



FINAL INSTRUCTIONS

Rounds 1, 2 & 3

Cadwell Park

Sunday 1st & Monday 2nd May 2022

Please find herewith specific event information regarding Rounds 1, 2 & 3 of the 2022 Milltek Sport Civic Cup Championship.

By virtue of signing on, you are acknowledging that you have read, understood and will adhere to all the information contained in the documents issued and those laid down in the 2022 Motorsport UK Yearbook. If you have any questions, or do not understand any of the information, then please contact the Championship Coordinator as soon as possible.

These Final Instructions should be read in conjunction with the Championship Regulations and Event Supplementary Regulations, together with any further instructions or bulletins issued by the organisers.

1. Title & Jurisdiction

This meeting is organised by Club Time Attack and governed by the General Competition Rules of the Motorsport UK, incorporating the provisions of the International Sporting Code of the FIA, additional Supplementary Regulations and any written instructions the organisers issue for the event.

2. Event permit number

Race Interclub: 126540

3. Organisation

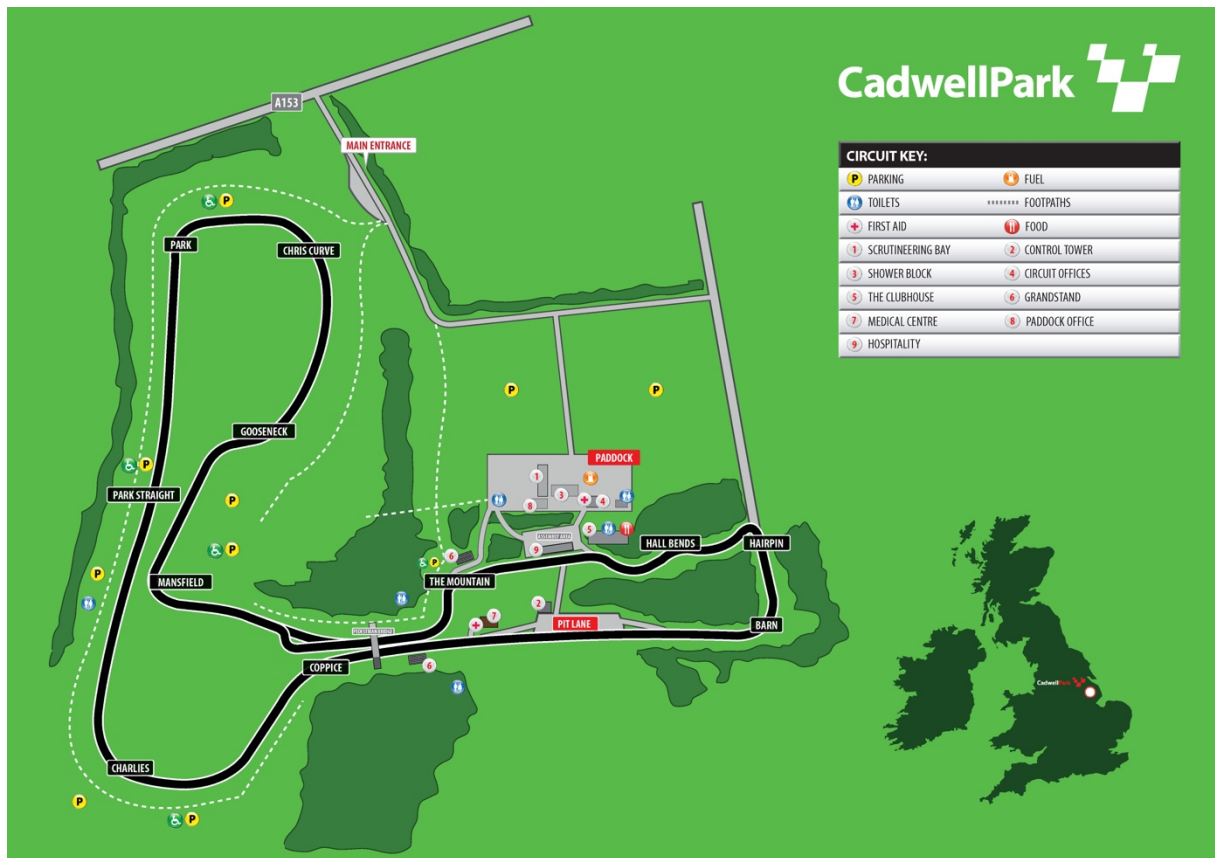
Event Promoters: Club Time Attack
Championship Owners/Administration: Maximum Motorsport
Championship Organiser: Club Time Attack
Championship Coordinator: Stewart Lines
Circuit Control: Club Time Attack / MSV

