

Marshal Training Guide



'The Ultimate Road Race'
Targa
NEW ZEALAND

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SAFETY

Thank you for your assistance as a stage marshal on this Targa event. Over the course of the year Targa will utilise the services of over 1000 marshals from many different community groups.

Your safety is of the utmost importance, and at no time should you put yourself in a position where this can be compromised.

The basic skill required for the job of a Spectator Safety Marshal is good human relations. You will have no means of preventing spectators placing themselves in a position of danger, other than the powers of persuasion. It is therefore necessary to establish good relations with the spectators in your area of responsibility. Certainly, a Spectator Safety Marshal should never 'physically stand up' to a person who insists on being difficult.

Think SAFETY at all times!

At intersections requiring a minimum of two marshals, the second marshal shall undertake the role of "Spectator Safety Marshal" and shall direct spectators (from a safe position) at the intersection.

If Spectators are in what you consider a dangerous position and have refused to move, contact Targa Base on **0800 827 427**.

However, despite the fact that some people will always insist on being difficult, the vast majority are usually happy to follow instructions. They will stand behind barriers and exercise good judgment without any prompting from the Spectator Safety Marshal. All they need to be told is what to do.

Show the "Safety Pamphlet" to every spectator that is not complying with your requests.

The fact that you are wearing a marshal's vest, and obviously have an official position with the event, is enough to give you the authority you need to perform your job; however, you should exercise it with humour and tact.

PERSONAL SAFETY

One Marshal needs to stand behind the second "grid" of tape, a second Marshal to stand in a safe location near the intersection so to be seen from the road, on a bank, by a tree or fence etc. Be constantly alert to the general movement of spectators in the area and the frequency of arrival of competing cars. Please do not ever put yourself in a position of danger by remaining in hazardous locations as the vehicles approach.

Do not stand on the road - do not sit on the edge!

Don't stand where you would not wish a spectator to stand, you must set the example – you are the Official Marshal in the area.

SPECTATOR SAFETY

Spectators should remain standing unless they are in completely safe locations. They must remain alert at all times to allow quicker response to potential danger, such as a competing car out of control. Spectators should only sit on embankments or high ground well above the road. Please try to prevent people sitting on the ground in areas on the same level as the road.

IMPORTANT INFORMATION FOR MARSHALS

Refer to the Spectator Safety flyer below which details Safe positions for Spectators to stand.

STAND SOMEWHERE SAFE

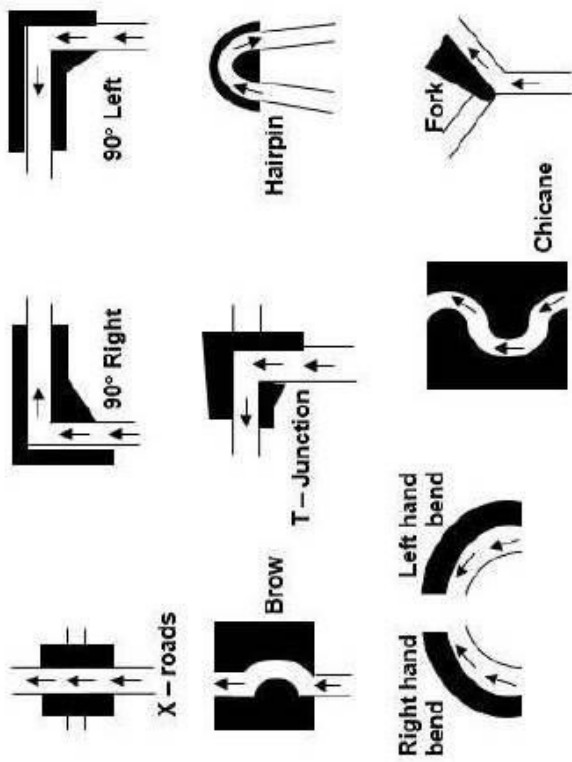
RALLYING CAN BE DANGEROUS


Spectators are there at their own risk

Study the diagrams – the shaded areas are

‘No – Go’

Being there could cause delays or the cancellation of the stage.





