



# ***PRACTICE VENUE GUIDELINES***

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VERSION HISTORY

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## 1. Overview

NORA Motorsport is a trading name of NORA 92 Limited. For the purposes of this document any reference to NORA can refer to NORA Motorsport or NORA 92 Limited.

No discrimination is intended where references are made to specific gender within NORA's Code of Practice and Regulations

These guidelines are intended to assist practice venues working under the authority of NORA when dealing with open practice events where a permit has been issued under Statutory Instrument 1995 No. 1371 of the Road Traffic Act by NORA 92 Ltd.

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## 2. Operating Codes

### 2.1 Licence requirement

All attendees must either be the holders of a NORA annual licence or complete the temporary practice form, available from NORA. All attendees must complete the 'signing on' form to keep a record of all persons attending the event. There is no Personal Accident insurance on an annual practice or temporary practice licence. Licence charges at the time of going to print are:

- Adult Annual Competition - £55.00 Basic - (£75.00 including PA cover)
- Youth Annual Competition - £50.00 Basic - £65.00 (including PA cover)
- Auto Annual Competition - £40.00 Basic - £55.00 (including PA cover)
- Annual Practice - £25.00 (No PA cover)

Temporary practice licences are charged at £2.50 to the organiser.

### 2.2 RTA Permit

For all practice events an RTA exemption permit must be in place, these can be issued on an annual basis for a single venue or on an event basis for one off venues. The costs for a practice permit are

- Annual – £250.00 up to 15 days
- Individual event - £20.00

### 2.3 Insurance

Insurance will be in place for practice sessions at a level of:

- Public Liability - £20,000,000
- Products Liability - £10,000,000
- Employers Liability - £10,000,000
- Professional Indemnity - £5,000,000
- Legal Cover – Included
- Landowner Indemnity – Included
- Persona Accident (Staff) – Included

Session costs:

- Per participant - £3.50
- 1 – 20 riders - £50.00
- 21 – 50 riders - £140.00
- 51 – 100 riders - £240
- 100 + riders - £350

Annual costs can be arranged upon request.



## 2.4 Discrimination

All organisers must work within the guidelines of the Equality Act 2010. These guidelines can be found by using the following URL link:

- <https://www.gov.uk/guidance/equality-act-2010-guidance>

## 2.5 Safeguarding

Organisers must work within the guidelines of the NORA Safeguarding Policy and follow the advice of the CPSU wherever feasible. Details of the CPSU can be found using the following URL link:

- <https://thecpsu.org.uk/>

NORA recommend that organisers sign up to receive the CPSU newsletter from the above site.

All participants or officials under the age of 18 must have a person with parental responsibility on site and at all time and this person must sign the declarations on behalf of the participant.

## 2.6 Communication

All venues must have outside communication for emergency purposes, this can be via landline telephone, mobile telephone or radio communication to a location nearby with outside communication possibilities. The plan for communicating emergencies must be notified on the risk plan.

## 2.7 Medical Requirements

Each venue must have in attendance a person qualified to a minimum of First Aid at Work level and have available a suitably stocked first aid kit appropriate for the type of injury that may be sustained. More information about first-aiders can be found from the following URL link:

- <http://www.hse.gov.uk/firstaid/first-aider.htm>

UK Life Medics are NORA's preferred provider, to find out about training courses visit <https://www.uklifemedics.com/> or contact [aimie@uklifemedics.com](mailto:aimie@uklifemedics.com)



## 2.8 Risk Management

Every trainer must carry out a risk check list that takes into account the trainers duty of care to ALL persons visiting the venue. The following should be taken into consideration.

- Site access conditions
- Site signage
- Site facilities for the number of participants
- Number of officials for the event attendance and circuit layout
- Safety for non participants
- Circuit safety conforms to Guidelines or Certificate
- Suitability of circuit conditions
- Communication plan
- Clearly defined and suitable circuit for level of participants
- First aid considerations and first aid kit
- Fire management
- Competitor grouping

More information on Risk Management can be obtained from the Health and Safety Executive at: [www.hse.gov.uk/risk/](http://www.hse.gov.uk/risk/)

All persons not participating on the circuit or waiting for a session in the staging area, must be regarded as members of the public and must remain in permitted areas only

Areas prohibited to the public must be clearly communicated to all persons on site.



