Event Title Page

Safety Plan

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## 1 Introduction

#### 1.1 Purpose of this Document

This document is the safety plan for the event. Its purpose is to provide information to officials and third parties about the means by which the event will be conducted safely. It gathers together in one location all information that could be reasonably required in order to respond to some incident or occurrence where the safety of the competitor, official or member of the public is affected.

#### 1.2 Overview

The xx Rally is conducted by the xx Car Club. The event is a round of the NSW Rally Championship / East Coast Classic Rally Series / Clubman Rally Series / Hyundai Rally Series.

The rally shall be conducted under the regulations of Motorsport Australia, the Motorsport Australia NSW Rally Organisers Conditions, the Supplementary Regulations and any further regulations that may be issued.

The event will be conducted over public, private and forest roads within the xx shire on days, dates. The event is a competitive event designed to test the skill of the driver and navigator and the reliability and mechanical condition of the competing vehicle.

Rally Headquarters will be located at:

Location
Street Address
SUBURB / TOWN

#### 1.3 Promoter

The event is promoted by xx car club which is a “not for profit” organisation. The revenues from the event are returned to motor sport and the promotion of similar events.

## Officials of the Event

#### Organising Officials

Clerk of Course

Assistant Clerk of Course

Secretary

Chief Scrutineer

Results and Scoring

#### Appointed Officials

CAMS has appointed the following officials:

Event Checker

## Stewards Emergency & Support Services

#### Police

The NSW Police will be responsible for the Police Operations during the rally. Police units are stationed at Batemans Bay and Ulladulla. 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 will notify the hospital of the date and times of the event.

**Ambulance**

NSW Ambulance will be notified of the date, time and locations of the event and will be supplied with detailed maps of the course and a list of pre-arranged meet points. 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 with qualified paramedics on board.

## 4 Stage Security

#### 4.1 Para-Webbing

Para Webbing is used on all external roads along major roads or highways as well as at their intersections along the stages.

All stage barriers will have a Road Closed notice attached to them.

Para Webbing will also be used to keep spectators behind as they provide a more effective definition of safe spectator areas than bunting tape.

#### 4.2 Security Chicanes

As part of our security protocol, security chicanes will be erected at the start and finish of every stage. Their purpose is to stop members of the public from simply driving past a control and into a stage at pace. The chicane slows them to a walking pace where officials can prevent their entry.

#### 4.3 Road Closed Notices

Road Closed Notices will contain the words in a large clear font, “ROAD CLOSED For the running of a high speed rally”. Each notice will contain the time and date range that the road will be closed; note that the road is closed with the permission of the NSW Forestry, Council and Police; and have the emergency contact details for Rally Control.

## 5 OH&S Risk Assessment

The organisers are aware that they have a Duty of Care for all of the people that become involved in the event. This includes all of the officials, competitors, spectators, service crews, caterers, residents and any member of the public who may be affected by any activity of the rally.

The organisers have assessed the risks associated with every activity of the event, and are prepared to demonstrate how they have taken steps to eliminate or minimise the possibility of risk of harm to people. They have also considered how the activities of the rally may affect the environment, as affecting the environment may have short or long term health effects on people.

The attention to risk management includes, but is not limited to:

