



2017 PROMOTERS MANUAL

*motogp.com*  
official website

# GENERAL MANUAL



# 2017 MotoGP™ PROMOTERS MANUAL

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## INTRODUCTION

The main purpose of this manual is to serve as a guide for all the Circuits and Promoters involved in the organization of the 2017 MotoGP™ World Championship.

Complete reading of this manual will help in the understanding of all the important areas that should be covered in order to prepare a successful Grand Prix.

In case of doubt in any of the requirements specified in this document, the Circuit / Promoter should contact Dorna Operations Department for further information or explanation.

In return for the help and assistance provided in this manual, Operations Department will require the Circuit / Promoter to make available a main contact of the circuit's staff to act as Dorna liaison for the duration of the Event. Operations Department will be the main and only point of contact with the circuit for all issues arising during the preparation and execution of the event and will hold regular meetings to discuss progress and to co-ordinate ongoing requirements.

It is essential that the Circuit / Promoter provide Operations Department with comprehensive details of any planned or undertaken modifications to the circuit that could affect the listed requirements in this document.

Also, it is important that the Circuit / Promoter ensures that Dorna staff are given unrestricted access to the entire Race Track, Paddock, Pit Boxes, Race Control Tower, Media Centre and any other necessary working areas for a period of at least 1 week before the event. Any events, either on track or in any other areas, during the GP period week should be agreed with Operations Department.

Before and after the GP week, a reasonable period of time will be needed for the set up and dismantling processes such as Race Track television cameras, MotoGP VIP Village™ structure and Dorna/IRTA office installations. The Circuit / Promoter will be informed accordingly about the arrival of the first teams involved in these installations. The Circuit / Promoter should inform two months in advance about planned activities which may restrict the access to required areas during set up and dismantling processes.

We recommend distribution of these files to the Circuit / Promoter's staff in order to make everyone working on the Event aware of their responsibilities and new procedures / requirements for 2016. Dorna Operations Department will be pleased to clarify and provide further information about any doubts that could arise when checking the documents in this manual.

Lastly we would like to emphasize that for a complete understanding of the Sporting Rules and Requirements, the Circuit / Promoter should follow the indications from the official FIM documentation (FIM World Championship Grand Prix Regulations and FIM Standards for Circuits).

### IMPORTANT REMARK

It is acknowledged that if the Race Day of an event is on any day other than Sunday, the day referred to in this Manual shall be adjusted accordingly.



## **G1. RACE TRACK SERVICES**

### **START/FINISH STRAIGHT**

#### *START LINE*

The Start Line will be marked with a 10cm wide line across the Track.

In case that the Finish and Start line are in the same position, the drawing will be as the specification of the Starting Line Plan [\(SEE STARTING LINE PLAN\) PAGE 67](#)

#### *STARTING GRID*

There will be 9 meters between each row of the Starting Grid. Minimum of 14 rows should be painted.

The width of the Start/Finish straight should be divided in 8 equal corridors in order to separate the starting boxes as much as possible, always leaving free the two corridors at the sides.

The pole position side will be determined by the FIM Inspector during the homologation procedure. As standard, the pole position will be in the opposite side of the first corner direction.

Each position on the starting grid should also have the grid position number (i.e. 1, 2, 3, ...) painted next to it (preferably right-hand side), for easy identification by teams and riders especially in case of a Quick Restart (when there is no movable number on the grid).

[\(SEE STARTING GRID PLAN\) PAGE 68](#)

Starting grids from other series must be removed or painted out before preparing the MotoGP™ starting grid.

The provisional Starting Grid will be published after final qualifying, with the approval of the Event Management Committee and FIM Stewards. The final grid will be published after the warm up (at least one hour before the start of the race) and will be signed with the time by the Clerk of the Course.

#### *JUMP START SYSTEM REQUIREMENT*

##### **➤ POLES FOR JUMP START CAMERAS**

14 poles are required to cover all the lines on the starting grid.

All the poles must be aligned to the middle box of each row at the starting grid. [\(SEE JUMP START SYSTEM\) PAGE 69](#)

The minimum height for the Jump Start poles is 2,5 meters.

##### **➤ CABLES AND POWER SUPPLY**

Please refer to the Data Processing and Timing Manual for detailed explanation of the cables and connections required.

#### *FINISH LINE*

Finish Line will always be aligned with the Timekeeping Room.

[\(SEE FINISH LINE PLAN\) PAGE 67](#)

The Clerk of the Course must communicate in a written note to the competitors identifying which one is the Finish Line in order to avoid any dispute in case of a photo-finish.

### **RACING SURFACE**

After practice has started, the racing surface of the circuit must not be washed or brushed except for given instruction from the Race Director and the FIM Safety Officer in response to a localised change in conditions.

#### *TARMAC SURFACE REPAIR*

The Circuit / Promoter must be ready to provide a tarmac repair service with two different solutions for damaged tarmac in the track:



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Several square metres of tarmac  
Product for small damaged tarmac repairs

### MARKING

The complete Race Track surface will be bordered on both sides by continuous 10cm white lines, except at the entrance and the exit of the Pit Lane where a broken white line must be painted. No decoration is permitted on the track surface with the exception of the run off areas where Dorna has the exclusive right to allocate advertising.

White lines minimum 1-meter-wide and 5-meter length must be painted at both sides of the verge at the edge of the racing surface in order to be used for the riders as a braking reference when approaching the turn.

It will be also required to paint the protection device at the first line of protection with a white line 1meter wide aligned with the marks at the edge of the track. [\(SEE BREAKING MARKS\) PAGE 70](#)

#### ➤ **ANTISLIP PAINT**

FIM Homologation requires antislip paint to be used for all painted lines and kerbs.

The approved paints are the following:

VERNICE AUTODROMO: SAMOLINE 85500502  
COLORIFICIO SAMMARINESE SA (Mathew Vagnini)  
Via del Camerario 7 - RSM-47891 Falciano  
Repubblica de San Marino  
Tel: (+378) 05 499 05 515  
Fax: (+378) 05 499 08 453  
export@colsam.com

### DETERGENT

The Promoter must provide some containers of detergent (total capacity = 10 litres); this detergent must be able to quickly dissolve the mixture of oil/fuel/filler. Such detergent must be a mild general purpose detergent containing:

- No less than 25% Sodium Laureth Sulphate.
- 5-15% cationic surface active.
- No more than 5% silicates.
- No more than 5% agent making balanced water (neither too hard nor too soft).
- 5-15% inorganic salts.

(A good liquid detergent like the one used for hand washing wool sweaters is suitable for the purpose).

This detergent must NOT contain any alcohol or solvents as this will strip the surface of the "rubber" laid down by the motorcycles and cause a change in traction conditions. Once the detergent has dissolved the mixture, that part of the tarmac must be washed with water.

The use of the above detergent must be only when requested by the Race Director or FIM Safety Officer, Marshals may not use detergent on the track surface without permission.

### ABSORBENT MATERIAL

Each Marshal post must be equipped with absorbent material to remove liquids from the track surface. The following two types of material are mandatory at each marshal post:

Absorbent pads (or at minimum, paper towels) to absorb liquids from the track surface. These may be applied immediately by Marshals at their own discretion to remove liquids from the track surface as soon as possible after an incident.

Absorbent powder "Sorb&Go2 Universal Absorbent" (details and suppliers available from the FIM Safety Officer). This product and any other absorbent powders may ONLY be applied with the express permission of the FIM Safety Officer or Race Director. Marshals may NOT apply these to the track surface without permission.

## GRAVEL BEDS

The surface of the gravel beds must be completely flat without undulations.



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One week prior the Event (not before), the gravel beds must be ploughed with a harrow machine in order to remove all debris and stones of a diameter superior to the grains.

## DRAINAGE SYSTEM

A proper drainage system must ensure that the Race Track, Pit Lane, verges, run off areas and gravel beds are cleared of any surface water.

All the required drainage channels at the sides of the Race Track and between the verge and the first line of protection should be installed in such a way that the covers do not represent any step or bump for the motorbikes and riders that have lost the racing line.

The complete drainage system will have to be checked one week before the Event in order to ensure that there are no obstructions.

## PROTECTIVE DEVICES

### AIRFENCE SAFETY SYSTEM

The required meters of Airfence protective device and their distribution will be decided by the FIM Homologation Report.

#### ➤ **HANDLING & ACCIDENT PROCEDURE**

The Airfence Safety System is an air inflated safety crash barrier, which is positioned on the circuit as secondary protection in accordance with the "FIM Standards for Road Racing Courses" and is designed to absorb the impact of the rider(s) without recoil.

The Airfence is a modular system constructed from heavy duty materials; each module can be locked together to form any desired length of safety barrier.

The following instructions are thought to assist the Track Marshals in the general handling and procedures during the Event. The Marshals are advised to observe two main procedures when handling the Airfence:

#### ➤ **DO NOT OVER INFLATE!**

The Airfence is a low pressure air structure fitted with pressure relief valves to ensure correct operating pressure is maintained.

#### ➤ **DO NOT DRAG THE AIRFENCE ON THE GROUND!**

The Airfence is an air inflated safety barrier and dragging will cause damage to the material and reduce the life expectancy of the product.

#### ➤ **AIRFENCE INSTALLATION**

First of all, the Airfence System should be positioned adjacent to the corner ready for installation. Inspect the corner position for debris and remove all sharp objects. Roll the Airfence module out with the front face to the top (each module is marked showing front to the circuit rear to the wall). The Airfence is fitted with inflation valves for each of its air chambers. Remove cap on the rear chamber and inflate with air pump supplied, repeat inflation procedure for front chamber and position Airfence upright. Repeat the inflation procedure for each of the Airfence modules to be installed at the corner. Starting with the first module, lift into position against the wall and repeat for each of the Airfence modules until the line of protection is covered. Please note that each Airfence has a 45 degree off-set that inter-locks each of the Airfence Modules, ensure that the Airfence modules have no gap between each module and using the 6 safety straps 'lock' each module to the next. [\(SEE AIRFENCE\) PAGE 71](#)

#### ➤ **MARSHAL ACCIDENT PROCEDURE**

In case that a rider/machine impacts into the Airfence, make sure the rider is safe and evacuate him if possible. Then remove the motorcycle from the Airfence to reduce heat and fire damage.

The Airfence System needs to be observed for obvious damage and this needs to be reported to the Race Control as per accident procedure. If the Airfence requires repair, lift the Airfence module back against the wall using the safety straps and 'lock' the Airfence modules together again. It has to be ensured that there is no gap between any of the Airfence modules and that it is positioned against the wall/tyres ready for the next accident.

If the Airfence System has been damaged, a report to the Clerk of Course requesting inspection needs to be done and the Airfence personnel will inspect and repair and/or replace as required.

## DORNA ADVERTISING

Once the advertising set up of the Race Track is completed, the FIM Safety Officer, in consultation with the IRTA Rider's Representative, is the sole decision maker on the position of the advertising as far as safety is concerned.



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The Clerk of the Course, the Race Director and the FIM Safety Officer will check that the advertising does not affect the security. Once this issue has been granted, nobody (marshals, doctors, photographers...) will be allowed to stand in front of the advertising signs, unless for an emergency intervention.

### SET UP AND DISMANTLING

On Sunday prior to the Grand Prix weekend the Race Track must be cleared of any advertising in order to allow the Dorna advertising crew the set up of the advertising supports along the Race Track.

The Circuit / Promoter must ensure that the Dorna advertising trucks have full and easy access to the Race Track and, should it be necessary, the Circuit / Promoter will give to the Dorna representative a set of keys of the gates that give access to the Race Track. The Circuit / Promoter must inform the security service that the Dorna personnel and vehicles may have free access to the Race Track either during the day or at night. Set Up process will continue until Thursday afternoon of the Event. Adjustments and modifications could be carried during the weekend after practices.

Dismantling will start on Sunday after the last official activity on the Race Track and it will be completed on Monday morning if there are no major issues with the weather conditions.





## G2.PIT LANE

### SIGNALLING PLATFORM

A platform for teams and marshals signalling must be built between the Pit Lane and the verge at the Race Track edge. This platform will be used by the Teams to install their canopies. This temporary set up will be the main information point during practices and race for all the team personnel. It will also be the only point of contact between the rider on the track and his team during all sessions.

This platform should respect the following minimum dimensions:

- Width of the verge Track side (2 meters).
- Width of the platform (minimum 1,5 meters).
- Length of the platform (It should cover all the Pit Boxes and it should be extended 25 meters at the Pit Entry side and another 25 meters at the Pit Exit side).
- Level of the ground in the lane (35cm higher than the Pit Lane asphalt level).
- Protective concrete wall - Pit Lane Wall (high 1 meter above ground of the platform)
- Thickness of concrete wall (25cm).

A protection barrier of 65 cm in height is necessary between the platform and the Pit Lane. There must be openings of approximately 80 cm, located at a maximum of every 25m.

There must be two openings of at least 2 m wide in the wall and in the whole infrastructure of the signalling platform. One of these openings must be located at the level of the Start / Finish Line. It is indispensable that this passage is fitted with a sliding door which must be joined to the wall.

[\(SEE PIT WALL\) PAGE 72](#)

### PIT LANE WALL

#### REQUIRED FACILITIES

##### ➤ *ELECTRICITY*

There should be a minimum of thirty low amperage 220v double electricity outlets (schuko), evenly spaced along the Pit Wall (it is recommended that every outlet has its own trip switch- 16A / 300mA).

We highly recommend installing an U.P.S system in order to protect the power supply in this area.

##### ➤ *TV SIGNAL*

The signalling wall should be cabled in order to allow Teams to receive the TV/Timing feed in their canopies at the signalling wall (two RF outlets close to every electricity outlet).

##### ➤ *CABLE TRAY*

It is highly recommended to fit out a cable tray along the complete Pit Wall for the temporary cabling installations from Dorna /IRTA and Teams: Canopies, Red lights, Speed loops, Photoelectric Cell, Finish Line cameras, Jump Start Cameras, weather station

#### DEBRIS FENCE

It is highly recommended the installation of a debris fence on the Pit Wall for protection of the people working in the signalling platform and Pit Lane areas. The structure of this fence should be divided in sections (gaps) from where the teams are able to show the info panels to the riders.

[\(SEE DEBRIS FENCE\) PAGE 72](#)

#### LAP COUNTER

Electronic lap counter above the Pit Wall at the Finish Line and linked with the official Timekeeping service, has to be installed for rider info during practices and races.

### PIT LANE ENTRY

A white line must be painted across the Pit Lane entry where the pit entry detection loop is installed. The exact location will be decided by the FIM inspector during the homologation of the circuit. Dorna will place 60 km/h speed limit boards on both sides of the Pit Lane entry white line.

### PIT LANE EXIT

The Pit Lane exit must be controlled with a set of lights. The lights sequences that will be needed are steady red light, flashing blue light and steady green light. [\(SEE PIT EXIT LIGHTS\) PAGE 73](#) A continuous white line must be painted across the Pit Lane 10 m before the lights. Dorna will also install 60 km/h speed limit boards at the pit exit white line at the location of the pit exit lights.

The exact location will be decided by the FIM inspector during the homologation of the circuit.

The end of the pit exit road, where it joins the track, will be defined by a broken white line (dotted line). The exact location will be decided by the FIM inspector during the homologation of the circuit.

### STARTER'S ROSTRUM

The starter's rostrum has to be located at approximately 50 meters after the Start Line. A structure of at least 1.5m higher than the signalling platform, surrounded by a handrail, must be installed. This structure must be built so that the Starter can easily see the complete starting grid. The control of the starting lights must be made from here. The starter's rostrum must be equipped with 2TV monitors (minimum 1 monitor) to display the Dorna Timekeeping data pages. Access to this platform is strictly reserved for the Starter and, possibly, his deputy. [\(SEE STARTER\) PAGE 74](#)

### STARTING LIGHT CONTROL

This section refers exclusively to the traffic lights involved in the Starting Procedure of the Race, meaning the red lights on the bridge, on the Starter Rostrum or/and the red lights placed on the side walls of the grid. From 2017, Dorna is going to bring and install a Light Control System which will be plugged to the Circuit System.

For this purpose, the Circuit should prepare the installation of a Control Box with a basic connection of two threads using a switch, where both connected would allow Dorna System to operate the Start Procedure Red Lights, and where one or both threads were disconnected the Circuit System would remain the main control system. [\(SEE STARTING LIGHT LEVER CONTROL\) PAGE 74](#)

#### STARTING LIGHT CONTROL PROVIDED BY THE CIRCUIT

The Starting Light Control System should be located in the Starter's Rostrum. The Starting Light Control should be with a lever and not with push-button [\(SEE STARTING LIGHT LEVER CONTROL\) PAGE 74](#)

The Starting Light System operated from the Starter's Rostrum must have a separate switching circuit, independent from any connected with Race Control.

The only lights sequences that will be needed for the Starting Lights are the following:

Steady Red Lights on or off: To indicate the start of the race.

Flashing yellow lights are no longer used in GP Operations.

\*The electrical line for the whole system including starting lights and controls should be protected with an U.P.S.

#### STARTING LIGHT CONTROL PROVIDED BY DORNA

The Dorna Starting Light Control System is a new apparatus installed and plugged by Dorna to the Circuit Starting Light System; the system would only affect the Red Traffic Light used for the Starting Procedure of the race.

The basic idea of the project is to have the same activation system for all the races (our system will include different options depending on the specifics of the race), leaving the Circuit Starting Light Control as back-up.

### SPEED CONTROL SYSTEM

Several induction loops along the Pit Lane will be required in order to control the speed. Dorna Timekeepers will install and prepare the system to leave them permanently for future events. In case the circuit re-asphalt the Pit Lane before the MotoGP™ Event, Dorna Operations Department should be informed in order to arrange the required personnel and material. (Please, check Data Processing and Timing Manual for more information).

### G3. PADDOCK

The Paddock area should be a secure asphalted area of approximately 40,000 square meters excluding Pit Box Building, TV Compound, Medical Centre and any other Paddock facility. This area will be exclusively used to park and install team, organization and supplier vehicles/units. Dorna/IRTA will determine the location and boundaries of the Paddock area.

An adequate supply of electricity, water, drainages, telephones, cabled TV picture and results feed should be available. Should specific areas not have adequate supplies, the organiser should arrange to have temporary facilities installed to meet the demands of Dorna and IRTA.

On the Weekend before the Event, the Paddock should be cleaned; all electric and water points operative and drains jetted and cleared of debris.

All temporary installations should be completed, checked and fully operational no later than 18:00h on Monday before the Event. Should it be so required, temporary electric and water installations may need to remain operational until Tuesday 08:00h after the Event, or until such time as advised by Dorna/IRTA.

#### PADDOCK OPENING

The Paddock area should be available from the Saturday one week prior to the Grand Prix for Dorna / IRTA staff to begin erecting their Paddock units. Should the circuit have an event taking place during that weekend they should make arrangement for the area to be occupied by the Dorna / IRTA vehicles to be cordoned off and free from obstruction. This area should also have the water and electric supplies working and available for use.

During Sunday and Monday of the week prior to the Grand Prix, Dorna / IRTA may admit key vehicles into the Paddock that have an extensive build up. These vehicles will be agreed with the circuit prior to the Event.

At least 3 weeks prior to the Event Dorna/IRTA will inform the Circuit / Promoter about the specific areas in the Paddock that will be used by Dorna/IRTA.

From 9:00h on Monday before the Event, vehicle security-control at the Paddock gates should be fully operational to ensure that private cars and other non-allowed vehicles do not park in the Paddock. To make sure that the truck parking inside the Paddock is not delayed a Tow Truck service must be available from Tuesday 12:00h until Thursday morning. Following that time the tow truck will be required in the parking area.

Only team units (hospitalities, working trucks, motor homes) will be allowed in the Paddock Area during the G.P. Any kind of temporary structure from the Circuit / Promoter should have the approval from Dorna in advance.

The Paddock will be open to the vehicles of the MotoGP™ hospitality units at 15:00 on the Monday of the Event week. The MotoGP team trucks and tyre company parking process will commence at 15:00h on the Tuesday of the event week with the motorhomes of the MotoGP™ class starting at 16:00h.

The remaining vehicles from Moto2™ / Moto3™ will be admitted to the Paddock commencing 09:00h on the Wednesday of the Event week.

All vehicles entering the paddock will be under the control of IRTA / Dorna staff who will give vehicles an admittance sticker at the designated time for them to enter. Circuit security will be provided with a sample of the admittance sticker for recognition purposes.

All the activities inside Paddock Area during the GP will be under control of Dorna.

#### REQUIRED FACILITIES

One month before the Race, Dorna/IRTA will send the Paddock Allocation plan where the Circuit/ Promoter will find all the specifications related to Pit Boxes Distribution, Electrical Outlets Needs, Water Points Needs, RF outlets and required fencing. [\(SEE PADDOCK PLAN\) PAGE 75; \(SEE PADDOCK AREAS\) PAGE 76](#)

In case of an Official Dorna Support Race, Dorna Operations Department will contact the Circuit / Promoter in order to arrange the requirements for the Support Race Paddock.

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### ELECTRICITY OUTLETS

Electrical outlets in the Paddock have to be connectors Schuko 16A/one phase, connectors CEEform 16A/one phase – 32A/three phases - 63A/three phases. [\(SEE ELECTRICITY BOX\) PAGE 77](#)

Paddock vehicles generally use a standard CEEform 32A (3 phases) or 63A (3 phases) and a limited amount of standard Schuko or CEEform 16A (single phase).

The minimum totals of electricity in the following areas must be:

	KW	220v(16A)	380v(32A)
Teams Working Area	650	25	60
Service Companies	375	20	40
MotoGP™ Hospitality	675	25	70
Moto2™ /Moto3™ Hospitality	500	25	50
MotoGP™ Motorhomes	250	10	25

### TV SIGNAL

One RF outlet with a connector F has to be installed for every truck in the Paddock Area. [\(SEE SPLITTER RF\) PAGE 79](#) Every outlet should be a 70db minimum.

Teams Working Area	60
Service Companies	30
MotoGP™ Hospitality	35
Moto2™/Moto3™ Hospitality	25
MotoGP™ Motorhomes	25

### WATER POINTS

One outlet with a hose connector has to be supplied for every truck. [\(SEE WATER OUTLET\) PAGE 79](#)

Teams Working Area	60
Service Companies	30
MotoGP™ Hospitality	25
Moto2™ / Moto3™ Hospitality	25
MotoGP™ Motorhomes	25

### DRAINAGE

A proper drainage system has to be distributed along the Paddock area. The sewage must be evacuated and the hospitality units will extend their pipes to the main drainage channel. [\(SEE DRAINAGE\) PAGE 80](#)

### TELECOMMUNICATION LINES

Several telecommunication lines will be installed in this area during the Event, the types of lines will be:

- IDD lines – 56 Kbps (standard lines)
- ISDN lines – 128 Kbps (digital lines) – 2 x 64 Kbps
- ADSL lines – 512 Kbps upload / 2 Mbps download minimum (asymmetric)
- XDSL lines – 2 Mbps upload / 2 Mbps download (symmetric)

### TOILETS

The Paddock should have adequate toilet facilities for male, female and handicapped (35 men and 15 women, both including for handicapped people). These toilets should have a cleaning and maintenance service during all day.

All toilets must be continuously supplied with appropriate quantities of toilet paper, soap and disposable hand towels. Bins for the disposal of waste must be provided and regularly cleaned and emptied.



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A high level of tidiness should be maintained in the toilet facilities at all times.

### SHOWERS

Minimum of 25 men and 10 women hot and cold water showers will be needed for all the workers involved in the MotoGP™ Paddock. All showers must be continuously checked to maintain a good level of cleanliness.

### FENCING

The Paddock area should be surrounded with a high fence of about 2 meters. This fence should be covered in a suitable plain banner material to prevent unauthorised access at all times.

The precise location of the gates, together with the overall dimensions of fenced area will be specified in the Paddock Allocation Plan that will be sent to the Circuit in advance. [\(SEE FENCING AREA\) PAGE 104](#)

### PADDOCK SERVICES MAINTENANCE STAFF

The Circuit / Promoter should study carefully the real needs of the Event related to the Paddock facilities to arrange the best workers distribution in order to guarantee a good level of all services. Circuit Maintenance Director will be the main contact for Dorna/IRTA to request the attendance of Plumbers, Electricians, Cleaners and all other maintenance staff.

## CLEANING SERVICES

### RUBBISH CONTAINERS AND RECYCLE BINS

Throughout the Event the Paddock should be kept clean with a full waste disposal service and being recycling bins strongly recommended. All bins should be located at the rear of each hospitality unit, and the rubbish collection between 08:30h – 17:30h should be carried out by cleaning patrol on foot.

360 litres size bins are recommended for an easier collection, and the suggested number of units is:

- MotoGP™ Hospitality: 3 waste and 3 recycling bins
- Moto2™ and Moto3™ Hospitality: 2 waste and 3 recycling bins
- Severino & Son Hospitality: 5 waste and 5 recycling bins
- Race Trucks: 1 bin alternating waste and recycling between every team
- Paddock: 1 waste every 20 metres on alternating sides on road

If the Circuit requires to access the Paddock area with a garbage truck or any other kind of vehicle for the rubbish collection, the exact times and routes will have to be agreed in advance.

High volume disposal units should be placed in the hospitality area at locations designated by IRTA / Dorna. [\(SEE CLEANING SERVICES\) PAGE 81](#)

### USED COOKING OIL CONTAINERS

It is recommended to provide oil collection containers behind the hospitality units, ideally 1 container should be placed every 4-5 hospitalities.

### WASTE OIL CONTAINERS

The waste oil containers must be placed in the pits and the Paddock from Monday prior the Event to Tuesday after the race week (8 narrow apertures 200 litres drums spaced evenly along the back of the working area are acceptable). [\(SEE CLEANING SERVICES\) PAGE 81](#)

A cleaning patrol on foot will have to go around the Paddock area in order to detect if there are critical situations where a disposal service vehicle is required to enter between the restricted periods.

## MotoGP™ CLASS MOTORHOME AREA

The perimeter formed by the area enclosing the motor homes belonging to the MotoGP™ class riders, in exclusive, will have to be closed with a mixture of high and low fence as specified by Dorna / IRTA in order to prevent unauthorized passes access.

Two security guards will be controlling the access to this area with the following schedule:

- Friday from 8:00h to 22:00h



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- Saturday from 8:00h to 22:00h
- Sunday from 8:00h to 18:00h

This schedule could be modified depending on the final races time schedule of the Event.

All permanent passes are allowed in this area. Worker and Media one event passes are allowed in this area also. Only one event premium passes with the (MH) special sticker on the back will be allowed in this area.

No bibs are allowed in this area.

## HOLDING AREA AND PARKING BETWEEN EVENTS

From the Monday of the Event week vehicles associated with the teams and service companies of MotoGP™ to start to arrive in the vicinity of the circuit. Dorna / IRTA will ask the circuit to help locate a designated secure area away from the Paddock where these vehicles can park prior to admittance. The size of the Holding Area will vary on an event by event basis, but in theory needs to be an area that is able to accommodate a minimum of 75 articulated vehicles, in such a way that they can exit as called to do so by a member of Dorna / IRTA (approximately 9,000 Sq m).

It is suggested that as many of the drivers stay in the vehicles, five chemical toilets are provided in the vicinity of the Holding Area which can be removed when the Holding Area closes, as specified below.

Dorna / IRTA may also request the assistance of the circuit to provide security staff and to assist with the control of vehicles during movement between the Holding Area and Paddock.

The Holding Area should be in operation from 09:00h on the Monday of the Event week through to 12:00h on the Wednesday of the Event, unless a prior agreement is made with Dorna / IRTA.

### PARKING BETWEEN EVENTS

At events where there is an overseas race the following weekend, Dorna / IRTA will request the circuit assist in finding a secure area where teams and service companies may park vehicles until such a time as they may realistically be retrieved following the overseas Event.

Also on occasions when there is a break between events, circuits may be asked to assist with the parking of some vehicles. In each instance Dorna / IRTA will advise the circuit as to the approximate number of vehicles involved and the space required.

## PADDOCK MEDICAL AND FIRE FIGHTING SERVICES

When the Paddock is occupied there must be an adequate medical and firefighting service available to all riders, teams, manufacturers, sponsors, service companies, officials, FIM, Dorna, IRTA, etc.

At minimum the services must be available from 08:00h – 18:00h on the two days (Sunday and Monday) prior to the "setting up of teams day", and on a 24 hour basis for the remainder of the Event, ending at midnight on the day after race day.

### CLINICA MOBILE

For many years the Clinica Mobile and its personnel has attended FIM World Championships Grand Prix events and has gained a considerable reputation among riders and support staff. The Clinica Mobile has treatment facilities and its staff have considerable experience in treating riders' injuries and illness. Many riders prefer treatment by the Clinica Mobile staff to treatment by others. The parties involved in FIM GP World Championships fully support the Clinica Mobile staff and the Clinica Mobile will be in attendance at events with the full cooperation of event organizers and CMOs.

The Clinica Mobile staff will treat those riders who wish to be treated by them only after they have been seen by the CMO or their nominated deputy. The CMO should declare riders medically fit or unfit as normal, after which they may go to the Clinica Mobile if they wish. The Clinica Mobile staff will give a medical report to the CMO, the MotoGP™ Medical Director and FIM Medical Officer after assessment and treatment. A rider who has been declared medically unfit to compete, who after treatment by the Clinica Mobile staff then wishes to race, must present himself back to the CMO for re-examination.

The Clinica Mobile Truck will arrive on Monday of the GP in order to set up their temporary structure. [\(SEE TRUCK MOBILE\) PAGE 83](#)

In order to be able to carry out their job, the Circuit / Promoter should provide the following facilities:



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### ➤ TECHNICAL REQUIREMENTS

One 32 amp electrical outlet (380v three phases).  
One Water Point.  
One RF outlet with a connector F (TV signal).

### ➤ CLINICA MOBILE POSITION

The best location for the Clinica Mobile truck will be next to the Medical Center Area. We recommend having a separate access for the Clinica Mobile truck in order to avoid interferences with logistics of the Medical Center, especially during emergency situations.

## Paddock Lighting

The whole Paddock must be adequately illuminated at night.

## Water Truck

From Wednesday at 8:00h to Sunday, an emergency water tanker (water pump) will be ready in case there is any failure in the drainage system of the Paddock.

## Security

Access to the Paddock Area will be strictly controlled by Bar Code Scanner System provided, installed and maintained by Dorna personnel. [\(SEE ACCES CONTROL TERMINAL\) PAGE 84](#)

The system will be installed, tested and operational by the Thursday prior to the Event.

The Circuit / Promoter will be requested to provide sufficient Security Personnel to activate the Bar Code Scanner System and ensure that unauthorised access is prevented. On Thursday it will be held a meeting between Dorna responsible and the Security Company in order to brief the pertinent security staff about how to use the bar code scanners and all the required operations involved in the control pass system.

Dorna Operations Department will inform the Circuit / Promoter of the exact location of Bar Code Scanner in the Paddock, as well as the required security staff at each point 3 weeks in advance of the Event.

(Please, check Security Manual for more information).

## Premium [PERMANENT] Pass and Guest Pass Viewing Area

The Circuit/ Promoter should provide a convenient viewing area from where the Premium Pass and guest pass holders will follow the Race Track activity during the GP weekend.

1000 grandstand seats should be provided for the MotoGP™ premium pass holders attending to the Event.

At the Circuits where there is no possibility to have a clear view of the Race Track from the Paddock area, the Premium pass and Guest pass holders should be admitted at the public standing viewing areas.





### G4.PIT BOXES & SERVICES FOR TEAMS WITHOUT BOX

The allocation of Team Garages will be determined exclusively by Dorna / IRTA and the Circuit / Promoter should provide IRTA with the maximum number of pit garages.

On Tuesday prior to the race the Circuit / Promoter must hand over to IRTA two sets of garage keys to be given to the Teams. IRTA will give back the complete set of keys to the Circuit / Promoter at the end of the Event.

Each garage should be clean and empty of any equipment on Tuesday before the Event at 8:00h. [\(SEE BOX PLAN\) PAGE 85](#)

At the majority of European circuits there is insufficient pit box space to accommodate all the entries and therefore Dorna / IRTA make arrangements for an outside contractor to build tents in a suitable location within the paddock. Whilst the organiser does not need to place any of the pit box facilities as mentioned below inside the tents, they have to ensure that there are suitable supplies in the vicinity of the tents so that the teams can obtain approximately the same services as they do in a pit box.

In addition to the facilities below, the circuit will also be required to provide enough low level fence to make a clear roadway from the location of the tents for the Teams Without Pit Boxes to the Pit Lane. (Dorna / IRTA will advise the quantity of fence required at the same time as the paddock plans are produced).

### PERMANENT AND TEMPORARY BOXES

#### REQUIRED FACILITIES

##### ➤ **SIZES**

The Minimum Pit Box size should be 12 meters long by 6 meters wide.

##### ➤ **ELECTRICITY REQUIREMENTS FOR PIT BOXES AND TENTS**

The minimum outlets required inside each garage must be:

6 x 220 volts outlets capable of bearing a 16 amp. load.

1 x 380 volts outlet CEEform 32Amp.(3 phase + neutral + earth).

In the back side of the garage, at the Paddock side, will be required:

2 x 380 volts outlet CEEform 32Amp.(3 phase + neutral + earth).

2 x 220 volts outlets capable of bearing a 10 amp. load.

The Teams Without Pit Boxes require access to a minimum of:

2 x 220 volts outlets capable of bearing a 16 amp load

2 x 380 volts outlets CEE form 32 Amp (3 phase + neutral + earth). This covers both their pit box needs and the connection of their working vehicle.

Good quality lighting to allow team work inside the garage with the doors closed, and one fluorescent light outside at both sides of the garage, Pit lane and Paddock. [\(SEE CEEform\) PAGE 78](#) The Tents contractor will provide lighting for the Tents and in order to do so will require access to 1 x 380 volts outlet form 32 Amp (3 phase + neutral + earth) per three tents.

We highly recommend installing a U.P.S system in order to protect the power supply in this area.

##### ➤ **TV SIGNAL**

Each garage/tent should have cabled outlet for TV/Timing feed (two female RF outlets per garage). With a minimum quality signal (70db), and one RF outlet outside the garage at Paddock side for the truck. [\(SEE SPLITTER RF\) PAGE 79](#)

##### ➤ **WATER POINTS**

Water outlet in a hand basin inside each garage.

Water outlet outside each garage / in the vicinity of the tent at the Paddock side.

##### ➤ **DRAINAGE**

Drainage will be necessary outside the Pit Box at the Paddock side and in the vicinity of the tents. [\(SEE DRAINAGE\) PAGE 80](#)

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### ➤ *TELECOMMUNICATION LINES*

Several teams may require IDD, ISDN, ADSL lines in the garage/tent. The Circuit / Promoter must ensure that it will be possible to install these lines inside the pit boxes/tents.

### ➤ *COMPRESSED AIR*

Each Pit Box should be equipped with Compressed air supply.

### ➤ *FIRE FIGHTING*

Each Pit Box / tent must be equipped with Fire Fighting Equipment.

### ➤ *AIR CONDITION*

Depending on the weather condition of each country, the Circuit / Promoter can be requested to equip the pit garages with an adequate air condition and heating system.

## TECHNICAL CONTROL AREA

One Pit Box adjacent and preferably with direct access to the Podium area, will be allocated to IRTA for scrutineering purposes. This garage will be for the exclusive use of the Technical Control Marshals and the IRTA Technical Director and must not be used for any other purpose without the prior approval of Dorna.

[\(SEE TECHNICAL CONTROL AREA\) PAGE 86](#)

### REQUIRED FACILITIES

#### ➤ *SIZES*

The Minimum Pit Box size should be 6 meters long by 6 meters wide.

#### ➤ *FURNITURE*

10 chairs

3 tables

2 TV monitors 21" with remote control and connected to the RF signal.

#### ➤ *ELECTRICITY REQUIREMENTS*

1 x 380 volts outlet CEEform 32Amp.(3 phase + neutral + earth).

4 x 220 volts outlets capable of bearing a 10 amp. load.

#### ➤ *TV SIGNAL*

The technical garage should have cabled outlet for TV/Timing feed (two female RF outlets), with a minimum quality signal (70db). One TV screen 21" minimum will be located in this area. [\(SEE SPLITTER RF\) PAGE 79](#)

#### ➤ *WATER POINTS*

Hand basin with water supply inside each garage.

#### ➤ *TELECOMMUNICATION LINES*

We may require IDD, ISDN, ADSL lines in the garage. The Circuit / Promoter must ensure that it will be possible to install these lines.

#### ➤ *COMPRESSED AIR*

The Technical Box should be equipped with Compressed air supply.

#### ➤ *FIRE FIGHTING*

The Technical Box should be equipped with Fire Fighting Equipment.

#### ➤ *AIR CONDITION*

Depending on the weather condition of each country, the Circuit / Promoter can be requested to equip the Technical Control Area with an adequate air condition and heating system.

#### ➤ *MOTORCYCLE STANDS*

It is recommended to have motorcycle stands available for recovered motorcycles returned to the Technical Control area.



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[\(SEE MOTORCYCLE STANDS\) PAGE 128](#)

### TECHNICAL CONTROL REQUIRED STAFF

➤ **TECHNICAL CONTROL ASSISTANTS**

8 technical control assistants will be needed to take care of the motorbikes checks.

➤ **TYRE CONTROLLERS**

14 Tyre Controllers will be needed for tyre checking procedures.

➤ **WORKING SCHEDULE**

Wednesday:

6 - 8 Tyre Controllers will be required on Wednesday from 10.30am to approximately 5pm to assist with tyre allocation.

Thursday:

8 Technical Control Assistants to take care of motorcycle checks, from 10am to 5pm.

Friday, Saturday, Sunday:

6 - 8 Technical Control Assistants to perform motorcycle checks, plus 14 Tyre Controllers for tyre checking procedures, from 8am to 5pm.

The technical controllers/scrutineers must be provided with ear protection defenders.

[\(SEE EAR DEFENDER\) PAGE 87](#)



### G5.RACE CONTROL

Race Control will be the centre of race management and direction during the course of the Event. A proper Race Control must be spacious enough to hold (approx.120m<sup>2</sup>), in a comfortable manner, 20 working officials (National and International) including the relevant furniture and technical equipment.

Race Control has to be located in a permanent facility preferably at the ground floor of the Pit Box building, with direct access to the Pit Lane and as close as possible to the start line.

#### REQUIREMENTS

##### AIR CONDITIONING

Adequate air conditioning / heating system (The temperature must be around 21-23°C).

##### FURNITURE

Comfortable chairs and large desks will be necessary for all the officials working in this area.

##### TOILETS

Toilets are necessary close to this area, it is important to keep this service in optimum conditions.

##### TECHNICAL EQUIPMENTS

###### ➤ **CCTV / RECORDING SYSTEM**

Circuit Closed TV screens with all the track CCTV cameras with a recording system. Each screen of the independent CCTV must be connected to a recorder system (VCR / DVD / Recording Server) at the Race Control. Each CCTV screen should be labelled with the Camera number and Turn number corresponding to that screen.

One operator for the Video Signal receiver will be controlling the framing and the zoom in and zoom out from all the CCTV cameras along the Race Track.

Large HD screen(s) will be required to show all incidents in detail or to show separately those images that Race Direction members decide to replay.

Additional TV monitors (minimum 4, preferably 6) should be available to display the official Timekeeping and Data pages transmitted by Dorna. These should be positioned to be visible by all Race Control staff, and may be in a different location to the main CCTV video wall if necessary.

###### ➤ **RADIO COMMUNICATIONS**

Frequency Control system to interconnect the Race Control Room with the following Race Track services: Race Track Marshals, Scrutineering, Medical services, Recovery Bikes service, Security, Moto Taxi services and Race Track maintenance service. All track-side personnel connected with the Race Control by radio should have head-sets to avoid noise interference. To avoid any interference among different services, at least 8 different frequencies must be provided.

###### ➤ **UNINTERRUPTIBLE POWER SYSTEM**

It is compulsory to protect the mains from this room with an Uninterruptible Power System 0,0s (ON LINE). An audible warning must be installed in this room to indicate when the U.P.S begins to operate, in addition, the system should specify the remaining time of autonomy.

###### ➤ **CONTROL OF RED LIGHTS ALONG THE TRACK**

If the circuit is provided with red lights (same meaning as the red flag) along the Track, the lever or the push-button control to switch-on these red lights must be located ONLY at the Race Control and NOT at the marshals posts along the Track.

###### ➤ **CABLES**

The Circuit / Promoter will have to provide a patch panel with several cable connections between the Data Processing Control truck (DPC) at the Paddock and the Race Control. The best position for the Patch Panel inside the Race Control room will be near the working tables of the International Race Direction. (SEE PATCH PANNEL POSITION) PAGE 88

(Please refer to the Data Processing and Timing Manual for detailed explanation of the cables and connections required)

### INTERNATIONAL RACE DIRECTION

10 working desks (minimum 1.2m x 0.8m) will be required to accommodate all members from the International Race Direction and the Dorna technicians:

- Race Director
- Deputy Race Director
- FIM Safety Officer
- Dorna Representative
- Medical Director
- FIM Medical Officer
- Dorna Safety Advisor
- Dorna RC systems operator
- FIM MotoGP Stewards (2 persons)

Additionally, a separate working station should be prepared in order to install the joystick and monitor where the starting grid rows will be displayed for the Jump Start Control.

For the ideal distribution of the working places inside the Race Control room [\(SEE RACE CONTROL PLAN\) PAGE 89](#)

#### DORNA RACE CONTROL SYSTEMS

Dorna technicians will install a main control unit where all signals generated by Dorna TV Department for the Event will be available for international race direction decision making.

Dorna technicians will have to prepare a temporary optical fiber installation for intercom and data transmission between the TV Compound and the Race Control room. Cable access and clear unobstructed run from the TV Compound to this room have to be foreseen.

#### DORNA JUMP START SYSTEM

Dorna technicians will install a Jump Start control system in Race Control. [\(SEE RECORDING SYSTEM\) PAGE 90](#)

This system consists in a digital recording system linked with cameras that are placed in each row of the starting grid.

### PERSONNEL

#### CLERK OF THE COURSE

The Clerk of the Course or his deputy (holders of FIM Superlicence) must always attend the Race Control during practices and races.

The Clerk of the Course is responsible for communicating every order to the Track and Pit Lane Personnel (marshals, ambulances, pick up vans, motor taxis etc.).

Two key Officials who work independently but under his direct control assist the Clerk of the Course:

Chief of Communication and Timetable Official.

#### CHIEF OF COMMUNICATIONS

All orders concerning the majority of tasks done by the Track and Pit Lane Marshals and Medical Service personnel must be given by the Chief of Communications, who will remain permanently in the Race Control; in other words, no Marshal or Medical service personnel is allowed to abandon his place or use flags, lights, boards, cars, ambulances etc., without the previous order coming from the Chief of Communications.

#### TIMETABLE OFFICIAL

The Timetable Official, who will remain permanently at the Race Control, must give the proper orders (via walkie-talkie) to the relevant Marshals to ensure that the Event Timetable (Minute by Minute and Start Procedure) is being perfectly followed.

No marshal along the Track, in the Pit Lane or at the Finish Line can change the timetable through his own initiative. Every marshal must act after receiving the order from the Timetable Official.

From our experience, we prefer two different people (One Chief of Communications and one Timetable Official) dealing with these two different tasks because at many times their tasks may overlap, i.e.:

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If an accident happened 4 minutes before the end of the practice, the Chief of Communications would have to concentrate all his attention on that accident (marshals, doctors, ambulance, flag marshals, etc.) and thus would be unable to give the order to show the boards 3-2-1 and the chequered flag at the right moment to the Finish Line Marshals.

This is why we need an especially appointed Timetable Official to monitor and manage the timetable communicating the proper orders to the marshals.

In the following cases the Track personnel must act on their own initiative and inform the Race Control:

- Use of the yellow flag
- Use of the blue flag
- Use of the green flag
- Use of the oil flag
- Use of the rain flag
- Intervention on the Track of the Marshals in case of an accident
- Intervention on the Track of the ground post Medical personnel
- Intervention on the Track by the Firemen

### CHIEF MEDICAL OFFICER

For detailed explanation of tasks and responsibilities of the Chief Medical Officer please check FIM World Championship Grand Prix Regulations at section 5-MEDICAL CODE.

At least 30 days before the Event, the Promoter/Organiser must inform (by e-mail) the FIM Medical Officer and/or Dorna Medical Director about the name, address, phone and fax number of the Chief Medical Officer (CMO).

