Information for Officials

Event Title Page

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# MOTOR SPORT IS DANGEROUS

Please carefully read the “Terms and Conditions” and the “Risk Warning and Assumption of Risk” sections of the “Officials Sign On and Disclaimer Form” where you first report for duty.

# Welcome & Thank You

On behalf of xx Car Club and the organising committee for the xx Rally, I would like to thank you for volunteering to assist us.

Your participation is critical to the success of the event. As a “Judge of Fact”, you are responsible for ensuring that competitor’s times (Start and Flying Finish) are accurately recorded and that all of the various rules are complied with. This ensures that no competitor is given an unfair handicap or advantage.

# Format of the Event

The xx Rally comprises rounds of the xx Championship and the xx Series.

Competition starts at xxhrs and the first car is due to finish at xxhrs.

The event comprises of xx stages, xx of which are repeated. Please refer to the attached itinerary.

# Officials Meeting Times and Briefings

Officials for each stage are required to meet and register at Rally Headquarters at the following times.

Rally Headquarters is located at:

xx Resort
Street Address
SUBURB / TOWN

Please DO NOT be late. The success of the event depends upon your punctuality.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Stage** | **Meeting Time** | **In Place by..** | **Set up by..** | **Checker Due** | **1st Competitor Starts** | **Due Finish at..** |
| Media Day - Fri June 28 | 10:00am - Friday, June 28 | 11:00am | **11:00am** | 11:30am | 12:00pm | 2:00pm |
| Promotional Start | 8:00am | 8:15am | **9:00am** | N/A | 10:00am | 11:30am |
| SS1/5 Nelligen | 07:30am | 09:00am | **09:15am** | 09:33am | 10:33am | 5:00pm |
| Service Park Control | 07:00am | 07:00am | **07:30am** | N/A | N/A | 09:30pm |
| SS2/6 - Big Bit | 08:00am | 09:30am | **09:45am** | 09:56am | 10:56am | 5:30pm |
| Course Cars | 08:00am | N/A | **N/A** | N/A | N/A | N/A |
| SS3/7 - The Old Highway | 08:30am | 10:00am | **10:15am** | 10:29am | 11:29am | 6:00pm |
| SS4/8 - Currowan | 10:00am | 11:45am | **12:00pm** | 12:12pm | 1:12pm | 7:50pm |
| SS9 - The River Rd | 3:30pm | 5:00pm | **5:15pm** | 5:37pm | 6:37pm | 8:50pm |

A briefing for each group will be conducted prior to leaving Rally HQ.

# Please Be On Time

The quality of a rally is often defined by the ability of the management and officiating team to ensure that the event runs on time.

**We consider it of very high priority that the xx Rally is run exactly to schedule.** To make this happen, we need all officials to be in position and ready to perform their task on time. This includes all of the officials to be placed into their locations throughout the stages, and be set up with radio communication to Rally HQ before the time indicated on the management schedule. Any delays will be reflected and compounded throughout the entire event. Please don’t let the side down by being late to your assigned post!

This includes course cars. It is imperative that they start stages at the time indicated on the itinerary. Once again, any delays will reflect right throughout the event. Please ensure that you do everything you can to ensure that they start exactly as per schedule.

# Be Prepared

Your role will require you to be in the forest for up to 8 hours. You may consider packing some of the following for your comfort:

* First aid kit – take a basic kit at least
* Waterproof footwear. No thongs etc as feet must be covered.
* Fuel – make sure you have a full tank of fuel in your car before going out into the forest to your position.
* Gloves – both work ones and some to keep your hands warm
* Hammer
* Plastic bag to cover clipboard if wet conditions apply (big enough to allow for writing inside the bag)
* Rubbish bags – take all rubbish when leaving
* Side cutters – great for removing cable ties when taking down control boards
* Shovel & toilet paper as their won’t be loos out in the bush
* Chairs – to be comfortable throughout the day
* Table – only if you have a portable one for start and finish controls
* Tool kit for the car – a basic tool kit with jumper leads, tow rope, tyre pump
* Hat – an all weather one is ideal so you don’t get sunburnt nor soaking wet if it rains.
* Torch – even tho we provide a small one for writing on cards, a second larger one is a good idea.
* Optional: Portable sunshade that is easy to put up – if you have one.
* Food for the length of stay. We supply a bag of munchies and a drink but you will need to bring sandwiches, etc for meals for the day. It is a good idea to have extra with you and plenty of drinks but obviously no alcohol.
* Sunscreen
* Warm clothes and wet weather gear no matter what the time of year.
* VERY IMPORTANT – Duct tape – you will be amazed how many near “tragedies” can be averted by a roll of good old duct tape! Anything from holding a car part on until they get to the service park to holding your shoes together if the sole comes off them.
* Important: Be prepared for all kinds of weather – anything from perfect sunshine to pouring rain.

