SOUTH AUSTRALIAN RALLY

CHAMPIONSHIP

Event Organisers Conditions



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# SUPPLEMENTARY REGULATIONS & OTHER DOCUMENTS

The Supplementary Regulations must contain the information required by CAMS under NCR 67, and must not conflict with the National Rally Code and the Conditions of Rallying in SA, unless CAMS has approved specific amendments.

All Supplementary Regulations must use the Standard Regulations wording and not vary from that format unless specific approval has been sought and granted in writing from the CAMS office.

Applications to amend the Standard Regulations must be made through the CAMS office, and must be requested with a covering letter attached to the draft Supplementary Regulations with the changes outlined. These must arrive at the CAMS Office, 6 weeks prior to the date of the Supplementary Regulations being released.

Event specific details and all variations to the standard format must be in bold to be easily identifiable.

Any advertising in the Regulations booklet must be arranged so that the Regulations can be viewed in an uninterrupted manner.

Supplementary Regulations for all Events must be made available to all Registered Drivers and to other competitors as necessary, to CAMS office, the Stewards, Course Checker and Senior Event Officials, as soon as they are published

Following the close of entries, Organisers must ensure that all additional information concerning scrutiny arrangements, briefings, start arrangements etc. (if not covered in Supplementary Regulations) is issued by means of Bulletins (approved by CAMS) to each competitor, the Stewards and the Course Checker.

**Dual Status Events** - Should an SARC Event also be a round of a piggyback event, approval of the Regulations for that portion of the Event must be sought from the CAMS Office.

For further information regarding the requirements of Dual Status events see Appendix J ‘Piggyback’ competitions.

Documents issued must conform to the following:

## Bulletins

They form an integral part of the Supplementary Regulations and must be signed for by the Entrant, Team Manager or one crewmember. They must only contain information which is of a regulatory nature. Bulletins must be posted on the Official Notice Board. They must also be issued to all senior officials and to the course car crews (if affecting them). These are normally printed on yellow paper.

## Decisions

Issued after consideration by the Stewards and will usually relate to a specific crew. They must be signed for by the Entrant or their representative. If the decision includes the imposition of any penalty they must also include advice on the time available to the competitor to appeal the decision. Decisions and the timetable must be posted on the Official Notice Board.

# SCRUTINY

## Pre-Event Scrutiny

The pre-Event scrutiny venue must be as central as possible and must be well lit, under cover and have ample vehicle parking facilities so as to not cause congestion.

There must be a designated "office area". This must be staffed by personnel whose function is solely to book competitors in and to check the time of arrival and check documents. This area must be removed from the vicinity of the official scrutiny.

Security during scrutiny is of paramount importance. Only the team associated with the particular car being examined, together with the authorised Officials of the Event are permitted in the vicinity of the inspection area. **Under no circumstances may alcohol be consumed in the vicinity of the actual scrutiny during official scrutiny times.**

The "Chief Scrutineer" (appointed by the organising committee and approved by CAMS Office) must have considerable experience in vehicle eligibility, scrutiny procedures and the appropriate technical qualifications. The Chief Scrutineer is responsible to the Clerk of Course.

Either driver or co-driver/navigator must personally present themselves to the Organisers prior to scrutiny, usually at documentation checking.

Noise testing of vehicles if carried out must be in accordance with the method specified in the current CAMS Manual of Motor Sport.

## Post Event Scrutiny

The location of post event scrutiny should be separate to the finish of the Event. The location must be close by and under cover and with adequate (dust free, lighting, security), facilities to examine vehicles. In order for the scrutineers to carry out their duties without hindrance, security must be ensured.

As soon as vehicles finish the Event they are to be impounded and no work is permitted on them. Officials are to be appointed to supervise and patrol/control the parc fermé area. Vehicles must not be released from this parc fermé area until post event scrutiny is completed and the Stewards advise the Clerk of Course that all vehicles may be allowed to leave.

The crews who wish to leave the parc fermé after their arrival at the final control by signing a declaration (Appendix G) that if subsequently required for scrutiny that they will be deemed to have withdrawn from the rally and will not be eligible for any awards or championship points.

Vehicles chosen for post event scrutiny will be in accordance with current CAMS Manual (NCR 158).

Any checks carried out at post event scrutiny must be approved by the Stewards of the Event.

If any vehicles are rejected at pre-Event inspection or post ­Event inspection, a report must be made to the Clerk of Course so that appropriate action can be taken. If a charge is to be laid, then the correct form (CAMS Charge Sheet - Form ST3) must be completed and handed to the Stewards.

Minor infringements can be noted in the vehicle logbook and do not require a charge to be laid. However, all such matters shall be discussed with the Chief Scrutineer and notified to the Stewards of the Meeting.

It must be noted that the Organisers or the scrutineers cannot exclude a crew on Scrutiny matters - infringements must be referred to the Stewards, who have the power to make or refer a decision. In the case of a referral to the Eligibility Committee, the Stewards are still required to conduct a hearing and take evidence.

# ROAD BOOK

All road books must be produced with a correctly calibrated tripmeter. These can be checked at various locations around Adelaide. (Appendix K)

Road Books are to be produced in A4 or A5 format with instructions normally printed on one side of each page only. Printing on both sides is permissible providing the paper used is a minimum of 90gsm and the printed text is not visible on the other side.

Road Books, which will consist of all the route instructions for the Event, must be easy to read and printed clearly, so that they may be understood by all competitors. An electronic copy is available on the SARP CD or by contacting the Series Course Checker. (See NRC 1.22; 3 3.1, 3.3.2 & 3.3.3) Maps must be clearly printed and the route and control locations clearly marked and must include a scale.

Where bitumen sections are to be used in special stages the total length must be stated in the Supplementary Regulations or further Regulations/bulletins - refer NRC 6.3 (viii).

The ‘direction’ column for the Special Stages must be shaded. The Information column on liaisons does not need to be shaded, as all servicing can only take place in the Service Parks.

The standard page detailing Accident Procedures (see Appendix C) and referred to in the standard supplementary regulations must be included at the front of each roadbook.

Two Incident Sheets must be inserted as the last page of each Road Book, for use by competitors and service crews.

The standard warning regarding the penalties for speeding both on Recce and during the Rally must be included as the first page of each Road Book and Service Instructions. (See Appendix A)

The level of instructions must be sufficient for a blind-rally as not all crews may complete reconnaissance and also most official cars should not use pace notes.

The back cover of the route instructions may be printed on one side with "OK" and a SOS on the other side, and printed on card (min 130 gsm). This must be at least A4 size. The Organizers should make this signage available (at a cost to the competitors) as a separate laminated sheet.

The complete itinerary of the Event must be shown in the front of each roadbook. (Appendix D)

The standard Withdrawal Form (Appendix F) for the Event must be included as one of the last pages of each Road Book.

Road sections must have distances starting at one time control and finishing at the next time control.

If the liaison from the end of a special stage commences on a section of road with a speed limit less than the open road limit, this must be shown in the roadbook.

# ROUTE

Consideration must be given to the times allowed for all road sections. Crews must be given enough time for travelling from one Special Stage to another in order to prevent problems with local authorities. Special care should be taken where a long Special Stage is followed by a short liaison to ensure that slower crews have sufficient time to complete the road section without penalty.

When designing the route, consideration must be given to spectator and service crew traffic, as well as the possibility of a build up in 'public' traffic.

Wherever possible, competing crews, service crews and spectators should not share the same route.

Unless a major portion of the route is in an 'unrestricted' zone on bitumen, the speed used for calculation of a time for the ‘liaison section’ must be based on an average speed of no greater than 60 km/h.

Careful consideration must be given to establishing average speeds for each road section. Under no circumstances may an average speed of 70 km/h be exceeded.

The following guidelines must be followed if it becomes necessary to alter stages during the running of the rally:

1. Stages may be shortened at the start if the original route is used to access the new Start location, or
2. Organisers may nominate an alternative Start (to be noted by crews in their pacenotes) prior to recce if access may be required via a different route.
3. Stages may be shortened at the finish provided the new Stop point is on the original route.
4. No portion of road may be used for competition unless recce has been available to all crews. Organisers however may nominate alternative routes which crews will be required to recce.

Organisers must plan the route so that the distance between refuels is based on fuel usage of 1.4km/litre on Special Stages & 5km/litre on Liaisons with maximum of 45 litres of fuel available. If it is not possible to meet these distance requirements then an Auxiliary Refuel will need to be arranged or the running order of the event adjusted.

For liaisons following Service Parks an additional 5 minutes for refuelling must be allowed plus the time to travel the distance to the next control.

Many top teams will also change tyres around between longer stages and if possible you must allow sufficient time for this. As a minimum, crews will wish to re-pressure the tyres before entering the Time Control at the start of the next special stage and this will take around two minutes.

With the multiple uses of the same stages during each day organisers must carefully consider the window available between the runs and the recovery arrangements in place for cars which do not finish the first run.

# RECONNAISSANCE

One-day reconnaissance with two or three passes over each stage is an integral part of the Event. It must be possible to recce all competitive stages of the Event within the day allocated.

The Organisers may require recce to be carried out according to a schedule published in the Supplementary Regulations or in a Bulletin. Recce should be planned with the stages in groups, allowing quick access back to the start of the group for subsequent runs.