### ACCIDENT/INCIDENT REPORT RESPONSIBLE

Amongst the Race Control a person must be elected whose sole responsibility is to fill in the Accident/Incident Report. This person has to be permanently in touch with the Chief Marshals and doctors along the Track, the Chief Medical Officer and the doctor responsible for the Medical Centre. Immediately after the end of each session of practice, warm-up and race, copies of the report must be given to the Race Director, FIM Medical Officer, Technical Director, MotoGP™ Media Officer. The Secretary of the Meeting (on Thursday) must organise the service of distribution. It is recommended to have a system which displays the Accident/Incident Report on screen as it is being completed in real time, and visible in Race Control. If not, then each entry in the Accident/Incident report must be duplicated on a note and handed immediately to the Race Director. [\(SEE ACCIDENT INCIDENT\) PAGE 91](#)

### EVENT MANAGEMENT COMMITTEE

The management of the Event will be carried out by the Event Management Committee which will comprise the following delegates:

- Race Director
- Technical Director
- FIM Medical Officer
- Clerk of the Course
- Dorna representative
- FIM Safety Officer

The duties of the EMC are:

To receive reports from various officials concerning scrutineering, practices and races.

To make recommendations to the organizer to improve the smooth and efficient running of the Event.

### RACE DIRECTION

Race Direction will comprise the following persons:

- FIM Safety Officer
- Dorna Representative
- Race Director



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The duties of the Race Direction are:

To oversee operational matters to ensure the safe, efficient, and timely running of the event according to the FIM World Championship Grand Prix Regulations.

To refer to the FIM MotoGP Stewards any cases of infringement of the regulations, or cases of Officials or Organisers having been unable to ensure the smooth and efficient running of the Event.

### FIM MotoGP STEWARDS

The FIM MotoGP Stewards are responsible for all disciplinary matters, the imposition of penalties, and the adjudication of protests related to infringements of the FIM Regulations.

### FIM OBSERVERS

FIM may appoint a Technical and/or Medical Observer as well as the required FIM Stewards.

### SECRETARY OF THE MEETING

A secretary with fluent oral and written English, capable of taking notes of all remarks and possible additional requests, is required.

The Secretary of the Event Management Committee, Race Direction and FIM Stewards must:

Be able to speak and type in English.

Type the minutes of the meeting and keep the documentation contents of the trays updated for the Event Management Committee and FIM Stewards (Classifications, Timekeeping Results, Circulars, Minutes, Warning, Weather Forecast, Programme, Poster, etc). For environmental reasons it is recommended to keep paper copies to a minimum, therefore only one complete set of each session's results is required in hard copy in the EMC and FIM meeting room(s).

Submit the typed minutes of each meeting, the morning after the meeting, for signature by the relevant meeting Chairman:

Race Director (Event Management Committee Meeting)

FIM Safety Officer (Safety Meeting)

FIM Chief Steward (FIM Stewards Meeting)

Provide assistance to all Race Control officials.

### OFFICIALS AND PERSONNEL ATTENDANCE

The Officials must be present and available at latest as follows:

- Clerk of the Course: Wednesday at 13:30h
- Chief Medical Officer: Thursday at 10:00h
- Secretary of the Meeting: Wednesday at 13:30h
- Chief of Communication, Timetable Official and Accident/Incident report responsible one hour prior the start of the practice, warm up and race.
- Track Marshals, Firemen, and Medical Staff: one hour prior to the start of practice, warm up, race.
- Technical Control Assistants: Please [\(SEE CHAPTER 4 – PIT BOXES - Technical Control Area\) PAGE 17](#) for required number of assistants and working schedule.

## OTHER REQUEST

### WILD CARD RIDERS

On Thursday at 17:00h the FIM Safety Officer will hold a briefing with the riders competing in the Championship for the first time.

The Organiser must provide a room for that purpose, which may be the office of the FIM Safety Officer (with his approval), this office must be equipped with a TV monitor (42" min) with HDMI connection. Failure to attend the briefing will result in a penalty.

### WEATHER FORECAST

A short and long range weather forecast will be made on Thursday afternoon. Every morning and evening (Friday, Saturday and Sunday), the Clerk of the Course will distribute written copies of the weather forecast to the Event Management Committee and to the MotoGP™ Media Officer. In principle, during the day, the Clerk of the Course must -if requested- be able to maintain contact at any time with a civil or military airport to know the weather forecast at any time.



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An alternative method of receiving up to date meteorological information is to have a laptop in the Race Control connected to the Internet.

### TIMEKEEPING RESULTS

Immediately after the end of the qualifying practices and races the results of the official timekeeping must be signed by the Clerk of the Course (adding the time of the signature) and have to be placed on the official notice board. The Promoter/Organiser must provide a runner on Friday, Saturday and Sunday, to go from the Dorna Data Processing Truck (DPC) to the Race Control.

The Timekeeping results for the Media Centre are always provisional (not signed by anybody) and immediately sent and directly from the DPC to the Media Centre whose staff distribute them to the TV/Radio commentary positions.

### OFFICIAL TIME

The official time of the Event (starting/finish of practices and races) is the time displayed on the Dorna Timekeeping monitors.





## **G6.ORGANIZATION AND OFFICIAL ROOMS**

The Circuit / Promoter must provide, as from Wednesday at 12:00h, the following rooms:

### **EVENT MANAGEMENT COMMITTEE**

Located in the Pit Boxes Building and equipped with:

- Meeting table for 8 people
- 8 comfortable chairs
- 2 TV monitors 21" with remote control (connected to the RF signal) and with VCR/DVD
- Telephone line (direct overseas line) and handset (hands free call).
- WI-FI internet coverage
- 7 office trays with labels (Race Director, FIM Medical Officer, Technical Director, Dorna Representative, Dorna Safety Advisor, Clerk of the Course, FIM Safety Officer) where the secretary of the meeting will put, every day, the documents (classification, programme, circulars, posters, minutes, warning, weather forecast, etc.)
- A refrigerator with soft drinks.
- A lockable cupboard.
- Adequate heating or cooling facilities (between 21°- 24°C).

### **EVENT MANAGEMENT COMMITTEE SECRETARY ROOM**

Located as close as possible to EMC Meeting Room at the Control Tower and equipped with:

- 1 large office desk (with drawers).
- 3 comfortable chairs (on wheels).
- Telephone line (direct overseas line) and handset.
- Wi-Fi internet connection (plus additional ADSL line is optional)
- Photocopy Machine- 40 ppm/automatic stapling/sorter of 6 copies minimum
- Fax Machine (A4 plain paper)
- Adequate heating or cooling facilities (between 21°-24°C).

### **FIM STEWARDS**

Located in the Pit Boxes Building and equipped with:

- Meeting table for 6 people.
- 6 comfortable chairs.
- 2 TV monitors 21" with remote control and connected to the RF signal.
- Telephone line (direct overseas line) and handset (hands free call).
- Wi-Fi internet connection (plus additional ADSL line is optional)
- 3 Office trays with labels (FIM MotoGP Steward, FIM MotoGP Steward, FMNR Appeal Steward) where the secretary of the meeting will put, every day, the documents (classification, programme, circulars, posters, minutes, warning, weather, forecast, etc.).
- A refrigerator with soft drinks
- Adequate heating or cooling facilities (between 21°- 24°C).

### **FIM PRESIDENT**

Located in the Pit Boxes Building and equipped with:

- 1 large office desk (with drawers)
- Meeting table for 6 people.
- 6 comfortable chairs.



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- 2 TV monitors 21" with remote control and connected to the RF signal.
- Telephone line (direct overseas line) and handset
- Wi-Fi internet connection (plus additional ADSL line is optional)
- A refrigerator with soft drinks.
- Adequate heating or cooling facilities. (between 21°- 24°C).

## FIM SAFETY OFFICER

Located in the Pit Boxes Building (as close as possible to the Race Control) and equipped with:

- 1 large office desk with drawers.
- 3 comfortable chairs.
- 2 TV monitors 21" with remote control and connected to the RF signal.
- 1 TV monitors 42" minimum with HDMI connection for Powerpoint presentations
- Telephone line (direct overseas line) and handset.
- Wi-Fi internet connection (plus additional ADSL line is optional)
- A refrigerator with soft drinks.
- Adequate heating or cooling facilities (between 21°- 24°C).

## RACE DIRECTOR

Located in the Pit Boxes Building and equipped with:

- 1 large office desk with lockable drawers.
- 3 executive comfortable chairs (1 on wheels and two guest chairs).
- 2 TV monitors 21" with remote control and connected to the RF signal.
- Telephone line (direct overseas line) and handset (hands free call).
- Wi-Fi internet connection (plus additional ADSL line is optional)
- A refrigerator with soft drinks.
- Adequate heating or cooling facilities (between 21°- 24°C).

## DORNA RACE DIRECTION REPRESENTATIVE

Located in the Pit Boxes Building and equipped with:

- 1 large office desk with lockable drawers.
- 3 executive comfortable chairs (1 on wheels and two guest chairs).
- 2 TV monitors 21" with remote control and connected to the RF signal.
- Telephone line (direct overseas line) and handset (hands free call).
- Wi-Fi internet connection (plus additional ADSL line is optional)
- A refrigerator with soft drinks.
- Adequate heating or cooling facilities (between 21°- 24°C).

## TECHNICAL DIRECTOR

Located as close as possible to the Technical control area and equipped with:

- 1 office table
- 3 comfortable chairs (1 on wheels and 2 guest chairs)
- 2 TV monitors 21" with remote control and connected to the RF signal
- Wi-Fi internet connection (plus additional ADSL line is optional)
- Telephone line (direct overseas line) and handset
- Adequate heating or cooling facilities (between 21°- 24°C)



## G7.PODIUM

### PODIUM DESIGN

#### ➤ *PODIUM PLATFORM*

The ideal dimensions for the Podium platform are 10m wide x 6m.

[\(SEE PODIUM LAYOUT\) PAGE 92](#)

The handrail surrounding the platform should guarantee a clear view from the Pit Lane and Race Track areas in front of the Podium for proper television shot and photographers' pictures. [\(SEE PODIUM STRUCTURE\) PAGE 93](#)

#### ➤ *BACKDROP STRUCTURE*

The Official Backdrop of the Grand Prix will be provided and installed by Dorna staff. The complete structure should be cleaned one week in advance, all stickers and old backdrops should be removed in order to guarantee the proper set up of the Official MotoGP™ Backdrop. The ideal surface of the backdrop structure is wood with a layer of white paint.

For the exact sizes of the backdrop structure. [\(SEE PODIUM DIMENSIONS\) PAGE 94](#)

#### ➤ *WINNER'S DAIS*

This area should be covered in grey or dark blue carpet.

For the exact sizes of the winner's dais. [\(SEE PODIUM DIMENSIONS\) PAGE 94](#)

#### ➤ *ELECTRICITY SUPPLY*

At both sides of the backdrop structure Dorna will install two special inflatable "cava" bottles.

One 220v schuko electrical outlet will be needed for this purpose as close as possible to the backdrop structure.

#### ➤ *WAITING ROOM*

Waiting room for riders and dignitaries should be provided with direct access to the Podium platform, as well as to the Interview Set room.

The following facilities will be required for this room:

- Air Conditioning
- 2x220v electrical outlets
- 2 TV monitors
- 5 visitor chairs
- 1 table

#### ➤ *FLAG ROOM*

Flag room with all the equipment required for the Podium ceremony preparations should be available next to the waiting room.

The following facilities will be required for this room:

- Air Conditioning
- 2x220v electrical outlets
- 1TV monitor
- 1 table

### MASTER OF CEREMONIES

A master of ceremonies will be appointed by Dorna to conduct the entire podium ceremony.

To enable the smooth running of the Podium Ceremony, Dorna Responsible needs to meet with the person in charge of this area no later than Friday to confirm all details; next rehearsal with the trophy hostesses should be scheduled for Saturday afternoon.

[\(SEE PODIUM CEREMONY\) PAGE 95](#)

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### DIGNITARIES

By Saturday at 18:00h, the list of Dignitaries must be handed over to Dorna Responsible.

We strictly request to provide also on Saturday the most accurate information in order to prepare the proper TV graphics and headings.

There should be a maximum of 4 Dignitaries per category to hand over trophies, which are shared between the Promoter, the FIM and the Title Sponsor.

Dorna responsible will inform the person at the Circuit in charge of the podium, whether anybody from the FIM or the Title Sponsor wish to hand over trophies.

### SPEAKER

He will start the ceremony when indicated by Dorna Responsible and will make it as brief as possible.

He should stay to one side trying to avoid camera views at all times. He will be informed by Dorna of where he should stand during the ceremony.

Whilst he welcomes the public to the start of the podium ceremony, all 3 riders and constructor will go out on the rostrum, in the order of constructor, 3rd, 2nd and winner. The speaker must call them out. The names of the riders will only be mentioned when the dignitary is handing over the trophy to them.

The speaker may not interview any of the winning riders due to the tight schedule of the Live TV Interviews performed for the International Programme Feed, which take place straight after the podium ceremony.

### HOSTESSES

They will normally be supplied by the Title Sponsor. The Circuit / Promoter may be requested to help in this matter. They must be the same 2 hostesses for all categories.

### CUPS OR TROPHIES

The Promoter must supply (unless the title sponsor wishes to provide them, in which case Dorna will inform the Promoter 90 days before the Event) the following cups or trophies for the Podium Ceremony for each of the 3 classes (MotoGP™ -Moto2™- Moto3™).

- Winning constructor
- 3rd Classified
- 2nd Classified
- Winner

The quality of the cups/trophies must be kept within the status of a FIM Grand Prix Championship. Only trophies are permitted to be handed over to the riders on the podium. No flowers, souvenirs or other objects will be allowed without the approval from Dorna Podium Responsible. [\(SEE TROPHY MEASUREMENT GUIDELINES\) PAGE 96](#)

The Circuit / Promoter must send a sketch/design of the cups or trophies, along with a copy of what the plaque will look like (including logo etc) before having them made, to Dorna Podium Responsible ([evangeliasissis@dorna.com](mailto:evangeliasissis@dorna.com) and [events@dorna.com](mailto:events@dorna.com)) in order to have the approval by Dorna, to go ahead and have them made.

The exact dimensions and locations of the plaque are determined by each Promoter according to the design and specifications of the trophy. The MotoGP™ - Moto2™ - Moto3™ logo, category, classification, official title sponsor of the event, name of the circuit and date, must appear in all cases in this order. The font to be used is Square (Regular and Bold). [\(SEE TROPHY PLAQUE\) PAGE 97](#)

The MotoGP™ - Moto2™ - Moto3™ logo should be included at the bottom of the trophy according to their category. [\(SEE TROPHY BASE\) PAGE 98](#)

### FLAGS

The required national flags for the race will be sent in advance to the Circuit / Promoter Podium responsible. This list will provide the Riders Entry List of each category and a picture of their national flags along with the quantity needed.



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### TOWELS AND WATER

Towels and water must be provided for riders at the end of Qualifying Practice 2 on Saturday and Races on Sunday, for the Podium Ceremony, Live TV Interviews and Parc Fermé.

The towels must be white hand towels with no name on them and the water must have no labels.

*[\(SEE WATER AND TOWELS QUANTITY\) PAGE 99](#)*

### OFFICIAL CAVA

Dorna will supply the required “cava” bottles for the whole Podium Ceremony.

### NATIONAL ANTHEM

Dorna will supply the official MotoGP™ Anthems CD/USB which must be played. The sound system will have to be tested in advance in order to check the sound quality of the anthems for the International TV Signal.

### PROCEDURES SCHEDULE

These schedules can be modified in case of Race Time Schedules Changes and these changes will always be reported by the Dorna representative in the Podium.

For the Podium Ceremony Operations Plan *[\(SEE TIMETABLE PROCEDURES SCHEDULE\) PAGE 100](#)*

### SECURITY

The only people allowed to be on the Podium are those working directly in relation to the ceremony. No media or photographers from the Circuit / Promoter will be allowed either. The Circuit / Promoter will be requested to provide the list of persons from the organization that will strictly need to be in the podium area during the podium ceremony. The list will have to be approved in advance by Dorna.



## G8.DORNA TV SERVICES AND FACILITIES

### TV COMPOUND

The Dorna TV Compound is a temporary structure of approximately 3000 square meters. The structure is constructed by Dorna staff one week before the Event and dismantled once all the event activities have been completed. It contains equipment relating to the Live TV Production, On-Board Camera Systems and Race Control Systems.

The Dorna TV Compound will be located in, or adjacent to, the Paddock. The precise location, size and layout will be determined by the Dorna Operations Department.

The TV Compound should be a clean, secure and asphalted area to prevent any damage to the TV equipment and to prevent the dust getting in the cabins, trucks and units. It will have a proper lighting system in order to be able to work during the night. If the permanent lighting installation is not enough, temporary power generator tower lights have to be provided for this purpose.

The International TV Program Feed (IPF - the main signal for all the International Broadcasters) will be generated in this area.

### REQUIRED FACILITIES

#### ➤ *TV COMPOUND PLAN*

Specific TV Compound plan of the Event will be provided one month in advance in order to specify the exact location of the following facilities and equipments: TV Compound units distribution, power generator and electrical box, temporary fence perimeter, rubbish containers, toilets and portable cabins. [\(SEE TV COMPOUND\) PAGE 102](#)

#### ➤ *ELECTRICAL REQUIREMENTS*

The TV Compound must be provided with an electrical distribution box with the outlets specified below. It depends on the structure of each Circuit to supply electrical feed from permanent installation or with a Power Generator. The total consumption at the highest point will be around 220 KVA.

- 2 sockets CEEform of 125 A (3 phases + neutral + earth)
- 2 sockets CEEform of 63 A (3 phases + neutral + earth)
- 4 sockets CEEform of 32 A (3 phases + neutral + earth)

[\(SEE CEEFORM.\) PAGE 78](#)

Should it be possible the distribution box will be in the best place according to the distribution of trucks and units. If the distribution box cannot be close to the units and trucks the Circuit/ Promoter will install cable protectors from the distribution box to the area where the trucks and units will be located [\(SEE CABLE PROTECTOR\) PAGE 103](#)

The Circuit/ Promoter will be also responsible to arrange the required electrical wiring for all the portable cabins installed in the TV Compound. Dorna will arrange the installation of a Domestic power generator

This electrical installation should be available from Monday 9:00h am until Monday post-Event.

#### ➤ *ELECTRICITY USAGE*

The Circuit power supply will be used basically for the following purposes:

Main power supply for non-technical units in the TV Compound for the complete duration of the Event.

TV Compound set up and dismantling periods.

Backup system in case of Dorna Technical power generator failure.

Dorna will arrange the installation of a Technical power generator from Tuesday onwards for the electrical feed of all technical equipments which are required for the production of the international program feed during live broadcast periods.

The Circuit / Promoter may be requested to help refuelling the Dorna Power Generator (6000L approx).

#### ➤ *LIGHTNING EARTH RODS*

It will be necessary for lightning earth rods to be installed around the TV Compound to provide protection for the electrical systems. The Circuit may be requested to install permanent earth rods in locations where temporary installations provide inadequate levels of protection.

#### ➤ *TELECOMMUNICATION LINES*

A large number of telephone, fax, ISDN and ADSL connections will be required in the Dorna TV Compound.



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Orders and requests for these lines, their types and locations will be made by the different members involved in the TV Compound to either local telecom companies or in some circumstances direct with Circuit. The assistance of the Circuit co-ordinating the installation of telephone lines may be requested and the Circuit will be required to ensure that cable routes to the various locations are clear.

If the Circuit is capable to install telecommunication lines, it would be requested to send the required application form to Operations Department 3 months in advance.

### ➤ *WATER OUTLETS*

The Circuit will provide this area with four water points from a standard pipe.

### ➤ *RF CONNECTION*

An RF connection will be required

### ➤ *TOILETS*

The Circuit / Promoter should supply by Monday morning a portable cabin equipped with four chemical toilets that should be installed inside the TV Compound. Due to the amount of people working there, it is important to keep this service at optimum conditions till Sunday evening through a regular cleaning service. [\(SEE CHEMICAL WC\) PAGE 82](#)

Permanent toilets could be used from the Paddock if the building is reasonably close to the TV Compound area.

## SECURITY

### ➤ *BASIC REQUIREMENTS*

It is compulsory to have 24h security control from Monday before the Event until Monday after the Event at 10:00h

The number of required security guards for this area will be related to the number of gates provided in the TV Compound.

### ➤ *FENCING AREA*

The TV Compound area should be surrounded with a high covered fence of about 2 meters in order to stop the access of non-authorized people and permit the TV crew to work without any interference. [\(SEE FENCING AREA\) PAGE 104](#)

A vehicle gate 6m wide will be required for truck access and at least one 1.5m personnel gate will also be required. The precise location of these gates, together with the overall dimensions of fenced area will be provided to the Circuit by the Dorna Operations Department.

### ➤ *TV COMPOUND CABLING AND WIRING*

As the TV Compound will be the first point of connection to the different key areas of the Event, Dorna will have to install, and subsequently remove, a large number of cables. This temporary installation will be crucial in order to generate the international program feed and provide the signals for the race control systems. The Circuit engineering department will have to study and plan all cable routes in order to guarantee clear unobstructed run from the TV Compound to all the key areas. [\(SEE TEMPORARY CABLING INSTALLATION\) PAGE 105](#)

Cables must be protected from damage at all times (particularly from grass cutting operations and local vandalism). Where cables are required to cross service roads, tarmac hard-standing areas etc, The Circuit shall provide suitable Cable Channels [\(SEE CABLE CHANNEL\) PAGE 106](#). The exact locations will be advised by the Dorna Operations Department. Where cable channels are not feasible, underground cable ducts may be considered as a less favourable alternative, however, these must be for the exclusive use of Dorna and have to be clean and clear of all debris with nylon cord draw ropes in place.

In some instances, it may be necessary for cables to cross service roads or other hard-standing areas where no cable channels or ducts exist. In these situations, Dorna personnel will cut a 30mm wide x 80mm slot, always after the approval from the Circuit maintenance department, using task specific equipment. Dorna Operations Department will liaise with the Circuit to ensure that slot cutting is kept to a minimum and that the locations are as discreet and unobtrusive as possible.

[\(SEE CUT ASPHALT\) PAGE 107](#)

All cable routes, channels and ducts will have to be cleaned from any obstructions before the GP week.

## CLEANING SERVICES

The TV Compound is key area for the suitable production of the event with a big part of the Dorna staff working in it.

To ensure a proper work environment, the circuit/promoter must guarantee a high level of cleanliness with a regular daily cleaning service from Monday to Sunday. [\(SEE CLEANING SERVICES\) PAGE 81](#)

A minimum of 4 big rubbish containers must be placed inside the area, with at least one emptying a day. The cleanliness of the area, comprising the interior of the portable cabins, the toilettes and the tents should be controlled twice a day by the cleaning staff of the circuit/promoter. The schedule of this services will be agreed with the Operations department.



### MODULAR SPACES RENTAL

The cooperation from the Circuit / Promoter will be requested for the modular spaces rental. The standard dimensions of these cabins should be 6 x 2.5 meters or double ones 6 x 5 meters, with one door (80 cm width minimum) , heating and cooling facilities (due to the high number of electrical equipments in these cabins, an efficient air conditioning system will be required) and well illuminated. Triple and double modules could be requested if required.

The exact number and type of portable cabins and required furniture will be indicated by Dorna Operations Department two months before the Event.

#### ➤ *FURNITURE*

The Circuit/Promoter will be also requested to arrange the required working desks and office chairs.

Some of the portable cabins will have to be equipped with cable access holes for the temporary technical wiring installation.

Electrical installation and maintenance of the portable cabins will be responsibility of the Circuit/Promoter through the equipment supplier.

In order to bring all the technical equipments inside the portable cabins, ramps will have to be supplied when the level of the door is higher than 20cm.

It is important that the portable cabins are provided with a high level of cleanliness before to start the set up of the technical equipments inside the rooms.

[\(SEE PORTABLE CABIN\) PAGE 108](#)

### SPECIAL VEHICLES RENTAL

The Circuit / Promoter may be requested to help for the rental of some special vehicles required for the TV Systems installation such as forklifts, scissor lifts, cranes, cherry pickers ...

The number and type of each specific vehicle will be indicated by the Operations Department one month in advance.

[\(SEE SPECIAL VEHICLES\) PAGE 109](#)

### COMMENTARY BOOTHS

The Circuit / Promoter must supply a minimum of 35 TV Commentary Positions. Dorna will inform to the Circuit / Promoter about the final number of Commentary Positions that will be used for the GP one month prior to the Event. [\(SEE COMMENTARY BOOTHS\) PAGE 110](#)

The commentary booths should provide a good view of the Pit Lane and Grid areas, which in general is best achieved from the top of the pit box building near the Media Centre.

The final allocation of the Commentary Booths building will be determined exclusively by Dorna Operations Department.

\*The commentary positions with the below mentioned requirements must be ready on Tuesday at 11:00h.

\*If the Circuit / Promoter needs to use any of the commentary positions during the Event, an official request must be send to Dorna Operations Department for approval.

#### REQUIRED FACILITES

##### ➤ *SIZES*

Every booth should be a minimum of 2,5 m wide x 2,5 m long.

##### ➤ *ELECTRICAL REQUIREMENTS*

220 volts in each commentary position (8 outlets) with Schuko outlet.

We highly recommend separating the electrical line for the technical equipment (outlets on the walls) from the electrical line that is feeding the air conditioning units and lighting system.

Additionally one outlet CEEform 32Amp/380v (three phases +neutral + ground) will be requested for the Technical Control Booth. [\(SEE CEEFORM\) PAGE 78](#)

We highly recommend installing an U.P.S system in order to protect the power supply in this area.

##### ➤ *TELECOMMUNICATION LINES*

The installation of IDD, ISDN, ADSL and XDSL lines in the booths must be possible.

The final commentary booths allocation will specify the required telecommunication lines for each booth in order to be able to prepare the installation in advance.





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The Circuit / Promoter may be requested to co-ordinate the installation with the National Telecom Company in order to ensure that all the lines bookings from the different TV and Radio Stations are under control. The Promoter must provide Dorna Operations Department with the contact details of those at the company who are responsible for the lines installation.

### ➤ *AIR CONDITIONING*

Air conditioning/heating (depending of the weather conditions). Several electronic equipments will be installed in the booths, and therefore the minimum air conditioning required for each cabin will be 3000 frig.

We highly recommend not installing a centralized system. Each commentary booth will have to be equipped with an individual air conditioning unit. We highly recommend not installing a centralized system because the adequate heating or cooling levels will vary according to the amount of electronic equipments and people working in each booth. An independent control in the wall of each commentary booth will be needed.

### ➤ *RF CONNECTION*

2 RF outlets in every booth with connector F (75db minimum in every booth).

### ➤ *ACOUSTICS*

The booths should be well soundproofed.

### ➤ *WINDOWS*

Ideally the Booths should be equipped with a safety double glazed window and must be with Solar Protection film UV (to reduce solar radiation).

### ➤ *FURNITURE*

Four comfortable chairs and one work table per cabin.

### ➤ *DOORS*

The Commentary Booths should be equipped with lockable doors.  
A small window on the door is recommended.

### ➤ *PIGEON HOLES*

In order to keep all the race results and documentation a pigeon hole should be installed in each commentary booth.

### ➤

### ➤ *LITTER BIN*

Each cabin should be equipped with a litter bin.

### ➤ *HANGER*

Each cabin should be equipped with a hanger.

### ➤ *ROOF*

We highly recommend fitting out the roof. It could be used for several purposes like antenna link installation. In the case the roof is accessible, stairs or ladder will be requested to access safely to the upper part.  
One hook in the roof of each commentary booth will be needed in order to fix the equipments installed in this area.

### ➤ *LIGHT*

The booths must be well illuminated. Ideally with fluorescent lights

### ➤ *SECURITY*

Each commentary position must be lockable and two set of keys will be given to a Dorna representative on Tuesday morning.  
It is compulsory to have at least one security guard 24h from Thursday of the Event until Sunday night controlling during day and night time, the entrance of the commentary positions to assure that anyone who wants to enter wears the right pass.

### ➤ *CLEANING SERVICES*

Dorna will require the service of cleaners to maintain the booths to the highest standard. It is anticipated that the cleaners would be in attendance for three 1 hour periods – at the start of the day, after lunchtime and at the end of the day. The period of cleaning operations will be from Thursday to Sunday.

It is important to check the cleanliness of the windows from the outside in order to ensure that the commentators will have a clean view of the race track.



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### ➤ *INTERNAL CABLING (CABLE CHANNELS)*

There will be cables that will have to go from one cabin to the next; therefore, a system to pass the cables must be foreseen.

### ➤ *LIFT or SIMILAR*

In case there is no elevator available in the commentary booths building, The Circuit / Promoter will be requested to provide a lift platform to bring the commentary booths equipment boxes upstairs.

### ➤ *TOILETS*

In case that there is no toilet near Commentary Positions, the Circuit / Promoter will check with Dorna Operations Department the possibility to install a temporary WC for this area.

### ➤ *CATERING*

The Circuit / Promoter must ensure the catering for the TV commentators. On Monday of the race a Dorna Responsible will send a list with the TV commentators to the National Press Officer. Lunch boxes (sandwich and water) must be delivered according to the list to all the TV commentator booths. Also bottles of water must be delivered every morning to all the TV commentator booths.

### ➤ *TV SIGNAL FEED*

Dorna will need to distribute in the Commentary Booths several special TV signals. This signals will come through two Optic Fibre arranged by Dorna. For this reason the Circuit / Promoter may be requested to provide a technical description of the RF installation.

## TECHNICAL CONTROL ROOM

In order to allocate all the technical control equipment a double commentary booth will be needed. [\(SEE TECHNICAL CONTROL\) PAGE 111](#)  
One CEEform 32Amp/380v (three phases + neutral + ground) outlet will be requested for the Technical Control Booth. [\(SEE CEEFORM\) PAGE 78](#)

The minimum air conditioning required for this booth will be 5000 frig.

## DORNA INTERVIEW SET

The interviewing of the top three MotoGP™ riders and Moto2™ riders after the Saturday Qualifying Session and for all the MotoGP™ categories immediately after the podium ceremony on Sunday will take place in this temporary TV studio.

The technical operation of the broadcast facility with cameras, audio, lighting equipment and staging will be responsibility of Dorna Television. [\(SEE INTERVIEW SET LAYOUT\) PAGE 112](#)

## REQUIRED FACILITIES

### ➤ *SIZES AND IDEAL LOCATION*

The TV Interview Set should be an area of at least 5m x 6m x 3m high. It must be a closed room in order to be able to restrict the access of people to this area.

This room should be located as close as possible to the Parc Fermé and Podium area in order to guarantee a quick and safe route for the riders. [\(SEE INTERVIEW SET LAYOUT\) PAGE 112](#)

### ➤ *ELECTRICAL REQUIREMENTS*

The required power supply is one outlet CEEform 32 A / 380 V (3 phases + neutral + earth). [\(SEE CEEFORM\) PAGE 78](#)  
We highly recommend installing an U.P.S system in order to protect the power supply in this room.

### ➤ *CABLE ACCESS*

An access hole must be provided at the bottom of the back wall of the room. [\(SEE INTERVIEW SET LAYOUT\) PAGE 112](#)  
The hole should be 15cm diameter. Cables arriving to that room must have clear unobstructed run from the TV Compound.

### ➤ *ACOUSTIC*

This room must be a soundproof area. The soundproofing must ensure that it is not possible to hear the noise of the bikes on the track during the interview.

### ➤ *AIR CONDITIONING*

Adequate heating and cooling facilities (temperature between 21°-24°C).

The Interview Set must be air conditioned independently from all other areas, with the ducts connected to the ceiling. The air conditioning unit itself should be located remote from the room to avoid noise disturbance, and the ducting should be lined with suitable acoustic material.



### TV CAMERAS

#### ➤ **RACE TRACK CAMERAS**

There will be a minimum of 18 track cameras to cover circuit activities located at positions around the track. The circuit will be provided with a provisional camera layout prior to the Event.

All accreditation for the cameras and cameramen will be supplied by Dorna. If however the circuit has its own accreditation for public or restricted areas, assistance will be required in the gaining of access to these camera positions.

The cameras and cameramen will be taken to, and collected from their positions around the circuit in Dorna vehicles (vans or scooters). These will use service roads whenever possible, however, where access is limited then the track itself will be used.

#### ➤ **RACE TRACK CAMERAS CABLING REQUIREMENTS**

Where cables are required to cross service roads the Circuit shall provide suitable cable channels or ducts. In the areas where cable channels or ducts are not available, Dorna personnel will cut a 30mm wide x 80mm deep slot using task specific equipment. Dorna Operations Department will ensure that slot cutting is kept to a minimum and that the locations are as discreet as possible.

#### ➤ **CAMERAS COVERAGE SITES**

To ensure the maximum coverage by the cameras (On-Board, HF) in the Pit Lane and boxes, Dorna and broadcasters will set up some links at the opposite side of the track, in front of Pit Boxes building, along the grandstand or in a temporary structure. The circuit could be requested to build a platform or scaffolding, in order to place the antennas and equipment racks, at the highest possible point in that area. [\(SEE ANTENNA LINKS\) PAGE 113](#). It could be necessary an outlet CEEform 32 A / 380 V (3 phases + neutral + earth) close to the scaffolding for the technical equipment power.

### MOUNTING OPTIONS

#### ➤ **SCAFFOLDING**

This is the normal set up for all the Race Track Cameras.

Dorna will provide its own scaffold towers to mount the majority of the Race Track Camera positions. These towers vary in height from 30cm to 5m and will be erected and dismantled under the control of Dorna representatives.

Where these towers are in public areas it will be necessary to provide a temporary fence to restrict public access.

[\(SEE SCAFFOLDING\) PAGE 114](#)

#### ➤ **CRANES**

To achieve elevated circuit coverage cranes of various sizes will be used. Normally up to 2 cranes of between 20-60m will be employed. The types of cranes preferred for this task are known as aerial platforms, or cherry pickers. They need to be as stable as possible and have open baskets rigidly attached to the boom arm of the crane to ensure that the camera has an unimpeded view and is not moved unnecessarily by the wind. Where aerial platforms cannot be supplied, cable lifting type cranes can be used if supplied with a suitably adapted basket. The circuit will be consulted on the position of the cranes, as they may be in public areas where fencing or other security is required. These cranes will be positioned around the circuit on the Wednesday-Thursday prior to the Grand Prix. Assistance from the circuit may be required to source suitable cranes. [\(SEE CRANE\) PAGE 114](#)

#### ➤ **GRANDSTAND CAMERAS**

In locations where Dorna is not able to find the proper TV shot from the Race Track, Circuit will be requested to block some of the grandstand seats in order to set up a TV Camera.

Dorna Operations Department will request the space to the Circuit / Promoter in advance. The Circuit must secure this area for a perfect view for the camera to the track.

[\(SEE GRANDSTAND\) PAGE 115](#) A security guard may be required in order to avoid spectators disturbing the cameraman.

#### ➤ **MOBILE ARMS**

In some special U turns, Dorna will install a mobile arm.

For safety reasons, the circuit could be requested to prepare protective devices for the working area of the arm due to the fast movements of the camera operator. [\(SEE MOBILE ARMS\) PAGE 116](#)

A small booth will be required as close as possible to this camera position in order to place the technician that will be controlling the mobile camera at the extreme of the arm.

#### ➤ **CAMERA PADDOCK AND WEBCAM**

Normally installed together in the surroundings of the Race Control Tower where the Paddock view is clear. The Circuit may be requested to provide an electrical outlet 220v to feed these cameras. [\(SEE CAMERA PADDOCK\) PAGE 117](#)

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### ➤ *BRIDGECAM*

In some Circuits a camera will be installed on one of the main straight bridges after the approval from the Technical Department of the Circuit. Operations Department will analyze together with the Circuit the best solution to fix this camera to the start lights bridge. If necessary, an additional support could be requested.

Circuit may be requested to provide a scissor lift or similar for the set up and dismantling periods of this camera. [\(SEE BRIDGECAM\) PAGE 115](#)  
A small booth will be required as close as possible to this camera position in order to place the technician that will be controlling the camera.

### ➤ *ON-BOARDS*

At every race Dorna install around 70 on-board cameras distributed on all bikes in the three categories. The production and distribution of the images is controlled by Dorna TV [\(SEE ON-BOARD CAMERA\) PAGE 116](#)

To control and receive the data transmission from all on-board cameras on the Race Track, Dorna will have to install some repeaters around the Circuit. Access to the highest positions of the Circuit (Control Tower, Main Grandstand...) will be requested. If required, Dorna will provide a big crane to lift the repeaters to a point where they are receiving properly the data transmission from the Race Track. [\(SEE ON-BOARD LINKS CRANE\) PAGE 118](#)

### ➤ *HELYCAM*

At certain GPs Dorna will provide a Helicopter for the installation of the GyroCam that will make the aerial TV coverage of the GP.

The Circuit will be requested to provide all necessary accreditation for vehicles and personnel to access the designated helicopter landing zone. [\(SEE HELICOPTER CHAPTER\) PAGE 38](#)

### ➤ *HF – SNG*

HF: High Frequency cameras

SNG: Sports News Gathering

Both kind of cameras works with wireless system, and are always carried by cameraman who will be moving continuously around the main key areas in order to cover the most exciting TV shots.

### ➤ *GROUND CAMERA*

Several mini cameras could be installed around the track near the edge of the Race Track asphalt or in the kerb itself in order to provide action shoots close to the motorbikes.

The Circuit / Promoter could be requested to dig a ditch to cross safely the run off area with the video cables. [\(SEE GROUND CAMERA\) PAGE 117](#)

## CIRCUIT COLLABORATION

In order to guarantee the best TV shot and a perfect broadcasting, the Circuit may be requested to assist, if necessary, in the removal of signage, tree branches or other elements that could affect the TV shot.

## BIG SCREENS

Big screens for the spectators on the grandstands could be one of the most critical points due to the large dimension of the required structure. The Circuit / Promoter will be requested to provide a Race Track plan one month prior the race specifying the Big Screen position, as well as any other new object that could affect the Race Track TV cameras shoot.

## RADIO FREQUENCIES

### DORNA RADIO FREQUENCIES EQUIPMENT

Dorna will provide a frequency controller at the Event to liaise with the local regulatory authority. This will involve preparatory discussions prior to set-up period and co-ordination during the Event. Dorna uses the following Radio Frequency list for the entire Event:

- Staff frequencies –Race Direction, IRTA, Operations, Timing, Security, TV, Logistic, Media, etc
- Television technical equipments
- Satellite control equipments
- Team Ethernet wireless network
- Access Control Management

### DORNA FREQUENCIES APPLICATION AND CONTROL

Dorna will need one month before the Event a complete list of frequencies that the Circuit plans to use during the Event:



- Big Screen frequency
- Security cameras system
- Marshals channels
- Security channels
- Fire service channels
- Medical service channels
- Race Control channels
- Services channels and all the other frequencies used for the Circuit

It is necessary to ensure that Dorna and the Circuit are not interfering each other with their frequencies.

Dorna TV Department will place the radio repeaters close to the TV Compound.

## **G9.HELICOPTERS**

The Circuit/Promoter should reserve sufficient air space (the air space over the circuit) in order to avoid safety problems with the Organisation's helicopters that will overfly the circuit during the Event.

The location of all foreseen helicopter landing sites must be discussed with the Race Director.  
The following helipads will be required during the Event:

### **MEDICAL HELICOPTER**

Helicopter landing area with minimum two helipads to have two helicopters simultaneously parked should be located next to the medical centre.

The space for the Medical Helicopter must be a tarmac area. This space must be kept clean and free of dust in order to avoid dust getting into Medical Centre or other buildings (Garages-Media Centre, etc.). [\*\(SEE MEDICAL HELICOPTERS\) PAGE 119\*](#)

Medical Helicopter will be requested to be on the Circuit Thursday prior the GP weekend in order to be inspected by the MotoGP™ Medical Director.

Medical Helicopter will be needed for all the practice, qualifying, warm up and race sessions during Friday, Saturday and Sunday.

The Helicopter should be based permanently on the Medical Centre helipad during all the GP weekend and must not leave its station until authorised to do so by the Race Director in consultation with the Chief Medical Officer and Medical Director.

### **TELEVISION HELICOPTER**

The Circuit / Promoter will be required to provide a conveniently located helipad sited as close as possible to the Dorna TV Compound from which the TV helicopter can operate during daylight hours. The Circuit / Promoter will also be required to provide secure overnight parking.

The Circuit will be required to inform Dorna of any airspace restrictions above or around the circuit that may prevent or restrict helicopter operations at the optimal tracking altitude of 3500 – 4000 feet.

Dorna will identify a convenient position from which to receive data transmitted from the helicopter using a dedicated receiver antenna. This location will be situated on a suitable roof or other elevated point with a clear view of the sky above the circuit and the data will be linked to the Dorna TV Compound.

### **COMMERCIAL HELIPORT**

Several transfers are organised during the weekend for guest and authority helicopters attending to the Event. The Circuit / Promoter should provide an area as close as possible to the Paddock with 3 helipads for this purpose.

## **G10.MotoGP VIP VILLAGE™**

The MotoGP VIP Village™ is the exclusive and official Corporate Hospitality programme of the MotoGP™ World Championship.

Dorna has the sole and exclusive right to provide hospitality for any and all people with whom agreements are entered into by Dorna.

Any contact that the Circuit / Promoter gets from sponsors involved in the MotoGP™ Championship about hospitality provision during the Event, has to be immediately directed to Dorna Operations Department.

### **SET UP OPTIONS**

#### *TERRACE TENT*

The ideal deal set up of the MotoGP VIP Village™ tent will be along the complete Pit Boxes building terrace. The tent structure it is 15 meters wide, consequently the minimum width of the terrace should be 25 meters in order to allow suitable installation. [\*\(SEE TERRACE TENT\) PAGE 120\*](#)

#### *GROUND TENT*

In case that the terrace it is not available due to the design and structure of the Pit Boxes building, The Circuit /Promoter will have to provide an alternative flat asphalted area with good view of the Race Track and easy access to the Paddock area for the MotoGP VIP Village™ tent installation. [\*\(SEE GROUND TENT\) PAGE 120\*](#)

#### *PERMANENT BUILDING*

If the Circuit/Promoter provides enough lounges inside a permanent building where the MotoGP™ standards could be achieved, Dorna will study the possibility to use this area in order to create the MotoGP VIP Village™.

### **VIP VILLAGE OPENING**

MotoGP VIP Village™ will be only operative and open for the guests on Saturday and Sunday from at 8:30h to 5.00pm. This schedule could be modified according to the races time schedules.

Other special events such presentations, cocktails or promotions could be planned at the MotoGP VIP Village™ outside the standard schedule. In this case the Circuit / Promoter will be informed accordingly.

### **REQUIRED FACILITIES AND SERVICES**

#### *POWER SUPPLY*

There should be several electrical points around the MotoGP VIP Village™ area that will be used only during set up and dismantling periods. Dorna will provide a power generator and the required temporary wiring for the main electricity supply for all the installations in the MotoGP VIP Village™ area during the weekend. The Dorna Operations Department and the Circuit / Promoter will agree the proper allocation for this power Generator nearby to the MotoGP VIP Village™.

If the power generator cannot be placed close to the MotoGP VIP Village™ area, the Circuit / Promoter will be requested to prepare the required cable channels and protectors.

#### *WATER POINTS*

It is necessary to have several water outlets with a standard supply for a catering and another services installed in the MotoGP VIP Village™.

#### *DRAINAGE SYSTEM*

A proper drainage system will be required in this area for the catering and toilet stations.



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### RF SIGNAL

Two RF outlets points will be required to feed this area (75 db minimum). Dorna will prepare the temporary cabling and amplifier allocation to feed all the VIP lounges inside the MotoGP VIP Village™.

### SERVICE LIFT

Two service lifts with a robust steel construction which can carry up to 1000Kg, should be planned at both ends of the building. Preferably these lifts will be accessible from outside Paddock area in order to avoid contractors, suppliers and other services crossing Paddock when performing their task.

### TELECOMMUNICATION LINES

Some sponsors may require IDD or ADSL lines in their lounges. The Circuit / Promoter must ensure that it will be possible to install this type of lines in this area.

### SECURITY

Dorna will be in charge of the internal security control of the MotoGP VIP Village™ during Saturday and Sunday. The Circuit / Promoter could be requested to help hiring national security staff. One month before the Event Dorna will inform about the exact requirements.

The Circuit/ Promoter will be requested to provide security control for the surrounding areas of the MotoGP VIP Village™ during GP week and set up and dismantling periods.

### CLEANING SERVICES

Dorna will be in charge of the internal cleaning of the different VIP lounges inside the MotoGP VIP Village™ tent. The Circuit / Promoter could be requested to help hiring national cleaning staff. One month before the Event Dorna will inform about their needs.

The Circuit / Promoter should provide cleaning services for the surrounding areas of the MotoGP VIP Village™ tent. 8 industrial waste bins will be requested for the garbage generated during the VIP Village activity. These containers have to be emptied periodically in order to guarantee a good level of cleanliness.

### TOILETS

If the MotoGP VIP Village™ structure is set up above the Pit Boxes on the terrace, the permanent toilets from building will be used. There should be toilets for male and female, both including toilet for handicapped people. The Circuit/ Promoter will be responsible for the cleaning and maintaining service during all days.

When the MotoGP VIP Village™ is located outside the Pit Box building, Dorna will be responsible to arrange the required number of toilets and the cleaning services.

