



Ormskirk Motorfest 2011 – Sunday 28th August
Ormskirk, Lancashire.
FINAL INSTRUCTIONS

The event will be governed by the General Regulations of the Motor Sports Association, Ltd., incorporating the provisions of the International Sporting Code of the FIA, these Supplementary Regulations and any written instructions which Aintree Circuit Club has issued for the event.

ORGANISING PERMIT/CERTIFICATE OF EXEMPTION No 62143.
THE MOTOR VEHICLES (OFF-ROAD EVENTS) REGULATIONS 1995 (as amended).

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Motorcycle Liaison	Dave Croft
First Aid & Rescue	EMMU Medical & Safety MSA Licensed Rescue Unit
Commentator	Neville Hay
Catering	Willow Catering, Liverpool. (Contact: Phil Brown)
P.A. & Communications	Corry Communications, Blackpool. (Contact: Ian Corry)

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Special thanks to Marshals & Volunteer Stewards; Aintree Circuit Club, The Association of North Western Car Clubs, British Motorsport Marshals Club, Marshals North West, Edge Hill University, Ormskirk and District Scouts, Air, Sea and Army Cadets, Ormskirk Park Rangers, Ormskirk Community Partnership; West Lancashire Borough Council, Lancashire Constabulary, Sponsors and Supporters.

1, **TIMINGS:**

AINTREE CIRCUIT CLUB ORMSKIRK MOTORFEST 28th AUGUST 2011 EVENT TIMETABLE - PARTICIPANTS	
Time	Activity
06.45	Signing-on opens (The Green Room-Mustard Club, Moor Street).
07.00	Officials & Paddock Marshals Sign-on.
07.15	Paddock Marshals Briefing.
07.30 -09.45	Vehicles start arriving on site – offloaded and set up in their allocated display areas. <u>SEE ATTACHED ARRIVAL SCHEDULE</u>
07.40 -10.00	Entrants/Drivers/Riders sign-on in The Green Room & Mustard Club
10.35 -11.00	Drivers & Riders briefing for those taking part in <u>parades/laps</u> in <i>The Green Room-upstairs Mustard Club.</i>
10.15 -10.30	Course Marshals briefing in The Green Room (street level).
09.45	Display vehicles in place, transporters and all other service vehicles removed from paddock areas.
11.00	Event officially opens to public.
14.30-	ROAD COURSE ACTIVITIES COMMENCE:<u>ALL TIMINGS APPROX'</u>
14.30 - 14.50	Parade of Vintage and Classic Cars from Paddock 1 - Aughton Street (3 laps).
14.50 - 15.05	Parade of Classic and Supercars from Coronation Park (3 laps).
15.05 -15.10	Pedestrian crossings open – vehicles exit from Morrisons left into Park Road.
15.10 - 15.20	Parade laps (6laps/10min max) by Road Going Motorcycles from Paddock 1.
15.20 - 15.35	Parade laps (10laps/15min max) by Competition Cars from Paddock 2.
15.35 - 15.50	Parade laps (10 laps/15min max) by Competition Bikes from Paddock 2 - Phil Read to lead behind Pace Bike (Derek Vaux).
15.50 -15.55	Pedestrian crossings open – vehicles exit from Morrisons left into Park Road.
15.55 -16.15	Parade laps (20 min max) from Paddock 2 – G. P. Cars, BTCC, Single Seaters + Quattro.
18.00 –	Event closure, display vehicles to disperse and transporters allowed access to paddock areas to remove vehicles from site.

2, LOCATIONS: (please refer to attached location plans on P6 & P7 and referenced in green e.g. (A))

Support vehicle parking

Race Transporter type vehicles only should unload as designated and park in the West Lancashire Borough Council Car Park, or in the car park opposite Marks and Spencer– entrance Moorgate from Park Road.

Tow Vehicles/Vans/Trailers should be parked following unloading in the West Lancashire Borough Council Car Park – entrance Derby Street via Moor Street, Railway Road.

NOTE: No support vehicles will be permitted to park in the Paddock or Display areas.

Display areas: (P) Paddock – Aughton Street and Moor Street; (C) Vintage and Classics – Coronation Park.