Heed the safety tape.
Expect the unexpected.
Listen for approaching cars.
Remain alert.
Keep dogs on leads.
Leave yourself room to move away quickly.
Try to stay behind something solid.
Keep children under supervision.
DO AS THE MARSHALS ASK.
Assist the marshals to run a safe stage

NEVER

Stand on the road.
Endanger the drivers or your safety.
Stand or sit on walls, fences, or stock piles.
Stand in prohibited areas.
Sit close to the edge of the road.
Block escape routes.
Remove signs or arrows.
Be the one to stop the stage.

IN THE EVENT OF AN EMERGENCY PLEASE PHONE

0800 827 427

WARNING TO THE PUBLIC – Motorsport can be dangerous. It is a condition of admission that all persons having any connection with the promotion and/or organisation and/or conduct of the meeting, including the owners of the vehicles, are absolved from all liability arising out of accidents causing damage or personal injury (whether fatal or otherwise however caused to spectators or ticket holders).

DO NOT TRESPASS ON OR DAMAGE PRIVATE PROPERTY

IMPORTANT MARSHAL INFORMATION

Aims & Objectives of a Marshal:

- To have all gateway taping completed at least 30 minutes before road closure.
- To ensure that your special stage is secured in a timely manner before and during the running of the Tour and Targa cars.
- To ensure no unauthorised vehicles enter the stage after road closure.
- To maintain stage security until released by the sweep car.

Report to your Coordinator, at the pre-arranged time and place. Your Coordinator will confirm your duties and advise you of your point, or take you there, they will also advise you of the Official Road Closure time. **NO VEHICLES ARE ALLOWED ONTO THE STAGE DURING ROAD CLOSURE TIME without express permission from Targa Base.**

Please Remember on the Day:

- Sign the 'Marshals Sign on Sheet'
- Orange/Yellow Marshal Vests
- 'Road Closure' & '! Motorsport' signs (for specific intersections only)
- Motorsport Safety Tape
- Marshal Training Guide, a pen & a pocket knife (for tape removal)
- Food & Water
- Cellphone (fully charged)
- Appropriate Clothing & enclosed Footwear (for all occasions)

MARSHALS MUST BE IN THEIR ASSIGNED POSITIONS ON STAGE AND HAVE COMPLETED ALL TAPING 30 MINUTES BEFORE ROAD CLOSURE

Once SWEEP has passed and the road is reopened:

- Remove the tape from your allocated intersection, 'Road Closed' & '! Motorsport' signs & any 'Road to be Closed for a Motorsport Event' signs if erected at your point. Lay down metal ROAD CLOSED and ROAD CLOSED AHEAD signs.
- Then drive through the stage removing all tape and any signage relating to the event. **This is where the pocket knife or scissors are useful.**
- Return all vests, signs and unused tape to your Coordinator or deliver directly to the START or FINISH of your stage and stack under the **URG flag** to be collected by the Event Clean Up vehicle, 2-3 hours after the road re-opens

TARGA BASE: 0800 827 427

www.targa.nz

TAPING OF A STAGE

It may be necessary depending on the length of the stage and the number of gates & driveways to commence taping the stage **up to 2 hours before the Road Closure time**. But please be mindful that if you start too early you may impact on residents wishing to leave their property. It is not recommended to tape the night before as residents are free to move until Road Closure time.

You may commence taping driveways and gates prior to the road closure **but leave enough tape coiled at the intersections ready to be pulled up at Road Closure time only**.

MARSHALS MUST BE IN THEIR ASSIGNED POSITIONS ON STAGE AND HAVE COMPLETED ALL TAPING 30 MINUTES BEFORE ROAD CLOSURE

If unsure of how long it will take to tape a stage please start earlier but allow **at least 1 hour per 20km of stage to tape for a crew in 4 cars with 2-3 people per car**.

Tape any point of access that may allow direct entry onto the closed stage. These include:

- Side Roads & Forestry Roads
- Driveways
- Farm & House Gates

The most efficient method to tape a stage is to use four vehicles with 2-3 people in each. Commence at the start of the stage and “leap frog” each other until you reach the finish. At intersections measure out the amount of tape needed (as per the plan provided) to tape it and leave it tied to a post or under a rock or if you are allocated to that intersection you can bring the tape back with you when you return to the intersection. Ideally you will travel in the direction the stage will run when taping.

