

# The M-Sport Stages

## Final Instructions

The event seeded entry list is available via the M-Sport website.

Please see attached the map of the road route to the area for trailer unloading and parking then the route to the forest and service area.

### Authorisation

Granted by MSUK, pursuant to A2.4, for the M-Sport Stages to accept entries based upon vehicle eligibility rather than that of invited clubs for the purposes of D4.3.1.(b)

### Documents

Road books and information on the electronic management of time cards are available from the M-Sport website. Copies of these must be downloaded and printed by competitors. Due to MSUK COVID-19 requirements we will not be providing printed copies of documents.

Unique copies of the electronic management time cards will be emailed to individual competitors during week commencing 17<sup>th</sup> August for downloading and printing.

A list of Start Times at MTC 1 will be provided on the M-Sport website on Wednesday 19<sup>th</sup> August.

### Scrutineering

By completion of the MSUK Competitor's Signing-On form competitors have declared that their competition vehicles fully comply with the appropriate MSUK General Vehicle Technical Regulations. Therefore, there will be no formal pre-event period for scrutineering. However, MSUK Scrutineers are attending the event and will be carrying post checks on Regulation compliance.

WRC style door header plates and numbers and Hi-Viz numbers will be issued at the trailer unloading area. Please fit plates and numbers accordingly before travelling to the forest.

Follow the prescribed route **DRIVING SLOWLY AND QUIETLY** to the forest

**You are reminded that Drivers from the UK and Ireland are required to hold a national stage rally licence to an InterClub level as a minimum. Foreign nationals must have an international licence and may only compete with the approval of their own ASN.**

**There is no overnight staying allowed in Greystoke forest.**

### Insurance

Although the rally itself is held solely in Greystoke forest, cars will need to be taxed and insured for the road sections to and from the trailer unloading / parking area.

### Trailer Park and Service Area

The forest and trailer park will be open from 1500 on Friday and 0630 on Saturday morning.

A 10-mph speed limit and one-way system must be observed in the service area.

**Each competitor will be allocated a 7m x 8m area for servicing, waterproof ground protection MUST be used.**

Toilets and first aid will be available in the service area. Please use the skip provided for your rubbish.

**Only ONE service vehicle per competing car.**

**Additional vehicles should be parked in the trailer park.**

**All competitors and service crews must drive slowly and quietly through any local villages when entering or leaving the forest due to PR requirements.**

**Marshals will be in attendance!**

### **Judges of Fact**

The start officials of Special Stages will be empowered to judge whether or not a competitor has made a false start. The organisers have appointed Judges of Fact and Driving Standards Observers to adjudicate on any items detailed in R24.7 to R24.8.3 and R25.6.1 to R25.6.3. Excessive sound will be monitored during the event.

### **Safety Notes**

Notes are available from Craig Parry – please see the M-Sport website.

### **Damage Declarations**

Damage Declarations on Time Card 6 should be completed and submitted electronically by ALL competitors by using the QR code on Time Card 6 or by submitted this within 72 hours as per R15.1.3 to [msportstagessec@gmail.com](mailto:msportstagessec@gmail.com).

### **Tyres and Fuel**

Apologies, but in an effort to maximise the space for competitors in the small service area there will be no tyre or fuel support.

### **Red Flag Procedure**

A Red Flag procedure will be used. If a Red Flag held by a marshal at a mandatory radio location is observed competitors **MUST** immediately reduce speed significantly, be prepared to stop and obey instructions from a rally official.

### **Judicial Matters**

Judicial Processes will be managed digitally /electronically, paperless and contactless where possible. Appeal and Protest forms are online at <http://www.motorsportuk.org/resource-centre/document-library/>. These should be submitted to the Event Secretary at [msportstagessec@gmail.com](mailto:msportstagessec@gmail.com).

### **COVID-19**

Adherence to COVID-19 restrictions is paramount and we shall be monitoring this to ensure that all attendees are keeping to the guidelines as set out by MSUK and the government. To assist with social distancing only signed-on competitors and their three declared “others” will be permitted entry, at the trailer park wrist bands will be issued to identify these people which will be checked at the forest entrance.

### **No Spectators**

Due to forestry and COVID -19 restrictions the event is closed to spectators. We request that you do not bring or encourage any friend or supporters who may wish to attend. This is vitally important in ensuring the continuing availability of the forest for rallying. Service personnel must remain in their working area within the Service Area.

