



WEST WALES RALLY SPARES JAFFA STAGES

PROMOTED BY CARMARTHEN MOTOR CLUB LTD.

SATURDAY 30th DECEMBER 2023



EVENT INFORMATION

WEST WALES RALLY SPARES
SPECIALISTS IN NEW & USED
COMPETITION PARTS

11 Parc Menter, Llandysul, Ceredigion, SA44 4JL

Tel: (01559) 363731

WEST WALES RALLY SPARES JAFFA STAGES

Saturday 30th December 2023

Marshals and Radio Car Event Briefing Note

This is a briefing note in addition to your normal event paperwork to give you an overview of the event.

IMPORTANT

Once you have arrived at your designated location make sure you park and position yourself in a safe location, if in doubt check with the safety car and/or stewards before the event starts. Make a note of the nearest marshalling / radio car location closest to you in case you need to contact them during the event.

The event is a single venue event with all 6 stages starting and finishing in the same location with only “in stage” variations as detailed below.

Each stage consists of 2 laps and if you are a “Radio Car” when keeping your check sheets please record the passage of all cars on each lap.

After stages 2 and 4 the routes will be changed.

Safety Cars will be deployed on the event, these vehicles may not traverse all stages but as a minimum will if deployed traverse stages 1, 3 and 5. And they may only do one lap.

A Spectator Safety Car will be available but may not traverse the stages as the spectator areas are close to HQ and can be monitored from there.

As everything can be monitored and viewed from Rally HQ a Sweeper Car will not be required, an official car can be deployed if there is a requirement to check for any anomalies with the closing figures on any stage. Radio cars will be kept informed with regards stages being live etc. at all times.

There will be route change crews moving around after stages 2 and 4.

Large parts of the route including chicanes are defined through the use of cones/tyres, please keep an eye on cones/tyres that may get moved or clipped when competitors pass, if it is possible for you to replace the cones/tyres to their correct location safely please do so but only if you are safe, if in doubt do not move the cones/tyres and report any concerns to the radio car / radio controller.

When recovery vehicles are recovering competitors they may need to short cut certain sections which may require moving cones / tyres, if you are able to assist with these we would be grateful, please return the cones/tyres to the correct location once the recovery crew has passed.

Red Flags

All mandatory radio locations are “Red Flag” locations, you will be made aware of this when you are allocated your location, if you are in a “Red Flag” location please make sure you have a red flag before leaving to go to your location.

All Red Flag locations will be required to display the Red Flags to the MSUK Steward/Safety Delegate, Event Safety Officer and all other official vehicles.

If you are a Radio Car in a **NON** Red Flag location do not use a flag if you have one in your vehicle.

Incident record

Please keep a record of all instances where a competitor has left the track in an ‘unplanned’ manner (commonly referred to as an ‘off’). This just needs to be a brief summary of what happened, where it happened and where people (Spectators, Marshals etc) were standing in relation to the competitor. This can be photos or video record if you have no access to paper. Please send these to the chief marshal or hand to a senior event official at the event. This will aid our safety planning.

We thank you for your assistance in running this event and hope you have a very enjoyable and safe day. And please drive home safely and have a very happy new year.

All at Carmarthen Motor Club.

WEST WALES RALLY SPARES

JAFFA STAGES 2023

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SATURDAY 30th DECEMBER 2023

ROUTE OUTLINE AND TIMES CAR 1

CONTROL	STAGE BOGEY	STAGE TARGET	TIME CAR 1
MC1/SSA1			9-10
STAGE 1	5mins 24secs	13mins	
SERVICE			
MC2/SSA2			10-00
STAGE 2	5mins 24secs	13mins	
SERVICE			
MC3/SSA3			11-35
STAGE 3	5min 14secs	12mins	
SERVICE			
MC4/SSA4			12-25
STAGE 4	5mins 14secs	12mins	
SERVICE			
MC5/SSA5			14-00
STAGE 5	5mins 24secs	13mins	
SERVICE			
MC6/SSA6			14-50
STAGE 6	5mins 24secs	13mins	
MC7			15.00