* The safety of the competitive stages. This includes stage security, the Route Instructions, the layout of the stages, the choice of roads and the environment (eg. continuing a stage through an active bushfire or flood, or downstream damage caused by use of creek crossings). Consideration has also been given to how the set up crews will set up the stage (the level of their attention to detail and standard of stage preparation). There are guidelines for setting up stages which is provided to set up crews.
* Spectator Points. The safety of the spectators, the marshals and the competitors may be affected by the choice of location, the layout or set up of the point, the lack of adequate marshals, unsafe access routes and/or parking availability.
* Manned Road Closures. The organisers have considered the speed that competing cars will arrive at these locations. Diagrams and instructions have been created in an effort to minimise the possibility of risk of injury to the officials and / or property.
* Control Officials. Particularly Finish Controls as cars arrive at these locations at speed. The introduction of separate Timing Points and Finish Controls means that cars will arrive at the Finish Controls at minimal speed and under control.
* Competing Cars. Scrutineering for safety and roadworthiness before the event is part of the Duty of Care for the competitors. Similarly, not allowing a competitor to continue competing in a car which has become unsafe is also part of this Duty of Care.
* Service Areas. All personnel within the service areas (including spectators) will be made aware that the rules and guidelines of their normal daily workplace also apply to the rally service park. This means that there is No Smoking allowed within the Service Park. The officials at the Service Park will be equipped with suitable fire fighting equipment and fire blankets at locations within the service park.
* Entrants will also be made aware that they have a similar Duty of Care to the members of their service crew, the competitors in their car, the spectators around them, the general public and the environment.

## 6 Safety of the Public

#### 6.1 Control of Spectators

Forests NSW authorise the closure of selected roads and sections of the forests to members of the general public while they are being used for rally car competitions. These closures allow the organisers to secure the forest by placing chains and locks around gates and perimeter fencing and to block access to the competitive course with manned road closures. Spectators are therefore invited to view the rally at designated spectator areas only.

When the stage is being set up for competition, and during competition, marshals and road barriers are located at the start and finish of special stages to prohibit the movement of vehicles or spectators into the special stage.

6.1.1 Forest Areas

In those areas where the public are invited to spectate, the viewing area is clearly defined by fencing and / or para-webbing. Spectator instructions contain diagrams of each spectator point that show where the public can stand - and cannot stand - to spectate.

Marshals present at spectator points are identified by the wearing of a high visibility safety vest.

Based on expected spectator numbers, marshals are designated to points based on a ratio of 1 marshal to each 15 spectators.

Some spectator areas require the spectators to cross the competitive stage from the parking area to the safe viewing area. To do this, the organisers designate and set up a controlled crossing. This crossing is by way of a gate in each fence which is manned by marshals on each side so that the flow of pedestrians can be controlled in a safe and orderly manner across the stage. Should a spectator point require a Controlled Crossing, its location is clearly marked on the spectator diagram which is published with the spectator instructions.

6.1.2 Service Area

The service park is located at xx. It is open to the public and they may move freely throughout the area. Service crews will refuel rally cars in this area and they are aware of their responsibility to keep spectators and any ignition sources well away from any refuelling activity. There is also a No Smoking policy within the Service Park. Refuelling must be conducted over a non-porous groundsheet to prevent any spillage from seeping into the ground.

#### 6.2 Accident Reporting

If a competitor is involved in an accident in which a member of the public sustains physical injury in a special stage (including at a spectator point), then that competitor must stop and display the SOS sign (if possible) and follow the accident and safety procedure. A documented procedure for following competitors will be distributed.

Should an incident occur on a transport section, the competitor must remain at the scene of the incident, contact Rally Control and follow their instructions.

#### 6.3 Accident Investigation

An accident involving a fatality or injury will become the subject of a report to Motorsport Australia by the Clerk of Course. The form for this report is a standardised document.

Copies of this report are made available to medical personnel and Police to supplement their investigations.

#### 6.4 Course Cars

The rally utilises a number of safety vehicles that traverse the special stages before the competing vehicles to ensure that the stages are secured and all personnel are in place and ready for the competition to begin. They also ensure that the stage and spectator areas have been set up in strict accordance to the safety standards of Motorsport Australia, this Safety Plan and the spectator instructions.

The crews of the various course cars have considerable rally experience and are able to assess safe work practices and inform the Clerk of Course and Rally Control of all conditions and any changes in conditions.