## Fire Risk

Please ensure that you help minimizing the risk of fire by taking care when re-fueling, always having an extinguisher available and, if it is necessary for you to stop mid-stage, be aware of the real possibility of a hot exhaust setting undergrowth alight.

## Forest Virus

The forest virus *Phytophthora ramorum* has been identified in Greystoke Forest. Therefore, we shall instigate biosecurity measures including the treatment of vehicle wheels on entry and exit and the cleaning footwear. Vehicles should be thoroughly cleaned at home before visiting a similar site.

## Competitor Safety Briefing

In accordance with Rallyfuture requirements a compulsory safety briefing will be held for all competing crews. This will be at 0830 at the Rally HQ adjacent to the Service Area, please make sure that you attend.

In addition, you are reminded that:

- Recent regrading has resulted in a loose, slippery top surface to the stages.
- The insides of corners of Greystoke stages have protective banking, cutting will result in rolls!
- Remember to abide by the requirements to stop at a major accident if a SOS board is displayed or if it is not and both crew members are still in the car. All following cars are to stop and the second car on scene to then proceed to the next radio point.
- Depending upon the reported incident severity the Stage Commander will mobilise the paramedic, rescue unit and recovery unit.

## Awards

Overall		
	1 <sup>st</sup>	Award for Driver and Co-Driver
	2 <sup>nd</sup>	Award for Driver and Co-Driver
	3 <sup>rd</sup>	Award for Driver and Co-Driver
Class		
	1 <sup>st</sup>	Award for Driver and Co-Driver
	2 <sup>nd</sup>	Award for Driver and Co-Driver

Note, the three Overall winners will not be eligible for Class awards and M-Sport entries will not be eligible for any award.

## Thanks

Thank you for entering we hope that you have an enjoyable event – please stay safe.

# COVID-19 COMPETITOR GUIDANCE



The following important guidance is supplied to support competitors attending motorsport events:

- Stay at home if you know you have been exposed to COVID-19 in the previous 14 days, if you are showing symptoms as indicated in Government guidelines, or if you suspect you might be infected and are awaiting results of a coronavirus test
- Complete the self-declaration form electronically including the details of your team members for Test and Trace purposes; if you become ill at the Event, withdraw, notify the Organiser and contact NHS for a test
- Complete the vehicle and PPE declaration and note that Scrutineers will only be undertaking selected checks. For any doubts about compliance, contact the club scrutineer before the event
- Check the SRs or Final Instructions for the Judicial and Results Procedures to be adopted. All documents will be electronic including results. Appeal and Protest forms are online at <https://www.motorsportuk.org/resource-centre/document-library/>
- Protest and Appeal Fees are to be paid direct to Motorsport UK within 48 hours of the Event and any fines are to be paid within 7 days of the Event direct to Motorsport UK. Please call Motorsport UK 01753 765000 within these timescales to make your payments. There will be no provision at the Event to make these payments.
- If you are involved in an incident you MUST indicate to the marshal if you are OK by signalling with a thumbs-up at the front
- If you can safely exit your vehicle, do so and then stand in a suitable location
- Respect social distancing at all times
- Keep your working areas well-ventilated (e.g. do not fully enclose an awning as a working space)
- We strongly recommend the use of a face covering (e.g. mask or balaclava) when inside venue/organiser buildings or if you are unable to maintain the applicable government social distancing guidance
- Avoid touching fixed equipment including gates, barriers or benches
- Remember to take with you:
  - PPE mask/balaclava
  - Gloves
  - Hand sanitiser
  - Basic first aid kit
  - Your own hydration/food

For further information about your specific discipline/event, visit the Motorsport UK website for more details: [www.motorsportuk.org/restart](https://www.motorsportuk.org/restart)

## Essential Medical Information

Dear Competitor

In order to assist the Medical and Rescue teams on the M-Sport event please advise them of any disability, allergy, condition or current medication which may require special consideration or treatment by the medical team.

Please complete the lower portion of this letter, and email a copy to the Event Secretary at [msportstagessec@gmail.com](mailto:msportstagessec@gmail.com) by Wednesday 19 August 2020.