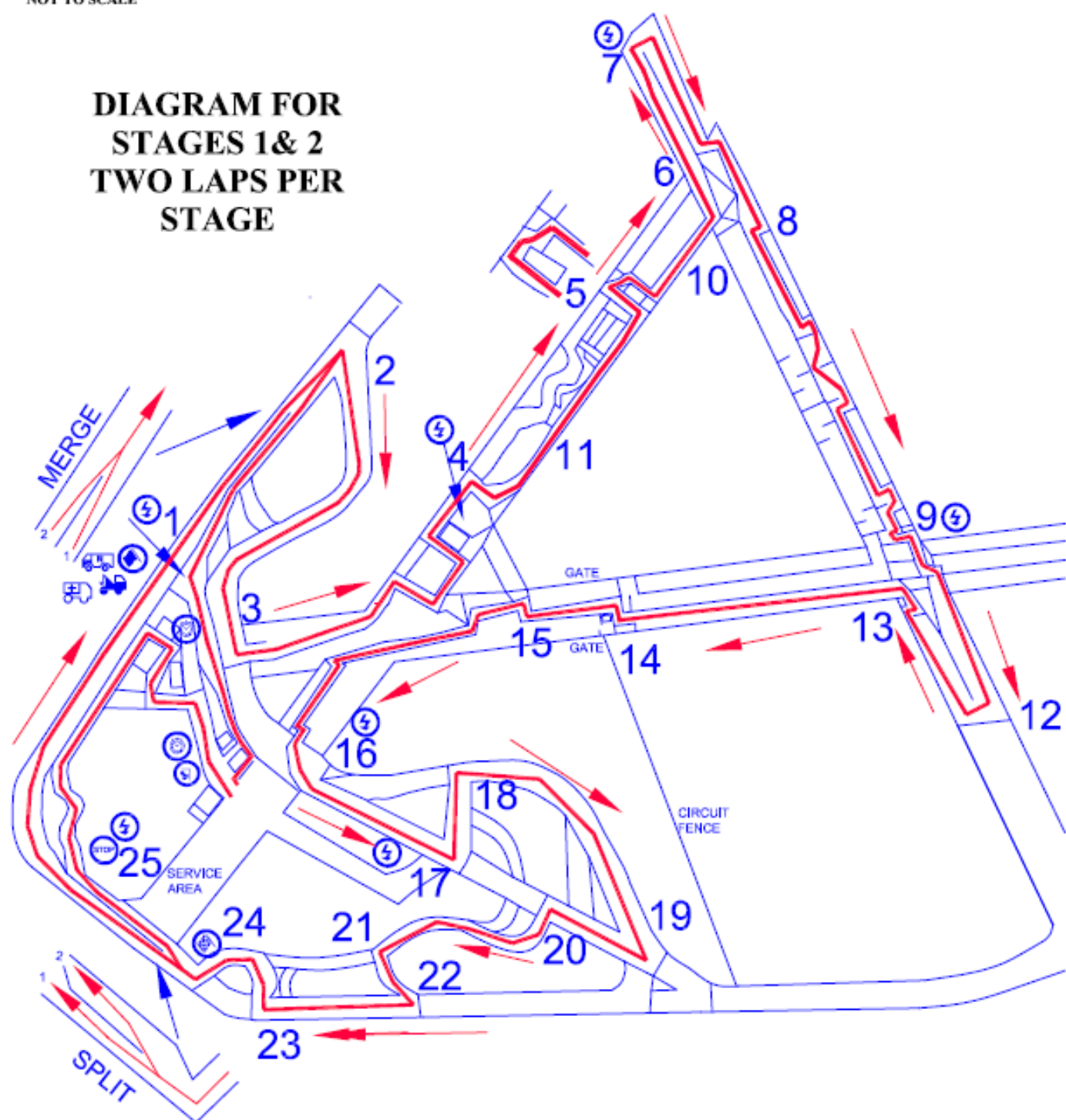
AT EACH STAGE FINISH PROCEED DIRECTLY TO THE PASSAGE CONTROL OR MAIN CONTROL AND HAND IN TIME CARD AND COLLECT NEW TIME CARD WITH DUE TIME AT NEXT CONTROL INDICATED. THESE CONTROLS WILL BE SITUATED AT THE ENTRY TO THE SERVICE AREA AFTER EACH STAGE FINISH. **NB.** ALL STAGES WILL BE RUN AT 30 SECOND INTERVALS (ie TWO CARS PER MINUTE)

