

Yorkshire Pudding

**AUGUST
2018**

**MARSHALS
INFORMATION
PACK**

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Introduction...

The Yorkshire Pudding Rally is the last motorcycle rally of the season in the Magic Action Promotions Ltd (Yorkshire MAG) stable of events. Attracting motorcyclists from all over the country, but mainly from a 100-mile radius of the event. The event this year has seen at the time of writing this information guide is hopefully going to be sold out and is a pre-book only rally for around 2000 paying customers. So as with all marshalling this year your dedication is appreciated more than ever.

What you are a part of by volunteering to marshal this event is a team effort to ensure the event runs in a smooth and in an orderly manner. A lot of work has already gone into the organisational side of YPR by a group of dedicated volunteers from across Yorkshire who have expended a lot of their own time and effort (the first meeting was way back in October 2017) to try to make your job easier. If this is your first time “marshalling” then welcome. If you have marshalled before, then a warm welcome back.

The information contained within this pack is a guide to the site, the procedures and lines of communication within the Yorkshire Pudding marshalling team but may be subject to change!

The site address is Escrick Estate and that is located in Escrick village Nr Selby YO19 6EA. Just off the A19.

The site always gets great reviews and we found the feedback very encouraging to say the least

I do hope you enjoy the weekend and I will take this opportunity to thank you on behalf of the Motorcycle Action Group Yorkshire for your time and dedication to help promote and raise funds for riders rights in the UK.

Pete Walker.

ON ARRIVAL: Please report to Event Control this located near the entrance to the main field, but if you don't know where this is ask someone in a hi-vis vest

You will then be given conformation of which shifts and where you will be working. If you are given equipment, such as a hi-vis vest you will not be asked to sign for these but will be responsible for their return. Each year a large amount of equipment goes missing so we would appreciate it if you could do your best to see we get it back. Thank you.

IF IN DOUBT THEN ASK!!!

• TICKET GATE PROCEDURE

- The ticket gate is the main access route into the event. This gate is open and manned 24hrs a day until the event is over.
- A tent to take cover in if the weather conditions warrant it and storage of bin bags etc will be positioned near the gate.

The ticket gate duties are, firstly to check everyone has a wristband, issue bin liners, any event literature to people and ensure no cars or vans have access to the camping area. Anyone who is disabled but wants to camp on the main campsite should be given assistance in carrying gear onto the campsite, if they wish. Call control for more help if you are busy.

There are to be only traders and caterers vans on the main site all others must be parked outside of the main rally area. This year we have taken car registration numbers from the bands or issued them with a car pass to get them onto the site but this does not get them onto the event field.

Secondly and most importantly,

To ensure that the emergency services access route is kept clear at all times. Emergency vehicles will also be required to use this access and must be given priority.

Supervised children aged under 16 get in free but still need a child's ticket and will get a different wristband. You will be allocated a cash bag containing 20 wristbands.

No wristbands will be sold even to those arriving on a bike or trike – **NO PEDESTRIANS, NO CARS. NO VANS.**

Once you have used up all your wristbands – The bag will then exchanged for a fresh one obtained from gate control.

Remember, “**DON'T PANIC**” if things start to get busy, just work through it at your own pace. There will be a gate controller on hand if you have any problems. There will also be SIA Security on hand they will deal with ALL security matters. ALL who attend the rally must pay to enter.

TRADERS at the TICKET GATE - during set-up only.

With the arrival of any trader etc. the following information needs to be ascertained and relayed via the radio to event control.

The trading name or the particular service they are supplying and that they have the relevant documentation. In the event of them not having any documentation they are to be asked to pull to the side of the entrance road and control is to be informed, they must not however be allowed to block the access road.

CARS AT THE PUDDING

The Pudding rally bike or trike only with the exception of disabled bikers, marshals who are on site for the duration of the rally and band members. Obviously traders and caterers will be in cars but should arrive before the event starts.

All marshals' cars will be parked in the estate carpark located near the event gate out of the way and out of the site of customers. The only cars or vehicles moving around the rally whilst it's underway will be the rally support vehicles that are doing jobs.

We will have disabled bikers arriving with the passes that have been sent out to them before the rally started and we will also have cars and vans carrying band members and comedians equipment. The bands and comedians cars will be parked in the Estate Office carpark as they will arrive and leave again on the same day. The disabled bikers will park on the grass that is on the opposite side of the road that runs through the estate and also at the back of the estate office adjacent to the MAP event trailer. Marshals will be allocated to this area to make sure that the parking of both types of vehicles is done efficiently and any blocking the road or causing an obstruction is minimal.