Your cooperation with this will help us to ensure your safety and that of the medical teams, this information will be held solely for the purposes of the event and deleted following its conclusion.

Many thanks.

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### Medical Information M-Sport Stages 2020

**FAO Graham Hundley, Paramedic, M-Sport Stages Rally**

Car No. : .....

Crew Member's Name : .....

Appropriate Medical Information: .....

.....

.....

.....

This information will be handed to the event paramedic and kept in strict confidence.

It may be handed in at signing-on but we would be grateful if you would return it prior to the event.

Following your safe completion of the event this information will be destroyed.

Signature: ..... Date: .....

## M-Sport Stages

### ROUTE RECONNAISSANCE

To enable competitors to acquaint themselves with the stages and with their Safety Notes, a reconnaissance session has been arranged on Friday 21<sup>st</sup> August between 1700 and 1900, when they will be able to traverse the relevant sections of the Stages in either a rally car or road vehicle.

ALL competitors should understand that they must drive at ALL TIMES in a manner so as not to bring the Sport into disrepute. AT NO TIME MAY SPEEDS EXCEED 25 MPH.

Competitors must follow the lead car who will escort cars at about 20sec intervals. A Sweeper Car will follow the last car. No deviation from the set route will be allowed. Please park sensibly after completing each lap.

If you are intending to use your tow car for the recce, you will be able to leave your rally car and trailer in the trailer park whilst you recce, **if you use your rally car for the recce you may leave it in the service area where security will be provided overnight.**

To join the recce please leave the Service Area turning left towards the stages to join the pre-recce queue formed from the Stage Arrival Yellow Board

TURN UP LATE AND YOU WON'T GET ACCESS - SORRY!! There is a set route to be followed that should allow all sections of the stages to be traversed in the following order:

- Recce Lap One will consist of: SS 1 - two passes (SS2 is same route repeated)
- Recce Lap Three will consist of: SS 3 - two passes, a reversal of SS 1 (SS4 is same route repeated)
- Recce Lap Five will consist of: SS 5 - one pass, SS4 with small changes (SS6 is same route repeated)  
As SS 5&6 vary only slightly from SS 3&4 competitors may, if they wish, forgo the recce of the last stages.

Competitors must remain in the convoy at all times, not deviate from the recce route and must not lag back to create unreasonable gaps in the convoy.

**ANY COMPETITOR OBSERVED DRIVING IN A MANNER PREJUDICIAL TO THE SPORT WILL NOT BE ALLOWED TO START THE EVENT AND WILL HAVE THEIR ENTRY FEE FORFEITED.**

**AFTER COMPLETION OF YOUR RECCE LAPS THERE WILL BE NO ACCEPTABLE EXCUSE FOR ANY CREW FOUND ON THE STAGES.**

Competitors may make any alterations to the Safety Notes purchased. It should be noted that the time available for the recce is limited and there is not much opportunity to start making notes from scratch.

Thank you for your cooperation.

The Organising Team

## M-SPORT RALLY

### SERVICE AREA SAFETY INSTRUCTIONS

To help with the safe running of the event Competitors and service crews should follow these instructions.

Please further assist with safety by following the requests from marshals in the Service Area.

#### General

1. The area available for servicing is limited therefore only **one vehicle** per entrant will be given access to the Service Area. Work on the competing car must be carried out using the minimum area. Please use common sense and take up the absolute minimum amount of space and be aware of the needs of others. **No trailers will be admitted.**
2. All teams must have an environmental ground sheet in place before work commences on vehicles, keeping clear of the high quarry faces as these have large, loose rocks.
3. Fire extinguishers should be available at all times when vehicles are being worked on particularly if welding, grinding and particularly if fuelling is taking place.  
Vehicles should be carefully supported on axle stands, chassis cill stands or ramps all with base plates when raised in the air. In this situation no engine shall be run with the gears engaged unless all moving parts are adequately guarded and a competent person is seated in the driving seat.
4. All working areas should be kept clean and tidy, all waste and spillage should be cleaned up immediately **and placed in the containers provided in the Service Area.**
5. Children under 16 years of age must be closely supervised.

#### Vehicle Safety

6. A maximum speed limit of 10mph and the one-way system must be observed.
7. There will be pedestrians in the Service Area please take care to avoid accidents.
8. The use of mopeds, motorcycles scooters, quads etc. is banned in the Service Area.

