

**TEESSIDE AUTODROME**  
**REQUIREMENTS**  
**FOR SPECIAL AND**  
**SPECTATOR EVENTS**

**TO BE OBSERVED AND PERFORMED BY ALL  
LICENCEES, STANDHOLDERS, EXHIBITORS AND  
OTHER SUB-LICENSEES AND THEIR CONTRACTORS,  
SUB-CONTRACTORS, AGENTS AND SERVANTS**

**BY ORDER OF THE BOARD OF DIRECTORS**

**THESE RULES AND REGULATIONS ARE SUBJECT TO  
REVISION OR ADDITION AT ANY TIME AND DETAILS  
OF ANY REVISIONS OR ADDITIONS CAN BE  
OBTAINED FROM THE COMPANY**

**SAFETY POLICY**

**The overall responsibility will rest with the Circuit Director.**

**The build up including the following will be by the organised operations manager:**

- A - Crowd control barriers**
- B - Roping and marking exits and entrances**
- C - Arrangement for rubbish collection**
- D - Organising staff rotas**
- E - Ensuring all equipment required for events is**
  - 1. Servicable**
  - 2. In correct locations**

**List of equipment required provided by operations manager**

- 1. - High vis clothing for stewards**
- 2. - 2 serviceable sets of radios.**
- 3. - Fire extinguishers co2/water/foam**
- 4. - Response vehicles**
- 5. - Additional Floodlights**
- 6. - Portaloos**
- 7. - Mobile Litter Bins**

**THE OPERATIONS MANAGER TO REPORT TO THE  
CIRCUIT DIRECTOR**

**SECURITY**

**An appointed company will supply marshalls, numbers as required. The security officer will**

- A - Carry out a full briefing to cover**
  - 1. Entrance/Exits**
  - 2. Admissions Policy**
  - 3. Major Incident Plan**
  - 4. Radio Procedure**

**The security officer will report directly to the circuit director**

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### THE EVENT PLAN

The diagrams attached show the location of spectators, light towers, stewarding positions, control point, barriers, emergency entrance and exits.

- A Car Parks/Spectators
- B Stewards & Light Towers
- C Exit/Entrances

### THE EVENT PLAN ORGANISER

The event organiser must supply the following:

- A Build up time table
- B Car Park Plan )  
Paddock Plan ) Lay Out Etc.
- C Event Time Table
- D Close Down/Break Down Plan
- E Insurance schedule

### COMMUNICATIONS

There will be 2 radio nets.

Net 1 - Security - all stewards will be connected by a minimum of 1 radio by 2 stewards to the head of security and control.

Net 2- Organisers - connected to car park, food outlets, admissions

Control will have land line and mobile phone connection to emergency services.

Time table to be agreed with organisers

### ADMISSIONS POLICY

Main entrance - only pre-sale or tickets purchased on day.

All spectators to wear colour coded armbands, it is a condition of entry to wear and display these armbands.

### TOILETS

A number of porta loos will be ordered to the following ratio.

\* 1 toilet per 100 females  
Over 250

\* 1 toilet per 250 males

Over 500 There are adequate toilets on site to cater up to 1000 spectators.

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### **OVERNIGHT STAY & CAMPING ON SITE**

**Ensure vehicle motor home caravan or tents are positioned in an appropriate area, which has been allocated by a Teesside Autodrome member of staff.**

**Provide contact number of emergency services along with telephone number & address of nearest A&E department, & if necessary telephone number of Teesside Autodrome staff on call.**

**If more than 2 vehicles are staying on site overnight, an appropriate member of Teesside Autodrome staff must also stay on site.**

**Ensure all generators TVs Hi-Fi etc are switched off by 11pm & not started again until 7am. No race engines must be started before 8am. Circuit main gate will be locked secure at 11pm & re-open at 6.30am.**

**Black bin bags will be distributed to all vehicles staying on site & all rubbish must be deposited in the skips provided around the site. N.B strictly no tyres or oil must be left on site.**

**Any person found misusing the circuit facilities or surrounding area, will be ask to leave immediately.**

### **MEDICAL/FIRST AID PLAN**

**A recognised medical company will supply ambulance/paramedics and will liaise with the local NHS.**

# OPERATIONS AND RADIO DIAGRAM

**CONTROL**

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**CIRCUIT DIRECTOR**

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**SEC. OFFICER**

**EVENTS ORG.**

**OP. MANAGER**

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**STEWARDS**

**FOOD CAR PARK**

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**CLEAN UP**

**THE ORGANISERS WILL OPERATE TWO RADIO NETS**

- 1. FOR SECURITY**
- 2. OPERATIONS PURPOSES**

**BOTH WILL BE IN CONTACT WITH CONTROL**