Please remember that once the road is reopened that ALL tape must be removed. It can either be destroyed or returned to Targa NZ.



**Figure 1 - Example of Correct Taping of an open Driveway
(Ensure tape is pulled tight so it does not flap in the wind)**

TAPING OF GATES

Every gate must be taped to indicate that it is secured. Secured means the gate cannot be opened without breaking or removing the tape. **Carefully close gates if possible**, otherwise just tape across the opening (Figure 1). Some may have little use, but it is best to assume that a vehicle could exit any gate. The end of the gate that opens should have tape around the post and gate as per Figure 2. Twin gates as per Figure 3. Evidence of this should ideally be visible from a passing vehicle. There should be enough of a tail of tape for it to be clearly seen, usually 1.0 – 1.2m of tape will be enough.

Tape closed gates so that the gate cannot be opened without undoing or cutting the tape. This provides the resident or visitor with a definite reminder that the road is closed.

Please also tape gates that look as though they are not used regularly, as the day of the Rally could be the day that they are used! Figure 4 and 5 are examples of gates that are not secured.



Figure 2



Figure 3

Example of Correct Taping of Gates



Figure 4



Figure 5

DO NOT TAPE A GATE LIKE THIS.

TAPING OF AN INTERSECTION

How you tape your intersection will depend on the intersection allocation as per the Generic Mid-Stage Intersection Safety Plan on the next page.

Intersections will be designated either as an A, B, C, D, E or F.

Your Stage Coordinator will be provided with a list of intersection designations as determined by the Targa NZ STMS qualified official.

You must complete your stage taping (gates & driveways) and be on your designated intersection **at least 30 minutes before road closure**. However, please note that you **cannot** tape off an intersection until the designated road closure time.

Once the road closure comes into effect please move your vehicle to the centre of the road to block off the road (as per the diagram). Then place your Road Closed and ! Motorsport signs behind your vehicle in a visible location if issued to you. Approx 100-175m from the intersection are **metal ROAD CLOSED and ROAD CLOSED AHEAD signs laying down that you will need to erect** on the road so that approaching vehicles can see these signs. Please lay them down again after the event.

After your vehicle is blocking the road it is safe for you to tape off the intersection as per your intersection designation (i.e.: A/B/C/D/E/F)

When you have completed taping the intersection stand in a position that you are visible to approaching vehicles from the side road but also so that any Official Vehicle on the closed road can identify you as they approach your intersection.

Once Road Closure comes into effect you must remain at your intersection until the **SWEEP** vehicle has reached your intersection and advised you that the road is reopened.

