbs up.”
- Ambulance or medical needed – Both hands high over your head, palms together to make an “A”.
- Fire – One arm straight out from to the side of your body with the other arm below and parallel to make a “F”.
- Rope or Flat tow – Both arms straight out to either side of your body to make a “T”, or simulate pulling a rope with both hands.
- Tilt bed (roll back) – The same signal as a rope tow, plus lean to one side so that your arms are no longer parallel to the ground.
- Wrecker – Both arms raised to either side, bent at the elbow to make a “W”.
- Hold a car for reentry – Both arms straight out in front of you palms out.
- Numbers – There are several systems for signaling numbers; this is the simplest. First, cross your arms in an “X” in front of your body. This shows that you are going to send a number. Then, hold your hand at shoulder level and extend the hand above your head once for each digit of the number. (One pump for one, two pumps for two, etc.). Switch hands for the second digit of a car's number. Place one hand at your other shoulder and wipe it down to your wrist for zero. For an alternate system see **Appendix D**
- Debris on the track – Hold your two arms in a circle to the side of your body to form an “O”.

- Additional help needed – Use one hand to pat yourself on the top of the head several times.

Make sure that you receive an acknowledgement from the captain or communicator indicating they have seen and understood your signal.

Working Street Courses

Most street races are professional races, though some are SCCA amateur events. Even though a different sanctioning body (ALMS, Indycar, etc.) may be having the street race, an SCCA region may be staffing the corners. There are several differences between streets and natural terrain road courses.

Personal safety can be compromised at a street track because you will be very close to the cars. Wear eye protection, safety glasses or plastic eyeglasses, especially when you are working either flag position.

Do not lean or sit on the concrete walls or lean on the fences. They can move if a car hits them. Don't stand with your foot between a wall and a curb – if the wall moves it can trap your foot. Hot oil, hot water and pieces of car parts can come through the fence. It's always best to stand back from the fence unless you are flag or flag backup. Be alert and always pay attention!

The use and meaning of flags may be slightly different. Those differences should be covered in the morning meeting or by your captain. If you are unsure, ask. Communications procedures may differ also.

You will not be required to respond to stopped or crashed cars at most pro events, so the emergency position is more of an observation post. On the chance that you do have to go onto a hot track or into a runoff area, be very, very careful. Sight lines are short and drivers do not have a lot of options about where to go. Remember that the fence is your friend. You can always jump up onto a block and hang onto the fence until you can return to a safer spot.

COMMUNICATIONS

This section is in four parts: General Procedures, Race Control, Corner Communications and "Notes for Novices". Remember that no road race can be run safely without effective communications between the Operating Steward, Race Control, Start/Finish, Emergency Services and the flag stations.

General Procedures

The communications net at all race tracks will be one of two types, either a land line (hard wired or permanently wired system) or a radio network. Each has advantages and disadvantages. Land lines are provided and maintained by the race track. Radios may be provided by either the track or the SCCA region holding the event.

Land lines are like old time telephone party lines. Anyone on the net can speak at any time, may talk over other people, and everyone on the line can hear everything. With radios, only one radio at a time can transmit. Should two radios key at the same time, either only one will be heard or they will cancel each other out and nothing will be heard. This is important to remember and is the reason we have communications protocols.

All persons using the net must identify themselves and who the message is directed to before beginning their message. An example of a typical beginning of a message would be: **“Control this is Station 5”** or **“Control to Station 10”**. The called party will then respond so that all know communication is established: **“Go ahead 5”** or **“This is 10”**.

Once a conversation has been established, no other party should interrupt or talk over until the exchange has ended. The one exception to this is in the event of an “emergency” or “alert”.

There is a lot of jargon involved in race communications and it can vary in different places around the country. There is a short glossary at the end of this section.

One of the first tasks each morning is testing the communications. All who use the net should check in with Race Control at their first opportunity to be sure that their communications gear is working.

Race Control (Also known as Able or Central at some tracks)

Race Control is a critical component of any racing event. Flag Chiefs should assign only their more experienced people to perform this task. It is important for the controller to not only have a firm understanding of F&C operations, but of the stewards functions as well as Emergency Services and the Starter. A competent controller can help make the entire event run smoothly and safely.

The controller’s first task in the morning is to be sure that all of the communications gear is functioning properly. Do this as soon as possible so that repairs or replacements can be made without delaying the schedule.

One of the more important duties of the controller is time management. The speed with which the controller can get necessary information out to run course checks, dispatch pick up vehicles and assure generally smooth operations will determine how long all of the race workers have to stand in 90 degree sun or 40 degree rain. Seconds add up to minutes which add up to an earlier end of day.

The control operator should meet with the Operating Steward to see if there are any special conditions or instructions. Establishing a good working relationship with the Steward will go a long way toward ensuring a smoothly run event. It is also necessary to find out what duties and responsibilities the steward wishes to delegate to the controller.

It is helpful for the controller to always be calm and polite. Control’s manner on the first morning sets the tone for the rest of the weekend. The words “please” and “thank you” go a long way toward making the event pleasant for everyone. Use them a lot. Saying **“Thank you station nine.”** at the end of a conversation also lets other stations know that the exchange is over and they can now get their call in.

There are a number of different procedures at different tracks. Just exactly what duties a controller has can vary greatly. This is another reason why controllers should come from among the more experienced ranks and know the local situation. The following are a few of those tasks and this manual assumes that if you are assigned as Race Controller you already have a good understanding of your duties:

- Run course checks – Make sure that the track is ready for racing and that the appropriate start of session flags are displayed. When you say the station is clear, it means there is no vehicle or pedestrian traffic of any kind in your area of responsibility. All corner personnel are in place and prepared for competition vehicles to enter the course. **Note:** You are NOT clear if you are NOT clear!

