

WHF019

Marshal Handbook



**WORLD
HOVERCRAFT
FEDERATION**

PROPELLING GLOBAL HOVERSPORT

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For further information regarding this publication, please contact the Secretary:

Sacha Rouchier
World Hovercraft Federation
Email: Sacha@Rouchier.com

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1. INTRODUCTION

1.1 General

- A. This guide is for event organisers and officials at World Hovercraft Championships events.

2. MARSHAL GUIDELINES

2.1 General

- A. The main responsibility of a marshal is **to ensure the safety of the racecourse** which in turn ensures the safety of the drivers, supporters, and the public. Marshals also **ensure the smooth running of the race programme**.
- B. If a marshal is required to deal with a driver, supporter or member of the public then they must always remember to be polite, but firm. If required, they can ask for assistance from the Chief Marshal or Race Director.
- C. It is also important that a marshal communicates with other marshals about any important information by radio unless there is a red flag incident in progress or during the first lap of a race.
- D. Marshals must always avoid wearing the colours red and yellow as they will look too much like one of the flags.
- E. All marshals must attend the daily marshals briefing and sign on.

2.2 Marshal Positions

- A. There are different types of marshal duties and roles:
- Race Director
 - Deputy Race Director
 - Chief Marshal
 - Flag Marshal
 - Course Marshal
 - Paddock Marshal
 - Start and/or Finish Marshal
 - Grid Marshal
 - Land Recovery
 - Water Recovery
 - Marshal Onsite Support

2.3 Race Director

- A. Role- The Race Director has overall control of the race meeting and is responsible for all aspects of racing.
- B. Before the event
 - a) Liaise with WHF Technical Director, event organisers and Chief Marshal to agree the racing programme.
- C. Daily – before racing
 - a) Walk the course
 - b) Attend “Marshals Briefing”
 - c) Prepare and deliver “Drivers Briefing”
 - d) Organise signing on and briefing for late drivers
 - e) Deal with racing queries and concerns
 - f) Liaise with the event organisers about issues and problems (locals, engines off time, wildlife etc.)
- D. During racing
 - a) Have overall control of the race meeting and be responsible for all aspects of the racing
 - b) Circulate around the course during racing, checking areas of concern and for potential problems
 - c) Monitor the practices/racing, observing driving standards, enforce the rules and issue penalties if necessary
 - d) Work with Chief Marshal, Deputy Race Director and Race Control to ensure the racing programme is safely and efficiently delivered within the available time and regulations
 - e) Work with Race Control to deal with administrative queries and rule interpretation
 - f) Liaise with drivers’ representatives

2.4 Deputy Race Director

- A. Role- To deputise for and support the Race Director
- B. During the event
 - a) Deputise for the Race Director when delegated to do so or if the Race Director is unavailable.
 - b) Deal with non-racing specific problems that arise during the day and liaise with the event organisers.
 - c) Support the Race Director and accept delegated responsibilities, e.g. Junior races, speaking to drivers, monitoring red flags
 - d) Walk the course
 - e) Attend “Marshals Briefing”
 - f) Support or prepare and deliver “Drivers Briefing”

2.5 Chief Marshal

- A. Role-To lead, manage, and co-ordinate the marshal team to deliver a safe and efficient racing programme. To manage the equipment and deal with any failures.
- B. Well before the event
 - a) Agree with event organiser what race support equipment is available or required.
 - b) Liaise with WHF Technical Director, event organiser and Race Director to agree racing programme.
- C. Daily – before racing
 - a) Walk the course (determine grid size, flag positions, safety etc) check paddock and start areas for issues
 - b) Ensure all equipment is working, and available at marshals' briefing
 - c) Prepare and deliver "Marshals Briefing", allocate roles, describe the course, weather implications, etc
 - d) Liaise with medics, check expectations, access, inform them of additional marshals with first aid experience etc
 - e) Attend Drivers' briefing
 - f) Distribute equipment (radios, boards, boxes, clipboards etc)
 - g) At the end of each day check radios have been collected e.g. chief scrutineer, race control, medics etc
 - h) Check the marshal signing on sheets are completed
 - i) Deal with queries and issues
 - j) Assess the capabilities of all marshals to deliver their roles effectively, and delegate appropriately.
- D. During racing
 - a) Stand in key positions for visibility and move around the course during racing checking areas of concern and for potential problems.
 - b) Circulate around course marshals (once per set of races) and regularly communicate with start and paddock marshals.
 - c) Ensure drivers and craft on the course are in safe positions when not involved in the racing.
 - d) Liaise with course construction when course repairs are needed, and boat crews for issues on the water course.
 - e) Deal with any equipment failures and the distribution of additional equipment and resources when needed during racing
 - f) Deal with incidents as appropriate (immediate review, actions - including calling the medics and deployment of marshals, clearing the course and decide when to resume the programme)
 - g) De-brief those involved in any incident particularly red flags
 - h) Liaise with Race Director and Race Control on matters arising
 - i) Monitor timings and establish breaks