4. Event Officials

Motorsport UK Steward: Ian Moore
Club Stewards: Leigh Jordan / Jonathan Elsworth (Sunday) / Andrew Kime (Monday)
Senior Clerk of Course: Derek Stanley
Clerk of the Course: Lynne Spurr
Secretary of the Meeting: Mari-Ann Harrison
Chief Scrutineer: Mike Mattison
Championship Eligibility Scrutineer: Chris Baker
Environmental/Noise Official: Ady Smith
Club Competition Secretary: Simon Slade
Safety Crews/Marshals: MSV / Cadwell Park Circuit
Timekeepers: TSL Timing
Medical Facilities: MSV / Cadwell Park Circuit

5. Circuit location and entrance

- The circuit address is: Cadwell Park Circuit, Louth, Lincolnshire LN11 9SE / Tel: 01507 343248
- The website address for the circuit is: www.cadwellpark.co.uk
- The main circuit entrance is the only vehicle entry point for competitors and vehicles.
- Once inside the circuit, teams should proceed to the main paddock.



6. Driving Standards

- Competitors are reminded of their responsibility to understand and comply fully with all Motorsport UK regulations and flag signals. The Clerk of the Course will interview any competitor reported for failing to comply with these regulations. This may result in penalty applied in accordance with Motorsport UK Regulation [C2.1]
- If at any time the Clerk of the Course feels driving is not to a standard deemed safe, this may result in the driver being Black Flagged.
- Drivers' rules, vehicle regulations, event details and timetables are subject to change for the benefit of the event and prevailing circumstances. Competitors will be notified accordingly by an official bulletin.
- Please take note of the track limit regulations that will be reported by Judges of facts including contravening track limits (GR Q12.21.2).
- Drivers must also read and understand the Driving Standards Guidelines document that have been created for the benefit of all involved.

7. Tickets/Passes/Wristbands

- Each competitor will receive an email via the MSV on-line system from which entrance tickets can be downloaded. They will also receive a link containing a vehicle paddock pass that must be downloaded, printed and displayed in the support vehicle windscreen at the entrance in order to gain access to the venue.
- Drivers do not need a wristband for this event
- Teams will be allocated up to four wristbands. These wristbands are only for technicians/mechanics to allow access to the working area in the pit lane only. They are not required for paddock access.

8. Signing-on

- Signing on will be carried out in the Paddock Office in the lower paddock from 10.00 on Sunday morning.
- Competitors should bring their Motorsport UK competition licence and any other supporting documentation to the meeting, such as medical certificates (if applicable). Spot checks may be made during the race meeting. It is the responsibility of the driver to bring all the appropriate documentation to the event.

- Drivers are reminded that licences and medicals must be valid, bearing a recent photograph and be signed by the driver.
- Upgrade cards will not be signed at the event. Competitors wishing to upgrade their licence should contact Motorsport UK directly and provide documentation proving their finishing position.

9. Scrutineering/Technical Checks

- Pre-event scrutineering checks will be carried out by scrutineers in the scrutineering bay in the lower paddock from 10.00am on Sunday.
- Vehicles may be subject to further safety/technical checks at any time throughout the event. Full cooperation is required.
- Competitors should ensure their vehicle and personal equipment is fit and suitable for purpose and meets all the required vehicle safety criteria for the event before arriving at the venue.
- Vehicles may have a sticker / card placed on them once they have passed its checks.

10. Entry/Set up times

- Saturday 30th April: Competitors may gain access to the circuit from 18.00, unless taking part on the trackday.
- Setting up in the paddock cannot take place until participants taking part in the track day have vacated. This event concludes at 17.00.
- Sunday 1st & Monday 2nd May: Venue access is available from 7.00am.
- Competitors may stay overnight in the paddock on Sunday. 24-hour security has been arranged by the circuit. Toilet and shower facilities are available. Time Attack, MSV and Cadwell Park Circuit cannot be held responsible for any loss or damage to any competitor's vehicle(s) and/or equipment.
- Competitors must vacate the paddock by 20:00 on Monday.

