

2019



**COPYWORLD**

*Your World Of Digital Technology*

**WALKY 100**



## Officials' Manual

**29<sup>th</sup> June 2019**

Walkerville All Cars Club Inc.

Round 2 of the 2019 MRF Tyres South Australian Rally Championship



<b>EMERGENCY TELEPHONE NUMBERS</b>	
<b>Clerk of Course</b> (Jake Alker)	0435 907 738
<b>Deputy Clerk of Course</b> (Scott Atkinson)	0407 606 766
<b>Rally HQ</b> (Greta Nason)	0419 031 058
<b>Chief Safety Officer</b> (Daniel Claridge)	0433 441 282
<b>AMBULANCE, POLICE, FIRE</b>	000
<b>SAPOL</b>	131 444

### Stage Commanders

Stage	Stage Name	Stage Commander	Contact No
	Oval/Service Park	Rollo Ross	0408 855 195
SS1 & 4	Hill Big One	Trevor Fisher	0401 132 561
SS2 & 5	Roast Reverse	Phillip Matthews	0407 394 674
SS3 & 6	Julia	Stephen Muller	0403 992 558
SS7 & 10	Frankton	Marc Tillett	0412 175 224
SS8 & 11	The Triangle	Ric Darley	0400 024 651
SS9 & 12	Hansborough	Peter Hughes	0418 826 347

### Message from the Officials Coordinator

Welcome to the 2019 COPYWORLD WALKY 100.

The event forms Round two of this year's SARC, and is one of the highlights of the Rally calendar in South Australia.

I have been involved in rallying for many years either as Secretary, Clerk of Course, Control Official, Road Closure Marshal and now Officials Coordinator. I've done this job many times and in the early days when I was Secretary for the Clare and Waikerie Rallies, obtaining officials was one of my tasks.

Please remember that safety is of prime importance.

Don't forget your hat, sunscreen, chairs, tables, pens and of course cover if the day is wet and a reminder that there is a zero tolerance for alcohol and drugs during the course of the event.

I'd like to take this opportunity to sincerely THANK all the officials of the event for volunteering their time so the competitors can rally.

YOUR SUPPORT IS GREATLY APPRECIATED.

Remember - Officials have the best view of the event.

Sincerely,

**Greta Nason**

Officials Coordinator  
2019 COPYWORLD WALKY 100

## EMERGENCY PROCEDURE

In the event of a serious incident occurring during the running of the event, the STAGE COMMANDER will assume on-site responsibility for the management of the incident with direction from CLERK OF COURSE / RALLY HQ until the Chief Safety Officer can be responded to the scene.

The STAGE COMMANDER must assess, as far as possible, the nature of the incident and inform the CLERK OF COURSE / CHIEF SAFETY OFFICER immediately.

Rally HQ will be responsible for contacting Emergency Services, if required - this will prevent confusion at the scene.

Further action to resolve the incident will be decided by the Clerk of Course in discussion with the Chief Safety and Stage Commander.

Upon learning of a serious incident the Stage Commander must:

- ◆ Contact Rally HQ immediately
- ◆ If an incident occurs in a Special Stage check with Rally HQ for authority to interrupt the Special Stage
- ◆ Once approval has been received immediately proceed to the incident with the attending First Aid Unit, if located at the start of stage. If a First Aid Unit is not available at the Stage Start, Rally HQ will dispatch a unit to the Stage Start or nearest road closure point to the incident and advise the Stage Commander.
- ◆ Attend the incident personally or delegate to a suitably located and qualified road official
- ◆ Assess seriousness of the incident
- ◆ Assess nature and extent of personal injuries, if any
- ◆ Communicate above to Rally HQ by any means possible (radio or mobile phone)
- ◆ Implement action determined by Rally HQ
- ◆ Notify Rally HQ when action has been implemented / completed
- ◆ Keep messages as brief and precise as possible
- ◆ Complete an incident report and provide to Clerk of Course, once the Stage is complete
- ◆ Upon learning / confirming of a serious incident Rally HQ must:
  - Move a First Aid Unit to the Start of the Stage or nearest Road Closure Point to the incident. This may be coordinated through the Assistant Clerk of Course or the Chief Safety Officer
  - On receiving an assessment of the incident from the Stage Commander, provide instruction to Stage Commander on action to address the incident
  - Advise the nearest CFS / SES crew to stand by
  - Advise ACRM to stop all scoring radio traffic until the incident has been resolved
  - Advise the CAMS stewards of the incident
  - Keep messages as brief and precise as possible.
- ◆ Where personal injury has occurred the following information will be essential for the Medical and Safety Officers:
  - Ensure the scene is safe prior to attending to the injured
  - Avoid moving the injured person if possible
  - Is the person conscious / were they conscious
  - Is breathing normal; If not, is it noisy, shallow, or short?
  - Is the person bleeding, if so, from where and how much?
  - Can the person move all limb and joints normally?
  - Are there any obvious injuries, if so, describe in detail
  - Are there any other apparent problems such as vomiting, disorientation, speech difficulty