- E. After racing
 - a) Share any information with marshal team, time of next briefing etc
 - b) Collect in all equipment sort out overnight storage. Dry out if necessary.
 - c) Collect in all daily paperwork and replace with next day's copies.
 - d) Prepare briefing for the following morning, check weather, positions etc

2.6 Flag Marshal

- A. Role- To manage a section of the racecourse and communicate any issues or activities taking place to race officials and drivers
- B. Daily – before racing
 - a) Collect general equipment including a set of flags, fire extinguisher, radio with headset and modesty screen.
 - b) Collect equipment appropriate for your flag point e.g. throw bag, false start flag, blue flag, floatation device etc.
 - c) Ensure that you are clear about the exact location of your flag point and check the area for items that could cause issues e.g. protected birds, poorly buried paths, stones on the course
 - d) Review the safety of yourself and any personnel positioned at your point during racing and request additional protection if needed.
 - e) Brief your course marshals about your expectations and clarify their role (to act as spotters, run onto the course only when told to, position during racing).
- C. During racing.
 - a) A flag marshal should, where possible, be in visual contact with the next marshal on the course in case of radio failure
 - b) Position yourself and any other personnel standing with you in a safe position behind catch netting and/or be able to move quickly if a craft should approach that is out of control. Remain in your position during racing as long as you are safe to do so
 - c) Observe and manage the course between your position and the next hover point (around the course)
 - d) Report any significant damage to the course, craft and racing incidents
 - e) Call for recovery when needed or when Start clears the course. Assist in the recovery of craft between races
 - f) Inform the Chief Marshal if the medics are needed following a red flag call
 - g) Be prepared to assist medics and the Chief Marshal when incidents occur
 - h) Manage and instruct any course marshals at your point
 - i) A flag marshal must NEVER abandon their flags to assist with a craft, driver or obstacle unless the race has stopped or there are no craft approaching.
- D. After racing
 - a) Return equipment including radios to designated location.

2.7 Course Marshal

- A. Role- To support the flag marshal to manage a section of the racecourse, by observing, acting and reporting activities on parts of the course that the flag marshal may not be able to view.
- B. During racing
 - a) Move from the position only when asked to do so by the flag marshal or if in immediate danger
 - b) Tell the flag marshal about any incident or observations during racing that may need to be reported
 - c) Be prepared to act on your own initiative if dangerous situations develop
 - d) Between races and practices clear the course of any debris or obstacles including broken or abandoned craft and assist with course construction
 - e) Assist with red flags as directed