### 3. Facilities

#### 3.1 Welfare

There should be enough toilet facilities to cope with the number of expected participants and visitors to the venue

#### 3.2 Signage

At each side of the entrance to the venue there should be a sign to warn entrants of the potential dangers of Motorsport, if the entrance is a walkway only then one prominently positioned sign can be used. The sign should have the words as below:

**WARNING TO THE PUBLIC**  
**MOTOR SPORT CAN BE DANGEROUS**  
Despite the organiser taking all reasonable precautions,  
unavoidable accidents can happen. Please comply with all  
instructions given by officials and staff and remain in  
permitted areas at all times.

There must be sufficient signage around the site to indicate which areas are prohibited to the public. The suggested wording is as follows:

**PROHIBITED AREA**  
  
The public is not permitted  
in this area.

There must be a sign to indicate to participants that there is to be no riding of two wheel machines within the paddock area, other machines must be rider/driven in first gear at walking pace:

**NO RIDING IN THE PADDOCK**  
  
Three and four wheel machines may be  
used in first gear at walking pace.

Other suggested areas that are signed:

- Track Access
- Track Exit
- First Aid Point
- Administration Point
- Fire Point
- Staging Area

#### 3.3 Paddock and Parking

The paddock should be of a suitable size for the expected attendance and vehicles must be parked with emergency egress in mind. Access to the circuit from the participants parking area should be of the nature to allow the participants to access the circuit without the need to ride their machines. The riding of machines in any area accessible to the public must be strictly forbidden.

No vehicle should be parked within 3 metres of the public safety fencing.

A staging area for participants must be provided whereby riders can be collected in their respective groups prior to accessing the circuit, this area must be prohibited to the public and clearly identified.

### 4. Participants

#### 4.1 Number of Participants

Each venue will differ with regards to the number of competitors on the circuit during any one session. This will be agreed when the organiser affiliates with NORA Motorsport. In any case the maximum number will be 50.



## 4.2 Vehicles

All vehicles that are privately owned are the full responsibility of the owner or person with parental responsibility, They take full responsibility to ensure that the machines are fit for purpose and correctly maintained.

A visual check for any obvious defects should be made by the site supervisor who must also ensure the suitability of the machine for the level (and size) of the participant.

All machinery owned and managed by the site must be suitable for the participant and undergo strict maintenance procedures. All maintenance of machinery must be logged and kept as a record for each machine.

## 4.3 Clothing

All participants must wear a suitably tested and marked safety helmet, the acceptable standards at the time of print are:

- British Standards Institution BS 6658-A
- British Standards Institution BS 6658-B
- UN ECE Regulation 22 ECE 22-05
- Snell Memorial Foundation Snell M2005 or M2010 (individual approval only) M2005

Trainers should check the fit of a participants helmet and ensure that it is correctly fastened.

Other clothing that must be worn by all participants is:

- Safety eye protection with splinter resistant lenses, not sunglasses.
- Boots that cover the ankle. Any lace ends must be placed inside the boot or secured.
- Shirts with sleeves that cover the full arm.
- Trousers that cover the full leg.
- Gloves

## 4.4 Motocross Groups

All participants must be 5 years of age or over, a supervised separate predominantly oval area may be used for younger riders.

Participants must be grouped depending upon their age as follows:

- Group A – 6 to 10 years - 5 years on electric motorcycles or following assessment.
- Group B – 7 to 14 years
- Group C – 14 to 17 years
- Group D - 15 years and Over
- Group E– 16 years and over

Minibike Groups

- Group Am – 6 to 8 years - 5 years on electric motorcycles or following assessment.
- Group Bm – 9 to 12 years
- Group Cm – 12 to 15 years
- Group Dm – 15 years and Over

## 4.5 Machine Grouping

The machinery specifications that must typically be used by each group are as follows:

- Group A –50cc Twostroke or 110cc Fourstroke as a maximum. Electric Max Power 8KW
- Group B – 85cc Twostroke or 150cc Fourstroke as a maximum
- Group C – 150ccTwostroke and 250cc Fourstroke as a maximum
- Group D -
  - Up to 17 years, 175cc Twostroke and 450cc Fourstroke as a maximum
  - 17 years and over, 500cc Twostroke and 650cc Fourstroke as a maximum
- Group E – Sidecar and Quad machinery up to a maximum of 800cc.
  - Group Am – 50cc Minibike. Electric Max Power 8KW
  - Group Bm – 110cc Minibike
  - Group Cm – 140cc Minibike
  - Group Dm – Unlimited Minibike



Chief officials may allow riders to compete outside of these guidelines following an assessment based upon safety grounds with regard to rider ability and size. This assessment must be documented and conducted by the site manager, a certified trainer or a licenced Clerk of the Course.