WEST WALES RALLY SPARES JAFFA STAGES

THIS STAGE PLAN IS
NOT TO SCALE

SATURDAY 30th DECEMBER 2023

DIAGRAM FOR
STAGES 1& 2
TWO LAPS PER
STAGE



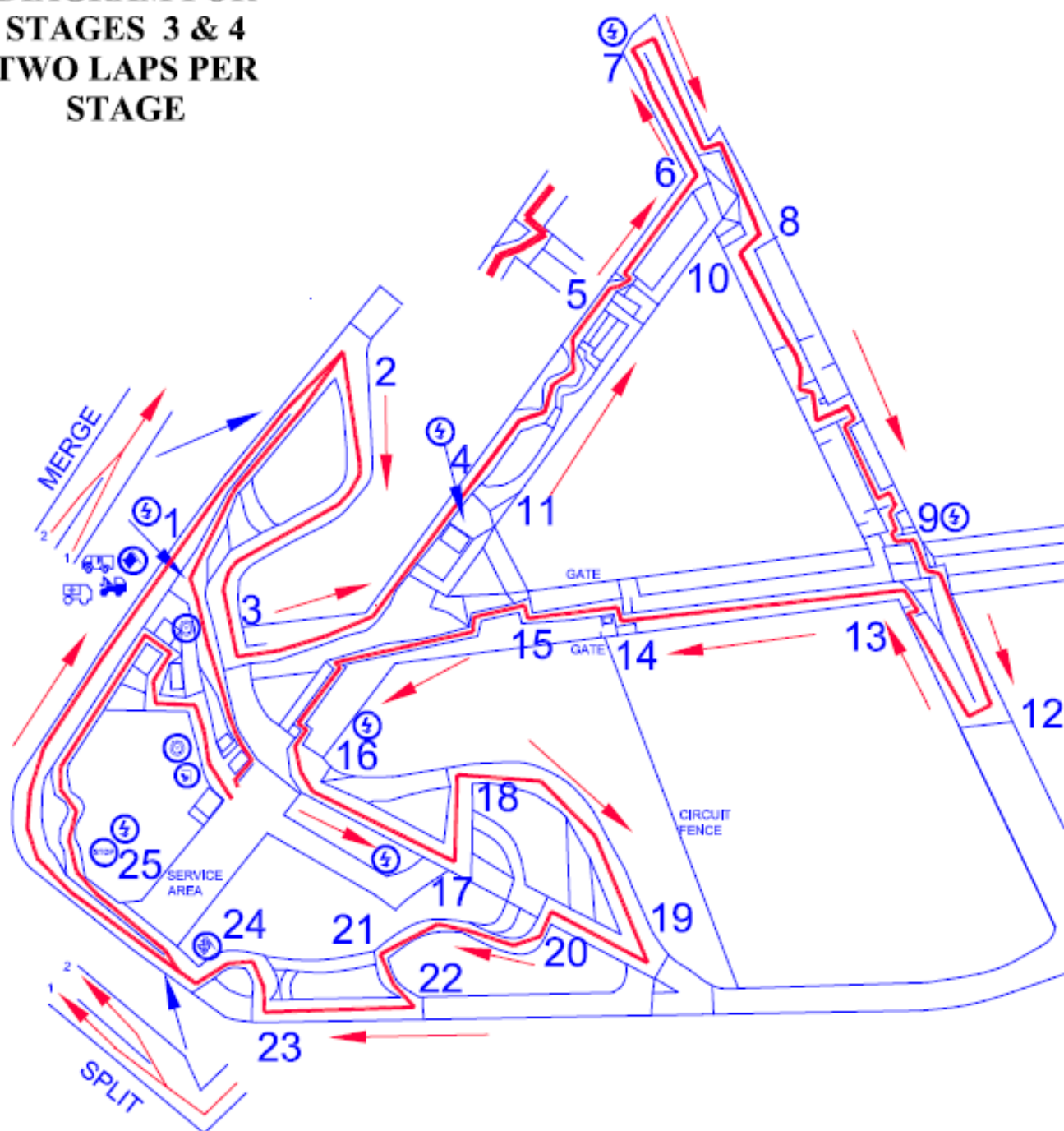
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WEST WALES RALLY SPARES JAFFA STAGES