2.8 Paddock Marshal

- A. Role- To ensure the safety of the paddock and drivers entering the racecourse are suitably equipped to do so. To run the race programme
- B. Daily-before racing
 - a) Collect equipment from Race Control including boards, siren, clipboards (programme & scrutineering), equipment box.
 - b) Collect a copy of the signing on sheets from Race Control.
- C. During practice
 - a) When advised by the Start Marshal begin the practice by putting up the P board (at the top) and formula number (beneath), use the siren and record the time on the programme clipboard.
 - b) Stop craft at paddock exit and check the driver is signed on against the correct number, check discrepancies with Race Control.
 - c) Check the craft lanyard works (if not notify the Chief Scrutineer) and any timing device as appropriate.
 - d) Check drivers are wearing helmets, life jackets, gloves, have limbs covered and no loose items hanging about e.g. long hair, straps
 - e) Time the practice sessions, inform Start/Finish when there are 2 minutes left
 - f) Close the practice by taking down the boards.
 - g) Call and record the next practice. Release craft only when Start/Finish has cleared the course and is ready.
 - h) If a red flag is called stop the timing of the practice and resume timing when the course is clear to continue.
- D. During racing
 - a) Put up formula number (at top) and 10 minute board (beneath) at agreed time, record the time and use the siren. Repeat at 5 minutes to race start.
 - b) At 2 minutes before the race, radio Start and put up 2 minute board.
 - c) Send all late craft after the 2 minute board to the back of the grid.
 - d) Complete all the pre-race checks for all late starters (as completed in the practice) and escort them to the back of the grid.

- e) For late starters, after the race has started complete the pre-race checks, release them onto the course when it is safe to do so and inform Race Control that there is a late starter and their number.
 - f) Agree with Chief Marshal timings between races and when to call the next race
 - g) If a red flag is called, call the next race and hold the craft in the paddock until the situation is resolved. Check with Race Control if the race will be re-run.
 - h) Record numbers of craft involved in red flag incidents and any defects spotted by course marshals for the Chief Scrutineer to review
 - i) Find and liaise with friends/relatives of those involved in a red flag incident
 - j) Liaise between drivers and course marshals. Inform Race Director about issues and complaints
- E. After racing
- a) Return equipment to the designated location
 - b) Return clipboards to Chief Marshal

2.9 Start/Finish Marshal

- A. Role – To start and finish races and manage the availability of the course for races
- B. Daily –before racing
- a) Determine pole position (with Race Director) and advise Race Control
 - b) Paint the grid
 - c) Make sure lights work and all drivers can see them
 - d) Collect all boards & flags (1 & 2 minute, hold, last lap, nationality flag, chequered flag. Black flag and chalk and board)
- C. During racing
- a) Ensure all marshals and officials are in position 5 minutes before practice/racing starts
 - b) Start and run practice/racing according to the programme
 - c) Liaise with the Chief Marshal on timings
 - d) Make sure that the craft entering the course do so safely
 - e) Collect grid sheets from Race Control and grid up races
 - f) Liaise with Race Control over craft and drivers omitted from the grid sheets and issues
 - g) Check drivers are wearing helmets, life jackets, gloves, have limbs covered and no loose items hanging about e.g. long hair, straps
 - h) Check lanyards work properly or call the Chief Scrutineer
 - i) Check all lanyards are attached to the drivers, helmet straps are done up
 - j) When possible, remove from the grid any craft which are broken down, otherwise ensure surrounding craft are aware.
 - k) Start the race start procedure by showing the 2 minute board when advised by the Paddock Marshal and give an audible signal (whistle), follow with the 1 minute board

- l) Hold the start of the race with the H board if necessary
 - m) To start the race point at the lights, follow starting routine
 - n) Call a false start if necessary and re-grid (late starters to the back of the grid)
 - o) If lights fail, start the race by waving a nationality flag
 - p) Monitor craft positions with Race Control
 - q) When the leader approaches the last lap show the last lap board
 - r) Finish the practice/race with a chequered flag
 - s) Clear the course down**
- D. After racing
- a) Return equipment (boards & flags) to the designated location
 - b) Re-paint the grid when needed

2.10 Grid Marshal

- A. Role- To ensure that drivers are suitably equipped and positioned to start a race
- B. During racing
 - a) Always follow the instructions of the Start /Finish Marshal
 - b) Position each craft on the grid according to its race number
 - c) Check that the lanyard cuts the craft engine completely and that drivers are wearing a lifejacket, gloves, helmet and that their arms are covered
 - d) On the 1 minute board check drivers have their helmets done up and lanyard attached
 - e) If a craft breaks down on the grid before the race begins remove the craft or ensure surrounding craft are aware, under the guidance of the Start /Finish Marshal

2.11 Land Recovery

- A. Role- To recover any land based damaged or non-operational craft.
- B. During and between races
 - a) At the request of the Chief Marshal recover any land based damaged or non-operational craft and return them to the paddock.