## **SET UP AND DISMANTLING PERIODS**

The MotoGP VIP Village™ temporary construction requires long set up and dismantling periods, and involves the cooperation of several different suppliers.

One month before the Event, Dorna will inform the Circuit / Promoter about the required set up and dismantling dates for the MotoGP VIP Village™ to ensure that the tent supplier is not clashing with the day by day Circuit activity.

Several big cranes will be required in order to bring up and down all the structures, equipments and materials involved in the MotoGP VIP Village™ construction. The working position for these cranes should be planned in advance, Pit Lane areas will be avoided when possible.

## **EXCLUSIVE RIGHTS FOR THE MotoGP VIP VILLAGE™ GUESTS**

Dorna offers the exclusive right to the MotoGP VIP Village™ guests for Pit Lane Walks, Paddock Tours and Service Road Tours. The Circuit / Promoter is not entitled to organize such activities for their guests without the previous approval from Dorna.





### G11.PARKING AREAS

There are several parking areas inside the circuit enclosure needed for the correct development of the Grand Prix. The Circuit / Promoter will be requested to send, one month prior to the Event, a parking areas plan that specifies the maximum capacity for each of the Dorna Parking Areas.

#### PARKING 1

(P1): For Dorna / IRTA staff, Teams, International Media, Championship Sponsors... It must be as close as possible to the Paddock area. Minimum of 5 handicap parking lots will have to be prepared with the standard sizes and proper marking inside the parking 1 area. These car lots will have to be located as close as possible to the Paddock access allowing a feasible route for a handicap wheelchair.

#### PARKING 2

(P2): For Team and Dorna guests, National media,... It must be as close as possible to the Paddock area, but not closer than P1. Should it be far from the Paddock, according to Dorna's criteria, the Promoter must arrange a shuttle service from the parking area to the Paddock and from the Paddock to the parking area.

#### TV PARKING

If there is room enough it will be placed close to the TV Compound, and if it is not possible, cars provided with a TV Parking sticker will be allowed in P1.

#### MotoGP VIP VILLAGE™

This parking area must be as close as possible to the MotoGP VIP Village™ area. Should it be far from this area, according to Dorna's criteria, the Promoter must arrange a shuttle service from the parking to the Paddock and from the Paddock to the parking.

Bus parking area should be taken into account near or inside the MotoGP VIP Village™ Parking for those companies that are coming with this kind of vehicle.

#### OFFICIALS PARKING

This parking area must be as close as possible to the RACE Control and is reserved for FIM, Dorna, IRTA (i.e.: FIM President / Dorna CEO / Dorna Managing Directors / Race Director / FIM-Safety Officer / IRTA President / FIM Chief Steward / IRTA CEO / Dorna Safety Advisor/ Technical Director / MotoGP™ Medical Director / FIM Medical Officer.)

Dorna will decide the allocation of spaces within this parking area. If the Circuit / Promoter requires a parking lot in this area, an official request should be submitted to the Dorna Operations Departments.

20 car places will be needed for this purpose.

#### MotoGP™ PARKING

This parking area will be located in, or adjacent to, the Paddock and it is reserved for former World Champions and MotoGP™ riders.

45 car places will be needed for this purpose.

\*All these car stickers for the above mentioned parking areas will be supplied by Dorna only. The Promoter must not print and/or supply any kind of vehicles passes for the cars that will be parking inside the Dorna parking areas. The Circuit / Promoter will be requested to provide, one month in advance, an electronic file with all the samples of the vehicles passes produced for the Event for any other internal parking areas of the Circuit.

### LOGISTICS VEHICLES PARKING

#### PADDOCK SET UP SUPPORT TRUCKS

For Service trucks from Dorna Official Suppliers and Teams (25 trucks). [\(SEE SUPPORT TRUCKS\) PAGE 121](#)



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### DORNA RACE TRACK ADVERTISING

For the Dorna Advertising and Logistics trucks (10 Trucks). [\(SEE SUPPORT TRUCKS\) PAGE 121](#)

### TRACTOR UNITS

If there is not space in the Paddock, it will be necessary for the circuit to provide a 24 hours secured area where tractor units can be parked for the duration of the Event.

## DIRECTION SIGN REQUIREMENTS

The Circuit / Promoter must provide direction signs from the entrance of the circuit to the following areas: Paddock, Parking 1, Parking 2, Parking VIP Village and MotoGP™ Parking. This will help to control the traffic around the circuit by helping to find the specific area where cars are authorized to park according to each different class of parking sticker.

Signalling panels must be waterproof at least 1m high, should have black lettering on a white background and must be readable from inside of a vehicle.

The posts must always carry the Official MotoGP™ logo, the name of the described parking area and an arrow indicating the direction. No other information or logo is allowed to be included on the signalling panels.

Signalling should start from the main access road to the Race Track entrance. All these signalling panels must be installed on Monday prior the Event.

The VIP Village direction signs must be especially clear and visible as most of the guests coming to this area are not used to get to racing circuits and they may cause traffic problems in case of doubts or getting lost. [\(SEE SIGNALLING PANELS\) PAGE 122](#)

### TRAFFIC PLAN

The Circuit / Promoter will be requested to provide one month in advance comprehensive details and plans of the in and out traffic system that will be applied during the Event.



## **G12.VENDING AREA**

The Vending Area is the centre for refreshment, entertainment and merchandise for all the spectators attending to the MotoGP™ Event.

Official sponsors and merchandisers will display their units in this area for promotion, exhibition and commercial trade of their products.

Normally it is located behind the main grandstand on the Start / Finish Line due to the amount of spectators concentrated in this area. The minimum space required to allocate the official merchandisers from the Championship will be 8000 square meters. Additional vending areas could be fitted out inside the Circuit enclosure in accordance to extra space requirements and the different public accesses.

### **REQUIRED FACILITIES FOR THE MAIN VENDING AREA**

Please [\*\(SEE VENDING AREA\) PAGE 123\*](#) for the ideal main vending area distribution.

#### **ACCESS**

It is highly recommended that the main vending area defined for the Event it is accessible for all the different GP grandstand and standing areas ticket holders.

Direct access from Paddock area to the main vending area will be important for the daily logistics of the Circuit.

#### **SURFACE**

Preferably the main vending area should be a tarmac or hard standing surface area in order to guarantee a correct image and functionality of the whole compound.

#### **ELECTRICITY, TELEPHONE AND TV SIGNAL**

Although merchandisers are requested by contract to be responsible to prepare the required power supply for their units, we recommend specially for new facilities to prepare a line of electrical towers at the back of the stands equipped with electrical outlets, telephone lines and TV signal.

#### **DRAINAGE**

Also for new facilities it is recommended to fit out a minimum water supply and drainage system at the back of the vending area stands line.

#### **SECURITY**

The Circuit/Promoter is responsible to control each spectator access at the Circuit. The merchandisers that require dedicated security for their stands will need to hire personnel directly from the security company appointed by the Circuit.

If any of the merchandisers bring their own security staff, the Circuit will be informed accordingly.

### **VENDING AREA OPENING**

As standard, merchandisers will start their commercial and promotional activities on Friday of the Event. If required, and due to extra activities organized for spectators, the vending area could be opened on Thursday of the Event. Merchandisers will adapt their working schedule to the opening times defined by the Circuit / Promoter. It is required that the vending areas remain opened for the spectators until three hours after the Race Track activity is finished during all the weekend.

A reasonable period of time will be required to allow the merchandisers to set up their structures and units. Vending area will be available for the official merchandisers on Wednesday 9:00h of the Event and they will be requested to leave the facility before Monday post GP at 12:00h.

### **VENDING AREA PREPARATIONS**

The Circuit/ Promoter will be required to provide a detailed scale plan, AutoCAD format preferable, from all the vending areas two months before the Event including all the units and areas that should be considered when planning the location of the vending area stands:

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- Medical Services area
- Temporary Catering units
- Police parking areas
- Temporary toilets
- Spectator pathways
- Fire fighting brigades
- Grandstand evacuation lanes

Any other unit or area required for the public management.

Operations Department will analyse together with the Circuit/ Promoter the space available and will prepare the final vending area plan including all the stands from the MotoGP™ official merchandisers.

## PASS SYSTEM FOR THE VENDING AREA

All merchandisers will be using the personal, vehicle and scooter vending area passes issued and produced by Dorna. (Please, check Security Manual for more information).

This passes will provide access to the designated vending areas only. Vending area passes will not guarantee access to the grandstand and standing areas for spectators. Any request from merchandisers to access to the spectators viewing areas mentioned before will be managed directly between Operations Department and the Circuit/Promoter.

### VEHICLE ACCESS TO THE VENDING AREA

All cars, vans and support trucks from merchandisers accredited with a car vendor pass will be allowed without restrictions on Wednesday and Thursday of the Event between 9:00h and 21:00h for the set up process of the vending area units.

Operations Department will agree with the Circuit / Promoter the best location for the support trucks and vans which do not have a specific place inside the vending area once the set up is finished.

Friday, Saturday and Sunday vehicles will not be allowed to enter or move inside the vending areas from 8:00h to 18:00h. Vehicles that entered before 8:00h or remained inside the facility the day before will be parked in the position agreed between Dorna and the merchandisers. Only scooters with the proper pass will be allowed to move inside the vending area during this period.

The Circuit / Promoter is requested to allow the car vendor passes at the closest public car parking to the vending areas free of charge during Friday, Saturday and Sunday.

This time restriction to access and move inside the vending area with four wheels vehicles will be applicable to all people working in the vending areas. Emergency services will use a different type of pass issued by the Circuit that will allow them to move without restrictions inside the vending areas.

This schedule could be modified according to the additional Race Track activities and other spectacles organized for spectators.



## **G13.MARSHAL MANAGEMENT AND RACE PROCEDURES**

### **PRACTICES AND WARM UP**

#### **3-2-1 MINUTE BOARD**

A visible board " 3 min " / " 2 min " / " 1 min " in proximity to the Start / Finish Line will be shown to the riders to indicate the last 3 minutes of practice remaining.

The "1 min" board must be removed after 30 second.

#### **PRACTICE START BOARDS**

Two sign boards are required to mark each official Practice Start Zone which will be determined by the FIM Safety Officer at the Thursday track inspection.

Dorna will supply and place in position the ground level signs. If wall-mounted signs are required they must be supplied by the circuit, made to fit the specific mounting requirements of that circuit.

The boards should be approximately 70cm x 50cm, white background with the words "PRACTICE START" in black, and made from lightweight material for safety in case of a crash. The fixing position will be trackside ground level or trackside on a wall, as determined by the FIM Safety Officer. [\*\(SEE PRACTICE START BOARD\) PAGE 124\*](#)

The Practice Start Boards will remain in position for all practice sessions and warm ups, and be removed after the final warm up, they must not be in position for the race.

### **STARTING PROCEDURE**

#### **STARTING GRID**

The provisional Starting Grid will be published after final qualifying, with the approval of the Event Management Committee and FIM Stewards.

The final grid will be published after the warm up (at least one hour before the start of the race) and will be signed with the time by the Clerk of the Course.

#### **MARSHAL STANDING AT THE LAST ROW OF THE GRID (SIGHTING LAP)**

The Grid Procedure now requires the riders arriving at the end of the Sighting Lap to stop their engines at the back of the grid and be pushed into their grid position. A Marshal is required to display a stationary red flag at the last row of the grid to remind the riders to stop at the end of the Sighting Lap.

#### **MARSHAL STANDING IN FRONT OF THE GRID**

During the starting procedure the Marshal in front of the grid displaying the boards 5 min., 3 min., 1 min. and 30 sec. must stand in the middle of the track approx. 3 meters in front of the first row.

#### **JUMP START**

Dorna will install the required equipments to control the start from the Race Control room. This recording system will be the only reference to determine a Jump Start. If Pit Lane Marshals realize a clear Jump Start, they will inform directly the chief of communication/clerk of the course that will inform accordingly to the Race Direction.

#### **➤ *RIDE THROUGH PROCEDURE***

Jumping the start or speeding in the Pit Lane during the Race will be penalised with a RIDE THROUGH

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### ➤ SPEED LIMIT IN THE PIT LANE

There is a speed limit of 60 Km/h on the Pit Lane at all times during the Event. The speed will be controlled by transponder system and Dorna will install the required loops along the Pit Lane during the week of the Event.

### MOVABLE NUMBER IN THE GRID

At least five minutes before the start of the sighting lap the Grid Marshals must put a movable number showing the rider's number on the line, defining each rider's grid position in order to help the rider to find his position on the grid after the sighting lap. Once the rider has reached his position on the Starting Line the Marshal must take away the movable number. The row boards (lollipops) must be displayed when the riders arrive on their positions.

Movable numbers should be kept in a safe place which is close to the starting grid in order to have a quick reaction in case a race needs to be re-started, however they will NOT be used in case of the Quick Restart procedure. Preferably they should be white background/black numbers, and the size 15cmx15cm.

[\(SEE MOVABLE NUMBER\) PAGE 124](#)

### GRID ROW MARKER BOARDS "LOLLIPOPS"

Preferably the Grid Row Lollipops should be white background / black numbers to avoid any confusion with yellow flags at each grid row. Size approximately should be 30cmx20cm ( eg.A4 paper), rectangular or round with the number on both sides on the panel, and with a long enough pole so the Starter can see the row numbers from the Starter Rostrum.

[\(SEE GRID ROW "LOLLIPOP"\) PAGE 124](#)

### FRONT WHEEL ON THE LINE OF THE GRID

On returning to the grid the riders must take up their positions with the front wheel of their motorcycle up to or behind the front line and between the side lines defining the grid position and stop their engines running.

### RIDER IN TROUBLE DURING THE START

If an Official, once his Grid Row Marker panel is lowered, realises that a rider is in trouble or a rider raises his arm, he must immediately raise his panel and a yellow flag will be waved at that grid row to inform the Starter to delay the start.

### STARTER'S CONTROL FOR LAST MINUTE

For the period, which lasts from 1 minute before the start of the warm up lap till the Green Flag is shown, the whole procedure is under the control of the Starter only.

Neither the Clerk of the Course nor the Marshals must interfere.

The Race Control must be connected (via radio) with the Starter to inform him at any moment during the starting procedure, if the race must be delayed for safety reasons.

### YELLOW FLAG MARSHAL BEHIND THE SAFETY CAR

Safety Car will be waiting in one of the sides of the Race Track during the warm up lap until starting grid is formed. Track Marshal behind safety car will be waving yellow flag to indicate safety car position to the riders.

### RED FLAG MARSHAL AT THE FRONT OF THE GRID

The Official displaying the red flag at the front of the grid cannot walk to the side of the track until the Starter indicates his approval.

### DRY/WET RACE BOARD

A Dry Race or Wet Race Board must be shown to avoid any misunderstanding and to help the teams on the Starting Line in case of a special weather conditions.

The Starter will show the Dry Race or Wet Race board to the starting grid from the starter rostrum after the riders have arrived at the grid after the sighting lap.



### BEHAVIOUR DURING PRACTICE AND RACE

#### RE-STARTING TIME INFORMATION

In all cases where the practice sessions and/or races are stopped with the red flag, the Race Control officials will inform the Marshals of the re-start. Teams will be informed about the time of re-starting by IRTA staff in the Pit Lane Area and through the official timing TV monitors. IRTA staff will be present at the start line with the updated Starting Grid allocation in order to help and control Marshals placing the movable numbers of the restarted race. (NB. these movable numbers are not used in the case of a Quick Restart).

#### COUNTDOWN BOARD

If the lap counter is not an electronic device, an easy manual count down with numbers visible from both sides must be provided; the Marshal who operates the manual countdown board must be connected via radio with the Timekeepers.

#### PENALTY BOARDS AT FINISH LINE, TRACK LEVEL + STARTER ROSTRUM

Marshals must be available to display the Jump Start and Penalty boards under the instructions of Race Direction. One board as close as possible to the Finish Line on the track level but off the track, behind the pit wall, taking special care not to impede the photocells fixed in the Finish Line. A second identical board will also be shown from the Starter's Rostrum.

#### CHEQUERED FLAG MARSHAL, TRACK LEVEL + STARTER ROSTRUM

The Chequered Flag Marshal must show the chequered flag as close as possible to the Finish Line on the track level but off the track, behind the pit wall, taking special care not to impede the photocells fixed in the Finish Line. A second chequered flag will be shown from the Starter's Rostrum, and when necessary a blue flag together with the chequered flag.

#### RED AND GREEN LIGHT AT THE EXIT OF THE PIT LANE

The red light (closed) and green light (open) are the official signals to close and open pit lane. However, it is requested to also display the red flag and green flag as appropriate, for a short time as an extra visual signal for the riders. This is particularly important at critical moments such as the closing of pit lane for all start procedures, especially Quick Restart. Any time the chequered flag is displayed, the red light must be shown at the exit of the Pit Lane.

#### TELEVISION AND TIME KEEPING TECHNICAL EQUIPMENTS POSITION ALONG THE TRACK

For safety reasons all kind of technical equipments for television or timekeeping must be placed on (or behind) the guard-rail or the wall, not in the verges. The Track Marshals must report any failure to this safety rule to the Clerk of the Course.

#### SAFETY AND MEDICAL CARS

Dorna will supply two Safety and two Medical cars and the drivers for the race starting procedures. Two safety bikes will lead the lap of the safety car "A", before the sighting lap of the racing motorcycles. The Circuit / Promoter should supply 2 experienced riders for Safety Bikes. A briefing with the riders, together with the Dorna representative will be held during the GP Weekend at the Dorna Office.

### POST RACE PROCEDURE

When the leading rider has completed the designated number of laps for the race, he will be shown a chequered flag by an official standing at the Finish Line, at track level and another from the Starters Rostrum. The chequered flag will continue to be displayed to all subsequent riders. When the chequered flag is shown to the leading rider, no other rider will be permitted to enter the track from the Pit Lane. As soon as the chequered flag is shown to the leading rider, the red light will be switched on at the Pit Lane exit. After receiving the chequered flag, the bikes must proceed on the circuit directly to the Pit Lane and without any assistance (except that of the marshals if necessary). Any classified bike-rider which cannot reach the Pit Lane under its own power will be placed under the exclusive control of the marshals who will take the bike-rider to the Pit Lane. Once the riders placed in the first three positions in the race enter to the Pit Lane, they will be escorted by Dorna/IRTA officials, as quickly as possible, to the Parc Fermé.

### PARC FERME

At the end of each race a Parc Fermé area will be set up in the Pit Lane, normally at one end of the Pit Lane in front of the Technical Scrutineering Box. The Parc Fermé must be positioned as close as possible to the podium, preferably immediately below, with a direct access. [\(SEE PARC FERME EXAMPLE\) PAGE 125](#)

#### ➤ **PROCEDURES**

10 MINUTES BEFORE THE END OF THE RACE

Dorna staff will place the barriers for the Parc Fermé operation plan.

This area must be fenced-off and must only have one controlled entrance / exit point.

There will be specific areas for TV crews and photographers.

#### ➤ **CHEQUERED FLAG**

Dorna/IRTA staff will make sure that the access to the Parc Fermé area is limited.

The only authorised people inside the Parc Fermé are Dorna/IRTA staff, the first three riders with 2 team members per rider and 1 representative of the winning manufacturer.

#### ➤ **RIDERS ARRIVAL**

Riders greet their teams.

Dorna personnel take them to the TV cameras to be interviewed.

#### ➤ **RIDERS DEPARTURE**

Dorna personnel will escort the riders up to the podium.

Only Moto2™ and Moto3™ riders will be taken to be weighed in the Technical Box.

\* Parc Fermé operation plan will be done also after Saturday qualifying sessions MotoGP™ QP2, Moto2 QP and Moto3 QP.

## MARSHAL MANAGEMENT IN PIT AREA

In principle the Pit Area (signalling wall, Pit Lane, working area in front of the pits) and the Starting Grid is under control and the responsibility of the Clerk of the Course.

#### ➤ **PIT LANE MARSHALS**

Only 4 Pit Lane flag Marshals wearing Pit Lane bibs will be required from the Clerk of the Course in order to control the entry and exit to the Pit Lane area.

No yellow flag Marshals are required along the white line that divides the working area and the fast lane.

A maximum of 10 Pit Lane bibs will be provided in order to carry out all the Pit Lane sporting tasks, including the 4 bibs specified above.

The number of flag Marshals required along the Pit Wall by the FIM Homologation report will be provided with additional bibs to the 10 specified below.

#### ➤ **STARTING GRID MARSHALS**

Starting Grid procedure Marshals will be wearing Starting Grid bibs. They will be responsible for the countdown boards in front of the grid, movable numbers for the motorbikes position on the grid and signalling panels to indicate the row number of the grid.

A maximum of 15 Starting Grid bibs will be provided for that purpose.

#### ➤ **SECURITY CONTROL IN THE PIT LANE AREA**

The security control on the Pit Lane area will be managed by the Circuit/Promoter security responsible under the supervision of the Clerk of the Course and Dorna officials.

Security staff will be required for the following procedures:

VIP Village™ Pit lane walks coordination: 15 persons will be required to assist Dorna staff separating the crowd from the working area of the teams only during the MotoGP™ VIP Village™ Pit Lane walk periods. Additional security staff could be required to protect the canopies of the teams depending on the number of spectators attending to the Pit Lane walk.



Starting Grid access: 10 persons will be required to assist Dorna staff controlling the crowd flow at the starting grid entrance only during loading and unloading procedures before each race.

Pit Lane patrol: 4 persons will be along the Pit Lane during all the official Race Track sessions in order to ensure unauthorised access is prevented.

All security personnel developing these tasks will be wearing control bibs.

It will be responsibility of the Clerk of the Course to maintain the number of people working in the Pit Lane area and their required number of bibs to the minimum.

(Please refer to Security Manual for a detailed explanation of the passes and bibs related to the Pit Lane area).

### ➤ *PIT LANE ACCESS FOR TEAMS WITHOUT BOXES*

5 – 10 persons and a quantity of low fencing will be required to control the movement of motorcycles and mechanics within the Paddock Area as they access Pit Lane. This is required only for teams without pit boxes in Moto2 and Moto3 classes. Security people must be in place 15 minutes before the start of each practice session, and remain in place for the duration of each session. IRTA and Dorna Security staff will establish the access route within the Paddock and co-ordinate the positions required to be manned. [\(SEE TEAMS WITHOUT BOXES\) PAGE 126](#)

## TASK OF TRACK MARSHALS DURING INCIDENT/ACCIDENT

If an accident occurs on the track the following operations must be carried out:

The Flag Marshals must show the yellow flag at the appropriate Marshal Post.

If a motorcycle has crashed on the track surface, oil flags must be displayed until the surface has been checked and is confirmed as being "OK". If a rider is unable to leave the accident area and requires medical treatment, the Rescue Marshals must immediately place type C protective devices (Doctors' Barriers) between the rider, the medical personnel attending him and the arriving traffic.

Chief Medical Officer at the Race Control with the inputs received by the doctors at the Race Track will have to immediately advise the Race Director if there is a necessity to interrupt racing in order to allow a response via track with the medical vehicles.

In case of an accident resulting in injury where the rider cannot be evacuated and medical attention is required on the circuit, the DOCTORS' barrier needs to be positioned in front of the injured rider by lifting the barrier into position and unfold the barrier to face the race traffic.

The DOCTORS' barrier is a 90 degree polyurethane pad fitted with friction base to offer protection to the medical personnel and the rider(s). Each DOCTORS' barrier is clearly marked and should be positioned to point directly to the angle of the circuit. For this purpose a number of Doctors' barriers must be placed behind each access point to the Race Track in the first line of protection for fast intervention. [\(SEE DOCTOR BARRIER\) PAGE 127](#)

As quickly as possible Rescue Marshals equipped with the proper straps must remove the crashed motorcycle(s) behind the first line of protection.

### ➤ *MARSHALS COMMUNICATING WITH RACE CONTROL*

When a rider falls, the Marshals must inform Race Control telling the number of the motorcycle as quickly as possible.

It is absolutely critical that information and rider identification (bike number) is communicated to Race Direction immediately. To achieve this, it is required that at least one Marshal at each post has a radio, WITH HEADSET to avoid ambient noise, and is tasked with communications to Race Control as their first priority.

### ➤ *MARSHALS HELPING THE RIDERS*

Marshals must help the riders when they are in trouble with their motorcycles along the track, verges, run-off areas, etc., so that they can return to the track (if possible).

If a rider is trying to restart his motorcycle in a dangerous location, the Marshals should remove the motorcycle to a safer location before helping the rider restarting it.

If the rider has fallen in the gravel bed, the Marshals should raise the front wheel of the motorcycle to remove gravel from the fairing before helping the rider to restart. It should be noted that in some cases the rider must move the motorcycle backwards briefly to engage the clutch, before attempting to restart.

### ➤ *MOTORCYCLE COLLECTION SERVICE/SMALL PICK UP VEHICLES*

If a motorcycle is, due to a crash or mechanical failure, positioned somewhere along the track, the Clerk of the Course must arrange the pick-up service of the bike and bring it to the Technical Centre as soon as possible.



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To avoid any delay in the schedule, it is strongly recommended to have 6-8 small pick-up vehicles in order to assure maximum flexibility and performance. It is very important that these vehicles be as low as possible to make loading and unloading the motorcycle as easy as possible, and to avoid any further damage to the motorcycle. It is therefore strongly recommended to use Quad Bikes with a low trailer for this purpose [\(SEE PICK UP/VEHICLES\) PAGE 128](#)

This service must be organised in advance by the Clerk of the Course, and must work under his direct control.

Technical Director will decide during the GP week the best location for the area where the crashed motorbikes should be returned. This area will be as close as possible to the technical box and it could be fenced if the Technical Director requires.

### ➤ *MOTO TAXI SERVICE*

At any circuit where service roads exist around the entire length of the course or only for some parts of the course, a moto taxi service, to pick-up the riders during practice, warm-up, sighting laps and races, must be organised.

At least 6 riders with enduro bikes/scooters and wearing helmets must be prepared at 4 points around the service roads (one at a 1/4 lap distance, one at 2/4 lap distance, and one at 3/4 lap distance).

These riders must have permanent radio connection (preferably on a special frequency) with the Chief Marshal of every post along the track. When a competing rider must stop his bike somewhere along the track (mechanical failure, minor accident, etc.) he must go to the closest Marshals post: the Chief Marshal of that post must immediately call the closest motor taxi rider who picks up the rider and brings him to the pit box of the team.

### ➤ *SLIPPERY TRACK-INFORM RACE CONTROL*

When a section of the track is slippery for any reason (fuel, rain, etc.) the Marshals of that section must immediately inform the Clerk of the Course in the Race Control.

### ➤ *DEFLATING AIRFENCE*

If the Track Marshals notice that some Airfence is deflating, they must inform the Race Control immediately.

## NUMBER OF MARSHALS ALONG THE TRACK

The number of Marshals required and their distribution will be decided by the FIM Homologation Report.

At each Event, the Race Director, in cooperation and agreement with the FIM Safety Officer and the Clerk of the Course, may alter the distribution of the Marshals.

## NUMBER OF MEDICAL PERSONNEL

The number of Medical Personnel/ Equipment/ Vehicles and their distribution will be decided by the FIM Medical Homologation Report.

At each Event, the FIM Medical Officer, in cooperation and agreement with the Chief Medical Officer and the Clerk of the Course, may alter the distribution of the Medical vehicles and staff.

Each day during the meeting of the Event Management Committee the FIM Medical Officer must inform the Race Director of the number of doctors, paramedics, ambulances, fast cars, etc. being present along the track and in the Medical Centre on that specific day (Friday, Saturday and Sunday).

### ➤ *MEDICAL MARSHALS COMMUNICATING WITH RACE CONTROL*

It is absolutely critical that information and rider identification (bike number) is communicated to Race Direction immediately. To achieve a good communication with Race Control, it is required that at least one Medical Marshal at each post has a radio, WITH HEADSET to avoid ambient noise, and is tasked with communications to Race Control as their first priority.



## **G14.RACE MEETINGS AND INSPECTIONS**

Please check annex for the Race Meetings and Inspections Standard Timetable  
*(SEE SUMMARY OF MEETINGS) PAGE 129*

Detailed and adapted timetable with the Race Meetings and Inspections will be sent in advance to the Circuit/Promoter.

### **EVENT MEETING**

The purpose of this meeting is to define the different essential areas of the Event and how these should be managed by the Circuit / Promoters.

Event Manual provided by Dorna will be the key tool to follow the meeting and revise the different requirements involved in each area.

Event Meeting which will comprise the following delegates:

- Dorna Planning Director
- Dorna Planning Senior Manager
- Dorna Security Director
- Dorna Security Supervisor
- Dorna MotoGP VIP Village™ Manager
- Promoter Event Representative
- Circuit Chief of Security
- IRTA Security Manager
- Deputy Race Director

After this meeting, in the same room will take place the Security meeting where the Dorna Pass System will be explained in detail with the following delegates:

- Dorna Security Director
- Dorna Security Supervisor
- Dorna MotoGP VIP Village™ Manager
- Promoter Event Representative
- Circuit Chief of Security
- IRTA Security Manager

### **PROMOTERS MANUAL MEETING**

This meeting will be held on Wednesday of the GP week at 16:00h

The main objective will be to revise and control all the requirements specified in the General Promoters Manual and detect in advance any possible setback on the GP organization.

Promoters Manual Meeting which will comprise the following delegates:

- Race Director
- Dorna Representative
- Clerk of the Course
- Promoter Event Representative

### **THURSDAY TRACK SAFETY INSPECTION**

The FIM Safety Officer, the Race Director and the Clerk of the Course will organise the track inspection on Thursday at 15:00h. The inspection will be attended by the Dorna Safety Advisor, the Dorna representatives, the Circuit / Promoter and the relevant Officials. The inspection will start with a complete lap on foot from all the officials involved in order to analyse the Race Track conditions in detail.



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In case of severe adverse weather conditions, the Circuit/ Promoter will have to foresee a vehicle in order to pick up the officials from the Race Track.

At this time all safety devices previously requested by the FIM Homologation Report, by the FIM Safety Officer and by the Dorna Safety Advisor (type C protective devices, Airfences, tyre barriers/ conveyor belt, gravel in place and the gravel bed ploughed, Race Track marking etc.) must be in place. The starting lights control and the warning lights along the circuit must work for checking.

Approximately two hours later, once the inspection has been carried out, a meeting will be held to write the inspection report. The Clerk of the Course must also provide a contingency fire fighting plan in case of a serious fire beyond the capability of the Trackside Fire Marshals.

All additional safety requests decided upon at the Safety Meeting must be carried out, in principle, by 16:30h of Thursday to allow the meeting group to make the final check. No safety work minuted by the Meeting can be carried out on Friday morning without the previous approval by the FIM Safety Officer and the Event Management Committee.

### YELLOW FLAGS DURING THE RACE TRACK SAFETY INSPECTION

During the Track Safety Inspection taking place on Thursday at 15:00h, all Yellow Flags must be exactly placed at the right position where the Flag Marshals will stay when practices and races will take place.

## EVENT MANAGEMENT COMMITTEE MEETINGS

Event Management Committee which will comprise the following delegates:

- Race Director
- Technical Director
- FIM Medical Officer
- Clerk of the Course
- Delegate appointed by Dorna
- FIM Safety Officer
- FIM MotoGP Steward
- Circuit/Promoter Representative

Event Management Committee meetings are planned, in principle, as follows:

THURSDAY: 17.30h (half an hour after the end of Technical and Sporting Checks)

FRIDAY/SATURDAY: One hour after the end of the practice, at 17:00h.

\*Should there be support races, these meeting will be rescheduled.

SUNDAY: Half an hour after the end of the last race.

The main objective of these meetings will be to report and verify the current situation of all aspects involved in the GP organization in order to take immediate decisions for the ongoing GP and for future Events.

Extraordinary meetings can be requested at any time.

## FIM STEWARDS MEETINGS

FIM Stewards Meetings are planned, in principle, immediately after the meetings of the Event Management Committee.

Extraordinary meetings can be requested at any time.

## FRIDAY, SATURDAY AND SUNDAY MEDICAL/TRACK INSPECTIONS

On Friday, Saturday and Sunday, half an hour before the start of the first practice and warm-up, the final inspection will take place; all track personnel and equipment must be placed along the circuit.



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The Medical inspection will be carried firstly by Chief Medical Officer, the FIM Medical Officer and the MotoGP™ Medical Director, followed by the Track Inspections with the rest of officials involved. Both inspections will be carried out by driving the official safety cars around the track.

Flag Marshals must be at their signalling posts displaying the flags requested by the FIM Safety Officer. On Sunday only, the grid row marker panels ("lollipops") and yellow flags for each grid row should also be displayed. All other personnel, rescue Marshals, doctors, paramedics, firemen, etc., must stand at the edge of the track adjacent to their Marshal post. Medical Personnel should return to their post after the completion of the Medical Inspection, if they remain at trackside during the Track Inspection then Medical staff should be separated from the rescue Marshals by approx. 3 meters.

The people should not stand very close to each other and should keep a gap of about 2 meters. Like this, the inspectors can easily count all those who are standing along the track every day.

The lights of the ambulances, cars of rapid intervention, vans, etc., must remain activated

The officials can request the Local Clerk of the Course to make some additional inspections (for example, before some races).

### VEHICLES ON THE TRACK AFTER THE INSPECTION

After the morning Track/ Medical Inspections during the weekend, no vehicle or person will be allowed to be on the track. The only vehicles and persons admitted after the inspection and before the start of the practice will be Officials and official safety cars. Any other vehicle (television, advertising, service, etc.) must be previously authorised by the Clerk of the Course and the Race Director to drive on the track (only for emergencies).

If other vehicles are required on the Race Track for spectator entertainment activities, the Clerk of the Course will be informed accordingly.

### DEADLINE FOR VEHICLES ON THE TRACK

All cars/trucks/shuttles for special services (i.e.: television, photographers, etc) must leave the track at the latest 15 minutes before the start of the practices, warm-up or starting procedure.

The Clerk of the Course must make sure that this rule is always respected and must confirm it to the Race Director.

## SIGNAL BOARDS CHECK

On Thursday at 14:30h the Race Director and the Clerk of the Course will check all signal boards. These boards will be provided by Dorna, with the exception of the numbers in the Grid and the lollipops showing the grid rows.

## STARTING PROCEDURE MEETING

On Saturday at 16:30h (or 11:45h if 16:30h is not possible due to Support Races) the Race Director, Clerk of the Course and senior Starting and Grid Marshals will review the starting procedure.

## TRACK TECHNICAL TEST

Dorna Safety cars and Safety bikes will be on track on Thursday from 12:45h to 14:00h, to test TV and Timing technical equipments. For that purpose, the service road can be closed 10 min. before the activity, and security personnel and/or marshals deployed to make sure nobody has access to the track at that time.

## TIMEKEEPING AND TELEVISION EQUIPMENTS INSPECTIONS LAPS WITH SAFETY BIKE/CARS

Every Friday, Saturday and Sunday before the Medical Inspection, the Timekeeping system will be checked out by the Dorna Timekeeping staff. This inspection will be carried out by the Official Safety Car driver driving the Safety Car along the racing circuit, and will last for 20 minutes every day. Additional checks between sessions could be requested in case of a severe failure of the system.



## **G15.EVENT SCHEDULE**

The Event Schedule will be established exclusively by Dorna Operations Department. Any support activity on the Race Track that the Circuit/Promoter wants to include inside the Event Time Schedule should be approved in advance. *(SEE STANDARD TIME SCHEDULE) PAGE 131; (SEE EVENT TIME SCHEDULE) PAGE 132 – 154*

The Circuit/Promoter will be provided with the official time schedule of the Event together with the minute by minute for all the practice/qualifying sessions and races one month before the GP. If necessary, the schedule will be adapted to the local time or other circumstances that could vary the standard timetable.

### **SUPPORT RACES**

Any request from the Circuit/ Promoter to organize support races at the Grand Prix should be submitted to Dorna for approval. Dorna/FIM have the sole right to grant support races during the MotoGP™ Event.

#### *SUPPORT PADDOCK*

Paddock Area for the support race should work independently from MotoGP™ Paddock and should have all the required facilities and services for the support race teams and organization.

#### *PASS SYSTEM*

Special passes should be prepared for the support races. These passes will not be allowed inside the MotoGP™ Areas.

These passes could be admitted in the Pit Lane area only during the support Race Track sessions for sporting purposes. Access for motorbikes a team/organization staff to these areas should be planned in advance in order to avoid that these processes could affect the logistics of the MotoGP™ Paddock.

#### *TIMEKEEPING SYSTEM*

The Circuit/ Promoter will be responsible to prepare a separate timekeeping system for the support races.

Any request to use the official MotoGP™ Timekeeping points of the Event should be submitted to Dorna Operations Department for approval.

### **SPECTATOR SUPPORT ACTIVITIES**

Several activities on the Race Track could be planned for the spectator entertainment during the weekend. All these activities should be approved by Dorna Operations Department in advance in order to be included inside the official Events Schedule.

### G16.DORNA PASS SYSTEM

Dorna credentials are the only valid and authorized accreditations during the MotoGP™ to access the following key areas:

- Paddock (including Pit Boxes, Hospitalities etc.)
- Control Tower
- Media Centre
- Medical Centre
- TV Compound
- Commentary Booths
- Pit Lane
- Service Roads
- Race Track
- VIP Village
- Dorna Parking Areas
- Support Races Areas organized by Dorna

All the Circuit / Promoter staff that work outside of these above specified areas should not need to use Dorna credentials (e.g. Public Grandstand Services, Public Parking Staff, Medical Staff at public areas etc.)

The Circuit / Promoter can produce their own passes for the rest of the Circuit areas not specified above such as Circuit VIP areas or Support Paddock, if necessary.

Full description of pass system can be found in the Security Manual.

#### PASSES ISSUED BY THE PROMOTER

In case that the Circuit / Promoter wish to issue their own passes for Circuit VIP areas or Support Paddock a written authorization from Dorna Operations Department is needed. The proposed pass system as well as the design of these passes has to be sent to the Dorna Operations Department no later than one month prior the Event for final approval.

All these passes must compulsory include the following legal notice on their reverse:

"MOTORSPORT CAN BE DANGEROUS. The pass holder waives all rights and titles to any legal claim arising from any accident or damage in the Event. The use of this pass is governed by the conditions which are displayed at the various entrances of the circuit and which must be compulsory read by the pass holder, who for good and valuable consideration, which receipt is acknowledged, grants Dorna and the PROMOTER/CIRCUIT his image rights for any and all commercial uses. This pass can only be used by the holder, who expressly acknowledges and accepts the above conditions and commits to comply strictly with them. Filming/recording is not permitted. Dorna and the PROMOTER/CIRCUIT are the owners of this pass and have the right to withdraw it at any time without previous notice."

#### CIRCUIT/ PROMOTER STAFF AND GUESTS REQUEST LIST

Every Promoter has to compile all requests for both staff and guests passes from the Circuit / Promoter.

Dorna will provide access with sufficient time prior the Event to the Credentials Requests Site, to manage the credential each Promoter wants to request.

The Circuit / Promoter staff provided with a Full Worker / Media Pass will be required to sign a disclaimer [\(SEE DISCLAIMER\) PAGE 155](#). Also all Paddock / Grid Girls hired by the Circuit / Promoter must sign the specific Disclaimer [\(SEE PADDOCK / GRID GIRLS REGISTRATION\) PAGE 157](#). All disclaimers will have to be collected before the end of the Event in order to be delivered to Dorna Operations Department staff.

#### PASS CONTROL

The Circuit / Promoter will be responsible to supply all the required security staff for all visual and electronic control positions involved in the Dorna Pass System during all the Event, as specified in the Security Manual. Please see Chapter S3 – MotoGP™ PASS SYSTEM AREAS).



### G17. ACCREDITATION CENTRE

The Accreditation Centre is the only place to pick-up any passes for Dorna (Guests and Media) and IRTA (Team Guests). It is the first point of contact and the first place seen by the guests and journalists attending the Event, so it is important to create a good impression and to have an efficient and flowing atmosphere.

#### LOCATION / LAYOUT

The Accreditation Centre must be located near the main entrance of the Circuit and must be clearly and widely signposted along the main roads around the Circuit. In any case the Accreditation Centre MUST BE signposted with "ACCREDITATION CENTRE" and NO other names written on it. It should have its own parking area with capacity for at least 20 cars. [\(SEE ACCREDITATION CENTRE\) PAGE 156](#)

The directions of the exact location must be sent to the Dorna Operations Department for approval three months before the Event. A map of the location must be provided as well.

The inside of the Accreditation Centre must be clearly divided into 5 areas and each area must be identified with the following ceiling-hung signs [\(SEE ACCREDITATION CENTRE\) PAGE 156](#)

- *Dorna Guests*
- *IRTA and Team Guest Passes*
- *International Printed Media*
- *National Printed Media [written in the national language]*
- *TV, Radio, New Media*

The sections/counters should ideally be arranged in the following order:

Dorna Guests	IRTA and Team Guest Passes	International Printed Media / Permanent Printed Media*	National Printed Media	TV, Radio, New Media
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\*only in the first 4-5 rounds

If the Circuit/Promoter wishes to distribute also their own guest passes in the Accreditation Centre, then additional staff and equipment must be available for this service. It is not possible to use any of the persons who are exclusively working on distribution of the Dorna / IRTA passes.

Nobody is allowed to open, exchange, or interfere with the sealed envelopes containing passes.

It is obligatory that all Accreditation Centre staff attend the meeting on Wednesday at 17:00h or at the agreed time. The staff will be instructed at the meeting with the Dorna Accreditation Centre Coordinator and the MotoGP Media Officer and the passes will be handed over to them during this meeting. All Accreditations Centre staff MUST attend this meeting.

It is compulsory that the staff wear the same uniform as the Media Centre staff, or any kind of promoter uniform free of sponsors.

#### EQUIPMENT AND FURNITURE

- 1 reception counter large enough to accommodate all staff and their different types of passes. Separate counters are also permitted. [\(SEE ACCREDITATION CENTRE\) PAGE 156](#)
- Wireless to be in constant contact with the Dorna Accreditation Center Coordinator (with a sign indicating Free WiFi)
- 1 fully operational telephone or mobile phone (with possibility to make international calls in order to contact Dorna staff on their mobile phones)
- 3 cameras to take pictures or 1 photocopier). If the NPO cannot provide a camera, the MotoGP Media Officer will.
- 1 paper recycling bin
- 1 lavatory
- Office material (plenty of pens, staplers, etc)
- Clear signs inside and outside indicating the different areas for the different types of passes.
- Toilets (inside the Accreditation Centre whenever possible, if not as close as possible)





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- Coffee machine or vending machine with drinks
- TV with live feed of the MotoGP signal for guests to see what is happening on the track.
- Event posters or flags to start creating Grand Prix atmosphere.

Equipment must be arranged in a way that passes are out of the reach of anyone except the Accreditation Centre staff. The passes cannot be left in the Accreditation Centre without being guarded by security staff. The passes must be stored in a safe place overnight at the Accreditation Centre with security or at the Media Centre in the NPO's office in a locked closet.

## OPENING HOURS

The Accreditation Centre must be fully operating during these opening hours. It is obvious that the Accreditation Centre staff must arrive at the Circuit earlier in order to prepare everything and be ready on time. If the opening hours are to be modified, this will be done in agreement between the National Press Officer, Dorna Accreditation Centre Coordinator and the MotoGP™ Media Officer.

- Thursday: 09.00 - 17:00h
- Friday: 08.30 - 17:00h
- Saturday: 08.30 - 18:00h
- Sunday: 07.45 - 1 hour before start of last race\*

\*Last race refers to official MotoGP, Moto2 or Moto3 race, not support races.

## PASSES DELIVERY AND PICK-UP

### DORNA GUESTS

In European races, all guests' passes and car passes will be delivered by a Dorna person in charge of the Accreditation Centre.

Only these people (MotoGP Media Officer, Dorna Accreditation Centre Coordinator, Media Sales Accreditations Coordinator and IRTA representative) are authorised to deliver passes to the Accreditation Centre.

Dorna staff will deliver all personal and car park passes together with the Presence Books and Accreditations Acceptance (except for Dorna Guest) to the person in charge of the Accreditation Centre.

More details about the staff will be announced at the Accreditation Centre meeting on Wednesday at 17:00h.

### IRTA/TEAM GUESTS

IRTA or the teams will deliver directly all personal and car park passes to the IRTA person in charge of the Accreditation Centre. All passes must be placed inside the correct IRTA/Team Guests envelope with the contact details (especially mobile phone) along with a list of envelopes. If the passes are not properly placed in labeled envelopes, they should not be accepted.

\*For further details, see the Media Manual section of the Promoters Manual.

## DOCUMENTS

The following documents must be brought to the MotoGP Media Officer on Sunday immediately after the closing of the Accreditation Centre:

Original of the Presence Books.

All originals of the signed Media Accreditation Acceptance

Flash card of the camera or photocopies with the photos of the ID of attended guest and media representatives

All envelopes with the passes that have not been picked up

## ACCREDITATION CENTRE STAFF

On Wednesday at 17:00h (or at the agreed time) a meeting with the Accreditation Centre Staff will be held in the Media Centre.