- Communicate to the Operating Steward all information needed for the safe and fair running of the session.
- Communicate to the stations, and others, information and direction from the Operating Steward.
- Dispatch emergency vehicles during a session at the direction of the Operating Steward (this assumes no separate Emergency Services communicator in the tower).
- Coordinate end of session pick-ups, vehicle recovery, etc. (This assumes no separate Emergency Services communicator in the tower).

One important thing to mention here, even for experienced Controllers, is flag condition. It is now common practice for stations making calls to include their flag condition as part of the call. Never, make priority decisions based only on a station's flag condition. *A waving yellow is a location flag and not a seriousness flag.* The car which has spun in the center of the track, stalls and then continues does not require the same urgency as the car pulled off course and stopped because the driver is experiencing a medical condition.

Recorder

The recorder works next to the controller and usually wears a headset to hear the calls. The essential information from all calls is written on a log sheet by the Recorder. (See **Appendix F** for a sample). The log sheet format may vary from place to place, but the basic information is the same. The sheet header should show group or session ID; date and time started and ended; Operating Steward; controller; and recorder. The information recorded should contain, at a minimum, time of day, station calling or called, car number and color, and a brief description of the call. These sheets may be used as part of a protest or Steward's Action, so be sure they are legible and clear. There are many abbreviations in use around the country, but they must be understandable by a person familiar with racing.

Corner Communications

The flag stations are the eyes and ears of Race Control. What the corner communicator tells Race Control can determine the outcome of a racing incident or of the race itself. Be concise and be as accurate as possible.

There are tracks and regions where communications is a separate specialty from flagging. In those places, there will be a dedicated communications person on the station who may not necessarily report through the station captain. That communicator should still try and be in as close physical position to the captain as possible so that essential information may be communicated.

Always remember that you are on a party line if using a land line and, if using radios anyone within a mile or two who has a scanner can hear you.

Be calm and speak in a normal voice. Take a deep breath and collect your thoughts for a moment before initiating your call. This is especially true when something really exciting is happening. Your voice will have a natural tendency to rise in pitch and you will speak faster. This can make it difficult for Race Control and others to understand what you are saying.

Always try to keep your calls as short as possible. Give the basic facts and don't embellish. Do not turn a 15 second spin-and-go call into a two volume novel. This is particularly important with a radio net. The longer you talk, the longer it will be before anyone else can get a call in.

Always call car numbers as separate digits. With the noisy environment, it is much easier to understand number “seven three” rather than number “seventy three”.

Avoid making serial calls about a single incident. If the subject of your call does not require an action or a decision from Race Control, then Race Control doesn't need to know about it right away. Wait until the situation is resolved before making a call and get all of it in at one time. For example, a typical call might be (after doing your usual initial call and response from Race Control): **“We had car number 2 - 3 spin center of track, go off driver's right and has safely reentered.”** Or **“We have car number 7 pulled off driver's left, the driver is out in and in a safe position. We will need a rope tow at the end of the session.”**

It is extremely helpful for the communicator to have a notepad handy. It is much easier to quickly jot down information like numbers and colors, so that it will be available if there is a need for the information later for a follow up a call or to write a report.

The communicator must stay in close proximity to the station captain at all times. The communicator must give the captain information from the net and be readily available to transmit information the captain wants sent to Race Control. For radio equipped tracks, do not assume that because your captain may be wearing a scanner he has heard a call. Some of the things that a station would call Control about include:

- Cars going off the track surface for any reason
- Spins
- Car to car contact
- Crashes and emergencies
- Fire
- Change in course condition (rain, oil, other debris, track breakup)
- Disabled cars
- Situations needing medical assistance
- Passing under a yellow flag

The following are examples of typical calls to and from a station. This obviously does not cover every situation you will encounter, but gives a good over view of the types of calls heard or made. All calls from a station, with the exception of responding to a Race Control communication, should be at the direction of the captain, unless routine calls have been delegated to the communicator.

- *Course checks* – Control is asking if your portion of the course is ready to race on and telling you what your flag condition should be. **“Control to all stations, we would like a clear and double yellow course check. Pick it up, One”**. The response would be, in the proper order from Station One: **“Station six, clear and double yellow.”** Obviously, if the course is not clear, it will be necessary to tell Race Control why it is not ready.
- *Non race vehicle on course* – You will have heard the call from control that a vehicle is on course and informed both your captain and the flag backup (so they can be ready with a white flag). As the vehicle passes the station: **“Station eight is white for the wrecker.”** This lets Control know where that vehicle is at all times and lets Station 6 know that they can drop their white flag.
- *Observing a potential problem with a car* – Someone on your station has seen something wrong with a race vehicle:

Station 3: “Control, this is Three, no flag.”

Race Control: **”Go ahead, Three”**.

Station: **”Please check car 1 - 0 for a loose exhaust”**. Race Control would then put out an all stations call to check car number #10.

A following station might call to follow up.

”Control, this is Five, no flag.”

Race Control: **”Go ahead, Five.”** Station 5: **”We confirm the loose exhaust.”**

- *Car to car contact* – When someone on your station observes contact between cars, it is important to get as much accurate information as possible as the contact may result in a protest. Make notes about what you saw or what you were told by the marshal who observed the incident. Race Control will want to know the car numbers and colors; how the contact occurred; who initiated the contact and the result.