2.12 Water Recovery

- A. Role- To transport/recover any persons or damaged/non-operational craft from the water and assist the race officials manage the water course.
- B. At start and end of racing
 - a) Deliver and collect marshals to any offshore marshalling points.
 - b) Carry a set of flags for use as directed by the Chief Marshal
- C. During and between races
 - a) At the request of the Chief Marshal recover any persons or damaged/non-operational craft and return them to land for onward recovery to the paddock.
 - b) If a Red flag is called for a water based incident, Water Recovery Marshall should advise the Chief Marshall if medical support is required.
 - c) Make any course adjustments as directed by the race officials.

2.13 Marshal Support.

- A. Role- To provide welfare support to all marshals and transport equipment and personnel around the course as requested by the Chief Marshal.
- B. At start and end of racing
 - a) Deliver and collect marshals and their equipment to any distant marshalling points.
- C. During and between races
 - a) Regularly visit each marshalling point and provide welfare support to marshals such as drinks, dry clothing replacement equipment etc.
 - b) Provide short term cover for marshalling points when required
 - c) Collect and deliver marshals to far distant marshalling points.
 - d) Transport personnel and equipment around the course at the request of the Chief Marshal.

3. QUALIFICATIONS FOR SENIOR MARSHAL POSITIONS.

3.1 General

- A. The World Hovercraft Federation (WHF) expect that senior positions at their competitions will have and meet the following requirements.

3.2 Race Director.

- A. Has regularly and recently officiated at hovercraft racing as race director at national and international levels.
- B. Has been accepted by the WHF to act in the role in the recent past.
- C. Has the support of fluent translators in the major languages of the competitors and officials at the event.
- D. Has a full knowledge and understanding of all relevant WHF regulations relating to racing.
- E. In the absence of the above, has experience as a race director of other motor racing sports AND is supported by Assistant Race Director as detailed below.

3.3 Assistant Race Director.

- A. Has regularly and recently officiated at hovercraft racing as race director, assistant race director or Chief Marshal at national and international levels.
- B. Has been accepted by the WHF to act at their events in this role in the recent past.
- C. Has a full knowledge and understanding of all relevant WHF regulations relating to racing.
- D. Can consult with the Race Director in a common language.

3.4 Chief Marshal.

- A. Has regularly and recently officiated at hovercraft racing as Chief Marshal at national and international levels.
- B. Has been accepted by the WHF to act at their events in this role in the recent past.
- C. Has a full knowledge and understanding of all relevant WHF regulations relating to racing.

3.5 Water recovery personal.

- A. Must be competent in handling a small boat in inland water.
- B. Must be competent in water recovery techniques of both persons and hovercraft.

3.6 Medical Coverage

- A. Medical qualifications and job descriptions vary internationally.
- B. In some countries, the required level of personnel maybe called paramedics, whereas in other countries, a Doctor maybe required.
- C. Organisers shall agree with the WHF that their proposed medical coverage is acceptable

4. EQUIPMENT REQUIREMENTS

4.1 General

- A. The marshal role undertaken will determine the type of equipment needed. The marshal using the equipment is responsible for it while it is in their care. Any defective equipment or issues with it should be reported to the Chief Marshal immediately.

4.2 Flag Marshal

- A. All flag marshals will need a red flag and a yellow flag.
- B. Marshals with or close to a water section will need an additional blue flag
- C. Marshals at the first three marshalling points will need a false start flag.
- D. All marshalling points must be equipped with a fire extinguisher and modesty screen.
- E. Flag marshals positioned at water transitions or on the edge of water should also have a throw bag and a torpedo buoy if available.
- F. On occasions it may be necessary for the first marshalling point to have an additional chequered flag to assist drivers when visibility of the initial chequered flag is difficult.

