

## Castle Combe Circuit 13<sup>th</sup> September

Greenpower is committed to following the guidance and advice from both our governing body, Motorsport UK, and the Government in a way which highlights the safety of our staff, volunteers and competitors. At this time research is still ongoing on how we should best protect ourselves against Covid-19 and we will endeavour to update and adapt our procedures in line with any new information that is published. This document outlines the changes we are making to events and we are reliant on your cooperation to ensure all measures are successfully implemented and followed. We value you and your contribution to the project and are here to listen to your concerns and ideas on how to improve current procedures for all involved.

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### Key Information Sources

- Covid-19 officer for Greenpower Education Trust: Olivia Procter-Moore: 07932 953050
- Latest Government advice: <https://www.gov.uk/coronavirus>
- Latest MotorsportUK advice: <https://www.motorsportuk.org/covid-19/>

## Standard Pre-race Information

**Motorsport UK Permit Number: 116068**

### Officials for the event:

- Clerk of the Course – Gavin Woodruff
- Secretary of the Meeting – Olivia Procter-Moore
- Chief Scrutineer – Stewart Coulden-Smith
- Chief Timekeeper – Rob Nelson
- Race Admin – Poppy Gold

### Event Information:

- This event is held under the General Regulations of The Motor Sports Association (incorporating the provisions of the international Sporting Code of the FIA) and these supplementary Regulations. The full MSA handbook is available to read at any time.
- The event will be run in accordance with the 2020 technical and sporting regulations published on the Greenpower website. The regulations are also available by email, on request.
- Please note that photos will be taken at this event and may be used for publicity purposes; please notify Greenpower at Race Admin if any children do not have photo permissions.
- Live results will be available online at <http://www.bbk-online.net/gpt/>.

### Directions:

- By Personal Vehicle:

The circuit is situated close to Junctions 17 & 18 of the M4 motorway and is clearly signposted using the brown tourist signs marked with a chequered flag. London is approximately 90 miles, Birmingham 80 miles and Cardiff 60 miles. Enter via the blue entrance.

- By public transport:

Train: Chippenham is on the main line from Paddington to Bristol Temple Meads. For travel enquiries, contact National Rail Enquiries on 08457 484950. Taxis are available at the station. One of the main taxi companies operating in Chippenham is Ezy's Taxis. They are contactable on 01249 650088.

## Overview

### Prior to the event

- Only **15 people per team** may attend the event. This includes all adults associated with your team who will be present throughout the event. Please ensure all attendees have signed the registration form and that it is returned to [Olivia@greenpower.co.uk](mailto:Olivia@greenpower.co.uk) by the 7<sup>th</sup> September.
- A confirmation email will be sent upon receipt of a completed registration form. Please ensure each vehicle has a copy of the confirmation email to show at the entrance gate.
- **No one will be permitted to access the event prior to the day** including the night before. Due to the current circumstances camping is not permitted.
- All team members must source their own gloves and overalls to ensure these items are not shared at the event. We strongly recommend helmets are not shared amongst team members however this decision lies solely with the team. If Helmets are to be shared a balaclava must be worn.
- Each team must prepare a first aid kit to be brought to the event to deal with minor injuries. For a suggested list please see Team Members PPE below.
- You must complete a full MOT scrutineer checklist and send the completed form electronically to [Olivia@greenpower.co.uk](mailto:Olivia@greenpower.co.uk) by the 7<sup>th</sup> September. You must not alter the car after this declaration has been sent.
- 2 weeks before the event a safety briefing video will be sent via email. All team members must watch and understand the safety briefing video prior to the event. Any questions ahead of the event please contact [gavin@greenpower.co.uk](mailto:gavin@greenpower.co.uk).
- You must adhere to your organisational policy and government advice on vehicle sharing and transport during the pandemic when organising and travelling to the event.
- You must not have or been in contact with someone who has CV-19 symptoms. If you have symptoms or have been in contact with someone with symptoms, please follow the government advice on self-isolation and do not attempt to attend the event.