Reconnaissance speeds are to be set to a maximum limit of 80 km/h or posted speed limit, which ever is the lesser. Reconnaissance speeds should be policed by officials using suitable speed monitoring equipment. If a vehicle is noted to be exceeding the speed limit, a sign bearing the words “STOP” must be raised and crew advised of the offence at that time otherwise the second/third offence penalties cannot be imposed.

Penalties for speeding will be:

(1) For offences up to 30km/h above the relevant limit:

- first offence: $200 fine

- second offence: five minute penalty

- third offence: exclusion

(2) For offences greater than 30km/h above the relevant speed limit

- first offence: $200 fine plus 5 minute penalty

- second offence: exclusion

The number of offences means the number detected during the event irrespective of speed.

It is preferable for the stages to be closed to other (non-rally) traffic. If this is not possible then suitable written warnings must be issued to crews that the possibility exists of non-rally traffic on stages and signs on stages warning other road users of recce days.

If possible an Official should check each crew into and out of each stage or group of stages.

Officials should also be in place to check compliance with other rules applicable during recce i.e. tyres, speeding etc.

Recce should be available on at least two days with crew’s nomination which day they are doing it on.

Organisers must send a draft recce schedule to the Course Checker, which has sufficient detail to show that the recce is safely achievable within the time allowed.

Reconnaissance may be carried out in any road-registered vehicle. Under body protection, Rollover Protection, safety equipment and internal navigational aids are permitted. Vehicles must not have any signage, or be easily identifiable as a rally car. Road traffic noise requirements must be adhered to.

The tyres to be used are to have a maximum groove width and depth of 8mm and no other opening in the tread may be greater than 12mm. Tyres marked M+S having a non-aggressive tread pattern and worn rally tyres complying with the tread depth as above may be used.

## Setting Up Stages for Reconnaissance

If possible Stages should be taped/bunted in their entirety before the first crew arrives. Advisory arrows should be placed out to identify the route. Road Book instruction numbers should be placed on junctions where doubt may exist as to the correct route.

Time Control, Start, Flying Finish and SOS locations must be identified with appropriate signs in each instance.

It is important that crews traverse the Stages in as near as possible to ‘ready to run’ condition.

Any specific alteration to the conditions which existed during Reconnaissance must be notified to Crews before the first crew starts that stage. This information must be in the form of advice regarding distances/instruction numbers and must be accompanied by a warning sign placed on course. Closures of any shortcuts which become evident during recce do not require a sign to be used.

No additional barriers should be placed on the course unless they are required to block shortcuts which have become evident during recce.

If it is intended that a barrier is to be put in place in order to protect an existing feature and this barrier cannot be installed until after recce then some form of fencing should be used to delineate the area which will be occupied by the barrier.

# SERVICING

Servicing of a competing car may only be carried out in Service Parks. However, the crew, using solely the equipment on board and with no external physical assistance, may perform service on the car at any time, other than where this is specifically prohibited

The locations selected for Service Parks/Refuel Zones must have sufficient space for the number of vehicles which will attend the Service Park (e.g. if spectators pass the point then it can be expected that they will stop and consideration should be given to provision of additional parking).

Service crew instructions must be clear, concise and adequate for the purpose. Maps must be clearly printed and the route very clearly marked. A large-scale overview map is highly recommended. All maps must include a scale.

The standard warning of the penalties for speeding must appear as the first page of all service crew instructions (Appendix A).

CAMS requirements as to servicing are specified at NRC 7.6.

## Service Parks

Wherever possible a central service park for the event should be utilised.

Service parks will be indicated in the rally itinerary with a Time Control at the entrance and exit.

The speed of cars in the service parks must not exceed 30km/h or unless signposted otherwise; offenders will be reported to the Stewards of the Meeting, who will decide on a penalty.

The layout of roadways within the Service Park and the individual service bays should ideally be arranged so that the distance to be travelled by each competing car is similar. The use of a one-way circuit may also be implemented to equalise the distances and to improve safety when the rally cars are moving around.

## Refuelling

Crews may only refuel in the refuel zones designated by the Organisers in the road book.

Refuel zones will be established immediately after the exit from the service parks, and will be of sufficient size to allow refuelling of a minimum of four vehicles at the same time. Note: Vehicles must not reverse to exit the area.

If the use of the area involves overlaps with vehicles still leaving the previous Service Park then the size of the area must be increased to be able to hold additional vehicles at one time.

The entry/exit must be marked by the FIA blue fuel can Refuel Zone symbols or an adequate “Refuel Entry/Exit” sign.

Organisers must provide fire marshals wearing appropriate clothing and with fire extinguishers suitable for use on flammable liquids at each refuel area whilst any refuelling is being carried out. Refuel is not to be carried out unless a fire marshal is present.

Other safety requirements that need to be done by Officials at the entrance/exit: restrict access to non service crews, No mobile phones/radios to be used and No Smoking.

Where Auxiliary Refuels are arranged the fuel will be required to be supplied and dispensed into the vehicle by the competitor themselves or members of their team. Appropriate event officials and fire extinguishers must be present at the auxiliary refuel.

All fuel in the Service Park must be stored in the Refuel Area whilst the Service Park is in operation. No fuel shall be kept in individual service bays.

# ORGANISATION

Each Event must have a permanent Rally Headquarters/Command Centre.

The Clerk of Course must be based at the Command Centre for the duration of the competition, unless there are extenuating circumstances which dictate otherwise, in which case the Deputy Clerk of Course must remain at the Command Centre.

The Command Centre must be in constant communication with the Senior Officials (including Stage Commanders, Course Cars, and the Sweep Vehicle).

The Event Secretary and (if available) a Competitor Relations Officer should be in attendance at Rally HQ when crews are scheduled to be at that location. Rally Headquarters must be clearly identified as such and described in the Regulations and instructions (route, service, spectator, and media).

An "Official Notice Board" (clearly identified) must be located at headquarters. All official documents i.e. the Official Start List, Bulletins, Final Results etc. issued to crews must be placed on the board in addition to any other distribution. The location of the notice board must be specified in the Supplementary Regulations.

Communication between start and finish of Special Stages is essential. These locations must (either directly or indirectly) be in contact with the Command Centre. A system for positive tracking of crews at no more than 10km intervals through Special Stages must be used. The recording of the tracking details should be conducted in the Command Centre.

CAMS requirements for the conduct of Special Stages and road closures are specified at NRC 6.3.

The entire route of all Special Stages must be physically traversed by at least two course cars prior to the first competing vehicle traversing the Special Stage. This is to ensure that no unauthorised persons are on the course and also to see that there are no obstructions on the stage (e.g. fallen trees, rocks, etc.); and that all road closure personnel are in position. NRC 6.3(iv) applies.

All road closures must be physically manned by an official and be closed by an effective barrier so as to eliminate entry on to the route by an unauthorised intruder.

All Officials must be briefed on the procedure for road closures and of their importance. Officials must also have identification so that they are easily recognisable. (A suitable vest is essential)

Road closure Officials require the following equipment: Event schedule, entry list, bunting and "No entry - Car Rally in Progress" (or similar) sign and a photocopy of each authority giving permission to the Event to close roads and an area map.

NRC 6.3(iv) specifies that all Special Stages must be inspected by the Course checker or their deputy prior to final approval being given to start the stage. The Course Checker is to travel in car 00 for this purpose.

As an Event can become extended over a long period and a greater time period between competing vehicles develops as other vehicles retire, there must be at least one regroup per day. Each Regroup shall be a minimum of 20 minutes.

Regrouping controls may be carried out in conjunction with some promotional based activity, for instance in the main street of a town or city.

The use of 1-minute intervals will NOT generally be authorised unless specific approval is granted by SARP and CAMS. This will only be given in appropriate circumstances.

In Events where extremely dusty conditions exist, especially on night stages, Organisers are encouraged to allow crews greater intervals up to a maximum of three minutes in the interest of safety. The decision to move to 3 minutes gaps will be determined only by the Clerk of Course and in consultation with the course car crews.

All Event Officials must be properly identified, in general the bolder the identification the better. The use of vests is strongly recommended.

Different coloured vests can be used (recommended colours):

* Stage Commanders (green)
* Medical Personnel (white with green cross)
* Post Chiefs (blue)
* Other Officials (orange)
* CROs (yellow)

Official vehicles must also have correct and adequate identification. This must be attached to the vehicle at all times, so those Officials can be recognised immediately and ensures that they may carry out their duties with more authority and effectiveness.

# CONTROLS

The "A to A" timing system must be employed. All special stages will be timed to the second. Official time will be the local standard time.

All control sites must be chosen with competitor, control official and public safety (and convenience) in mind. Control sites SHOULD NOT be positioned on bends, or “hard to see” sections. As a public relations exercise, it may be prudent not to place Controls on main roads or in populated areas which may cause disruption to the "locals" and encourage people to stop.

The Flying Finish marker must be located at such a distance from the control that crews may slow and stop at the control point with absolute safety (this distance will generally not be less than 200M). It is recommended that two flying finish markers be used - one on each side of the road to make it easier for the driver to see them.

Controls and control Officials must be equipped with the necessary material and information. This includes:

* Written instructions on how the control is to be conducted,
* A sample road card correctly filled in,
* Road Closure notice and other authority paperwork,
* A set of appropriate signs for control,
* Timing & communications equipment (including contact between flying finish and stop point with back up)
* Shelter in case of inclement weather (if possible) – officials to provide this.

A new book of timecards must be issued to crews at entry to each regroup. Timecards for the whole event should not be given out in advance. This allows the timecards to be collected and checking of results can begin earlier and also ensures that crews, which have already retired, cannot gain access to later controls.