4.3 Start Marshal

- A. The Start Marshal needs the last lap board, the chequered flag, a start flag (in case the traffic light system is not available/operational), 1 minute, 2 minute and Hold boards, stop watch, and a whistle.
- B. On some courses a red and yellow flag may also be needed.
- C. The black flag, board and chalk should be located at the finish position or a place agreed with the Race Director
- D. The start of race traffic light system should be set-up in position ready for the start marshal to use.

4.4 Paddock Marshal

- A. All of the “formula” and “time” boards to be used in a variety of combinations as described previously to alert the drivers as to what event is next.
- B. Audible siren.
- C. Fire extinguishers should also be placed at the entrance/exit of the paddock.
- D. Three clip boards are also required:
 - a) Containing a copy of the drivers signing on sheets for checking.
 - b) Containing a copy of the race programme to record start times etc
 - c) A scrutineering board to record reported craft defects and red flags that must be signed off by a scrutineer before any craft can re-enter the course.
- E. Watch or stop watch.
- F. A copy of the WHF Competition Regulations.

4.5 Flags Required.

- A. **Stationary Yellow Flag** – Caution. There is a minor problem that the driver should be aware of.
- B. **Waved Yellow Flag** – Extreme Caution – Be prepared to stop or take avoiding action.
- C. **Red Flag** – Race stopped. Slow down and stop safely at first opportunity. Only proceed under marshals' instructions. This may also be used on instruction from the Race Director only when a course marker has been moved, generally on water and there is a dramatic change to the course.
- D. **Yellow & Black** – False start – craft to return to start grid.
- E. **Black & White Chequered Flag** – To complete a race or practice session.
- F. **Nations Flag** – Start of race (used when traffic light system is not available)
- G. **Black Flag** – (Board with chalk number on it) – Noise or safety issue. Craft bearing that number to stop safely at the first opportunity and only proceed under Race Director's instructions.
- H. **Yellow Board with Black Diagonal Cross** – Leader on last lap
- I. **Blue Flag** – Used for a number of issues including drivers to be aware that a safety boat has entered the course or there is a wave approaching.

5. RADIOS, AND USE OF

5.1 General

- A. Each marshal with a radio must have a specific call sign depending on their location. Flag points must be named such as “Hover 1, 2, 3 so on”; other points are given their working title “Grid, Start, Chief etc” “Hover 1” is the first point after the start.
- B. Radio communication should be clear and accurate at all times. Marshals with a radio must pay attention to their radios, as vital communication must be transmitted to the relevant people at all times. Failing to do this could result in a more serious incident or slowing down the race programme.
- C. Radio communications:
 - a) Should be kept to a minimum and should only be used for official race matters.
 - b) No more than one person should talk on the radio at any time, so it is important that marshals wait for one communication to finish before starting another.
 - c) All radio communications should cease from when the 2 minute board is shown until the second lap of the race.
 - d) Cease once a red flag is called to allow race officials to manage the situation.

5.2 Radio Calls

- A. To initiate a radio call press the call button and hold it down, then speak slowly and clearly. On completion of a call release the call button.
- B. To start a call
 - a) Listen to check there are no other call being made – this is most important
 - b) State position of caller e.g. “Hover 3”
 - c) State recipient required e.g. “Paddock”
 - d) After recipient has accepted the call (Paddock here) then give the message
- C. To respond to a call
 - a) Confirm your position e.g. “Hover 3 here”
 - b) Wait for the message
 - c) Respond confirming message is clear and understood
- D. Clearing the course
 - a) The Start/Finish Marshal will call each marshalling position in turn to ask if the course is clear
 - b) Respond with position and if clear answer e.g. “Hover 3 all clear”
 - c) If this section is not clear state brief reason e.g. “craft to be recovered” or “course repairs needed” etc.
 - d) When the section is clear inform the Start marshal
 - e) The Start/Finish Marshal will also check that Race Control is ready before the two-minute board is displayed.

6. RACE INFORMATION BOARDS REQUIRED.

6.1 Grid Boards:-

- A. White board with “2” – 2 minutes until race starts – shown with 2 audible blasts on a whistle.
- B. White board with “1” – 1 minute until race starts – shown with 1 audible blast on a whistle.
- C. White board with “H” – the race has been delayed – after the situation has been resolved the situation will revert to the 2 minute board again.