Station: **”Control, this is Nine, stationary yellow.”**

Race Control: **”Go ahead, Nine.”**

Station: **”We had side to side contact; car 1 - 6 white into car 7 - 2 blue. 1 - 6 continued and we have 7 - 2 off driver’s right and will need a wrecker at the end of the session.”**

Or

Station: **”We had nose to tail contact, 7 orange into 5 - 5 multi under braking. All continued.”** It is possible that Race Control will call you back and ask for the station to write an incident report.

- *”Move now calls”* There are times when you have a disabled car either on the track or close to the track in a target area. It is your captain’s decision whether the car needs to be moved immediately or not.

Station: **”Control this is One, stationary yellow.”**

Control: **”Go ahead, One.”**

Station: **”We have car 6 stuck in the gravel trap driver’s right. My captain would like it moved now.”**

- *Black flag or Meatball* – The Operating Steward has directed that a car be removed from the track and report to the pits. This call will only involve Race Control, Start/Finish and the designated black flag station. There may be a few stations designated as “call by” stations to let Start or Black Flag know that the car in question is approaching them. Communications silence should be observed by all other stations during the Black Flag or Meatball, with the exception of Emergencies. Your typical sequence would be:

Race Control: **”Control to Start and Black Flag, please meatball (or black flag) car 9 - 9. Who has 9 - 9?”**

The station with 99 nearby should respond.

Station 7: **”9 - 9 green, by Seven.”**

Start / Finish: **”Start copies, meatball 9 - 9 green.”**

Black flag station: **"Four copies, meatball 9 - 9 green."** (Station Four is the black flag station at this track)

Start and Four then let Control know what happened.

Station 4: **"Control this is Four."**

Race Control: **"Go ahead four."**

Station 4: **"The meatball and number board were shown to car 9 - 9 and he did acknowledge."**

There can be a few situations where you might need to initiate a call without first going through Race Control. (Emergencies are one of these.) You should be prudent in their use.

- In a situation requiring an upstream flag and you are not sure the upstream station realizes it, the station can be called direct: **"Station Seven, go waving yellow.** Once the needed flag has been established, call Race Control as normal. The same direct call may be made to get a flag dropped when it is no longer needed.
- When information is needed from a nearby station. – Station 9 **"Ten, what was the number on that car?"** Ten responds with the number and you would make your normal call.

Notes for Novices

As a new race marshal, being on the phones as the communicator is one of the scarier things you will do for the first couple of times. You'll feel lost. Don't worry, everyone felt that way the first time and everyone will help you get through.

Remember to stay calm (as hard as that may seem) and stay close to your Captain. Tell them everything you hear and they will tell you what to say. Try to repeat it word for word if you can.

It is very helpful, if you are at a track using radios, if another marshal can loan you a scanner, so that you may listen to radio traffic and get a feel for the conversations before you rotate onto the phones. Some Regions have extra scanners just for this purpose.

Your first task, as soon as you get on the phones, is to call Race Control: **"Control, this is station 12, novice on the phones."** This will alert Control to make allowances and help you if you have any difficulty. You should make this call every time you rotate onto the phones for your first two days on station.

You will find that being communicator is fun. You'll know everything that is happening around the track.

EMERGENCY AND MEDICAL

This section deals with situations which may involve personal injury or fire. They may be called "emergency", "priority", "alert", or some other designation depending on the track. Proper response may involve more than just the flag station and can include an ambulance, fire truck or other vehicles. The terms *Emergency* or *Alert* are used interchangeably in many areas of the country.

There are three primary actors at a station during an emergency, not including displaying appropriate flags.

The Station Captain and Communicator

The corner crew implements emergency operating procedures (or an “Alert”) during any incident that might cause injury to anyone on the course—drivers, vehicle crew, course staff, marshals or spectators. A well trained and well oriented corner crew will not need to wait for instructions from the captain, but will perform its duties quickly and correctly. The captain will modify or direct the crew's response as the situation changes.

Note: Once a station declares an emergency on the communication network, all other calls shall be held unless there is another alert or priority call.

The captain responds during an emergency by assessing the incident, watching for signals from the responding marshals for information about driver condition and the need for emergency vehicles to assist with driver extrication, treatment, transportation, or to suppress fire.

The captain confirms that the communicator is requesting the necessary emergency equipment or additional personnel to assist with managing the incident or securing a perimeter around the incident, if needed.

The captain may also ask the communicator to request particular flags at preceding stations; often referred to as “back-up flags.” For example, the captain may request a stationary yellow flag at the preceding station to provide an early warning to oncoming drivers. When circumstances dictate, the captain should establish a runner to the incident to return with details for control or to give instructions from control or the captain.

The captain always controls the number of marshals at the scene. The area should be kept clear of those who are not helping with the incident. If the session or race has not been stopped, unneeded marshals should return to their assigned stations as quickly as possible in order to be prepared for subsequent incidents.

The communicator responds to an emergency situation by quickly and calmly reporting the incident in the approved format, giving the station number and flag condition first, then waiting for acknowledgment from race control.

The condition of the driver(s) or others potentially injured, along with percentage of track blockage and the ability of the corner crew to clear the incident, will be foremost in the minds of the stewards.

It is essential that the communicator keep the captain advised of any inquiries or directions given by control, and that the communicator relay every request from the captain to control. If the incident involves multiple cars, the communicator should make a list of car numbers and a quick sketch of how the incident occurred for later reference.

The Station Captain should be the person to decide if an emergency call is needed. The exceptions to this are a fire or a rollover, in which case it is an automatic emergency call. Incidents constituting an emergency call are:

- A hard impact with a stationary object like a guard rail, embankment, tire wall or another car.
- Roll over of a vehicle. (redundant!)
- Fire.
- Any situation requiring urgent medical response.