THIS STAGE PLAN IS
NOT TO SCALE

SATURDAY 30th DECEMBER 2023

DIAGRAM FOR
STAGES 3 & 4
TWO LAPS PER
STAGE



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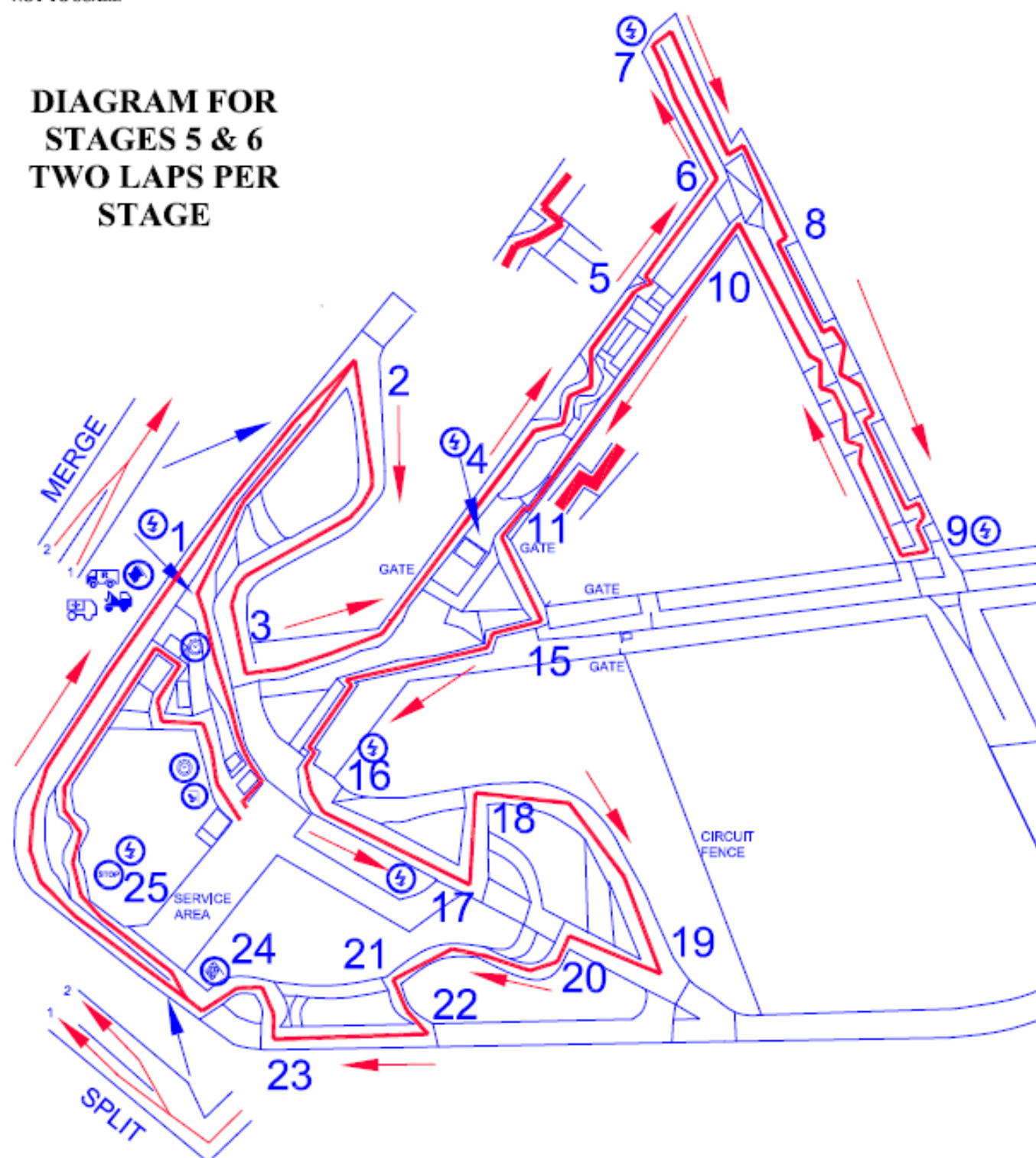
WEST WALES RALLY SPARES