#### 6.5 Safety on Road Sections

When designing the itinerary and route of the event, the organisers considered the most easily traversed and least disruptive route for competitors and locals as well as considering issues such as speed restrictions, traffic lights and road works in progress. Consideration was also given to minimise 2 way rally traffic on a transport section on any unsealed road. The use of any common unsealed roads for competitors (in a transport section) and spectators has been avoided. The distance that spectators may need to drive on unsealed roads has been minimised and the standard of the roads chosen for them to use has been carefully considered.

#### 6.6 Information

In the weeks prior to the event, signs (which comply with the standard) will be erected on roads around the special stages identifying the times and dates of road closures. Notices are published in the xx newspaper and, as far as possible, the organisers contact all residents in the immediate competitive area to ensure that they are aware of the event; the road closures; and the procedures for gaining emergency assistance should it be required.

#### 6.7 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.

## 7 Safety of the Competing Crews

#### 7.1 Pre-Event Activities

7.1.1 Media Day

A Media Day will be conducted on day, date starting at xxhrs and concluding at xxhrs on a xx km section of road.

The assembly area will be at xx which located xx.

At the assembly area, the media and guests will be given a safety briefing before being allocated to rally cars for a run over the xx km stage. All vehicle occupants will be supplied with a helmet that meets the strict requirements of Motorsport Australia and Australian Standards and be dressed in clothing that meets mandatory safety standards.

The starting point for each run will be at the intersection of xx Roads and continue along xx Road to the Media Point at the intersection of xx Roads and then continue along xx Road to the finish at the intersection of xx Roads. The direction of traffic along this stage shall only be one way in the direction described. From the finish point, cars will liaise down the remaining xx km of xx Road to the assembly area.

The stage will be secured by manned road closures, officials at the start and finish and road barriers.

Vehicles will be released in to the stage at not less than 2 minute intervals.

Radio communication will be set up at the start, finish, road closures and assembly point and will be managed by Rally Control to ensure the safety of the Media Day.

#### 7.2 Preventative Measures

Once the special stage route has been designed, stage set up plans are prepared for:

* Securing special stages from unauthorised entry;
* Identifying spectator viewing and containment;
* Identifying locations for marshals and manned road closures;
* Defining the course.

Course definition incorporates identifying the locations of:

* The start and finish controls
* The SOS radio points
* Manned road closure positions
* Access points that are either locked or secured with chains
* Evacuation routes
* Spectator Points
* Media Points

Four weeks prior to the event, signs will be placed on major roads that lead from the highways into the stages being used for the rally. During the running of the event, these same major road intersections will have para-webbing placed across them with a road closure notice attached to prevent the public from entering the forest via these roads and therefore keeping them well away from the special stages.

Within the special stage, the entire course is well defined with all side roads taped / bunted and arrows and caution boards to keep the competitors on the stage.

#### 7.3 First Intervention Vehicle (FIV)

A First Intervention Vehicle (FIV) is located on standby near the active stages throughout the rally. This vehicle carries 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.

If there is a requirement to transport an injured person, a call will be placed to the NSW Ambulance Service (via 000) by the Clerk of Course, or delegate, for the provision of an appropriate ambulance or other form of patient retrieval / transport.

#### 7.4 Positive Vehicle 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 “Start Order” 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 Start Order number, “1”. The second is given, “2”, and so on. Start Order numbers are issued irrespective of competition numbers.
* At the finish control, the official copies the Start Order number onto their control card. It is then immediately apparent if a competitor is missing. For example, if a car finishes and has a Start Order of “8”, and the next car has a Start Order of “10”, the official can see instantly that whoever started with Start Order “9” is missing.
* The official asks the competitor with Start Order “10”, if they have passed another car in the stage – in particular the car that started in front of them. If they (Start Order 10) can shed no light on the fate of the missing Start Order 9 competitor, Rally Control is informed immediately, and the next competitor is asked.

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

#### 7.5 RallySafe Competitor Management System

RallySafe is the world’s leading tracking and management system of rally cars in the field.

The organisers of the xx Rally have established the system in order to track and monitor any competitor that wishes to hire the RallySafe units for the event.