Signing-on and Drivers and Marshals Briefings: (S) The Green Room (1st Floor Mustard Club), 39 Moor Street, L39 2AA

Event/Race Control: (C) Junction of Aughton Street and Park Road opposite Morrisons Supermarket.

Food/refreshment: (F) Motorfest Food Village – Coronation Park + various food outlets within the Town Centre.

In addition to the Food Village, participants, officials, marshals & guests will have access to their own covered seated refreshment area within Coronation Park where a range of meals and drinks may be purchased, which will be open for breakfast, lunch and light refreshments throughout the day. Marshals & Volunteer Stewards will receive a voucher which can be used towards the cost of refreshments purchased from the event caterers located at the entrance to Coronation Park.

Entry/exit to/from display areas and road circuit: (E) From Moor Street Paddock P2– Assembly area will be in Moorgate to dummy grid & start/finish dummy grid on Park Road.. **From Aughton Street P1–** straight out onto Park Rd Dummy Grid. **Exit following end of laps** from Park Road right into Church Street and **return to display slot.**

(E) **From Coronation Park** – Entry and Exit via Park Road – follow Marshal’s Instructions.

First aid: (M) EMMU Medical and Safety – Coronation Park.

Toilets: (T) Coronation Park + various public houses, shops/supermarkets and food outlets within the Town Centre.

Local Amenities: Petrol – County Road and Southport Road. Morrisons, Tesco, Marks & Spencer and Aldi – Town Centre. Halfords – Hattersley Business Park, Burscough Road. Chemist – Boots – Town Centre.

3, General Information and Conditions of Participation:

(i), Participants/officials/marshals/volunteers briefings: **Pre Event Briefings compulsory**

(ii), Please note detailed procedures below. **As this is both an event open to the General Public and subject to an Official Road Closure, it is essential that participants and marshal/volunteer stewards familiarise themselves with the basic procedures to be complied with throughout the course of the event.**

This will ensure that the event is run in a safe and efficient manner with the safety of all participants, members of the public and event officials, marshals and volunteer stewards being of paramount importance.

(iii), Parade and Display laps will be tightly controlled and may be stopped at any time by the organisers, the local authority or the police. Any participant deliberately refusing to follow designated procedures at any time during the event will not be permitted to take any further participation in the event and may be subject to further action.

(iv), **VERY IMPORTANT:** Each vehicle (car or motorcycle) will be identified by two self-adhesive decals (see attached entry list) which will be provided to you at signing-on. **This will have your number in black on a yellow background and must be displayed at each corner of your windscreen or on either side of the front bodywork of your vehicle if it does not have a suitable windscreen. A security wrist band will also be attached to all drivers/riders for authentication at signing-on – this must not be removed or transferred to another driver/rider at any time during the event. Penalty – Exclusion!**

You may also be required to display other decals on your vehicle throughout the duration of the event.

(v), Attire

All **riders** taking part in parades/display laps **must at all times** during the course of their laps wear Racing Leathers or Protective Clothing and a Crash Helmet meeting current ACU or MSA standards. Riders presenting themselves without either of these requirements will not be permitted to participate in the parades or display laps. **Arrangements have been made for Riders to use the Market Traders Toilet located in Moorgate for changing clothing prior to parades.**

Drivers of competition cars do not need to wear crash helmets but optionally may wear their racing overalls and helmet for display or publicity purposes.

Drivers/passengers of non-competition cars may wear period attire but at all times should maintain a clean and smart appearance.

(vi) Your allocated paddock/display space & location is specific to you (see entry list and location plan). Each space is approx 4.5m length x 2.5m width. Vehicles should be parked with their front facing/angled towards the centre of the street or pedestrian walkway (see attached layout). In the event of wet weather, **subject to prior approval of the Clerk of Course**, participants within the Town Centre Display Areas you may erect their own zip-up type awning but this must not exceed an overall dimension of 3m x 3m and must only straddle your own allocated display space. **This must be suitably weighted or anchored to prevent movement by prevailing wind.**

(vii), No refuelling or tyre changing (except for punctures) may take place in the paddock or display areas after 10am. *If the weather forecast suggests a strong possibility of rain during the event, we would recommend that competition type cars/bikes are fitted with intermediate or wet weather tyres prior to or immediately on arrival at the event.* Only vehicle supplementary starting equipment (slave battery, rollers or compressed air) may be located in your display area but you may carry any tools or equipment within your own display vehicle. A maximum of two small chairs may also be used by the owner/driver within their display area but these must be located at the rear of the display area.