With multiple running of special stages the start line can become very rutted and greatly hinder those further back in the field especially those in 2WD vehicles. It is recommended that the start line be moved for subsequent running of stages, this should be only by sufficient distance to stop vehicles becoming bogged down in the ruts from the previous running of the stage. Minor variations in the start line will have no effect on a crew’s pacenotes.

# OFFICIALS

## Control Officials

Control Officials must be issued with information pertaining to their function for the Event. Included in this information should be a list of equipment which Officials should take with them, for example:

* Shelter + table and chairs
* Appropriate clothing (wet weather gear, etc.)
* Pens and pencils and for night Events, lamps and torches

In the case of an incident or crew complaint the control official must assume the role of diplomat and inform the crew that any problems must be raised with the Competitor Relations Officer or another senior official. Additionally, that crew must complete and hand in an Incident Report.

A Control Official is a Judge of Fact with respect to matters relating to any performance of a vehicle and/or crew occurring within the vicinity of their control (NRC Article 1.8).

No later than one week prior to the Event (but preferably earlier), all control Officials must be briefed, and the person conducting the briefing should be a key official of the Event.

Subjects which must be covered include:

* Correct procedure for booking in,
* Completing details on time cards and control cards in the correct manner,
* Time allotted in control, - parc fermé conditions apply in all control areas,
* The correct procedure for dispatching vehicles,
* Procedure in the case of unauthorised vehicles entering Special Stages,
* Use of radio systems.
* Procedures should a stage be interrupted / delayed.

As well as being verbally briefed, control Officials must receive written instructions on procedures. **An example of the competitor’s road cards should be handed out showing exactly where the official enters their details.** The official must also receive the following:

* Copy of the running schedule,
* Entry list,
* Location of control and if appropriate, meeting points on a suitable map (to enable Officials to exit the area after the Event or in a case of extreme urgency).

All zero cars must be treated as competitors where booking in and out of controls is concerned. **This provides essential training for Control Officials.**

It is not necessary to nominate a list of officials as Judges of Fact, if any official sees what they believe is a breach of the regulations they must fill out an incident report form which is then reported to the Clerk of Course who, after any necessary investigation, would automatically apply the penalty set out in the regulations. If the competitor concerned does not accept the decision they may then protest to the Stewards who have the ability to look into the matter. As an alternative you may nominate specific officials to monitor certain aspects of the event if you wish to give them specific duties.

# RESULTS

Results take into account all aspects of the event including Special Stage times and all penalties. These will be Unofficial Results throughout the running of the rally and will only become Provisional Results after their posting of the Official Notice Board at the time specified in the Supplementary Regulations and then Final Results one hour later if no protests are received.

## Procedures

A separate group should be formed to become the scoring team. The Results scorer will act as the interface with the personnel from the Event.

It is essential that unofficial results are made available during the running of the Event especially at each regroup and at service areas.

A radio network must be used to send stage times for each crew to Rally Control for compilation of progressive results which can then be sent to the various points along the route.

At the end of each Special Stage the times taken of all previous crews should be available and displayed at the control. A white board is preferable.

The Provisional Results must be posted on the Official Notice Board at a time nominated in the Supplementary Regulations. These Provisional Results will become the Final Results one hour after the actual time of posting if no protests are received, and will be signed by the Chief Steward who will declare the results final and no protests will be permitted after that time.

If hard copies of the Final Results are not available for all competitors at the presentation function they must be dispatched to all competitors by mail within 120 hours of their finalisation. As an alternative they may be made available by an electronic means.

## Point score Compilation

Point scores for the SARC will be compiled by SARP on behalf of CAMS.

The procedure for the allocation of points is covered in the current Conditions of Rallying in SA.

* SARC Championship points (only to crews that are Registered) and
* Event points (for the purposes of event awards)

# SPECTATORS

It is the Organisers' responsibility to provide safe viewing areas and a well planned and executed Spectator Guide.

Spectator Guides must conform to CAMS requirements (refer CAMS "Rally Spectator Control Procedure" ­available from the CAMS Office) and must contain the official CAMS warnings to spectators.

Every spectator point must be manned by clearly identified spectator marshals who must wear suitable vests and can be equipped with whistles or horns.

Areas in which spectators may NOT stand must be clearly identified by No Access tape and in the spectator guide for the area.

Wherever possible a public address system should be used to communicate with the spectators.

Any sponsor's signage can be displayed prominently at all spectator points.

All spectator points must be noted in the competitors' Road Book, and in Service Instructions.

For safety reasons all Spectator Points must be in radio or phone contact with Rally HQ

Organisers are encouraged to provide suitable facilities. Minimum requirement would be toilet facilities.

# MEDIA

**It is important that the media kit should be informative but sufficient, so keep it simple and effective.**

## Accreditation Guidelines

The media should have proven experience in rallying with an understanding of the dangers involved in covering motorsport/rallying.

Events should contact CAMS to gain information about procedures they have in place to advise media of such dangers.

CAMS have specific disclaimers applicable to such accreditation.

## Issue of Vests

Only media that you deem to have proven experience in motorsport events, including rallies, must be given vests. Vests on media are an easy way to determine who should be allowed “on the other side of the tape”.

Officials should be briefed accordingly of the type of vest to look for.

## Officials and Media

Media personnel are bound by the same conditions as spectators and must obey the direction of rally officials. This applies to media personnel both on the course and at rally headquarters.

It is important to make all your officials aware that the media are at the event to do a job.

They should be shown a degree of courtesy akin to the courtesy they display. Accredited media generally make a living from covering the sport and are well versed in requirements.

It should be made clear that failure to comply with their instructions could mean immediate removal of passes for the event and subsequent removal from the course. Media passes will not provide access to the “Prohibited Areas” within the course or exclusive Officials areas.

## Media Kit Guidelines

Recommended detail for event media guides:

* Entry list
* Event itinerary
* Guidelines of where to go and how to get there (this may be a spectator guide and should be supported by maps such as:
	+ Detailed Map (showing numbered media/spectator points/ start/finish/scrutiny other important information)
	+ Individual stage maps and service point diagrams
* A Motorsport is dangerous explanation – available from CAMS website
* Opening hours of HQ/important numbers/address/ etc
* Any pertinent championship or event information, ie. points or prior event summary
* Access identification for forest roads/parking at service/special media points
* Media identification (where the applicant doesn’t have an CAMS pass)
* Media vest (where necessary)
* Explanation of what access the accreditation provides
* Details of consequences if guidelines are not followed – ie. Removal of accreditation.
* Additional bonuses/flyers, stickers, promo information for the sponsors

# COMPETITOR RELATIONS OFFICER (CRO)

## CRO Qualifications

Must have:

* a wide knowledge of the sport and ideally have been involved as a competitor, official, or held organisational or management positions,
* an intimate knowledge of the Conditions of Rallying in SA and the event supplementary regulations,
* an up to date knowledge of rule and regulation changes,
* a good understanding of the procedures and time-frame under which a competition operates,
* the ability to assist competitors by listening to problems, questions and queries; and be able to source the answers,
* a knowledge of when a word of advice would stop a situation developing, and of how to solve problems before they escalate,
* a desire through his/her actions to make the competition as enjoyable as possible for both competitors and officials, and
* the ability at all times to be a good listener, be fair, use common sense, and to present an even disposition and act as a calming influence.

In order to be seen as impartial and unbiased, a prospective CRO should not be a member of the event organisation.

## Identification

The Competitors' Relations Officer must be easily identified by the competitors and to this end it is advisable that:

* their photograph and contact numbers be displayed on the event notice board,
* they are introduced to the competitors at drivers' briefings,
* they wear a very conspicuous tabard or clothing (yellow standard), and
* they are supplied with a list of competitors' contact numbers by the secretariat.

## Presence during a Competition

When the secretariat is opened, the secretary of the meeting should draft a schedule of the CRO’s duties to be posted on the official notice board for the event, and which must include attendance at:

* documentation,
* pre-event scrutineering,
* secretariat,
* stewards’ meetings,
* start of the event,
* regroups,
* parc fermés,
* finish of the event, and
* posting of Provisional Results

They must adhere to the published Competitor Relations Officer's schedule.

## Function

* Give accurate answers to all Competitor questions.
* Keep competitors informed and play a mediating role at all times
* Provide all information or additional clarification in connection with the supplementary regulations and the running of the competition.
* Be available to all competitors, especially inexperienced competitors.
* Endeavour to keep as many competitors in the event as possible.
* Act as a calming influence on perceived injustices in the competition.

## Mediation

* Avoid forwarding questions to the Clerk of Course or Stewards which could be solved satisfactorily by a clear explanation, with the exception of protests. (For example, clarify disputes over times, with the assistance of the timekeepers.)
* If the lodging of a protest from a competitor is inevitable, then advice should be given on the judicial process and procedures to be followed.
* Refrain from saying anything or taking any action which may give rise to protest.
* Clear up any unresolved queries at the finish of the competition before Provisional Final Classifications are posted.

## Presence at Stewards Meetings

* The senior CRO should give a brief report at each of the Stewards meetings.
* Report on any outstanding issues.
* Any significant items must be advised to the Clerk of Course before the meeting so that the Clerk of Course is aware of the issues.
* Internal or administrative items should not be part of this report.
* The CRO should not pass comment on any item outside of the specific matters with which they have been involved unless asked for an opinion by the Stewards or Clerk of Course.