JAFFA STAGES

THIS STAGE PLAN IS
NOT TO SCALE

SATURDAY 30th DECEMBER 2023

DIAGRAM FOR
STAGES 5 & 6
TWO LAPS PER
STAGE



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WEST WALES RALLY SPARES JAFFA STAGES 2023

CARD Nr 1

CAR Nr _____

CONTROL	ACTUAL TIME			BOGEY	TARGET	MARSHAL'S INITIALS	PREVIOUS CAR Nr
	Hr	Min	Sec				
DUE TIME MC1							
MC1/SSA1							
Provisional SS1 Start <i>SSA 1 Time + 3 Mins</i>							
Actual SS1 START				5m 24s	13 mins		
SS1 FINISH							
TIME TAKEN						ROAD PENALTY	

HAND THIS TIME CARD IN AT PC1 AND RECEIVE TIME CARD 2 SHOWING YOUR DUE TIME AT MC2/SSA2

WEST WALES RALLY SPARES JAFFA STAGES 2023

CARD Nr 2

CAR Nr _____

CONTROL	ACTUAL TIME			BOGEY	TARGET	MARSHAL'S INITIALS	PREVIOUS CAR Nr
	Hr	Min	Sec				
DUE TIME MC2							
MC2/SSA2							
Provisional SS2 Start <i>SSA 2 Time + 3 Mins</i>							
Actual SS2 START				5m 24s	13 mins		
SS2 FINISH							
TIME TAKEN						ROAD PENALTY	

HAND THIS TIME CARD IN AT PC2 AND RECEIVE TIME CARD 3 SHOWING YOUR DUE TIME AT MC3/SSA3

WEST WALES RALLY SPARES JAFFA STAGES 2023

CARD Nr 3

CAR Nr _____

CONTROL	ACTUAL TIME			BOGEY	TARGET	MARSHAL'S INITIALS	PREVIOUS CAR Nr
	Hr	Min	Sec				
DUE TIME MC3							
MC3/SSA3							
Provisional SS3 Start <i>SSA 3 Time + 3 Mins</i>							
Actual SS3 START				5m 14s	12 mins		
SS3 FINISH							
TIME TAKEN						ROAD PENALTY	

HAND THIS TIME CARD IN AT PC3 AND RECEIVE TIME CARD 4 SHOWING YOUR DUE TIME AT MC4/SSA4

WEST WALES RALLY SPARES JAFFA STAGES 2023

CARD Nr 4

CAR Nr _____

CONTROL	ACTUAL TIME			BOGEY	TARGET	MARSHAL'S INITIALS	PREVIOUS CAR Nr
	Hr	Min	Sec				
DUE TIME MC4							
MC4/SSA4							
Provisional SS4 Start <i>SSA 4 Time + 3 Mins</i>							
Actual SS4 START				5m 14s	12 mins		
SS4 FINISH							
TIME TAKEN						ROAD PENALTY	