# Equipment Provided

A spreadsheet showing the equipment provided for your job function is included within this document.

# Stage Finish Times

The Flying Finish times on all stages at the xx Rally will be recorded by line of sight from the Stop Point / by equipment at the Flying Finish and relayed to the Stop point / by officials stationed at the Flying Finish location. Once the competitor stops at the Stop Point Control, the official can record the Flying Finish Time on the crews Road Card and have them sign the Control Card to acknowledge that both times are the same.

# Setup

Once you meet your Stage Commander – or his designated assistant – you will be asked to follow them into the stage to be dropped off. Once you reach the point where your control will be located you need to get set up as soon as possible.

Control Locations

The locations of all Control Boards will have already been marked with A4 laminated cards mounted onto posts.

**Please fit the supplied Control Boards to these posts.**

Detailed diagrams of each Control location have also been provided. You will notice that the location of the Control Boards is also clearly defined by GPS readings. As a result, we are confident that all our controls will be set up exactly as per our original route survey.

# Stage Security

Start and Finish Controls

On all Start and Finish Controls, please be aware of the need to stop all non-rally traffic from entering the stages. Barriers have been provided for this purpose. Please erect them to impede the flow of traffic into your stage as indicated on the control diagram.

Road Closures

Please park your car so that it blocks access to the stage, but will not be damaged by flying stones from, or direct impact by, competing cars.

Copies of permits for the event from Forest NSW, Police and Councils have been included in your Control pack. These permits give you the legal right to deny access to stages for any non-rally personnel.

# Stage Amendment Form

Changes to stages must be communicated to competitors in writing and they must sign their acknowledgement of those amendments.

Blank Stage Amendment forms have been provided to all Start controls for this purpose.

Any amendments will be advised from Rally Control.

# Grouping of Competitors

The entire field will be grouped together from fastest to slowest.

The competitors in the Introductory Rally will form at the rear of the field.

# Competition Numbers

The main field will be numbered 1, 2, and so on.

The Introductory Rally entrants will be numbered 101, 102, and so on, from the fastest seeded competitor to the slowest.

# Course Cars

Once the stage is prepared, a series of Course Cars will travel the stages before the competitors. The officials in these vehicles are checking to see that all the controls and safety preparations are in the correct places and are ‘set up’ properly.

The four vehicles are:

 000 - 60 minutes before 1st competitor

 00A - 40 minutes before 1st competitor

 00B - 25 minutes before 1st competitor

 0 - 10 minutes before 1st competitor

**The passage of each of the Course Cars must be recorded and controlled as though they were competitors.** This keeps the event on schedule, and provides some practice with the event documentation prior to the competitors.

**No vehicle is to enter a stage (other than competitors and the official Course cars) after Car 000.**

After the passage of competitors, there will be a Sweep Car. A Recovery vehicle may follow the Sweep car, if directed by Rally Control.

# Incidents

Please remember that, even though you are a volunteer, you may be asked to account for your actions and decisions during the event. It is therefore imperative that you keep notes of any incidents that you are involved with, or witness, throughout the event.

Incident Report Forms are in your Control Pack.

An Incident for a Start Control may be a competitor ‘jumping the start’.  *(Please include the approximate number of seconds of the ‘jump start’).*

Please include your contact phone numbers. Any such incident reports should be returned to Rally HQ.

# Radio Communication

All Controls and Manned Road Closures will be provided with VHF radio and UHF radio (where available).

To manage the event, we will use a commercial network of VHF radio.

It is essential to advise Rally Control of the following, as all of these occurences are being tracked and logged by Rally Control.

* As soon as you have set up at your location.
* For the Start Controls, the start into the stage of each of the 4 course cars, the first competing car, the last competing car, and the Sweep Car.
* For the Stage Finishes, the exit of each of the 4 course cars from the stage, the exit of the first competing car, the exit of last competing car, and the exit of the Fast Sweep Car.
* Stage Finishes must also promptly advise once 000 has declared “Stage Ready”, and when 00A has declared “Stage Green”.
* **Any incidents or injuries where the stage needs to be stopped, or Emergency personnel are required.**
* For **‘missing’ competitors**, having followed the procedure in ‘Positive Tracking’, after a competitor has not been seen by the 2 following competitors, please notify Rally Control immediately!

Call Sign

Your call sign is your Control Location, ie. “Stage 1 Start”, or “Stage 7 Finish”. In the case of the Manned Road Closures Points, the call sign should be (eg) MRC1.

Stage Times

Do not attempt to relay stage times. These will be collected and compiled at the Service Park Control.

# Time Control & Start Line Clocks

All NSW Series rallies (NSWRC and below) will use RallySafe for Time Controls and Stage Start Lines. Standalone Time Control Clocks may be used as a backup to RallySafe (also used for Time Controls at Section Starts and Section Ends) and these display the time in 24 hour format. All backup clocks are synchronised by GPS.