NOTE: An alert or emergency call will not automatically get assistance. What it does is clear the communications net, get the Operating Steward's attention and alert Emergency Services to get their vehicles ready to dispatch. The communicator must request need assistance such as a fire truck or ambulance.

Once an emergency has been called, all other flag stations must remain silent until the emergency has been downgraded. The one exception is a second emergency at another station. Brief call-bys for emergency vehicles on track are permitted.

The communicator at the station initiates the emergency call. At tracks using radio nets, you **MUST** wait a moment if there are already communications in progress or no one will hear you.

- Station: ***"Emergency, emergency, this is station six."***
- Race Control: ***"Control to all stations, we have an emergency at station six, please hold your calls. Go ahead six."***

Describe the situation, giving car number (if known) and what assistance, if any, your captain would like. The controller will then dispatch the requested vehicles. Be clear about the location of the cars and where the emergency vehicles will be going. There is likely still race traffic on course and you do not want an emergency vehicle to have to cross the track after it has arrived at the scene.

It is also possible that, after evaluation of the situation, your captain may want to downgrade the emergency. If that is the case, you should let control know as soon as possible in order to free the communications net. After Emergency Services has arrived at the incident, they are in charge of the situation and only they can downgrade the emergency.

Emergencies can be handled several ways. The session may continue with only a local yellow or you may need a full course caution. Again, this is your captain's call. If there is not enough room for race cars to get past the incident and the emergency vehicles at the scene, a full course yellow or "black flag all" may be appropriate. If there is serious course blockage, a red flag may be the better choice.

Your captain should always make their preference known. Captains, do not hesitate to correct Race Control if you feel the wrong course condition has been declared. Remember that Race (and the Operating Steward) cannot see the incident. Let's suppose that a black flag all has been called by the Operating Steward and you have a very significant course blockage. An appropriate call might be: ***"Control this is Six. We have blockage, we need the cars stopped NOW!"***

Flags

The flaggers respond to an incident by immediately displaying the appropriate flag(s), and should remember that it is the location of the incident, rather than its perceived severity, that dictates the flag display. In other words, a car upside down is an emergency, but if it lands off the course, the situation warrants only a standing yellow. Flag display will change as the incident evolves, including arrival of emergency vehicles and movement of personnel.

Depending on the number of personnel on station and the location of the incident, the captain may need the flag backup to respond leaving the flagger alone.

The Safety (Point) person

The safety or point person will often be the first to arrive at the incident. Try to put the car between yourself and race traffic. Be very alert, there may be an unseen reason the car got there, like oil or water on the track. It is possible more cars will go off.

1. The car is drivable and the driver wishes to continue. Do a quick check of the car; if nothing seems wrong assist the driver with a reentry signal and return to your post.

2. The car is not drivable and the driver seems okay. Signal the station so that the captain can downgrade the emergency. Ask the driver to turn off all the electrics and then have the driver exit the car and accompany you back to your post. Keep a very close eye on the driver for the rest of the session. If the driver shows any signs of problems, signal the station for an ambulance.

If the incident was a roll over, you may be getting an ambulance anyway. Keep the driver close to you where Emergency Services people can easily find him when they arrive. When a car is upside down, be especially alert for dripping fluids which could start a fire. The driver may also have difficulty getting out without landing on their head. It's best to wait for assistance. Stand by to help the Emergency Services personnel if they need it.

3. The driver is injured or unresponsive* – Immediately signal for the ambulance. Most important - Under no circumstances, with the exception of uncontrolled fire, should an injured driver be moved, or removed from their car, until medical assistance has arrived and taken control of the scene. The very best place for the driver is in their seat, belted in place. Even if the car is upside down, help is only a minute or two away. a minute or two away.

***Unresponsive driver:** Always assume that an unresponsive but apparently conscious driver has head or neck injuries. **Never** remove a driver's helmet.

Turn off the car's master switch if you can reach it. Keep your fire bottle at hand in case a fire starts.

You may check to see if the driver is breathing. If they are not, loosen the helmet strap slightly if you can.

The driver may want to get out of the car if they are conscious, try and keep them in place in the car if possible. Stay with the driver until assistance arrives if they do get out.

Assist Emergency Services when they arrive, remembering that they are now in charge of the incident.

4. There is a fire – Signal the station that you have a fire. Pull the pin on your extinguisher, or charge it if it is a cartridge type . Be very careful not to get too close to the fire or get trapped if flammable liquid is on the ground.

Aim the extinguisher at the base of the flame and use quick one or two second bursts to give the driver an opportunity to exit the vehicle. Do not keep the extinguisher triggered for longer periods as you will quickly run out of charge. Continue with the short bursts until the driver is out, the fire is knocked down or additional help has arrived.

If the fire is close to the driver, attack that portion first. Unless it is a small, easily controlled fire this is the one time to get the driver out of the car as quickly as possible. Remember

your five priorities – the car is number five. Don't worry about the car until both you and the driver are OK.

Do NOT be a hero. The driver has a helmet and fire suit – you do not. Your getting burned does nothing to assist with the incident. Assist Emergency Services when they arrive and as they direct.

Do not forget to get a replacement fire extinguisher for the one you discharged. You may need it later in the day.

Assist Emergency Services when they arrive and as they direct. Don't forget to get a replacement fire bottle for the one you discharged. You may need it later in the day.

Note: many SCCA regions conduct fire training activities. It is highly recommended that all marshals attend one.

Event Equipment

Station Equipment

Each flag station must have::

- Communications gear (landline headset or radio and headset).
- Seven flags: two yellow flags and one each white, slick/debris, blue, black and red flag. The black flag station must also have a mechanical black flag (meatball), and a number board.
- At least two ten pound dry chemical fire extinguishers or the equivalent, plus additional liquid chemical extinguishes where possible.
- Brooms and oil dry.