(viii), Whilst the event will have an extra Police presence together with a visible deterrent of Marshals and Stewards, the security of vehicles, equipment and personal belongings is the responsibility of the owner/driver and the organisers cannot accept any responsibility or liability for loss of or damage to property.

(ix), All participants must prepare a computer printed A4 or A5 size vehicle information sheet, to be displayed behind the windscreen or at the front of their vehicle. The Font size should be that the information is clearly legible; we suggest a minimum 14point black text. The sheet should contain the following information relating to your vehicle:

“Vehicle Details”: Make, Model or Type and Year of Manufacture/Restoration/Rebuilt, Cubic Capacity, Number of Cylinders, approx BHP, type of fuel, approx top speed, approx 0 to 60 mph, details of specification, any modifications or special parts, brief history, competition use/success (if appropriate) and details of current ownership (i.e. Name, location, how long owned, any repair/restoration undertaken).

“Entered by”: Name of Owner/Driver/Rider/Hometown. Contact details optional. See attached sample

If you have any existing display material, this should be placed at ground level where possible.

(x), also, in order to assist the commentator with vehicle descriptions and history/provenance, it would be useful if you complete and bring with you a **Commentary Sheet (blank attached)** to be handed over at Signing-on.

4, **Event Procedures: (Please also refer to entry list, timetable and location plan)**

Parking and setup instructions:

(i), **Paddock** – Vehicles with “**P1/2**” in the Zone next to their number on the entry list have been allocated a paddock display space, shown on the attached plan. Your space will also be identified by markings on the street paving.

You should unload and setup your vehicle first, during your designated time slot, following the directions on the attached plan (enter via Church Street and follow directions for exits). When you have unloaded and setup, you should remove your support vehicle and/or trailer to the designated car park at West Lancashire Borough Council – entrance Derby Street.

Race Transporters/trucks only should park up as designated and shown on the attached plan in either the Borough Council Car Park or the Car Park opposite Marks and Spencer.

(ii), **Coronation Park** – Vehicles in **Zones 1 to 8 + Armada Display** next to their number on the entry list have been allocated a display space in the Vintage and Classic area, shown on the attached plan. You should park as indicated on the plan on Page 6. **Only Zone 6 has designated display slots – all other zones fill up spaces as you arrive.** Self driven vehicles should enter the Park via Park Road only and follow the designated route as per attached plan and marshals directions.

5, **Signing-on instructions: (@GREEN ROOM/MUSTARD CLUB, MOOR ST)**

Drivers/Riders - After you have followed the above procedures (parked your display vehicle in designated zone + parked service vehicle), you should walk to signing-on. You need to present your DVLA Driving Licence or Competition Licence (car or bike) and sign the standard M.S.A. indemnification form – please remember to bring your entry list to identify yourself. When you have signed-on, your security wrist band will be attached and you will be given your number decals and any other decals, which should be attached on return to your vehicle. A souvenir event guide will be on sale at signing – on.

Marshals: Marshals should first park up in the designated Officials and Marshals Car Park – West Lancashire Borough Council Car Park – Entrance from Derby Street. You will be given an event entry list, timetable and a refreshment voucher which can be exchanged for breakfast or lunch at the Food Village Catering Units. Additionally, you will be provided with an event location plan and a briefing sheet, outlining your duties for the day together with event procedures. **Following signing-on, you must attend the Marshals Briefing at The Mustard Club Moor Street at 7.15am for PADDOCK/PARK MARSHALS or at 10.15am for COURSE MARSHALS**

6, **Static Display areas procedures:**

You note from the Entry List if you have been allocated a place in the parade laps. The organisers have tried to accommodate all requests from entrants who have indicated their willingness to take part in the parades but it may not be possible to include all vehicles due to time and logistical constraints.