The Start Line display clocks are again for backup purposes only and while competitors are using in-car RallySafe units as their clock, the Start Line Display Clock should be turned away from the competitors view as the times may not be in perfect synchronisation with RallySafe. If Rally HQ advise that RallySafe is unavailable and to revert to the backup clocks, the display clock should be turned back towards competitors for viewing.

# Flying Finish / Stop Point Clocks

All NSW Series rallies (NSWRC and below) will use RallySafe to record the finish time of each competitor.

As a backup to RallySafe, standalone clocks will be located at the Stop Point and activated by the Control Official as the vehicle crosses the Flying Finish line (which is in sight of the Stop Point). Use a visible reference point at the Flying Finish to ensure all vehicles are timed to the same point. The clock is synchronised by GPS.

The clock holds and displays the last 3 finish times to allow Stop Point officials sufficient time to record times onto the control card should competitors be travelling close together.

# Procedure at Time Controls

The introduction of RallySafe has allowed the control procedure to be simplified. It is anticipated display and control clocks will still be used at NSW Rallies as a backup to RallySafe.

Set Up

* FIA boards (Yellow Clock, Red Clock, and Start Flag) are used to define the Time Control and Start line.
* The Yellow Clock board is to be located approximately 25 metres from the Red Clock Board (Time Control).
* The start line is to be in full view from the Time Control.
* ONLY when Rally HQ has advised the RallySafe system is not operational, a Display Clock will be located at the Red Clock Board (Time Control) which is clearly visible from the Yellow Clock Board.
* A Start Line Display Clock will be located approximately 2 metres beyond the start line to enable competitors to see the clock whilst stationery on the start line but ONLY when Rally HQ has advised the RallySafe system is not operational. This clock will also be fully visible from the Time Control when in use.
* Display clocks are mounted on top of the supplied tripod.

Procedure

* Competitor stops before the Yellow clock board (control boundary)
* Once the Event Time reads 1 minute or less to the due time for that competitor, the competitor drives forward into the Time Control (adjacent to the Red Clock board).
* Once the Due Time has elapsed, the competitor will hand the Time Card to the official.
* The official completes the paperwork, booking the competitor in and issuing an Actual Start Time (which will be no less than 3 minutes after the Due Time).
* When the start line has been cleared by the previous competitor, the competitor moves forward to the start line.
* The competitor starts into the stage when the Event Time on their RallySafe unit displays their Actual Start Time. There will not be an official in the vicinity of the Start Line to count the competitor down to their Actual Start Time.
* If Rally HQ has advised the RallySafe system is not operational, the backup Start Line clock will be used by the competitor to time their entry into the stage.
* If the stage is stopped for any reason the officials will issue a new Actual Start time to the competitor once the stage is re-started.

Checks and Balances

* If Rally HQ has advised the RallySafe system is not operational, as both display clocks are synchronised (by GPS), and are visible to competitors and the officials, it would be immediately apparent to the officials (and other competitors) if any competitor starts a stage before their allocated Actual Start Time.

The official will refer such incidents to the Clerk of Course for consideration of the appropriate penalties as per the Rally Code, Appendix A, 1.9(h).

While RallySafe is operational, any competitor that starts a stage before their allocated Actual Start Time will have that captured by the RallySafe system.

Stopping of a Stage

* In a circumstance where the Clerk of Course directs that a stage is to be stopped, the Time Control official immediately advises any competitor carrying out their start procedure to ABORT.
* The official will issue a new start time for the competitor once the stage has been re-opened. This new time will be recorded on the Time Card and Control Card adjacent to the original time.
* Whilst the stage is stopped, the official will continue to book competitors into the Time Control, but refrain from issuing start times. The Time Cards will be returned to the competitors to re-present for the recording of the Actual Start Time as they proceed through the time control in start order.

What is different about this procedure?

* Provisional Start Times are not issued – only Actual Start Times (or amended actual start times).
* There is no official at the start line (safety).
* 2 officials are required to operate the Time Control and Start; however, one attends to the booking in procedure as competitors stay in their cars. The other attends the radio, initiates a stage stop (if directed) and observes the competitors as they start the stage in relation to the start line display clock.
* When the stage is operating normally, there is no need for competitors to exit the vehicle. This procedure adds to safety as it ensures that competitors are strapped in and secure, and removes pedestrian traffic from the control zone.

Time Cards

* Time Cards have been standardised from January 2014 and are very similar to those used in the ARC and WRC. The two differences are that there is no space to record a Provisional Start Time and there is a space to record a Start Order to enable officials to provide a system of Positive Tracking on all events.
* Each section, (the itinerary between 2 re-group controls) is included on A5 Time Cards, which makes it simpler for officials and competitors to understand and reduces the cost to organisers of producing Time Cards.