### Event day

- **Access to the site will be from 07:30 to 09:00.** If you are late please call Olivia Procter-Moore, Mobile: 07932 953050.
- Registered attendees will be checked in at the gate upon arrival.
- Students may be dropped off at the venue by adults who are not registered team members however they must leave the venue as soon as the student has been dropped off. **No spectators** will be allowed onsite throughout the day.
- Teams must go straight to their designated paddock bay and should remain in their paddock bay when not participating in track activities.
- Once your team have been approved by a scrutineer you will be issued a transponder. **Failure to return the transponder at the end of the event will result in an automatic £400 fine.**
- If you experience CV-19 like symptoms at the event you must leave the event with your full team and inform Greenpower via calling Olivia Procter-Moore, Mobile: 07932 953050.
- Please adhere to any procedures put in place by the venue, as well as current Government guidelines. Any persons found to be regularly breaking the rules/guidelines will be asked to leave the venue.

- Throughout the day please follow basic hygiene requirements for hand washing with soap and water or use of hand gel with a minimum alcohol content of 60%.
- We ask for personal responsibility at our events, please maintain social distancing at all times.
- All payments must be made by card. Cash payments will not be accepted.

## Changes in Event Procedures

Please ensure you familiarise yourself with all changes documented below before attending the event. If you have any questions about the changes being implemented please contact [olivia@greenpower.co.uk](mailto:olivia@greenpower.co.uk).

### Sign-on and Race Admin

- **Only 15 people** per team may attend the event, this includes students and adults. Please ensure all attendees have signed the registration form prior to the event and that this has been returned electronically to [Olivia@greenpower.co.uk](mailto:Olivia@greenpower.co.uk) by 7<sup>th</sup> September.
- By signing the registration form each driver states they conform to the following minimum requirements:
  - They can operate the isolator switch
  - They know how to operate the brakes and can meet the minimum braking requirement as defined in the regulations.
  - They are capable of exiting the car quickly in the event of an emergency
  - They know how to tighten their safety harness and helmet strap.
  - They know how to adjust their mirrors and operate the horn
  - They know what the flag colours mean and how to respond
- A confirmation email will be sent upon receipt of a completed registration form. Please ensure each vehicle has a copy of the confirmation email to show staff at the entrance gate.
- Registered attendees will be checked in at the gate.
- If a team has **more than 15 people** in attendance or a person has not registered prior to the event the offending person will be **asked to leave** the venue.
- Students may be dropped off at the venue by adults who are not registered team members however these adults will be asked to stay in their car at all times and must leave the venue as soon as the student has been dropped off. **No spectators** will be allowed onsite throughout the day.
- Please ensure a registered adult is the first person to attend the event.
- Race admin will be located outside in a well-ventilated position. Team members queuing for Race Admin must maintain two-meter spacing from each other.
- The event will operate on a paperless policy. Race Admin is open solely as a point for information or to purchase spare parts.
- The standard list of spare parts will be available at the event. Teams must purchase parts before they can be handed over. We will not be bringing items pre purchased to the event for collection nor will we accept returns from previous website purchases.
- All payments must be made by card. Cash, cheque and invoicing will not be accepted.
- Transponders will be collected by staff after the final race.
- If you leave the event before the final race you must ensure the transponder is returned to Race Admin before you leave or face **an automatic £400 fine**.