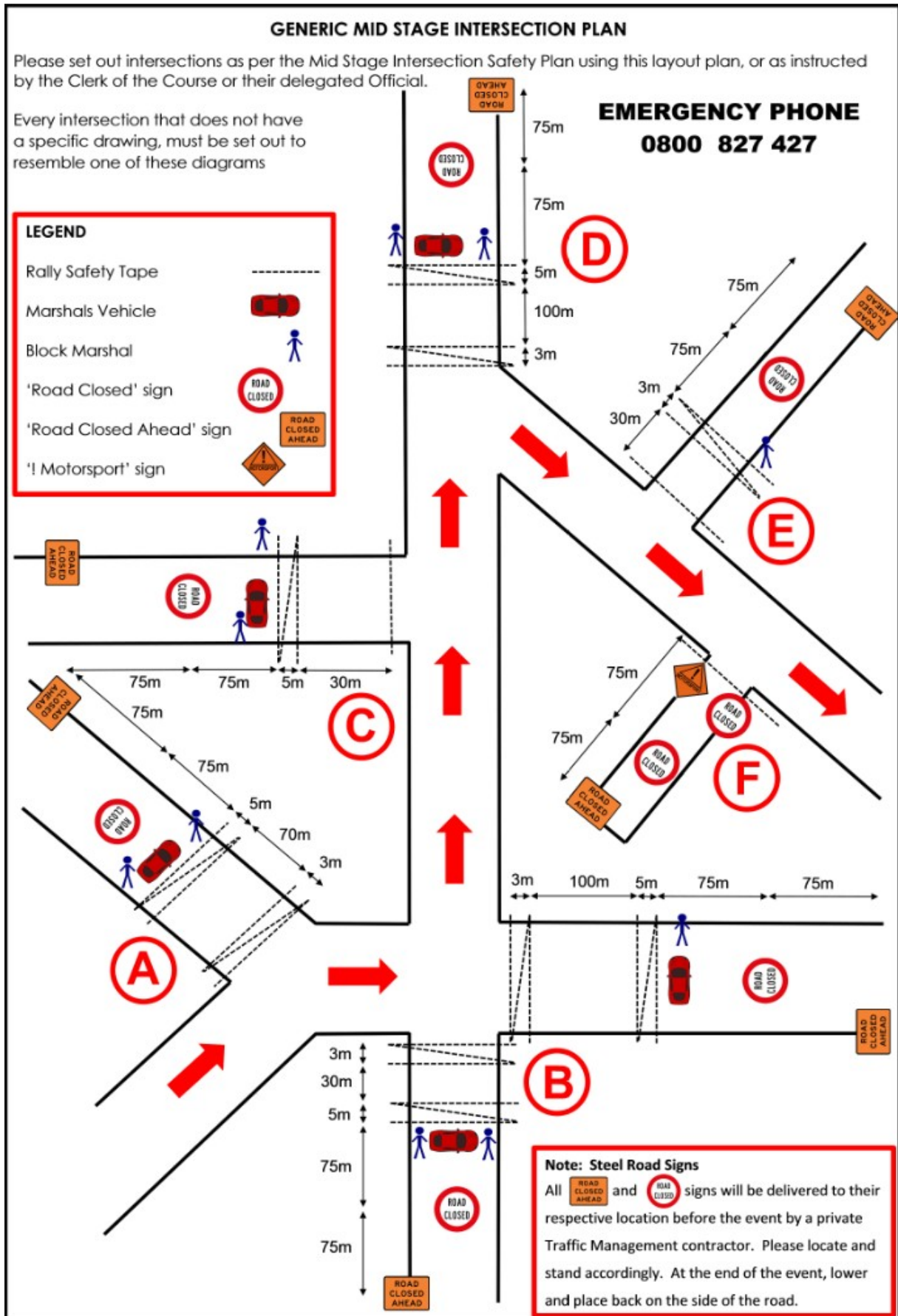
When **SWEEP** has advised that the road has reopened remove the tape from your intersection, collect the 'Road Closed' & '! Motorsport' signs and then remove your vehicle from the middle of the road. **Lay the metal ROAD CLOSED and ROAD CLOSED AHEAD down back to the side of the road.**

Also remove any 'ROAD to be CLOSED FOR A MOTORSPORT EVENT' signs as per the example below that may be at your designated intersection.



Please give all vests, signs, and unused tape to your Co-ordinator or take to the START or FINISH of your stage and stack next to the URG flag located on the side of the road.

INTERSECTION TAPING DESIGNATION



ROAD CLOSURES AT A STAGE START OR FINISH

It is very important that the Road Closure at the Stage START/FINISH and any through roads are secured at the **Road Closure time**. Any delays in securing the Road Closure could put other Officials at risk while completing their roles within a stage.

Once Road Closure comes into effect you must stop **ALL** vehicles from entering the stage. At the stage START only allow those displaying the Targa "Official" sticker (*example below*) on their windscreen or Targa Tour or Competitors displaying the Targa windscreen banner can enter. **Vehicles can exit to any side road but not enter.**

It is important that a minimum of 2 Marshals are in attendance at all times during the Road Closure. The Road Closure needs to be set up a minimum of 175 meters back from the intersection or at the indicated road closure point to enable vehicles to turn around safely.

The Road Closure at a START or FINISH must be set up as per the image below:

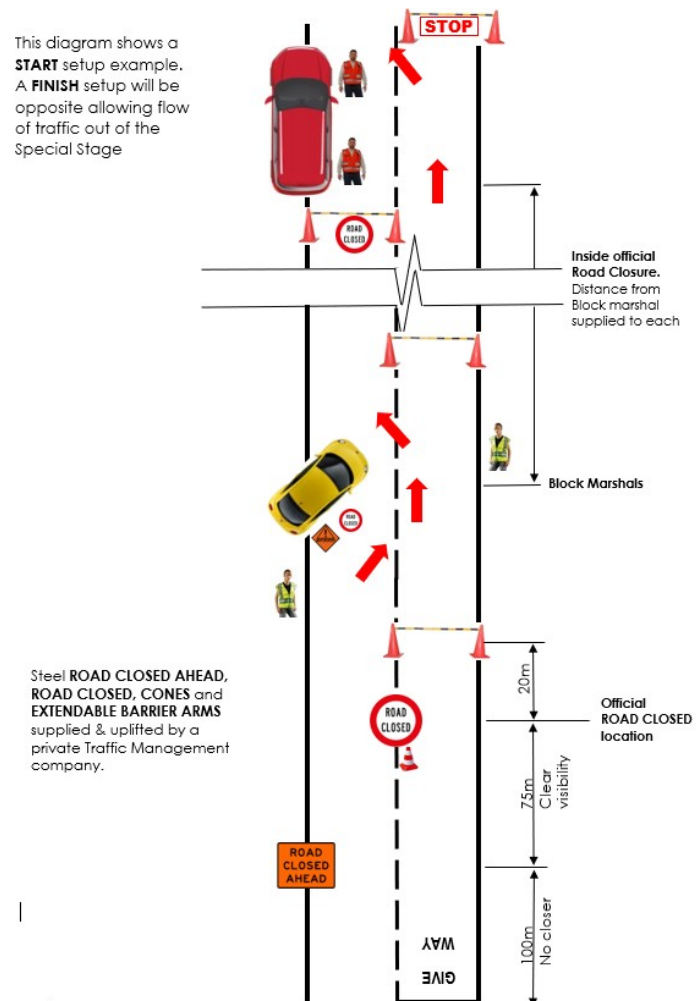
- Locate and erect **ROAD CLOSED AHEAD** sign
- Locate and erect **ROAD CLOSED** sign
- Use your vehicle to block off the left side of the road by parking on an angle.
- Tape the intersection as directed
- Erect **!MOTORSPORT** and **ROAD CLOSED** signs against your vehicle
- Position yourselves in a safe location so as to have a clear view of the road ahead and of rally cars entering/exiting the stage.



Example of **OFFICIAL** window sticker – Colour will vary per event

This diagram is an example of a Stage Start Road Closure.

A Stage Finish Road Closure will utilise the same set up but reversed as the rally traffic will be coming from the other direction.



VEHICLE MOVEMENT AFTER ROAD CLOSURE

Once you are in place and you have secured your intersection you **must not** leave this position or let any vehicles onto the stage without approval from Targa Base. **This includes Emergency Vehicles such as Police, Ambulance or Fire.**

Targa NZ has been in contact with the Emergency services to have an agreed entry process for emergency vehicles.

If any vehicle turns up at your position and wants to enter the stage, you need to get the Driver to contact Targa Base on **0800 827 427** to discuss their needs. They are not to enter the stage until permission has been granted by the Clerk of the Course.

If the driver is granted access to the stage after Road Closure, Targa Base may dispatch an Official Vehicle to travel to meet the Driver. **DO NOT** let them onto the stage until the Official Vehicle arrives to escort the vehicle, or other arrangements are made.

If a driver is adamant that they want to go into the stage, please advise them that there are vehicles travelling along the closed road at speed and should they enter the closed road that they will be putting themselves and others at risk. This usually defuses the situation.

Only the Clerk of the Course at Targa Base can grant permission for a vehicle to enter a stage. At Targa Base, they have the full information as to the current status of the stage. **There could be Tour or Targa rally cars travelling at speed in the stage.**

Please advise any resident wishing to enter or exit the Targa stage during the legally sanctioned Road Closure time that they need to phone Targa Base on **0800 827 427** to obtain permission. Please advise them that they must not enter the road closure without permission from Targa Base. We have no wish to upset residents unnecessarily, but we also cannot risk allowing people onto the Targa stage after road closure time – **this could cause a major accident or emergency.**

An example of what to say is:

"We are sorry for the inconvenience that this road closure has caused, but if you please contact Targa Base on 0800 827 427 they will be able to discuss with you your needs and come up with a resolution to have you on your way as quickly as possible."