# Positive Tracking

In a potentially hazardous sport, this system will help us to continually account for all competitors, and improve our response time should an emergency occur.

This simple system quickly highlights to the organisers when a competitor has failed to finish a stage in the order that they started the stage.

* As each competitor starts a stage, they are each given a sequential “Position on Road” number, which is copied from the (pre-printed) Control Card to the competitors Time Card.
* So, the first competitor to start a stage is given the Position on Road number, “1”. The second is given, “2”, and so on. Position on Road numbers are issued irrespective of competition numbers.
* At the finish control, the official copies the Position on Road number onto their control card. It is then immediately apparent if a competitor is missing. For example, if a car finishes and has a Position on Road of “8”, and the next car has a Position on Road of “10”, the official can see instantly that whoever started with Position on Road “9” is missing.
* The official asks the competitor with Position on Road “10”, if they have passed another car in the stage – in particular the car that started in front of them. If they (Position on Road 10) can shed no light on the fate of the missing Position on Road 9 competitor, Rally Control is informed immediately, and the next competitor is asked.

Should this next competitor have no knowledge of the fate of Position on Road 9, the Clerk of Course may choose to check will all MRC’s or even stop the stage to commence a search for them.

# Rally Control

Rally Control will be based at Rally Headquarters at xx location and address.

It will be operational from:

Day and Date xxhrs to xxhrs (for Rally Check-In)

Day and Date xxhrs to xxhrs (for the management of the Rally)

Rally Control will:

* Monitor the preparation and setup of stages, spectator points and media points as per the schedule
* Monitor the progress of all course cars and sweep cars
* Advise when stages are declared “ready” and ‘green”
* Monitor the tracking of competitors through the stages
* Monitor the shutting down of stages and other areas.

Emergency Services

Only the Clerk off Course at Rally Control can:

* Instruct that a special stage be stopped;
* Authorise access to a special stage;
* Authorise an FIV to enter the stage to the scene of an incident.

# Emergency & Support Services

Police

The NSW Police will be responsible for the Police Operations during the rally. Police units are stationed at xx. The organisers have made contact with the Police, and a Section 40 permit has been issued prior for the event to be conducted.

Medical Support



### Hospitals

The primary hospital in the area is:

xx District Hospital
Street Address
SUBURB / TOWN

The organisers have notified the hospital of the date and times of the event.

### Ambulance

NSW Ambulance has been notified of the date, time and the location of Rally Control. If an ambulance is required, this will be organised by a standard call to 000 by Rally Control and the organisers may arrange to have a “guide” meet the assigned crew at one of the meet points to ensure that a safe, controlled access to the area can be provided.

### First Intervention Vehicle

The organisers have engaged Motorsport Safety and Rescue to provide a First Intervention Vehicle (FIV) with two qualified paramedics and equipment to allow them to manage and support patients in the event of an incident during the event. They are under the direction of the Clerk of Course at all times.

# Emergency Services Vehicles

If any emergency arises that requires Fire Brigade, Police, Ambulance, Rural Fire Service or other group to travel along or across a road that has been closed as part of this event, then Rally Control will need to be contacted to organise the stoppage of the relevant stage(s) to ensure safe access. Procedures are in place to stop a stage if required. The length of time required to ensure that no rally cars are continuing at competitive speed will vary. The safest and quickest point of access is always via the start of any stage. Decisions for stage access are best decided as the situation happens as there are many variables that need to be considered. The Clerk of Course will consult directly with the relevant emergency services to advise the best access point.

# Incident Management

Awareness

All officials, regardless of their position or role, need to be aware of, and monitor, activity around them.

All officials who are issued with an event radio MUST ensure that they monitor the radio traffic at all times – the provision of an effective communications network is critical to the management of the rally and the safety of all those involved.

Examples of ‘situational awareness’ could include things such as:

* an official at an Manned Road Closure being aware that the ‘next’ vehicle has not arrived in a normal time range – vehicles usually start the stage at 2 minute intervals so not having any vehicle pass the Manned Road Closure for 6 minutes could be the first indication of a problem …
* a spectator marshal observing a crowd of people suddenly start to congregate in one location and be looking at something away from the course – this could indicate a problem of some sort and should be investigated …

Incident Reporting

Incidents or accidents may be reported to Rally Control from a wide variety of sources. It is imperative that everyone involved attempts to ensure that information is as accurate and clear as possible – confusion over locations, severity and support requirements may cause unnecessary delays in providing assistance.

The primary sources of reporting will be the VHF networks which provide direct contact with Rally Control. In addition competitors and officials should be aware of the Clerk of Course’s direct mobile phone number, xx, which may be used in an emergency.