# STEWARDS

CAMS approve the appointment of three stewards for each event.

Stewards must be provided with the necessary personal and vehicle passes and all event documents, facilities and equipment to carry out all their duties.

## Stewards Meetings

For all Events Stewards Meetings must be planned. As a minimum, these will normally occur following Scrutiny and prior to the Event starting, at the conclusion of the Event and one hour after Official Provisional Results have been posted.

These are meetings of the Stewards of the Event, for the purpose of acquainting them with specific reports from senior officials of the event, to formally allow the stewards to note and/or approve various documents, and to make various decisions as may be required.

Officials may attend the Stewards Meetings at the discretion of the stewards. Generally, however, the following officials will attend Stewards' Meetings.

* Clerk of Course,
* Secretary
* Chief Scrutineer and/or Technical Commissioner,
* Chief Safety Officer
* Course Checker
* Competitor Relations Officer
* SA Rally Championship Series Adviser

CAMS Staff may also attend the meeting.

During the first meeting, which will normally be held following Pre-Event Scrutiny, the Chief Steward, who will chair all meetings, will arrange for the necessary introductions of personnel.

The Clerk of Course will then be given the opportunity to "present the event"; explaining such details as the background and history of the event, sponsors, the extent of involvement with any Government authorities, media, community groups, sporting bodies including car clubs and any other volunteer organisations.

The Clerk of Course must detail the event structure, the timetable of the event, the responsibilities of the senior officials, the layout of the course, the communication systems employed, details of the scoring system, medical facilities of the event, and specific functions of the zero car and sweep cars.

The Clerk of Course should also take the opportunity to outline requirements for Stewards in relation to event schedules, including the latest time when the permitted personnel are allowed to drive onto a stage (30 minutes before the start time for Car "0" and that if caught by Car "00" the stewards must immediately park their vehicle off the road where it must stay until after the Sweeper has passed).

The Clerk of Course should verbally present this report to the meeting and a written copy should be given to the Stewards at the conclusion of the meeting.

At subsequent meetings, after the Chief Steward has reported on any decisions taken since the previous meeting, the Clerk of Course reports on the running of the day and provides a written report using the standard report form (see Appendix H), the Chief Scrutineer reports regarding scrutiny generally and for the meeting following pre-event scrutiny, a full report must be offered in order that a final entry list and the "Official Starting Order" can be produced and subsequently posted on the Official Notice Board.

Other officials attending the Stewards Meetings (after prior consultation with the Clerk of Course) may give a short report on their duties undertaken during the event, including; action taken by scrutineers; serious accidents; injuries; or, in the case of Competitor Relations Officers, competitor enquiries requiring additional information; media effort and successes.

Stewards’ decisions will be taken and/ or confirmed during these meetings.

It is very important that the correct procedure be undertaken for the posting and finalisation of results. A Stewards Meeting should be arranged so that the Chief Scrutineer may offer a report from the post-event scrutiny session, and then the Clerk of Course may post the Provisional Results on the Official Notice Board. A further meeting of the Stewards should then be scheduled 55 minutes later than the posting of the results on the Official Notice Board, in order that the results may be confirmed and finalised at the notified time.

A suggested timetable is as follows:

1st meeting: following scrutiny and prior to the start of the event.

2nd meeting: at the end the event to accept the Provisional Results which are then signed by the Clerk of Course and posted on the Official Notice Board. (should be scheduled for 1 hour after the last car is expected to finish).

Final meeting: 55 minutes (or following any protests) after the 2nd meeting to declare Provisional Results final, upon which they are signed by the stewards.

## Records of the Stewards’ Meetings

Official records must be kept of Stewards' Meetings.

The Chairman will require a minute secretary, who will generally be nominated by the organisers. It is always advisable for the organisers to offer a competent minute secretary.

Minutes will be confirmed at the meeting after which they are taken. It is preferable that minutes are typed, as they will form an important part of the Event Report to the CAMS Office.

All written reports presented at each meeting shall be included as attachments to the minutes of that meeting.

## Program for Stewards' Meetings

**SUMMARY OF MEETINGS**

1. [Time, Day, Date] Welcome, introductions, event information, report of pre-event scrutiny, Official Starting Order.

2. (Part 1) End of Event – after post-event scrutiny

 Provisional Results examined before posting

 Adjournment for protest period.

3. (Part 2) Re-opened, Final Results approved.

Venues must be detailed.

## Agenda for Stewards Meeting No.1

* Welcome by Chief Steward and introductions of participants.
* Approval of schedule and agendas for Stewards Meetings.
* Presentation of event by the Clerk of Course.
* Examination of documents already distributed including bulletins, and approval of any proposed bulletins.
* Examination and approval of the CRO schedule.
* Report of the Clerk of Course on documentation verification and pre-event scrutiny (refer to Chief Scrutineer), reconnaissance and pre-rally incidents. Including any changes or crew-members or vehicles.
* Report of the Competitor Relations Officer.
* Examination of Official Starting Order.
* Other items.
* Next meeting

## Agenda for Stewards Meeting No.2

**Part 1**

* Approval and signing of minutes of the previous meeting.
* Report by the Chief Steward of any incidents, decisions, etc.
* Report of the Clerk of Course on the Event and post-event scrutiny.
* Report of the Competitor Relations Officer.
* Examination of the Provisional Results to be posted at [time]
* Receipt of any Medical Reports.
* Other items.

Adjournment of meeting

**Part 2**

* Possible protests.
* Approval and signing and publication of the Final Results.
* Signing of the minutes.
* Close of meeting.

## Notes

Meetings should be scheduled at least 30 minutes prior to the time for posting the starting order and/or results on the Official Notice Board.

The minute secretary is usually the Secretary of the Event but may be some other person with secretarial skills. Minutes should be discussed with the Chief Steward and prepared well before the next meeting.

Officials who need to prepare reports must discuss the contents with the Clerk of Course before the meeting. Note that scrutineers and/or the Competitor Relations Officers may wish to have the Clerk of Course present their reports, should either, or both, be unable to attend the meeting.

Stewards do not "approve" documents other than minutes and the final results. However, other documents must be available for their examination.

See the matrix in Appendix E, SARC Results System Formats, for details of results documents to be provided at each Stewards meeting and the requirements regarding who is to sign these.

#  EVENT CHECKER

The Checker is responsible to CAMS and is often required to assess the Event from a wider viewpoint than the Organisers, taking into account such factors as safety and public relations, relationship with local authorities, changing competitor attitudes etc.

The Checker is required to ensure that the Event complies with the Conditions of Rallying in SA and the National Rally Code.

The appointment of the Checker will be nominated by SARP and approved by CAMS.

For SARC events, costs associated with the Checker are to be borne by the organiser, in the following manner:

* The Organisers will provide reimbursement of fuel costs upon the production of tax invoices, receipts or a vehicle usage log.
* The Organisers per event will provide reimbursement of $50 per person for out of pocket expenses (excluding fuel).
* Where appropriate the organisers shall provide an acceptable level of accommodation for up to two nights.
* Where appropriate the organisers shall provide assistance with repairs to tyres and windscreens if damaged during checking of roads.

For other events the Organisers will provide reimbursement of fuel costs and $30 for out of pocket expenses.

## Checking Program

In consultation with the Organisers, the Checker must draw up a schedule of meetings and physical course checks. It is a requirement that the Checker is present in Car 00 for the final confirmation that the stage is totally ready for competition to begin (usually termed "blueing the stage ").

The Checker must keep SARP informed of the progress of the Event preparation, including a report after each physical course check. It is recommended there be a minimum of two physical course checks, the last to be usually three weeks prior to the Event date. This is also to include Service Instructions, Spectator Instructions & Stage setup notes.

It is not recommended that Event Organisers produce Pace Notes (Safety notes).

The Checker must also carefully examine the reconnaissance schedule, to ensure minimal disruption to the public and also that the relevant statutory authorities have been informed where necessary. Things to Check are outlined in Appendix B.

## Safety Issues

The Checker must be fully conversant with the Event safety plan, and that the procedures described within are suitable and viable, given the resources of the Organisers, especially that there is adequate FIV/Ambulance coverage for all Stages.

Spectator points must be carefully inspected, and spectator control methods assessed. This area is of paramount importance. If spectator oriented Special Stages are used, where rally vehicles are possibly competing in proximity to massed lines of spectators, the Checker must pay particular attention to safety in regard to adequate "run-off" areas.

The course of all Special Stages must be examined with regard to crew safety, perhaps leading to the alteration of the stage if speeds are judged to be too high. If the Checker is not satisfied with these or other aspects of Event safety, these areas of concern must be suitably altered as this is a prior requirement for the issue of a permit to conduct the Event.

## Documents

The Checker must be provided with all necessary manuals, maps, instructions etc. as they become available through CAMS. Draft Supplementary Regulations must be inspected by the Checker before approval by CAMS and in regard to Bulletins, the Checker may be required to alter or contribute to these. Service and spectator guides, must also be checked for accuracy and ease of use.

## Day of the Event

An experienced Checker can be an asset to an Event from his location in "00", whilst ensuring that:

* spectator points are safe and organised as discussed,
* the course of Special Stages is safe and can be easily interpreted by crews,
* the course is secure, with all personnel in place and no unauthorised personnel present.

The Checkers satisfaction with all the above then allows the Clerk of Course to be informed that the Special Stage is "BLUE". The Checker is also responsible for ensuring that all amendments to the route are accurate and issued correctly.