HAND THIS TIME CARD IN AT PC4 AND RECEIVE TIME CARD 5 SHOWING YOUR DUE TIME AT MC5/SSA5

WEST WALES RALLY SPARES JAFFA STAGES 2023

CARD Nr 5

CAR Nr _____

CONTROL	ACTUAL TIME			BOGEY	TARGET	MARSHAL'S INITIALS	PREVIOUS CAR Nr
	Hr	Min	Sec				
DUE TIME MC5							
MC5/SSA5							
Provisional SS5 Start <i>SSA 4 Time + 3 Mins</i>							
Actual SS5 START				5m 24s	13 mins		
SS5 FINISH							
TIME TAKEN						ROAD PENALTY	

HAND THIS TIME CARD IN AT PC5 AND RECEIVE TIME CARD 6 SHOWING YOUR DUE TIME AT MC6/SSA6

WEST WALES RALLY SPARES JAFFA STAGES 2023

CARD Nr 6

CAR Nr _____

CONTROL	ACTUAL TIME			BOGEY	TARGET	MARSHAL'S INITIALS	PREVIOUS CAR Nr
	Hr	Min	Sec				
DUE TIME MC6							
MC6/SSA6							
Provisional SS6 Start <i>SSA 6 Time + 3 Mins</i>							
Actual SS6 START				5m 24s	13 mins		
SS6 FINISH							
TIME TAKEN						ROAD PENALTY	
MC 7					2 min		
						ROAD PENALTY	

HAND THIS TIME CARD IN AT MC7 WITH YOUR COMPLETED DAMAGE DECLARATION

WEST WALES RALLY SPARES JAFFA STAGES 2023

DAMAGE DECLARATION

CAR Nr _____

I hereby declare that I have/have not (delete as appropriate) been involved in any incident that may have caused damage or annoyance to persons or property whilst competing in the WEST WALES RALLY SPARES JAFFA STAGES 2023.

Signed
(First driver)

If you have been involved in an incident, or have retired for any reason, please give details overleaf.

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Incident Report Form

Nature of Incident:

Date:	Time of arrival at incident:	Time reported to organisers:	Time of request for assistance (Rescue / Recovery):	Stage Number:	Junction No/Location:
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Time of arrival of event rescue:	Time of arrival of event recovery	Time of call to Police / Fire / Ambulance	Time of arrival of Police / Fire / Ambulance
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Name of Injured Person:		Name of Injured Person:	
DOB:	Driver / Co-Driver Spectator / Marshal / Other	DOB:	Driver / Co-Driver Spectator / Marshal / Other
M / F		M / F	
Contact Details (Mobile preferable):		Contact Details (Mobile preferable):	
Transferred to and time:		Transferred to and time:	
Witness Details (Name & Contact Number):		Witness Details (Name & Contact Number):	
Brief description of injuries:		Brief description of injuries:	
Form Completed By:		Form Completed By:	
Signed:		Signed:	

Advise an Event Official that you have a report and your location and submit completed report to event Safety Officer

CARMARTHEN MOTOR CLUB Ltd.

Medical Report Form

Details of Incident:

Time of Incident:

Incident Involving: *Driver / Co-Driver / Marshal / Spectator / Other:*

Date	Time of arrival at incident:	Name of Dr. / Paramedic attending:	Competitor Number:	Stage Number:	Junction No /Location:
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Name:	Name:
Address:	Address:
Postcode:	Postcode:
Contact Details (Mobile preferable):	Contact Details (Mobile preferable):
Nature of Injuries:	Nature of Injuries:
Medication Given:	Medication Given:
Hospital Transferred to:	Hospital Transferred to:
Form Completed by:	Form Completed by:
Signed:	Signed:

Please submit the completed form to the event Safety Officer

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Witness Report Form

Details of Incident:

Incident involving Driver / Co-Driver / Marshal / Other

Date	Time of Incident	Did the witness notify the organisers? If so, How?	Competitor Number:	Stage Number:	Junction No./Location:
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Name:	Name:
Address:	Address:
Contact Details (Mobile preferable):	Contact Details (Mobile preferable):
Diagram of Incident (if Applicable):	Diagram of Incident (if Applicable):
Form Completed by:	Form Completed by:
Signed:	Signed:

Advise an Event Official that you have a report and your location and submit completed report to event Safety Officer

SPLIT JUDGE REPORT FORM

Stage No:

Please fill in the following information for any car that goes wrong at the Split Junction.