Incident Management

Rally Control is responsible for the overall management of all incidents. Despatch of any required emergency services, and access to special stage areas, must be authorised by Rally Control.

Incidents that require some form of intervention may occur anywhere in the area being utilised for the event – spectator points, service parks, special stages, transport routes and media points are all potential trouble spots and this section of the plan outlines the procedures to be followed in the event of incidents being reported.

Special Stage – Incident requiring medical assistance

A procedure for competitors to follow if they are involved in, or come across, an incident in a special stage is included in the event Road Book. If assistance is required the first course of action is to communicate via the UHF radio network, if available. If communication is poor, one of the first two vehicles to arrive at the incident scene will travel to the next Manned Road Closure, SOS Point or the stage Stop Point (whichever is the closer) and inform the Official that medical assistance is required.

The Officials must:

* **not** let the car leave their point.
* Immediately contact Rally Control

Rally Control will:

* Stop the stage and ask the FIV to Standby.
* Ask the Co-Driver to speak directly to Rally Control on the VHF radio.
* establish from the competitor the exact cumulative distance of the incident and any information on the status of the crew members involved

Once the exact location is established the FIV may be given permission to enter the stage. The FIV **MUST NOT** enter the stage until they are authorised and are sure of the exact location and the best route to be taken.

Rally Control will then:

* inform the official when the reporting car can leave.

Spectator Points

If any injury occurs at a spectator point:

* The medical services at the spectator point (if any) should attend the scene.
* The Spectator Point Manager should immediately inform Rally Control.
* Any requests for additional support such as an FIV or ambulance from the on-site medical services must be referred immediately to Rally Control who will arrange appropriate response(s).
* **Under no circumstances must a Rally Official make any comment on any incident to the media or the general public.** Any questions or requests are to be referred to Rally Control via the Spectator Point Manager. Senior event staff will handle all enquiries and issue any required information.

Incident involving a competitor not on a special stage

If a driver taking part in the Rally is involved in an incident on a liaison or any other non-special stage roads the driver concerned must comply with all NSW laws relating to procedures at incidents. At the earliest possible time the crew must report the details of the incident to the next control or radio point as specified in the road book.

Incident involving an official

If an official of the Rally is involved in an incident the driver concerned must comply with all NSW laws relating to procedures at incidents. At the earliest possible time the official must report the details of the incident to Rally Control by phone, event radio or in person to any control.

# Media

All people who wish to access media points during the event must be registered and will be accredited in line with the Motorsport Australia policy.

All accredited media must adhere to the Motorsport Australia Media Code of Conduct Policy.

The rights and responsibilities that are defined in this policy will be outlined to all event officials, with particular attention to allowable areas of access and conduct guidelines. The basic requirement is that all media must follow the advice of officials – disputes may be escalated to more senior officials if necessary but the final decision by the most senior official available is to be regarded as binding.

# Officials and their Duties

Officials on Special Stages

### Start Control Officials

Start Control Officials will:

* Wear safety vests at all times.
* Promptly advise Rally Control as soon as they are in position and set up.
* Maintain the security of the stage, preventing unauthorised personnel from entering the stage once 000 has entered, and until the Sweep has entered.
* Demonstrate to any unauthorised personnel who are attempting to enter that the event has the permission of Police, Council and Forestry to secure the roads and operate a motorsport event, (using the copies of permission letters in their pack).
* Ensure that the first competing car is not started into the stage before the time indicated on the Event Itinerary, and not before the “Stage Green” has been advised from Rally Control.
* Promptly advise Rally Control when each of the Course Cars, the first and the last competing cars and the Sweep car have started into the stage.
* Faithfully record the start times for competitors on the Control Card and the competitors Road Card.
* Copy the Position on Road number from the Control Card onto the competitors Time Card.
* Work to maintain a minimum of 2-minute intervals between cars unless otherwise informed by Rally Control.
* Work to maintain the minimum gaps between the 3 groups of competitors as established by the Service Out Control.
* Record any incidents on the Incident Report Form while the details are still fresh in the mind, and if serious, report them directly to Rally Control.
* Stay in position until released by the Sweep car.
* Advise Rally Control when they are closing down.

### Finish Control Officials

Finish Control Officials will:

* Wear safety vests at all times.
* Promptly advise Rally Control as soon as they are in position and set up.
* Maintain the security of the stage, preventing unauthorised personnel from entering the stage once 000 has started the stage, and until the Sweep has finished.
* Demonstrate to any unauthorised personnel who are attempting to enter that the event has the permission of Police, Council and Forestry to secure the roads and operate a motorsport event, (using the copies of permission letters in their pack).
* Ensure that Rally Control has been advised when “Stage Amber” has been issued by 000 and and “Stage Green” has been issued by 00A.
* Promptly advise Rally Control when each of the Course Cars, the first and the last competing cars and the Sweep car have completed the stage.
* Faithfully record the finish times for competitors on the Control Card and the competitors Time Card.
* Copy the Position on Road number from the competitors Time Card onto the Control Card.
* If the Position on Road number indicates that there are one (or more) cars that have not finished, ask this competitor if they have passed them in the stage. If they have no knowledge of the missing competitor(s), immediately report this incident to Rally Control.
* Record any incidents on the Incident Report Form while the details are still fresh in the mind, and if serious, report them directly to Rally Control.
* Stay in position until released by the Sweep car.
* Advise Rally Control when they are closing down.

