



Essex Charity Stages – Sunday 4th July 2010

STAGE COMMANDER'S NOTES – AIRFIELD



1. Thank you for agreeing to act as a Stage Commander for this year's Essex Charity Stages Rally – your assistance is invaluable. We hope you have a safe and enjoyable day.
2. If not already signed-on on Saturday, all Stage Commanders and Deputy Stage Commanders should sign on at Rally HQ in the marquee at the Service Area – Map Ref: TM 0100/0805 – between 07:00 and 08:00.
3. At your signing-on on Sunday you will be issued with the necessary documentation, marshals food bags, and fire extinguishers for your stage.
4. Please remain on your Stage during the morning to plan the deployment of your marshalling force and then be ready in good time to meet your marshals, timekeepers and radio crews by the Memorial – Map Ref: TM 0023/0760. You should be there by 13:30.
5. If you receive marshals scheduled for Sandbeach, please send them to their own signing-on point at their stage start – Map Ref: TM 0315/0600, asking them to drive slowly, quietly and considerately through the Village.
6. Most marshals, etc. who will be on the Airfield stages in the afternoon will have initially been used on the Coney stages in the morning. They will have signed-on there and do not need to sign-on again at the Airfield. You will, however, need to allocate them to posts and, where appropriate, provide them with check sheets, etc. Those who necessarily need their cars on the Airfield are to be supplied with a pink Airfield Pass (See 12 below).
7. For those who have NOT marshalled earlier in the day, please check that the Signing-on Card has been completed and the Indemnity has been signed. We would like marshals to also complete the database details on the reverse to improve communications for next year. **Any marshals under 18 years old MUST sign-on using the special red cards, which must be countersigned by a signed-on parent/guardian.**
8. There is space at the bottom of the back of the Signing-on Card for you to mark the post to which you have allocated that marshal. It would help with future planning if you can at least complete the sections on 'Stage' and 'Job Assigned' in respect of marshals initially signing-on at your stage.
9. When you have done what you need with the completed Signing-on Cards, please place them in the provided envelope to be collected by the Chief Marshal, failing which they should be passed to the Course Closing Car.
10. Marshals' Food packs will already have been issued to those who signed-on at an earlier Stage. Some spare packs may be provided at your Stage. Priority must go to anyone who was not marshalling in the morning, but otherwise they may be taken by anyone still hungry!
11. Each ordinary Marshal should be given a copy of the Marshals' Operational and Safety Notes booklet and a Stage Plan. Copies of the booklet and Plan are already enclosed in the packs for the Timekeeping Crews. Radio Operators have their own comprehensive Safety Booklet already in their packs and do not need the separate booklet or Plan.
12. There is a security check point in advance of the entrance to the Service Area. Marshals will only get past this with their cars if they are displaying a pink Airfield Pass. Please give ONE PER CAR, but only where it is essential for the car to be on the Airfield or to pass through the Service Zone, eg to get to posts beyond the Split on the Easthall Stages. Passes are already included in the packs for Radio Crews, Timekeepers and the Split Judge of Fact.

13. Marshals **MUST NOT** park their cars in the Service Area, nor the bays reserved for Senior Officials and Emergency Vehicles. If a vehicle is not **NEEDED** on the airfield it should be parked on the right-hand side of the road outside the Service Area limits. The side nearest the airfield must be kept clear for competing cars queuing to enter the stages.
14. All Stages run at 1 minute intervals. Competitors on Stages 7 and 11 start on whole minutes. Stage 8 is interleaved with Stage 7 and will run on the 30 seconds marks. Stage 12 is interleaved with Stage 11 and will run on the 30 seconds marks.
15. It is important that there are separate starts for SS 7 & 8 and again for SS 11 & 12, each with its own check sheet and 'Previous Car Number'. This is important so that the Clerk of the Course and the Results crew can determine how many competitors have completed each Stage. It is also important for safety to know that all who entered a particular Stage are accounted for at that Stage's finish.
16. When closing your stages, the official Course Closing Car will traverse Stages 8 and 12. Please follow immediately behind it to the Split point and then close from there to the end of Stages 7 and 11.
17. Please use 81MHz radio for all matters to do with Safety, and the usual confirmations of Stage Ready. Many mobile phone numbers are listed in the Operations and Safety Manual; please use **them** for any general chat (kept to a minimum) or administrative matters and not the 81MHz system, which will be very busy with several stages running at the same time.
18. The answers to many questions can be found in the Operations and Safety Manual but please ask a roving Senior Official if you need guidance on anything. Any post-event feedback on the paperwork supplied, which would improve it for next year, should be sent to the Safety Officer by e-mail at canary3@81radio.net, with a subject line starting [ECS].
19. Please ensure that the fire extinguishers are kept upright (unless spent) and that any used ones are kept separate and clearly identified as used.
20. If the Course Closing Car has not collected Check Sheets and Fire Extinguishers, please return them to Rally HQ once your Stages have all closed.
21. The Essex Air Ambulance may make a courtesy visit to at least one venue during the day. If you see the helicopter **DO NOT** assume there has been a serious incident. Please also reassure your marshals and any spectators in your vicinity.