## **SPECIAL STAGE SAFETY**

All road sections used for Special Stages are officially closed to the public for the running of each stage. Prior to the event, local residents are advised of the road closure location and times. Signs advising of the road closures will have been erected several weeks prior to the event. Access roads to the special stages will be attended by a Road Closure Official, will be physically blocked by suitable means and approved signs placed where appropriate to warn the public.

**AT ALL TIMES, DURING THE EVENT, IT IS PROHIBITED TO PROCEED AGAINST RALLY TRAFFIC**

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## **STAGE COMMANDER**

Each Special Stage will be under the control of the Stage Commander who is also the Safety Officer for the stage and responsible for:

- ◆ Meeting and setting up / placing all control officials, radio operators, road closure officials and spectator marshals
- ◆ Placing all signs and bunting where required
- ◆ Ensuring all controls are in the correct locations
- ◆ Ensuring all communications are operational and in place - including communication between the Flying Finish and Stop Point
- ◆ Informing Rally HQ when stage set up is complete
- ◆ Receive stage Amber, Blue and Green notification from Rally HQ and inform the Start Control
- ◆ Commence starting of competitors when the stage is declared GREEN and the scheduled start time for car 1 has arrived (whichever is later)
- ◆ Notify HQ immediately if a crew does not complete the stage
- ◆ Implement appropriate action in the case of an incident
- ◆ Notify Rally HQ that Sweep has completed the Stage and that the Stage is **CLEAR**
- ◆ Complete any INCIDENT REPORTS

NB: The interruption of the stage or the attendance of Emergency Vehicles including First Aid personnel or Ambulance may only be decided by the Clerk of Course in consultation with the Stage Commander.

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## **SPECTATOR MARSHALS**

There will be designated spectator points where members of the public may watch the rally. Spectator marshals will be in place at each spectator point to assist and encourage members of the public and ensure they do not place themselves at risk.

Bunting and marker tape will be used to define where spectators may stand.

Spectator marshals will be identified by coloured vests.

“No standing” areas will be defined in the spectator guide.

## **COURSE VEHICLES**

There will be 9 Course Cars used in the event

### **000A and 000B**

The Course Setup Car is scheduled to traverse the course approximately 1 hour before the start time of Car 1 to ensure:

- ◆ Controls are ready to operate and know correct procedure
- ◆ Signs and bunting are in correct positions
- ◆ Spectator points are correctly set up
- ◆ Radio communication is operative
- ◆ Any additional hazards or changes in road conditions are communicated to Rally HQ and stage start

Road closure times are also scheduled at 1 hour before Car 1 and hence 000 will be travelling on closed roads. Once Car 000 has entered a stage, no vehicles are allowed to enter the stage unless authorised by the Clerk of Course. Upon entering the stage, car 000 will radio Rally HQ and notify the Clerk of Course that the stage is **AMBER**.

### **00**

The second Course Opening Car containing the Course Checker will traverse the course approximately 30 minutes before the start time of Car 1 to undertake the final check that:

- ◆ Controls are ready to operate and know correct procedure
- ◆ The course is secure
- ◆ Signs and bunting are in correct positions
- ◆ Spectator points are correctly set up
- ◆ Radio communication is operative
- ◆ Any additional hazards or changes in road conditions are communicated to Rally HQ and stage start

At the Stop Point, providing Car 00 is satisfied the stage is ready to run, Car 00 will radio Rally HQ and notify the Clerk of Course that the stage is **BLUE**.

If satisfied Rally HQ will notify that the stage is **GREEN** and OK to commence at the scheduled time.

### **0A & 0B FLASHING YELLOW LIGHTS**

0A will start 10 - 15 minutes (but may be earlier on request from rally control) and 0B will start 5 - 10 minutes prior to the due start time for Car 1, but not until Rally HQ has declared the stage Green. Cars 0A & 0B will traverse the stage at 80% of competitive speed. Cars 0A & 0B will request the Radio Operator at the Stage Start and Stop Controls to notify Rally HQ when they have commenced and finished the stage. Car 0B is permitted to call rally control if a problem is found during a stage.