#### Fuelling

9. Fuelling is permitted in the Service Area and this should be the last operation to be done before the vehicle leaves. All four wheels should be on the ground, all other work ceased and no occupants in the vehicle.
10. Ideally fuelling should be done by hand pump rather than hand held containers, all spillages should be immediately contained.
11. There should be **no smoking** in the vicinity of vehicles being worked on or fuelled.

#### Hazards

12. Vehicle parts may contain substances such as asbestos and some fluids can cause skin damage. Protective clothing should be provided and used to prevent injury.
13. Eyes are particularly vulnerable to damage and eye protection should be used during activities such as welding or grinding.
14. Compressors and air lines to be used must be in good condition and should be regularly inspected for potential defects.

#### Manual Handling

15. Lifting and handling of loads by persons is a major cause of injuries so take care.

#### Noise

16. The event is situated in a rural area where any noise can be clearly noticed over a wide area so please do not, for example, rev engines unnecessarily, and promptly repair damaged exhaust systems, failure to do so could mean exclusion.

#### Servicing Equipment

17. All equipment particularly generators and compressors should be inspected regularly for defects and used only in compliance with the manufacturer's instructions.
18. Ensure gazebos are adequately secured to resist gusts of wind.

#### First Aid

19. Any person suffering injury or illness should seek treatment from the event emergency services. A unit providing first aid cover will be located in the service area.
20. All accidents where persons are injured or damage to property occurs should be reported to the official in charge of the Service Area.

#### Public Safety

20. Entrants and their associated personnel should act in such a manner so as not to put either themselves, spectators or any other person at risk of injury.

**COVID-19**

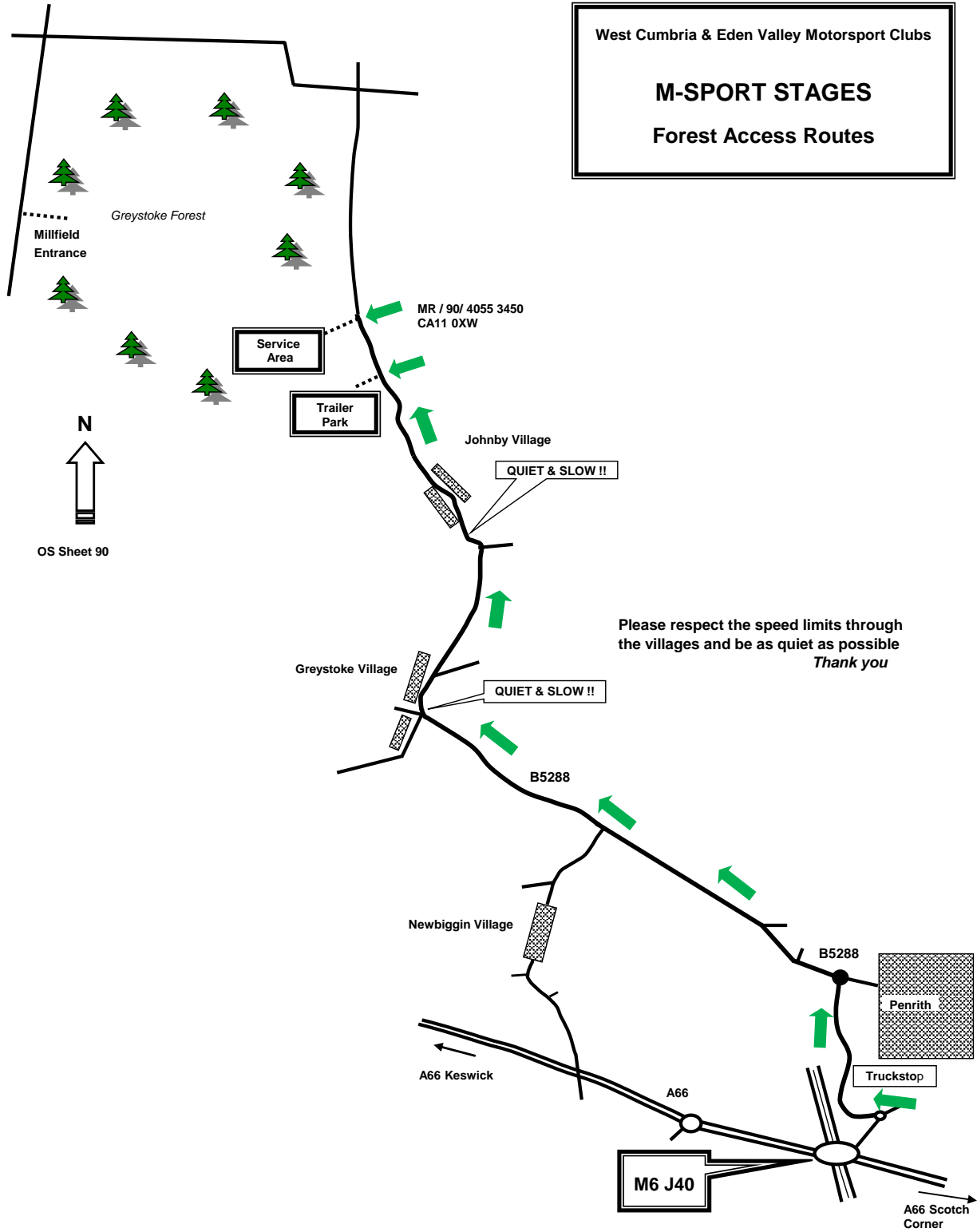
- 21 COVID-19 precautions must be adhered to for social distancing and by leaving your designated area for servicing only when absolutely necessary.
- 22 Keep your working areas well-ventilated (e.g. do not fully enclose an awning as a working space).
- 23 Use of a face covering (e.g. mask or balaclava) when inside venue/organiser buildings or if you are unable to maintain the applicable government social distancing guidance
- 24 Ensure you have available PPE such as face masks and gloves and hand sanitisers.



