Communication Instructions – MARSHAL POINTS

Channels
1 – Marshal points
2 – Car Park
3 – Event staff team
4 – Race Director 1:1 discussion if required for security/privacy
5 – Back up channel

A comms check will be carried out every hour by the Event HQ.

An example of how the radio check will sound
HQ –Marshal point 1 from HQ radio check, over
MP1 –HQ from Marshal point 1 your message is *loud and clear/readable with background noise/unreadable,* over
HQ – Marshal point 1 your signal is loud and clear, over
MP1 – Received, over.

If you need to contact the HQ with a message:
MP1 –HQ from Marshal point 1 message, over
HQ –Marshal point 1 go ahead, over
MP1 – HQ ……..(insert message), over
HQ – Received…….over.

If you need to speak to HQ with a private message:
MP1 –HQ from Marshal point 1 private message requested, over
HQ –Marshal point 1 from HQ switch to channel 4 ,over.
Switch to channel 4
HQ –Marshal point 1 from HQ pass your private message, over
MP1 –HQ from Marshall Point 1 ……(insert message), over
(Return to channel 1 after messages finished)

Communication Instructions – HQ/STAFF TEAM

Channels
1 – Marshal points
2 – Car Park
3 – Event staff team
4 – Race Director 1:1 discussion if required for security/privacy
5 – Back up channel

HQ to have one radio on channel 1 (marshals) and one radio on channel 3 (team)
Switch channels to contact other teams.

A comms check will be carried out every hour by the Event HQ.

An example of how the radio check will sound
HQ –Marshal point 1 from HQ radio check, over
MP1 –HQ from Marshal point 1 your message is *loud and clear/readable with background noise/unreadable,* over
HQ –Marshal point 1 your signal is loud and clear, out

If you need to contact Marshal/Team with a message:
Check correct channel:
HQ –Marshal point 1 from HQ message, over
MPQ –HQ 1 send your message, over
HQ – Marshal Point 1 ……..(insert message), over

If you need to speak to anyone with a private message:
HQ–Marshal point 1 from HQ private message requested, switch to channel 4, over
MP1 – Received switching to channel 4, over
MP1– (switch to channel 4) HQ send your message, over
HQ –Marshal point 1 (insert your private message), over
(Return to channel 1 after messages finished)

Communication Instructions – Parking/Gate marshals

Channels
1 – Marshal points
2 – Car Park
3 – Event staff team
4 – Race Director 1:1 discussion if required for security/privacy
5 – Back up channel

Parking manager to have 2 radios one radio on channel 2 (parking) to be used to communicate within the parking team at peak times and one radio on channel 3 (team).
Where no parking manager on duty, use one radio on channel 1

An example of how the radio check will sound
HQ –Parking from HQ radio check, over
MP1 –HQ from Parking your message is *loud and clear/readable with background noise/unreadable,* over
HQ – Parking your signal is loud and clear, out

If you need to contact the HQ with a message:
MP1 –HQ from Parking, message, over
HQ – Parking send your message, over
MP1 –HQ ……..(insert message), over

If you need to speak to HQ with a private message:
MP1 –HQ from Parking private message requested, over
HQ –Parking from HQ switch to channel 4, over
Switch channels
HQ –Parking from HQ pass your private message, over
MP1 –HQ from parking ……(insert message,) over
(Return to channel 1 after messages finished)