### **Fast Sweep ( 99 ) FLASHING YELLOW LIGHTS - THE STAGE IS STILL CLOSED**

Fast Sweep will traverse the stage immediately after the last moving competition car and its role is to be a buddy car to this last moving competition vehicle. If the last competition vehicle stops, Fast Sweep is to confirm they are OK and then continue acting as buddy to the last moving competition car. They should enter the stage 1 min behind the last vehicle. They are not to travel at competition speed, but proceed quickly through the stage.

## Sweep - FLASHING GREEN LIGHTS

THIS VEHICLE IS THE ADVICE THAT THE ROAD IS NOW OPEN TO THE PUBLIC

Sweep will traverse the stage immediately after Fast Sweep and will:

- ◆ Advise HQ of any competing car which is unable to finish the stage and at what position on the stage each car is located. Sweep will request HQ contact the relevant service crew to arrange recovery
- ◆ Request that any crew having difficulty completing the stage withdraw from the event (after giving reasonable time for the crew to complete the stage).
- ◆ Advise HQ and the Stage Commander that the Stage is Clear
  - This duty may be performed by Fast Sweep or Recovery.
- ◆ Recovery will traverse the stage shortly after Sweep (but may be granted permission to enter before) and will:
  - Recover any vehicles which are bogged / stuck but able to move under their own power
  - Undertake temporary repairs to any damaged fences
  - Advise HQ and the Stage Commander that the Stage is Clear

Following the passage of Sweep, the road will be re-opened to the public. Any additional Recovery, Official and Emergency Services vehicles will follow the Sweep out of the stage, if there are no problems.

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## STAGE SETUP:

Yellow 'DO NOT ENTER' tape is used to close off gates, fence openings, driveways, tracks and roads.

Gate markers are attached to the tape at places where vehicles can access.

**WARNING!**

THIS ROAD TEMPORARILY CLOSED FOR  
APPROXIMATELY SIX (6) HOURS FOR THE  
RUNNING OF THE

**COPYWORLD WALKY 100**

FOR YOUR SAFETY

**DO NOT  
ENTER**

THE ROAD UNTIL THE SIGN AND SAFETY TAPE  
HAVE BEEN REMOVED BY AN OFFICAL OR THE  
SWEEP VEHICLE WITH FLASHING GREEN LIGHTS  
HAS PASSED

WE THANK YOU FOR YOUR CO-OPERATION

Rally Headquarters    **Tel 0410 684 782**  
In Emergencies Only    **Tel 0435 907 738**

**UNDER SECTION 33  
OF THE ROAD TRAFFIC ACT  
IT IS AN OFFANCE TO ENTER THIS ROAD,  
REMOVE THIS SIGN, OR  
REMOVE THE SAFETY TAPE**

### MOTOR SPORT IS DANGEROUS

#### DISCLAIMER

#### EXCLUSION OF LIABILITY, RELEASE AND ASSUMPTION OF RISK

#### MOTOR SPORT IS DANGEROUS

In exchange for being able to attend or participate in the event, you agree:

- to release Confederation of Australian Motor Sport Ltd ("CAMS") and Australian Motor Sport Commission Ltd, promoters, sponsor organisations, land owners and lessees, organisers of the event, their respective servants, officials, representatives and agents (collectively, the "Associated Entities") from all liability for your death, personal injury (including burns), psychological trauma, loss or damage (including property damage) ("harm") howsoever arising from your participation in or attendance at the event, except to the extent prohibited by law;
- that CAMS and the Associated Entities do not make any warranty, implied or express, that the event services will be provided with due care and skill or that any materials provided in connection with the services will be fit for the purpose for which they are supplied; and
- to attend or participate in the event at your own risk.

You acknowledge that:

- the risks associated with attending or participating in the event include the risk that you may suffer harm as a result of:
- motor vehicles (or parts of them) colliding with other motor vehicles, persons or property;
- acts of violence and other harmful acts (whether intentional or inadvertent) committed by persons attending or participating in the event; and
- the failure or unsuitability of facilities (including grand-stands, fences and guard rails) to ensure the safety of persons or property at the event.
- motor sport is dangerous and that accidents causing harm can and do happen and may happen to you.
- You accept the conditions of, and acknowledge the risks arising from, attending or participating in the event and being provided with the event services by CAMS and the Associated Entities.