## After The Event

The Checker must liaise with the Organisers and any competitors to track down any concerns that may have surfaced. The Event Stewards should be consulted as part of the process in an effort to ensure that Event standards continue to improve.

# ACRM Radio Procedures

## Radio protocol

**PLACING RADIO OFFICIALS**

* ACRM to have personnel in Head Quarters (Main) and operational from 2 hours before the official time for car 1.
* All radio operators to meet at HQ and sign on.
* Stage Radio Crews will go in convoy to the stage with the designated stage officials. One can be near the front and one at the rear to assist in keeping group together. This is to be done on non rally channel.
* If a stage radio person is required to do something else before going to stage (eg. place repeater) they are to notify Main of this and HQ will notify stage commander.
* Once control is setup, radio crews are to notify Main and confirm signal and officials ready.
* All cars except 00 are to be confirmed at location by stage radio.

**COURSE CARS**

* All course cars are to have an ACRAM radio fitted before leaving HQ.
* Only 00 car is to radio through their position unless requested.
* Cars 000, 0, Fast Sweep, Sweep and Recovery are to only use the radio if an emergency or setup problem occurs.

**RADIO CALLS**

The following procedure is to be followed when making a call.

Course cars call signs to be car numbers.

Controls to use Start 2, Finish 2 etc

SOS points to be stage number then letter. EG. 2A

**MAIN from 00 over MAIN send**

**00 arrived at finish of SS2 at 13:35 out MAIN out**

**TRACKING**

Course cars and tracking to be on Frequency 1

Scoring and Emergency/Incident notification to be on Frequency 2

**Call is to be MAIN Start 2 car 25**

**MAIN Emergency**

**IF MOVING FROM LOCATION**

Notify Main of leaving stage and approx. time of arrival at next stage.

Notify Main when you arrived at new stage and setup. If any problems notify Main ASAP.

**Please obey MAIN’S instructions at all times.**

## Special Stage Status

Special Stages are classified in accordance with the following:

**Amber**

* The road is closed.
* Course car "000" is commencing the stage.
* The Stage Commander is present and there is no apparent reason why the stage cannot be run as planned.

**Blue**

* Course Car "00" has checked the stage and everything is in order to run the stage.
* Rally Control will move the stage to Green as soon as confirmation is received from the Stage Commander that officials are in place and the start is ready to commence. The FIV should be in their allocated positions (not necessarily at the start of the stage).

**Green**

* Stage clear to run. Car "O" may commence followed by the Competition field.

**Yellow**

* An incident has occurred and the stage has been stopped. This incident may be a missing competitor, spectators in an unsafe location, or a non-competitor vehicle is on the stage. Emergency vehicles may also be on the stage.

**Red**

* An incident has occurred and emergency vehicles are on the stage.
* The incident may include injuries to a competitor, official or member of the public; course is blocked; fire or other community related requirement.

**Stage Downgraded - Black**

* Competition has ceased and the stage is reopened to the public.

# SERIES ADVISOR

The Series Adviser will assist the organising committee of the event where it is deemed necessary.

The Series Adviser will attend 2 pre-event committee meetings and will check all documentation of the EVENT eg. Supplementary Regulations, Council/Forestry Approvals etc.

## Day of the Event

The Series Adviser is to act as an adviser to the Clerk of Course, but not to step in and do a specific role in the event. The Series Adviser will check the running of Rally Head Quarters / Service Parks / Re-groups (if near HQ).

The Series Adviser shall be present at Stewards Meetings and Hearings, and can advise the Clerk of Course on the best ways to present their evidence at a Hearing.

The Series Adviser is to check that the Ambulance’s or FIV’s are present as per the Safety Plan.

The Series Adviser is to be prepared to take control of the event “IF NECESSARY” in the case of a critical incident or assist in correct procedure.

The Series Adviser is to have access to all areas of the event.

# COURSE CARS

Course and zero cars traversing the rally prior to the first car are some of the most important Officials of every Event. They must be carefully chosen and possess the necessary experience, ability, leadership and commonsense qualities to make decisions and report to the Clerk of Course on the conditions of the route. Fast Sweep, Course Closure and Recovery are responsible for accounting for all crews that transverse each stage.

This is not an excuse for any course cars, to test their rally driving skills. Of the Official cars only Car 0 and Fast Sweep may use pace notes.

## General Notes for all Course Cars

**MUST TRAVERSE THE COURSE ONLY IN THE DIRECTION STATED IN THE ROUTE INSTRUCTIONS.**

The main objective of the crews in the course cars is to ensure the course is set correctly and is safe for crews, officials, spectators and the general public before the competition takes place, and to ensue the roads are safe before the roads re-open to the public.

Rectify any on course problems immediately.

Be courteous to all members of the public with whom you come in contact - remember you are a representative of the sport.

Throughout the running of the Event, it is of prime importance that the Event Running Schedule is strictly followed and that Rally Command is advised of your location at every control point.

## Setup Cars (optional)

Drive each stage as required by the Event Running Schedule (normally starting 90 minutes before Car 1 starts but this may vary depending on the times of road closures).

Ensure ALL personnel are in their designated locations and all signs correctly placed. If a group or individual from a stage team is late arriving or incorrectly located, the course car personnel must ensure that they are able to be located in position by another official or "hold back" and place them correctly before the "DOUBLE ZERO" car arrives.

Check that all Control Officials are ready for the arrival of "00" and that they understand their duties. At this point it is important that the crew in the Course Car are able to answer any questions that the Officials may have regarding their duties.

The Setup car should carry the following equipment as minimum: 2 full set of stage signs, caution signs, bunting, stakes, towrope, chainsaw/saw, cable ties, hammer and 2 control clocks.

## "000" Triple Zero

If no Setup cars are used then “000” also does the job of the Setup car.

Drive each stage as required by the Running Schedule (normally starting 45-60 minutes before Car 1 starts).

Ensure every control point has an official clock.

**Book in and out of every control in the same manner as a competitor**, to ensure procedures is carried out in accordance with the Regulations, paying specific attention to communications between the Flying Finish and the Stop Point.

Confirm that all personnel are in their designated locations, all signs correctly placed and no unauthorised personnel are on the course, i.e. ensure the Special Stage is secure. If all personnel are in position, advise HQ that the stage is "AMBER".

The 000 car should carry the following equipment as minimum: 2 full set of stage signs, caution signs, bunting, stakes, towrope, chainsaw/saw, cable ties, hammer and 2 control clocks.

## "00" Double Zero

Drive each stage as required by the Running Schedule (normally starting 30 minutes before Car 1 starts - generally arriving at the finish of the stage a minimum of 10 minutes prior to the start time of Car 1).

The co-driver of the 00 car must be the Event Checker.

Ensure that the stage is 100% secure and ready to run in every aspect, paying specific attention to the safety of designated spectator points. It is important that any problems be immediately rectified after consultation with the Clerk of Course.

Confirm all clocks are synchronised EXACTLY to Official Time

**Book in and out of every control in the same manner as a competitor to ensure procedures are carried out in accordance with the Regulations.**

If completely satisfied, advise HQ that the stage is "BLUE". (Note: It is then up to the Clerk of Course to declare the stage “GREEN”)

The 00 car should carry spare clocks, arrows, 1 full set of start and finish signs, caution signs and bunting.

## "0" Zero

Drive each stage as required by the Running Schedule but do not to start the stage until HQ has declared the stage “GREEN”. This should be planned so that they are approx 5/10 minutes before Car 1. On short stages this will normally have them arriving at the finish of the stage before Car 1 starts the stage or they will be at least 70% of the way through on longer stages.

This car is to prepare everyone on the course for the first competing car and the crew must drive the stage quickly but safely on the competitive line although not at full competition speed.

Must comprise a very rally experienced driver and co-driver who have an intimate knowledge of the Event. It is recommended that the vehicle be a Rally car so that it can safely maintain the running schedule without the need to be driven hard.

Ensure that the stage is 100% secure and ready to run in every aspect.

**Book in and out of every control in the same manner as a competitor to ensure procedures are carried out in accordance with the Regulations.**

## Fast Sweep

Fast Sweep is the buddy to the last competition car. Fast Sweep will leave the stage 1 minute after the last competition car. It is the duty of the fast sweep to stop at any stationary cars on the stage and ask if the crew is all right and to prompt them into filling out their event withdrawal forms for the Course Closure.

The Fast Sweep does not stop for long to help out any competitor unless the competitor is in need of medical attention. **If a car can get back on the course in a couple of minutes the fast sweep will wait for them.** If it is going to take longer, the Fast Sweep will proceed along the stage and allow the Course Closer to pick up the stranded car.

The Fast Sweep will not exceed 80% of the crew’s ability in the car they are in. The Fast Sweep needs to be ready to stop in an instant if there is an accident on the road in front of them. The Crew should also be on the look out for any strange tyre marks that may disappear of the road.

For spectator purposes the Fast Sweep car is just another competing vehicle. The car should have a number close to that of the last competition vehicle and NOT have the words Fast Sweep visible to spectators on it.

The Fast Sweep needs to be aware that the course is still open till the Course Closure comes through. Therefore any car rejoining after the Fast Sweep has passed them is still “COMPETING”. It is the duty of the Fast Sweep to pull of the road and let the competing vehicle past him if he is caught on the stage.

The Fast Sweep should not pass any moving competition car on the stage.