ROAD GATE MARSHALS

The Pudding is located on a very busy part of the A19 between York and Selby. Our customers have a habit of stopping when they get to the site entrance and waiting for friends! We can't have them sat waiting and blocking the gate as other customers will start to back up on to the A19 and this is extremely dangerous and the police take a very dim view of it.

The road gate marshal's job is to encourage the people that stop to move onto the site and wait for friends and not block the entrance to the site. Also cars that don't have passes in the window must be pulled over out of the way of the bikes coming in and asked what they want and if they are trying to blag their way in they should be turned around and sent away. The site is not a drop off point for customers as we don't have pedestrians coming through the gate. Anyone with a pass is set up to the ticket gate marshals to sort out.

All cars should have a car pass or a Pudding disabled pass.

BACK GATE MARSHALS

The site has a road that runs through it from the A19 where the ticket gate is through the estate to where we have the bonfire at the back gate. We marshal this so we don't have bikes or people who have not paid coming in. People who use sat navs and not the signs can end up at the back gate but they should be sent round to the A19 entrance where they will be let in. We will put signs up saying "NO ENTRY TO THE EVENT HERE" to help discourage this. People wishing to climb the gate to walk into the village should be stopped and sent to the ticket gate to walk along the path on the A19 to the village of Escrick.

EVENT CONTROL AND MARSHALS ADMIN

Event control is a point of contact for the Event Managers, marshals, customers, authorities and local residents, solving any issues at source or speaking to one of the above, relaying information to the relevant manager or marshal, whilst keeping all information to the point.

They are the hub of the event with all radio traffic going through control.

Marshal Admin checks all marshals in at the event and before and after the shifts, providing information about shifts and duties and answer any queries marshals have about their role. Event Control distributes marshals' food tokens and marshals packages.

All marshals should sign in with Event Control when you arrive on site.

Then check in for your shift 10 minutes before the start time to collect hi-vis and confirm instructions/duties. Return at the end of the shift to collect food tokens and package rewards 😊

THE MARSHALS ROLE IN GENERAL

Is to help set things up such as the custom show area or help move bins from one area to another, things such as this are necessary to any event as all events are fluid and constantly change.

Marshals offer reassurance to the customers just by being in view and as such the presence of marshals also acts as a deterrent to customers who might get carried away with high spirits.

Marshals are eyes, ears and first response at events not **DOORMEN**. Your job is to report anything you might consider to be dangerous, or out of the ordinary, but always use your head, watch something for a minute before getting on the radio to control, because most things are usually easily explained away.

Never enter into an argument with customers if they are not responding in a reasonable manner then ask Event Control for assistance, if you are threatened, or feel threatened, walk away to a safe distance and call Event Control for assistance. We don't give medals out for bravery or heroics; so let the Event Management sort out anything you are unsure about. All of this said we want you to enjoy your experience helping the event run smoothly and we hope you do enjoy it, so if you have any ideas on how we can improve the event or just the marshalling please let us know.

Campsite Marshalling

Campsite Marshals patrol the campsite throughout the event, making random patrols of the campsite making sure all roads and fire breaks are kept clear of tents and motorcycles at all times, assuring access and egress by event and emergency vehicles. They patrol the campsite to promote customer relationships and give a Hi visual presence and peace of mind for the customers. They also need to communicate with Event Control should situations arise that require event management, first aid or security back up. Between 8pm and 8am we will have a member of a security company walking the camping fields who will be in direct contact with the security tower and control.

Last year we had a spate of thefts at Into the Valley that took us by surprise. This means we will need to pay more attention than ever to the campsites during the night.

Campsite Security Towers

Unfortunately we have had reports of rallies being hit by thieves again in 2018. To deter this happening at our rallies we have taken steps to publicise that we are to have scaffold towers located in the camping fields. This will be manned by security personnel between 8pm and 8am both Friday and Saturday nights. The people manning them will be looking out for thieves both on the campsite and also potential thieves coming over the boundary fences and hedges. Whilst a powerful torch will be used also night vision will help keep an eye out for thieves.

IF IN DOUBT THEN ASK!!!

BACK STAGE and the BAR SERVICE AREA

Both of these areas are strictly limited access to all but authorised personnel. This is not because of some ego trip; this is because of the large amount of power going into both of these areas and also the very expensive equipment that makes up the area.

All band members have been given car passes, on their arrival please radio the stage or control so as someone can meet them. They will be issued with wristbands to help the gate people know who should be coming and going and a specimen wristband should be on the gate.

We ask that unless you're marshalling duties are to be stationed there, that you give it a wide berth and let the bar and stage crews go about their duties.

MARQUEE MARSHALLING

This is simply an eyes and ears role. Watching the customers and how they behave, we are for fun and hi jinks but when it upsets other people or gets dangerous we need to ask customers to refrain before it upsets someone. Smoking is not allowed in enclosed spaces in the UK and this includes marquees at bike rallies, please ask people to go outside to smoke (remember they haven't killed someone don't be too aggressive just be polite) If in doubt or you feel threatened call Event Control and a manager will come and sort it out, don't put yourself at risk.