Personal Equipment

Every marshal must supply some of their own gear. The lists below tell you what you should have and what is nice to have.

Should have:

- ❖ White clothes. This could be pants and shirt or coveralls. If white is not available, wear a neutral color such as tan or grey, but NEVER red or yellow. You should also try to obtain cold weather clothing, depending on where you live, in the same colors.
- ❖ Some sort of rain protection is needed. Rain gear is generally available in clear, white or neutral colors. Cheap rain suits are readily available, but may cost more in the long run because they split and tear easily. Look for reasonable quality. A rainy day without protection of some sort will leave you miserable.

- ❖ Sunscreen or sun blocking lotions or creams are an absolute must. Bug spray can be very helpful too.
- ❖ A whistle. You'll need something to catch other marshals' attention. It's also good to have a breakaway lanyard if possible.
- ❖ Comfortable closed-toe shoes. Some people prefer leather boots, either high or low tops. Some prefer tennis shoes. You will be on your feet a lot and good shoes will make a big difference by the end of the day.
- ❖ Leather palm gloves. All leather is even better.
- ❖ A hat. When it's sunny and hot, you will want the protection. The same for when it rains.
- ❖ Sunglasses. (Safety or shatterproof lenses are highly recommended).

Nice to have:

- ❖ A note pad and pen or pencil for jotting things down or to keep records while you are communicator.
- ❖ Something to drink. Either water, soda or a sport-drink. Many regions supply flag stations with water and ice, but don't count on it.
- ❖ Snacks.
- ❖ Ear protection. Ear plugs or sound deadening ear muffs.
- ❖ A pack or bag to carry your gear.
- ❖ A folding chair for between sessions.
- ❖ Radio scanner.
- ❖ A 20' to 25' rope or light weight tow strap for pulling disabled cars.

Avoid:

- ❖ Red, yellow, or black outer clothing or rain gear.
- ❖ Synthetic clothing. Materials such as nylon and rayon can rapidly melt into the skin when exposed to fire, excessive heat, or when in brief contact with very hot car parts.