### Manned Road Closures

Road Closure Officials will:

* Wear safety vests at all times.
* Promptly advise Rally Control as soon as they are in position and set up.
* Maintain the security of the stage, preventing unauthorised personnel from entering the stage, until the Sweep has passed.
* Demonstrate to any unauthorised personnel who are attempting to enter that the event has the permission of Police, Council and Forestry to secure the roads and operate a motorsport event, (using the copies of permission letters in their pack).
* Be equipped with radio communication to Rally Control, and should advise of any incidents that require the attention of the Director.
* Complete an Incident Report Form should an incident occur and ensure that the completed form is delivered to Rally HQ by the Sweep vehicle.
* Stay in position until released by the Sweep car.
* Advise Rally Control that they have been released and are departing their position.
* If planning to drive in the reverse direction of the stage (although open, it will have Recovery and Clean Up crews moving through), MUST advise Rally Control, who will coordinate with Recovery and Clean Up.

### Spectator Marshalls

The primary function of the Spectator Marshals is to maintain the safety of the spectators, by keeping them within the areas that have been designated as safest.

One Spectator Marshal will be allocated for every 10 spectators expected to be present at a spectator point.

Spectator Marshals will:

* Wear safety vests at all times.
* Promptly advise Rally Control as soon as they are in position and set up.
* Maintain the security of the stage, preventing unauthorised personnel from entering the stage, until the Sweep has passed.
* Demonstrate to any unauthorised personnel who are attempting to enter that the event has the permission of Police, Council and Forestry to secure the roads and operate a motorsport event, (using the copies of permission letters in their pack).
* Ensure the safety of spectators by ensuring that they are located in the areas defined in the Spectator Diagram.
* Manage the flow of spectator pedestrian traffic across Controlled Crossings.
* Be equipped with a whistle and are to blow it as each competing car approaches to warn the spectators.
* Be equipped with radio communication to Rally Control, and should advise of any incidents that require the attention of the Director.
* Complete an Incident Report Form should an incident occur and ensure that the completed form is delivered to Rally HQ by the Sweep vehicle.
* Stay in position until released by the Sweep car.
* Advise Rally Control that they have been released and are departing their position.
* Exit the stage via the Spectator Access road.

Set up Crews

The Set Up crews are responsible for the placement of control boards, bunting, road closure signs, caution boards and Para Webbing throughout each stage. Also to ensure that any large rocks, trees and/or branches, etc are removed where necessary.

They are responsible for securing the stage, along the stage, as well as securing the external access roads along major roads and/or highways.

They are also responsible for the accurate set up of Spectator Areas including spectator zones, controlled crossings, disclaimer signs, and directions for spectators to access the location.

Course Cars

Courses car traverse the course in order to ensure the safety of the course and readiness of the special stages. They are under the command of the Director and travel exactly the same course as the competing cars. Course cars appear in detail on the event running schedule.

Course Cars are the most important single facility the event command team has toward the safe running of the event. They are typically crewed by experienced officials.

### 000 (Triple Zero) Car – Stage Amber

The Event Checker or his nominated delegate is in 000. His primary role is to ascertain that the stage is secure and ready to run. Items that he will “sign off” on are:

* All officials – start, road closure and finish - are in place. Should 000 (the Event Checker) arrive at an MRC and there are no officials present, they will not proceed until they are satisfied that the position will be manned before 00A arrives.
* The Control, Start Line and Flying Finish boards are in the correct location as per the Control Diagrams
* Bunting, arrows, caution boards and Para Webbing are all in place
* Spectator Points are set up as per the approved diagrams
* Security Chicanes are in place at the start and finish controls.

000 will also give Control Officials practice in completing Road and Control Cards.

000 will also advise of any changes to the stage – eg. slippery corner or fallen tree. Due to the thorough physical course check undertaken 8 weeks previously, and the organisers diligent amendments following the check, there should be no basic changes required to tulips or distances, or additional instructions to be added. Any amendments will be communicated by the Checker to Rally Control, who will relay the amendment to the Start Control. The Start Control will complete a Stage Amendment Form, and have every competitor copy and acknowledge the amendment.