If people start to climb poles please ask them to stop **DON'T GRAB THEM WHILST CLIMBING** if they fall they may land on someone and hurt themselves as well. Just ask when they get back down not to do it again as they may hurt someone.

COMEDY SHOW

This is a laid back and easy shift, people sit and watch the show and enjoy themselves. But it has to be people over 16 and no one under that age are allowed in the marquee during the show. We have a different colour wristband for children under 16 and that denotes they can't go in.

The marshalling for this is done on the sound desk and by the entrance doors, this is where kids are stopped as it's difficult to ask people to leave whilst the show is on so vigilance on the door is very important.

MARSHALS CAMPING AREA

Situated behind the marquee as you come through the ticket gate is the marshals camping which is a **quiet area** and we ask that you respect that people might be trying to sleep throughout the event whatever time of day. We want you to enjoy yourselves but please do it in the public areas: REMEMBER IT MIGHT BE YOU TRYING TO SLEEP LATER.

YOUR PACKAGE

1st 4 hour shift. meal voucher and a beer voucher.

2nd 4 hour shift. A food and a beer voucher and a £12 Pudding products voucher redeemable for your event t-shirt or against any other products.

3rd 4 hour shift. A food and a beer voucher, free entrance to the event for pre-registered marshals.

(Beer Vouchers are also redeemable against products)

IF IN DOUBT ASK!!!

RADIO PROCEDURE

Radios are to be signed in and out at the beginning and end of shift time slots by those people designated to carry them.

Many of you will have used radios before so what follows will not be new to you, but some of you may be radio virgins, which is the main reason for producing this guide.

There is nothing complex about using a radio if a few basic rules are followed. The **'rules'** are in **bold**, and general information about the rule is in normal type.

➤ **NO BL**DY SWEARING!**

(Information: Ofcom can, and do, monitor commercial frequencies. Fines can be imposed for improper use and operating licences revoked. We do not want to have to use bean tins and string next year!)

➤ **If you have not been given an area call sign, use your name followed by the callsign (or name) of the person you wish to contact. E.g. "Tango Gate to Event Control, Over" or "John Smith to Event Control, Over".**

(Information: Radios must not be used for general chitchat. They are an organisational tool and should be used as such.)

➤ **To transmit a message, push the talk button....pause....and then speak. Finish your sentence with "Over". Whoever finishes the conversation does so by ending their sentence with "Out".**

(Information: There is no such phrase in radio procedure as “Over and Out”. This is a Hollywood invention, and a contradiction in terms, but we’ll not shoot you if you forget...)

- **If you need to pass a message, think about what you are going to say before you press the talk button. Keep messages short and concise. If you have a lot of information to pass on, break it down into smaller segments.**

(Information: Most of your conversations will be with Event Control. If a message is complex they may need to take notes. Breaking the information down into smaller segments makes it easier for both parties and will ensure that the message is relayed accurately.)

- **If an emergency is reported Event Control may issue instructions that radios are not to be used until further notice. Please listen carefully – you will be advised when normal service is resumed.**

(Information: This generally happens when there is a medical incident. It is important that the radio net is kept clear until the incident is resolved.)

- **If you call in an incident please give as precise a location as possible.**

(Information: You can use the number on the nearest fire point or toilet block, the name of a trader, or entertainment tent. This is important if you need any help you have requested to arrive promptly).

- **If you request information, it may not be immediately to hand. In these cases you will be advised to “Wait, Out.” Event Control will call you back when they have the information you have requested.**

(Information: Make sure that Event Control has your call sign. It is difficult to identify a particular voice over the radio even when Event Control knows the person.)

- **Radio Batteries**

(Information: Batteries don’t last forever. We will endeavour to change the batteries as necessary, but please be aware of when the batteries were last changed and, if in doubt request a new one.)

- **Equipment issue**

(Information: YOU are responsible for the radio and any headset issued. Please ensure that all equipment is returned at the end of your shift. If you pass the equipment on, or it is faulty, then let Radio Issue know so they can amend the records.)

- **“False Keying” - Very important that this doesn’t happen.**

(Information: “False Keying” occurs when the talk button is pushed and held accidentally, e.g. when someone sits on the radio or the chest microphone – don’t laugh, it happens. When it

does, it makes the radio net unusable. No one else can transmit (including Event Control, and we really, really, **REALLY** don't like it when this happens) until the button is released. Please make sure that wherever you 'wear' your radio, the button cannot be pushed accidentally.

And finally...