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The Accreditation Centre Staff will be instructed about the procedures required for delivering the passes. All guest and media passes will be handed over during this meeting, and all the Accreditation Centre staff must attend this meeting.

In all 6 people (fluent in English and in the local language, other languages will be appreciated) must be in charge of pass delivery:

One person for Dorna Guests Passes (English speaking)

One person in charge of National Printed Media Accreditations\*\*

One person in charge of International Printed Media Accreditations (English speaking)\*\*

One person in charge of TV, Radio and Electronic Media Accreditations (English speaking)

One person for Team Guest Passes (English speaking)

One person will be the Accreditation Centre Runner for exclusive use of Dorna to deliver and pick up accreditations. He/she must be available and easily reached at all times. While he/she is not delivering passes, he can be cooperating in the Media Centre.

(\* \*\* these passes can all be delivered by the same person in case there is shortage of staff).



## **G18.CIRCUIT INSURANCE**

It is compulsory for Promoters to issue an Insurance policy for Third Party Liability, according to the FIM Sporting Code, being the conditions in the policy as follows:

The policy shall be effective, at least, from 00:00h of the Monday before the Event until next Monday midnight (for a Sunday Event) except if there is an official test scheduled on Monday in which case the insurance must be valid until Tuesday midnight (for a Sunday Event)

The list of Insured shall include the following entities:

Dorna Sports S.L. and all its affiliate companies, Dorna Worldwide, S.L., International Events Services, S.L., Externpro, S.L., Fontetes Motor, S.L., Promomedia, S.L.U., Motor Medical Team, S.L., FIM (Fédération Internationale de Motocyclisme), IRTA (International Road Racing Team Association), Promotor Special Events Worldwide S.L., Teams, Service Companies, National and International Officials, Race Direction, Clerks of the Course, Sporting Technical Stewards, Timekeepers, Marshals, Sponsors, TV Broadcasters, All accredited Media, All VIP guests from the above mentioned bodies, All other interested parties for their respective rights and interest, National Motorcycle Federation

Personal and material damages must be included in cross liability among all insured parties must be included in the policy

The limit of indemnity, unless otherwise agreed on the Promoters Agreement, must be a minimum of USD 6,000,000 per occurrence, except for the USA circuits whose limit will be no less than USD 15,000,000 per occurrence (or as established in the Promoters contract).

The sub-limits must not be under the following amounts:

Products liability: 1,500,000USD per occurrence (also applicable for cross liability)

Personal and material Liability: 300,000USD per occurrence (also applicable for cross liability)

The Insurance Policy must be sent to Dorna no later than 45 days before the Event.

### G19.OFFICIAL TEST

All Official, post-race and off-season group tests from the MotoGP™ Teams will be arranged directly between the Circuit and Dorna Operations Department.

Dorna representative as well as an IRTA staff member will assist to all tests in order to be the main point of contact between the Circuit and the Teams.

Circuit will be informed in advance about Teams attendance and required facilities through Dorna/IRTA.

Circuit will be requested to provide in advance the following information:

Race Track Test Schedule.

Race Track plan specifying the exact number of Track and Medical Marshals.

Number of Doctors, Paramedics and ambulances at the Medical Centre.

Medical Helicopter specifications.

Location and contact details of the Hospital that will be used in case of major injury.

Contact details of the Race Control Staff.

Circuit liability insurance cover.

Media Centre available Services for the Test.

### PASS SYSTEM

Special Passes will be produced for each of the official post GP and off season group tests organized by Dorna/ IRTA. Only personal permanent passes from the current season will be valid together with special passes produced for the test. (Please check Security Manual for detailed explanation and description of each pass)

#### ACCESS TO PIT LANE

Access to Pit Lane will be limited to the media and worker full passes.

Also the test passes with the Pit Lane label should be admitted.

#### ACCESS TO SERVICE ROAD

Access to the service road will be limited to the following passes:

Media and Worker Full passes.

Media and Worker Track passes.

Premium (Permanent) pass.

Also the test passes with the service road and Pit Lane label should be admitted.

#### ➤ **SCOOTERS**

Personal passes valid for the test will grant access to the service road with scooter in connection with the pass level.

#### ➤ **CARS/VANS**

Only the vehicles with MotoGP™ permanent Official, All Access and Permanent Test vehicle passes will be allowed to enter the service roads.

#### PARKING AREAS AND PADDOCK ACCESS

No special vehicles passes will be produced for the tests. All personal passes valid for the test will grant also vehicle parking.

All cars attending to the tests will have to park in the P1 area used during the MotoGP™ Event or the parking area which is more convenient for the Circuit. No cars will be allowed inside the Paddock at all times.

## G20.FREIGHT OPERATION EUROPE

In case that an Overseas GP has been held the week before the ongoing GP or is going to be held after the ongoing GP, the Circuit / Promoter will be informed about some special requirements in order to plan the freight operation:

Arrival and departure times for the cargo trucks

Number of cargo trucks

Waiting / Parking Area for the cargo trucks

Time schedule of the Operation (Dorna and appointed freight company will be working during night time and the following day if necessary)

Loading / Offloading position (Pit Lane)

### OFFLOADING AND LOADING PROCESSES

The ideal position to offload/load the trucks for the flight cases delivery is the Pit Lane area. If this is not an option, Dorna will then study alternative solutions.

During the freight arrival and departure periods the Circuit / Promoter should guarantee the following services:

Contact person for infrastructures and security

Pit Garages access availability

Pit Lane and/or required offloading areas availability

Lighting system to work during night time

Minimum security control

\*The Circuit / Promoter may be requested to help hiring personnel and vehicles for the operation, as well as finding a warehouse near the Circuit for the empty flight cases.

Please check the following annexes for the different scenarios we could face for the freight operation:

1. PRE- OVERSEAS GP [\(SEE PRE-OVERSEAS GP\) PAGE 158](#)
2. POST- OVERSEAS GP [\(SEE POST-OVERSEAS GP\) PAGE 159](#)

\* In both schedules you will find two options:

Option A = NOT URGENT (more than 7 days between 2 GP races)

Option B = TOP URGENT SHIPMENT (back to back GP races)

## G21.INVOICING

In order to ensure the correct invoicing procedure, the Circuit / Promoter must prepare a summary of all costs related to the Grand Prix. This summary should be send in advance by e-mail to the Dorna Operations Department for approval.

During the Grand Prix week, in order to check that all costs are calculated correctly and according to the previous agreements, an appointment / meeting between the Dorna Operations Department and the Circuit Financial Department will be requested.

Once this summary is received, Dorna Operations Department will determine to which Dorna Group Company (Dorna Sports S.L., International Events Services S.L., Dorna Worlwide S.L. or Dorna Worldwide Freight Services b.v.) belongs each cost and will provide the Circuit / Promoter with complete invoicing details including corresponding VAT and order numbers.

Once both parties agree the costs, invoices must be issued immediately. The date of the invoice must correspond to the date when all costs were approved. No invoice will be accepted with a different date.

Any invoice received without previous approval by the Dorna Operations Department and/or without all invoicing details and/or Dorna VAT and order numbers as provided by the Dorna Operations Department will not be considered and will be returned to the Circuit / Promoter. It is the responsibility of each Circuit / Promoter to be familiar with tax issues related to the international laws.

Dorna will confirm the postal address to send the invoices by courier mail or registered post.

The Circuit / Promoter must also provide Dorna with the original of the Domicile Tax Form that must be valid on both Grand Prix and invoice date and must be received in Dorna prior to the GP. Photocopies cannot be accepted.

[\(SEE DOMICILE TAX FORM\) PAGE 160](#)

## **G22.USE OF OFFICIAL LOGO AND DESIGN MANUAL**

### **OFFICIAL NAME AND LOGO**

The title "FIM World Championship Grand Prix" (MotoGP™) and the logo thereof (as depicted in the Design Manual) and any Event Denomination or Event logo cannot be used in any medium whatsoever without the express written permission of Dorna and in any case only to the extent and for the purposes expressly approved by Dorna.

Promoters shall adopt and strictly abide by any and all of the rules and guidelines contained in the "Design Manual" and to any updates of the "FIM World Championship Grand Prix" and/or the Event.

Dorna will confirm to each Promoter the official name of the Grand Prix. From this moment, the Promoter has to use full Grand Prix title ([SEE GRAND PRIX TITLES](#)) [PAGE 161](#), including the title sponsor of the Event (as defined by Dorna) at all documents and media.

### **DESIGN MANUAL**

Design Manual compiles design templates and guidelines for all official MotoGP™ documents such as Official Poster, Official Programme, Tickets and Event Stationery.

The Design Manual also includes all necessary logos and their terms of use.

The content and approval requirements are specified in the Design Manual included in the Promoters Manual (Chapter 5).

Logos of title sponsors will be sent to each Promoter once the official title of the corresponding Grand Prix has been confirmed.

#### **➤ OFFICIAL PROMOTIONAL MATERIALS**

All official promotional materials of all Events have to follow the corporate image of MotoGP™ as specified in the Design Manual.

All these documents (Official Poster, Official Programme, Tickets design and Promotional Stands) have to be sent to the Dorna Operations Department for final approval before printing them (E-mail: [events@dorna.com](mailto:events@dorna.com)).

#### **➤ TICKETS**

A legal notice, fully specified in the Design Manual, must appear on every ticket on its front or reverse side in the national language of the Country. Full text both in national language and English must be included in the conditions of tickets sale.

The design of the Tickets is specified in the Design Manual and Ticket design has to be sent to the Dorna Operations Department for final approval before its printing (E-mail: [events@dorna.com](mailto:events@dorna.com)).

#### **➤ EVENT STATIONERY**

All official communications generated during the Grand Prix (with the exception of official results) have to be printed on the Event Stationery.

The design of the Event Stationery is specified in the Design Manual and has to be sent to the Dorna Operations Department for final approval before its printing (E-mail: [events@dorna.com](mailto:events@dorna.com)).

#### **➤ PRESS KIT**

Press Kit is also official document of MotoGP™ done by all Promoters in collaboration with Dorna and is distributed to all media during the Event.

The design of the Press Kit is specified in the Design Manual

The content and approval requirements of the Press Kit are specified in the Media Manual (Chapter M4 - Press Kit).

#### **➤ MotoGP™ VIP VILLAGE BRAND INDENTITY**

All MotoGP™ VIP Village facilities and materials must follow the VIP Village Design Manual. Copies of this Manual and in general

any questions related to the use of the VIP Village logo should be addressed to the Dorna Operations Department (E-mail: [events@dorna.com](mailto:events@dorna.com)).



### G23.CAUTION ABOUT HIGH LEVEL NOISE DURING THE GRAND PRIX

After the last engineering modifications on Racing Bikes during last years in order to improve their performance, the noise that they are producing has increased considerably.

We strictly recommend to Promoters/Organizers to provide, to all their staff working in the Circuit during Grand Prix, an effective hearing protection [\(SEE EAR PROTECTIONS\) PAGE 87](#). Specifically, for the people working in the following areas:

- Pit Lane
- Service Roads
- Race Track
- Paddock
- Pit Box Building



## G24.CONTACT DETAILS

### CIRCUIT ADDRESS

On receipt of this document the circuits are requested to forward the following details to Dorna Operations Department:

FULL CIRCUIT ADDRESS  
TELEPHONE AND FAX NUMBER  
CORRESPONDENCE ADDRESS  
E-MAIL ADDRESS

### CIRCUIT/ PROMOTERS CONTACT

Names and personal contact details, including mobile telephone numbers and e-mail addresses for the following:

SECRETARY  
PERSON(S) RESPONSIBLE FOR GENERAL MAINTENANCE  
TECHNICAL & TELECOMMUNICATIONS  
SECURITY  
COMMERCIAL  
SPORTING MATTERS

### DORNA CONTACT

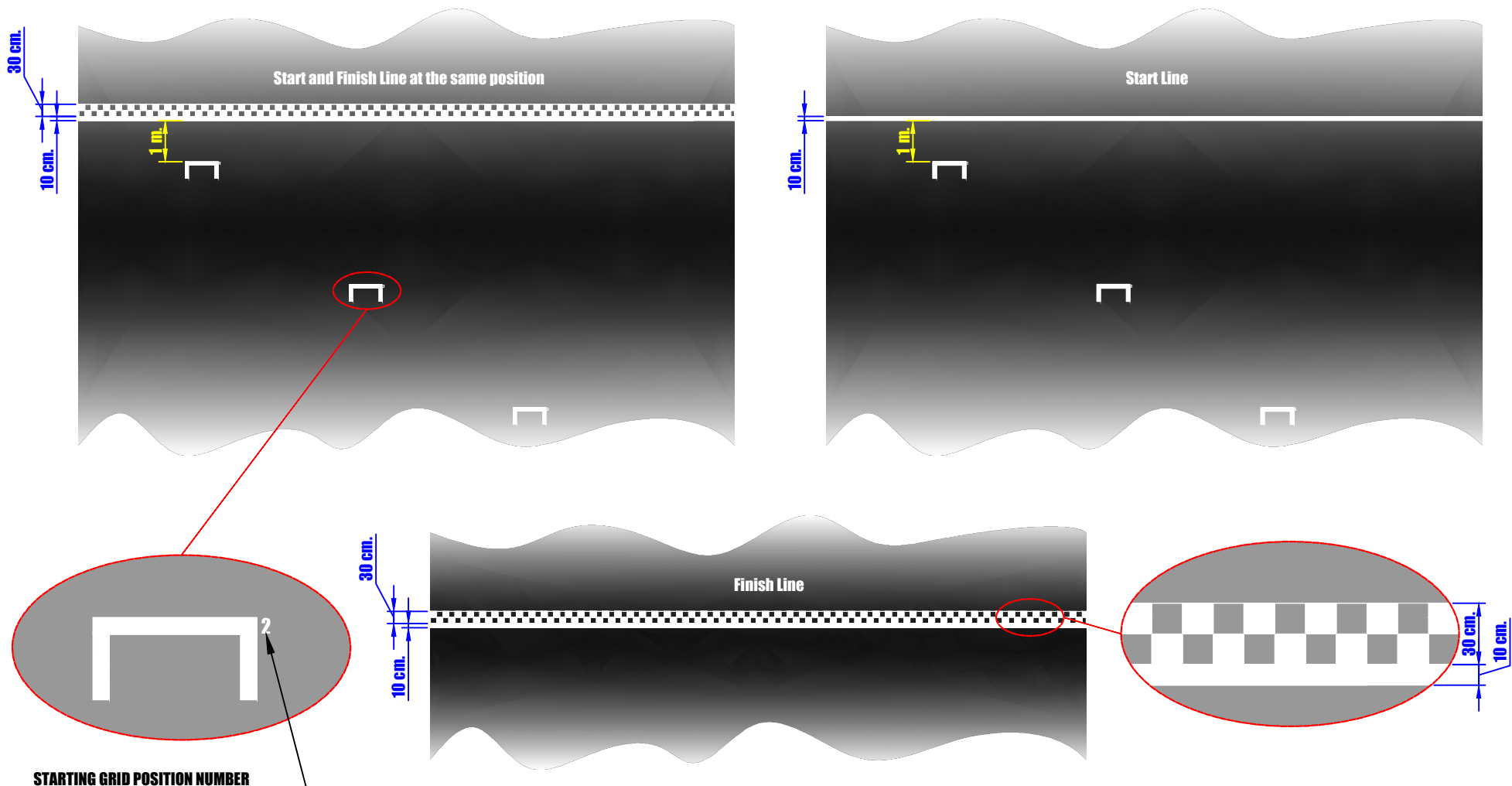
These details should be sent to:

OPERATIONS DEPARTMENT  
DORNA SPORTS SL.  
C/ NARCÍS MONTURIOL 2  
08960 – SANT JUST DESVERN  
BARCELONA, SPAIN  
E-mail: [events@dorna.com](mailto:events@dorna.com)



## G25.ANNEXES

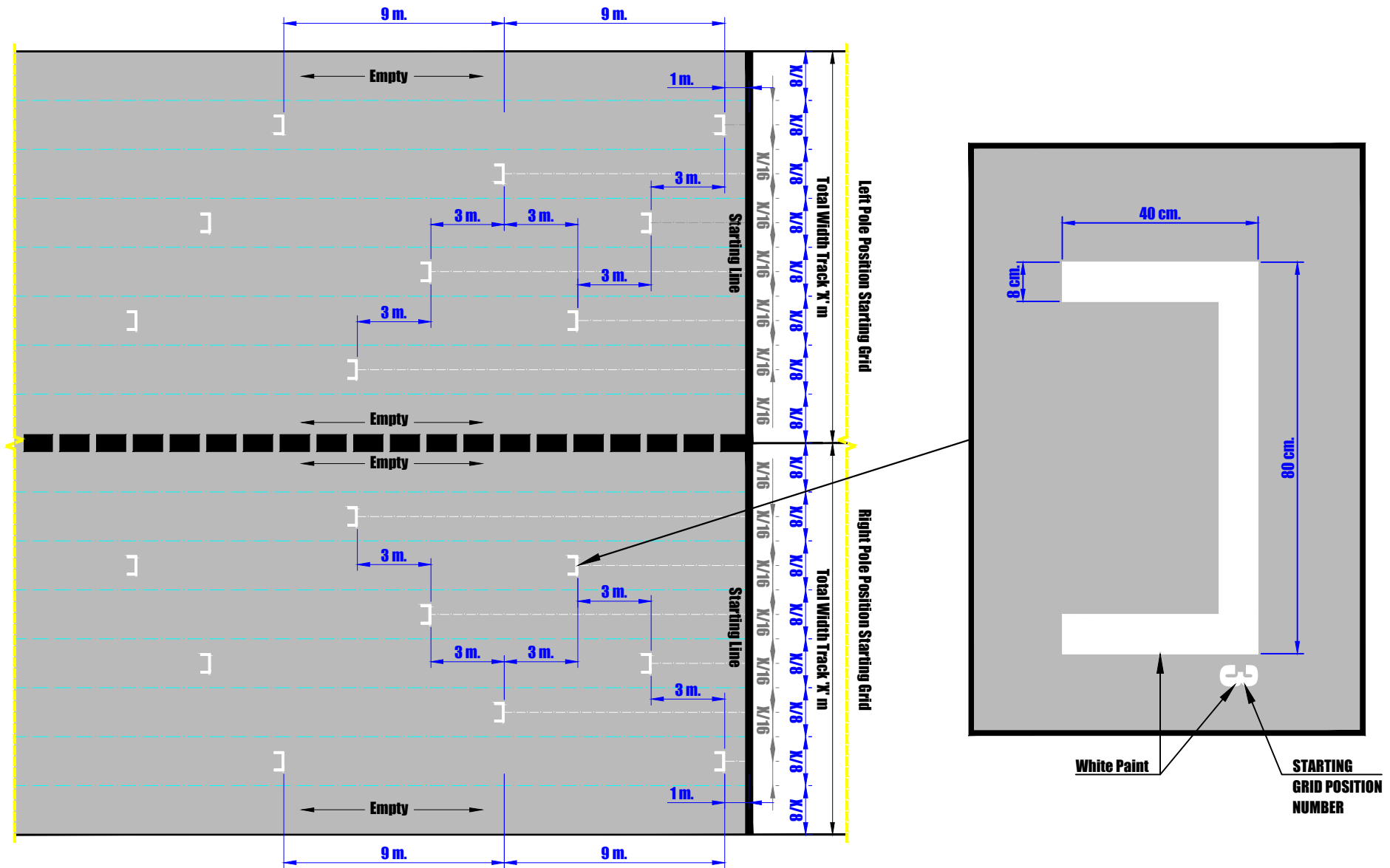




**Dorna Sports S.L.**  
Operations Department

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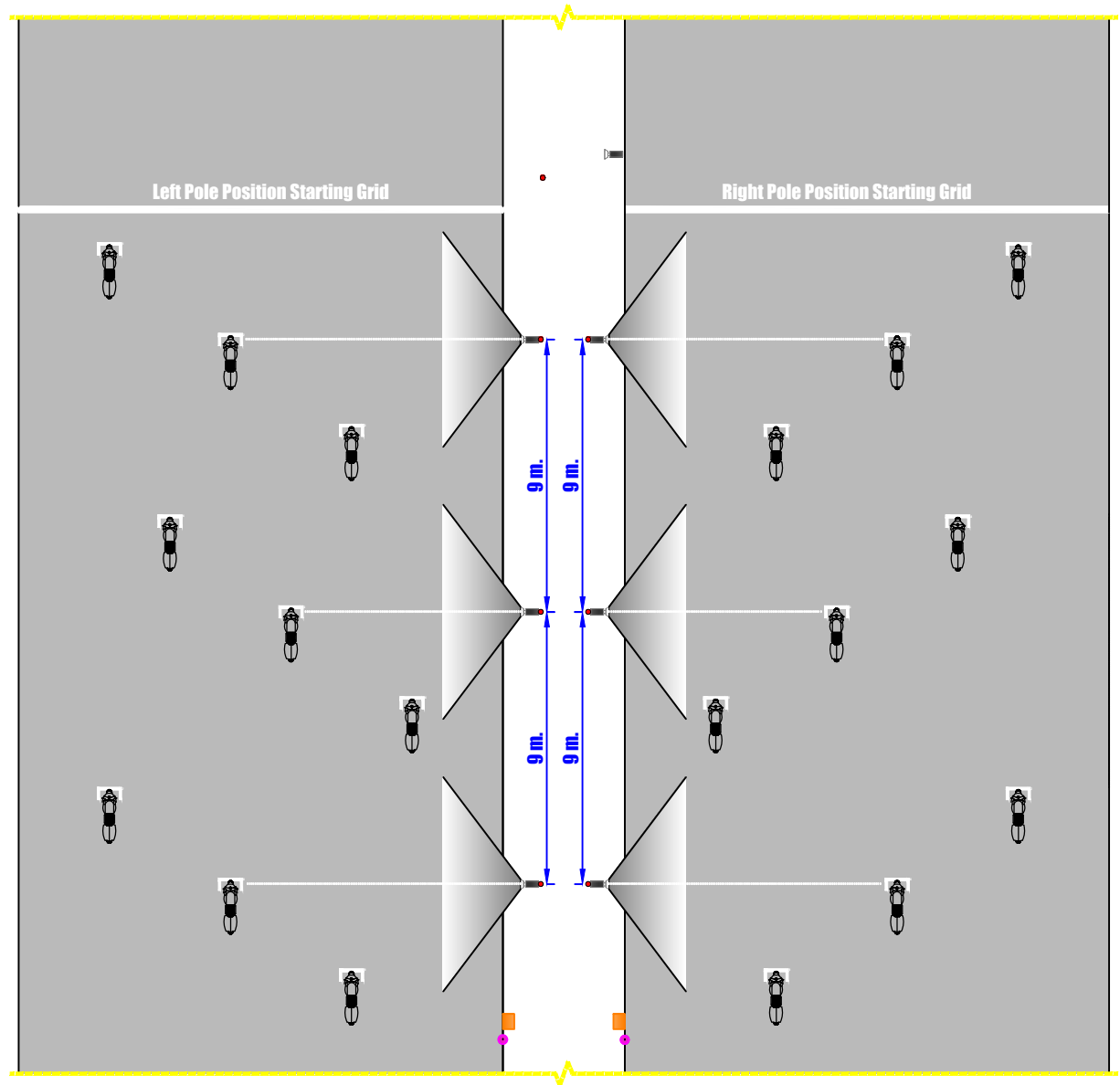
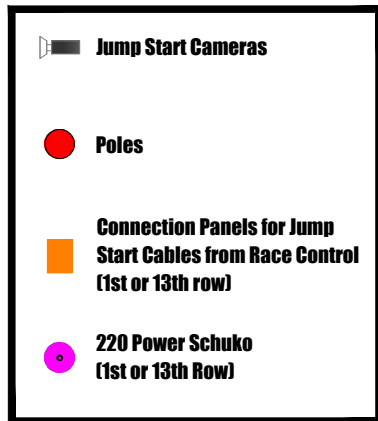
<b>Promoters Manual</b>	<b>Date</b>	<b>January 2017</b>
<b>Filename</b>	<b>START/FINISH STRAIGHT</b>	
<b>Description</b>	<b>STARTING LINE</b>	



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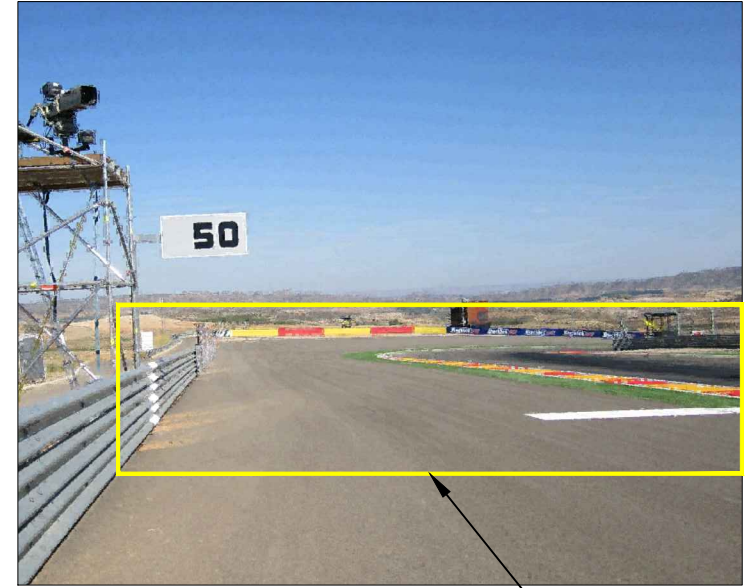
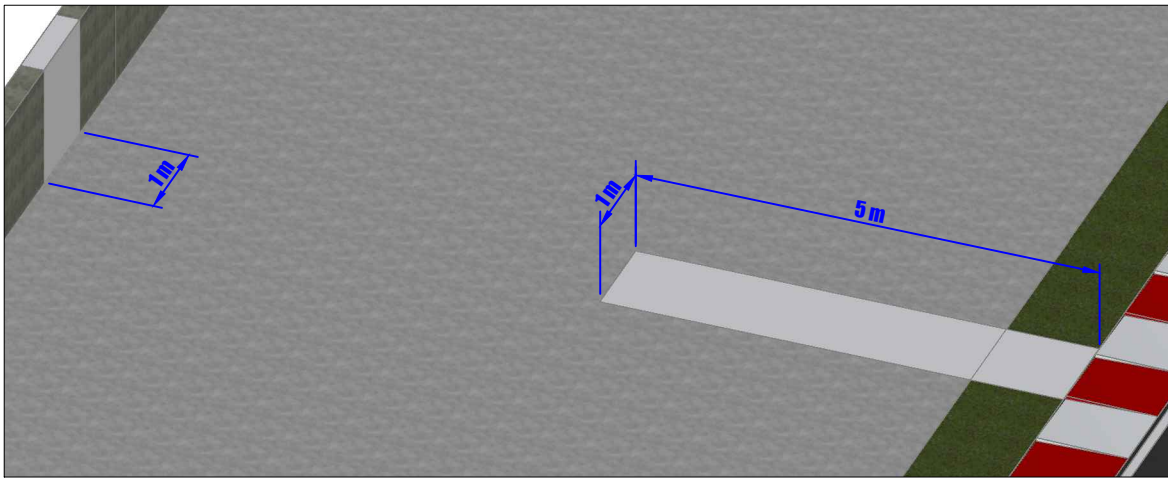
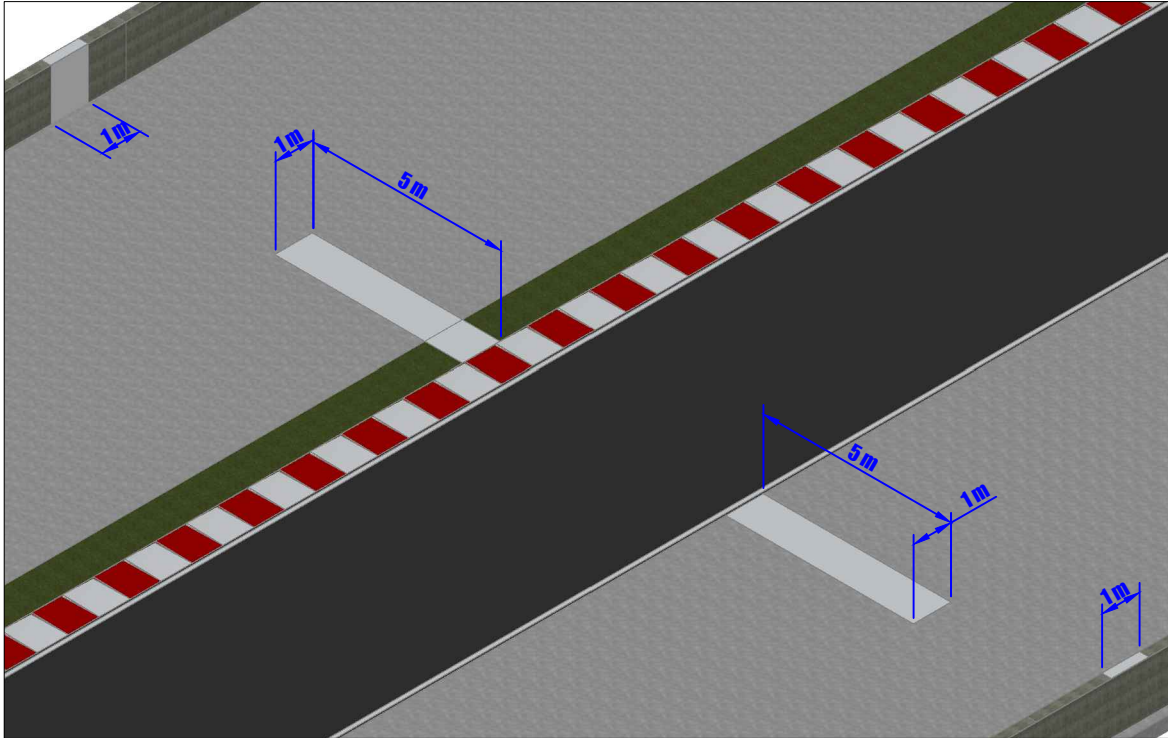
Promoters Manual	Date	January 2017
Filename	START / FINISH STRAIGHT	
Description	STARTING GRID	



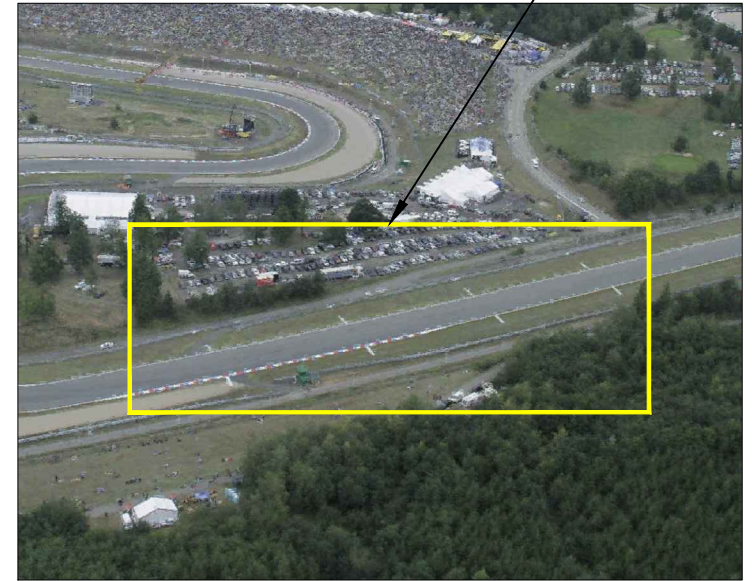
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Operations Department

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Promoters Manual	Date	January 2017
Filename	START / FINISH STRAIGHT	
Description	JUMP START SYSTEM	



**Braking Marks**



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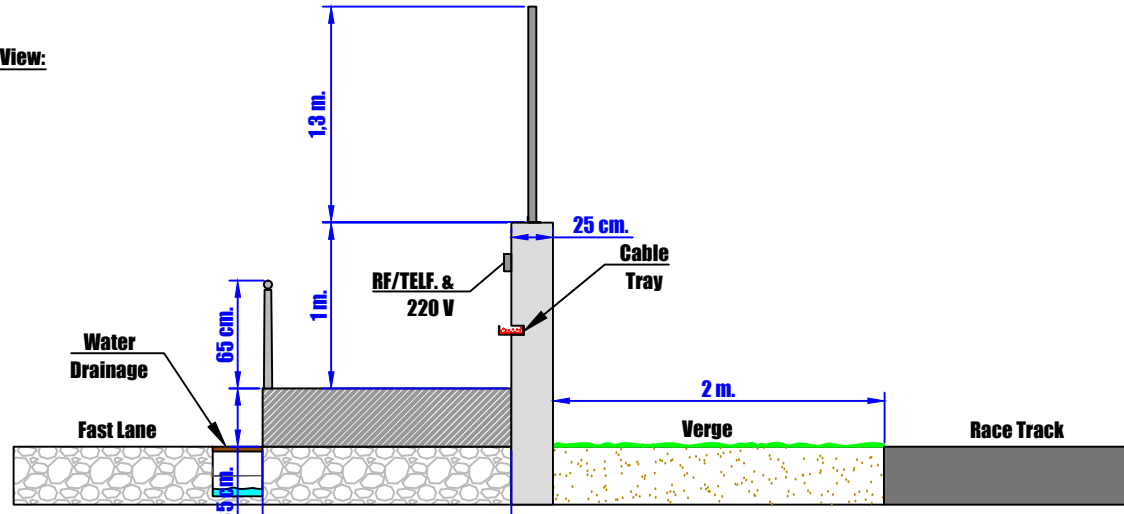
Promoters Manual	Date	<b>JANUARY 2012</b>
Filename	<b>RACE TRACK MARKING</b>	
Description	<b>BRAKING MARKS</b>	



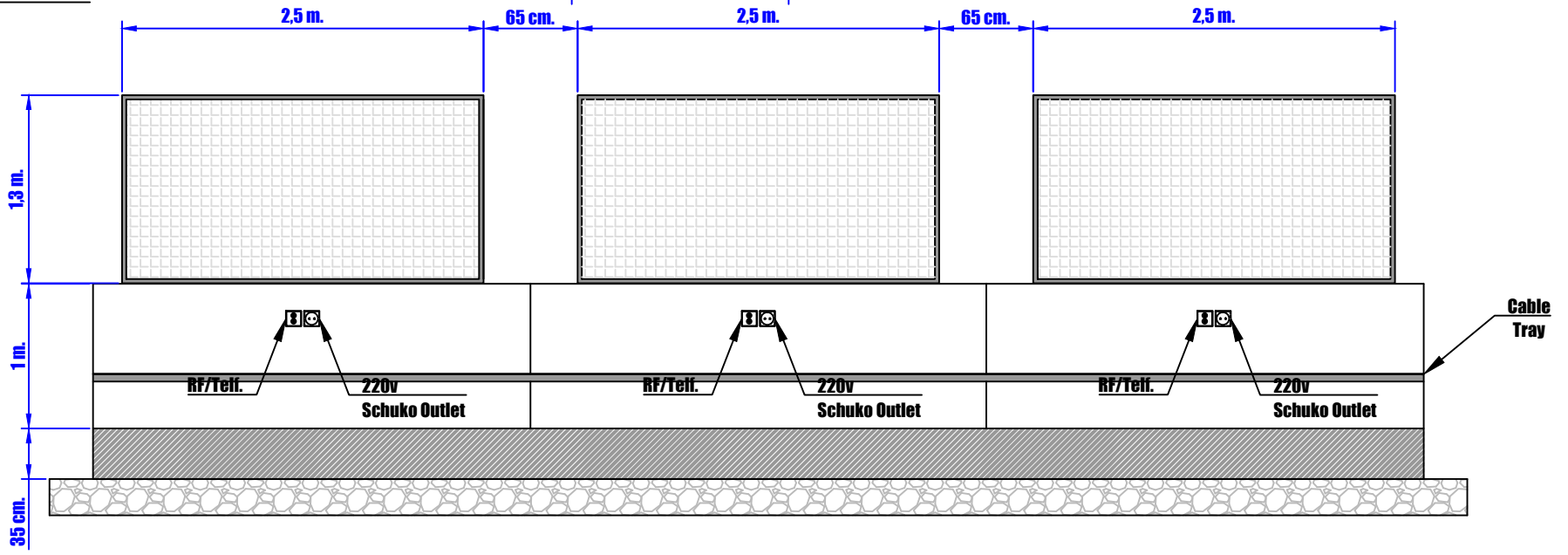
Dorna Sports S.L.  
Operations Department

Filename	PROTECTIVE DEVICES
Description	AIR FENCE MODULES

**Section View:**



**Frontal View:**



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Operations Department

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Promoters Manual	Date	<b>JANUARY 2012</b>
Filename	<b>SIGNALLING PLATFORM</b>	
Description	<b>PIT WALL/DEBRIS FENCE</b>	





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Operations Department

*Filename* PIT LANE EXIT

*Description* PIT EXIT LIGHTS



Existing cable

NEW cable

**CIRCUIT SYSTEM**

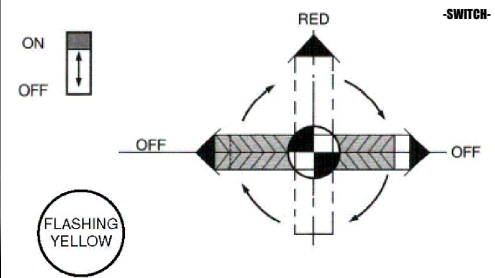


-STARTER ROSTRUM-



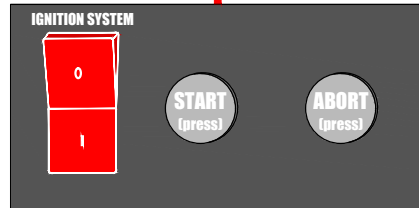
-BOX-

Starting light lever control



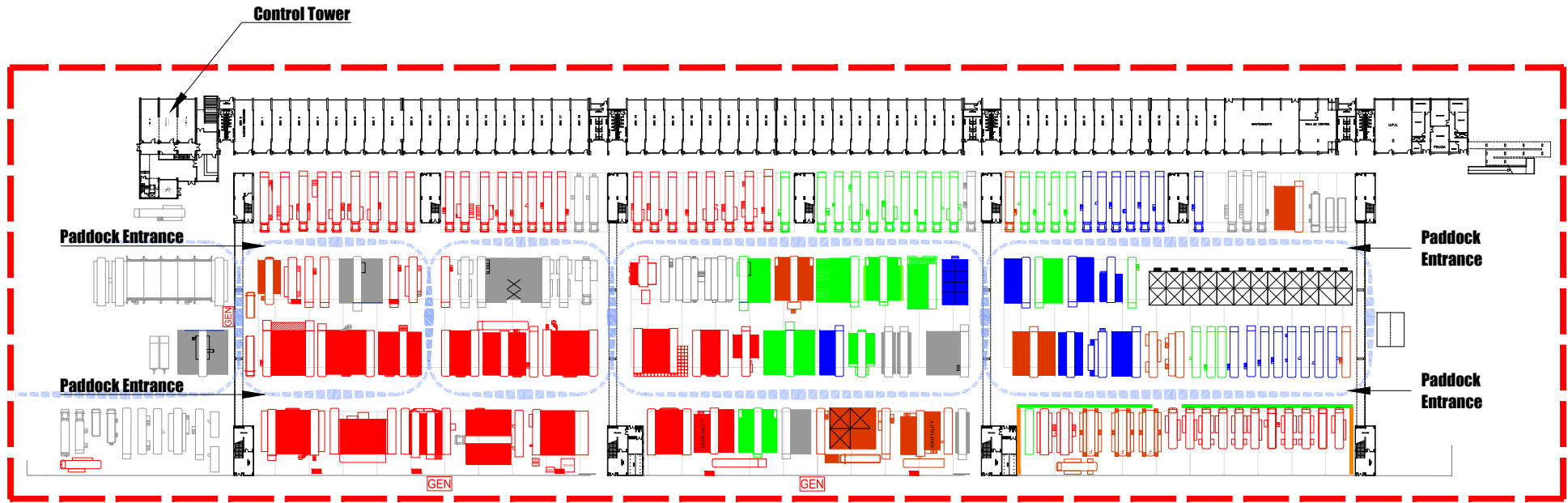
-SWITCH-

**NEW DORNA SYSTEM**



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Operations Department

Filename	STARTER'S ROSTRUM
Description	STARTER



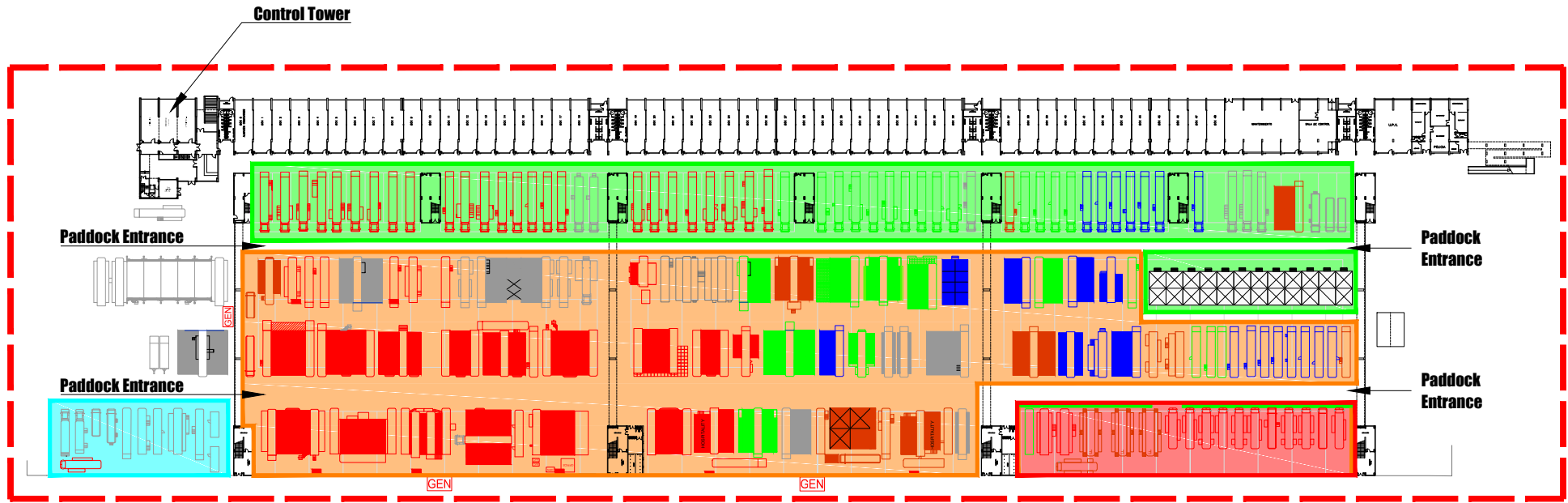
**This plan will be sent in Autocad format and it will include the required services and installations for each unit.**




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Operations Department

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Promoters Manual	Date	JANUARY 2014
Filename	PADDOCK	
Description	PADDOCK ALLOCATION	



- ☑ **TEAMS WORKING AREA** - area reserved for team working trucks in front of the boxes and teams with truck plus working tent without pit box
- ☑ **SERVICE COMPANIES** - area reserved for the service companies trucks ( helmets, tyres, racing clothing, ... )
- ☑ **HOSPITALITIES** - area reserved for the catering services trucks
- ☑ **MotoGP™ LIVING AREA** - fenced area reserved for the MotoGP™ riders motorhomes

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		<b>Filename</b>	<b>PADDOCK</b>	
		<b>Description</b>	<b>PADDOCK AREAS</b>	



<b>Dorna Sports S.L.</b>
Operations Department

<b>Filename</b>	<b>FACILITIES</b>
<b>Description</b>	<b>ELECTRICITY BOX</b>



**CETAC CEEform 32Amp 5PINS  
3 PHASES + NEUTRAL + GROUND**



**CETAC CEEform 16Amp 3PINS  
1 PHASE + NEUTRAL + GROUND**

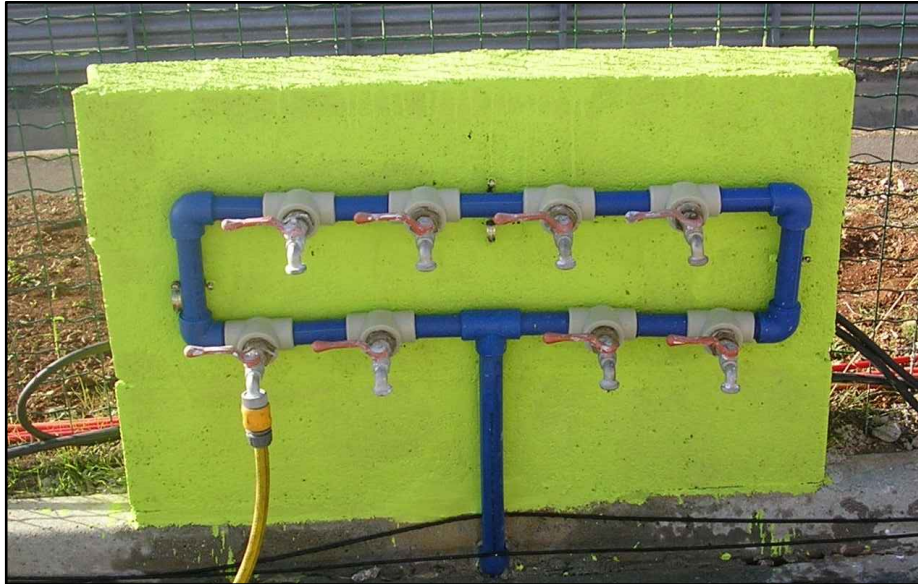


Dorna Sports S.L.