The system uses GPS to track the position and speed of each vehicle. It also uses satellite phone and Wi-Fi to communicate both manually and automatically a whole range of data. In particular, the system will send an alert to the organisers if a vehicle stops on stage or suffers an accident resulting in a higher than normal deceleration. This allows the organisers to know of an issue immediately – and how serious that issue may be – and put emergency procedures into place without delay.

#### 7.6 Evacuation

Evacuation routes, if available, are included in the safety diagrams for the special stages. In most cases, the most suitable route will be along the special stage as this is known to be closed to other traffic and will, as a general rule, be the most direct route and the best quality road in the area.

The evacuation routes for this event are:

SS # (Details of Evacuation route).

SS # Follow Stage

## 8 Safety of the Officials

The location of officials is in accordance with the stage set up plans.

#### 8.1 Start Controls

* Sufficient room for all officials to undertake their duties and have clear vision of the surrounding area;
* Good radio communication with Rally Control and / or repeater;
* Sufficient off course parking;
* Sufficient parking for rally crews should there be a delay at the start of the stage;
* Room for rally crews to pass each other if required;
* Vests to identify marshals.

#### 8.2 Flying Finish / Timing Points

* Safe location for officials to be located away from the course but with good visibility of the timing line;
* Good radio communication with Finish Control;
* Vests to identify marshals.

#### 8.3 Finish Controls

* Located sufficient distance from the Flying Finish / Timing Point for competitors to slow and stop with safety;
* An unobstructed view of competing vehicles arriving at their location;
* Sufficient room for all officials to undertake their duties;
* Good radio communication with Rally Control and / or repeater;
* Sufficient off course parking;
* Vests to identify marshals.
* Fire extinguishers

#### 8.4 Manned Road Closures

A plan is provided indicating where marshals need to be positioned. These locations are also secured with bunting, para-webbing, the official’s car or a combination of elements – depending on the situation.

All manned road closures are equipped with a radio to communicate with any incidents.

#### 8.5 General

All officials receive information prior to the event informing them of their role and providing them with instructions on what equipment that they should take with them (such as sunscreen, food, water, wet/cold weather gear, etc).

#### 8.6 Stage Setup / Shutdown

Officials who are involved in the setup and/or shutdown of stages utilise the rally radio network to advise of progress with regard to the setup and shutdown schedules.

## 9 Communications

#### 9.1 Rally Command Network

All officials – start and finish controls, manned road closures, course cars - and competitors operate on one of two VHF commercial radio networks which provide event management with the communication of vital information in the event of an incident.

SOS Radio points are clearly marked on the competitive route for use in the event of an incident.

#### 9.2 Flying Finish Network

All Flying Finishes are managed by line of sight timing from the Stop Points.

## 10 Setup Plans

#### 10.1 Special Stages

In the months prior to the running of the event, surveys of the stages and the surrounding forest area are undertaken. This is done to locate the position of access roads that will need to be secured as well as where the controls, evacuation routes and SOS radio points will be located. This information is used to prepare the stage setup plans. The plans include the location of:

* Stage Start, SOS Points, Flying Finish and Finish Controls (including GPS references for each);
* Chains, bunting, para-webbing and Manned Road Closures;
* Specific stage signage such as caution boards and arrows.

#### 10.2 Spectator and Media Points

Detailed plans showing the setup of Spectator Points and Media Points are prepared leading up to the event. These are developed in accordance with the Motorsport Australia Spectator Control Guidelines.

The plans include:

* Construction requirements including protective barriers, bunting and para-webbing;
* Location and structure of Controlled Crossings;
* Prohibited areas for spectators;
* Approaching vehicle warning arrangements;
* Parking and access arrangements.

#### 10.3 Service Park

Plans for the setup of all operational areas in the Service Park are prepared detailing:

* The location of all controls;
* Vehicle access and movement arrangements;
* Spectator access and control arrangements.