11. Pit garages, paddock and parking

- There are no pit garages at Cadwell Park.
- Teams are to set up in the areas specified on the paddock plan. Teams are expected to provide shelter (and power) for their own working area.
- Please park your team support vehicles as neatly and as tidily as possible. This will be monitored and teams will be asked to move their vehicles if they are not parked correctly.
- All trailers and private cars are to be parked in the area indicated to allow for greater space in the working paddock (see plan).
- As the paddock is open to the public, working areas must be kept area in a neat, tidy and safe condition.

12. Paddock procedures

- The use of vehicles is not permitted unless towing a trailer for the purpose of transporting ancillary motor race equipment in the pit & paddock area. No competitor may use a support vehicle in the pit road at any time unless authorised by a race official. Any misuse of "support vehicles" will be brought to the attention of the Senior Officials and appropriate action may be taken.
- The roadways within the Paddock Area and any Fire Lanes must be kept clear of all vehicles at all times. A 10 mph speed limit is in force in all areas of the venue.
- Scooters are permitted on the venue, where the rider holds the appropriate licence. Mini Moto's are NOT permitted on site. Passengers are not permitted to ride on quads, unless the quad bike is specifically designed to carry passengers. Scooters and quad bikes are not permitted on any grass verges, banks, or any general public areas such as trade malls, and they must adhere to designated vehicle routes. Scooters and quad bikes must be in a road worthy condition and fitted with lights. No one without a valid driving licence is permitted to drive a scooter or quad bike. Alcohol is strictly prohibited whilst driving any vehicle at the Venue. Riding on trailers is strictly prohibited. Tail lifts must be left either up or down. Anyone found in breach of any of these terms will have their vehicle confiscated.
- All vehicles and team equipment is left at the owners risk and neither the organisers nor circuit operators can be held liable for any loss or damage, howsoever caused.
- Where vehicles with tail lifts are being used at the venue, the operator must ensure that the tail lift is never left down, including in the halfway position, other than when loading/unloading is being undertaken.

13. Pit Lane

- No work should be carried out in the pit lane unless the car is 'in session'.
- The onus shall be on all drivers to take due care and drive at minimum speeds in the Pit Lane. **Please observe the pit lane speed limit of 50kph.**
- Refuelling in the pit lane is not permitted.
- Support vehicles may go to the pit lane ahead of the competing cars. These will be monitored and only

a select number will be allowed. Please cooperate with other teams and double-up with equipment where possible in order to keep traffic to a minimum and be ready to access the track when requested to do so.

- Access will be via the assembly area. **DRIVERS OF SUPPORT VEHICLES MUST SIGN ON IN THE PADDOCK OFFICE.**
- Only team members with wristbands will be allowed into the pit area.
- Only two people from each team may access the pit wall at any one time for the purpose of signalling.
- Children under the age of 16 years are not permitted in the pit lane area.
- Please keep equipment by the back wall of the pit lane area and remove it when the session is over.
- Teams and their vehicles may not return to the paddock until instructed to do so and should take the short cut across the circuit to exit the track by the Mountain and follow marshals' instructions.

14. Engine/Noise Pollution

- Noise testing will be carried out before the first track session. The noise limit is 105db. **ALL CARS MUST BE NOISE TESTED BEFORE BEING ALLOWED ONTO THE CIRCUIT.**
- Engines of competing cars should not be revved before 08.30 or after 18.30.

17. Driver Briefing

- A drivers' briefing will be held at 08.30 on Monday at the Scrutineering Bay.
- All drivers must attend. Not doing so is in contravention of Motorsport UK Regulation [G 5.3.6] and may lead to a penalty
- If for any reason a driver is unable to attend they must contact the championship coordinator.
- Only the driver may attend the briefing.

18. Circuit layout, track access and exit

- The full version of the circuit will be used.
- Teams will be called to session and must assemble promptly in the assembly area.
- **PLEASE BE READY TO START YOUR SESSION.** Because of the nature of the circuit, competitors may be denied access to the track when the session has started.
- Competitors will access the circuit from the assembly area and go straight into session. There will be no holding of cars in the pit lane.
- At the end of each session all vehicles must slow down after taking the chequered flag, continue around the circuit and leave the track via the paddock entrance at 'Mountain Bottom'. **MARSHALS' INSTRUCTIONS MUST BE ADHERED TO.** Failure to do so will result in a penalty being applied.
- Please note: following sessions, competitors may be directed to the scrutineering bay so the car can undergo technical checks.
- If competitors have to return to the paddock during the session and then wish to return to the track, marshals will attempt to allow them back onto the circuit. Access will depend on conditions.
- While on track the rules and regulations remain unchanged. Should a vehicle stop trackside, drivers will be approached by a marshal at a distance. Drivers should indicate they are by okay giving them the thumbs up signal. Failure to do so will mean that additional help will be called for to assist personally and to move the vehicle.
- Please follow marshals' directions at all times.