Should you see an Official Vehicle come onto the Targa stage during the running of the stage, this does not necessarily signify the end of the Targa stage. Targa Base may have called a temporary halt to the running of the Stage due to an incident or an emergency. If you have an assertive member of the public who appears intent on ignoring your instructions, politely remind them that it is a legal road closure and that any unauthorised persons on the closed roads will be reported to the Police.

If any vehicle enters the closed road call Targa Base on **0800 827 427** immediately and ensure that you record their details and a vehicle registration number. If you are able to, please take a photo of the vehicle showing the registration plate and the driver. **The rego number is the most important.**

INCIDENTS ON A STAGE

Targa has a number of Medical Intervention Vehicles (FIV), manned by qualified Advanced Paramedics and fire rescue personnel in attendance throughout the event.

These are located at the start of each Targa Stage, there is also a qualified Advanced Paramedic travelling in the Tour Followers vehicle.

In the event of an incident on a Targa stage the (FIV) may be deployed to investigate the situation and report by radio to Targa Base.

If you see an incident occur call Targa Base on **0800 827 427** to report it. Your information could be important.

You must NEVER leave your allocated position and run to the scene of an incident, no matter how bad it may look.

The stage is still 'live' and your role is **to make sure spectators do not leave their positions and run towards the incident.** Allowing this to occur could result in a minor problem for a crew of two turning into a tragedy for a crowd of many.

The most appropriate course of action is to observe the situation from a safe position and immediately call Targa Base to provide them with details of the incident.



This is an example of FIV Vehicle, it could also be a 4WD Ute

OFFICIAL VEHICLES

- Schedule may change without notice -

TIME	WHO	RESPONSIBLE FOR
2 hours before road closure	MARSHALS	Taping of gates & driveways onto the stage commences. INTERSECTIONS AT ROAD CLOSURE
2 hours before road closure	ARROWS UP	Placing directional arrows throughout the stage
45 mins before road closure	Pre Road Closure Check	Pre road closure audit that marshals are on stage and no major hazards
30 mins before road closure	MARSHALS	Marshals to be in place at the Start, Finish & allocated intersections.
15 mins before road closure	TIMING CREWS	Arrive and to be set up in their start or finish location
ROAD CLOSURE: NO VEHICLE ACCESS ONTO THE STAGE MARSHALS TO TAPE INTERSECTIONS & PLACE ROAD CLOSED SIGNS		
On road closure	SAFETY 1	To ensure all Marshals are in place
10 mins after road closure	SAFETY 2	To ensure all taping is complete
No later than 30 mins before 0 Car	STEWARDS	May drive through and inspect the stage
20 mins after road closure	SAFETY 3 (PA only)	To ensure all spectators and safety aspects are in place
30 mins after road closure	000 SAFETY CAR	To ensure that all security is in place, timing crews are set up and ready to go. (STMS) GoPro™ Camera
Between Chief Safety and 00 Safety	Promo 001, 002, 003	3 x Promotional cars at speed taking VIP guests. Travelling 5 minutes apart
55 mins after road closure	00 SAFETY CAR (lights/siren)	Warning car at speed
58 mins after road closure	0 SAFETY CAR (lights/siren)	Warning car at speed
60 mins after road closure	First Competition Car	At Full Race pace at either 30 or 60 seconds apart. PLEASE KEEP ALL PEOPLE OFF THE ROAD!
5 mins after last competition car	Promo 004 (PA)	Course Car
5 mins behind Promo 004	TARGA TOUR	Second group of cars including exotic, vintage and time trial vehicles travelling at speed.
1 min after last Tour car	999 SAFETY	Ensures that all cars are accounted for. No flashing lights or siren. Will stop at any accident or property damage scene. GoPro™ Camera
5 mins after last Tour car	SWEEP (Lights/Siren)	Road is open to the Public once you are told by SWEEP GoPro™ Camera
After Sweep	RECOVERY	Used for a quick recovery of competitors
After Sweep	FIV	First Intervention Vehicle
After SWEEP	MARSHALS	Proceed with removing tape from the stage. Please be mindful of other road users! BE SAFE
2-3 hours after road opens	Event Clean Up	Final audit of the stage checking that stage is clear of signs, tape, etc.

000 Safety – 30 minutes after Road Closure



00 Safety – 5 minutes before the first competition car



0 Safety – 2 minutes before the first competition car



999 Safety – Follows the last competition car



ROAD OPENING

A road opening vehicle with **SWEEP** and **ROAD OPEN** signs on the sides and back with flashing lights, siren & PA will announce the end of the stage and the road is now **OPENING**.