#### **4.6 Combination of Groups**

In situations where rider numbers dictate it is possible to split the groups between Youth and Adult as below. For Cross Country and Enduro venues the groups can be split between youth and adult.

##### **4.6.1 Youth**

Riders aged between 7 and 15 years inclusively riding machines between 65cc and 85cc Twostroke and 110cc to 150cc Fourstroke.

##### **4.6.2 Adult**

Riders aged 14 and over riding 125cc and over Twostroke and 250cc and over Fourstroke machines.

All riders should be able to sit astride their machines and with one foot firmly on the ground and must be able to control the gear lever or the foot brake with the other foot.

### **5. Officials**

#### **5.1.1 Chief Official**

Each circuit must have one person appointed as the chief official who shall be responsible for all other persons acting as officials at the circuit.

It is the responsibility of the chief official to ensure that all other circuit officials are briefed and fully competent with the roles that they are to fulfil. It is the duty of the chief official to keep a record of the content of all briefings given along with the names of the officials in attendance. A record should be kept of the roles of all officials at each activity. A copy of the officials sign on sheet should be returned to NORA and include addresses and contact details as per the sign on sheets.

#### **5.1.2 Marshals**

Sufficient circuit marshals should be used at a venue to ensure that all sections of the circuit are observed at all times, three being the minimum number of marshals required. The chief official may act as a marshal. All marshals should be in radio contact with the chief official.

A marshal should be positioned close to the access and egress point of the circuit to manage the entry and exit of riders during a session.

Adequate protection of trackside officials must be taken into consideration and included on the pre activity check list. All trackside officials must wear high visibility clothing and safety footwear. It is recommended that marshals wear gloves that offer protection from the heat of a machines engine and exhaust.

All marshals and trackside staff should be issued with the appropriate flags:

- Yellow – Caution, incident on the course, ride with care
- Red – Danger, serious incident on the course, stop immediately until otherwise instructed, end of session
- First Aid – Attention required from the site first aider, this flag should be agreed in advance but white with a green cross is preferable.
- Chequered – End of session, this may be replaced by a red flag at a point prior to the circuit exit.

All participants should be briefed as to the instruction communicated by the display of all flags.

It is advised that all trackside staff are issued with radio communications.





## 6. Circuits

### 6.1 Motocross

- The track should be designed to restrict the average speed to a maximum of 65 kph.
- The typical width of the track should not be less than 5m for Group A – D, 6m for group E and 4m for groups Am – Dm.
- The landing zone from a jump should be wider than the approach by approximately 1m.
- The use of practice start straights must be supervised and no rider must be allowed to join the track without instruction from an official.
- The free vertical space from any track surface must be a minimum of 3m.
- All jumps must be constructed to take into account the abilities of all participants and all jumps must be able to be negotiated without the wheels leaving the ground.
- Any blind spots on the landings of jumps must be covered by a marshal.
- Double jumps should be avoided, if they are used they must be individually risk assessed and must be able to be safely negotiated by all levels of participant.
- Opposing tracks for Groups A to E must be a minimum of 10 metres apart unless one of the following precautions is in place:
  - The gap can be reduced to 6 metres if a catch fence of 75mm posts spaced 4.5 metres apart is placed in the centre of the two tracks. The posts must have two ropes hung on them, one 600mm – 750mm from the floor and a second at 50% height of the first.
  - The gap can be reduced to 4 metres if a catch fence of 75mm posts spaced 3 metres apart is placed in the centre of the two tracks. The posts must have scaffolding debris netting attached to them to a minimum height of 500mm.
  - The gap can be reduced to 2 metres if a catch fence of 75mm posts spaced 3 metres apart is placed in the centre of the two tracks. The posts must have 1.2 metre paling fence, constructed using three retaining wires, and attached to alternate side of the posts.
- Opposing tracks for Groups Am to Dm must be a minimum of 7 metres apart unless one of the following precautions is in place:
  - The gap can be reduced to 4 metres if a catch fence of 75mm posts spaced 4.5 metres apart is placed in the centre of the two tracks. The posts must have two ropes hung on them, one 600mm – 750mm from the floor and a second at 50% height of the first.
  - The gap can be reduced to 3 metres if a catch fence of 75mm posts spaced 3 metres apart is placed in the centre of the two tracks. The posts must have scaffolding debris netting attached to them to a minimum height of 500mm.
  - The gap can be reduced to 2 metres if a catch fence of 75mm posts spaced 3 metres apart is placed in the centre of the two tracks. The posts must have 1.2 metre paling fence, constructed using three retaining wires, and attached to alternate side of the posts.