ALL vehicles must be in their display position by 10am. If you are late or delayed for any reason, please ensure that you proceed immediately to your designated display space and then sign-on. **If you arrive after 10am**, you will not be permitted to drive within the public areas unless so directed and escorted by a Marshal/Steward.

Once parked up, you will not be permitted to move your vehicle off-site, except in emergencies, until the event finishes at 6pm.

There is no requirement for you to remain with your vehicle throughout the day **but you must have your vehicle ready to drive 15minutes before your parade/display laps are scheduled to start.** Please follow the instructions of the Marshals and Stewards during the parade. You will be provided with a timetable at signing-on which will advise you when you will go out “on track”

7, Moving display procedures

(i), Parades: (Vehicles Numbered 1 to 82 + selected number from Armada Display)

You will be provided with an event timetable which will indicate which parade you have been allocated to and the approx start and finish time. Please listen to announcements over the Public Address system and follow the instructions of the Display and Assembly area Marshals.

Once you are marshalled away from your static display area, you will drive directly onto the Parade Route and join the moving Parade at approx 10 second intervals.

These parades will be for non-competition cars/bikes and will follow a course car at slow speed (approx 10-15mph). You should leave a gap of approx 2 car lengths from the vehicle in front of you and maintain this distance and speed during the parade – you must not overtake other vehicles except for any vehicles which may breakdown and have stopped moving. Marshals and Stewards will be positioned at key road junctions and at points along the route to maintain general order and constitute a major part of the command and control system. Radios will be located at strategic points and marshals will maintain line of sight visual observance at all times. If your vehicle suffers a mechanical breakdown and cannot proceed under its own power, you should pull over to the right of the carriageway to allow sufficient room for vehicles to pass and also raise your hand to draw attention to your breakdown.

The end of the parade will be indicated by the chequered flag at the finish area (Park Road/Aughton Street) where you will immediately be directed back to your display area in either Coronation Park or Aughton Street.

Please Note: Broken down vehicles will be pushed/moved clear of the course and will not be recovered until the end of the Parades at 4.30pm.

(ii), Display/Exhibition laps: (Vehicles Numbers 116 to 159)

You will be provided with an event timetable which will indicate which parade you have been allocated too and the approx start and finish time. Please listen to announcements over the Public Address system and follow the instructions of the Display and Assembly area Marshals.

These laps will generally feature competition and high performance type cars and bikes run in small groups, with generally no more than six vehicles on the course at any particular time, following a course car and/or travelling motorcycle marshal. These vehicles will travel at moderate speed under close control and will observe all safety and incident procedures as per slow speed parades. (See (i) above)

15 minutes prior to your scheduled lapping slot, you will proceed either under your own power or by pushing, to the assembly area in Moorgate. Any warming up procedures should be undertaken in this area – tyre warmers may be used but you are responsible for providing your own power supplies. Portable generators are permitted for this purpose. Wheel spins or burnouts are strictly forbidden in this area. Dave Croft will make available a roller start rig for bikes.

You will then be directed to the start/finish area which will be on Park Road. Your vehicle will be flagged off with the Union Flag where you will run at moderate speeds at a suitable distance behind either a course car that will be already positioned ahead of you or the vehicle already in front of you. Vehicles will be flagged off at approx' 15 second intervals.

The end of your lapping slot will be indicated by the use of a chequered flag at the start/finish point. You should then reduce speed and complete your final lap and exit the course by turning right off Park Road into Church Street and return to your designated display space. You should then undertake power/cool-down procedures and switch off engines.