Operations Department

Filename FACILITIES

Description CEEform CONNECTORS



**WATER OUTLET**

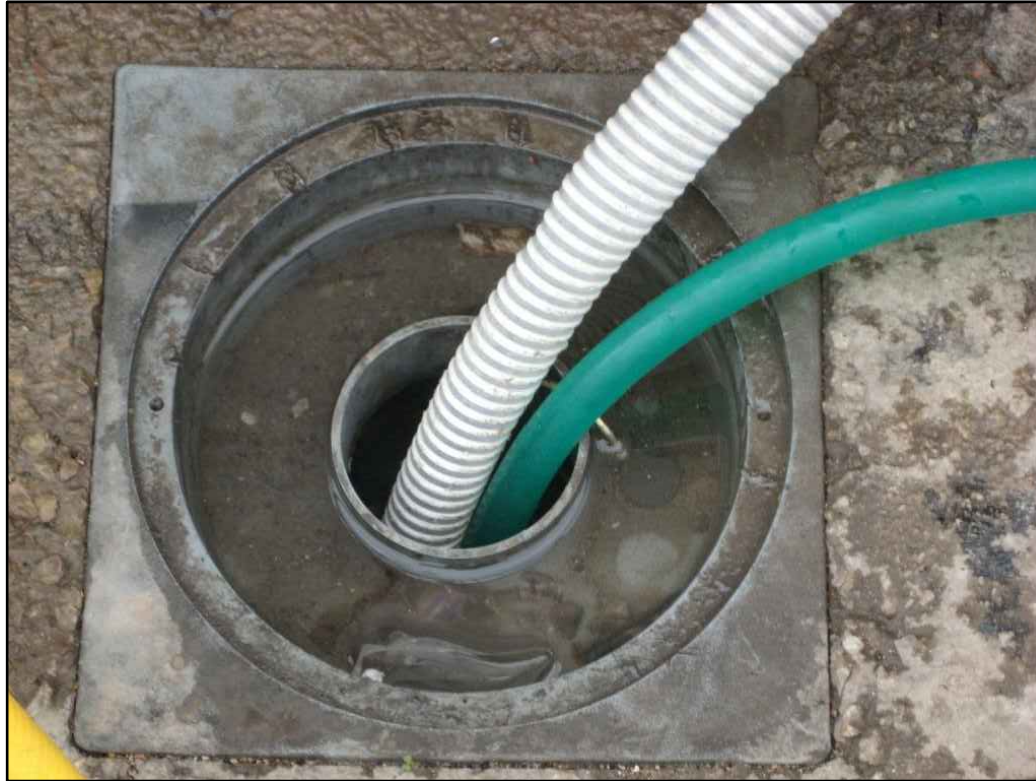


**RF OUTLET**



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Operations Department

Filename	FACILITIES
Description	PADDOCK OUTLETS



**DRAINAGE COLLECTION**



**DRAINAGE CHANNEL**



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Operations Department

Filename	FACILITIES
Description	DRAINAGE





**BINS**



**CONTAINERS**



**WASTE OIL CONTAINER**



**WASTE OIL BIDON**



**Dorna Sports S.L.**  
Operations Department

<b>Filename</b>	<b>FACILITIES</b>
<b>Description</b>	<b>CLEANING SERVICES</b>



**CHEMICAL TOILETS**



**Dorna Sports S.L.**

Operations Department

*Filename*

**FACILITIES**

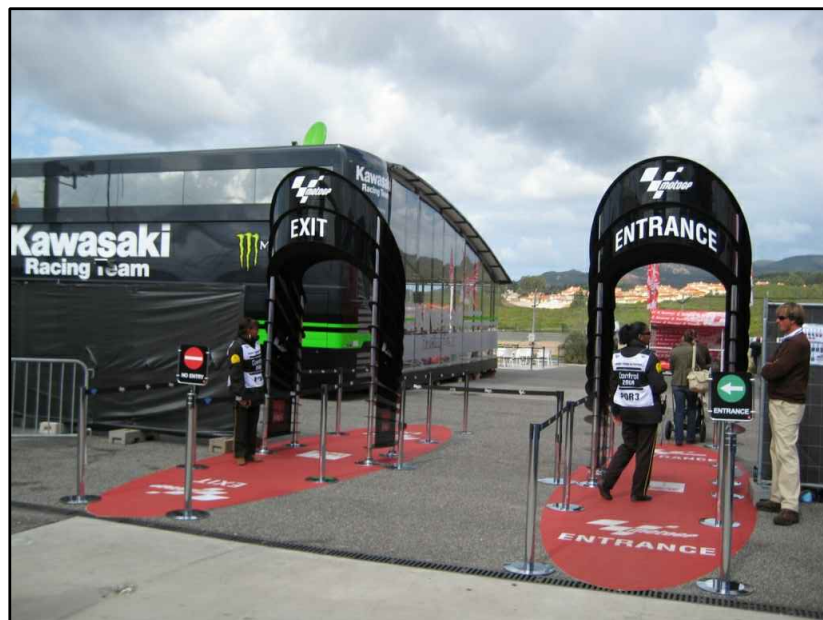
*Description*

**CHEMICAL TOILETS**

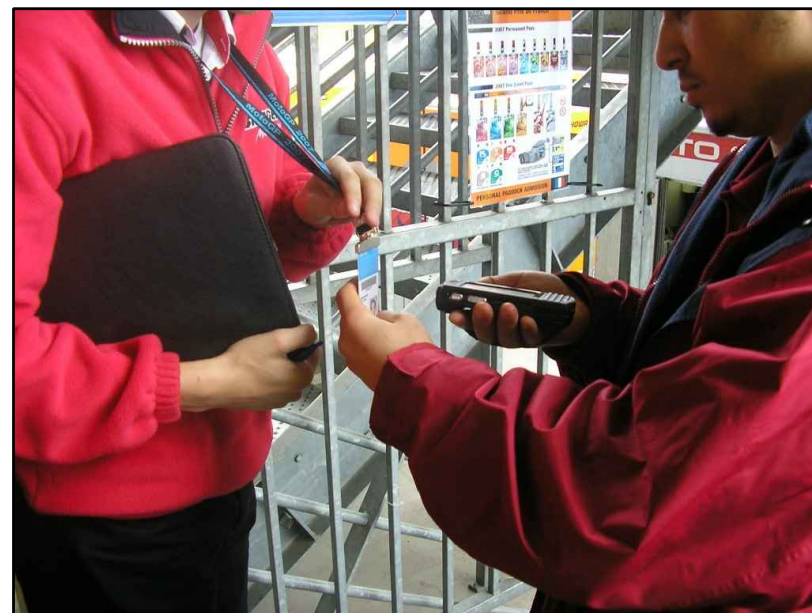


Dorna Sports S.L.  
Operations Department

<b>Filename</b>	<b>CLINICA MOBILE</b>
<b>Description</b>	<b>TRUCK POSITION</b>



**ACCESS CONTROL GATE**

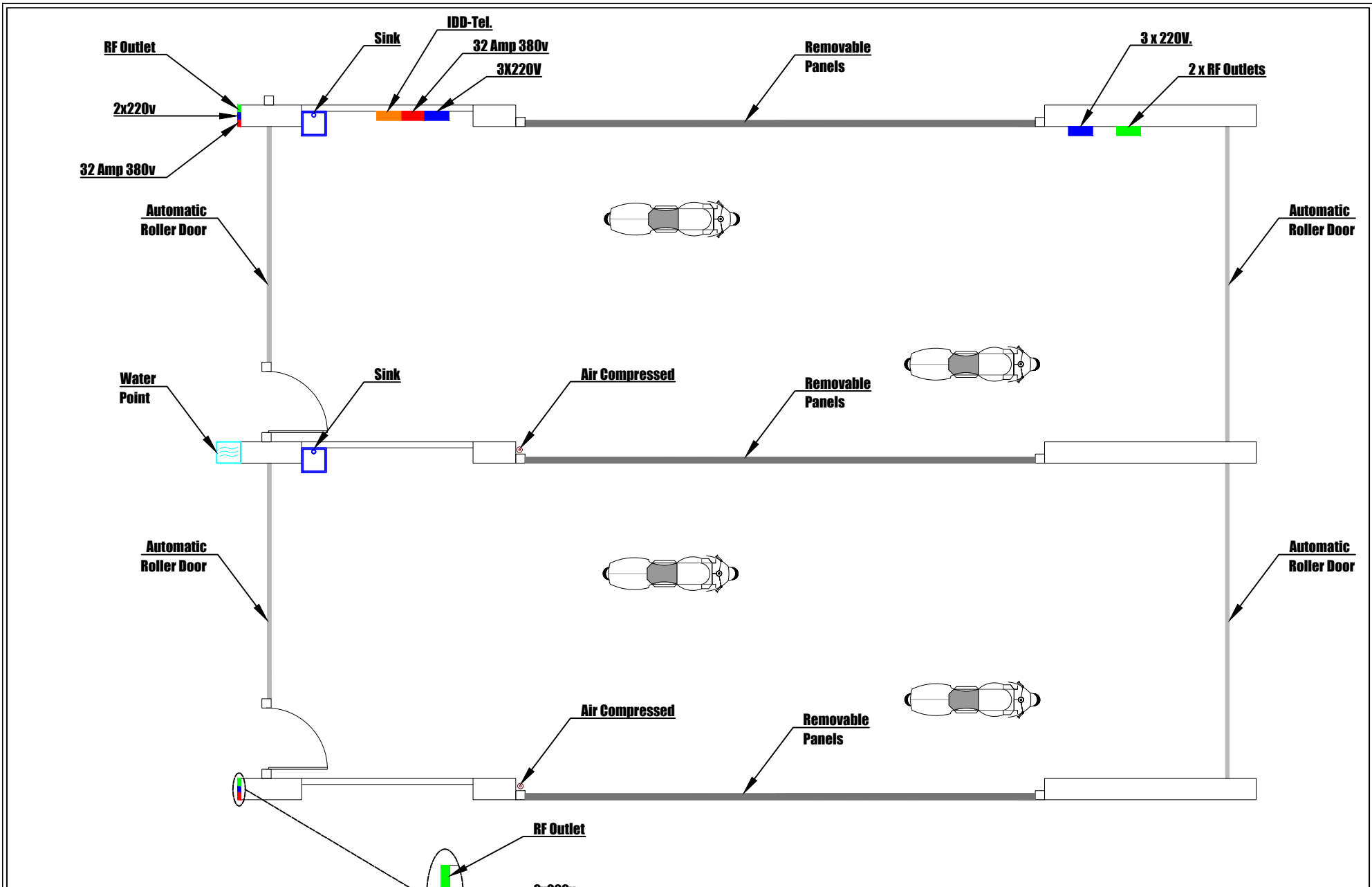


**ACCESS CONTROL TERMINAL**



<b>Dorna Sports S.L.</b>
Operations Department

<b>Filename</b>	<b>PADDOCK SECURITY</b>
<b>Description</b>	<b>ACCESS CONTROL</b>



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Operations Department

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Promoters Manual	Date	JANUARY 2012
Filename	PIT BOXES	
Description	BOX PLAN	



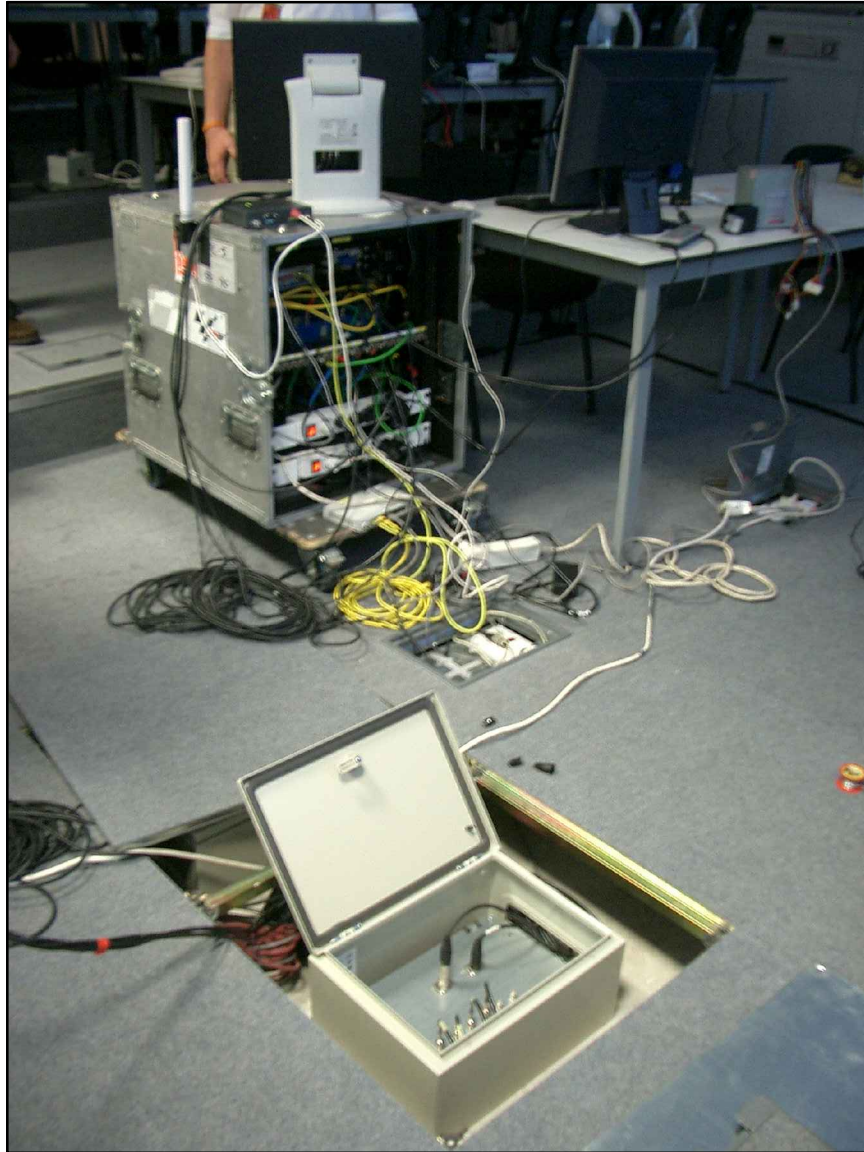
Dorna Sports S.L.  
Operations Department

Filename	TECHNICAL CONTROL
Description	TECHNICAL CONTROL AREA



Dorna Sports S.L.  
Operations Department

<i>Filename</i>	PROTECTIONS
<i>Description</i>	EAR PROTECTIONS



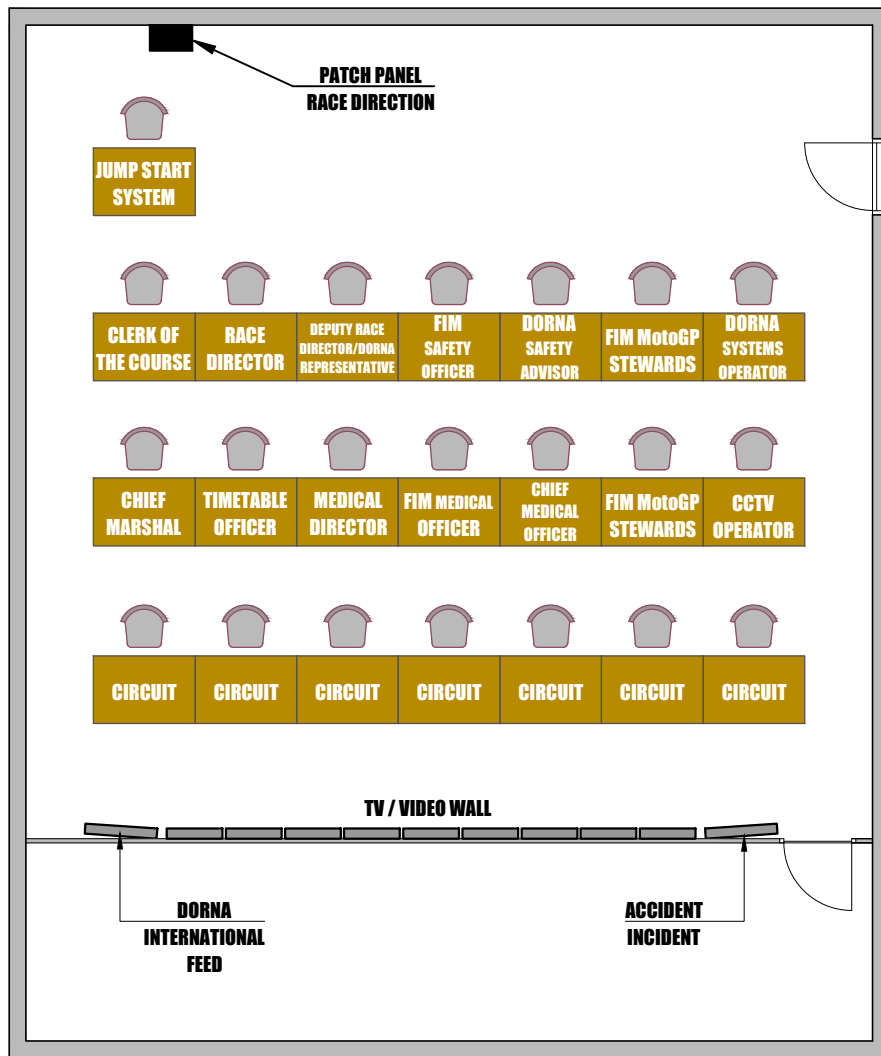
Dorna Sports S.L.

Operations Department

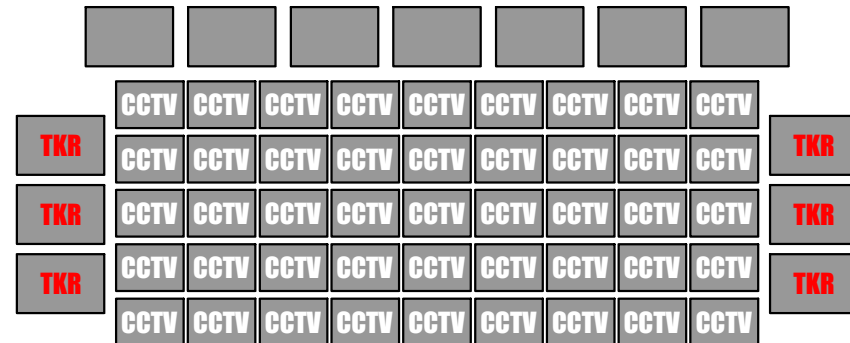
Filename RACE CONTROL

Description PATCH PANEL POSITION

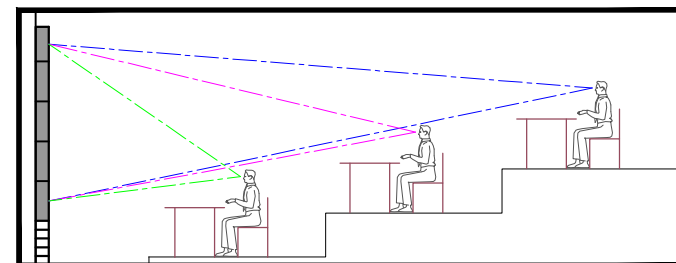




**RACE CONTROL PLAN**



**CCTV SCREENS**



**RACE CONTROL SECTION**



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Operations Department

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Promoters Manual	Date	January 2017
Filename	RACE CONTROL	
Description	DISTRIBUTION PLAN	



**RACE TRACK RECORDING SYSTEM**



**JUMP START RECORDING SYSTEM**



<b>Dorna Sports S.L.</b>
Operations Department

<b>Filename</b>	<b>RACE CONTROL</b>
<b>Description</b>	<b>RECORDING SYSTEM</b>

# ACCIDENT / INCIDENT REPORT

<b>GP OF:</b>	
<b>DAY:</b>	
<b>DATE:</b>	
<input type="checkbox"/> <b>DRY</b> <input type="checkbox"/> <b>WET</b>	

CIRCUIT MAP

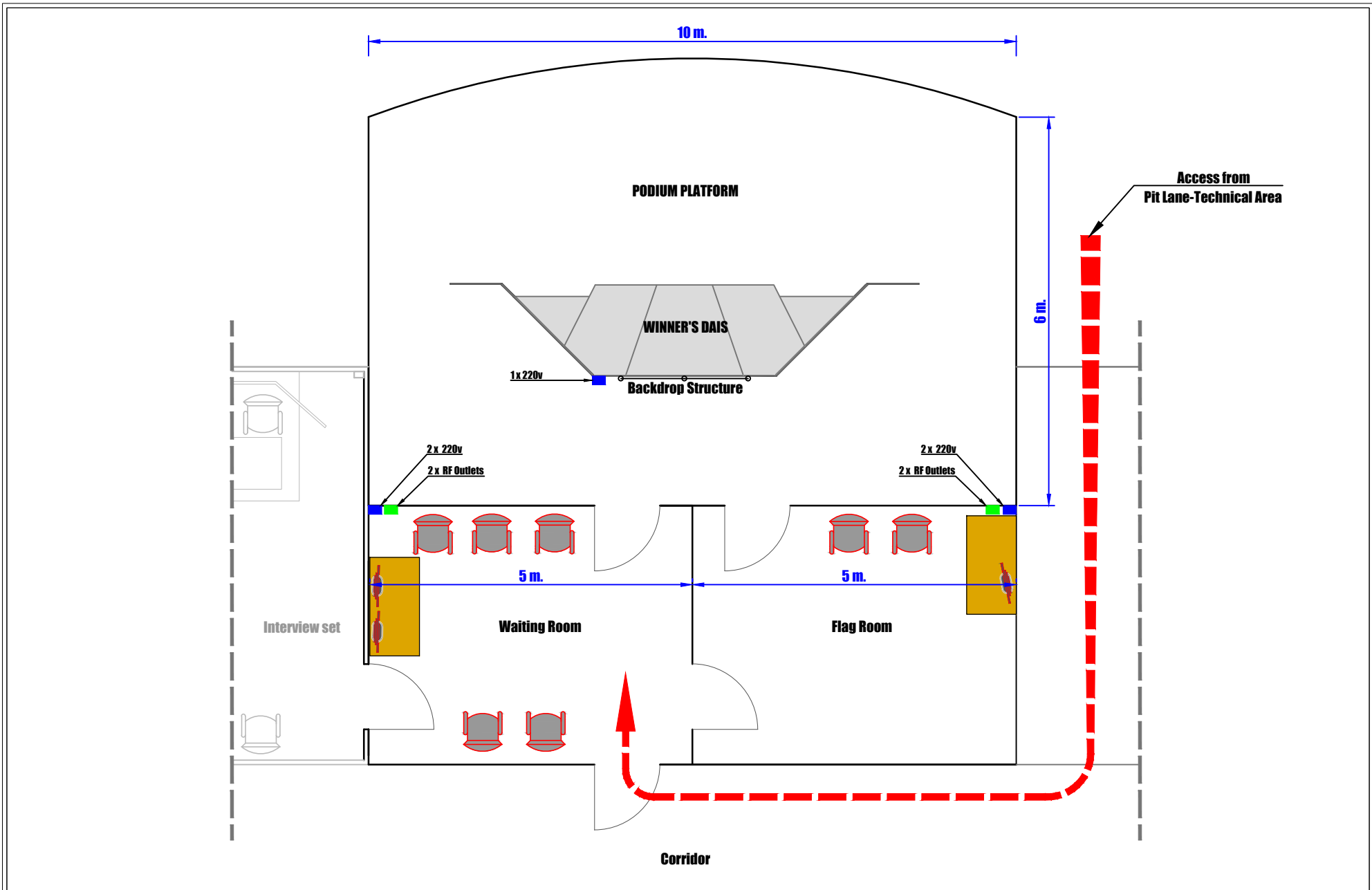
SESSION							
		Moto3™		Moto2™		MotoGP™	
DAY 1	<input type="checkbox"/>	FP 1	<input type="checkbox"/>	FP 1	<input type="checkbox"/>	FP 1	
	<input type="checkbox"/>	FP 2	<input type="checkbox"/>	FP 2	<input type="checkbox"/>	FP 2	
DAY 2 DAY 2	<input type="checkbox"/>	FP 3	<input type="checkbox"/>	FP 3	<input type="checkbox"/>	FP 3	
	<input type="checkbox"/>	Q	<input type="checkbox"/>	Q	<input type="checkbox"/>	FP 4	
					<input type="checkbox"/>	Q 1	
					<input type="checkbox"/>	Q 2	
DAY 3	<input type="checkbox"/>	Warm Up	<input type="checkbox"/>	Warm Up	<input type="checkbox"/>	Warm Up	
	<input type="checkbox"/>	RACE	<input type="checkbox"/>	RACE	<input type="checkbox"/>	RACE	

<b>START TIME</b>	<b>FINISH TIME</b>	<b>TIME RACE STOPPED</b>	<b>RE-START TIME</b>
-------------------	--------------------	--------------------------	----------------------

INCIDENT LOCATION	TIME	RIDER'S NUMBER	FALLER (F) TECHNICAL (T)	OTHER COMMENTS

Promoters Manual	Date	JANUARY 2016
Filename	ACCIDENT / INCIDENT REPORT	
Description	ACCIDENT / INCIDENT REPORT	

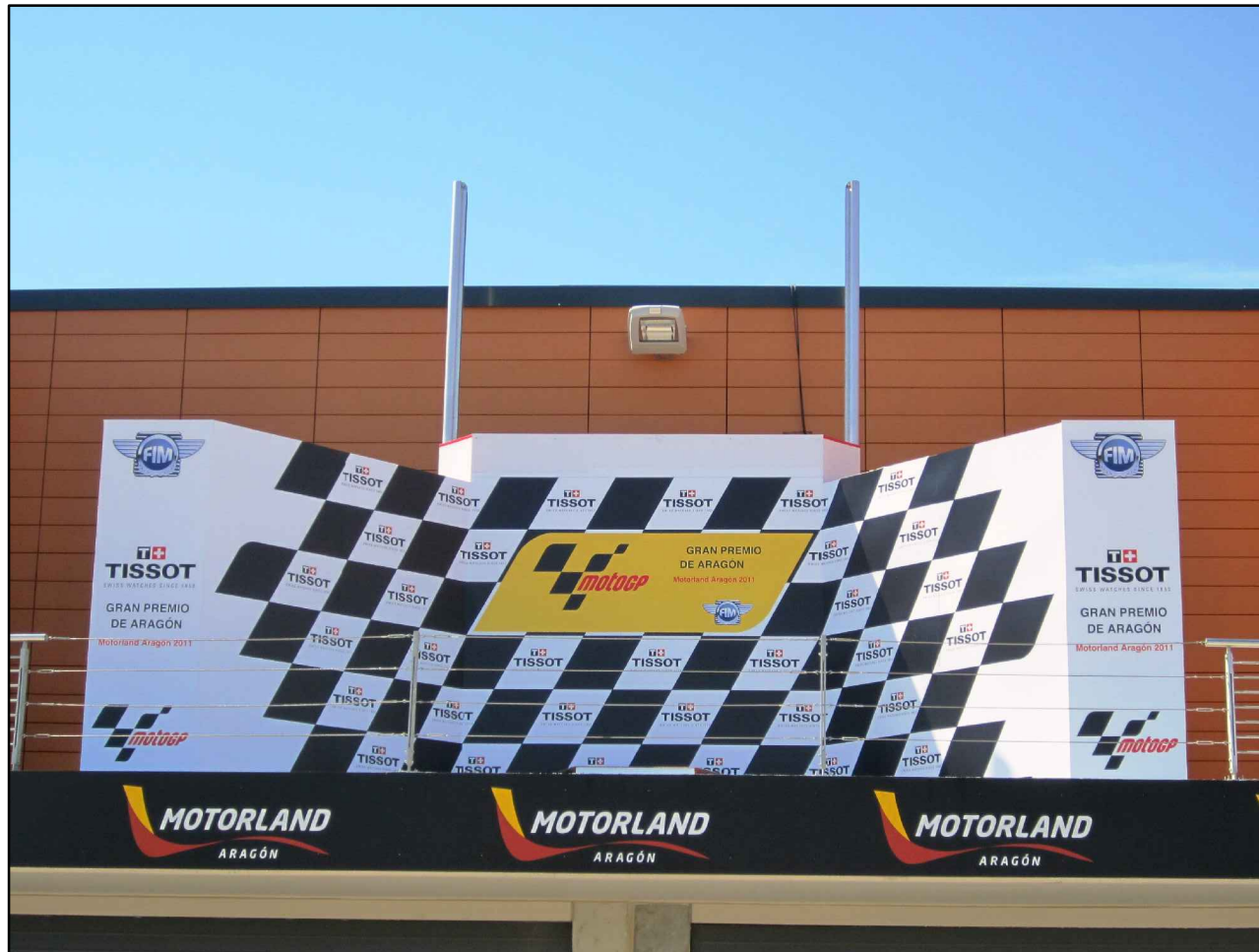




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Operations Department

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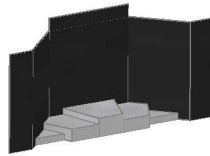
Promoters Manual	Date	DECEMBER 2013
Filename	PODIUM	
Description	PODIUM AREA	



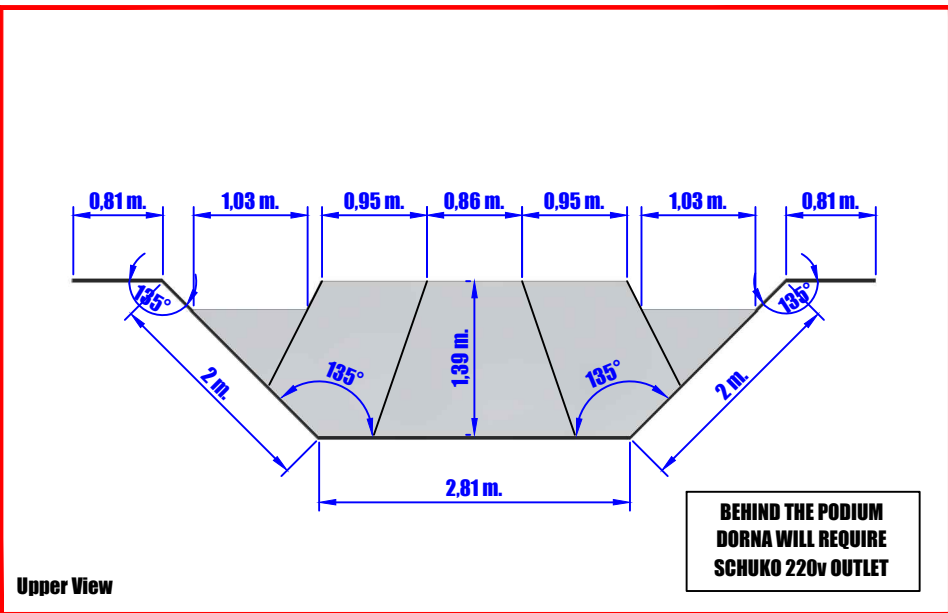
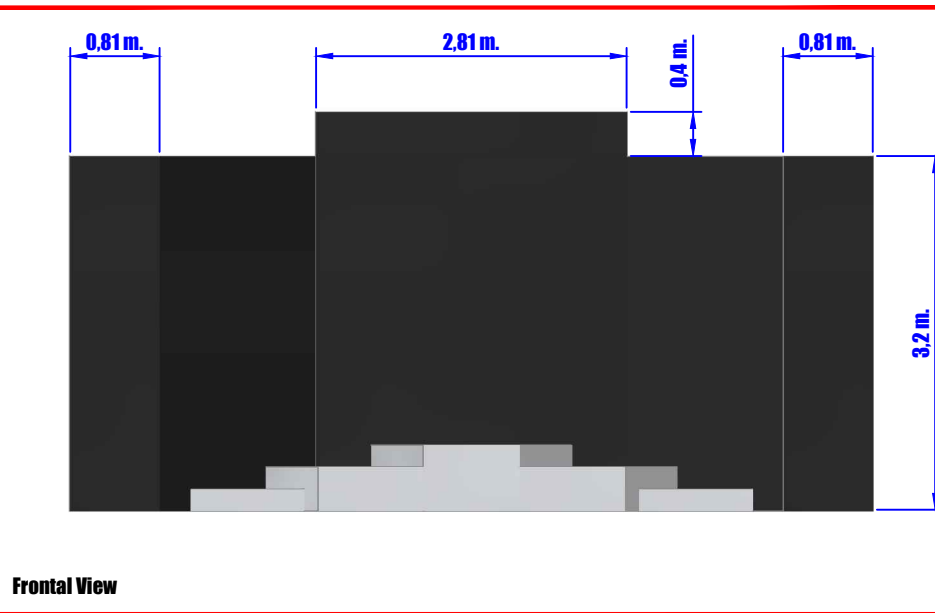
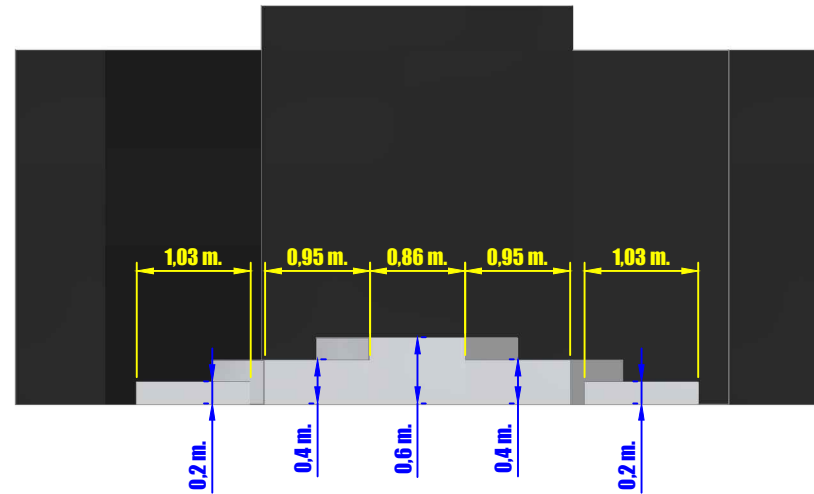
Dorna Sports S.L.  
Operations Department

Filename	PODIUM
Description	PODIUM STRUCTURE

**Perspective View**



**Frontal View**



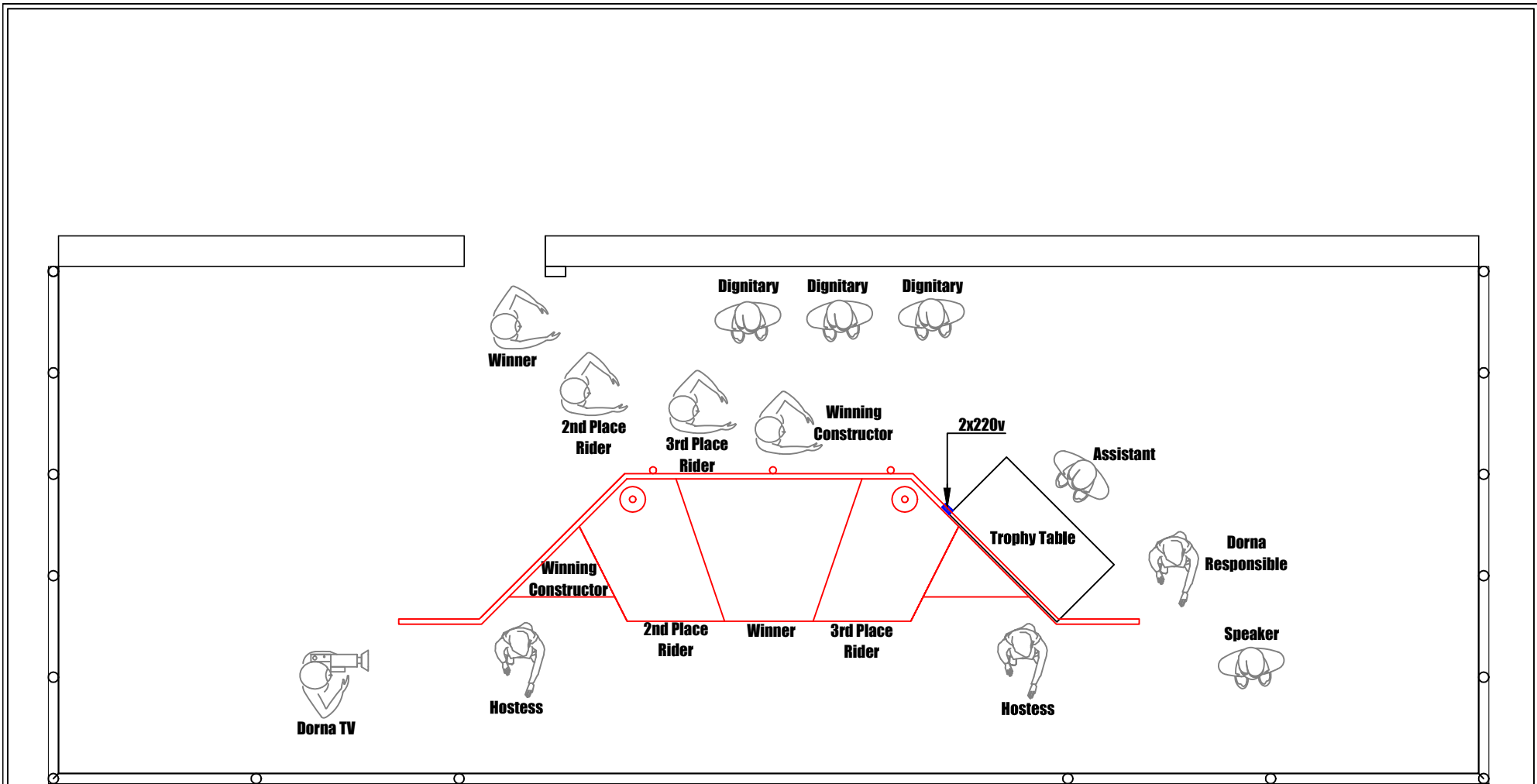
**BEHIND THE PODIUM  
DORNA WILL REQUIRE  
SCHUKO 220v OUTLET**



**Dorna Sports S.L.**  
Operations Department

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Promoters Manual	Date	JANUARY 2014
Filename	PODIUM	
Description	PODIUM DIMENSIONS	



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Promoters Manual	Date	<b>DECEMBER 2013</b>
Filename	<b>PODIUM</b>	
Description	<b>PODIUM CEREMONY</b>	

## TROPHY MEASUREMENT GUIDELINES

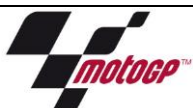
MotoGP™	
1 <sup>st</sup> MotoGP™ Winner	42cm max.
2 <sup>nd</sup> MotoGP™	39cm max.
3 <sup>rd</sup> MotoGP™ + Constructor MotoGP™	35cm max.

Moto2™	
1 <sup>st</sup> Moto2™	39cm max.
2 <sup>nd</sup> Moto2™	35cm max.
3 <sup>rd</sup> Moto2™ + Constructor Moto2™	31cm max.

Moto3™	
1 <sup>st</sup> Moto3™	35cm max
2 <sup>nd</sup> Moto3™	31cm max
3 <sup>rd</sup> Moto3™ + Constructor Moto3™	29cm max.

\*The biggest trophy must not weigh more than 4Kg

Promoters Manual	Date	FEBRUARY 2017
Filename	CUPS OR TROPHIES	
Description	MEASUREMENT GUIDELINES	



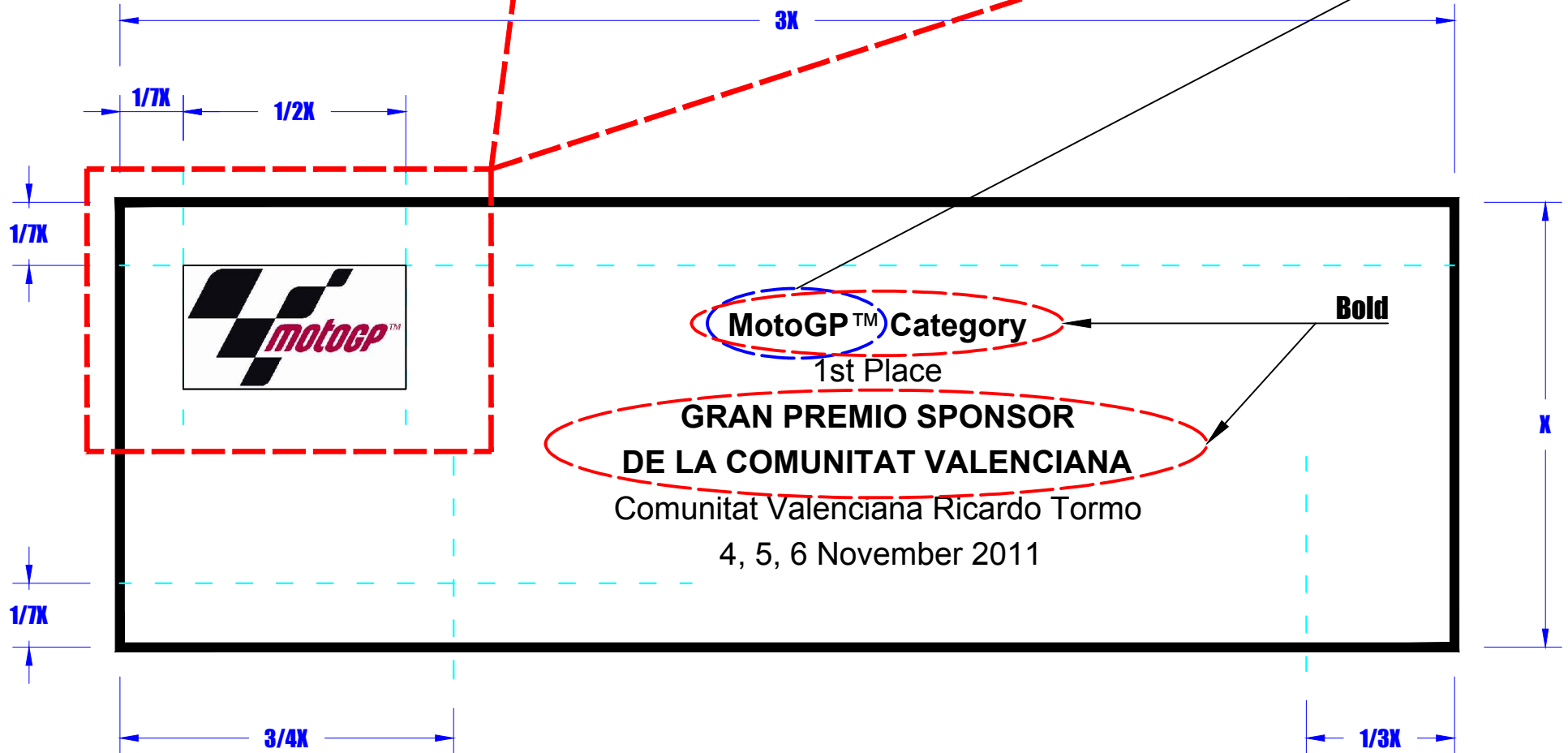
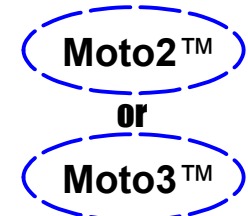
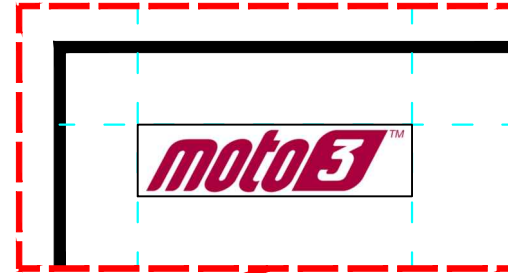
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**Moto2™ Plaque Detail:**



**Moto3™ Plaque Detail:**



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Promoters Manual    **Date**    **JANUARY 2012**

**Filename**    **TROPHY PLAQUE**

**Description**    **DIMENSIONS**



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Filename TROPHY PLAQUE

Description TROPHY BASE

## TOWELS AND WATER QUANTITIES

### SATURDAY

	TOWELS	WATER*	CATEGORY
Parc Fermé	3	3	Moto3™
	4	4	(*)MotoGP™
	3	3	Moto2™
<hr/>			
Live Interviews Qualifying	3	3	Moto3™
	4	4	(*)MotoGP™
	3	3	Moto2™

(\*) Qualifying 2

### SUNDAY

	TOWELS	WATER*	CATEGORY
Parc Fermé	3	3	Moto3™
	3	3	Moto2™
	4	4	MotoGP™
<hr/>			
Podium	3	3	Moto3™
	3	3	Moto2™
	3	3	MotoGP™
<hr/>			
Live Interviews	3	3	Moto3™
	3	3	Moto2™
	4	4	MotoGP™
<hr/>			
<b>Total</b>	<b>49</b>	<b>49</b>	

\* Extra bottles of water and towels must be foreseen for the Podium and Interview Set on Saturday and Sunday.