It is common sense for the Fast Sweep crew to let the competing crews in front of them know exactly what you are doing so as to not cause confusion by new competitors competing at the back of the field thinking you are a competition vehicle if you happen to catch them on a stage.

## Course Closer (Slow Sweep)

The Course Closer officially reopens the road or the forest to the public, and should travel at a safe speed (maximum of 80km/h). The Course Closer will commence the Stage shortly after the Fast Sweep vehicle. However, the Stage Commander may hold the Course Closer at the stage start for up to 10 minutes if necessary to ensure the safety of the control officials whilst they pack up their control point.

Upon commencement of the stage, the course closer should transverse the stage with their flashing green lights on.

Where the Course Closer encounters a competitor’s vehicle that may be capable of rejoining the competition in a short time, the Course Closer must wait until the competition vehicle has run out of late time before collecting their time card and withdrawal form and then proceed along the stage again.

Where Course Closer encounters a vehicle that is incapable of rejoining the competition, brief details of the vehicle condition (mechanical failure, accident) should be logged. Course Closer is to collect the time card and withdrawal form from the competing crew, and advise Rally HQ of the vehicle number and location, and a brief description of the vehicles condition (can be towed or needs trailer).

Note that due to time constraints, Course Closer will not be able to assist in vehicle recovery. This is to be left to the Recovery Vehicles. The Course Closer must press on to re-open the roads and forests on schedule.

## Recovery

The Recovery Vehicles will enter the stage after the course closer. At this time the road is officially open to the public, and recovery vehicles are required to follow the road traffic laws.

As the road is open to the public, recovery crews should take precautions to prevent injury when assisting a competition vehicle crew or making repairs to private property adjacent to the roadway. Safety vests should be worn at **ALL TIMES** and the vehicles flashing lights should be activated to warn approaching vehicles.

The role of recovery is important and ensures the safety of the competitors who have broken down. The Forest and isolated countryside can become very cold at night and crews are usually left without additional clothing to keep them warm. If all the vehicles can not be removed before a stage is re-run, it is important that the crews of a competing vehicle are given the opportunity to be given a ride out of the stage where their service crew can meet them. It is also important not to leave any crew on a stage if they have been involved in a minor accident. They are much better of to be left with the Officials at the Stop point so they can be monitored in case they have shock or concussion.

It is important that any car left on a stage that is in a dangerous place be moved or removed before the start of a re-run stage or before the public can come in contact with it. If possible please help vehicles by towing them out of the stage.

If property damage is found, a temporary repair should be made wherever possible, and reported, in writing on an incident form, to Rally HQ.

Please remember you are usually the last contact the public has with an event, so be polite and courteous at all times so as to not cause problems for the event on following years.

## Notes

In some cases it is not practicable to have this many course cars. This being the case the Setup and 000 cars can be combined into one and the duties of both these crews must be carried out by the one course vehicle.

Once a Stage has been declared “GREEN” the only vehicle which is authorised to enter the stage is the “0” car and the competitors.

The number of vehicles running over the course after the roads have been closed should be kept to a minimum. This relates in part to the potential for accidents/problems being increased.

**It is not normal to have back-up vehicles running over the course.**

Zero cars should not park in any of the Regroups, they should book into the Time Controls as required but should drive straight through and park outside of the area or they may go directly into the Service Park. The time originally allowed for Regroup/Service should be used for the zero cars to get back on schedule where there is a mix of long and short stages.

# SPECIAL STAGE SECURITY

The security of each and every Special Stage in the Event is of the utmost importance. Organisers must not compromise in the areas of physically barring unauthorised vehicular entry to the Special Stage, and in ensuring that the public are properly contained in the designated spectator areas. The issues of public and competitor safety must be properly addressed to ensure the continuance of this sport as we know it.

The ramifications of an accident between a competitor on a Special Stage and a member of the public could have far reaching effects on our sport. By its very nature, the sport may be more prone to this type of accident than other form of motor sport, especially as it relies heavily on the support of local authorities.

## Event Planning

Organisers must consider stage security as a major factor when choosing Special Stages for an Event, taking the following into account.

1. Avoid the use of stages which would clearly have everyday public access and which the public have a habit of using for recreation on weekends or public holidays.
2. Do not plan to use a stage that would use too many human resources in the form of road closure Officials. If there is any doubt about an Event’s ability to provide comprehensive security on a particular Special Stage, change the Event design to avoid the problem, for example, by looping a stage, even partially, a substantial reduction in the number of road closures can be achieved.

## Public Information Program

Requirements across the different Councils vary, but as a minimum, place signs of a dimension 420 x 298mm (A3), or larger, on all major Special Stage access roads at least four weeks prior to the Event. These signs must have detail of the dates, times of the reconnaissance, the road closure times on the rally day and must contain a contact phone number for the organising body.

Ask the local council or forest service for a list of residents and lease-holders in the affected areas of the rally e.g. Farmers, loggers, beekeepers etc. These must all be advised in writing of the proposed road closures.

The Organisers must obtain the agreement of every resident along a planned Special Stage. Avoid the use of stages with “weekend” cottages and the like, as the owner’s agreement may be difficult to obtain.

Advise by “letterbox drop” or similar, all the residents on liaisons, emphasising that the crews will be obeying the relevant State road laws or other additional requirements which the Organisers may place upon crews.

Pay special attention to the concerns of the public near the route in well-known sensitive areas. If possible avoid areas where there is a history of residents’ concern.

Advertise in local papers, as this publicity could provide you with some road closure Officials, whilst alerting the local community to your Event.

## Officials - Road Closure

Provide road closure Officials with the paperwork to reinforce their authority e.g. CAMS permit, police letter, forest service permit and other approvals as required by local authorities.

Provide vests, etc. for Officials to wear wherever possible, as these are a valuable aid to the official’s authority in dealings with the public.

Brief road closure Officials to diplomatically ensure that the public cannot and do not access the route of a Special Stage. A useful tip is to persuade an aggressive member of the public to at least wait with you in a safe location to see a competing car on the stage, to help them understand the danger.

Ensure that road closure Officials understand that access to the stage must be physically blocked, usually with their own vehicle, and that the placement of this vehicle and associated bunting is vital.

Road closures must be apparent to the course cars, as much time can be wasted by these cars delaying in ensuring that all personnel are in position and the stage is secure.

Anyone at a road closure (including the Officials) must stand in a safe position.

## Preparing the Special Stage

The stage commander can lightly tape off all minor tracks, internal roads and dead ends. An inspection of the tape later can be a valuable pointer to identifying potential problem areas. This tape must be placed at such a height so as to be broken by unauthorised vehicles, and should be in place before the stage commences.

Physically block the stage start and finish to unauthorised traffic on the official road closure time, and ensure that road closures are in place along the route, ready to be checked by the passage of the first course car, usually 60 minutes before the start time for Car 1.

Ensure that all communications are functioning as planned.

Following the starting of the first course car into the stage, ensure that only those vehicles and personnel detailed on the Event Running Schedule are permitted to enter the stage, unless specifically authorised by the Clerk of Course, **and the passage of all such vehicles, (Stewards, FIV etc) must be monitored and recorded**.

Special procedures may need to be in place to allow the media, to access their desired locations, sometimes this access may have to be via the controls.

## Running a Stage

Any reports of unauthorised vehicles on the stage after it is closed must be passed to the Stage Commander or other senior official for action and reported to the rally command centre immediately. It is not normally possible to provide communications at all road closures; however potential trouble spots (e.g. busy access roads) should ideally have communications on the intra-stage system or to the command centre. Even mobile telephones belonging to the official on the spot can be utilised provided that a clearly defined emergency number is available at the command centre.

# MEDICAL REQUIREMENTS

## Medical Requirements

A First Intervention Vehicle (FIV) or an Ambulance must be able to attend every stage being run concurrently within 15 min. (Ambulances may only be allowed if it is certain that the vehicle is able traverse the stages). The FIV crew should consist of an individual trained in resuscitation/trauma management with appropriate medical equipment.

No special stage may start, or resume after an interruption, unless the appropriate number of FIV’s/Ambulances are present.

A separate fire/rescue vehicle with rescue equipment and appropriately trained personnel should be located close by, unless these facilities and personnel are included in each FIV.

Where FIV’s are used, an ambulance is to be stationed at a central location, unless the event is close to an ambulance depot in which case they must be notified of the event. Ambulances must be no more than 30mins driving time from the most remote point on a special stage.

All rescue operations requiring the dispatch of a medical vehicle are to be initiated following a specific order from the Clerk of Course. Any evacuation must be carried out using the routes and hospitals described in the safety plan.

It is recommended that Medical services for the public should be provided wherever spectator areas managed by the organiser are made available.

## Safety Plan

A safety plan must be produced and include the following information:

* the location of Rally Headquarters,
* the names and contact information for the Clerk of Course, Deputy Clerk of Course and Safety Officer,
* the addresses and telephone numbers of the various safety services including, but not limited to, police, hospitals, emergency medical services, and fire-fighting services,
* full event itinerary,
* procedures for tracking competing vehicles, and
* safety plan for each special stage

The safety plan for each special stage must:

* list all key officials and emergency services for the stage (including contact information),
* include a detailed map of the special stage indicating the location of FIV’s/ambulances and radio points,
* provide instructions for intervention,
* define evacuation routes, and
* identify the hospitals, which will be used in the event of an emergency.

The safety plan must address issues related to the safety of the public, competing crews and officials.