### 6.2 Enduro

Every care must be taken to ensure that members of the public do not gain access to the circuit whilst a session is in progress. Where there are circuit crossings or where the circuit crosses a public foot path this area must be marshalled and clearly signed. All riders must reduce their pace to walking speed through these sections.

When running Enduro practice for youth riders consideration must be given to the fact that it must be possible to monitor the whole circuit, with the use of travelling marshals, at all times.

### 6.3 Flat Track

Every care must be taken to ensure that members of the public do not gain access to the circuit whilst a session is in progress. Circuit safety must comply with Event Regulations and there must be a minimum of two circuit marshal in attendance along with the chief official.

Youth competitors must not run alongside adult competitors and consideration should be given to the ability of the rider when allocating groups.



## 6.4 Motocross Safety Fencing (Public)

One of the following methods must be used to divide the public areas from the actual course at all points; non public areas must be clearly defined. All posts mentioned must be of a typical diameter of 75mm, rope must be a minimum of 10mm, debris netting must be to a minimum height of 500mm and paling fence to be 1.2 m high and of the three retaining wire variety.

### 6.4.1 Method A

- The track edge to be defined with dirt banks, pegs or small posts with or without tape, posts with rope no higher than 350mm from the ground or straw/hay bales.
- Behind this at a distance of 3 metres a catch fence of posts and two ropes, the first at a height of 600 – 750mm and the second at 50% of the height of the first
- Behind this at a distance of 7 metres a boundary fence of posts with a rope at 900 – 1200mm. All areas within this rope are to be deemed prohibited and signed as such.

### 6.4.2 Method B

- The track edge to be defined with dirt banks, pegs or small posts with or without tape, posts with rope no higher than 350mm from the ground or straw/hay bales.
- Behind this at a distance of 2 metres a catch fence of scaffold debris netting.
- Behind this at a distance of 3 metres a boundary fence of posts with a rope at 900 – 1200mm. All areas within this rope are to be deemed prohibited and signed as such.

### 6.4.3 Method C

- The track edge to be defined with dirt banks, pegs or small posts with or without tape, posts with rope no higher than 350mm from the ground or straw/hay bales.
- Behind this at a distance of 1 metre a catch fence of paling fence.
- Paling fence must have emergency access points. These points must be constructed so that the public are protected by the paling fence at all times.
- All areas within this fence are to be deemed prohibited and signed as such.
- 

A combination of these methods may be adopted subject to the facility risk assessment. Where natural terrain provides adequate protection to the public a definitive point of no access for the public must be established.

## 6.5 Motocross Light System

If a traffic light system is to be used in place of physical marshals they must consist of a yellow and red light as a minimum. All systems must be checked prior to the commencement of any activity on the circuit. The person operating the system must ideally have full view of the complete circuit, otherwise they must be in radio contact with other officials that have a full visual of the circuit. There must be at least one person on the circuit who is always able to attend any incident.

The system of use of the traffic lights must be clearly relayed to all participants, an explanation sheet must always be displayed at the administration points.

## 6.6 Enduro Circuit Safety

When laying out an enduro circuit, consideration must be given to the participants safety.

- The course should be laid out and marked using tape and/or direction arrows so that it is easily followed by the participants, extra care should be taken so that the participants can't easily head the wrong way along the circuit.
- Areas of considered higher difficulty should be marked in some way, as an example with either tape or crossed direction arrows, these markings should be identified to the participants prior to them entering the circuit.
- Where a section of circuit runs close by a severe drop that is not considered part of the circuit, this should be protected to prevent a participant accidentally going over the edge. For smaller drops this can be a demarcation fence of post and tape, for more severe drops this should be a catch fence similar to that 6.4.2 above.
- Travelling marshals, wearing easily identifiable clothing, should continually circulate around the circuit to manage any issues that arise, it is recommended that they carry radios for easy communication with the control centre.