West Cumbria & Eden Valley Motorsport Clubs

## M-SPORT STAGES

### Forest Access Routes





# Competitor Guidance

## Limited Contact Rally Timekeeping

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Revision 1v0

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## **Introduction**

To protect timekeepers, officials and competitors it has been necessary to change the way timing and results are operated on events. Instead of handing over your time cards at each control it will be necessary for the crew to fill in their own paperwork. This is for your own record. The actual results will be calculated from the times automatically transmitted from the clocks or the checksheets.

## **Aims**

- Reduce interaction between timekeepers and competitors
- Reduce the number of timekeeper marshals required.
- Reduce contact between the results team and competitors.

## Touchpoints

The current method of rally timekeeping relies on a marshal filling in the competitor time card at each control. This means that each time card will pass through a minimum of 7 different people by the time it gets back to the results office, which would be a perfect route for any virus to spread.

The following is a walkthrough of each control:

### MTC / ATC

A large time of day display will show a running clock as you arrive.

The marshal will stop the clock and enter your vehicle number when you reach the red control board.

If you are unable to reach the board because of a queue, stay in your vehicle, it will be dealt with once you get to the board. The marshal will not be able to wander down the line of waiting cars because the equipment is not easily moved.



The display will freeze and show just HH:MM:00

If this is not the time required by you because of some holdup on the stage, discuss with the marshal who can make an adjustment.

Write this time on your timecard.

If you arrive early, you will receive a penalty, this is none negotiable.

If a notional start time is required, it should be calculated by the you as 3 minutes after the arrival time, or as instructed on the time cards.

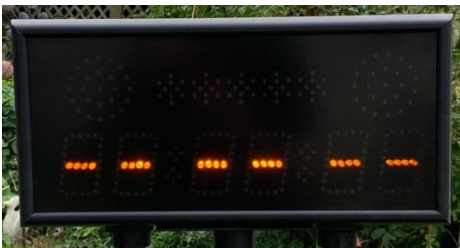
## Start



The Stage start will have a time display as well as traffic light indicators. This may be a single unit or two separate displays.

As you approach the start the display will show your start time. Quickly write this on your timecard.

If you are in a queue of cars you should be able to deduce and write down your start time before approaching the start based on the times given to the cars in front.



Initially the display will show dashes



The RED will illuminate with 15s to go



Amber lights will come on at 10s to go



Red goes out with 5s left



last 5s counted on the amber leds



The green light comes on when time to go (12:57:30).

Timing will start at the point the green light is shown, irrespective of if the navigator has actually finished with the paperwork!