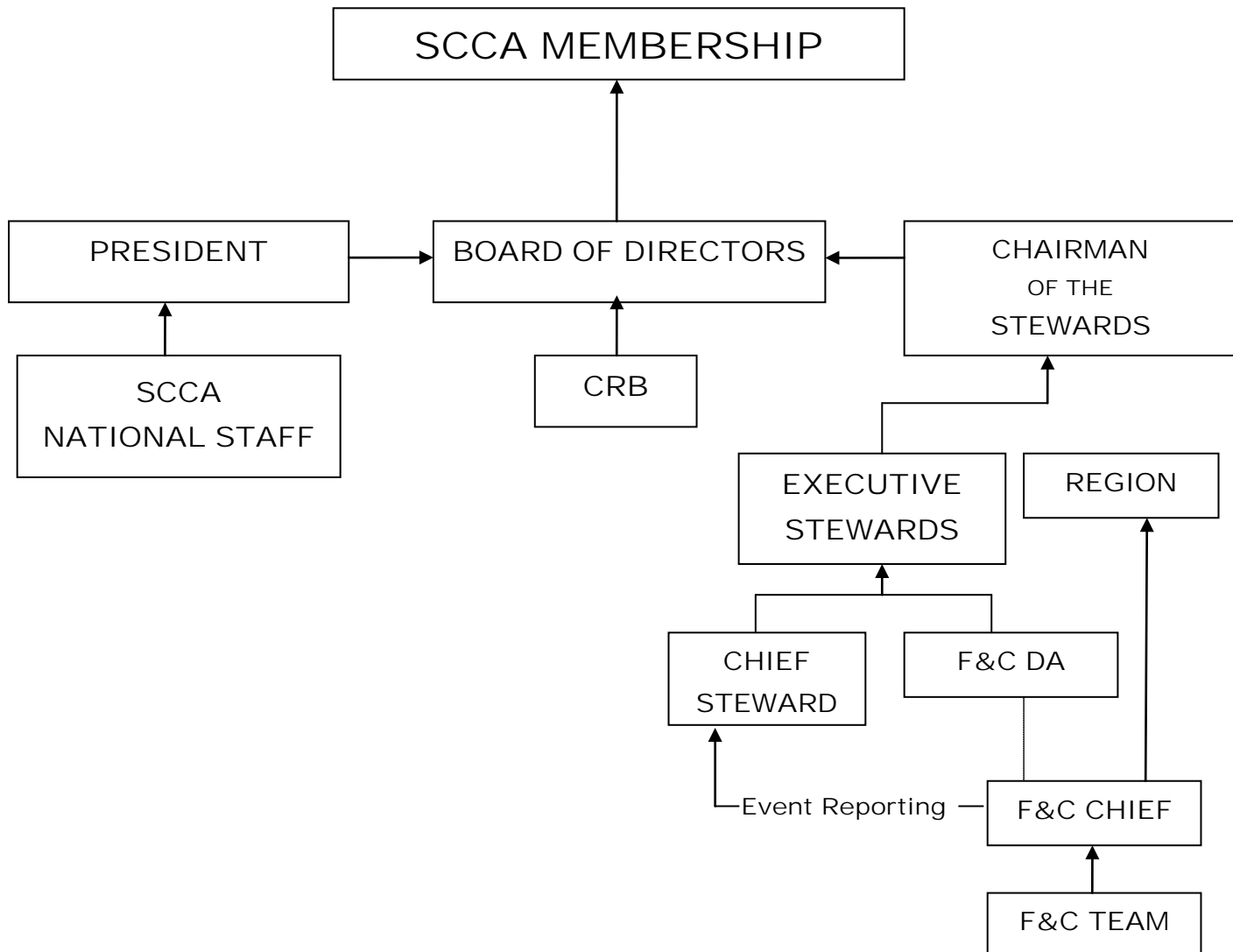
APPENDIX

- A. Event Chain of Command
 - Organization Chart**
- B. Flags Chart
 - Corner Flags**
 - Black Flags**
- C. Hand Signals
- D. Hand Signals - Numbers
- E. Attendance Sign In and Evaluation Sheets
 - F&C Attendance Record**
 - F&C Attendance & Evaluation**
 - New Flagger or Address Change**
- F. Communications Logging – Abbreviation Notes – Report Form
 - Abbreviation Notes**
 - Race Control Log**
- G. Witness Statement

APPENDIX – A

Organization Chart

SCCA OPERATIONS



Executive Steward appointed by Board of Directors

Chairman of the Stewards appointed by Board of Directors

Executive Stewards reports to Board of Directors and links to Chairman of the Stewards

F&C DA appointed by Executive Steward – reports directly to Executive Steward










Executive Steward appoints Region’s Chief Steward (with input from Region)

■ Chief of F&C appointed by Region – Reports to Chief Steward at Events and links to F&C DA





APPENDIX – B

Flags Chart

Corner Flags (As approved SCCA F&C Manual – November 2002)

	Flag	Status	Decision	Condition	Timing	Special
	Yellow	Standing	Flagger/Captain	Car or worker is off the racing surface		
	Yellow	Waving	Flagger/Captain	Car or worker is on the racing surface Large debris that will damage vehicles		
	Double Yellow	Standing	Operating Steward	Full course yellow under direction of the Steward Full course yellow may called for because pace car is on track	Until advised to withdraw	Preferably shown with a discernible gap between the flags
	Double Yellow	1 Standing 1 Waving	Operating Steward Flagger/Captain	Full course yellow under direction of the Steward One Waving yellow & one Standing yellow required for incident on track	Until waving yellow no longer required: then revert to double standing yellow	
	Blue	Standing or Waving	Flagger/Captain	Advise drivers to check their mirrors The general convention in SCCA is to display the Blue flag either standing or raking	Only shown briefly as required	Not shown on initial race laps Not shown to cars competitively racing
	White	Standing	Flagger/Captain	Slow moving competition vehicle on racing surface Emergency vehicle is moving on race surface	After car passes station until car reaches 2 nd following station	Displayed at two following stations
	White	Standing	Operating Steward	Full course for the identification of location of the corner stations, first session of each group each day	1 st lap of 1 st session for each group	
	Surface	Standing	Flagger/Captain	Debris, oil, other liquid on race surface	Two laps or until surface condition is cleared which ever is fewer	
	Black Flag "ALL"	Standing	Operating Steward	All cars to report to the pits	Until advised to withdraw	

Black Flag Station Flags (in addition to regular corner flags)

	Flag	Status	Decision	Condition	Timing	Special
	Open Black	Standing	Operating Steward	Steward directs that the driver is to report to the pits	Until advised to withdraw	Car's number to be displayed on Black Flag Board
	Mechanical Black	Standing	Operating Steward	Steward directs that the driver is to report to the pits	Until advised to withdraw	Car's number to be displayed on Black Flag Board
	Black "ALL"	Standing Board	Operating Steward	Steward directs that all drivers are to report to the pits	Until advised to withdraw	"ALL" to be displayed on Black Flag Board
	Checkered	Waving	Operating Steward	Advises drivers that practice session has ended Advised by Steward to Display	Until advised to withdraw	Show first to the car specified

APPENDIX – C

Hand Signals

Hand Signals by: Sean Salonen and Jim Nehmetallah



Ambulance



Wrecker



Fire/Fire Truck



Flat Tow



Tiltbed



NOW!!!



Need Help



Lots of Help



Driver



OK



Surface



Standing Yellow Flag



Waving Yellow Flag



Double Yellow



White Flag



Cancel



Checkered Flag



Laps



Universal Question

Who, What,
Where, When,
How, etc.



Head Phones
Working?



Check



Time



Dragging



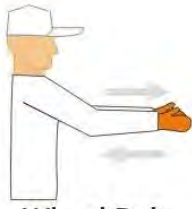
Smoking



Leaking



Flat Wheel



Wheel Rub



Front



Rear



Coolant



Fuel (Gas)



Pit



Pit Closed



Point Please



Shut Down/
Last Car



Pointing Drivers
To The Right



Pointing Drivers
To The Left



Cars On Track



Request For
Colour



Black



Blue



Red



Green



Yellow



Brown



White

APPENDIX – D

Hand Signals – Numbers

Number Signal Drawings Designer: Mo Overstreet

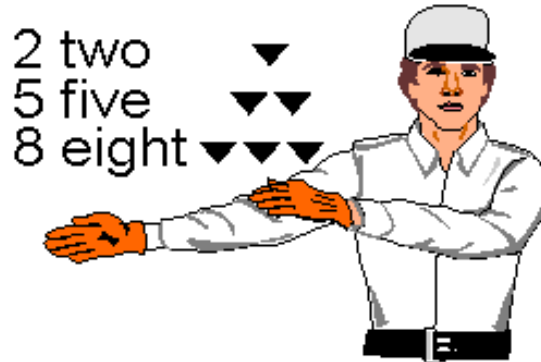
F&C Number Signaling Method

When signaling numbers place your body square to the "receiver". Pat out the numbers SLOWLY, When the number to be signaled contains more than one digit (ex. #83), signal the second digit on the opposite side with a short pause between.