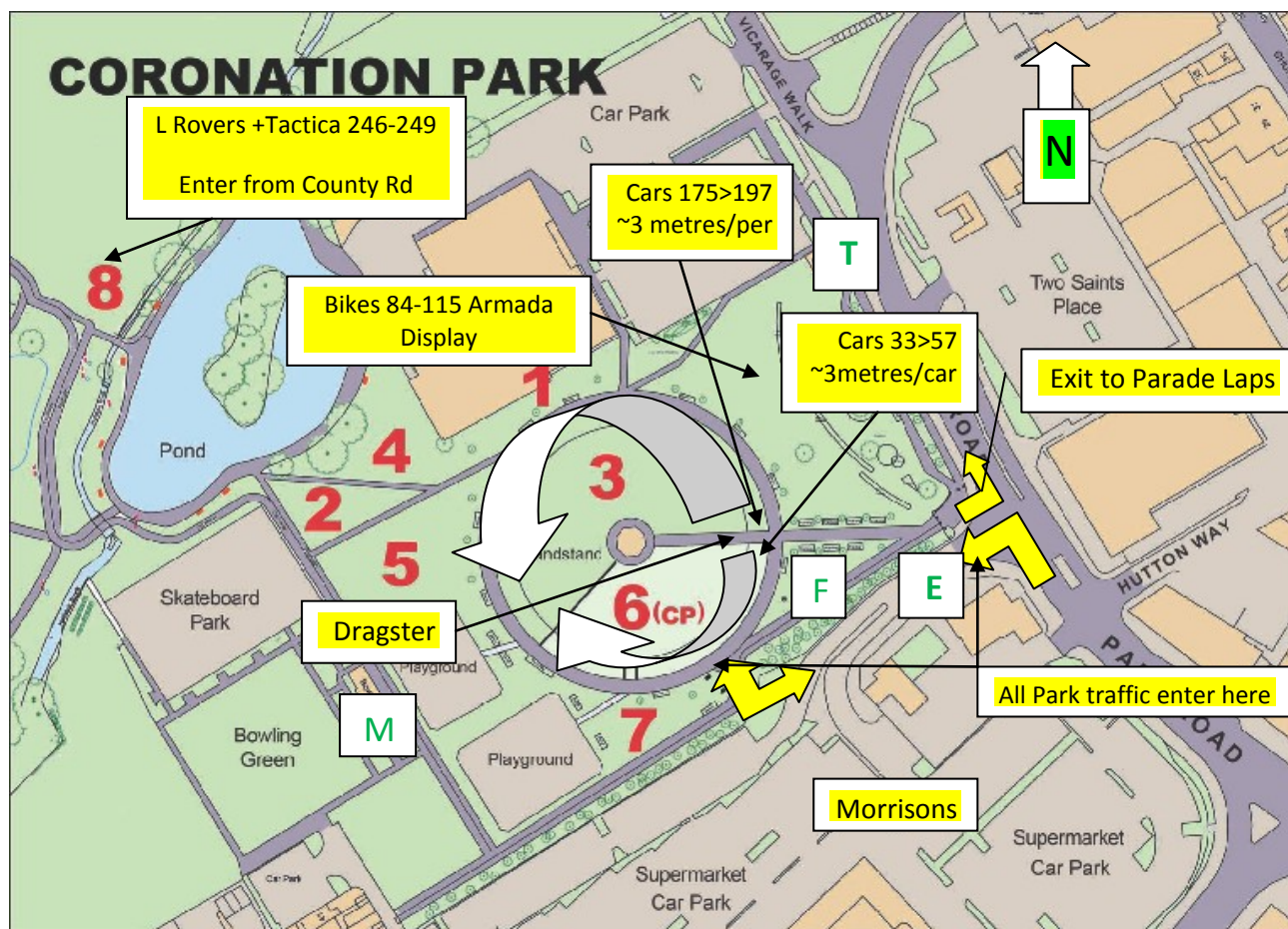
Depending on schedule and how the lapping slots progress, there may be the opportunity for additional laps. Conversely, if there are delays or incidents, then some lapping slots may have to be forfeited. **See note in (i) re breakdowns!**

FLAGS: The only flag that will be used will be a **RED** flag. This flag will be used by experienced marshals either under instruction from the Clerk of the Course or as a result of an incident within their course sector, which will also initiate the red flag being raised from post to post around the course. If a red flag is displayed, **you must slow down and be prepared to STOP.** Always follow Marshals & Stewards Instructions at all times.