## **DUTIES OF A CONTROL OFFICIAL**

### **BEFORE COMPETITION**

The primary role of a Control Official is to ensure that competitors maintain the event schedule and to time each competitor accurately. Control Officials should collect their equipment from the Stage Commander and ensure that they have all of the items that are needed. Control Officials should set up the control areas according to the Stage Set-up Notes and ensure that all of the equipment is functioning correctly.

### **DURING COMPETITION**

#### **Time Control Officials**

Time Controls are located at the Start and Finish of each Road Section. A Time Control may be followed by a Special Stage or another Road Section.

The Time Control should have a minimum crew of three people, the Post Chief, the Time-Keeper and the Record Keeper.

The Post Chief is in charge of the control and is the person to whom the Co-Driver hands the road card and the person who writes on the card.

The Time-Keeper has charge of the Clock and informs the Post Chief and the Record Keeper of the time. The Record Keeper notes the control time for each vehicle on the control sheet.

Competitors are timed at each Time Control to the whole minute. The check-in time will be the exact moment at which one the crew hands the time card to the Post Chief.

If the Control is followed by a Special Stage a provisional start time three (3) minutes after the arrival time is entered on the competitor's time card and the crew move forward to the Special Stage Start Control.

If there is no stage after the Time Control the crew leave at the same time as they booked in.

#### **Start Control Officials**

The Special Stage Start Control is a short distance from the time control.

Competitors must be allocated three minutes from their arrival time at the time control to the start of the special stage. During that time competitors must put on helmets and seat belts. The Stage Commander or delegate must check that helmets and safety belts are correctly worn.

The Start control should have a crew of three people, the Post Chief, the Starter and the Tracking System Operator.

The Post Chief is in charge of the control and is the person to whom the Co-Driver hands the road card and the person who writes on the card.

The Starter starts the competitors using the following procedure.

1. Position car on Start Line. Ensure that all vehicles start from the one Start Line, which cannot be varied during the running of the Stage, sideways movement only is allowed.
2. Give one minute warning
3. Clock is visible to crew
4. Give 30 second warning
5. Driver goes at clock 0.00 under own advice

## Points to remember

- The Post Chief fills in the Actual Start Time on the competitor's Time Card.
- All cars start the stage exactly on the whole minute recorded on their card
- Once the car is in the Control Zone, there are normally no reasons to give a Delayed Start Time. It is the competitors' responsibility to present themselves to the Starter on time, and it is your job to see that no-one gets an unfair advantage. If however, a competitor does arrive at the Start Point such that once the necessary paperwork is finished the competitor is unable to start on time, he is to be held and given a new start time.

## Flying Finish Control

The Flying Finish Official must be positioned level with the timing line. At the instant the vehicle passes the board drop the yellow flag so that the STOP Point can record the Flying Finish Time.

**Be ready for the approaching competitor!**

## Stop Point Officials

The stop point should have a crew of two people.

- Record the time the car passes the Flying Finish (flag drops) on the STOP Point Control card. When the competition car stops at the STOP Point, the Post Chief should take the time card from co-driver.
- Advise record keeper of actual start time from the time card.
- Fill in the Flying Finish time on the Competitors' Time Card as provided by the record keeper.
- Calculate the time taken on the stage and advise Rally Control at least every three cars

## Points to remember

- Competitors stop at the Stop Point only long enough to have their Flying Finish Time, as advised by the Flying Finish, recorded on their time card.
- Process competitors' cards one at a time to avoid confusion.
- Enter times and vehicle numbers directly onto your Finish Control Card as the Flying Finish Line relays it to you.
- Cars are allowed to leave the Stop Point Control as soon as their paperwork has been completed. It usually takes them a little while to check their time card, look up the next instruction etc. before they leave the control area.

## Regroup, Service and Park Ferme Officials

These officials have a demanding and complex role. Competitors times must be recorded at these controls but you will also be required to assist with the organisation of competitors. You will receive detailed instructions on your duties from the person who is supervising the area.

## AFTER COMPETITION

The SWEEP will collect the Control Cards to return to Rally Control for checking.

Make sure that Sweep has passed your position and then begin to pick up all of the equipment for return to the store. Your Stage Commander will inform you of a place to return equipment after the event. Clean up any rubbish that is left, even if it was dropped by someone else. This simple courtesy is a great help with our relationship with residents. Remember that the road is open to traffic: please take great care.