6.2 In the Paddock:-

- A. Formula Identification Boards
 - a) White board with “F1” – signals Formula 1 race.
 - b) White board with “F2” – signals Formula 2 race.
 - c) White board with “F3” – signals Formula 3 race
 - d) White board with “FS” – signals Formula S race.
 - e) White Board with “F50” – signals Formula 50 race.
 - f) White Board with “FJ” – signals Formula J race.
 - g) White board with “FC” – signals Colts race.
- B. Status Boards
 - a) White Board with “P” – signals practice – shown with appropriate formula board.
 - b) White board with “10” – 10 minutes until start of next race – an audible siren will be sounded.
 - c) White board with “5” – 5 minutes until start of next race – an audible siren will be sounded.
 - d) Note:- Once the 2 minute board is shown on the grid, the 5 minute board is removed from the paddock, and replaced by a 2 Minute Board.

7. APPENDIX A:- RED FLAG INCIDENTS

7.1 Procedure

- A. Flag Marshals should not hesitate to call a red flag. However a red flag should always be a considered decision. Many racing incidents can be covered by a waved yellow flag as this tells all racers that they should “exercise extreme caution and be prepared to stop”.
- B. Once a red flag has been shown, it must remain shown, **THE DECISION CANNOT BE REVERSED**. As a general rule, in the event of a driver coming out of his/her craft, if they are not in immediate danger and no medical attention is required, then proceed with a waved yellow flag.
- C. If there is a serious incident, it is critical that a yellow flag is waved while contemplating whether the race needs to be stopped. If this situation occurs it is suggested that the marshal waves a yellow flag, and count to 10 in their head, whilst they make a further judgement on whether it should be replaced with a red flag or not. This extra time allows the situation to be viewed more clearly and often allows the incident to be resolved satisfactorily under a yellow flag.
- D. In a red flag situation, Flag Marshals must stay in position and show the red flag to all drivers until all oncoming craft are stationary. The most important thing is to communicate the red flag to oncoming drivers. Marshals moving from their post whilst other craft are still moving may cause a further serious incident.

7.2 Calling a Red Flag

- A. If the situation requires a red flag then the marshal should make the radio call ‘red flag, red flag, all marshals red flag’ and wave the red flag. A calm tone should be used to ensure the communication is clear. At all other times never use the word ‘red’ or ‘flag’ on the radio as this may cause confusion.
- B. The Chief Marshal will reply ‘do you need assistance and the medics’
- C. The marshal must then decide if immediate assistance is necessary to resolve the situation (e.g. move craft). If recovery is needed, they will be directed to attend by the Chief Marshal.
- D. If there is serious injury the marshal must request the medics and state clearly the position. The Chief Marshal will mobilise them.
- E. Subsequently, the marshal's role is then to direct those involved at the scene until the arrival of the Chief Marshal and then assist as necessary.
- F. The Chief Marshal will determine any additional support that is needed and decide when the incident has been concluded and it is safe to clear the course or re-start the racing.

8. APPENDIX B:- CRITICAL INCIDENT

8.1 Introduction

- A. A critical incident is defined as one that involves very serious injury or death. This applies equally to drivers, supporters, marshals and public.
- B. It must be accepted that each critical incident will be different, but the following procedures will cover most incidents. It should also be remembered that critical incidents may involve multiple casualties.
- C. Following a red flag incident if the incident is critical, additional actions and often the redeployment of external major resources to manage the situation may be required.
- D. A red flag is applied when there is a serious racing issue involving drivers, marshals, supporters or public. Incidents range from the need to just stop the craft moving on the course for a few minutes, to an extended stop for on-site medical services to be called. When an incident is judged to be critical, as defined above, then race officials must declare a Critical Incident which will be identified to all as "CRITICAL INCIDENT" with a pre arranged radio call, to enable the situation to be managed quickly and effectively.
- E. Course marshals and officials will take on pre-agreed roles as defined below, liaising with medics, supporting drivers, and informing key personnel etc.
- F. The marshal team under instruction from their Chief Marshal will, as required, assist the medics, deploy modesty screens, have the authority to clear the course, redistribute radios, collect equipment, recover craft etc.
- G. The event organising team will call for the emergency services, locate the Health and Safety documentation, liaise with the venue, manage the public, provide a designated support area for marshals etc.
- H. Confidential communications around a critical incident will be a priority. Radios will be transferred to an alternative predetermined channel and used for ongoing dialogue and decision making.