➤ **If in doubt, ask!**

(Information: The Marshal in Radio Issue is well versed in radio procedure. He is more than happy to make sure you are happy and confident in the use of your radio. And he doesn't bite...)

VERY IMPORTANT FOOTNOTE!

CODE XXXXXXXX'

IN THE EVENT OF A MAJOR EMERGENCY 'CODE 'XXXXXX' WILL BE DECLARED.

Should an incident occur that is serious enough endanger the safety of event customers, and therefore may necessitate the total or partial evacuation of any part of the venue; the following announcement will be made over the radio network:

"All radio holders' attention - the Event Controller has declared Code XXXXXXXX."

If you hear the above – DO NOT USE YOUR RADIO BUT LISTEN TO IT CAREFULLY FOR FURTHER INSTRUCTIONS.

CODE XXXXXXXX MUST NOT BE USED BY ANYONE AS A JOKE! If it is ever necessary to call a Code Phoenix, trust us, it will not be in the least bit funny!

Our first reaction to a **CODE XXXXXXXX** would be to call the police and all the emergency services. If we then have to call them and turn the helicopters around (this is not a joke) we would look a tad silly and after all the trouble we have gone to assure the authorities that you are sensible folk, we would find it very difficult to get any credibility or a licence to run an event anywhere, never mind the same event next year.

So paraphrase the words of our illustrious leader, **ME!**

“...if this is used in jest...we will find the culprit and the emergency services and myself will take at least a week torturing the person by tearing one inch strips of skin from their body and rubbing salt into it. This is while they are pegged out in the baking sun with trained crows pecking at their nether regions...”

NOW THAT'S GOING TO STING, YOU HAVE BEEN WARNED!

One Final Point – if you come across a suspect package do not use your radio within 25 metres (30 yards) of it!

CAUTION!

THE FINGER WAGGY BIT

Please note that any, marshal who in the opinion of the Marshals Co-ordinator or Event Control, appears to be under the influence of intoxicating substances of any kind whilst working will immediately lose all rights and privileges afforded to a marshalling position including any refund of money.

This is not intended to prevent anyone from enjoying themselves while not working, but to ensure their own and everyone else's safety during the weekend.

First Aid

You are only allowed to perform first Aid within the limits of First Aid at work Certificate or a specific **recognised** qualification such as NHSTD or that of a Doctor of Medicine, and only to the level to which you have been properly trained. There is medical cover on site with a Medical tent, if medical assistance is required contact control, state the situation and request medical aid. Control and first aid will decide the level of response needed!

IF IN DOUBT ASK!!!

Lost Property is to go to marshal's control

Lost Kids To the Medical facility, should they be busy children must go to Event Control.

SITE CLEARANCE ON SUNDAY FROM 12 MIDDAY.

Those wishing to help with clearing the site of equipment should report to the event managers.

This will involve clearing away and de-rigging the event. Not picking litter as we have professional litter pickers on that job. We have fencing to take down tools and equipment to be removed and stored in our trailer. All this will be done until about 6PM and then a well-earned meal and drink.

Monday

Again just finishing off clearing up and a final sweep of the site to make sure its fit for use by the estate.

FIRE EXTINGUISHERS

There are six specified fire points, which are as follows;

1. MARSHALS CONTROL
2. BACKSTAGE
3. GATE
4. BAR

5. SOUND DESK
6. EVENT CONTROL VEHICLE
7. There will be three types of fire extinguisher at each location

<u>COLOUR</u>	<u>TYPE</u>	<u>USAGE</u>
<u>RED WITH RED BAND</u>	<u>WATER</u>	DO NOT USE ON OIL/ FAT OR ELECTRICAL FIRES DO USE ON WOOD, PAPER, CLOTHING
<u>RED WITH BLACK BAND</u>	<u>CO2</u>	USE ON ANYTHING
<u>RED WITH BLUE BAND</u>	<u>DRY POWDER</u>	USE ON ANYTHING

THERE WILL ALSO BE A FIRE BLANKET AT THE BACKSTAGE FIRE POINT. Most Caterers will also have one

IN CASE OF FIRE

CALMLY inform control that there is a fire and CLEARLY state the following,

1. The exact location of the fire.
2. What is on fire?

On hearing a fire call on the radio, do nothing until control tells you to. The radio net is to be kept clear until you are told that the fire is extinguished or, unless you are contacted by control via the radio.

So that's about it for pre event, Please try not to miss the marshal's briefings. We will see you before you go on shift to give you situation updates and answer any questions you may have.

I know it sounds like a lot of rules, but without them we might as well live in France. We do like you to enjoy yourself and use this booklet as a guideline of good practice; and not a bible, if we get to strict we might as well in Germany.

And again, please enjoy yourselves it's a party.

Pete