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Promoters Manual	Date	FEBRUARY 2017
Filename	PODIUM CEREMONY	
Description	TOWELS AND WATER QUANTITIES	

## PODIUM TIMETABLE PROCEDURES SCHEDULE

<b>10 LAPS TO GO:</b>	<ul style="list-style-type: none"> <li>➤ Place the trophies on the table in the following order: Constructor, 3<sup>rd</sup>, 2<sup>nd</sup> and Winner</li> <li>➤ Have the carpet vacuumed.</li> <li>➤ Have the flags and National Anthems ready.</li> </ul>
<b>5 LAPS TO GO:</b>	<ul style="list-style-type: none"> <li>➤ DORNA: <ul style="list-style-type: none"> <li>- Open the 3 bottles of "cava" and place them on either side of the Podium.</li> <li>- Inflate the 2 large blow up bottles.</li> </ul> </li> <li>➤ CIRCUIT / PROMOTER: <ul style="list-style-type: none"> <li>- Place the 3 bottles of water with no labels and 3 white hand towels on the table on the podium.</li> <li>- A person should be down in Parc-Fermé with another 3 bottles and towels.</li> <li>- 3 bottles of water with NO labels + 3 white towels in the TV live-interview room.</li> </ul> </li> <li>➤ SPONSOR / CIRCUIT: <ul style="list-style-type: none"> <li>- Bring the 2 hostesses to the podium.</li> </ul> </li> </ul>
<b>CHECKERED FLAG:</b>	<ul style="list-style-type: none"> <li>➤ CIRCUIT / PROMOTER: <ul style="list-style-type: none"> <li>- Bring Dignitaries to the podium and brief them on the ceremony.</li> </ul> </li> </ul>
<b>COOL DOWN LAP:</b>	<ul style="list-style-type: none"> <li>➤ Speaker (MC) comes to the podium.</li> <li>➤ Put the 3 flags up, as soon as they are confirmed to be the correct ones.</li> <li>➤ 2 hostesses stand in position on the podium.</li> <li>➤ Dorna will inform the MC of the winning constructor's name.</li> </ul>
<b>RIDERS ARRIVAL:</b>	<ul style="list-style-type: none"> <li>➤ Dorna will inform MC of when to start the ceremony.</li> </ul>
<b>INTRODUCTION:</b>	<ul style="list-style-type: none"> <li>➤ MC announces: <ul style="list-style-type: none"> <li>- Ladies and Gentlemen, welcome to the (name of the Grand Prix)</li> <li>- Whilst speaker announces this, riders and constructor exit</li> </ul> </li> </ul>
<b>DIGNITARIES:</b>	<ul style="list-style-type: none"> <li>➤ MC announces names of the dignitaries who will hand over the trophies and the name of the riders who will receive the trophies.</li> </ul>
<b>TROPHIES:</b>	<ul style="list-style-type: none"> <li>➤ Dorna hands the trophy over to the hostess who goes onto the podium with the dignitary and walk together to the constructor winning.</li> <li>➤ The hostess hands the dignitary the trophy.</li> <li>➤ The dignitary rewards the constructor with his trophy.</li> <li>➤ The hostess walks back again to be handed over the next trophy.</li> <li>➤ The dignitary walks to the opposite side of the podium (to where he/she entered) and stands next to the other hostess.</li> <li>➤ Dorna hands the trophy over to the hostess who goes onto the podium with another dignitary and walk together to the 3<sup>rd</sup> winner.</li> <li>➤ The hostess hands over the trophy to the dignitary.</li> <li>➤ The dignitary rewards the rider with his trophy.</li> <li>➤ The hostess walks back again to be handed over the next trophy.</li> <li>➤ The dignitary walks to the opposite side of the podium (to where he/she entered) and stands next to the other hostess.</li> <li>➤ Dorna hands the trophy over to the hostess who goes onto the podium with the dignitary and walk together to the 2<sup>nd</sup> winner.</li> <li>➤ The hostess hands the dignitary the trophy.</li> <li>➤ The dignitary rewards the rider with his trophy.</li> <li>➤ The hostess walks back again to be handed over the last trophy.</li> <li>➤ The dignitary walks to the opposite side of the podium (to where he/she entered) and stands next to the other hostess.</li> <li>➤ Dorna hands the winner trophy over to the hostess who goes onto the podium with the dignitary and walk together to the Winner.</li> <li>➤ The hostess hands over the trophy to the dignitary.</li> <li>➤ The dignitary rewards the rider with his trophy.</li> <li>➤ The hostess walks back to be in her original position.</li> <li>➤ The dignitary walks to the opposite side of the podium (to where he/she entered) and stands next to the other hostess and the other dignitaries.</li> </ul>
<b>NATIONAL ANTHEM:</b>	<ul style="list-style-type: none"> <li>➤ The National Anthem of the winner is played. The Dorna CD/USB has the exact length of time needed including the fade out, so it only needs to be played.</li> </ul>
<b>DIGNITARIES AND CONSTRUCTOR:</b>	<ul style="list-style-type: none"> <li>➤ They must leave the Podium, from the same side they entered.</li> </ul>

Promoters Manual	Date	<b>FEBRUARY 2017</b>
Filename	<b>PODIUM CEREMONY</b>	
Description	<b>PODIUM SCHEDULE</b>	



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**HOSTESSES:**

- As soon as the dignitaries and constructor have left the podium, the hostesses must pick up the "cava" bottles and AT THE SAME TIME, hand over all 3 bottles to the 3 riders.
- Slowly, without screaming or running, the hostesses may return to their original positions.

**PHOTO OPPORTUNITY:**

- Dorna will ask all 3 riders to stand together on the podium for the photo opportunity.

- Dorna will ask the riders to leave the podium.
- Dorna will ask the hostesses to leave the podium.

## ➤ END OF PODIUM CEREMONY

**ESCORT OF RIDERS:**

- Dorna will escort the riders to the Live Set Interviews and then onto the Press Conference Room.

Promoters Manual	Date	<b>FEBRUARY 2017</b>
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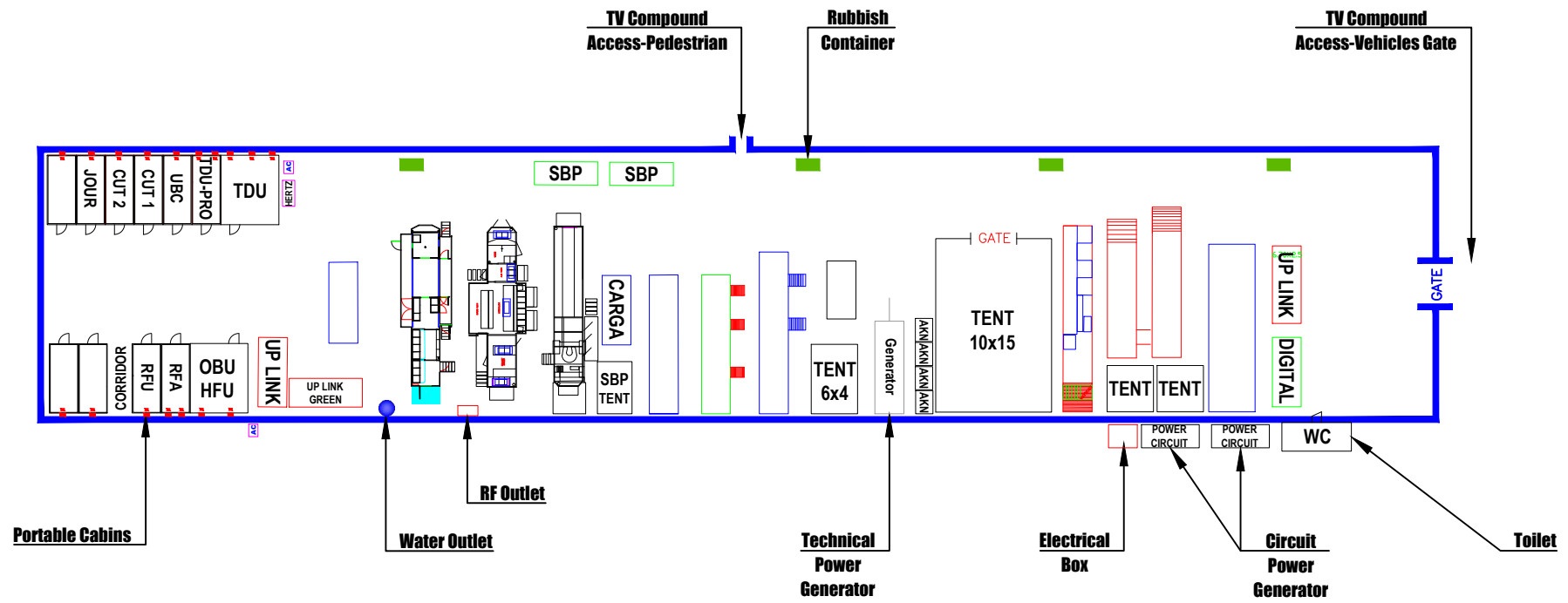
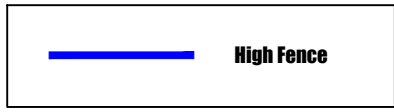
Filename	<b>PODIUM CEREMONY</b>
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Description	<b>PODIUM SCHEDULE</b>
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<b>Dorna Sports S.L.</b>
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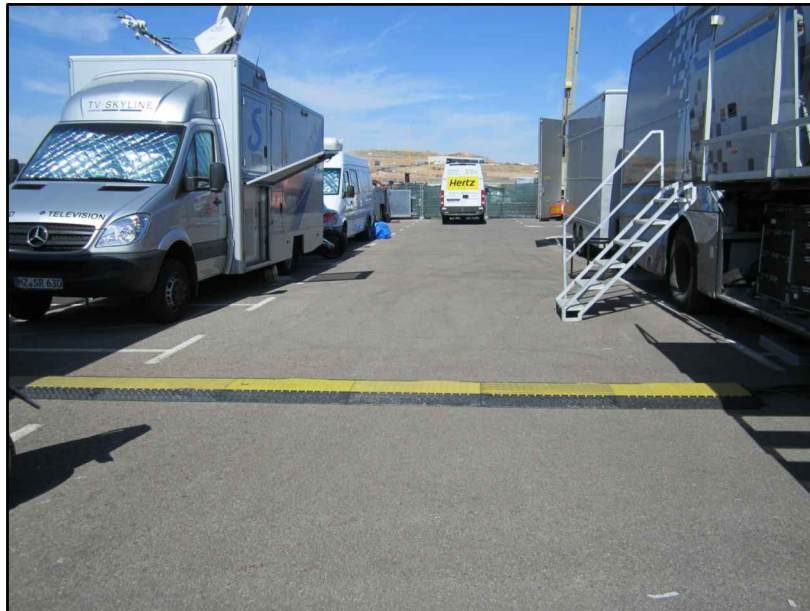
Operations Department
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Promoters Manual	Date	DECEMBER 2013
Filename	TV COMPOUND	
Description	TV COMPOUND PLAN	



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Operations Department

<b>Filename</b>	<b>FACILITIES</b>
<b>Description</b>	<b>CABLE PROTECTOR</b>



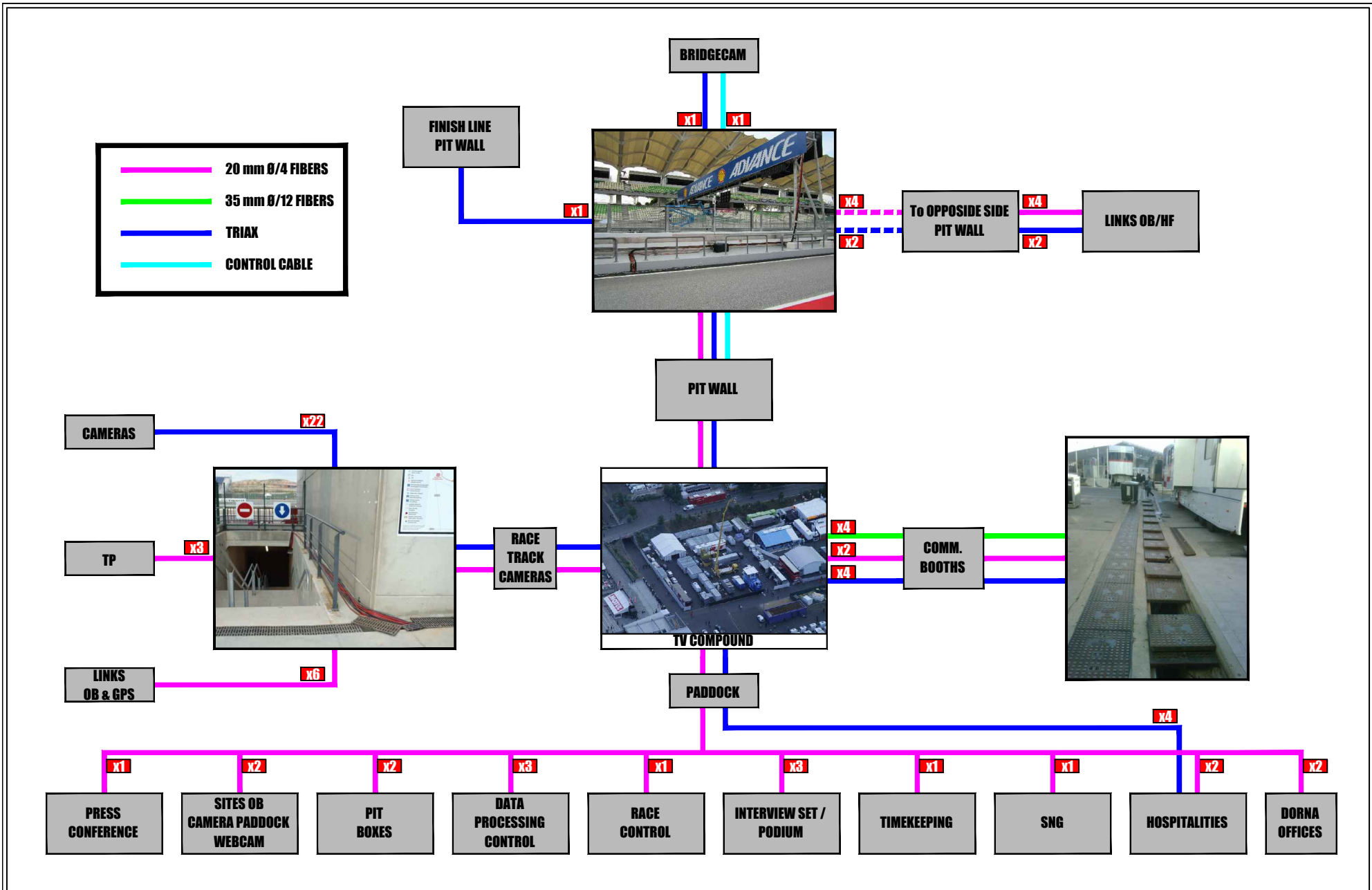
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Filename FACILITIES

Description FENCING AREA

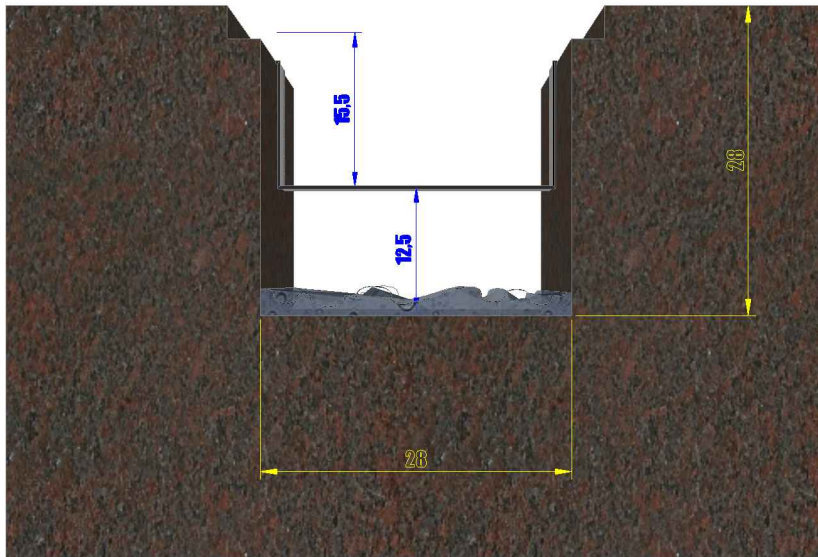
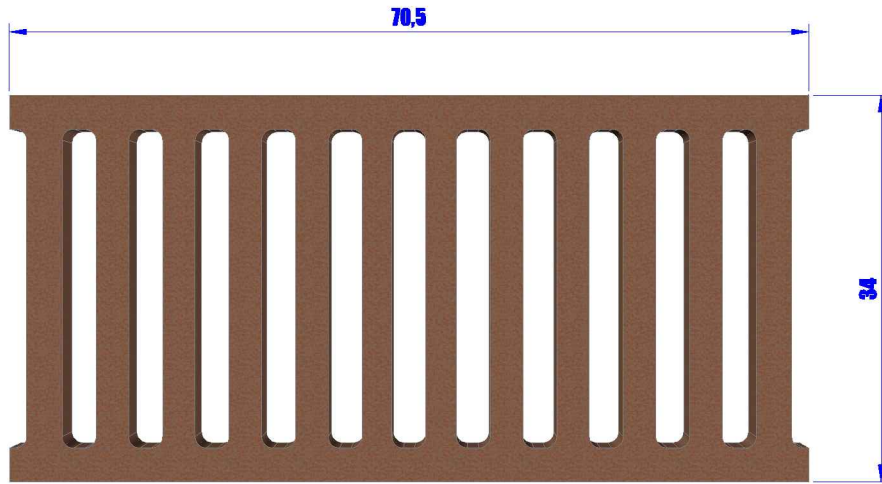




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Promoters Manual	Date	DECEMBER 2013
Filename	TV COMPOUND	
Description	TEMPORARY CABLING	



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



Promoters Manual	Date	JANUARY 2012
Filename	CABLE CHANNEL	
Description	CABLE CHANNEL SPECIFICATIONS	

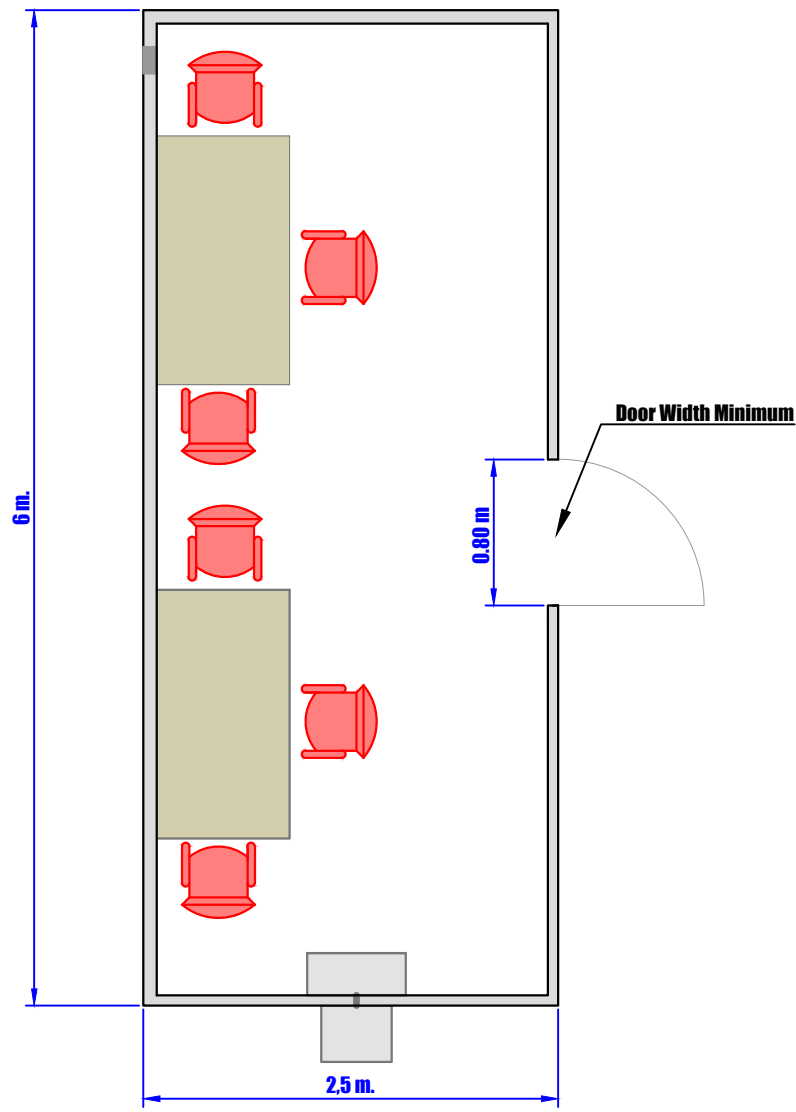


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<i>Filename</i>	<b>CABLE CHANNEL</b>
<i>Description</i>	<b>CUT ASPHALT</b>



-  **TABLE 1,5m X 0,8m**
-  **OFFICE CHAIRS**
-  **AIR CONDITIONED**
-  **WALL HOLE 20 X 20cm ON THE BOTTOM**



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Promoters Manual	Date	<b>JANUARY 2012</b>
Filename	<b>MODULAR SPACES</b>	
Description	<b>PORTABLE CABIN</b>	



**SCISSOR LIFT**



**BOOMLIFT**



**FORKLIFT 7,5 TONES**



**FORKLIFT 2.5 TONNES**



**LINKS CRANE**



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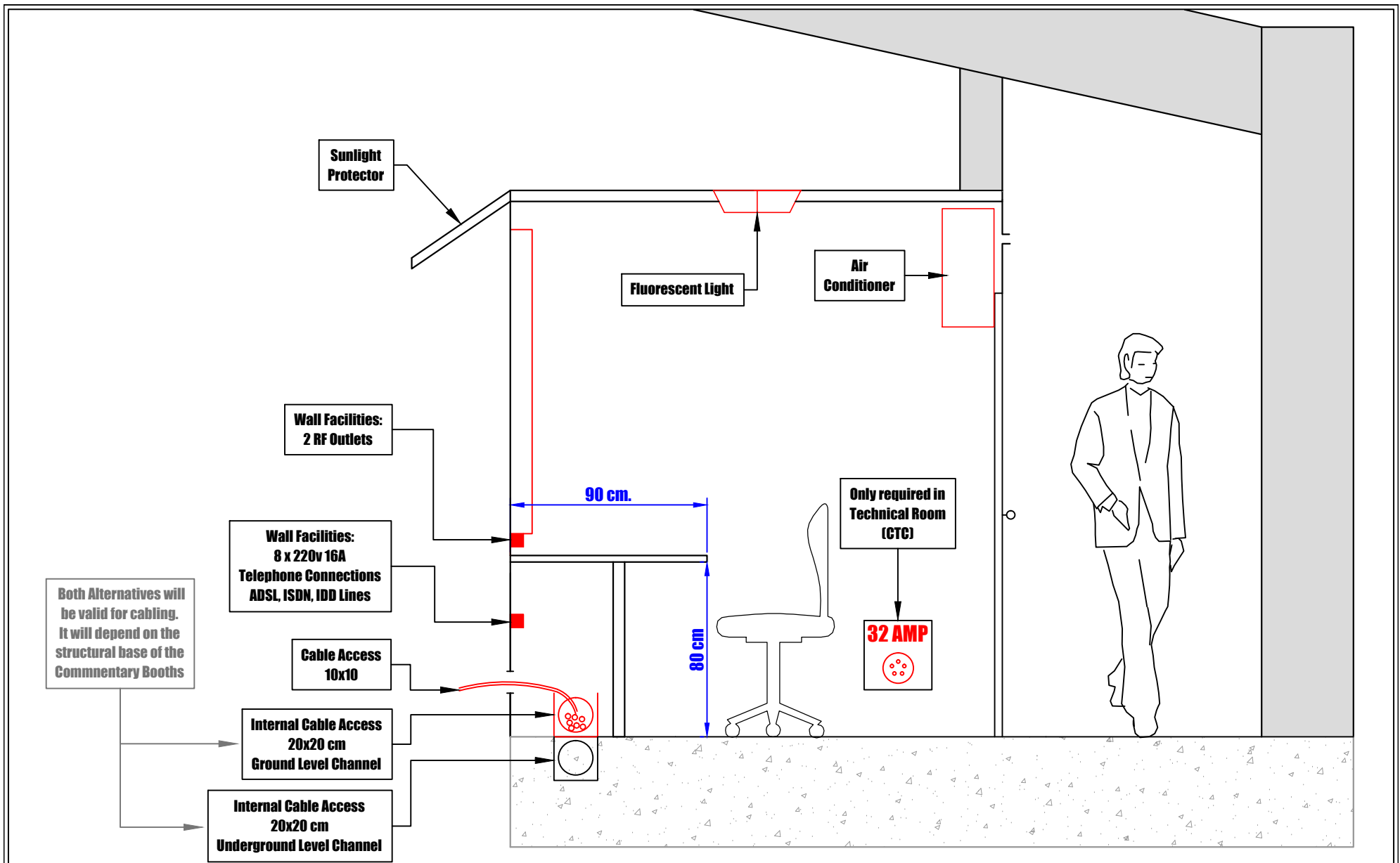
**Operations Department**

**Filename**

**VEHICLES**

**Description**

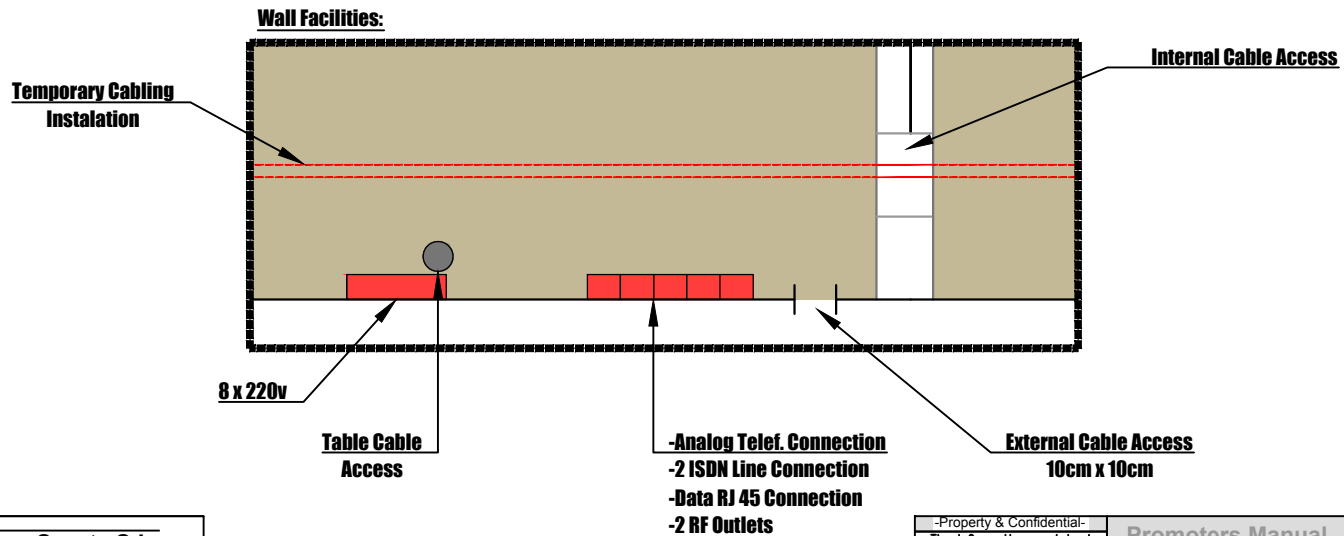
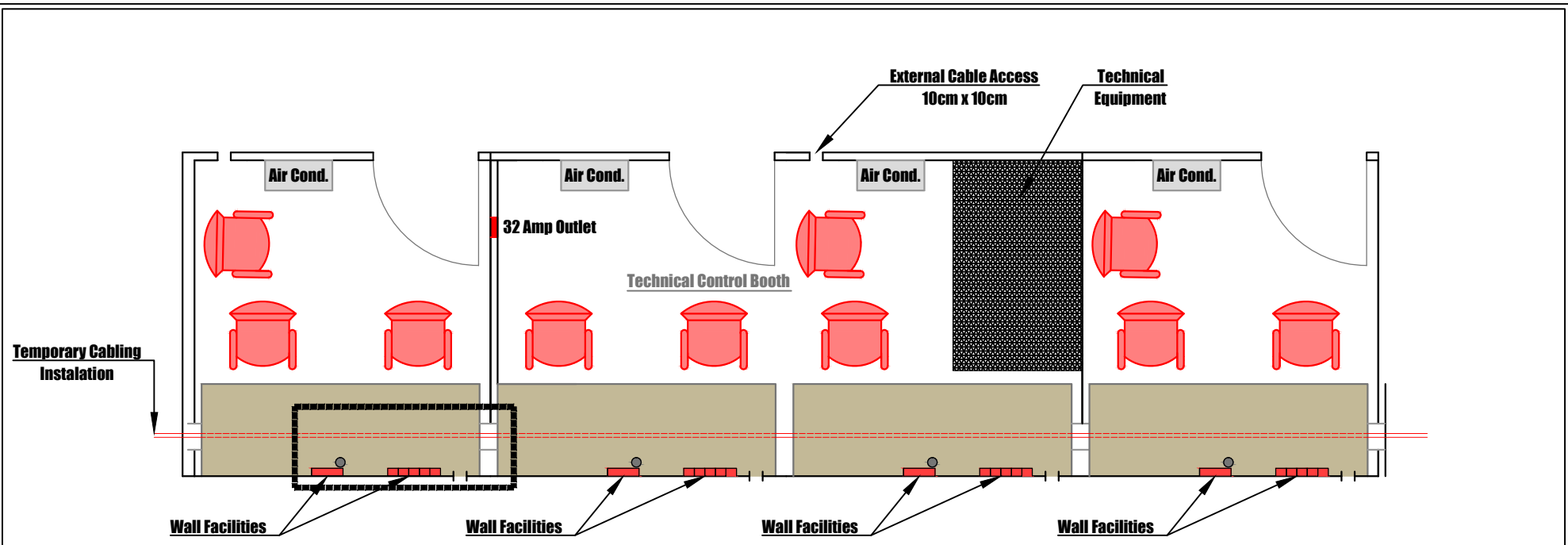
**SPECIAL VEHICLES**



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Promoters Manual	Date	<b>JANUARY 2012</b>
Filename	<b>COMMENTARY BOOTHS</b>	
Description	<b>ELEVATION PLAN</b>	

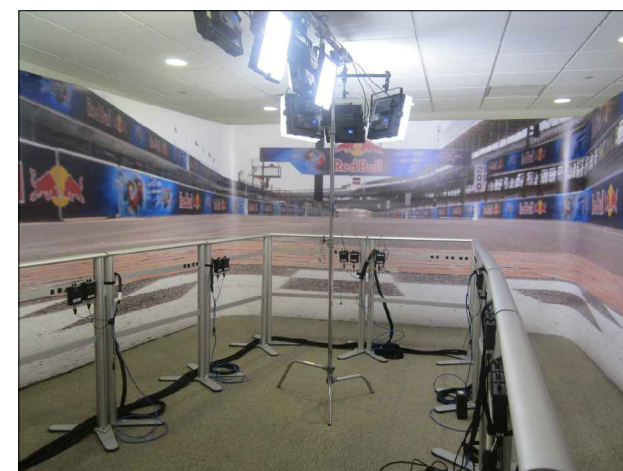
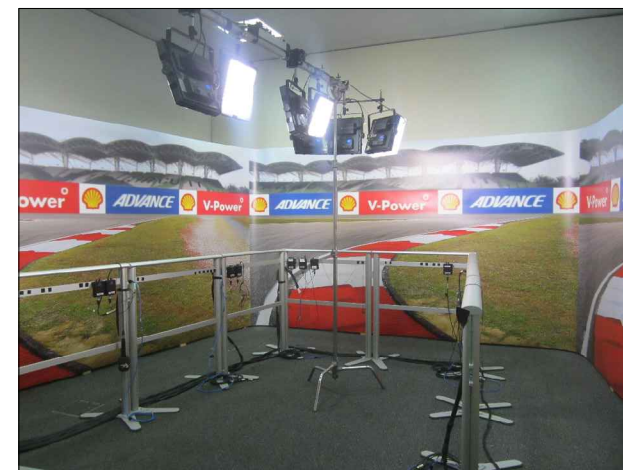
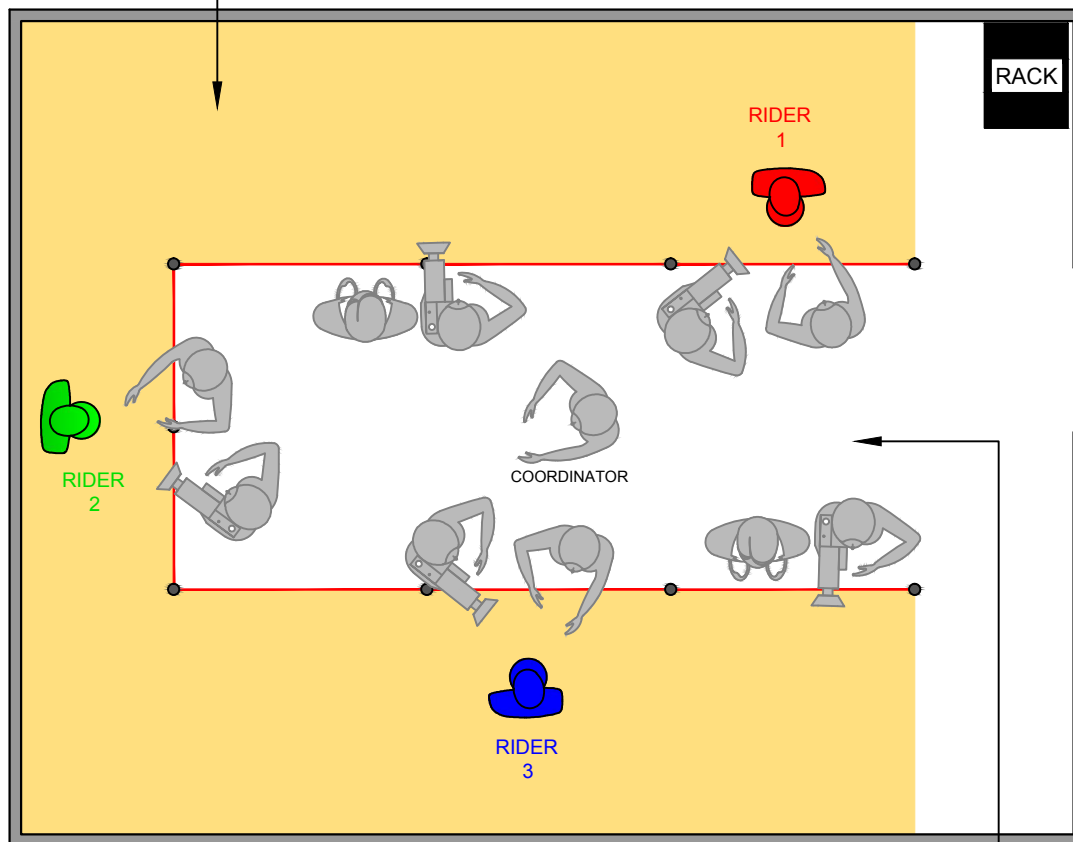


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Promoters Manual	Date	JANUARY 2013
Filename	COMMENTARY BOOTHS	
Description	TECHNICAL CONTROL	

**RIDERS  
AREA**



**JOURNALIST & TV  
AREA**



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**Promoters Manual**    **Date**    **JANUARY 2016**

**Filename**    **INTERVIEW SET**

**Description**    **DISTRIBUTION PLAN**





**COMBINER**



**SCAFFOLDING**



**SITE ON GRANDSTAND**



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**Operations Department**

**Filename** **COVERAGE SITES**

**Description** **ANTENNA LINKS**



**CRANE CAMERA**



**SCAFFOLDING CAMERA**

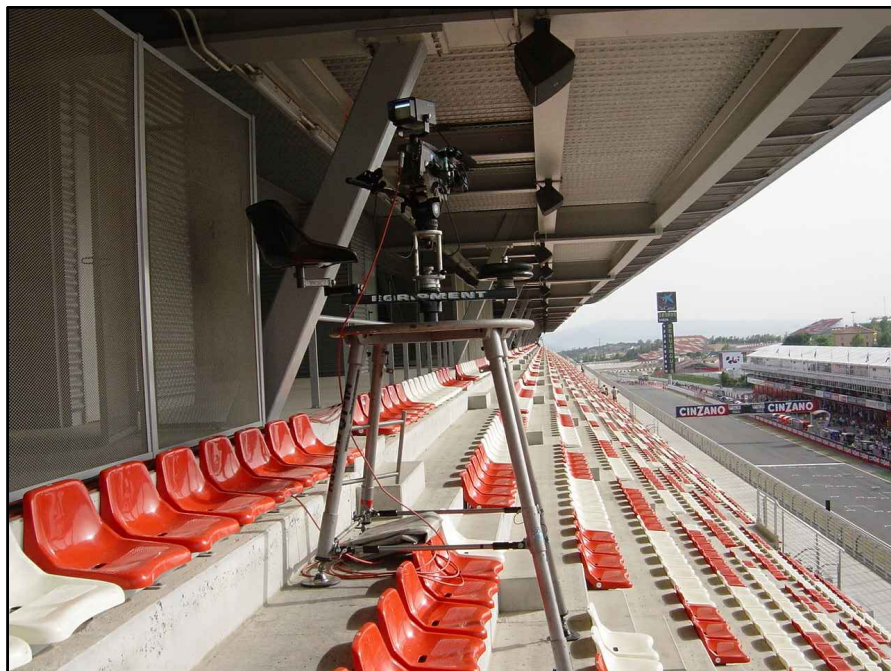


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**Operations Department**

**Filename** **TV CAMERAS**

**Description** **MOUNTING OPTIONS**



**GRANDSTAND CAMERA**



**BRIDGECAM**



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**Filename** TV CAMERAS II

**Description** MOUNTING OPTIONS



**ON BOARD CAMERA**



**MOBILE ARM CAMERA**

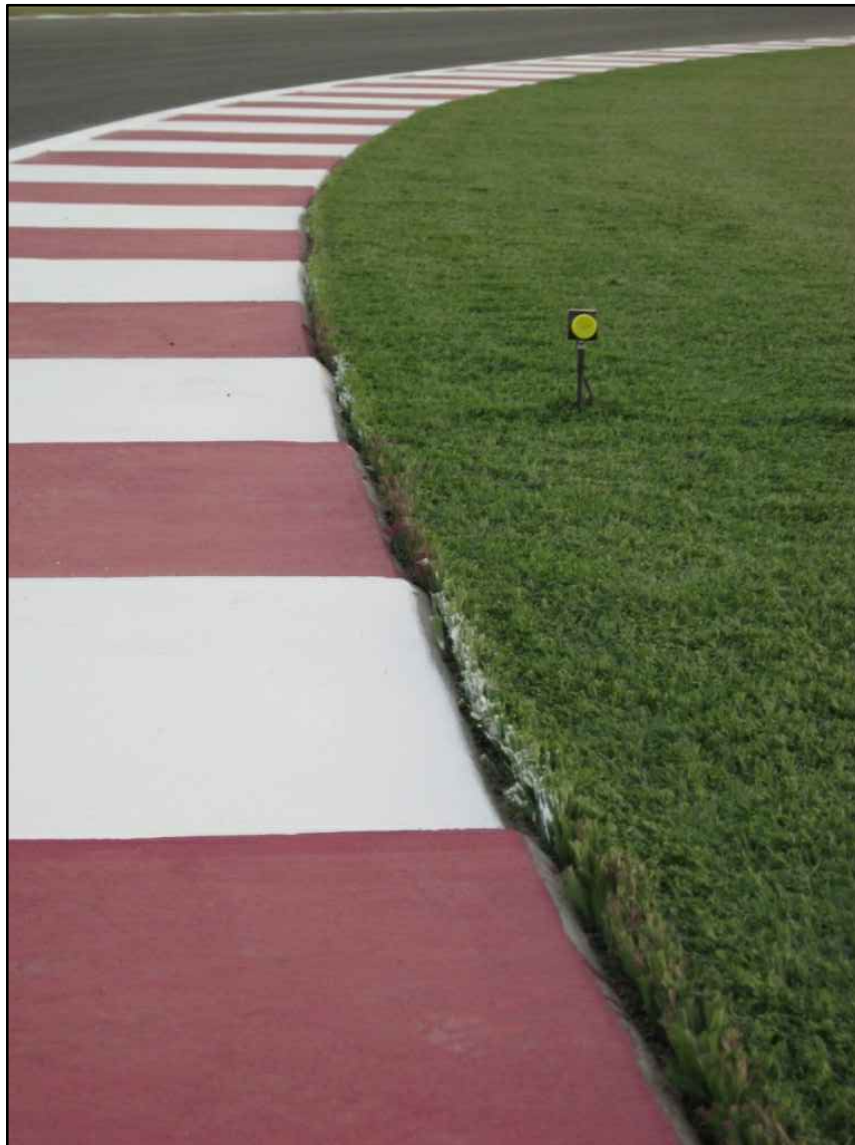


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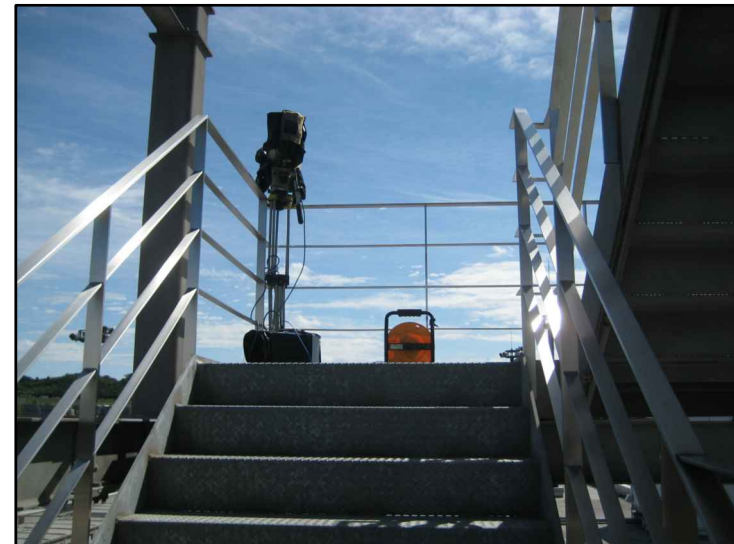
**Operations Department**

**Filename** **TV CAMERAS III**

**Description** **MOUNTING OPTIONS**



**GROUND CAM**



**Paddock CAMERA**



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<b>Filename</b>	<b>TV CAMERAS IV</b>
<b>Description</b>	<b>MOUNTING OPTIONS</b>



**RADIO FREQUENCY LINKS CRANE  
ON BOARDS CAMERA LINK**



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<b>Filename</b>	<b>COVERAGE SITES</b>
<b>Description</b>	<b>LINKS CRANE</b>



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Filename	MEDICAL HELICOPTERS
Description	HELIPAD



**GROUND TENT**



**TERRACE TENT**



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<b>Filename</b>	<b>MotoGP™ VIP VILLAGE</b>
<b>Description</b>	<b>SET UP OPTIONS TENT</b>