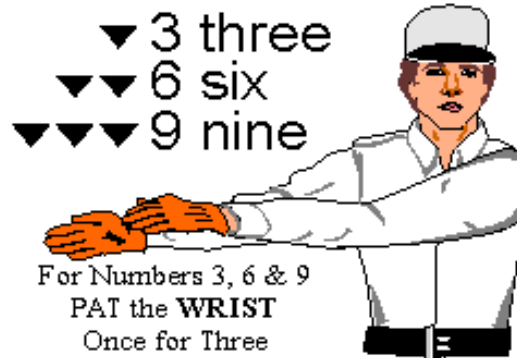
For Numbers 1, 4 & 7
PAT the SHOULDER
 Once for One
 Twice for Four
 Three times for Seven



For Numbers 2, 5 & 8
PAT the ELBOW
 Once for Two
 Twice for Five
 Three times for Eight

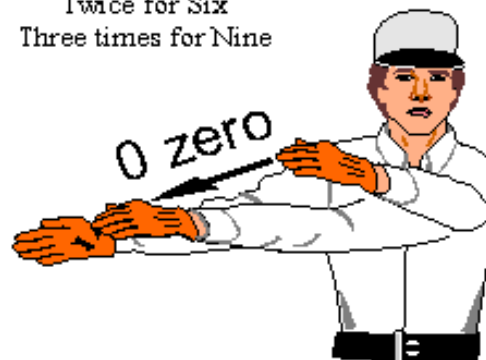


NUMBER SIGNAL
 Indicates you are going to signal a number



For Numbers 3, 6 & 9
PAT the WRIST
 Once for Three
 Twice for Six
 Three times for Nine

For the Number 0
 Start at the **SHOULDER**
 Slide the Upper Hand Down the Extended Arm



APPENDIX – E
Attendance Sign In
And
Evaluation Sheets
Samples



Corner Captain's Evaluation (Sample)

This form is to be completed by all members of the turn team.

Date: _____ Station: _____ Track/Event: _____

Captain's Name: _____

Please rate your Captain on a scale of 1-5, with 5 being the highest level of performance, in each of the following categories. Please include additional comments as you feel necessary.

Organization of station and station set-up: _____

Ability to make you, as a team member, feel comfortable and safe: _____

Quality of morning meetings/briefings after incidents: _____

Leadership: _____

Attitude: _____

Incident response/direction of personnel: _____

Rotation set-up: _____

Please take a moment to answer the following questions.

Would you like to work with this Captain again? (yes/no) _____

Why or why not? _____

Did you have fun with your turn team? _____

Did your Captain discuss your worker evaluation with you (difficulties/praise)? _____

Did you learn something today from your Captain that you would like to share?

Please include any additional comments that might be helpful.

Thank you for your honest opinions and for taking the time to complete this form. Please return this form to the Chief of F&C or place in the envelope included with the corner packet.



F&C Team Member Evaluation (Sample)

This form is to be completed by the Corner Captain for each worker on the station.

Date: _____ Station: _____ Track/Event: _____

Captain's Name: _____ Worker's Name: _____

Was the marshal at the station on time in the morning and after breaks? _____

Was the marshal a "team player"? _____

Did the worker possess a positive attitude about the event/team/station activities? _____

Performance Rating: On a scale of 1-5, with 5 being the highest level of performance, please rate the following for the worker. Indicate N/A if an item does not apply.

Safety/Response: _____ Comments: _____

Yellow Flag: _____ Comments: _____

Blue Flag: _____ Comments: _____

Auxiliary Flags: _____ Comments: _____

Communications: _____ Comments: _____

Hand signals: _____ Comments: _____

Initiative: _____ Comments: _____

Cooperation: _____ Comments: _____

Observation: _____ Comments: _____

Other comments or observations about the person being evaluated:

Thank you for taking the time to complete this evaluation. Please review this evaluation **with** the worker, and return the completed form to the Chief of F&C at the end of the day.

Flag & Communications

Attendance and Evaluation

Event _____ Station _____
 Date _____ Captain(s) _____
 CIT _____ Page ___ of ___

A&E Form		M: Meets Expectations (no entries required) Note: Meets Standards = Performs at a proficient level based on experience & license grade	Dressed Appropriately for Job & Weather	If N was worker coached?
E: Exceeds expectations	N: Needs Improvement (Explain on back of form)	Support Procedures Teamwork	On Station On Time	On Station On Time
Safety & Response	Flags	Communications	Support Procedures Teamwork	On Station On Time
Circle Name for Address Change or New Contact Address				
Name _____				
License _____				
New Address on Back _____				
Name _____				
License _____				
New Address on Back _____				
Name _____				
License _____				
New Address on Back _____				
Name _____				
License _____				
New Address on Back _____				
Name _____				
License _____				
New Address on Back _____				
Name _____				
License _____				
New Address on Back _____				
Name _____				
License _____				
New Address on Back _____				
Name _____				
License _____				
New Address on Back _____				

Additional comments can be added on back of sheet

Form: FCAE 0908



FLAGGING AND COMMUNICATION ATTENDANCE RECORD
 (PLEASE PRINT ALL INFORMATION)

STATION NUMBER: _____	EVENT: _____	
DAY: _____	DATE: _____	TRACK: _____

CAPTAIN: _____	ADDRESS: _____
E-MAIL: _____	TELEPHONE: _____
LICENSE #: _____	LICENSE GRADE: _____ REGION: _____
NAME: _____	ADDRESS: _____
E-MAIL: _____	TELEPHONE: _____
LICENSE #: _____	LICENSE GRADE: _____ REGION: _____
NAME: _____	ADDRESS: _____
E-MAIL: _____	TELEPHONE: _____
LICENSE #: _____	LICENSE GRADE: _____ REGION: _____
NAME: _____	ADDRESS: _____
E-MAIL: _____	TELEPHONE: _____
LICENSE #: _____	LICENSE GRADE: _____ REGION: _____
NAME: _____	ADDRESS: _____
E-MAIL: _____	TELEPHONE: _____
LICENSE #: _____	LICENSE GRADE: _____ REGION: _____

Performance Comments

Name: _____ Comments: _____

Name: _____ Comments: _____

Name: _____ Comments: _____

If you need additional space, please use the back of another sign in sheet.