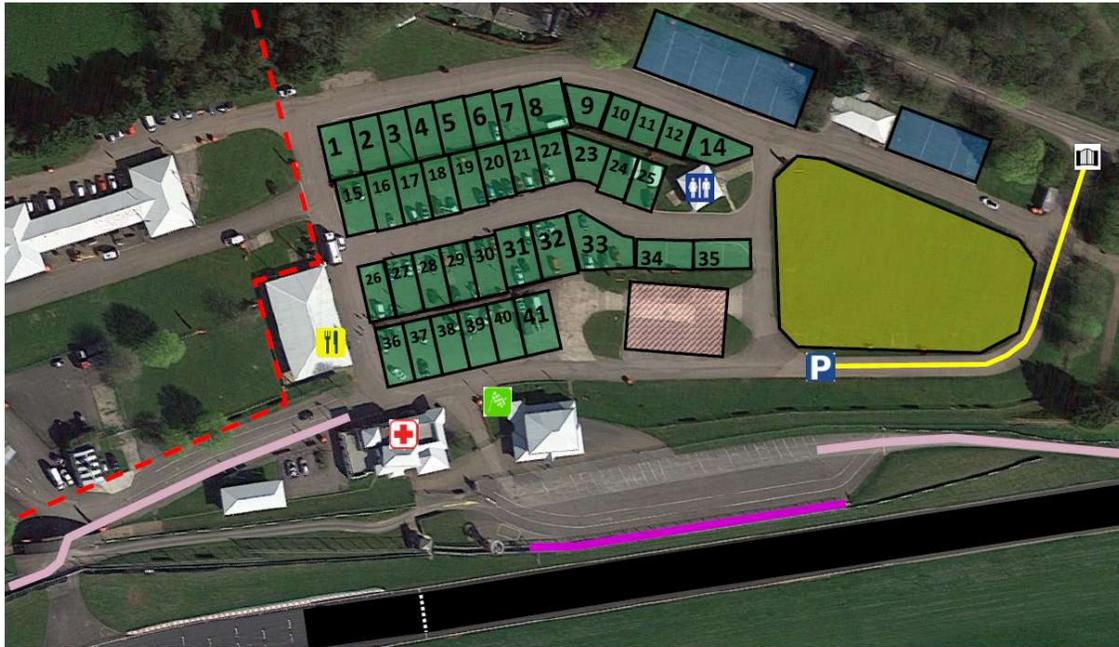
### Team Members Personal Protective Equipment (PPE)

- Each team member must have their own gloves and overalls which are **not to be shared** at the event. Considering the high risk of transmission of Covid-19 we strongly advise that helmets are not shared however this decision lies solely with the team leader. Helmets must be cleaned after each use. Where helmets are to be shared a balaclava must be worn.
- If team members wish to leave your designated paddock area they must wear a face covering which covers the mouth and nose. The covering does not have to be medical grade.
- Throughout the day please follow basic hygiene requirements for hand washing with soap and water or use of hand gel with a minimum alcohol content of 60%. Teams must supply their own hand sanitiser and must have enough to last the whole event.
- Although the level of medical cover will remain the same as previous events, we are asking all teams to bring their own first aid kit to treat minor injuries. Please request medical assistance if required. The first aid kit should include (from NHS website):
  - antiseptic
  - painkillers
  - wound-cleaning gauze
  - sterile dressings
  - bandage tape
  - plasters
  - tweezers
  - scissors
  - thermometer
  - antihistamines
  - sunburn treatment
  - insect repellent
  - insect bite treatment
  - medication for pre-existing medical conditions

### Paddock Area

- **Access to the site will be from 07:30 to 09:00.** If you need to enter or leave the venue please call Olivia Procter-Moore, Mobile: 07932 953050.
- Each team will be allocated a paddock area which will remain theirs for the whole event. You cannot change paddock area unless you have been given permission by Greenpower staff.
- There is no shelter at the event, please come prepared for all weather.
- You may keep transport vehicles in your paddock area as long as this does not inhibit your ability to keep a two-meter distance from your team members. You must not encroach into other paddock areas. There is additional parking onsite for vehicles which overflow.
- Only those signed up on your entry form may enter your designated paddock area. **Do not** enter another teams paddock area.
- Enclosed spaces must be well ventilated, awnings/gazebos must remain open to allow good ventilation.
- Common touch points, driver controls, and seating **must be sanitised** on the car each time it enters your designated paddock area before any work can be conducted on it, including driver changes.

## Map



- Race Admin
- Parking Attendant
- First Aid
- Toilets
- Catering
- On Site Route
- Do Not Cross
- Paddock Bays
- Coach/minibus Parking
- Additional Parking
- Drop Off Zone
- Pit Signalling
- Pitlane

## Timetable

Please treat this timetable as flexible, thank you.