### Start Alignment

Alignment lights may be used to ensure you are correctly positioned. Watch the arrows for instruction.



Move forward



Just right. Stop



Too far, move back

If you are too far forward at the point the traffic lights turn green you will receive an automatic jump start penalty.

## **Flying Finish**

Well done, you completed the stage, keep going and prepare to stop at the red STOP board

## **Stop Line**



A display similar to the above will be used at the stop line to show your car number and the time you passed the flying finish

If it is not your car number shown, wait for the marshals instructions before writing down the time.

Write the time down quickly and move away from the stop to allow for the next competitor arriving.

If the event is running to 1/10s the display will show MM:SS.t instead of HH:MM:SS

## **Service in, regroup, restart times**



Service out times will be shown on an LED display as you arrive. The display may include vehicle number or just HH:MM:SS.

Simply write your time down on your next time card so you know when you are required at the next stage.

For an MTC, a restart list for all competitors may be published online.

## **Queries.**

Queries regarding times and penalties can only be done electronically using a mobile phone to text, email, Whatsapp your problem. Check your final instructions for details of the number and method required. The following information is essential:

Your name

Vehicle number

Stage

Details of the query



# rallies.info Results Document Upload Instructions

## Introduction

This document describes the facilities which have been added to the rallies.info website to allow both competitors and organisers to quickly and easily upload documents to the results team. This facility has been created to allow for contactless transmission of information into results for Coronavirus prevention, but will be equally useful afterwards for rapid transmission of information from remote locations

## Equipment Needed

The facility is accessed using a normal web browser on a standard mobile phone, using the phone's normal camera. No special software is needed, no accounts need to be created, and the process is designed to be as simple as possible to use. An optional facility uses QR codes to make things even easier for the user, avoiding any typing at all, but this is not needed in order to upload documents. This is explained later in this document.

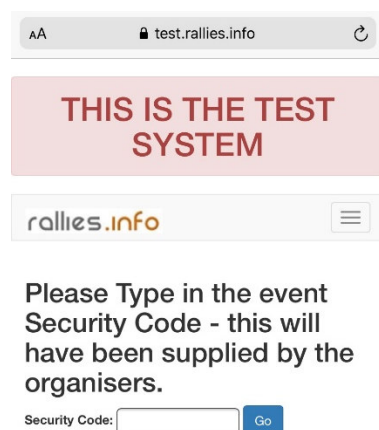
## Accessing the Upload Facility

There are a number of ways to access the upload facility. Each way will end up on the same page, but some involve more typing than others. Some require use of a QR reader which not all phones will have installed, hence providing the alternatives.

1. By manually typing the address [rallies.info/upload](https://rallies.info/upload) into a web browser. This will take you to a page which will ask for a security code, which must be manually input.
2. By following a link which includes the security code, which will look like <https://rallies.info/upload?securitycode=2673> (note that this link is not valid and will not work – some links to try are supplied later in the document).
3. By Scanning a QR code shown on a document displayed at the event (see Appendix A for an example). Using this QR code will avoid the need to enter the security code.
4. By Scanning a QR code shown on an individual document such as a Time Card or Check Sheet. Using this QR code will avoid the need to enter any details at all, as all the details needed are stored in the QR code. See Appendix B for an example Time Card.

## Using the Upload Facility

Once one of the four methods above have been used, you will arrive at this page:-

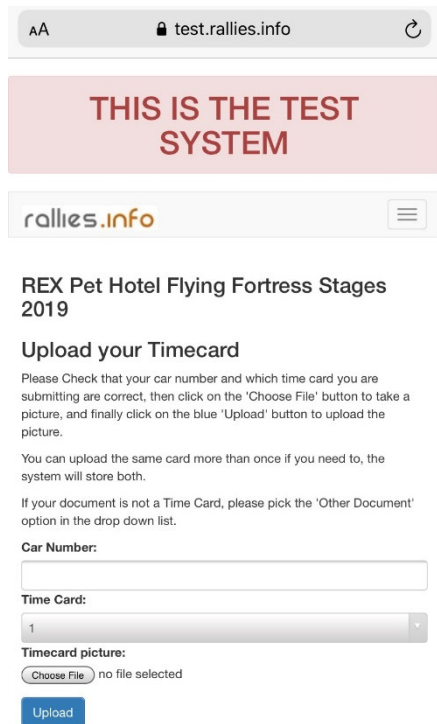


The screenshot shows a mobile browser interface. At the top, the address bar displays 'test.rallies.info'. Below it is a red banner with the text 'THIS IS THE TEST SYSTEM'. Underneath the banner is the 'rallies.info' logo. The main content area contains the instruction: 'Please Type in the event Security Code - this will have been supplied by the organisers.' At the bottom, there is a label 'Security Code:' followed by a text input field and a blue 'Go' button.