Once the Event Checker is satisfied that the stage is secure and ready, he will issue a “Stage Amber” to the finish control. The Event Checker will contact Rally Control and notify that the stage is AMBER. Rally Control will notify the Stage Start.

### 00A (Double Zero) Car – Stage Green

The role of 00A is a “double check” that all personnel are in place and the stage is secure, and to give Control Officials practice in completing Road and Control Cards.

Should 00A arrive at an MRC and there are no officials present, they MUST NOT PROCEED until the position is manned.

Once 00A is satisfied that the stage is secure and ready for competition, 00 will issue a “Stage Green” to the Finish Control. 00A will contact Rally Control and notify that the stage is GREEN. Rally Control will notify the Stage Start.

**00A can start a stage before 000 has finished the stage** and Rally Control has advised the Start Control that the stage is ‘Stage Amber’.

### 00B (Double Zero) Car – Stage Green

The role of 00B is a back up (just in case of a mechanical failure of one of the course cars, or other unforeseen circumstance). 00B will also check that all personnel are in place and the stage is secure, and to give Control Officials practice in completing Road and Control Cards.

### 0 (Zero) Car

The function of 0 is threefold:

* As a warning to all personnel, and spectators, that the first competing car is due in approximately 10 minutes.
* To warn wildlife away from the stage.
* To give Control Officials a last practice in completing Road and Control Cards.

**0 can start a stage before 00 has finished the stage and Rally Control has advised the Start Control that the stage is “Stage Green”.**

### Sweep Vehicle

* The function of the Sweep Car is to travel behind the last competing car and re-open the stage to the public.
* Once the Sweep Car has passed, the stage is open to the public.
* In the event that some cars are dragging behind the field, Rally Control will direct the Sweep Car when to enter the stage and close it for competition.
* The Sweep Car must record and report to Rally Control the number of cars that started each stage and the number of cars that completed each stage, and make every endeavour to account for any missing cars.
* They will collect road cards from crews who have failed to finish the stage and who are unable to rejoin the rally at a later stage.
* Collect all Control Cards from the start and finish controls.
* Stop and inform road closures and spectator marshals that the stage is being swept.
* Release all officials, including MRC’s, from their duties (unless the stage will be repeated). Officials DO NOT have to stay in place until the recovery vehicles arrive.

### Recovery Vehicle

The recovery vehicles (1 or 2) will enter those stages where it has been reported that cars require assistance. Recovery will then travel through the stage behind fast sweep and assist with recovering vehicles that have broken down or are damaged.

# Location Map

Insert event location map here showing Rally HQ, scrutineering, ceremonial start, service park, halda check, Police, Hospital, any other emergency service

# Route Amendment Form

When Rally HQ advises your Time Control that there is a change in your stage, you will need to complete this form so that all competitors can copy the changes into their Road Book.

Copies of this form will be in your Control Pack.

# Acknowledgement Form

Your Control Pack will contain copies of the form below. Where any changes to the route or instructions from Rally HQ are being issued to competitors at your control, this form is to be attached to that new instruction for all competitors to acknowledge that they have read and understood the instruction.

|  |  |  |  |
| --- | --- | --- | --- |
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 |  | **Acknowledgement Form** |
| Amendments to Road Book |
|  |  |  |  |  |  |  |  |
| **Car No** | **Signature** |  | **Car No** | **Signature** |  | **Car No** | **Signature** |
| 1 |   |  | 28 |   |  | 55 |   |
| 2 |   |  | 29 |   |  | 56 |   |
| 3 |   |  | 30 |   |  | 57 |   |
| 4 |   |  | 31 |   |  | 58 |   |
| 5 |   |  | 32 |   |  | 59 |   |
| 6 |   |  | 33 |   |  | 60 |   |
| 7 |   |  | 34 |   |  | 61 |   |
| 8 |   |  | 35 |   |  | 62 |   |
| 9 |   |  | 36 |   |  | 63 |   |
| 10 |   |  | 37 |   |  | 64 |   |
| 11 |   |  | 38 |   |  | 65 |   |
| 12 |   |  | 39 |   |  | 66 |   |
| 13 |   |  | 40 |   |  | 67 |   |
| 14 |   |  | 41 |   |  | 68 |   |
| 15 |   |  | 42 |   |  | 69 |   |
| 16 |   |  | 43 |   |  | 70 |   |
| 17 |   |  | 44 |   |  | 71 |   |
| 18 |   |  | 45 |   |  | 72 |   |
| 19 |   |  | 46 |   |  | 73 |   |
| 20 |   |  | 47 |   |  | 74 |   |
| 21 |   |  | 48 |   |  | 75 |   |
| 22 |   |  | 49 |   |  | 76 |   |
| 23 |   |  | 50 |   |  | 77 |   |