Car No: Remarks:.....
.....

Car No: Remarks:.....
.....

Car No: Remarks:.....
.....

Car No: Remarks:.....
.....

Car No: Remarks:.....
.....

Car No: Remarks:.....
.....

Car No: Remarks:.....
.....

Car No: Remarks:.....
.....

Signed: Split Judge Stage:

Standard Control Operating Procedures

Arrival Control (ECM Clock)

The clock is set to show HH:MM:SS, and will show the time of day, there may also be a display.

If the Stop button is pressed, this will freeze the display. Pressing the Stop button again will resume the time of day display.

Write on the competitor's timecard the correct arrival time and allocate a proposed stage start time. This is the time of arrival at the control plus a minimum of 3 minutes. The competing vehicle is allowed to enter the control 59 seconds prior to the minute required but must hand the timecard over on the minute required. Record the arrival time on the control check sheet.

The control is located at the Red Clock control board.

Competitors who are Early may wait for the time that they require Outside The Control Area (i.e. before the Yellow Clock)

Stage Start (ECM Clock, Start Display and spare ECM)

Write the start time on the competitors timecards together with the previous car number, also write this on the control check sheet.

The light sequence will start on the next 30s (or 1m) when a competitor number is entered in the clock.

1. Type in the vehicle number. E.g. 2
2. Press ENTER to start the sequence
3. The clock will show the time, the competitor number, allocated start time, and a countdown timer.
4. The list sequence will start at 15s to go
5. The green light will come on when the countdown reaches 0 and remain on for 5s

Course cars will be numbered from 950 onwards, including car 0 which may be 955 or similar.

If you enter a wrong number, just type in the correct one and press enter.

The sequence can be aborted by pressing the STOP button if the stage is halted. To restart the clock press **↑** and re-enter the competitor number.

AT ALL TIMES ensure that a clear access into the stage is maintained past waiting competitors in case emergency services vehicles are required on stage.

Stage Flying Finish and Stop Control ECM clock x 3, Stop display)

Beams will be set up at the flying finish and will be connected to the stop clock and display positioned at the stop line via a cable.

The clock shows the time of day in HH:MM:SS

Each time the beam is broken the clock will stop automatically and will beep, there is no need to press the red stop button. Type the competitor number into the clock and press enter.

If an incorrect competitor number is entered, type 0000 and enter the competitor number again followed by the enter key.

The marshal with the check sheet should record the competition number of each competitor, the time and the previous number taken from the competitors time card. The previous numbers must be monitored for missing competitors, any missing competitors should be forwarded to the Stop line Radio car for onward reporting to rally control.

If several vehicles pass in quick succession the times will all be recorded and the time of the first to pass will be displayed. Enter the appropriate number and press **↑** to access the next time until the clock starts running again.

To restart the clock press **↑**. All times can be accessed using the **↑** and **↓** keys. If the beam is triggered accidentally by a spectator or dust simply press **↑** to ignore it.

Enter course cars as 950 onwards in order

Manual Back Up Clock

A manual back up clock will be supplied, each time a competitor crosses the flying finish the stop button must be pressed. Follow the same procedure as above for entering and recording competitor numbers on the clock and the control check sheet.

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CONTROL CHECK SHEET FOR

CONTROL No.

Marshall's Name

Address & TelNo:

[illegible][illegible][illegible]

MARSHALS INSTRUCTIONS

Block Cars

In the interest of safety, both of competitors and others, it is essential that competitors follow the correct route and that nobody else gets onto that route. A block car is contributing a vital service to the safe running of the event. Please remember the following points and carry them out exactly, if you don't somebody could get killed - it could even be you!