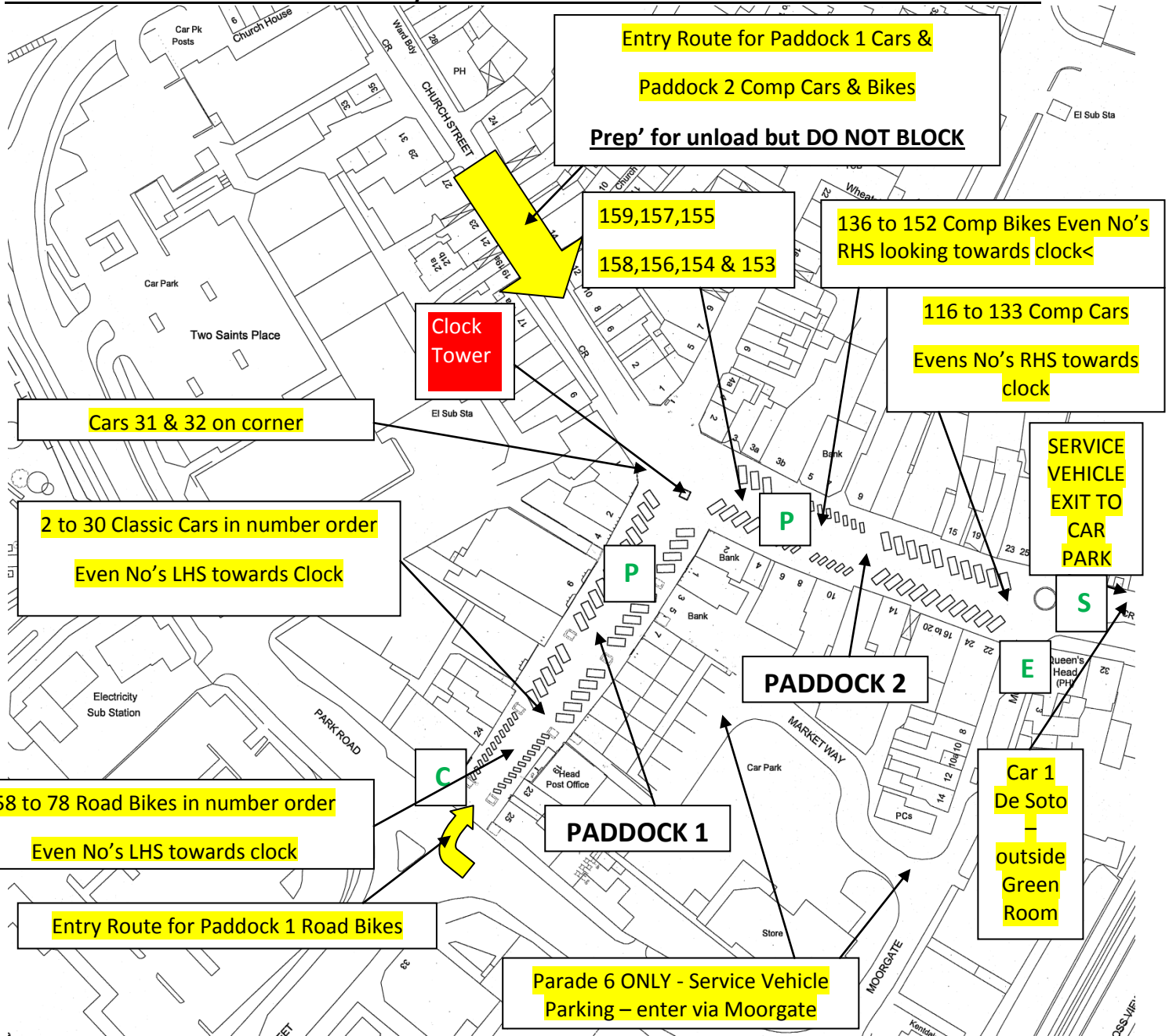
Emergency/incident procedures: If an incident or emergency occurs during a parade or lap, a red flag will be deployed. Please then follow the instructions of Marshals & Stewards. **DO NOT** move until instructed to do so.