19. Qualifying

- Qualifying will take place as per the timetable. It is the driver's responsibility to be ready at least 20 minutes before their timetabled session.
- Drivers should go to the assembly and when directed by the course marshal, should proceed onto the circuit.

20. Race Start Procedure

- Start procedures will be in accordance with the championship/series regulations. It is the competitor's responsibility to ensure they are ready in good time. Under ideal conditions, the racing programme may be brought forward.
- Grids will be formed as per championship regulations and the terms of the circuit licence.
- Competitors will be 'gridded-up' in the Assembly Area and released on to the circuit in qualification order. Once all drivers are stationary there will be a one-minute countdown; 30 second board and then the cars will be flagged away for the Green Flag lap. All competitors must maintain grid position on this lap as failure to do so may result in them being penalised.
- Should there be a change in weather conditions which would necessitate an additional green flag/formation lap, then at the discretion of the Clerk of the Course, the race duration may commence once the last car starts the additional green flag/formation lap.

- Once this lap is completed, the 5 second board will be shown and the red lights will be displayed. At a time between 2 and 7 seconds the red lights will be switched off, thereby signalling the start of the race. **In the event of circuit light failure, the National Union flag will be used.**

21. Safety Car Intervention

- The Clerk of the Course will have the facility for the use of the safety car in accordance with the Championship regulations. It is the driver's responsibility to make sure they are fully aware of these regulations. The Safety Car will join the circuit from the pit lane exit and will exit the circuit via the pit lane entrance.

22. End of Track Session Procedure

- Where races are for a set time duration, the chequered flag will be shown to the race leader the first time they pass the Finish Line after the time has elapsed.
- At the end of each track session after taking the chequered flag, all cars must complete a slowing down lap as far as 'Mountain Bottom' and leave the circuit as directed by officials via the Paddock entry road, returning to the Paddock or Parc Fermé as required.

23. Judicial, Protests & Appeals

- All paperwork must be lodged with the Senior Clerk of the Course (derek@timeattack.co.uk) who will then process this as appropriate. If there is a need for a face-to-face interview, a face covering may be required.
- For judicial and appeals purposes the time of issue will be deemed to be the time the decision was sent, unless the recipient is informed verbally, when the time commences at the time notified verbally as stated on the relevant Clerk of the Course decision sheet.
- All decisions will be posted on the virtual noticeboard accessed via the Time Attack website: www.timeattack.co.uk
- Protests & Appeals should be made in accordance with Motorsport UK Regulation [C 5]. They must be submitted electronically and emailed to the Senior Clerk of the Course: derek@timeattack.co.uk. Mobile number: +44(0)797 957 6293.
- Protests and appeal forms are available on the Time Attack website via the following link: www.timeattack.co.uk/competitors-area
- At the discretion of the judicial officials, judicial meetings may be recorded. Please note that no competitor or entrant is allowed to record the proceedings under Motorsport UK regulation C15.

24. Stop/Go Drive Through Penalties

- The Clerk of the Course reserves the right to impose a 'Stop/Go Drive Through penalty in accordance with Motorsport UK Regulation [Q 12.26]

25. Judges

- Judges may be appointed as per Motorsport UK Regulation [Q 3.1.]

26. Race Day Information

- The organisers will try to run the programme as published but reserve the right to delay or bring forward event times to suit the conditions of the day.
- There will be no printed results and official bulletins etc. These will be sent to drivers electronically via a WhatsApp group as soon as they become available and will be posted on the virtual notice board, which can be accessed via the Time Attack website: www.timeattack.co.uk A direct link will be advised via WhatsApp.