8.2 Preparation

- A. The following are the procedures to be followed if a CRITICAL INCIDENT is declared:
- B. Prior to any craft operation at an event:
 - a) A senior WHF Official **must** be designated to act on behalf of the WHF.
 - b) A single senior race official, Race Director/Deputy Race Director or Chief Marshal, **must** be identified as Critical Event Coordinator.
 - c) An Event Organiser **must** be nominated who will contact local emergency services as required.
 - d) Each participating country **must** nominate a Team Leader who will be their contact point. This will normally be the WHF appointed Country representative. If the Appointed country Representative is not present at the event, an alternative shall be recorded.
 - e) All marshals **must** have pre-designated Critical Incident actions or roles allocated to them by their Chief Marshal. These will be agreed at their pre-event meeting.
 - f) A communications management plan (including radio allocation and channels) **must** be agreed prior to the event and included in any Health and Safety documentation.

- g) Requirements for any post critical incident event support for marshals, officials or drivers etc. **must** be agreed between the event organisers and the Chief Marshal.

8.3 A copy of

- a) Table 1 shall be prepared by the Race Director, Organisers and WHF officials to identify nominated persons.

8.4 Procedure

A. If a Critical Incident occurs:

- a) A 'Critical Incident' will be declared by the race officials on the course following a red flag incident.
- b) Race officials and/or marshals will instruct all drivers and supporters to immediately leave the course.
- c) All craft must be left in position until requested to return to the paddock.
- d) The marshal team will assist the medics as required, deploy the modesty screens, have authority to clear the course, redistribute radios, collect equipment, recover craft etc.
- e) The Critical Event Coordinator will manage the ensuing situation on the course and request the nominated Event Organiser to call additional emergency services as required.
- f) The Event Organiser will call emergency services as requested by the Critical Event Coordinator.
- g) The Event Organiser will arrange to manage any spectators/public.
- h) The Critical Event Coordinator will liaise with the emergency services when they are onsite.
- i) The Critical Event Coordinator must keep the nominated WHF Official informed as the situation develops.
- j) The WHF Official will liaise with and keep next of kin, drivers and supporters informed as appropriate.
- k) The nominated WHF Official will liaise with any press or media.
- l) Race officials will be kept informed by the Critical Event Coordinator.
- m) The Critical Event Coordinator must be provided with all the emerging information.
- n) Additional marshal support must be provided (designated area, clothing, refreshments, moral support etc).
- o) The WHF's Technical Director will immediately commence an investigation, recording events as they happen, seizing and securing craft. If necessary, providing any technical information etc., to external agencies as required.
- p) The use of social media reporting by Club members must be strongly discouraged.
- q) The WHF expect that the country of and competitor involved in a Critical Incident will, if appropriate or necessary, arrange financial support for that competitor via crowd funding etc.

8.5 Records

- A. The following paperwork shall be collated and passed to the WHF Technical Director:
- a) Copies of Driver Licences of involved drivers.
 - b) Copies of Registration Forms of involved drivers.
 - c) Log books of craft involved.
 - d) Copy of Scrutineer record sheets for craft involved.
 - e) The driver signing on sheet for the day concerned.
 - f) The Craft Concern Form (often referred as The Red Flag Board) from the paddock marshal.
 - g) Copy of the Race start time (available from the paddock marshal)

8.6 Critical Incident Contacts

Table 1:- Critical Incident Contacts

Role	Name	Contact Number
WHF President		
WHF Technical Director		
Race Director		
Deputy Race Director		
Chief Marshal		
Event Organiser		
Critical Event		
Co-Ordinator		See Above
Nominated Person to contact Emergency Services (Must speak local language)		
Address of Race Site		