# Event Itinerary

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Time Control** | **Section** | **Distance** | **Stage** | **Service Time** | **Time Allowed** | **Average Speed** | **Set Up** | **Car 000** | **Car 00A** | **Car 00B** | **Car 0A** | **Car 1 Starts** | **Car 60 Starts** |
| **Competitive** | **2:00** | **1:00** | **0:40** | **0:25** | **0:10** |
| TC0 - TC1 | Liaison 1 | Bay Waters Start Nelligen I | 11.06 |   |   | 0:15 | 44.2 | 8:15 | 9:15 | 9:35 | 9:50 | 10:05 | 10:15 | 12:13 |
|
| TC1 -TC2 | SS1 | Nelligen I Big Bit I | 19.15 | SS1 - Nelligen I |   | 0:20 | 57.5 | 8:33 | 9:33 | 9:53 | 10:08 | 10:23 | 10:33 | 12:31 |
| 10.43 |
| TC2 - TC3 | SS2 | Big Bit I The Old Highway I | 29.28 | SS2 - Big Bit I |   | 0:30 | 58.6 | 8:56 | 9:56 | 10:16 | 10:31 | 10:46 | 10:56 | 12:54 |
| 11.41 |
| TC3 - TC3A | SS3 | The Old Highway I Service 1 | 33.23 | SS3 - The Old Highway I |   | 0:35 | 57.0 | 9:29 | 10:29 | 10:49 | 11:04 | 11:19 | 11:29 | 13:27 |
| 9.86 |
| TC3A - TC3B |   | Service 1 In Service 1 Out | 0.00 |   | 30 (20) | 0:30 | 0.0 | 10:04 | 11:04 | 11:24 | 11:39 | 11:54 | 12:04 | 14:02 |
|
| TC3B - TC4 | Liaison 2 | Service 1 Out Currowan | 29.24 |   |   | 0:35 | 50.1 | 10:34 | 11:34 | 11:54 | 12:09 | 12:24 | 12:34 | 14:32 |
|
| TC4 - TC4A | SS4 | Currowan I Service 2 | 58.22 | SS4 - Currowan I |   | 1:00 | 58.2 | 11:12 | 12:12 | 12:32 | 12:47 | 13:02 | 13:12 | 15:10 |
| 34.00 |
| TC4A - TC4B |   | Service 2 In Service 2 Out | 0.00 |   | 30 (20) | 0:30 | 0.0 | 12:12 | 13:12 | 13:32 | 13:47 | 14:02 | 14:12 | 16:10 |
|
| TC4B - TC5 | Liaison 3 | Service 2 Out Nelligen II | 15.86 |   |   | 0:20 | 47.6 | 12:42 | 13:42 | 14:02 | 14:17 | 14:32 | 14:42 | 16:40 |
|
| TC5 -TC6 | SS5 | Nelligen II Big Bit II | 19.15 | SS5 - Nelligen II |   | 0:20 | 57.5 | 13:05 | 14:05 | 14:25 | 14:40 | 14:55 | 15:05 | 17:03 |
| 10.43 |
| TC6 - TC7 | SS6 | Big Bit II The Old Highway II | 29.28 | SS6 - Big Bit II |   | 0:30 | 58.6 | 13:28 | 14:28 | 14:48 | 15:03 | 15:18 | 15:28 | 17:26 |
| 11.41 |
| TC7 - TC7A | SS7 | The Old Highway II Service 3 | 33.23 | SS7 - The Old Highway II |   | 0:35 | 57.0 | 14:01 | 15:01 | 15:21 | 15:36 | 15:51 | 16:01 | 17:59 |
| 9.86 |
| TC7A - TC7B |   | Service 3 In Service 3 Out | 0.00 |   | 40 (20) | 0:40 | 0.0 | 14:36 | 15:36 | 15:56 | 16:11 | 16:26 | 16:36 | 18:34 |
|
| TC7B - TC8 | Liaison 4 | Service 3 Out Currowan II | 29.24 |   |   | 0:35 | 50.1 | 15:16 | 16:16 | 16:36 | 16:51 | 17:06 | 17:16 | 19:14 |
|
| TC8 - TC9 | SS8 | Currowan II River Rd | 47.93 | SS8 - Currowan II |   | 0:55 | 52.3 | 15:54 | 16:54 | 17:14 | 17:29 | 17:44 | 17:54 | 19:52 |
| 34.00 |   |
| TC9 - TC9A | SS9 | River Rd Finish | 20.33 | SS9 - River Rd |   | 0:25 | 48.8 | 16:52 | 17:52 | 18:12 | 18:27 | 18:42 | 18:52 | 20:50 |
| 9.15 |   |
|  |   |   | **375.20** | **140.55** |   |   |   | 17:17 | 18:17 | 18:37 | 18:52 | 19:07 | 19:17 | 21:15 |
|  |

# Equipment