Time	Activity	Duration
<b>07:30 - 09:00</b>	<b>Access to site (gate will be closed before &amp; after this time)</b>	<b>1h 30m</b>
8:00	Teams arrive & scrutineering begins	1h 30m
9:30	Practice	1h 30m
11:00	Break	30m
11:30	Practice	1h
12:30	Lunch	1h
13:30	Race 1	20m
13:50	Break	25m
14:15	Race 2	20m
14:35	Break	25m
15:00	Race 3	20m
15:20	Break	25m
15:45	Race 4	20m
16:05	End	

## Event Format

### Team Briefing:

- Two weeks before the event a safety briefing will be sent via email. All team members **must** watch and understand the safety briefing video prior to the event. If you have any questions, please contact [gavin@greenpower.co.uk](mailto:gavin@greenpower.co.uk).
- There will be no team briefing on the day of the event. Please ensure you have access to the safety briefing video for reference. If you still have questions on the day please ask a member of staff.

### Practice:

- Practice sessions will operate as normal. Teams may enter and exit the circuit as they please.
- The car must return to the paddock **immediately** after leaving the track. Driver changes will not be permitted in the pitlane.
- Only one person per team can signal the car from the designated signalling location during practice session. Please adhere to social distancing guidelines.
- Teams may change batteries during Practice sessions.
- Common touch points, driver controls, and seating **must be sanitised** on the car each time it enters your designated paddock area before any work can be conducted on it, including driver changes.

### Race:

- Race sessions will run as a 20-minute sprint race.
- Teams must use the **same set of batteries** for all four Races. Battery changing **will not** be allowed once the races have started.
- Driver changes will not be allowed during a Race.
- F24 teams are expected to use a minimum of three drivers across the four races. F24+ teams are also encouraged to use a different driver for each race.
- If a car enters the pits/needs recovery during a Race it will not be allowed to return to the track until the next race session.
- Grid position will be allocated on a first come first served basis.
- **No signalling** will be permitted during a race and no one will be permitted into the pitlane.

### General:

- New racing numbers will not be issued. Cars will race with their number from the 2019 season. New cars will be issued a number for all events held in 2020.
- Only one person per team can push the car to/from your designated paddock area. The car must be pushed at a walking pace.
- The car must be turned off at all times whilst outside of your paddock area or off the track.
- **Team leaders** are responsible for conducting a full safety check on the driver before leaving your paddock area. This is to include and will be shown within the safety briefing:
  - **Helmet** strap done up with a maximum of a two-finger gap below the chin.
  - **Harness** straps are tight with the lap strap tight around the waist and not around the stomach/chest.
  - **Hair** is tucked down the back of overalls with nothing else loose which could get caught such as a coat hood.
  - **Gloves** are worn along with full length sleeves and trousers. Closed toe footwear must be worn.

- **Brakes** can be applied by the driver with enough stopping force.
- A visual safety check will be conducted on entry to the track and your car will be returned to your paddock area for remedial action if they do not comply.
- Three colours of flag will be used by marshals:
  - YELLOW** - **SLOWDOWN!** There is a hazard/blockage ahead such as a stationary car or recovery vehicle, take extra care and be prepared to stop. Only overtake if the car in front is going significantly slower than you.
  - RED** - **STOP!** The race has been stopped due to an incident or blockage on the track. Do not overtake, slow right down, and stop at the next marshal post where a red flag is displayed. Drivers must remain in their cars and await further instructions.
  - BLACK** – **PIT!** When pointed at your car you must enter the pits as soon as it is safe to do so.
- **Recommended:** All new drivers should complete at least one practice lap before competing in a race.
- In the event of a vehicle overturning it will not be allowed to continue competing until it can be proved that stability has been improved.
- Any car that persistently receives black flags for poor driving or whose drivers persistently show they do not meet the minimum driving standards may receive penalties at subsequent events or be prevented from competing until it has been demonstrated that something has been done to remedy this.
- Any rule infringement will be assessed on a case by case basis by the Clerk of the Course, any decision made by the Clerk of the Course is **final**.
- There will be no prize giving ceremony at the event. Due to the circumstances surrounding the event awards will not be given to promote a spirit of taking part and unity.