27. Driving Standards

- Competitors are reminded of their responsibility to understand and comply fully with all Motorsport UK regulations and flag signals. The Clerk of the Course will interview any competitor reported for failing to comply with these regulations. This may result in penalty applied in accordance with Motorsport UK Regulation [C2.1]
- If at any time the Clerk of the Course feels driving is not to a standard deemed safe, this may result in the driver being Black Flagged.
- Drivers' rules, vehicle regulations, event details and timetables are subject to change for the benefit of the event and prevailing circumstances. Competitors will be notified accordingly by an official bulletin.
- Please take note of the track limit regulations that will be reported by Judges of facts. Offending drivers will have the lap time removed for exceeding track limits in qualifying. Motorsport UK penalties will apply in the races, as follows: 1st breach – no penalty, 2nd breach - warning flag, 3rd breach – 5 second penalty added to race time, 4th breach – 10 second penalty added to race time, 5th breach – drive through penalty (12.26.(h), 6th breach – black flag. If the offender persists the race may be red flagged.

- **Alternative penalties may be applied if a competitor is judged to have exceeded track limits, particularly where an advantage has been gained.**

28. Transponders

- Drivers are reminded that transponders must be fitted in keeping with TSL guidelines.
- If drivers do not have their own and need to hire a transponder, they may do so from the event timekeepers TSL Timing. These do not have to be booked in advance, as it will be assumed that if you don't have a transponder, you will need to hire one and they will be brought to the circuit.
- Transponders can be collected from the paddock office. They must be returned to the paddock office and deposited in a container.
- Cost of hire is £30 for the day. Competitors should bring cash.
- There is no deposit required. Instead, if the transponder is not returned on the day, TSL will invoice the driver for the cost of a new unit.
- If drivers have their own transponder, they must ensure that its number is registered before the start of the sessions.

29. Video Equipment

- Video equipment must not be fitted to any vehicle without express permission if it is to be used for commercial purposes. Any driver/team transgressing this regulation maybe subject to a fine of £1,000 and disqualified from the meeting. Once permission has been obtained video equipment must be fitted to the vehicle prior to scrutiny and the scrutineer must be advised.
- The name Time Attack and the Time Attack logo are registered trade marks and cannot be used without written permission from Time Attack Ltd.

30. Merchandising

- All merchandising rights on the venue belong to Time Attack Ltd. Any competitor found to be selling merchandise without prior written authorisation will be liable to immediate payment of the relevant sales site fees before being allowed to practice or race.

Vehicle/Safety/Event Rules and Regulations

At all times whilst in the confines of the venue competitors should comply with these guidance notes.

Ensure you have made thorough safety checks to your vehicle. You will be having vehicle safety checks carried out secondary to your own before the start of the event. Also a technical representative will be checking your vehicle conforms to the vehicle regulations. Any vehicle deemed to be unsafe or not conforming to the regulations will be Disqualified from the meeting until such time as any defects are rectified. Your vehicle must be available for a safety check at any time throughout the event(s).

Usage and storage of Petrol

- All petroleum spirit must be stored in metal containers complying with the relevant British Standards and away from any source of ignition/flame.
- All containers must be marked as having petrol inside.
- All empty containers must be removed from the venue after the Event.
- Petrol is to be used as a fuel only, and not for any other purpose.
- All vehicle refueling is to take place in the open air. The person in charge of the refueling process must enforce a no smoking ban.
- Your attention is drawn to the Petroleum (Consolidation) Act 1928, and the Petroleum Spirit (Motor Vehicles) Regulations 1929.
- Competitors and entrants are reminded that fuel is available for sale at the Venue. As such it is unnecessary for competitors to carry large quantities of fuel inside vehicles.

Hazardous Substances

- Some vehicle parts, for example brake and clutch linings contain asbestos. Entrants are encouraged to use non-asbestos substitutes wherever possible. Where asbestos is used, every effort should be used to prevent asbestos dust getting into the air.
- Some mineral oils may cause skin cancer. Prolonged contact should therefore be avoided wherever possible. Where contact does occur any contamination should be washed off immediately. The wearing of contaminated clothing (including overalls) should also be avoided.
- Various other substances may cause disease or ill health even after very short exposures. Manufacturers and suppliers of such substances are obliged to provide customers with information about the possible harmful effects of their products upon request.
- Where any person is at work, the requirements of the Control of Substances Hazardous to Health (COSHH) Regulations 1988, must be complied with.

Electrical Safety

- All electrical equipment must be maintained in a safe condition.