At this point, you will need to type in the security code, and then press the Go button. Note that this page will only appear once per event, after then your phone will remember the code and you won't have to input it again. Note that this page will only appear if you manually type in the upload address, any of the other access methods will avoid this page and go straight to the main upload page described next.



Once you've input the security code (or supplied it some other way), you will then arrive at this page:-

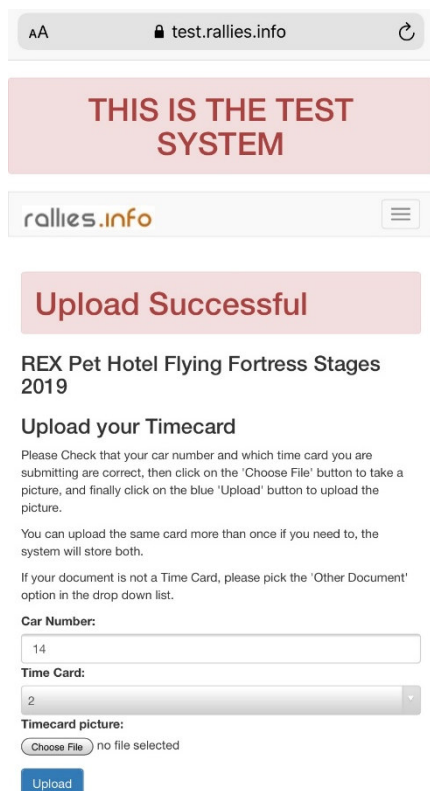


This is the main upload page for competitors, and there are just two things you need to input.

1. Your car number. Note that if you've followed a QR code on a time card, this will already be filled in, so just check to make sure it's right. Also, once you've uploaded your first card, your phone will remember the car number so you will only need to input it the first time.
2. Which time card you are sending. Again your phone will remember each card you upload and then suggest the next one.

You then need to take the photo of your time card. Click on the 'Choose File' button and your camera will start. How this looks will depend on your phone, so you'll have to work this out for yourself. Please make sure the document is straight when you take the photo and evenly lit.

Once you've taken the photo, you'll come back to this page, and all you then need to do is to click on the blue Upload button.

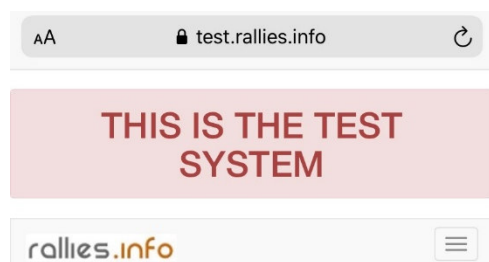


Once you've clicked Upload, you should then get a message saying 'Upload Successful', as shown here.

To do my test, I input that I was car 14, and that I was uploading Time Card 1. So, the system is now suggesting that I upload time card 2 for car 14 to save typing. These can be changed, but most of the time should be correct.

Note that if you realise that your uploaded picture wasn't good enough, you can just upload a new picture, and the results team will be able to see both documents.

## Officials Uploads



The Officials Upload screen is virtually identical to the competitor's version, but obviously has no car number, and lists the controls rather than the time cards.

Note that both the competitor and officials uploads have an 'Other' document option at the bottom of the Time Card list and the Checksheet list to allow upload of any other type of document.

### REX Pet Hotel Flying Fortress Stages 2019

#### Upload your Checksheet or other Document

Please check that your checksheet name is correct, then click on the 'Choose File' button and take a picture, and finally click on the blue 'Upload' button to upload the picture.

You can upload the same document more than once if you need to (for instance if you have more than one page), the system will store both.

If your document is not a checksheet, please pick the 'Other Document' option in the drop down list.