1. Do not permit any unauthorised vehicle to get onto the stage at your location.
2. See that the arrows on your junction remain in position, replace any that are knocked down, or that go limp in the rain.
3. Please stay at your post until the course closing car tells you to move. This car will run as early as possible after the last car which has not exceeded its maximum lateness.
4. If you have to deal with an emergency, do so on foot, or if you **MUST** take your car, **NEVER DRIVE AGAINST RALLY TRAFFIC.**
5. Please ensure that you are parked in a safe place and at least 30 metres from a road used as a special stage, unless the road is a possible escape road in which case you should be at least 50 metres from the special stage.

If a competing car goes off:

- a. Ensure that the occupants are uninjured.
- b. Ascertain whether they intend to continue.
- c. Deal with any fire hazard - turn off the master electrical switch.
- d. Unless the stage is blocked or medical aid is required,
DO NOTHING TO STOP THE FOLLOWING COMPETITORS.
- e. If the stage is partially obstructed, competitors may be warned of the hazard if it is not visible to them.
- f. If the competitor does not intend to continue, ensure that the car is off the road and in a safe place. If necessary, give assistance to push it to a place of safety.
- g. If medical aid is required, get a message to the nearest RADIO car or to the stage start/finish so that further cars are prevented from starting and the Doctor is summoned.

Equipment to be carried, if possible:

1. Fire Extinguisher.
2. 1 or 2 Stakes.
3. Hammer and nails to replace arrows if necessary.
4. Marshals tabard if available.

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RADIO OPERATORS CHECKSHEET

STAGE _____

LOCATION _____

COURSE CARS

										10
										20
										30
										40
										50
										60
										70
										80
										90
										100
										110
										120
										130
										140
										150
										160
										170
										180
										190
										200

NOTES

CROSS CAR NO ON THE CHART BELOW AS IT PASSES YOUR LOCATION

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120
121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140
141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160
161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180
181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200

FIRST CAR NO: _____

TIME OF FIRST CAR: _____

LAST 5 CAR NOS: _____

TIME OF LAST CAR: _____

TOTAL NO OF CARS INTO STAGE: _____

TOTAL NO OF CARS OUT OF STAGE: _____

RADIO OPERATORS NOTES

1. Ensure that you sign on using the RACMSA signing on sheet before taking up your allocated position. Failure to do so will result in NO insurance cover.
2. Park in a safe position and replace any tape or brushwood moved to allow the marshals cars to be parked.
3. Ensure that the radio is monitored at all times so you can be contacted quickly.
4. All radio communications will be routed via the radio network controller who will show he is ready for messages by stating that he is "CLEAR" or at "Standby".
5. Each radio control will be covering a number of stages and it is probable that there will be other radio points that you cannot hear. Therefore just because you can hear no-one on the radio does not mean that no-one is speaking. Always monitor the radio for the radio becoming "Clear" or at "Standby".
6. Initiate your transmission by the call sign that you wish to speak to, followed by your own callsign, e.g. "Control from Tywi 43".
7. So that you may indicate to the controller that your message is of a higher urgency than normal, you may include one of the following keywords in your initial call to the controller :
 - SAFETY** for messages concerning stage safety
e.g. arrowing or spectator marshalling problems, where a slight delay in action could be tolerated.
 - URGENT** for situations requiring immediate action.
e.g. car known to be in serious difficulty, suspected injuries, stopping further traffic entering the stage.
 - PRIORITY** for **CONFIRMED** situations involving serious injury.
e.g. Immediate Rescue and Medical services required.Use your common sense - do not over-rate the urgency of your message.
8. If you hear a call made, it could be that you have relevant information that will help the original caller. You may call Control using the key word **RELEVANT**.
9. All other stations with no involvement should remain silent until told that the incident is over or until called by Control, unless a second incident occurs.
10. Make your message brief and clear. If necessary, take a few seconds to assemble the facts and formulate what you want to say before calling Control.
11. When reporting an incident be prepared to supply:
Location of incident (by stage post and number), Car number involved, any injuries, any stage blocked, any risk of fire, any risk to following cars.
12. All radio crews should keep up to date the supplied check sheets , so that they can immediately report the number of competitors past their point and the passage of specific car numbers if so requested by control.
13. Thank you for your assistance today and have a steady and safe journey home.