## 11 Setup

#### 11.1 Special Stages

Stages will be prepared in accordance with the setup plans and be ready for use a minimum of 90 minutes prior to the scheduled arrival of the first competing car.

#### 11.2 Spectator & Media Points

These will be setup and ready for use a minimum of 90 minutes prior to the scheduled arrival of the first competing car.

#### 11.3 Service Parks

Each aspect of the plan must be set up and ready for use a minimum of a minimum of three hours prior to the scheduled arrival of the first competing car. This ensures that service crews set up in the designated areas.

## 12 Rally Control

#### 12.1 Stage Preparation and Running

Rally Control will be based at xx at (location). It will be operational from:

day, date xx hrs to xx hrs (for Rally Check-In)

day, date xx hrs to xx hrs (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.

#### 12.2 Emergency Services

Only the Clerk of 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.

## 13 Incident Management

#### 13.1 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 observer at an SOS point 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 SOS point 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 …

#### 13.2 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 SOS and Command networks which provide direct contact with Rally Control. In addition competitors and officials will be advised of an emergency telephone number that will be located at Rally Control and they will be asked to use this if possible if they need to report an accident or incident.

Many of the competing teams operate their own private radio networks and information may come via these as well. All teams should be reminded that the first priority if they do receive information on their private networks is to pass the information on to Rally Control as quickly as possible.

#### 13.3 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.

13.3.1 Special Stage – Accident requiring medical assistance

A procedure for competitors to follow if they are involved in, or come across, an accident in a special stage is included in the event Road Book. If assistance is required one of the first two vehicles to arrive at the accident scene will travel to the next 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.
* seek that the official ask the Co-Driver to talk to Rally Control on the radio.
* establish from the competitor the exact cumulative distance of the accident and any information on the status of the crew members involved

Once the exact location is established the FIV will 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.

13.3.2 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.

13.3.3 Accident involving a competitor not on a special stage

If a driver taking part in the Rally is involved in an accident on a transport or any other non-special stage roads the driver concerned must comply with all NSW laws relating to procedures at accidents. 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.

13.3.4 Accident involving an official

If an official of the Rally is involved in an accident the driver concerned must comply with all NSW laws relating to procedures at accidents. 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.

## 14 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.

## 15 Officials and their Duties

#### 15.1 Officials on Special Stages

15.1.1 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 (POR) number from the Control Card onto the competitors Road Card.
* Work to maintain a minimum of 2-minute intervals between cars unless otherwise informed by 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.

15.1.2 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” and “Stage Green” has been issued by 000 and 00.
* 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, (as advised by the officials at the Flying Finish / Timing Point via UHF radio), on the Control Card and the competitors Road Card.
* Copy the Position on Road (POR) number from the competitors Road Card onto the Control Card.
* If the POR 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.

15.1.3 Flying Finish / Timing Point Officials

Flying Finish / Timing Point Officials will:

* Wear safety vests at all times.
* Promptly advise the Finish Control as soon as they are in position and set up.
* Faithfully record the finish times for course cars and competitors, on the Flying Finish / Timing Point Control Card and advise the officials at the Finish Control (via UHF radio), of those times.
* Stay in position until released by the Sweep car.

15.1.4 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.

15.1.5 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 Marshals will be allocated for every 15 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.

#### 15.2 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.

Because it takes so much longer for a Set Up Crew to work through a stage (usually 2 to 3 times as long as 000), it is necessary to plan for 2 or 3 teams of Set Up Crews. The number you plan for will depend on the format and layout of your event. Ideally, allocate each crew to a group of stages in the same general area or have them “leapfrog” each other setting up alternate stages.

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.

#### 15.3 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.

15.3.1 000 (Triple Zero) Car – Stage Amber

The Event Checker 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 00 arrives.
* The Control 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.

15.3.2 00 (Double Zero) Car – Stage Green

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

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

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

15.3.3 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”.

15.3.4 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.

15.3.5 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.