##### Checksheets:

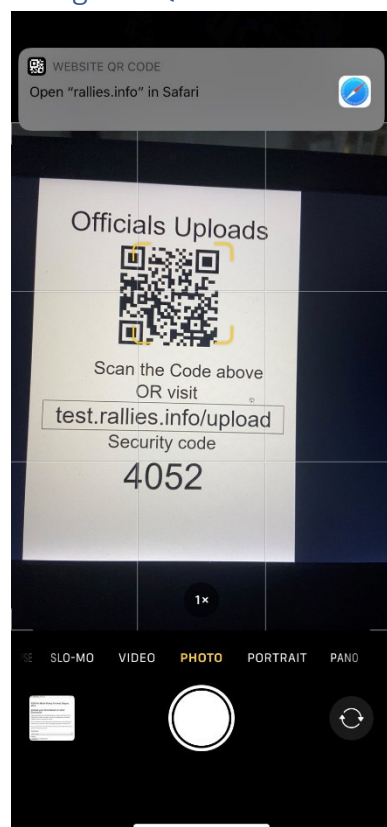
MTC 1 Due

##### Picture:

Choose File no file selected

Upload

## Using the QR codes



Reading a QR code will depend on your phone, so it's difficult to give specific instructions. On an iPhone, all you need to do is to open the camera, and the phone will recognise the code and offer to open the link in your browser. You can see on the left how this looks. All you do is to click on the bar which pops up at the top and the pages shown above will open.

Modern Android phones work very similarly to this, you just point the camera at the QR code and the phone does it for you. Unfortunately, older Android phones tend not to be updated, so you may need to download a QR code reader from your App Store. However, use of the QR codes is entirely optional, it's really not much more difficult to follow a link and then type in car numbers and select a time card, so if you haven't got a QR reader, don't worry about it.

## Testing the upload system

The upload system for the main results system is only live on the day(s) of the event, and so can't be easily tested. Fortunately, there is a test system which can be used to familiarise yourself with the process. The examples shown here are all using the test system, which is why they have the big red banner. The live system will not show this banner.

To test the upload, the address used is [test.rallies.info/upload](https://test.rallies.info/upload), identical to the live version except for the test bit on the front. You can use these two security codes to test the system:-

- 2673 for the Competitor Uploads – or <https://test.rallies.info/upload?securitycode=2673>
- 4052 for the Officials Uploads – or <https://test.rallies.info/upload?securitycode=4052>

You can also use the two examples shown in Appendixes A and B as these both go to the same test system (the Flying Fortress Stages 2019).

## Appendix A – Example Document to be displayed at Rally HQ

This document is for Competitor Uploads, another similar document will provide a different QR code for Official Uploads. The example shown will go to the test system so you can try it.

# Competitor Uploads



Scan the Code above  
OR visit

[test.rallies.info/upload](https://test.rallies.info/upload)

Security code

2673

## Appendix B – Example Time Card with QR Code embedded.

Time Cards like this are individually generated so that the QR codes contain the security code, the competitor number, and the Time Card number. This means that the competitor does not need to type anything at all. Checksheets are being developed which also contain these QR codes.



Time Card 4

Control	Time
TC 4 Due	
TC 4	
SS 4 Start	
SS 4 Start	
SS 4 Finish	

Time Cards by rallies.info



Time Card 5

Control	Time
TC 5 Due	
TC 5	
SS 5 Start	
SS 5 Start	
SS 5 Finish	

Time Cards by rallies.info

### Dukeries Motor Club

#### REX Pet Hotel Flying Fortress Stages 2019

## Time Card 4

## Car 43

Control	Target Min:Sec	Bogey Min:Sec	Hours	Mins	Secs	Prev. Car	Signature
TC 4 Due							
TC 4							
SS 4 Start	Nominated Start Time						
SS 4 Start							
SS 4 Finish	10:48	4:38					

### Dukeries Motor Club

#### REX Pet Hotel Flying Fortress Stages 2019

## Time Card 5

## Car 43

Control	Target Min:Sec	Bogey Min:Sec	Hours	Mins	Secs	Prev. Car	Signature
TC 5 Due							
TC 5							
SS 5 Start	Nominated Start Time						
SS 5 Start							
SS 5 Finish	15:48	6:47					