Cyclekart Club of Australia Incorporated

MARSHALLING & TRACK CONTROL GUIDELINES

This document is part of a system of management framework that provides an insurable safe system of operation for CCA activities. The complete framework is available to view at https://cyclekarts.org.au/framework

Version	Date	Details	Approved
V 1.0	20.09.2025	Draft Proposal	20.09.2025
V 1.1	29.10.2025	Draft Review	10.01.2026

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1. Purpose

This Procedure establishes standardised practices for marshalling and track control at all CCA-sanctioned events. It ensures safe, coordinated, and effective management of on-track activities, consistent with the CCA Risk Register.

2. Scope

Applies to all marshals, officials, and volunteers responsible for controlling track activities at CCA events.

3. Definitions

For the purposes of this policy, all definitions provided in the CCA Master Definitions Document shall apply.

4. Roles & Responsibilities

Clerk of Course: Overall track control, authority to suspend/stop sessions.
Flag Marshals: Operate flags at designated positions, observe track, report incidents.
Pit Lane Marshal: Manages pit entry/exit, pedestrian crossings, pit speed control.
Start/Finish Marshal: Oversees session starts, finishes, and timing.

5. Track Inspection & Setup

Conduct a full track walk before the event to check for hazards, fixed objects, loose debris. Mark hazards with cones or barriers. Ensure pedestrian zones are separated. Confirm fire extinguishers and first aid are in place.

6. Marshal Positions & Equipment

Marshalls shall be positioned so that there is full visible coverage of the track.
The number of marshals required is to be determined as part of the event risk assessment.
Marshall locations shall be positioned up-stream of potential high risk locations; for example where driver visibility is impaired, such as a blind bend.
Marshall equipment includes flags, radio/whistle, high-visibility vest, and fire extinguisher.

7. Flag Signals & Communications

Green Flag: Track clear, session in progress.
Yellow Flag (Static): Hazard ahead, slow down, no overtaking.
Yellow Flag (Waved): Hazard ahead, slow down immediately, no overtaking.
Red Flag: Session stopped, proceed slowly to pits, no overtaking..
Black Flag: Driver excluded, return to pits.
Chequered Flag: End of session, return to pits safely.
Marshals must maintain radio contact or use hand signals if radios fail.

8. Incident Management

First priority is safety of drivers and marshals. Signal appropriate flag immediately. Report incident to Clerk of Course. Do not enter track until authorised. Only trained first aiders provide medical assistance.

9. Session Control (Start, Ongoing, End)

Start: Clerk of Course authorises track open, Green Flag displayed.
Ongoing: Marshals monitor continuously and report unsafe behaviour.
End: Chequered Flag shown, drivers complete lap and return to pits.

10. Pedestrian & Pit Lane Control

Pit Marshal to enforce walking speed in pits. Pedestrian crossings must be supervised. Spectators restricted to safe zones.

11. Weather & Fire Danger Controls

Sessions suspended in heavy rain, lightning, or poor visibility.

If Fire Danger rating is "Extreme" a risk assessment must be conducted to confirm the safety and viability of the event moving forward. The outcome of the risk assessment will decide if the event should move ahead or should be cancelled.
If Fire Danger Rating is "Catastrophic", the event must be cancelled or postponed.

Spark arrestors are required under High fire danger conditions.

12. Post-Event Duties

Track cleared of debris. Equipment collected and checked. Incident reports submitted to Clerk of Course.

13. Records & Review

Incident logs, marshal reports, and communications records must be retained.

Procedure reviewed annually or after any major incident.