- Extension leads cables should be flexible and not of semi rigid cable of the type used for household wiring and covered by matting. Neoprene covered cable will resist damage by oil.
- All electrical equipment to be used externally should be weatherproof.
- Hand tools should preferably be of the “double insulated” or “all insulated” type, as these provide valuable protection against electric shock.
- Electrical equipment and hand tools should not be used in areas where flammable vapours may be present, for example where fuel is being stored or refueling is taking place.
- Where any person is at work the requirements of the Electricity at Work Regulations 1989 must be complied with.

Fire Precautions

- Smoking is prohibited in all pit garages and in the pit lane.
- All potential sources of ignition should be kept away from petroleum spirit and vapours.
- The lighting of barbecues is prohibited in the paddock and pits area and cooking is not permitted in the pit garages.
- Fire extinguishers should not be removed from fire points unless they are to be used on a fire.
- All fires must be reported immediately to an official or member of the Venue management.
- Teams/drivers are encouraged to train their members in the correct use of fire extinguishers.
- All fire notices and orders to evacuate must be complied with.

Compressed Gas Equipment

- Air blasts from the over inflation of tyres can cause injury. Tyres should therefore not be inflated to pressures above the manufacturers' recommendations.
- All airlines should be in good condition and be inspected regularly.
- Always stand clear when inflating tyres.
- Any form of horseplay involving compressed air or gas is prohibited.
- Compressed gas cylinders should be stored in accordance with the relevant working practices.
- Where any person is at work the requirements of the Pressure Systems and Transportable Gas Containers Regulations 1989, must be complied with.

Jacks and Axle Stands

- Vehicles should only be raised on jacks which are in good condition, and rated to lift the vehicle weight safely.
- Jack vehicles only on level undamaged floors.
- Use the hand brake and /or chocks to stop the vehicle moving.
- Jacks, should only be used for lifting the vehicle. Axle stands should always be used to support the vehicle weight.
- Vehicle engines should not be run whilst the weight of the vehicle is supported by axle stands

General Working Practices

- All working areas should be kept clean and tidy, and any waste should be removed regularly and placed in the containers provided.
- All spillages should be cleaned up immediately.
- All trailing wires and hoses should not be allowed to create a trip hazard.
- Whenever vehicle engines are being run, adequate ventilation must be ensured.
- All safety notices must be complied with.
- Any person carrying out any work must ensure that they adopt safe working practices at all times, and comply with any relevant statutory provision and/or published guidance.
- Persons under the age of 16 are not allowed in the pits area or pit lane.

Noise

- Exposure to excessive noise may result in hearing loss or other complaints. These may be short term, or, after repeated exposure, permanent.
- All persons should avoid being exposed to excessive noise, and where this is unavoidable, they should wear earplugs or defenders to the appropriate British Standards.
- Where any person is at work the requirements of the Noise at Work Regulations 1989, must be complied with.

Manual Handling of Loads

- Lifting, carrying and propelling loads by bodily force is a major cause of injuries. All teams/drivers are encouraged to train their members in safe manual handling techniques.
- Where any person is at work the requirements of the Manual Handling of Loads Regulations 1992 must be complied with.

Waste

- All waste oil must be placed in the containers marked “waste oil.”
- Waste tyres and empty petrol/oil containers should not be left at the Venue.
- Teams and competitors are urged to take any other form of waste with them when they leave the Venue, or to place it in the refuse containers provided.
- Your attention is drawn to the requirements of the Environmental Protection Act 1990.

Vehicle Safety

- A 10 mph speed limit is in force in all public areas, including paddocks and service roads at all of the venues. This applies to all vehicles with the exception of emergency vehicles attending an incident.
- No motorised forms of transport are allowed anywhere within the pit lane/paddock or garage areas with the exception of the transportation vehicles dropping off competing cars and parts/spares.
- All vehicles must at all times keep to the marked roads when moving around the Venue.

First Aid

- Any person sustaining an injury or feeling unwell should seek treatment from the on-site emergency services.
- To call the first aid or emergency services contact any official or member of the venue management.

Public Safety

- Competitors and entrants should act in a manner so as not to put either themselves or any other person at risk from injury
- **CHILDREN UNDER THE AGE OF 16 ARE NOT ALLOWED IN THE PIT LANE OR GARAGE AREAS**

Incident Reporting

- All accidents where any person sustains injury or where damage to property occurs must be reported immediately to an official or a member of the circuit.



Club Time Attack, Kleer House, Windsor Ind Est, New Rd, Sheerness, Kent ME12 1NB

www.timeattack.co.uk