## Suggested Requirements for FIV’s

* Crewed by personnel trained in resuscitation/trauma and rescue.
* FIV’s to have a designated running schedule which maximises the efficiency of the FIV’s which must be included as part of the published Event Safety Plan.
* Each FIV to be in constant radio contact with Rally HQ.
* Each FIV to carry one complete medical kit as listed below.
* Each FIV to carry a minimum of 2 (9kg or 9litre) fire extinguishers.
* Vehicles must be suitable to be able to traverse the stages in all weather conditions.

# AWARDS AND PRESENTATIONS

## Award Presentation

An awards presentation function is discretionary for the SARC. Organisers may elect to present trophies at the Finish.

Where a crew wins awards in more than one category/class the organisers may present only one trophy, in such cases the trophy is to be engraved with details of all applicable category/class wins.

#### Appendix A

##### Speeding during the Event

**This wording must be included as the first page of each Road Book.**

The roads are not closed to the public during reconnaissance and crews do not have priority over other road users.

Forest workers and members of the public may be also using these roads and could be travelling in opposing directions.

Speed limits of up to 80kmh apply and will be enforced during reconnaissance.

**Penalties for speeding will be:**

For offences up to 3Okm/h above the relevant limit:

* first offence: $200 fine
* second offence: five minute penalty
* third offence: exclusion

For offences greater than 3Okm/h above the relevant speed limit

* first offence: $200 fine plus 5 minute penalty
* second offence: exclusion

The number of offences means the number detected during the event irrespective of speed.

#### Appendix B

##### Event Checkers Check list

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Supplementary Regulations |  | Road Book (7 weeks then 3 weeks) |
| Council Letter |  | Spectator Guide (5 weeks) |
| Police Authorisation |  | Service Crew Guide (7 Weeks) |
| Residence Letters |  | Setup Diagrams (7 weeks) |
| Bulletins |  | Maps |
| Safety Plan |  |  |
| * FIV/Ambulance locations
 |  |  |
| * Contact Names & Numbers
 |  |  |
| * Procedure for an accident
 |  |  |
| Entry List with DPI’s |  |  |
| Forestry Approval (if used) |  |  |
| Car wash procedure (if used) |  |  |
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#### Appendix C

##### Accident Procedures

**In the event of a car stopping in a special stage a warning triangle must immediately be displayed in a conspicuous position at least 50 metres behind the car.**

###### Stopped Vehicle

In the event of an accident where no injuries are sustained the OK sign must be clearly displayed to at least the following three cars.

Both the warning triangles and the OK sign must be left on display for the whole length of the period that the car is stopped on the course regardless of whether or not the crew remain with the car.

Failure to display either or both of these signs as appropriate may result in disciplinary action being taken.

###### Accident / SOS

In the event of an accident where injuries are sustained that require immediate medical attention or where assistance is required with a fire the SOS sign must be displayed to the following cars (unless incapable of doing so), which are required to **STOP**.

Any competitor coming on another competitor involved in an accident **MUST STOP** if the cross is displayed or if there is no visible sign displayed, and render assistance.

If possible the first vehicle on the scene is to contact Rally Command by mobile phone or radio, noting car number, cumulative distance to the accident site, and if known, general details of injuries sustained.

The crew on the scene are to determine the most appropriate 2 vehicles to immediately transport written accident details to the next SOS point of Stop Point.

No more than 2 vehicles are to proceed past the incident scene without the explicit approval of the Clerk of Course.

The 2 vehicles used to transport details of the incident must proceed to the Stop Point of the stage – after stopping at the first possible communication point if applicable.

At the first practical time crews directly involved must fill in an incident report fully detailing the incident – including actual times of events, and pass it to the Clerk of Course, CRO, or Control official.

**Failure to adhere to these regulations will be reported to the Stewards of the Meeting for consideration of exclusion or other penalty.**

#### Appendix D

##### Running Schedule

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Road Section** | **Location** | **Km** | **Time Allowed** | **Avg Speed** | **Road Closed** | **1st Competitor** | **Last Competitor** | **Road Open** |
| 1.0 | Start | 4.28 | 08:00 | 32.10 |   | **09:00** | 11:27 |   |
| Stage 1 |   | 09:08 | 11:35 |   |
| **SS1** | **Stage 1** | **3.74** |  |  | **08:11** | **09:11** | **11:38** | **12:38** |
| 1.1 | Stage 1 | 12.09 | 15:00 | 48.36 |  | 09:11 | 11:38 |  |
| Stage 2 |  | 09:26 | 11:53 |  |
| **SS2** | **Stage 2** | **9.01** |  |  | **08:29** | **09:29** | **11:56** | **12:56** |
| 1.2 | Stage 2 | 23.40 | 22:00 | 63.82 |  | 09:29 | 11:56 |  |
| Stage 3 |  | 09:51 | 12:18 |  |
| **SS3** | **Stage 3** | **8.27** |  |  | **08:54** | **09:54** | **12:21** | **13:21** |
| 1.3 | Stage 3 | 12.23 | 20:00 | 36.69 |  | 09:54 | 12:21 |  |
| Stage 4 |  | 10:14 | 12:41 |  |
| **SS4** | **Stage 4** | **8.04** |  |  | **09:17** | **10:17** | **12:44** | **13:44** |
| 1.4 | Stage 4 | 14.73 | 20:00 | 44.19 |   | 10:17 | 12:44 |   |
| Service A |   | 10:37 | 13:04 |   |
|   |   |   |   |   |   |   |   |   |
|  | **Competitive** | **29.06** | **Liaison** | **37.67** | **Total** | **66.73** |
|  |  |  |  |  |  |  |  |  |
| **Service A** | **15:00** | **Minutes** |
|  |   |   |   |   |   |   |   |   |
| **Road Section** | **Location** | **Km** | **Time Allowed** | **Avg Speed** | **Road Closed** | **1st Competitor** | **Last Competitor** | **Road Open** |
| 1.4B | Service A | 27.28 | 25:00 | 65.47 |  | 10:55 | 13:22 |  |
| Stage 5 |  | 11:20 | 13:47 |  |
| **SS5** | **Stage 5** | **8.40** |  |  | **10:23** | **11:23** | **13:50** | **14:50** |
| 1.5 | Stage 5 | 14.86 | 14:00 | 63.69 |   | 11:23 | 13:50 |   |
| Stage 6 |   | 11:37 | 14:04 |   |
| **SS6** | **Stage 6** | **6.50** |  |  | **10:40** | **11:40** | **14:07** | **15:07** |
| 1.6 | Stage 6 | 17.84 | 35:00 | 30.58 |  | 11:40 | 14:07 |  |
| Stage 7 |  | 12:15 | 14:42 |  |
| **SS7** | **Stage 7** | **8.15** |  |  | **11:18** | **12:18** | **14:45** | **15:45** |
| 1.7 | Stage 7 | 18.70 | 20:00 | 56.10 |   | 12:18 | 14:45 |   |
| Stage 8 |   | 12:38 | 15:05 |   |
| **SS8** | **Stage 8** | **6.10** |  |  | **11:41** | **12:41** | **15:08** | **16:08** |
| 1.8 | Stage 8 | 18.86 | 20:00 | 56.58 |   | 12:41 | 15:08 |   |
| Regroup B |   | 13:01 | 15:28 |   |
|   |   |   |   |   |   |  |  |  |
|  | **Competitive** | **29.15** | **Liaison** | **68.39** | **Total** | **97.54** |
|  |  |  |  |  |  |  |  |  |
| **Service B** | **20:00** | **Minutes** |
| **Regroup A** | **30:00** | **Minutes** |
|  |  |  |  |  |  |  |  |  |
| **Road Section** | **Location** | **Km** | **Time Allowed** | **Avg Speed** | **Road Closed** | **1st Competitor** | **Last Competitor** | **Road Open** |
| 1.8C | Service | 3.87 | 03:00 | 77.40 |  | 13:54 | 16:21 |  |
| Stage 9 |  | 13:57 | 16:24 |  |
| **SS9** | **Stage 9** | **12.29** |  |  | **13:00** | **14:00** | **16:27** | **17:27** |
| 1.9 | Stage 9 | 25.37 | 25:00 | 60.89 |   | 14:00 | 16:27 |   |
| Stage 10 |   | 14:25 | 16:52 |   |
| **SS10** | **Stage 10** | **8.40** |  |  | **13:28** | **14:28** | **16:55** | **17:55** |
| 1.10 | Stage 10 | 14.86 | 14:00 | 63.69 |  | 14:28 | 16:55 |  |
| Stage 11 |  | 14:42 | 17:09 |  |
| **SS11** | **Stage 11** | **6.50** |  |  | **13:45** | **14:45** | **17:12** | **18:12** |
| 1.11 | Stage 11 | 17.84 | 35:00 | 30.58 |   | 14:45 | 17:12 |   |
| Stage 12 |   | 15:20 | 17:47 |   |
| **SS12** | **Stage 12** | **8.15** |  |  | **14:23** | **15:23** | **17:50** | **18:50** |
| 1.12 | Stage 12 | 18.70 | 20:00 | 56.10 |  | 15:23 | 17:50 |  |
| Stage 13 |  | 15:43 | 18:10 |  |
| **SS13** | **Stage 13** | **6.10** |  |  | **14:46** | **15:46** | **18:13** | **19:13** |
| 1.13 | Stage 13 | 18.86 | 30:00 | 37.72 |   | 15:46 | 18:13 |   |
| Stage 14 |   | 16:16 | 18:43 |   |
| **SS14** | **Stage 14** | **12.29** |  |  | **15:19** | **16:19** | **18:46** | **19:46** |
| 1.14 | Stage 14 | 54.97 | 1:00:00 | 54.97 |   | 16:19 | 18:46 |   |
| Finish & Parc Fermé |   | 17:19 | 19:46 |   |
|  |  |  |  |  |  |  |  |  |
|  | **Competitive** | **53.73** | **Liaison** | **100.74** | **Total** | **154.47** |
|  |  |  |  |  |  |  |  |  |
| **Event Totals** |
|  | **Competitive** | **111.94** | **Liaison** | **206.80** | **Total** | **318.74** |