DO NOT leave your Marshal post until the **SWEEP** vehicle has told you the road is open.

Once the **SWEEP** car has driven past your marshalling point please remove the tape from your intersection and any corflute 'Road Closure' and '! Motorsport' signs. Then lay back down to the side of the road the metal ROAD CLOSED and ROAD CLOSED AHEAD signs.



Then commence removing the motorsport tape from gates/driveways and remove any orange motorsport warning signs at intersections, start and finish points of the stage. Travel in the direction of Rally Traffic and be aware of other vehicles.

DOUBLE RUN STAGES

Some stages are double run with a short break between the first and second running of the stage, but **the road remains closed**. Please check with your Coordinator if your stage is a double run and remember that there is a short break in between but **THE ROAD REMAINS CLOSED AND NO VEHICLES CAN MOVE ONTO THE STAGE**.

Please remember that once the road is reopened there will be other road users using the road, therefore please ensure that you are aware of other users and wear your vest when removing the tape.

Please give all vests, signs, and unused tape to your Co-ordinator or take to the START or FINISH of your stage and stack next to the URG flag located on the side of the road.



MARSHALS CODE OF CONDUCT

As with all motorsport events, we could not run them without the effort that is put in by our Marshals. Targa NZ is very grateful for your help and always want you to be part of an event that gives a sense of pride and achievement. Targa NZ recognises that integrity and conduct of our Marshals are the very basis of the future and well-being of our event and so have established a Code of Conduct that shall provide meaningful guidance for all participating Marshals.

We ask that you adhere to the following:

- Marshals need to understand their responsibilities and carry out their duties to a high level of competency.
- Marshals must commit to this role and ensure that they use their best endeavours to undertake the duties to the best of their ability.
- Marshals should conduct themselves at all times in a mature, confident and responsible manner.
- Marshals should notify their immediate superior as soon as possible if for any reason they cannot attend their post or are running late.
- Where necessary, matters of concern and urgency will be referred to the appropriate higher authority (Targa Base **0800 827 427**)
- Marshals dress and personal hygiene standard should be appropriate including covered foot wear only and the wearing of Marshals vests when on stage at all times.
- Officials should refrain from smoking during an event. If the need arises make use of an area away from public viewing, whilst also considering the safety of others.
- Marshals will abstain from use of alcohol during the event so to not affect their competence of performing their daily duties
- Marshals need to comply with all current NZ legislation while on stage including driving regulations.
- Marshals must recognise the dangers that exist before, during and after road closures. Targa NZ stress the presence of public at these times and the need for all Marshals to set the example and act responsibly.
- When taping a stage, you must travel to a speed (within the law) that enables you to carry out your duties in an effective and safe manner. Always wear your Marshals vest. Never assume that the closed road is clear of other vehicles.
- Marshals must make NO COMMENT to all media & public enquiries regarding any Targa related matter and should refer all enquiries to Targa Base.
- Marshals should always act in a decisive, but polite and friendly, manner in their interaction with competitors, volunteers and spectators, respecting the rights of others.
- Marshals must respect the privacy of all Targa NZ documents. These may only be used for Targa NZ purposes and not passed onto any other persons outside of your group. This information is highly confidential and remains the property of Targa NZ.



'Official'

Certificate of Appointment

This certificate serves to confirm that:

Is an Official of Targa New Zealand and has been appointed for the purposes of ensuring safety standards during the running of the competition stages.

The bearer of this Certificate has completed a prescribed training course in spectator safety and marshal control. The Organisers would appreciate it if you could kindly assist the official by obeying the instructions given as to the locations to stand and observe the event.

Please help us to maintain a high safety record by following the official's instructions.

Wayne Barnard
Clerk of the Course
Targa New Zealand

Notes:

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

THANK YOU FOR YOUR
ASSISTANCE ON THIS
TARGA EVENT



Targa New Zealand

IMPORTANT INFORMATION

Stage Name:

Road Closure Time: _____ am / pm

Coordinator Name:

Coordinator Number:

TARGA BASE: 0800 827 427

www.targa.nz