## Scrutineering

- In line with Motorsport UK guidelines we are asking teams to perform a **full MOT** scrutineer check prior to the event. Once completed with all criteria passed this must be sent electronically to [Olivia@greenpower.co.uk](mailto:Olivia@greenpower.co.uk) by the 7<sup>th</sup> September. You must not alter the car after this declaration has been sent.
- **If you require a log book, transponder mount, number or Partner sticker (Ford, Siemens, Solid Edge & IET) to complete the scrutineering checklist please contact [Olivia@greenpower.co.uk](mailto:Olivia@greenpower.co.uk).**
- In the morning of the event a scrutineer will come to your paddock bay for a visual inspection of the car. You will be asked to push your car in front of your paddock area.
- The vehicle must be presented as if it were about to race. All covers and bodywork must be attached and the tallest driver belted in with helmet and gloves on. Scrutineers may request the removal of panels to check compliance, please be ready to comply.
- Once approved the scrutineer will issue a sanitised transponder.
- **Do not** enter the track before receiving a transponder.
- Scrutineering and MOT stickers will not be issued for the event.
- Please bring your logbook and a pen to the event. You may be asked to add notes to your logbook which must be added by the team.
- The Chief Scrutineer has the right to inspect any aspect of the car at any point throughout the event.
- Failure to return the transponder to Race Admin before leaving the event will result in an **automatic £400 fine.**

## Recovery

- If you stop on track a marshal will approach face on and at a safe distance, the driver must **present a thumbs up** signal to indicate they are okay and the marshal will call for recovery.
- You must stay strapped in the car whilst you await recovery.
- Once recovery have arrived you must follow the instructions of the marshals. All recovery marshals will be wearing face coverings and gloves.
- Whilst being recovered drivers will be asked to keep their helmets on at all times.
- Recovery will drop your vehicle off outside of your paddock area. An additional vehicle will drop off your driver at your paddock.
- If you are injured or require assistance **do not** present a thumbs up signal. The marshal will call for medical and if necessary, will approach the car wearing a face covering and gloves.

## Venue facilities

- As our events can be subject to adverse weather we will still aim to provide a hot catering facility. Any catering outlet will have satisfied both the venue and Greenpower's requirement for suitable measures to limit contact.
- **Face coverings** must be worn by all persons entering the catering facility.
- Only card payment will be accepted. Cash payment will be refused.
- No BBQs or other cooking equipment are permitted on site. You are welcome to bring your own food to this event, please clear up any litter you create.
- Toilet facilities will have a regular cleaning schedule throughout the event.
- Where queues are required to access facilities social distancing measures must be followed (stand two-meters clear of all persons)
- No dogs are allowed on site except assistance dogs – Greenpower reserve the right to remove persons from the site if they fail to comply with this regulation.
- Ball games are not permitted on site.
- Smoking is not permitted at Greenpower events.
- Please adhere to any procedures put in place by the venue, as well as current Government guidelines. Any persons found to be regularly breaking the rules/guidelines will be asked to leave the venue.

## Covid-19 symptoms onsite

If any member of your team falls ill during the event and starts to display symptoms of Covid-19 you must do the following:

- You must **isolate immediately**. Report to the secretary of the meeting by calling 07932 953050 and await further instructions. Please do not seek out a member of staff.
- The person, along with their whole cohort, must be taken off site.
- Greenpower must be kept informed on the condition of the person in order to inform attendees at the event for the purposes of Track and Trace.

## Checklist

Criteria	What must you do to comply?	Achieved
Source personal gloves and overalls for all team members		
Source personal helmets for all team members (Optional) plus balaclava's (mandatory)		
Source cleaning sanitiser products for cleaning the car and hands.		
Source suitably stocked first aid kit		
All team members (Max 15) have completed the registration form.		
Contact Greenpower if you require a logbook, transponder mount, number or Partner sticker (Ford, Siemens, Solid Edge & IET) to complete the MOT scrutineering checklist.		
Full MOT checklist has been completed on the car with all criteria passed.		
Registration form and MOT checklist sent electronically by the <b>7<sup>th</sup> of September</b> to <a href="mailto:Olivia@greenpower.co.uk">Olivia@greenpower.co.uk</a>		
Confirmation email printed and supplied to all transport vehicles.		
All team members have watched and understood the safety briefing video.		
Charge batteries and wait for the event!		