Page ____ of ____

Event: _____

Station: _____

New Flagger or Address Change

Name _____

Address _____

E-Mail _____

Phone Number _____

Name _____

Address _____

E-Mail _____

Phone Number _____

APPENDIX – F
Communication Logging
Abbreviation Notes
And
Report Form
Samples

Common Abbreviations for Communication Loggers
Suggested Abbreviations Only

FLAG	G - Green	Y - Yellow	B - Black	S - Surface	CB - Closed Black
	W - White	WY - Waving Yellow	R - Red	BFA - Black Flag All	OB - Open Black
	Ck - Checker	YY/DY - Double Yellow	FCY Full Course Yellow		MB - Mechanical Black

COLOR	Bk/K - Black	Br - Brown	Bl - Blue	S - Silver	R - Red Bg - Burgundy
	M/C - Multi colored	P - Pink	Pu - Purple	Gy - Grey	M - Maroon
	W - White	Y - Yellow	G - Green	O - Orange	T - Teal Tq - Turquoise

REPORT	SP - Spun	DL - Drivers' Left	M/M - Contact	LF - Left Front	LR - Left Rear
	O/O - Off and On	DR - Drivers' Right	S/S - Side to Side	RF - Right Front	RR - Right Rear
	P/O - Pulled Off	CT - Center Track	N/T - Nose to Tail	CF - Center Front	CR - Center Rear
	D/O - Drove Off	FT - Flat Tow	W - Wrecker/Lift Tow	WN - Window Net	N/C - No Change
	C - Continued	T/B - Tilt Bed	A - Ambulance	E - Entrance	COC - Cars on Course
	W/PT - with a point	F/R - Fire Rescue	EV - Emergency Vehicle	A - Apex	W/A - Will Advise
	NFC - No Flag Change	NOW - Now	EOS - End of Session	X - Exit	WU - Write Up
			NF - No Fault	F - Fault	P2 - Piece Parts

Station/Turn Communicator's Log

Region:		Date		Day		Event		Page	
Session	Group	Class(es)		Controller		Logger		Operating Steward	
Time	Station	Flag	Car #	Color	Report			EV	
:									
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Communication Check List

Date ___/___/___ Day _____ Region _____ Event _____ Location _____

Morning Check In				Afternoon Check in
Turn #	No. Personnel	All Equipment	Comments	

Black flag Station – Turn _____ – Mechanical Black and Number Board? _____
 Call through for Black Flag Station – Turn(s) _____ Start – Finish – Turn _____

	No. Personnel	All Equipment	Comments
Start/Finish			
Fast pits			
Grid			
Timing & Scoring			
Tech			
Paddock Marshall			
Sound Control			
Race Chair #			
Course Marshal			
F & C Chief #			
Safety Steward			
Black Flag Steward			
Chairman SOM			
Chief Steward			
Pace Car			
Registration			
Control			
Radio			

	No. Personnel	Location	Equipment
Wrecker #			
Wrecker #			
Medic #			
Medic #			
Rescue #			
Rescue #			
Race Dr. Name:			
Flat Tow #			
Flat Tow #			
Flat Tow #			

Announcements: _____

LUNCH COUNT (Sample)

Day	Date	Region	Event	Location
-----	------	--------	-------	----------

Specialty:

Tickets needed? Where to pick up?

F&C

- Turn _____
- Turn _____
- Turn _____
- Turn _____
- Turn _____
- Turn _____
- Turn _____
- Turn _____
- Turn _____
- Turn _____
- Turn _____
- Turn _____
- Turn _____
- Control _____
- Radio _____
- School _____
- Chiefs _____

Total F&C _____

- Start/Finish
- Fast Pits
- Registration
- Sound Control
- Tech
- Grid
- Timing & Scoring
- Paddock Marshal
- Stewards
- Race Chairman
- Course Marshal
- Race Dr(s)
- Pace Car
- Instructor(s)

TOTAL LUNCH COUNT (EXCLUDING EV'S)

EV's

GRAND TOTAL LUNCH COUNT

APPENDIX – G

Witness Statement



WITNESS STATEMENT

Reference No.

Please check box if this action includes video or photos

NAME: _____ MEMBER # _____ NON-MEMBER

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: WK (____) _____ HM (____) _____

STATUS AT EVENT: _____ TYPE OF LICENSE: _____

TRACK: _____	CAR # _____	CLASS _____	COLOR _____
TURN #: _____	FLAG CONDITION: _____	CAR # _____	CLASS _____
DATE: _____	TIME OF DAY: _____	CAR # _____	CLASS _____

NAME THE INCIDENT/ACTION/PROTEST TO WHICH THIS RELATES: _____

PLEASE PRINT **LEGIBLY** ---SUMMARY OF THE FACTS: (PLEASE INCLUDE **ALL** DETAILS)

(Use other side for additional information, maps or diagrams)

WITNESS SIGN/PRINT: _____ DATE: _____