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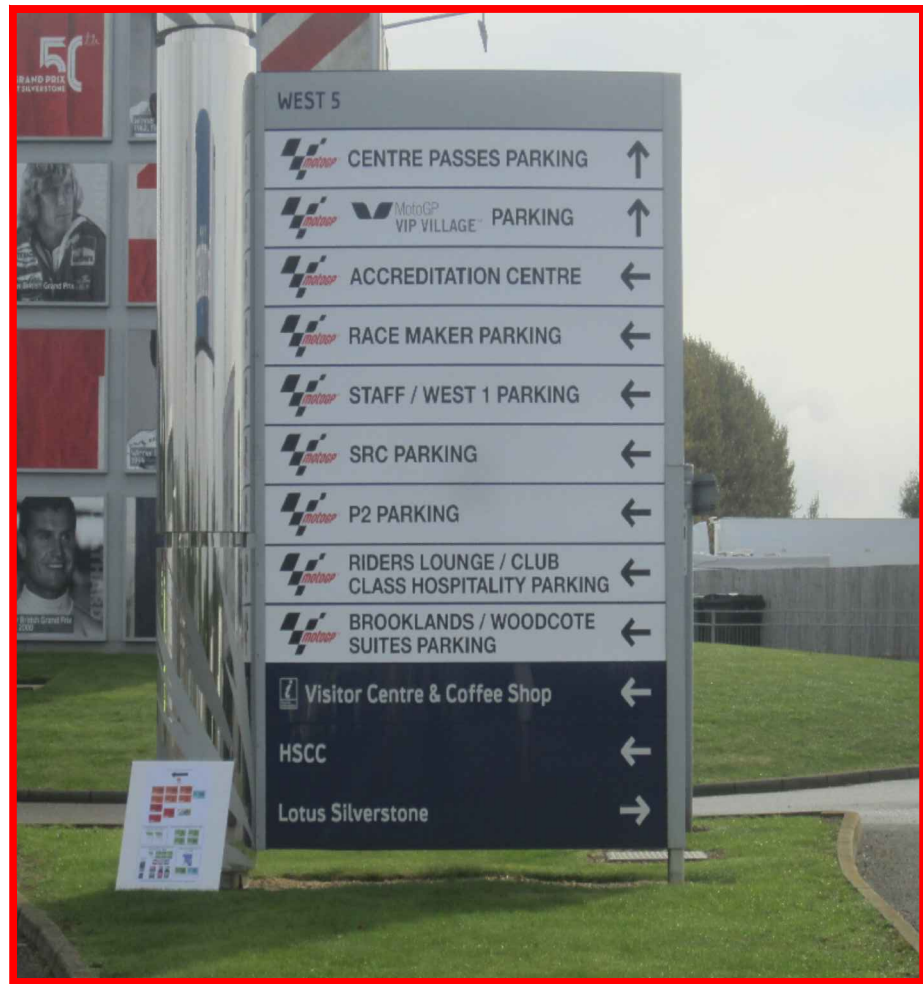
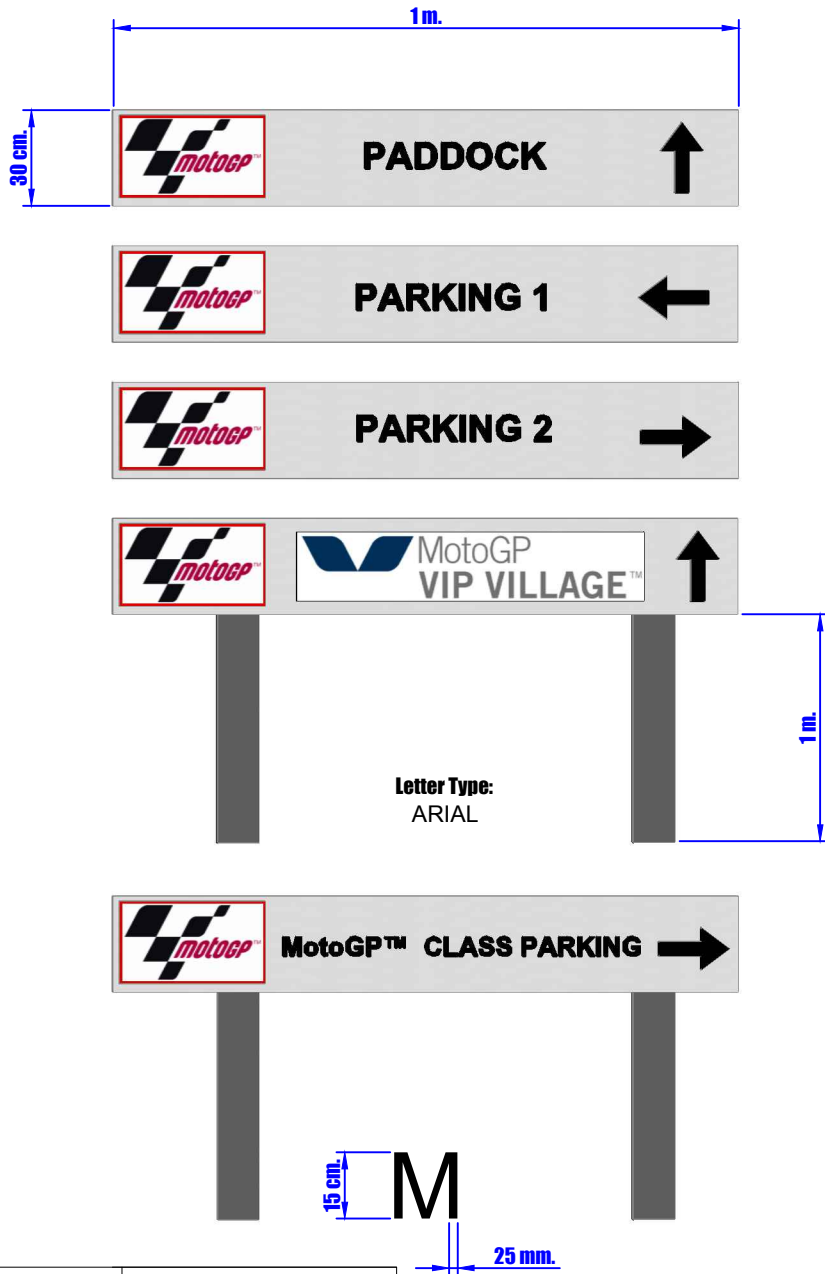
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Filename

PARKING AREAS

Description

LOGISTIC VEHICLES PARKING



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Promoters Manual

Date

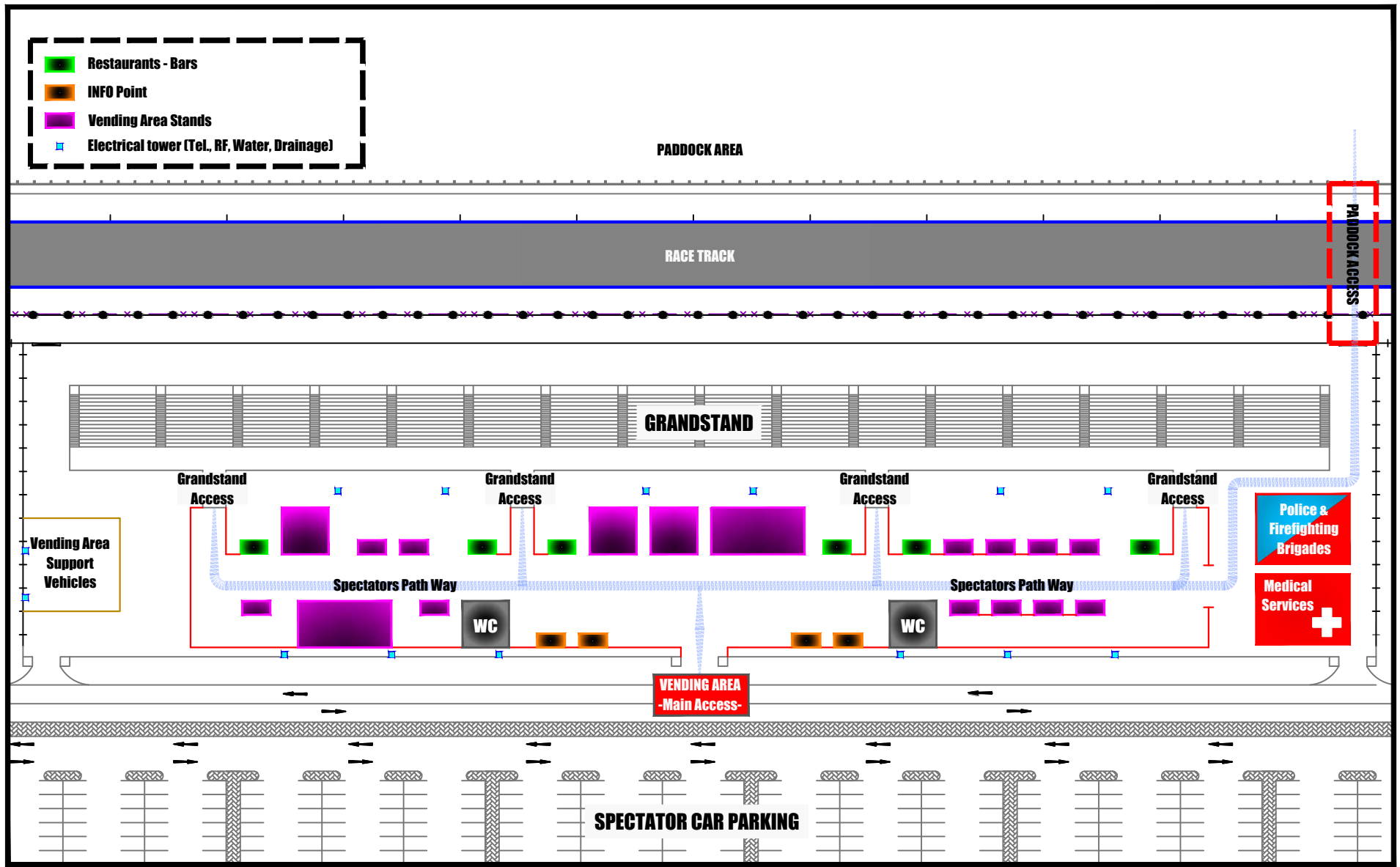
JANUARY 2015

Filename

PARKING AREAS

Description

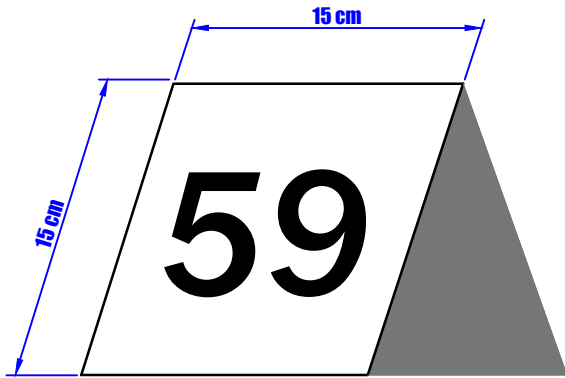
SIGNALLING PANELS



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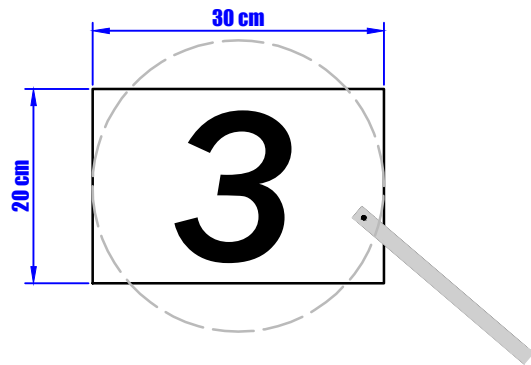
Promoters Manual	Date	JANUARY 2012
Filename	VENDING AREA	
Description	VENDING AREA PLAN	



**MOVABLE RIDER NUMBER ON THE GRID**



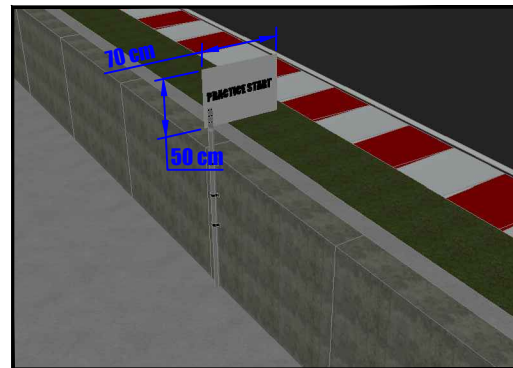
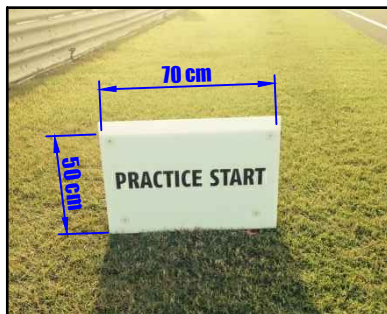
**STARTING GRID POSITION NUMBER**



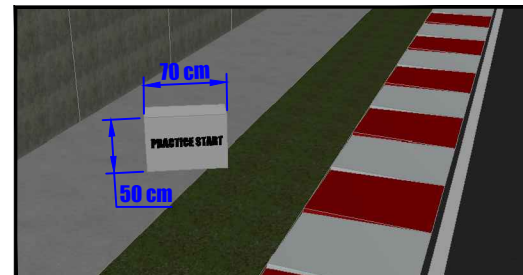
**LOLLIPOP**



**LOLLIPOP**

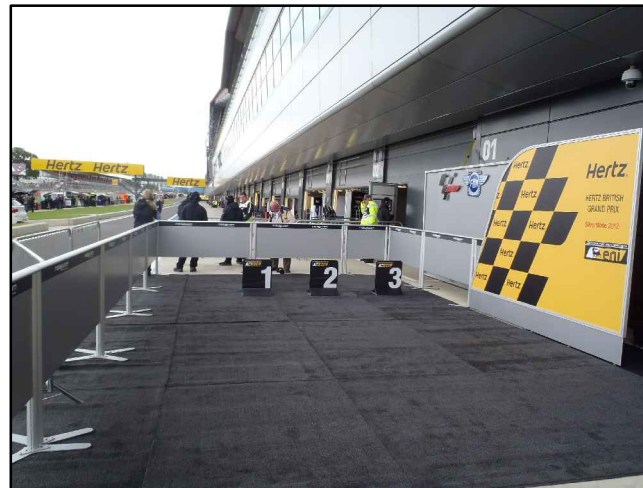
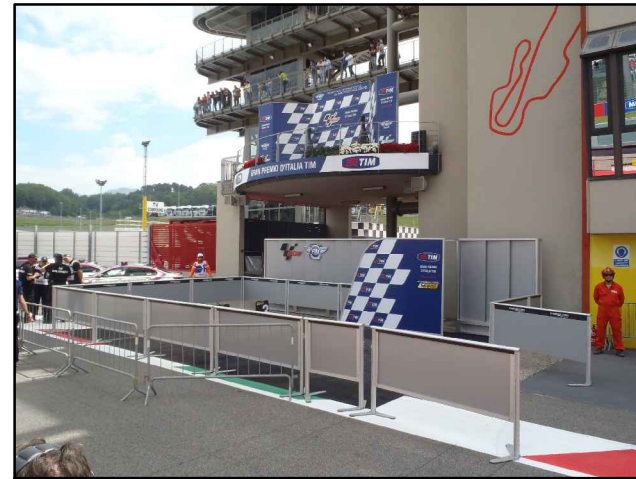


**PRACTICE START**



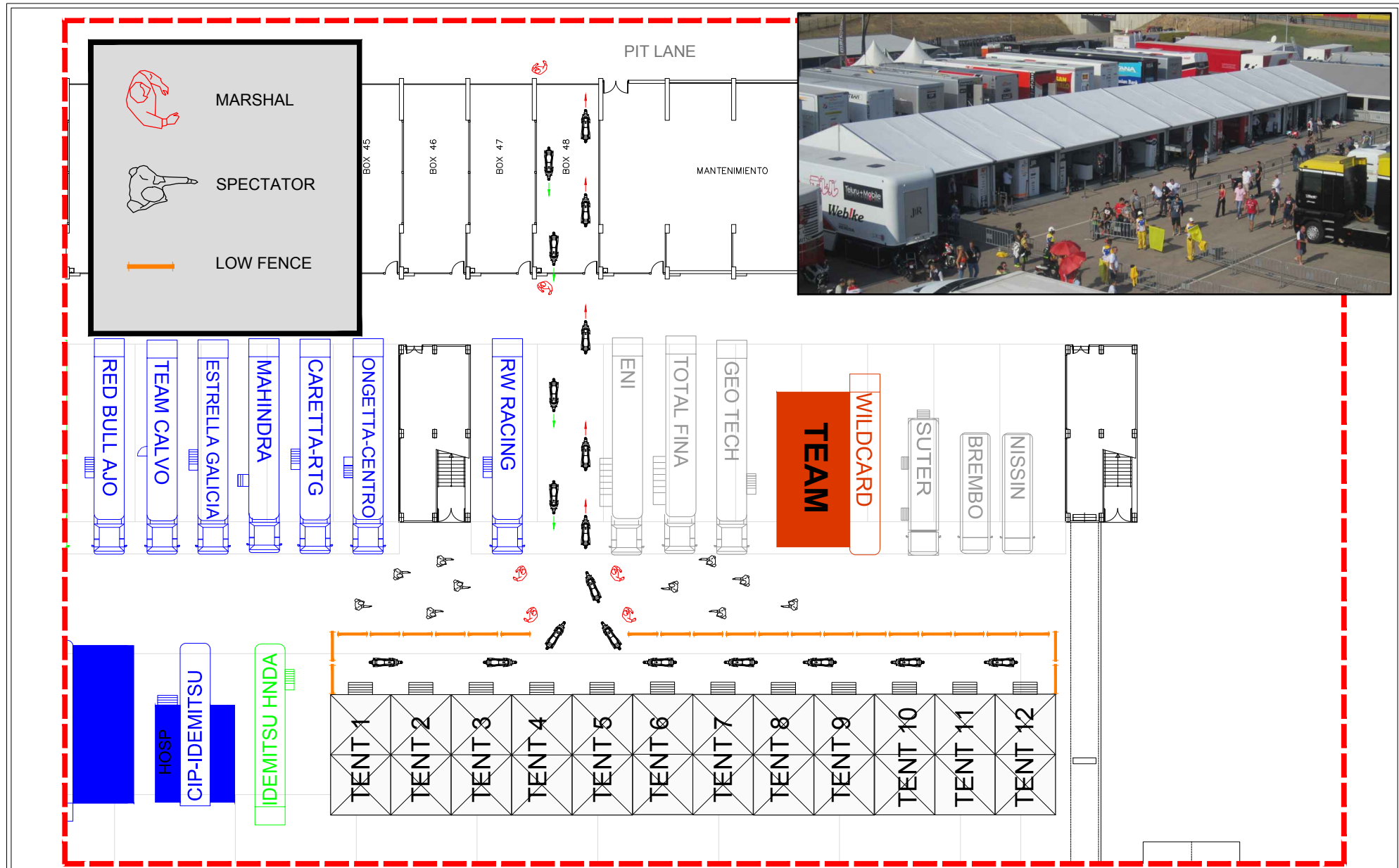

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Filename	<b>STARTING PROCEDURE</b>
Description	MOVABLE NUMBER / LOLLIPOP/ PRACTICE START



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<b>Filename</b>	<b>POST-RACE PROCEDURE</b>
<b>Description</b>	<b>PARC FERME</b>

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	Filename	<b>TEAMS WITHOUT PIT BOXES</b>	
	Description	<b>SECURITY LANES</b>	



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Operations Department

<i>Filename</i>	<b>PROTECTIVE DEVICES</b>
<i>Description</i>	<b>DOCTORS' BARRIER</b>



**PICK UP VEHICLE**



**MOTORCYCLE STANDS**



Dorna Sports S.L.
Operations Department

Filename	MOTORCYCLE SERVICES
Description	MOTORCYCLE COLLECTION



# SUMMARY OF MEETINGS, CHECKS & INSPECTIONS

## TUESDAY

<b>16:00</b>	<b>EVENT MEETING</b>	Dorna Planning Director, Dorna Planning Senior Manager, Dorna Security Director, Dorna Security Supervisor, Dorna VIP Village Manager, Circuit/Promoter Representatives, Chief of Security, IRTA Security Manager and Deputy Race Director
<b>17:00</b>	<b>SECURITY MEETING &amp; SAMPLE BOARDS DELIVERY</b>	Dorna Security Director, Dorna Security Supervisor, Dorna VIP Village Manager, Circuit/Promoter Representatives, Chief of Security and IRTA Security Manager

## WEDNESDAY

<b>16:00</b>	<b>PROMOTERS MANUAL CHECK MEETING</b>	Race Director, Circuit/Promoter Representatives, Clerk of the Course and Dorna Representative
<b>17:00</b>	<b>ACCREDITATION CENTRE MEETING</b>	Dorna Accreditation Centre Coordinator, MotoGP Media Officer, Dorna Media Accreditations Coordinator, Dorna Representative, IRTA Representative, National Press Officer, Accreditation Centre staff

## THURSDAY

<b>10:00-17:00</b>	<b>SPORTING TECHNICAL/SAFETY CHECKS</b>	Technical Director and Technical Control Assistants
<b>12:45-14:00</b>	<b>TRACK TECHNICAL TEST</b>	Track will be exclusively used by Dorna to perform Technical Systems Test. Safety Cars and Official Bikes will be running on the Track. Track must be clear of any maintenance activity.
<b>14:00</b>	<b>MEDICAL SERVICE &amp; TRACK MEDICAL SERVICE INSPECTION</b>	FIM Medical Officer, Chief Medical Director and Chief Medical Officer
<b>14:30</b>	<b>UNFIT RIDERS CHECK</b>	FIM Medical Officer, Chief Medical Officer and FIM Representative
<b>14:30</b>	<b>SIGNAL BOARDS CHECK</b>	Race Director, Clerk of the Course and Chief Marshal
<b>15:00</b>	<b>TRACK SAFETY INSPECTION</b>	FIM Safety Officer, Race Director, Clerk of the Course, Circuit/Promoter Representative, Circuit Maintenance Director, Dorna Representative, Dorna Safety Inspector, FIM Medical Officer, Chief Medical Director and Chief Medical Officer
<b>15:00-17:00</b>	<b>RIDERS TRACK FAMILIARISATION</b>	Riders are allowed to enter the track walking or by push-bike. All traffic must be in the circuit direction. Track maintenance can be performed without restrictions.
<b>16:00</b>	<b>BAR CODE SCANNERS MEETING</b>	Dorna Security Director, Dorna Security Supervisor, Circuit/Promoter Representatives and Chief of Security
<b>16:30</b>	<b>TRACK SAFETY INSPECTION MEETING</b>	FIM Safety Officer, Race Director, IRTA Rider's Representative, Clerk of the Course, Circuit/Promoter Representative, Circuit Maintenance Director and Dorna Representative
<b>16:30</b>	<b>MEDICAL CENTRE SERVICES</b>	FIM Medical Officer, Chief Medical Director and Chief Medical Officer
<b>17:00</b>	<b>FIRST TIME RIDERS' BRIEFING</b>	FIM Safety Officer, Clerk of the Course, Wild Card Riders and Riders participating for the first time
<b>17:30</b>	<b>EVENT MANAGEMENT COMMITTEE</b>	Race Director, FIM Safety Officer, Technical Director, FIM Medical Officer, Clerk of the Course, FIM MotoGP Steward, Circuit/Promoter Representative and Dorna Representative
<b>18:00</b>	<b>MEDICAL MEETING</b>	Race Director, FIM Medical Officer and Chief Medical Officer

Promoters Manual **Date** **FEBRUARY 2017**

**Filename** **RACE MEETINGS**

**Description** **MEETINGS, CHECKS, INSPECTIONS**



Dorna Sports S.L.

Operations Department

# SUMMARY OF MEETINGS, CHECKS & INSPECTIONS

## FRIDAY

<b>8:00</b>	<b>TIMING LAPS</b>	Dorna Timekeeping Staff. Track must be clear of any activity.
<b>8:20</b>	<b>MEDICAL INSPECTION</b> *40 min prior the first track session	Chief Medical Officer, MotoGP Medical Director and FIM Medical Officer
<b>8:30</b>	<b>TRACK INSPECTION</b> *30 min prior the first track session	FIM Safety Officer, Race Director, IRTA Rider's Representative, Clerk of the Course, Circuit/Promoter Representative, Circuit Maintenance Director and Dorna Representative
<b>16:00</b>	<b>PODIUM CEREMONY &amp; POST RACE PROCEDURE *</b> *meeting could be rescheduled during the race week	Dorna PR Responsible, Circuit/Promoter Podium Ceremony Responsible, Dignitaries Responsible and Hostess Person in Charge
<b>17:00</b>	<b>EVENT MANAGEMENT COMMITTEE (EMC)*</b>	Race Director, FIM Safety Officer, Technical Director, FIM Medical Officer, Clerk of the Course, FIM MotoGP Steward, Circuit/Promoter Representative and Dorna Representative
<b>17:00</b>	<b>DAILY SECURITY MEETING</b>	Dorna Security Director, Dorna Security Supervisor, Circuit/Promoter Representatives and Chief of Security

## SATURDAY

<b>8:00</b>	<b>TIMING LAPS</b>	Dorna Timekeeping Staff. Track must be clear of any activity.
<b>8:20</b>	<b>MEDICAL INSPECTION</b> *40 min prior the first track session	Chief Medical Officer, MotoGP Medical Director and FIM Medical Officer
<b>8:30</b>	<b>TRACK INSPECTION</b> *30 min prior the first track session	FIM Safety Officer, Race Director, IRTA Rider's Representative, Clerk of the Course, Circuit/Promoter Representative, Circuit Maintenance Director and Dorna Representative
<b>16:30</b>	<b>STARTING PROCEDURE MEETING *</b>	Race Director, Clerk of the Course and Starting Marshals
<b>17:00</b>	<b>EVENT MANAGEMENT COMMITTEE (EMC) *</b>	Race Director, FIM Safety Officer, Technical Director, FIM Medical Officer, Clerk of the Course, FIM MotoGP Steward, Circuit/Promoter Representative and Dorna Representative
<b>17:30</b>	<b>DAILY SECURITY MEETING</b>	Dorna Security Director, Dorna Security Supervisor, Circuit/Promoter Representatives and Chief of Security

## SUNDAY

<b>7:40</b>	<b>TIMING LAPS</b>	Dorna Timekeeping Staff. Track must be clear of any activity.
<b>8:00</b>	<b>MEDICAL INSPECTION</b> *40 min prior the first track session	Chief Medical Officer, MotoGP Medical Director and FIM Medical Officer
<b>8:10</b>	<b>TRACK INSPECTION</b> *30 min prior the first track session	FIM Safety Officer, Race Director, IRTA Rider's Representative, Clerk of the Course, Circuit/Promoter Representative, Circuit Maintenance Director and Dorna Representative
<b>Half an hour after the Event</b>	<b>EVENT MAGEMENT COMMITTEE (EMC)</b>	Race Director, FIM Safety Officer, Technical Director, FIM Medical Officer, Clerk of the Course, FIM MotoGP Steward, Circuit/Promoter Representative and Dorna Representative

\* Should there be support race these meetings will be rescheduled.

Promoters Manual	Date	<b>FEBRUARY 2017</b>
Filename	<b>RACE MEETINGS</b>	
Description	<b>MEETINGS, CHECKS, INSPECTIONS</b>	



Dorna Sports S.L.  
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# STANDARD TIME SCHEDULE

## THURSDAY

17:00 Pre-Event Press Conference

Except for: Losail → Wednesday at 17:00 h local time

Austin → Thursday at 12:00 h local time

## FRIDAY

09:00-09:40	40 min.	Moto3™	Free Practice 1	08:00-08:20	Timing Laps
09:55-10:40	45 min.	MotoGP™	Free Practice 1 <i>timed for Qualifying</i>	08:20	Medical Inspection
10:55-11:40	45 min.	Moto2™	Free Practice 1	08:30	Track Inspection
13:10-13:50	40 min.	Moto3™	Free Practice 2		
14:05-14:50	45 min.	MotoGP™	Free Practice 2 <i>timed for Qualifying</i>		
15:05-15:50	45 min.	Moto2™	Free Practice 2		

## SATURDAY

09:00-09:40	40 min.	Moto3™	Free Practice 3	08:00-08:20	Timing Laps
09:55-10:40	45 min.	MotoGP™	Free Practice 3 <i>timed for Qualifying</i>	08:20	Medical Inspection
10:55-11:40	45 min.	Moto2™	Free Practice 3	08:30	Track Inspection
11:50-12:25			MotoGP VIP Village™ Pit Lane Walk		
12:35-13:15	40 min.	Moto3™	Qualifying		
13:30-14:00	30 min.	MotoGP™	Free Practice 4 <i>not timed for Qualifying</i>		
14:10-14:25	15 min.	MotoGP™	Qualifying 1		
14:35-14:50	15 min.	MotoGP™	Qualifying 2		
15:05-15:50	45 min.	Moto2™	Qualifying		
17:00			Qualifying Press Conference		

## SUNDAY

08:40-09:00	20 min.	Moto3™	Warm Up	07:40-08:00	Timing Laps
09:10-09:30	20 min.	Moto2™	Warm Up	08:00	Medical Inspection
09:40-10:00	20 min.	MotoGP™	Warm Up	08:10	Track Inspection
10:05-10:35			MotoGP VIP Village™ Pit Lane Walk		
11:00		Moto3™	Race		
			Press Conference (immediately after the podium ceremony)		
12:20		Moto2™	Race		
			Press Conference (immediately after the podium ceremony)		
14:00		MotoGP™	Race		
			Press Conference (immediately after the podium ceremony)		

No support race is included.  
Schedule may vary at some GP.



Dorna Sports S.L.  
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Promoters Manual	Date	JANUARY 2017
Filename	TIME SCHEDULE	
Description	STANDARD TIME SCHEDULE	

# MINUTE BY MINUTE

FRIDAY • 09:00:00 - 09:40:00

## Moto3™ FREE PRACTICE 1

Session duration: 40 min

8:00:00	Timing Laps
8:20:00	Medical Inspection
8:30:00	Track Inspection
8:55:00	5 minutes to Pit Lane opening
8:56:00	4 minutes to Pit Lane opening
8:57:00	3 minutes to Pit Lane opening
8:58:00	2 minutes to Pit Lane opening
8:59:00	1 minute to Pit Lane opening
8:59:30	30 seconds to Pit Lane opening
8:59:50	10 seconds to Pit Lane opening
8:59:55	5 seconds to Pit Lane opening
8:59:56	4 seconds to Pit Lane opening
8:59:57	3 seconds to Pit Lane opening
8:59:58	2 seconds to Pit Lane opening
8:59:59	1 second to Pit Lane opening
<b>9:00:00</b>	<b>START OF THE SESSION</b>
	Green Light → Green
	Pit Lane Exit opens
	Flag shown → Green Flag at each Flag Marshal Post
9:01:00	Change Green Light to Flashing Blue Light
9:02:00	Drop Green Flag at each Flag Marshal Post
<i>Session continues</i>	
9:37:00	3 MIN board
9:38:00	2 MIN board
9:39:00	1 MIN board
9:39:30	Take off 1 MIN board
<b>9:40:00</b>	<b>END OF THE SESSION</b>
	Chequered flag - Red Light at the Pit Lane Exit



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Promoters Manual	Date	FEBRUARY 2017
Filename	MINUTE BY MINUTE	
Description	MINUTE BY MINUTE	

# MINUTE BY MINUTE

FRIDAY • 09:55:00 - 10:40:00

## MotoGP™ FREE PRACTICE 1

Session duration: 45 min

9:50:00	5 minutes to Pit Lane opening
9:51:00	4 minutes to Pit Lane opening
9:52:00	3 minutes to Pit Lane opening
9:53:00	2 minutes to Pit Lane opening
9:54:00	1 minute to Pit Lane opening
9:54:30	30 seconds to Pit Lane opening
9:54:50	10 seconds to Pit Lane opening
9:54:55	5 seconds to Pit Lane opening
9:54:56	4 seconds to Pit Lane opening
9:54:57	3 seconds to Pit Lane opening
9:54:58	2 seconds to Pit Lane opening
9:54:59	1 second to Pit Lane opening
<b>9:55:00</b>	<b>START OF THE SESSION</b>
	Green Light → Green
	Pit Lane Exit opens
	Flag shown → Green Flag at each Flag Marshal Post
9:56:00	Change Green Light to Flashing Blue Light
9:57:00	Drop Green Flag at each Flag Marshal Post
<i>Session continues</i>	
10:37:00	3 MIN board
10:38:00	2 MIN board
10:39:00	1 MIN board
10:39:30	Take off 1 MIN board
<b>10:40:00</b>	<b>END OF THE SESSION</b>
	Chequered flag - Red Light at the Pit Lane Exit

Promoters Manual | Date | **FEBRUARY 2017**

Filename | **MINUTE BY MINUTE**

Description | **MINUTE BY MINUTE**



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# MINUTE BY MINUTE

FRIDAY • 10:55:00 - 11:40:00

## Moto2™ FREE PRACTICE 1

Session duration: 45 min

10:50:00	5 minutes to Pit Lane opening
10:51:00	4 minutes to Pit Lane opening
10:52:00	3 minutes to Pit Lane opening
10:53:00	2 minutes to Pit Lane opening
10:54:00	1 minute to Pit Lane opening
10:54:30	30 seconds to Pit Lane opening
10:54:50	10 seconds to Pit Lane opening
10:54:55	5 seconds to Pit Lane opening
10:54:56	4 seconds to Pit Lane opening
10:54:57	3 seconds to Pit Lane opening
10:54:58	2 seconds to Pit Lane opening
10:54:59	1 second to Pit Lane opening
<b>10:55:00</b>	<b>START OF THE SESSION</b>
	Green Light → Green
	Pit Lane Exit opens
	Flag shown → Green Flag at each Flag Marshal Post
10:56:00	Change Green Light to Flashing Blue Light
10:57:00	Drop Green Flag at each Flag Marshal Post
<i>Session continues</i>	
11:37:00	3 MIN board
11:38:00	2 MIN board
11:39:00	1 MIN board
11:39:30	Take off 1 MIN board
<b>11:40:00</b>	<b>END OF THE SESSION</b>
	Chequered flag - Red Light at the Pit Lane Exit



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Promoters Manual	Date	FEBRUARY 2017
Filename	MINUTE BY MINUTE	
Description	MINUTE BY MINUTE	

# MINUTE BY MINUTE

FRIDAY • 13:10:00 - 13:50:00

## Moto3™ FREE PRACTICE 2

Session duration: 40 min

13:05:00	5 minutes to Pit Lane opening
13:06:00	4 minutes to Pit Lane opening
13:07:00	3 minutes to Pit Lane opening
13:08:00	2 minutes to Pit Lane opening
13:09:00	1 minute to Pit Lane opening
13:09:30	30 seconds to Pit Lane opening
13:09:50	10 seconds to Pit Lane opening
13:09:55	5 seconds to Pit Lane opening
13:09:56	4 seconds to Pit Lane opening
13:09:57	3 seconds to Pit Lane opening
13:09:58	2 seconds to Pit Lane opening
13:09:59	1 second to Pit Lane opening
<b>13:10:00</b>	<b>START OF THE SESSION</b>
	Green Light → Green
	Pit Lane Exit opens
	Flag shown → Green Flag at each Flag Marshal Post
13:11:00	Change Green Light to Flashing Blue Light
13:12:00	Drop Green Flag at each Flag Marshal Post
<i>Session continues</i>	
13:47:00	3 MIN board
13:48:00	2 MIN board
13:49:00	1 MIN board
13:49:30	Take off 1 MIN board
<b>13:50:00</b>	<b>END OF THE SESSION</b>
	Chequered flag - Red Light at the Pit Lane Exit

Promoters Manual Date **FEBRUARY 2017**

Filename **MINUTE BY MINUTE**

Description **MINUTE BY MINUTE**



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Operations Department

# MINUTE BY MINUTE

FRIDAY • 14:05:00 - 14:50:00

## MotoGP™ FREE PRACTICE 2

Session duration: 45 min

14:00:00	5 minutes to Pit Lane opening
14:01:00	4 minutes to Pit Lane opening
14:02:00	3 minutes to Pit Lane opening
14:03:00	2 minutes to Pit Lane opening
14:04:00	1 minute to Pit Lane opening
14:04:30	30 seconds to Pit Lane opening
14:04:50	10 seconds to Pit Lane opening
14:04:55	5 seconds to Pit Lane opening
14:04:56	4 seconds to Pit Lane opening
14:04:57	3 seconds to Pit Lane opening
14:04:58	2 seconds to Pit Lane opening
14:04:59	1 second to Pit Lane opening
<b>14:05:00</b>	<b>START OF THE SESSION</b>
	Green Light → Green
	Pit Lane Exit opens
	Flag shown → Green Flag at each Flag Marshal Post
14:06:00	Change Green Light to Flashing Blue Light
14:07:00	Drop Green Flag at each Flag Marshal Post
<i>Session continues</i>	
14:47:00	3 MIN board
14:48:00	2 MIN board
14:49:00	1 MIN board
14:49:30	Take off 1 MIN board
<b>14:50:00</b>	<b>END OF THE SESSION</b>
	Chequered flag - Red Light at the Pit Lane Exit

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Filename | **MINUTE BY MINUTE**

Description | **MINUTE BY MINUTE**



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# MINUTE BY MINUTE

FRIDAY • 15:05:00 - 15:50:00

## Moto2™ FREE PRACTICE 2

Session duration: 45 min

15:00:00	5 minutes to Pit Lane opening
15:01:00	4 minutes to Pit Lane opening
15:02:00	3 minutes to Pit Lane opening
15:03:00	2 minutes to Pit Lane opening
15:04:00	1 minute to Pit Lane opening
15:04:30	30 seconds to Pit Lane opening
15:04:50	10 seconds to Pit Lane opening
15:04:55	5 seconds to Pit Lane opening
15:04:56	4 seconds to Pit Lane opening
15:04:57	3 seconds to Pit Lane opening
15:04:58	2 seconds to Pit Lane opening
15:04:59	1 second to Pit Lane opening
<b>15:05:00</b>	<b>START OF THE SESSION</b>
	Green Light → Green
	Pit Lane Exit opens
	Flag shown → Green Flag at each Flag Marshal Post
15:06:00	Change Green Light to Flashing Blue Light
15:07:00	Drop Green Flag at each Flag Marshal Post
<i>Session continues</i>	
15:47:00	3 MIN board
15:48:00	2 MIN board
15:49:00	1 MIN board
15:49:30	Take off 1 MIN board
<b>15:50:00</b>	<b>END OF THE SESSION</b>
	Chequered flag - Red Light at the Pit Lane Exit

Promoters Manual Date **FEBRUARY 2017**

Filename **MINUTE BY MINUTE**

Description **MINUTE BY MINUTE**



Dorna Sports S.L.

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# MINUTE BY MINUTE

SATURDAY • 09:00:00 - 09:40:00

## Moto3™ FREE PRACTICE 3

Session duration: 40 min

8:00:00	Timing Laps
8:20:00	Medical Inspection
8:30:00	Track Inspection
8:55:00	5 minutes to Pit Lane opening
8:56:00	4 minutes to Pit Lane opening
8:57:00	3 minutes to Pit Lane opening
8:58:00	2 minutes to Pit Lane opening
8:59:00	1 minute to Pit Lane opening
8:59:30	30 seconds to Pit Lane opening
8:59:50	10 seconds to Pit Lane opening
8:59:55	5 seconds to Pit Lane opening
8:59:56	4 seconds to Pit Lane opening
8:59:57	3 seconds to Pit Lane opening
8:59:58	2 seconds to Pit Lane opening
8:59:59	1 second to Pit Lane opening
<b>9:00:00</b>	<b>START OF THE SESSION</b>
	Green Light → Green
	Pit Lane Exit opens
	Flag shown → Green Flag at each Flag Marshal Post
9:01:00	Change Green Light to Flashing Blue Light
9:02:00	Drop Green Flag at each Flag Marshal Post
<i>Session continues</i>	
9:37:00	3 MIN board
9:38:00	2 MIN board
9:39:00	1 MIN board
9:39:30	Take off 1 MIN board
<b>9:40:00</b>	<b>END OF THE SESSION</b>
	Chequered flag - Red Light at the Pit Lane Exit

Promoters Manual Date **FEBRUARY 2017**

Filename **MINUTE BY MINUTE**

Description **MINUTE BY MINUTE**



Dorna Sports S.L.

Operations Department

# MINUTE BY MINUTE

SATURDAY • 09:55:00 - 10:40:00

## MotoGP™ FREE PRACTICE 3

Session duration: 45 min

9:50:00	5 minutes to Pit Lane opening
9:51:00	4 minutes to Pit Lane opening
9:52:00	3 minutes to Pit Lane opening
9:53:00	2 minutes to Pit Lane opening
9:54:00	1 minute to Pit Lane opening
9:54:30	30 seconds to Pit Lane opening
9:54:50	10 seconds to Pit Lane opening
9:54:55	5 seconds to Pit Lane opening
9:54:56	4 seconds to Pit Lane opening
9:54:57	3 seconds to Pit Lane opening
9:54:58	2 seconds to Pit Lane opening
9:54:59	1 second to Pit Lane opening
<b>9:55:00</b>	<b>START OF THE SESSION</b>
	Green Light → Green
	Pit Lane Exit opens
	Flag shown → Green Flag at each Flag Marshal Post
9:56:00	Change Green Light to Flashing Blue Light
9:57:00	Drop Green Flag at each Flag Marshal Post
<i>Session continues</i>	
10:37:00	3 MIN board
10:38:00	2 MIN board
10:39:00	1 MIN board
10:39:30	Take off 1 MIN board
<b>10:40:00</b>	<b>END OF THE SESSION</b>
	Chequered flag - Red Light at the Pit Lane Exit

Promoters Manual Date **FEBRUARY 2017**

Filename **MINUTE BY MINUTE**

Description **MINUTE BY MINUTE**



Dorna Sports S.L.

Operations Department

# MINUTE BY MINUTE

**SATURDAY • 10:55:00 - 11:40:00**

## **Moto2™ FREE PRACTICE 3**

**Session duration: 45 min**

10:50:00	5 minutes to Pit Lane opening
10:51:00	4 minutes to Pit Lane opening
10:52:00	3 minutes to Pit Lane opening
10:53:00	2 minutes to Pit Lane opening
10:54:00	1 minute to Pit Lane opening
10:54:30	30 seconds to Pit Lane opening
10:54:50	10 seconds to Pit Lane opening
10:54:55	5 seconds to Pit Lane opening
10:54:56	4 seconds to Pit Lane opening
10:54:57	3 seconds to Pit Lane opening
10:54:58	2 seconds to Pit Lane opening
10:54:59	1 second to Pit Lane opening
<b>10:55:00</b>	<b>START OF THE SESSION</b>
	Green Light → Green
	Pit Lane Exit opens
	Flag shown → Green Flag at each Flag Marshal Post
10:56:00	Change Green Light to Flashing Blue Light
10:57:00	Drop Green Flag at each Flag Marshal Post
<i>Session continues</i>	
11:37:00	3 MIN board
11:38:00	2 MIN board
11:39:00	1 MIN board
11:39:30	Take off 1 MIN board
<b>11:40:00</b>	<b>END OF THE SESSION</b>
	Chequered flag - Red Light at the Pit Lane Exit

Promoters Manual | Date | **FEBRUARY 2017**

Filename | **MINUTE BY MINUTE**

Description | **MINUTE BY MINUTE**



Dorna Sports S.L.

Operations Department

# MINUTE BY MINUTE

SATURDAY • 12:35:00 - 13:15:00

## Moto3™ QUALIFYING

Session duration: 40 min

12:30:00	5 minutes to Pit Lane opening
12:31:00	4 minutes to Pit Lane opening
12:32:00	3 minutes to Pit Lane opening
12:33:00	2 minutes to Pit Lane opening
12:34:00	1 minute to Pit Lane opening
12:34:30	30 seconds to Pit Lane opening
12:34:50	10 seconds to Pit Lane opening
12:34:55	5 seconds to Pit Lane opening
12:34:56	4 seconds to Pit Lane opening
12:34:57	3 seconds to Pit Lane opening
12:34:58	2 seconds to Pit Lane opening
12:34:59	1 second to Pit Lane opening
<b>12:35:00</b>	<b>START OF THE SESSION</b>
	Green Light → Green
	Pit Lane Exit opens
	Flag shown → Green Flag at each Flag Marshal Post
12:36:00	Change Green Light to Flashing Blue Light
12:37:00	Drop Green Flag at each Flag Marshal Post
<i>Session continues</i>	
13:12:00	3 MIN board
13:13:00	2 MIN board
13:14:00	1 MIN board
13:14:30	Take off 1 MIN board
<b>13:15:00</b>	<b>END OF THE SESSION</b>
	Chequered flag - Red Light at the Pit Lane Exit

Promoters Manual Date **FEBRUARY 2017**

Filename **MINUTE BY MINUTE**

Description **MINUTE BY MINUTE**



Dorna Sports S.L.