## **DUTIES OF A ROAD OFFICIAL BEFORE COMPETITION**

The primary role of a Road Official is to make the Special Stage as safe as possible for competitors and the public by closing the road. Once the road is closed, access is only available through the start control with the Stage Commander's approval. The roads must be legally closed and access denied to ALL vehicles. Only MIV vehicles or the Chief Safety Officer attending an accident may enter the stage at a road closure and they will only enter the stage if instructed to do so by Rally Control.

Access roads are closed by tying tape across the road or track. On Public Roads a 'ROAD CLOSED' AND 'NO ENTRY' signs must be displayed. Do not park your vehicle across the road. Details of the road and track closures are contained in the Stage Set-Up Notes.

If there is a vehicle on the course and you are unable to locate the owner but it is in a safe position, tape is tied from mirror to mirror and a gate marker attached.

Welcome any spectators to your road closure, hand them a Welcome Spectators form and show them to a place where they can safely watch our event.

## **DURING COMPETITION**

It is vital that, once the stage has been closed for competition, no traffic accesses the rally course by way of road closure points. This includes media vehicles.

FIV's bear "ADMIT TO STAGE AT ANY POINT" and may enter the stage when accompanied by the Stage Safety Officer and with the specific authority of Rally Control.

Ambulances, CFS or Police may enter the stage at designated access points only when accompanied by the Stage Safety Officer or Chief Safety Officer.

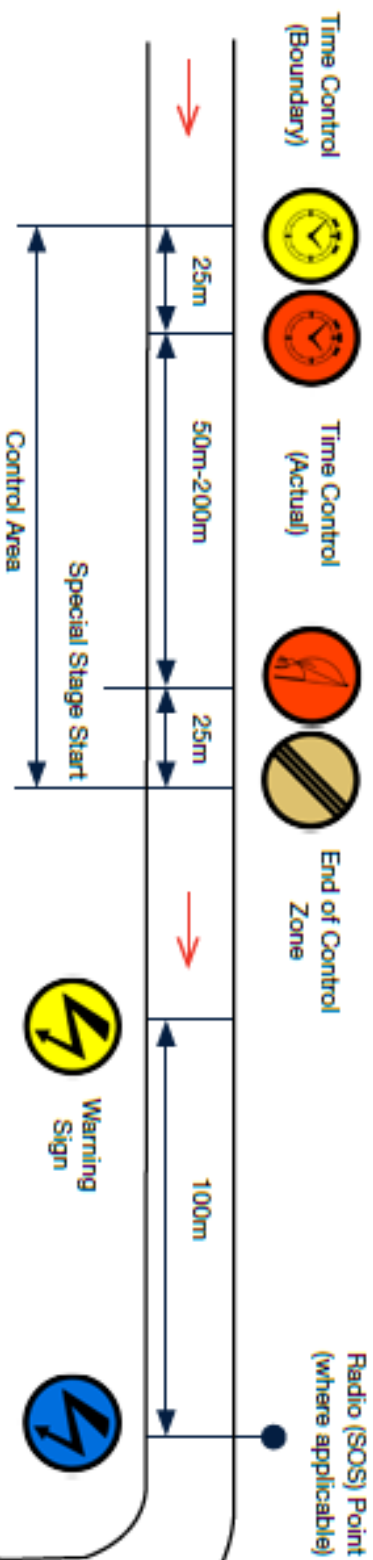
If you are confronted by a member of the public, please be courteous but firm. The special stage is legally closed by the order of The Commissioner of Police. Copies of the official Notice are provided. Explain that the event will be stopped if the person enters the stage and that they are acting illegally, possibly endangering life and may be charged. Do not try to block the vehicle or use physical contact. Make every attempt to advise Rally Control and your Stage Commander.

All residents living on or near the rally route have been contacted via letters and advertising in local papers. Notices have been placed on all access roads to the special stages to advise public of closure times and restrictions applying to the roads during the period of the rally. Photographers and media may turn up at road closures. They should be carrying the appropriate accreditation and allowed pedestrian access only, provided they do not obstruct the Officials in their duties.

## **AFTER COMPETITION**

Make sure that Sweep (Flashing GREEN lights) has passed your position and then begin to pick up all of the equipment for return to the store. Your Stage Commander will inform you of a place to return equipment after the event. Clean up any rubbish that is left, even if it was dropped by someone else. This simple courtesy is a great help with our relationship with local residents. Remember that the road is open to traffic - please take great care and keep your safety vest on until clean-up is completed.

## SPECIAL STAGE START SEQUENCE



## SPECIAL STAGE FINISH SEQUENCE