8, VEHICLE ARRIVAL SCHEDULE (PLEASE REFER TO ENTRY LIST TO IDENTIFY YOUR DISPLAY ZONE AND NOTE YOUR ENTRY NUMBER TO ASSIST MARSHALS TO DIRECT YOU TO YOUR DISPLAY SLOT)

ZONE (REFER TO ENTRY LIST)	ARRIVAL TIME TO PARK/UNLOAD VEHICLE	NOTES – see boxes below and annotated plans of Park & Paddock 1 & 2 PADDOCK 1 – AUGHTON STREET PADDOCK 2 – MOOR STREET
1 – Coronation Park	0730 to 0800	Use entrance to Morrisons off Park Road to access Coronation Park – make a note of your number ready for Marshals – follow marshal’s directions to designated display zones. DRIVE TO LEFT OF BANDSTAND TO ZONE.
2 – Coronation Park	0730 to 0800	As Zone 1
4 – Coronation Park	0730 to 0800	As Zone 1
5 – Coronation Park	0730 to 0800	As Zone 1
7 – Coronation Park	0730 to 0800	As Zone 1 + BRING STAND SUPPORT PADS - GRASS AREA!
ARMADA DISPLAY – C’n Park	0715 to 0830	As Zone 1 + BRING STAND SUPPORT PADS - GRASS AREA!
3	0815 to 0900	As Zone 1 – Park in order of arrival anti-clockwise from Dragster
6 - (Parade 6)	0915 to 0930	As Zone 1 – Park in Number order clockwise from Dragster Display
8	0915 to 0930	Use entrance to Sports Field from County Road (A59)
Paddock 1 – Cars (Parade 1)	0730 to 0900	Enter via Church Street and then right onto Aughton Street
Paddock 1 – Road Bikes (Parade 3)	0730-0915	Enter via Park Road into Aughton Street – Park as Directed.
Paddock 2 – Comp Cars(Parade 4)	0730 to 0830	Enter via Church Street , queue & prepare to unload. Unload in Moor Street then park service vehicles/vans in Council Car Park, Derby Street. Exit Moor Street, left into Railway Road, Right Derby Street – 250m – right into Council Car Park (free)
Paddock 2 – Comp Bikes (Parade 5)	0830-0900	Ditto
Paddock 2 – G.P. etc (Parade 6)	0900-0930	Park service vehicles in M & S Car Park off Moorgate – drive/push to display slot



Paddock 1 and Paddock 2 arrival and layout details – PLEASE REFER TO VEHICLE ARRIVAL SCHEDULE



Paddock 1 & 2 schematic

9, Officials, Marshals & Stewards:

The day will generally be very relaxed but will be quite hectic first thing organising vehicles into their display spaces and then when the parades and display laps commence. All Marshals & Stewards will receive a refreshments voucher plus entry into a £150 Cash draw and will also be supplied with a high-vis event tabard (to be returned after the event).

The event will run in four phases:

(i), Setup signing-on, arrival of participants & marshals, unloading and placement of competition type cars and bikes + parking of tow/support vehicles + arrival and positioning of cars and bikes arriving under their own power. Approx' 7am to 10am

This will initially require marshals and stewards on duty in display areas (Town Centre/Coronation Park) and support vehicle car parks (principally WLBC Car Park) to organise and direct vehicles.

Direction/Control of vehicles/personnel (such as Trade, Food, Fairground, entertainment and other display stands)

(ii), Manning of Public Areas – Stewards/Scouts etc (Display, Food, Trade, Park and Ride at Edge Hill/Bus Station (historic buses!), litter patrols, programme sales Approx' 10.45am to 6.45pm.

(iii), **please note the following:**

- Road Closure procedures commence 15 min's before actual opening of street circuit.
- All marshals and stewards on post 15 min's before opening of street circuit.
- Manning of road parade and display lap course – approx 2.15pm to 4.45pm.
- Experienced Motorsport Marshals positioned at key Road Junctions and Radio Points including 10 sector controllers. Marshals and Stewards at regular intervals along designated route.
- Operation of vehicle movement off-on Coronation Park.
- Operation of Moorgate Assembly area and start/finish zone, return route via Aughton Street to Racing Paddock. Reopening off Public Roads

(iv), **Event finish** – movement of vehicles/personnel/stands off Coronation Park to highway. Organise and direct tow/support vehicles in/from council car park to display areas to load cars/bikes. Direct to highway. Approx 6pm to 8pm.

Ormskirk Location Map