Operations Department

# MINUTE BY MINUTE

**SATURDAY • 13:30:00 - 14:00:00**

## **MotoGP™ FREE PRACTICE 4**

**Session duration: 30 min**

13:25:00	5 minutes to Pit Lane opening
13:26:00	4 minutes to Pit Lane opening
13:27:00	3 minutes to Pit Lane opening
13:28:00	2 minutes to Pit Lane opening
13:29:00	1 minute to Pit Lane opening
13:29:30	30 seconds to Pit Lane opening
13:29:50	10 seconds to Pit Lane opening
13:29:55	5 seconds to Pit Lane opening
13:29:56	4 seconds to Pit Lane opening
13:29:57	3 seconds to Pit Lane opening
13:29:58	2 seconds to Pit Lane opening
13:29:59	1 second to Pit Lane opening
<b>13:30:00</b>	<b>START OF THE SESSION</b>
	Green Light → Green
	Pit Lane Exit opens
	Flag shown → Green Flag at each Flag Marshal Post
13:31:00	Change Green Light to Flashing Blue Light
13:32:00	Drop Green Flag at each Flag Marshal Post
<i>Session continues</i>	
13:57:00	3 MIN board
13:58:00	2 MIN board
13:59:00	1 MIN board
13:59:30	Take off 1 MIN board
<b>14:00:00</b>	<b>END OF THE SESSION</b>
	Chequered flag - Red Light at the Pit Lane Exit

Promoters Manual | Date | **FEBRUARY 2017**

Filename | **MINUTE BY MINUTE**

Description | **MINUTE BY MINUTE**



Dorna Sports S.L.

Operations Department

# MINUTE BY MINUTE

SATURDAY • 14:10:00 - 14:25:00

## MotoGP™ QUALIFYING 1

Session duration: 15 min

14:05:00	5 minutes to Pit Lane opening
14:06:00	4 minutes to Pit Lane opening
14:07:00	3 minutes to Pit Lane opening
14:08:00	2 minutes to Pit Lane opening
14:09:00	1 minute to Pit Lane opening
14:09:30	30 seconds to Pit Lane opening
14:09:50	10 seconds to Pit Lane opening
14:09:55	5 seconds to Pit Lane opening
14:09:56	4 seconds to Pit Lane opening
14:09:57	3 seconds to Pit Lane opening
14:09:58	2 seconds to Pit Lane opening
14:09:59	1 second to Pit Lane opening
<b>14:10:00</b>	<b>START OF THE SESSION</b>
	Green Light → Green
	Pit Lane Exit opens
	Flag shown → Green Flag at each Flag Marshal Post
14:11:00	Change Green Light to Flashing Blue Light
14:12:00	Drop Green Flag at each Flag Marshal Post
<i>Session continues</i>	
14:22:00	3 MIN board
14:23:00	2 MIN board
14:24:00	1 MIN board
14:24:30	Take off 1 MIN board
<b>14:25:00</b>	<b>END OF THE SESSION</b>
	Chequered flag - Red Light at the Pit Lane Exit

Promoters Manual Date **FEBRUARY 2017**

Filename **MINUTE BY MINUTE**

Description **MINUTE BY MINUTE**



Dorna Sports S.L.

Operations Department

# MINUTE BY MINUTE

SATURDAY • 14:35:00 - 14:50:00

## MotoGP™ QUALIFYING 2

Session duration: 15 min

14:30:00	5 minutes to Pit Lane opening
14:31:00	4 minutes to Pit Lane opening
14:32:00	3 minutes to Pit Lane opening
14:33:00	2 minutes to Pit Lane opening
14:34:00	1 minute to Pit Lane opening
14:34:30	30 seconds to Pit Lane opening
14:34:50	10 seconds to Pit Lane opening
14:34:55	5 seconds to Pit Lane opening
14:34:56	4 seconds to Pit Lane opening
14:34:57	3 seconds to Pit Lane opening
14:34:58	2 seconds to Pit Lane opening
14:34:59	1 second to Pit Lane opening
<b>14:35:00</b>	<b>START OF THE SESSION</b>
	Green Light → Green
	Pit Lane Exit opens
	Flag shown → Green Flag at each Flag Marshal Post
14:36:00	Change Green Light to Flashing Blue Light
14:37:00	Drop Green Flag at each Flag Marshal Post
<i>Session continues</i>	
14:47:00	3 MIN board
14:48:00	2 MIN board
14:49:00	1 MIN board
14:49:30	Take off 1 MIN board
<b>14:50:00</b>	<b>END OF THE SESSION</b>
	Chequered flag - Red Light at the Pit Lane Exit

Promoters Manual Date **FEBRUARY 2017**

Filename **MINUTE BY MINUTE**

Description **MINUTE BY MINUTE**



Dorna Sports S.L.

Operations Department



# MINUTE BY MINUTE

SATURDAY • 15:05:00 - 15:50:00

## Moto2™ QUALIFYING

Session duration: 45 min

15:00:00	5 minutes to Pit Lane opening
15:01:00	4 minutes to Pit Lane opening
15:02:00	3 minutes to Pit Lane opening
15:03:00	2 minutes to Pit Lane opening
15:04:00	1 minute to Pit Lane opening
15:04:30	30 seconds to Pit Lane opening
15:04:50	10 seconds to Pit Lane opening
15:04:55	5 seconds to Pit Lane opening
15:04:56	4 seconds to Pit Lane opening
15:04:57	3 seconds to Pit Lane opening
15:04:58	2 seconds to Pit Lane opening
15:04:59	1 second to Pit Lane opening
<b>15:05:00</b>	<b>START OF THE SESSION</b>
	Green Light → Green
	Pit Lane Exit opens
	Flag shown → Green Flag at each Flag Marshal Post
15:06:00	Change Green Light to Flashing Blue Light
15:07:00	Drop Green Flag at each Flag Marshal Post
<i>Session continues</i>	
15:47:00	3 MIN board
15:48:00	2 MIN board
15:49:00	1 MIN board
15:49:30	Take off 1 MIN board
<b>15:50:00</b>	<b>END OF THE SESSION</b>
	Chequered flag - Red Light at the Pit Lane Exit

Promoters Manual | Date | **FEBRUARY 2017**

Filename | **MINUTE BY MINUTE**

Description | **MINUTE BY MINUTE**



Dorna Sports S.L.

Operations Department

# MINUTE BY MINUTE

SUNDAY • 08:40:00 - 09:00:00

**Moto3™ WARM UP**

Session duration: 20 min

7:40:00	Timing Laps
8:00:00	Medical Inspection
8:10:00	Track Inspection
8:35:00	5 minutes to Pit Lane opening
8:36:00	4 minutes to Pit Lane opening
8:37:00	3 minutes to Pit Lane opening
8:38:00	2 minutes to Pit Lane opening
8:39:00	1 minute to Pit Lane opening
8:39:30	30 seconds to Pit Lane opening
8:39:50	10 seconds to Pit Lane opening
8:39:55	5 seconds to Pit Lane opening
8:39:56	4 seconds to Pit Lane opening
8:39:57	3 seconds to Pit Lane opening
8:39:58	2 seconds to Pit Lane opening
8:39:59	1 second to Pit Lane opening
<b>8:40:00</b>	<b>START OF THE SESSION</b>
	Green Light → Green
	Pit Lane Exit opens
	Flag shown → Green Flag at each Flag Marshal Post
8:41:00	Change Green Light to Flashing Blue Light
8:42:00	Drop Green Flag at each Flag Marshal Post
<i>Session continues</i>	
8:57:00	3 MIN board
8:58:00	2 MIN board
8:59:00	1 MIN board
8:59:30	Take off 1 MIN board
<b>9:00:00</b>	<b>END OF THE SESSION</b>
	Chequered flag - Red Light at the Pit Lane Exit

Promoters Manual Date **FEBRUARY 2017**

Filename **MINUTE BY MINUTE**

Description **MINUTE BY MINUTE**



Dorna Sports S.L.

Operations Department

# MINUTE BY MINUTE

SUNDAY • 09:10:00 - 09:30:00

## Moto2™ WARM UP

Session duration: 20 min

9:05:00	5 minutes to Pit Lane opening
9:06:00	4 minutes to Pit Lane opening
9:07:00	3 minutes to Pit Lane opening
9:08:00	2 minutes to Pit Lane opening
9:09:00	1 minute to Pit Lane opening
9:09:30	30 seconds to Pit Lane opening
9:09:50	10 seconds to Pit Lane opening
9:09:55	5 seconds to Pit Lane opening
9:09:56	4 seconds to Pit Lane opening
9:09:57	3 seconds to Pit Lane opening
9:09:58	2 seconds to Pit Lane opening
9:09:59	1 second to Pit Lane opening
<b>9:10:00</b>	<b>START OF THE SESSION</b>
	Green Light → Green
	Pit Lane Exit opens
	Flag shown → Green Flag at each Flag Marshal Post
9:11:00	Change Green Light to Flashing Blue Light
9:12:00	Drop Green Flag at each Flag Marshal Post
<i>Session continues</i>	
9:27:00	3 MIN board
9:28:00	2 MIN board
9:29:00	1 MIN board
9:29:30	Take off 1 MIN board
<b>9:30:00</b>	<b>END OF THE SESSION</b>
	Chequered flag - Red Light at the Pit Lane Exit

Promoters Manual Date **FEBRUARY 2017**

Filename **MINUTE BY MINUTE**

Description **MINUTE BY MINUTE**



Dorna Sports S.L.

Operations Department

# MINUTE BY MINUTE

SUNDAY • 09:40:00 - 10:00:00

## MotoGP™ WARM UP

Session duration: 20 min

9:35:00	5 minutes to Pit Lane opening
9:36:00	4 minutes to Pit Lane opening
9:37:00	3 minutes to Pit Lane opening
9:38:00	2 minutes to Pit Lane opening
9:39:00	1 minute to Pit Lane opening
9:39:30	30 seconds to Pit Lane opening
9:39:50	10 seconds to Pit Lane opening
9:39:55	5 seconds to Pit Lane opening
9:39:56	4 seconds to Pit Lane opening
10:39:57	3 seconds to Pit Lane opening
9:39:58	2 seconds to Pit Lane opening
9:39:59	1 second to Pit Lane opening
<b>9:40:00</b>	<b>START OF THE SESSION</b>
	Green Light → Green
	Pit Lane Exit opens
	Flag shown → Green Flag at each Flag Marshal Post
9:41:00	Change Green Light to Flashing Blue Light
9:42:00	Drop Green Flag at each Flag Marshal Post
<i>Session continues</i>	
9:57:00	3 MIN board
9:58:00	2 MIN board
9:59:00	1 MIN board
9:59:30	Take off 1 MIN board
<b>10:00:00</b>	<b>END OF THE SESSION</b>
	Chequered flag - Red Light at the Pit Lane Exit



Dorna Sports S.L.  
Operations Department

Promoters Manual	Date	FEBRUARY 2017
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# MINUTE BY MINUTE

SUNDAY • 11:00:00

## Moto3™ RACE

Start Procedure: 15 min

10:45:00	Pit Lane Exit opens for the Sighting Lap: 5 MIN Board + Horn & Green Light at the Pit Lane Exit
10:46:00	4 MIN. Board + Horn
10:47:00	3 MIN. Board + Horn
10:48:00	2 MIN. Board + Horn
10:49:00	1 MIN. Board + Horn
10:50:00	Pit Lane Exit closes: Red Light at the Pit Lane Exit + Horn
10:53:00	5 MIN. Board + Horn in front of the Starting Grid DECLARATION of "WET RACE" or "DRY RACE" on Starter's Rostrum (declaration may be made earlier, at the Starter's discretion)
10:55:00	3 MIN. Board + Horn All adjustments must be completed. All persons except for two mechanics per rider, the person holding the umbrella for the rider, the television crew of the host broadcaster and essential officials must leave the Grid. Riders who still wish to make any adjustments must push their machine to the Pit Lane and they must leave the Grid before the display of the 1 MIN. Board. Generators must be disconnected from tyre warmers and removed from the grid.
10:57:00	1 MIN. Board + Horn. Tyre warmers must be removed from machines on the grid. Everybody must leave the Grid (except for two mechanics per rider). The mechanics will start the machine and will then leave the Grid.
10:57:30	30 SEC. Board + Horn. No further assistance from mechanics is permitted. Any rider who is unable to start his machine must remove it to the Pit Lane, under the control of the Grid Marshals.
10:58:00	Green Flag given by the Starter. Start of the Warm Up Lap. Any rider starting the Warm Up Lap from the Pit Lane must start the race from the back of the Grid. AFTER THE PASSING OF THE SAFETY CAR: Green Light at the Pit Lane Exit.
10:58:30	Red Light at the Pit Lane Exit.
11:00:00	<b>Red Light out: START OF THE RACE</b> AFTER THE LAST RIDER (OR MEDICAL CAR IN CASE OF A RIDER STALLED ON THE GRID) HAS PASSED THE POINT WHERE THE PIT EXIT ROAD JOINS THE CIRCUIT: Green Light followed by flashing Blue Light at the Pit Lane Exit.

**Ensure that all Grid Marshals are familiar with different procedures applied for race re-start & race delay.**

**See the 2017 FIM Grand Prix Road Racing Sporting Regulations.**



Dorna Sports S.L.  
Operations Department

Promoters Manual	Date	FEBRUARY 2017
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# MINUTE BY MINUTE

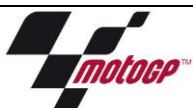
SUNDAY • 11:00:00

## Moto3™ RACE

### SAFETY CAR AND BIKES STARTING PROCEDURE

10:35:00	Medical and Safety Car will be on the Track in front of the Starting Grid.
10:50:50	Safety bikes do a lap of the Track entering to the Pit Lane on this lap.
10:51:00	Medical Car does a lap of the Track stopping in a safe position at the back of the Starting Grid waiting for the first lap of the race.
10:55:00	Safety Car does a lap of the Track and stops at the back of the Starting Grid waiting for the warm up lap.
10:58:00	Safety Car follows the bikes during the warm up lap entering to the Pit Lane on this lap.
11:00:00	Medical Car will follow the racing bikes for the first lap of the race entering to the Pit Lane on this lap.

Promoters Manual	Date	FEBRUARY 2017
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Dorna Sports S.L.  
Operations Department

# MINUTE BY MINUTE

SUNDAY • 12:20:00

## Moto2™ RACE

Start Procedure: 15 min

12:05:00	Pit Lane Exit opens for the Sighting Lap: 5 MIN Board + Horn & Green Light at the Pit Lane Exit
12:06:00	4 MIN. Board + Horn
12:07:00	3 MIN. Board + Horn
12:08:00	2 MIN. Board + Horn
12:09:00	1 MIN. Board + Horn
12:10:00	Pit Lane Exit closes: Red Light at the Pit Lane Exit + Horn
12:13:00	5 MIN. Board + Horn in front of the Starting Grid DECLARATION of "WET RACE" or "DRY RACE" on Starter's Rostrum (declaration may be made earlier, at the Starter's discretion)
12:15:00	3 MIN. Board + Horn All adjustments must be completed. All persons except for two mechanics per rider, the person holding the umbrella for the rider, the television crew of the host broadcaster and essential officials must leave the Grid. Riders who still wish to make any adjustments must push their machine to the Pit Lane and they must leave the Grid before the display of the 1 MIN. Board. Generators must be disconnected from tyre warmers and removed from the grid.
12:17:00	1 MIN. Board + Horn. Tyre warmers must be removed from machines on the grid. Everybody must leave the Grid (except for two mechanics per rider). The mechanics will start the machine and will then leave the Grid.
12:17:30	30 SEC. Board + Horn. No further assistance from mechanics is permitted. Any rider who is unable to start his machine must remove it to the Pit Lane, under the control of the Grid Marshals.
12:18:00	Green Flag given by the Starter. Start of the Warm Up Lap. Any rider starting the Warm Up Lap from the Pit Lane must start the race from the back of the Grid. AFTER THE PASSING OF THE SAFETY CAR: Green Light at the Pit Lane Exit.
12:18:30	Red Light at the Pit Lane Exit.
12:20:00	<b>Red Light out: START OF THE RACE</b> AFTER THE LAST RIDER (OR MEDICAL CAR IN CASE OF A RIDER STALLED ON THE GRID) HAS PASSED THE POINT WHERE THE PIT EXIT ROAD JOINS THE CIRCUIT: Green Light followed by flashing Blue Light at the Pit Lane Exit.

**Ensure that all Grid Marshals are familiar with different procedures applied for race re-start & race delay.**

**See the 2017 FIM Grand Prix Road Racing Sporting Regulations.**



Promoters Manual	Date	FEBRUARY 2017
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# MINUTE BY MINUTE

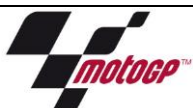
SUNDAY • 12:20:00

## Moto2™ RACE

### SAFETY CAR AND BIKES STARTING PROCEDURE

11:55:00	Medical and Safety Car will be on the Track in front of the Starting Grid.
12:10:50	Safety bikes do a lap of the Track entering to the Pit Lane on this lap.
12:11:00	Medical Car does a lap of the Track stopping in a safe position at the back of the Starting Grid waiting for the first lap of the race.
12:15:00	Safety Car does a lap of the Track and stops at the back of the Starting Grid waiting for the warm up lap.
12:18:00	Safety Car follows the bikes during the warm up lap entering to the Pit Lane on this lap.
12:20:00	Medical Car will follow the racing bikes for the first lap of the race entering to the Pit Lane on this lap.

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Dorna Sports S.L.  
Operations Department



# MINUTE BY MINUTE

SUNDAY • 14:00:00

## MotoGP™ RACE

Start Procedure: 20 min

13:40:00	Pit Lane Exit opens for the Sighting Lap: 5 MIN Board + Horn & Green Light at the Pit Lane Exit
13:41:00	4 MIN. Board + Horn
13:42:00	3 MIN. Board + Horn
13:43:00	2 MIN. Board + Horn
13:44:00	1 MIN. Board + Horn
13:45:00	Pit Lane Exit closes: Red Light at the Pit Lane Exit + Horn
13:53:00	5 MIN. Board + Horn in front of the Starting Grid DECLARATION of "WET RACE" or "DRY RACE" on Starter's Rostrum (declaration may be made earlier, at the Starter's discretion)
13:55:00	3 MIN. Board + Horn All adjustments must be completed. MotoGP™ riders must put their helmets on. All persons except for three mechanics per rider, the person holding the umbrella for the rider, the television crew of the host broadcaster and essential officials must leave the Grid. Riders who still wish to make any adjustments must push their machine to the Pit Lane and they must leave the Grid before the display of the 1 MIN. Board. Generators must be disconnected from tyre warmers and removed from the grid.
13:57:00	1 MIN. Board + Horn. Tyre warmers must be removed from machines on the grid. Everybody must leave the Grid (except for three mechanics per rider). The mechanics will start the machine and will then leave the Grid.
13:57:30	30 SEC. Board + Horn. No further assistance from mechanics is permitted. Any rider who is unable to start his machine must remove it to the Pit Lane, under the control of the Grid Marshals.
13:58:00	Green Flag given by the Starter. Start of the Warm Up Lap. Any rider starting the Warm Up Lap from the Pit Lane must start the race from the back of the Grid. AFTER THE PASSING OF THE SAFETY CAR: Green Light at the Pit Lane Exit.
13:58:30	Red Light at the Pit Lane Exit.
14:00:00	<b>Red Light out: START OF THE RACE</b> AFTER THE LAST RIDER (OR MEDICAL CAR IN CASE OF A RIDER STALLED ON THE GRID) HAS PASSED THE POINT WHERE THE PIT EXIT ROAD JOINS THE CIRCUIT: Green Light followed by flashing Blue Light at the Pit Lane Exit.

**Ensure that all Grid Marshals are familiar with different procedures applied for race re-start & race delay.**

**See the 2017 FIM Grand Prix Road Racing Sporting Regulations.**



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# MINUTE BY MINUTE

SUNDAY • 14:00:00

## MotoGP™ RACE

### SAFETY CAR AND BIKES STARTING PROCEDURE

13:30:00	Medical and Safety Car will be on the Track in front of the Starting Grid.
13:50:50	Safety bikes do a lap of the Track entering to the Pit Lane on this lap.
13:51:00	Medical Car does a lap of the Track stopping in a safe position at the back of the Starting Grid waiting for the first lap of the race.
13:55:00	Safety Car does a lap of the Track and stops at the back of the Starting Grid waiting for the warm up lap.
13:58:00	Safety Car follows the bikes during the warm up lap entering to the Pit Lane on this lap.
14:00:00	Medical Car will follow the racing bikes for the first lap of the race entering to the Pit Lane on this lap.

Promoters Manual	Date	FEBRUARY 2017
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Dorna Sports S.L.  
Operations Department

\_\_\_\_\_ (Event)

\_\_\_\_\_, with full legal capacity, nationality [\_\_\_\_\_], and with Passport number [\_\_\_\_\_],

domiciled at [\_\_\_\_\_], hereinafter referred to as the PASS HOLDER who in consideration of being entitled to access to the circuit in which the Event of the MotoGP™ is to be held and agreeing and subject to this waiver document ACKNOWLEDGES, ACCEPTS AND UNDERTAKES FOR HIMSELF/HERSELF, and/or his/her HEIRS, as the case might be IN THE WIDEST TERMS POSSIBLE AT LAW that:

1. The given Pass is to be deemed as the right to enter within the areas as designated within the same Pass (which are defined as areas requiring special authorization, credentials or permission to enter or any area in which general public access is restricted, including but not limited to track and pit lane).
2. HEREBY ACKNOWLEDGES AND FULLY ASSUMES THAT THE ACTIVITIES OF THE EVENT(S) ARE VERY DANGEROUS and involve the risk of serious injury and/or death and/or property damage. The undersigning PASS HOLDER also expressly acknowledges and accepts that injuries received may be compounded or increased by negligent rescue operations or procedures of any of the Related Bodies. Hereby voluntary accepts any and all such risks and dangers.
3. In recognition of such dangers mentioned above, HEREBY RELEASES, WAIVES, DISCHARGES AND UNDERTAKES TO INDEMNIFY, HOLD HARMLESS AND NOT TO SUE either DORNA SPORTS, S.L., or the circuit management, the Fédération Internationale de Motocyclisme ("FIM"), the IRTA, sponsors, advertisers, teams, riders and/or any further related party with the organisation of the MotoGP™, including any parents or affiliated companies to any of the same, its directors, employees, representatives, contractors or agents, all of which herein shall be referred to as "Related Bodies" FROM ALL LIABILITY BEFORE THE PASS HOLDER, assignees, heirs, in connection with ANY AND ALL LOSS OR DAMAGE OF ANY KIND, AND ANY CLAIM OR DEMANDS THEREFORE ON ACCOUNT OF INJURY TO THE PERSON OR PROPERTY, OR RESULTING IN DEATH, THE PASS HOLDER MAY SUFFER OR, SUSTAIN OR CAUSE ARISING OUT OF OR RELATED TO HER /HIS PRESENCE AT THE EVENT(S), WHETHER CAUSED, IN WHOLE OR IN PART, OR SUFFERED BY THE SOLE OR CONCURRENT NEGLIGENCE OR WRONGDOING, STRICT LIABILITY OR FAULT OF THE RELATED BODIES OR OTHERWISE. THEREFORE, THE PASS HOLDER HEREWITH WAIVES IN ADVANCE ANY RIGHT OF CLAIM THAT THE PASS HOLDER MIGHT ACQUIRE AGAINST ANY OF THE RELATED BODIES.
4. HEREBY UNDERTAKES NOT TO ACT while holding the given Pass, within the circuit and during the Event in a manner which may be considered obscene, defamatory or attempting to the moral, public order and/or to the image of the MotoGP™ and/or any Related Body, in which case acknowledges that DORNA SPORTS, S.L. and/or any of its affiliates companies may automatically withdraw the given Pass.
5. HEREBY UNDERTAKES that the given Pass shall not be altered or defaced: Whilst in the designated area allowed by the Pass the PASS HOLDER shall ensure that his/her given Pass remains attached to his/her lanyard and is worn at all times around the neck so as to be clearly visible. Such Pass shall not be contained in a wallet or folder of any kind and no additional instructions or identification may be affixed to it.
6. Agrees that he/she will not videotape, film or otherwise record his/her presence in the Event(s), in whole or in part, nor he/she will authorize or license any third party to do so, except that the PASS HOLDER shall expressly be permitted to take photographs images of the Event(s), provided that his/her use of any resulting photographs/images will be solely for his/her own non-profit purpose.
7. For good and valuable consideration which the PASS HOLDER acknowledges receipt, the PASS HOLDER hereby grants in exclusivity to DORNA SPORTS, S.L. and/or any of its affiliated companies, as organizer of the MotoGP™, its image rights arising out from his/her presence in the MotoGP™ (in perpetuity and worldwide) of whatever registrations and audiovisual recording (whatever it may be its physic support), for its use in any available herein and in the future audiovisual exploitation of the referred registrations, including but not limited to the right to use his/her name, image, voice and biographic data derived from his/her presence into the MotoGP™; as well as its use in all advertising and promotion of DORNA SPORTS, S.L. and/or any motor sports event or exhibition produced, presented or promoted by DORNA SPORTS, S.L. and/or any of its affiliated companies.
8. This MotoGP™ Pass Registration is personal and the Pass, which is property of DORNA, is given in a nominate manner, reason why the PASS HOLDER is not entitled to lend such Pass to any third person under no circumstance, neither to sell or commercialize the Pass.
9. Warrants and represents that he/she is the owner of all rights granted hereunder or has been duly authorized by the right holder of such rights to grant the same.
10. Has been informed by DORNA, and expressly accepts, that for the purpose of this document any personal details given may be stored and treated in a personal data file pertaining to DORNA in compliance with the Directive 95/46/EC, of the European Parliament and Council, dated as of October 24th 1995. Hereby acknowledges and accepts full DORNA's Data Protection Policy available on the Terms of Use of [www.motogp.com](http://www.motogp.com). Has been informed and acknowledges that holds the right to access his/her information, to correct it and/or to request the cancellation of the aforementioned file, which may be exercised by contacting DORNA through letter addressed to: Narcis Monturiol 2, 08960 Sant Just Desvern (Barcelona) SPAIN.
11. This document is governed and shall be construed in accordance with Spanish Laws and any disputes arising out from this Registration shall be settled exclusively by the Courts of Madrid, Spain.

IN CASE OF THE PASS HOLDER BEING AN UNDER AGE PERSON, THIS DOCUMENT IS TO BE SIGNED BY BOTH THE PASS HOLDER AND HIS/HER LEGAL REPRESENTATIVE (EITHER PARENT OR GUARDIAN) IN ORDER TO COVER HIS/HER LACK OF CAPACITY.

I EXPRESSLY ACKNOWLEDGE THAT I HAVE ACCURATELY READ THE PRESENT DOCUMENT OF LIABILITY DISCLAIM AND GRANT OF RIGHTS, HAVING UNDERSTOOD COMPLETELY ALL TERMS AND CONDITIONS OF THE SAME AND HAVING UNDERSTOOD THAT THE PRESENT MotoGP™ PASS REGISTRATION IMPLIES THE WAIVER AND/OR GRANT OF RIGHTS WITH SUBSTANCIAL CONTENT, SIGNING IT FREELY AND VOLUNTARILY AND ASSUMING IN SUCH WAY ALL CONSEQUENCES THAT FROM THE SAME MAY ARISE.

\_\_\_\_\_  
PASS HOLDER  
(Date)

\_\_\_\_\_  
PARENT / GUARDIAN  
(In case of PASS HOLDER being UNDER AGE)

**Dorna Sports S.L.**

[www.dorna.com](http://www.dorna.com)

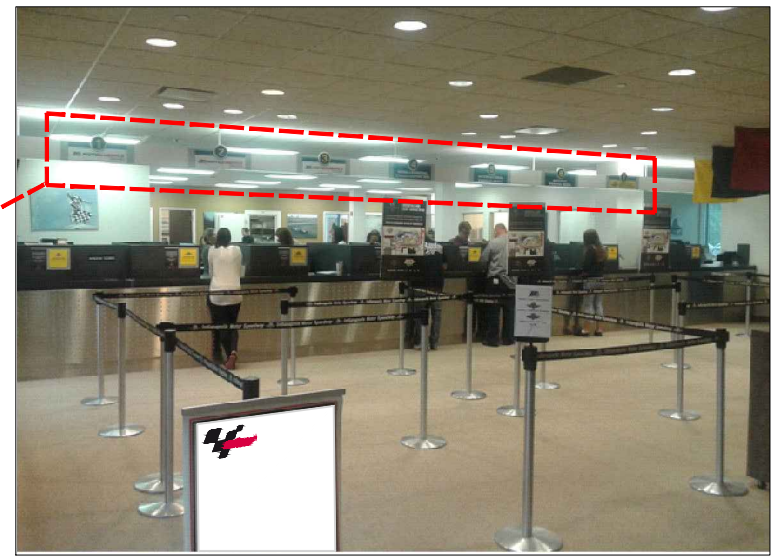
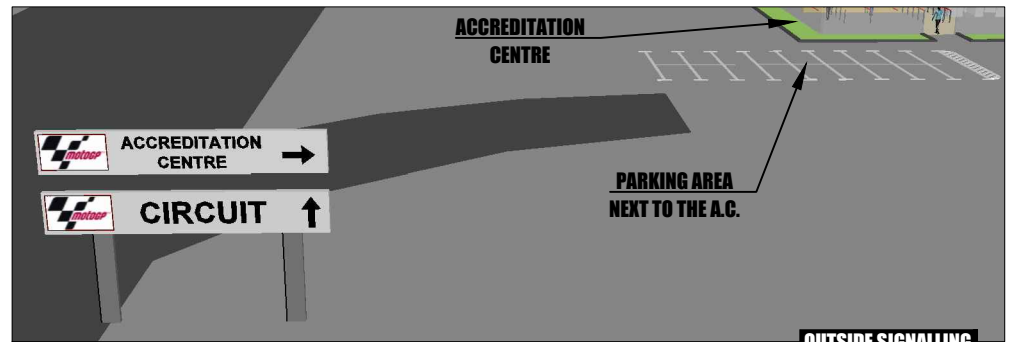
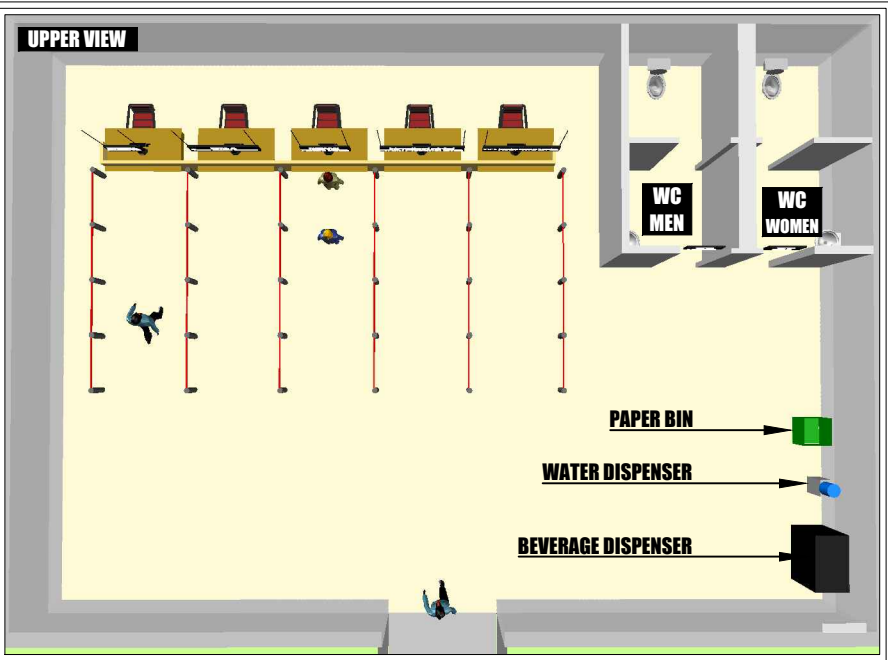

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BARCELONA OFFICE: Narcis Monturiol, 2. 08960 Sant Just Desvern. Barcelona - Spain Tel. +34 934 738 494 Fax: +34 934 737 529

Promoters Manual	Date	JANUARY 2017
Filename	MotoGP™ PASS REGISTRATION FORM	
Description	MotoGP™ PASS REGISTRATION FORM	



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Filename	ACCREDITATION CENTRE PLAN		
Description	PROPER DISTRIBUTION		



**2017 MotoGP™ PASS REGISTRATION FOR PADDOCK AND/OR GRID GIRLS**

**DECLARATION FOR A SINGLE EVENT**

\_\_\_\_\_ (Event)

\_\_\_\_\_, with full legal capacity, nationality \_\_\_\_\_, and with

Passport number \_\_\_\_\_, domiciled at \_\_\_\_\_, hereinafter referred

to as the **PASS HOLDER** who in consideration of being entitled to access to the circuit, through a promotion agreement as PADDOCK AND/OR GRID GIRL for

\_\_\_\_\_ (Team), in which the **Event** of the **MotoGP™** is to be held and agreeing and subject to this waiver document ACKNOWLEDGES, ACCEPTS AND UNDERTAKES FOR HERSELF, and/or his/her HEIRS, as the case might be IN THE WIDEST TERMS POSSIBLE AT LAW that:

1. The given Pass is to be deemed as the right to enter within the areas as designated within the same Pass (which are defined as areas requiring special authorization, credentials or permission to enter or any area in which general public access is restricted, including but not limited to track and pit lane).
2. HEREBY RELEASES, WAIVES, DISCHARGES AND UNDERTAKES NOT TO SUE either, the **Team**, company or sponsor by which the **PASS HOLDER** has been contracted, DORNA SPORTS, S.L., or the circuit management, the FIM, the IRTA, other sponsors, advertisers, other teams, riders and/or any further related party with the organisation of the **MotoGP™**, including any parents or affiliated companies to any of the same, its directors, employees or agents, all of which herein shall be referred to as "Related Bodies" FROM ALL LIABILITY BEFORE THE **PASS HOLDER**, assignees, heirs, in connection with ANY AND ALL LOSS OR DAMAGE, AND ANY CLAIM OR DEMANDS THEREFORE ON ACCOUNT OF INJURY TO THE PERSON OR PROPERTY, OR RESULTING IN DEATH, OF THE **PASS HOLDER** ARISING OUT OF OR RELATED TO THE **EVENT(S)**, WHETHER CAUSED, IN WHOLE OR IN PART, BY THE SOLE OR CONCURRENT NEGLIGENCE OR WRONGDOING, STRICT LIABILITY OR FAULT OF THE RELATED BODIES OR OTHERWISE. THEREFORE, THE **PASS HOLDER** HEREWITH WAIVES IN ADVANCE ANY RIGHT OF CLAIM THAT THE **PASS HOLDER** MIGHT ACQUIRE AGAINST ANY OF THE RELATED BODIES.
3. HEREBY ACKNOWLEDGES AND FULLY ASSUMES THAT THE ACTIVITIES OF THE **EVENT(S)** ARE VERY DANGEROUS and involve the risk of serious injury and/or death and/or property damage. The undersigning **PASS HOLDER** also expressly acknowledges and accepts that injuries received may be compounded or increased by negligent rescue operations or procedures of any of the Related Bodies.
4. HEREBY UNDERTAKES NOT TO ACT while holding the given Pass, within the circuit and during the **Event** in a manner which may be considered obscene, defamatory or attempting to the moral, public order and/or to the image of the **MotoGP™** and/or any Related Body, in which case acknowledges that DORNA SPORTS, S.L. and/or any of its affiliates companies may automatically withdraw the given Pass.
5. HEREBY UNDERTAKES that the given Pass shall not be altered or defaced: Whilst in the designated area allowed by the Pass the **PASS HOLDER** shall ensure that his/her given Pass remains attached to his/her lanyard and is worn at all times around the neck so as to be clearly visible. Such Pass shall not be contained in a wallet or folder of any kind and no additional instructions or identification may be affixed to it.
6. Agrees that he/she will not videotape, film or otherwise record his/her presence in the **Event(s)**, in whole or in part, nor he/she will authorize or license any third party to do so, except that the **PASS HOLDER** shall

expressly be permitted to obtain images of the **Event(s)**. Nonetheless the above referred; any resulting photographs/images will be solely for his/her own non-profit purpose.

7. The **PASS HOLDER** for good and valuable consideration, which receipt is acknowledged grants in exclusivity to DORNA SPORTS, S.L. and/or any of its affiliated companies, as organizer of the **MotoGP™**, its image rights arising out from her presence in the **MotoGP™** (in perpetuity and worldwide) of whatever registrations and audiovisual, audio and/or visual recording (whatever it may be its physic support), for its use in any available herein and in the future audiovisual, audio and/or visual exploitation of the referred registrations, including but not limited to the right to use his/her name, image, voice and biographic data derived from his/her presence into the **MotoGP™**; as well as its use in all advertising and promotion of DORNA SPORTS, S.L. and/or any motor sports event or exhibition produced, presented or promoted by DORNA SPORTS, S.L. and/or any of its affiliated companies. For the avoidance of doubt, the **PASS HOLDER** herein acknowledges and consents the regular use of PADDOCK AND/OR GRID GIRLS images in platforms such as PADDOCK AND/OR GRID GIRLS section in the **MotoGP™** websites, as well as his/her image in products associated with the **MotoGP™**; it being acknowledged that upon his/her contract with the company requesting for the services as promotion girl within the **MotoGP™** fully covers and satisfies his/her assistance to the **MotoGP™** together with the use of his/her image rights.
8. This MotoGP™ Pass Registration is personal and the Pass, which is property of DORNA, is given in a nominate manner, reason why the **PASS HOLDER** is not entitled to lend such Pass to any third person under no circumstance, neither to sell or commercialize the Pass.
9. Warrants and represents that he/she is the owner of all rights granted hereunder or has been duly authorized by the right holder of such rights to grant the same.
10. This document is governed and shall be construed in accordance with Spanish Laws and any disputes arising out from this Registration shall be settled exclusively by the Courts of Madrid, Spain.
11. Privacy and data protection information shall be ruled by the Directive 95/46/EC, of the European Parliament and Council, dated on October 24<sup>th</sup> 1995, having, in accordance to law, the **PASS HOLDER** the right to access, cancel and/or modify such data by contacting DORNA SPORTS S.L through letter addressed to: Narcis Monturiol 2, 08960 Sant Just Desvern (Barcelona) SPAIN.
12. Full Terms and Conditions are also displayed in the accesses to the areas of the Circuits as those at which the Pass expressly is subject to.

I EXPRESSLY ACKNOWLEDGE THAT I HAVE ACCURATELY READ THE PRESENT DOCUMENT OF LIABILITY DISCLAIM AND GRANT OF RIGHTS, HAVING UNDERSTOOD COMPLETELY ALL TERMS AND CONDITIONS OF THE SAME AND HAVING UNDERSTOOD THAT THE PRESENT MotoGP™ PASS REGISTRATION IMPLIES THE WAIVER AND/OR GRANT OF RIGHTS WITH SUBSTANCIAL CONTENT, SIGNING IT FREELY AND VOLUNTARILY AND ASSUMING IN SUCH WAY ALL CONSEQUENCES THAT FROM THE SAME MAY ARISE.

\_\_\_\_\_  
PASS HOLDER SIGNATURE

\_\_\_\_\_  
DATE



Dorna Sports S.L.  
Operations Department

Promoters Manual	Date	JANUARY 2017
Filename	MotoGP™ GIRLS REGISTRATION FORM	
Description	MotoGP™ GIRLS REGISTRATION FORM	

## FREIGHT SCHEDULE PRE-OVERSEAS

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY
0:00								<b>OPTION A &amp; B:</b> - Continue loading trucks to the Airport	
1:00									
2:00									
3:00									
4:00									
5:00									
6:00									
8:00	NO ACTIVITY	NO ACTIVITY	NO ACTIVITY	NO ACTIVITY	GP PRACTICES	GP PRACTICES	GP RACES	<b>NOT CONSIDERED POSSIBLE TEAMS TEST</b>	<b>OPTION A:</b> - Continue loading trucks to the Airport
8:30									
9:00									
9:30									
10:00									
10:30									
11:00									
11:30									
12:00									
12:30									
13:00		Delivery of empty crates: - Dorna - IRTA							
13:30									
14:00									
14:30									
15:00									
15:30									
16:00									
16:30									
17:00									
17:30		NO ACTIVITY							
18:00									
18:30									
19:00									
19:30									
20:00									
20:30								<b>OPTION A &amp; B:</b> - Loading all cargo - Trucking to Airport	
21:00									
21:30									
22:00									
22:30									
23:00									
23:30									
0:00									

**OPTION A:** more than 7 days between two consecutive GP  
**OPTION B:** back to back consecutive GP



**Dorna Sports S.L.**  
 Operations Department

<b>Filename</b>	<b>FREIGHT SCHEDULE</b>
<b>Description</b>	<b>PRE-OVERSEAS</b>

### FREIGHT SCHEDULE POST-OVERSEAS

	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
0:00										
1:00										
2:00										
3:00										
4:00										
5:00										
6:00										
7:00										
8:00	<b>OPTION A:</b> Delivery during all day at the Circuit and Paddock Areas: - Dorna TV - Dorna Timing - Dorna Signage - IRTA	<b>OPTION A:</b> Delivery during all day at the Circuit and Paddock Areas: - Dorna TV - Dorna Timing - Dorna Signage - IRTA	<b>OPTION A:</b> Delivery during all day at the Circuit and Paddock Areas: - Dorna TV - Dorna Timing - Dorna Signage - IRTA	<b>OPTION B:</b> Delivery during all day at the Circuit and Paddock Areas: - Dorna TV - Dorna Timing - Dorna Signage - IRTA	<b>OPTION B:</b> Delivery during all day at the Circuit, Paddock, Pit Lane and Pit Boxes Areas: - Teams Cargo If necessary work continue in the Pit Lane.	<b>OPTION B:</b> Delivery at the Circuit, Paddock, Pit Lane and Pit Boxes.	Pit Lane: - Pick up of empty crates with trucks and forklifts from all Teams	<b>GP PRACTICES</b>	<b>GP PRACTICES</b>	<b>GP RACES</b>
8:30										
9:00										
9:30										
10:00										
10:30										
11:00										
11:30										
12:00										
12:30										
13:00	NO ACTIVITY									
13:30										
14:00										
14:30										
15:00										
15:30										
16:00										
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20:30										
21:00										
21:30										
22:00										
22:30										
23:00										
23:30										
0:00										

**OPTION A:** more than 7 days between two consecutive days  
**OPTION B:** back to back consecutive GP



**Dorna Sports S.L.**  
 Operations Department

<b>Filename</b>	<b>FREIGHT SCHEDULE</b>
<b>Description</b>	<b>POST-OVERSEAS</b>

# DOMICILE TAX FORM EXAMPLE

Domicile Tax Form must be valid on the invoice issue date.  
Original of the Domicile Tax Form must be sent to Dorna (no copies can be accepted.)

52 Goulburn Street, Sydney NSW 2000  
GPO Box 4991, Sydney NSW 2001

Telephone: 13 28 69  
Facsimile: (02) 9374 8999  
Our Reference:  
Contact Officer:



Australian Government  
Australian Taxation Office

DATE 2017

## Certificate of Residency

We hereby certify that

COMPANY NAME

of

COMPANY ADDRESS

*Nature of Business: Event Management & Promotion*

*is a resident of Australia within the meaning of the  
Australia/Spain Double Tax Convention*

ABN:



Australian Government  
AUSTRALIAN TAXATION OFFICE  
DELEGATE OF THE DEPUTY  
COMMISSIONER

**Certification Stamp**

.....  
*Signed by Senior ATO Officer  
Australian Taxation Office  
Sydney*

*Yours faithfully*

**Deputy Commissioner of Taxation**

*This certificate is valid for one (1) year from date of issue.*

Promoters Manual	Date	JANUARY 2017
Filename	INVOICING	
Description	DOMICILE TAX FORM	



Dorna Sports S.L.  
Operations Department



## GRAND PRIX TITLES

GRAND PRIX TITLE	CIRCUIT
Grand Prix of Qatar	Losail International Circuit
Gran Premio de La República Argentina	Termas de Río Hondo
Grand Prix of The Americas	Circuit of The Americas
Gran Premio de España	Circuito de Jerez
Grand Prix de France	Le Mans
Gran Premio d'Italia	Autodromo del Mugello
Gran Premi de Catalunya	Circuit de Barcelona-Catalunya
TT Assen	TT Circuit Assen
Motorrاد Grand Prix Deutschland	Sachsenring
Grand Prix České republiky	Automotodrom Brno
Motorrاد Grand Prix von Österreich	Red Bull Ring - Spielberg
British Grand Prix	Silverstone Circuit
Gran Premio di San Marino e della Riviera di Rimini	Misano World Circuit Marco Simoncelli
Gran Premio de Aragón	MotorLand Aragón
Grand Prix of Japan	Twin Ring Motegi
Australian Grand Prix	Phillip Island
Malaysia Motorcycle Grand Prix	Sepang International Circuit
Gran Premio de la Comunitat Valenciana	Comunitat Valenciana - Ricardo Tormo

As specified in the General Manual Dorna will confirm to each Promoter the Grand Prix Official Title including the Title Sponsor.

The above listed titles are to be used until Dorna confirms the Grand Prix Official Title.



**Dorna Sports**

Narcís Monturiol, 2 | 08960 Sant Just Desvern | Spain  
Príncipe de Vergara, 183 | 28002 Madrid | Spain  
Tel. +34 934 738 494 | [events@dorna.com](mailto:events@dorna.com) | [www.motogp.com](http://www.motogp.com)