#### Appendix E

##### Results Format

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Document Name | Notes | Status | Issued | Signed By |
| 1 | Entry List | Must be supplied to CAMS before issue | Official | Before Scrutineering | Nil |
| 2 | Official Start List  | Published only after examination by Stewards. | Official | As shown in Supp Regs | Clerk of Course |
| 3 | Special Stage Times + Progressive Results | During the Rally published for information only. Includes all stages up to time of publication and overall progressive total times. | Unofficial | Before Start of Event | Nil |
| 4 | Unofficial Results | Detailed Results after each major break.Also includes copy of (3) above. | Unofficial | Following each Heat | Clerk of Course |
| 5 | Provisional Results | Published at end of Rally, are subject to protest. Also includes copy of (4) above. | Provisional | As shown in Supp Regs | Clerk of Course |
| 6 |  Final Results | Published when Results are final (normally 1 hour after Provisional)Also includes copy of (4) above. | Official | After protest time has expired or protests are resolved | All Stewards |
| 7 | Penalties/ Retirements/Exclusions | Lists penalties, retirements & exclusions and details. | Unofficial then Official | During the RallyEnd of Rally | Nil |

#### Appendix F

##### Notification of Withdrawal from Rally

To be lodged by a competitor following any incident resulting in damage to a competing vehicle, property or injury to any person, or any incident which may effect scoring or results?

**Please hand this form to a senior Rally Official as soon as possible**

|  |  |  |
| --- | --- | --- |
| **CAR NUMBER:** |  |  |
| **Location:** |
|  |
|  |
|  |
|  |
|  |
|  |
| **Reason for Withdrawal** |
|  |
|  |
|  |
|  |
|  |
| **Any Property Damage or Injury?** |
|  |
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| **What is happening to the Crew and Vehicle?** |
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| **Lodged by:** | **Signature:** |
| **Contact Number:** | **Time/Date:** |

#### Appendix G

##### Finish of Event Removal of Vehicle Disclaimer

(for Organisers use only)

I …………………………………………………………………………

On behalf of the entrant of car number………………… request permission of the Clerk of Course to remove the vehicle from the final Parc Fermé prior to the completion of Post Event Scrutiny and the release of all vehicles by the Stewards.

I agree that if the vehicle is subsequently required for Post Event Scrutiny for whatever reason, then this vehicle will be deemed to have withdrawn from both Heats of the event and that the crew be ineligible for any awards or series points to which they may otherwise have been entitled.

Signed……………………………………………………………………

Time………………………………….Date…………………………….

Note: This disclaimer may be in the form of a sheet for all entrants to sign rather than an individual form for each vehicle.

#### Appendix H

##### Clerk Of Course Report

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **<Rally Name>** |  |  |  |  |  |  |
| Report of the Clerk Of Course |  |  | Date: |
| T/C | Description |  | Due | Actual | Cars | Retired  | Reason |
|  | Cars Entered |  |  |  | 30 |  |  |  |
|  | Withdrawn |  |  |  | 3 |  |  |  |
|  | Reported To Scrutiny |  |  | 27 |  |  |  |
|  | Authorised To start |  |  | 26 | 1 | Car 18 - failed scrutiny |
|  | Reported to Staging Area |  |  | 26 |  |  |  |
| 0 | Departed Start |  | 0800 | 0800 | 26 |  |  |  |
| 1 | Started Special Stage <name> | 0845 | 0845 | 26 |  |  |  |
|  | Finished Special Stage <name> |  |  | 23 | 3 | Car 12 - Mechanical |
|  |  |  |  |  |  |  |  | Car 27 - Off Road |
| 2 | Started Special Stage <name> | 0910 | 0914 | 23 |  |  |  |
|  | Finished Special Stage <name> |  |  | 21 | 2 | Car 7 - Turbo |
|  |  |  |  |  |  |  |  | Car 15 - Suspension |
| 3 | Started Special Stage <name> | 1012 | 1016 | 20 |  |  |  |
|  | Finished Special Stage <name> |  |  | 18 | 2 | Car 13 - Engine |
| 4 | Started Special Stage <name> | 1052 | 1056 | 18 |  |  |  |
|  | Finished Special Stage <name> |  |  | 18 |  |  |  |
| 4A | Entered Regroup |  | 1130 | 1134 | 18 |  |  |  |
| 4B | Entered Service Park C | 1150 | 1150 | 18 |  |  |  |
| 4C | Departed Service Park C | 1210 | 1210 | 18 |  |  |  |
| 5 | Started Special Stage <name> | 1240 | 1240 | 18 |  |  |  |
|  | Finished Special Stage <name> |  |  | 16 | 2 | Car 26 - Turbo |
| 6 | Started Special Stage <name> | 1330 | 1335 | 16 |  |  |  |
|  | Finished Special Stage <name> |  |  | 14 | 2 | Car 36 - Unknown |
|  |  |  |  |  |  |  |  | Car19 - Suspension |
| 6A | Entered Parc Fermé | 1655 | 1645 | 13 |  |  |  |
| Comments: |  |  |  |  |  |  |  |  |
| Special Stage 2 - Mechanical problems with Car 00 caused delays |
| Special Stage 6 - Spectators at SS2 Spectator Point not in correct location, moved by 00 |
| Service Park A - first car left service early |

#### Appendix I

##### CAMS Officials

Several officials may attend each event:

* CAMS Stewards
* CAMS Manager
* CAMS Office Staff
* Chaplain

###### Accreditation

When attendance has been indicated in advance of the event, it is a requirement that those mentioned above be issued accreditation/passes by the organisers, which allows access to all sporting aspects of the event.

It would be envisaged that access passes will be provided to Organisers of other SARC events, should they be in attendance.

Organisers are also reminded of the provisions of NCR 161(iii), which states that:

 “for all events conducted under a CAMS permit and subject to the CAMS National Competition Rules, all holders of a CAMS Event Access Pass shall be accorded free access to all areas of the circuit or venue with the specific exception of corporate hospitality areas.”

It should be noted that the Board of CAMS and State & National Managers and other CAMS permanent staff are issued with such passes. This pass incorporates a photograph of each holder and is not transferable.

###### Stewards

The Stewards for each Event will be notified to the Organiser as soon as the appointments are confirmed, preferably at the start of each year. All Organisers are encouraged to contact the appointed Stewards as soon as possible to establish what other arrangements may be necessary.

###### Communications

A method of communication with the Clerk of Course is to be provided to the Stewards by the event organisers, preferably in the form of a radio.

A command radio is to be provided to the Course Checker.

All senior Officials shall be provided with a list of important/emergency contact phone numbers.

#### Appendix J

##### ‘Piggyback’ competitions

The piggyback competition shall be run in accordance with the relevant Series Sporting Regulations or other regulations where they do not conflict with the regulations pertaining to the SARC, and the following:

* Competitors who have not entered the SARC shall be seeded as a separate group/s.
* Piggyback competitors may also be entered in the SARC and shall be seeded in accordance with the SARC seeding system, either as a registered competitor or behind the registered competitors.
* An appropriate time gap shall be provided which will ensure that under normal circumstances that the leading piggyback vehicle will not overtake the last SARC entered vehicle.
* Piggyback only competitors shall not appear, and cannot be portrayed as being in, the SARC results. Separate sets of results will be issued, one showing all competitors entered in the SARC and additional sets showing competitors entered in the piggyback event, including those who also entered the SARC. Crews entered in both the SARC and the piggyback event will be shown in both sets of results.
* The appropriate CAMS Permit Fee shall be levied for those competitors entered in the piggyback competition only.

#### Appendix K

##### Odometer Check

The Official Odometer check has been changed due to the old finish being in a NO STOPPING zone. We have also set official checks in the South and North.

###### City

The new official odometer check in the City is done by travelling East along Greenhill Rd between two marked power poles and is 5.64km long.

The Start pole is situated 100m West of Goodwood Rd. It has a sign stating “ODO Start” in white letters on a red background.

The end pole is situated east of Burke St (directly opposite Laurel Ave). It is marked “ODO Finish” in white letters on a red background.

###### South

The new official odometer check in the South is done by travelling South along South Rd between two marked power poles and is 4.16km long.

The Start pole is situated approx 280m South of Sherriffs Rd/Pimpala Rd (directly opposite Stanley Ct). It has a sign stating “ODO Start” in white letters on a red background.

The end pole is situated 270m South of Greengate Gr. It is marked “ODO Finish” in white letters on a red background.

###### North

The new official odometer check in the North is done by travelling North West along McIntyre Rd between two marked poles and is 4.96km long.

The Start pole is situated approx 200m North of Montague Rd (3rd light pole). It has a sign stating “ODO Start” in white letters on a red background.

The end pole is situated 150m East of Booloo St (79 McIntyre Rd). It is marked “ODO Finish” in white letters on a red background.