



Official's Information

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Officiating

Vehicles

Any vehicle can be used by officials to carry out their role – it just needs planning by the organisers to place officials to suit the vehicle. If a four wheel drive is used, then officials can go into the depth of the forest (where no doubt they would prefer to be); if it is the family car, then somewhere just off the highway might be best.

So, when enquiring about being an official, or filling in the Officials Registration Form, make sure the type of vehicle being used is noted.

Vehicles need to be in good serviceable condition, although there are plenty of more-than-adequate mechanical skills around the event.

Equipment

Taking in to account road closure and reopening times based on competitor's allowable late time, and with cars passing through at 2 minute intervals, the Stage will require officials "on duty" at location for some 5 to 6 hours. Therefore, officials need to be equipped for a lengthy stay.

Operating Equipment

- Clipboard
- Biro - NOT pencil or felt tip pens – they run in the wet
- Table, chair(s)
- Plastic bag to cover clipboard if wet conditions apply (big enough to allow for writing inside the bag)
- Shelter or an umbrella for protection from the sun or rain
- Torch – make sure it has fresh batteries
- Fuel – make sure you have a full tank before heading out

Tools

- Hammer – always handy
- Side cutters – great for removing ties when taking down signs
- Shovel and/or rake– for any wheel ruts and putting out camp fires
- Tool kit – carry at least a basic tool kit. Include jumper leads, tow rope, tyre pump, basic tools, cable ties and duct tape.

Personal gear

- Suitable clothing for expected and unexpected weather; gloves, hat.
- Adequate food and refreshments
- A FULL container of water
- First Aid Kit
- Sunscreen
- Insect repellent
- Toilet paper – handy for many uses
- Mobile phone – if you have one give the number to the Stage Commander

At the Rally

- Be at your pick-up point ON TIME. Make sure that you are refuelled and ready to go.
- Identify yourself to the setup official and make sure you sign-on. This includes ALL people in your party (partners, kids, etc.).
- Follow the setup official to your location and ensure that you understand where you are intended to be located, where the cars will enter and leave that location, and where it is safe to park and work.
- You will be provided with full written instructions for your duties. Make sure that you inspect and understand all paperwork provided. If in doubt, discuss with setup officials. (And possibly with Zero car officials, although this may be difficult due to their time constraints).
- Ensure you know how to leave the location at the conclusion of your control duties.
- When leaving the control area, make sure all evidence of your presence is removed.
 - Take away ALL rubbish;
 - Remove all SIGNS, BUNTING, STAKES, TIES, etc. if instructed to do so;
 - Rake wheel ruts, etc..

Remain until the Stage Commander or his delegate has told you to go.

Weather

The weather can be unpredictable at this time of year, so come prepared!
The averages are:

	Nov	Dec
Maximum	18.6	24.5
Minimum	3.8	5.9

Insurance for Officials

By completing and signing the “Officials Sign-On Sheet”, officials will be covered by the CAMS insurance policies, including for personal accident insurance (for details go to CAMS website at www.cams.com). The policy covers officials from the time they leave home until they return, provided they travel directly to and from, other than to pick up or drop off other officials.

The first thing that an official should do on arrival at the event is ‘sign on’. This only needs to occur once; the best place is at event headquarters, but sheets will be issued to all Stage Commanders and the 000 and 00 car officials.

Remember, you must report any injury sustained during the event otherwise coverage may be null and void. Make the report to the event HQ and it is always a good idea to call the Clerk of Course immediately after the event to ensure that he has received and noted the report.

Useful Terms

Time Control where relevant data of each vehicle's performance is recorded.

Special Stage The road between 2 Time Controls that is driven at competitive speeds. The road is officially closed to the general public. There are 24 Special Stages on the Alpine this year.

Transport (or Liaison) Stage In most cases, the route between 2 Time Controls that is driven at normal road speeds. The roads are open to the general public and crews must comply with all traffic regulations and normal road courtesy.

Division is a group of consecutive stages, generally between major service breaks.

There are 5 Divisions:

- Division 1 - Friday
- Division 2 - Saturday morning
- Division 3 - Saturday afternoon
- Division 4 - Saturday night
- Division 5 - Sunday

Service Parks

Here the competing cars stop for servicing and refuelling. There is catering and toilets available and the Service Parks provide an opportunity to see the competing cars "up close". With the number of cars entered in the event it takes some 4 hours for the complete field to pass through the Service Park. They visit Orbost and Nowa Nowa twice. The approximate times the Service Parks will operate:

Saturday	Orbost Oval (VicRoads 351 M10)	10:00am – 9:30pm
	Cann River Oval (VicRoads 355 N11)	2:00pm – 6:00pm
	Bellbird Hotel (VicRoads 86 F4)	3:30pm – 7:00pm
Sunday	Nowa Nowa (VicRoads 85 C5)	9:30am – 5:00pm

Stage Start Control



Start Control (Red Clock) is where the competitors check in at their due time and are issued their "Start Time" (which must be at least 2 minutes after the previous car). The official records their arrival time and Start Time on both the Control Card and the crews Road Card. The Start Official counts down the starting time when there is 30 seconds to go.



"No Wheelspin" For officials safety and to protect the cars lining up, cars must not spin their wheels as they take off from the Start Line.

Stage Finish Control



Flying Finish (2 Red Chequered Flags) located 100-200m prior to the Stop Point. This is where the competitor's time is recorded using electronic beams which automatically relay the finish time to the Stop Point. Officials at the Stop Point will also record the time across the Flying Finish using a "line-of-sight" method in case of equipment malfunction.



Stop Point is where the competitors stop and their time past the Flying Finish is recorded on the officials Control Card and transferred to the crew's Road Card, after which they continue on the next Transport Section.

Course Cars

There are 3 Safety Vehicles that go over the Stage before any Competitors:

000 Car (Triple Zero) traverses the Course approximately **1 hour** before the due Start Time of Car 1 to ensure that the Stage is properly set up and officials in place and to advise HQ of any problems. They will "amber" the Stage to indicate that all is OK.

00 Car (Double Zero) traverses the course approximately **30 minutes** prior to the due Start Time of Car 1 checking that officials are in place and that the Stage is secured. When satisfied they will "green" the Stage to indicate it is ready for competition to start on that Stage.

0 Car (Zero) traverses the course at speed approximately **10 minutes** before the due start time of Car 1.

After the competitors:

999 Car will follow closely behind the last competitor (not at speed) and check that they all made it through the Stage.

Sweep Car collects paperwork and takes note of any broken-down vehicles. When the Sweep arrives (or passes) officials can stand down. However, officials must be aware that recovery vehicles are still on the course.

Recovery Vehicle assists any competitors who have had problems. They could be well behind the last vehicle.

FIVs (First Intervention Vehicles) These vehicles carry paramedics and medical and extrication equipment, however they are not patient-carrying vehicles. The role of the FIV crew is to attend the scene of an incident and stabilise any injured person and call for a civil ambulance if carriage to hospital is required. The Alpine Rally will have 3 FIVs which will be strategically located across the event

Documents

Permits Documents issued by CAMS, DS&E and the Shire authorising the conduct of the event. Copies will be issued to all officials who may be in contact with the public.

Control Card is used by the Control Officials to record the time of passage of vehicles through a control. The Sweep Car crew collects the card (and other paperwork) from Control Officials.

Road Card carried by each crew on which the times of reporting to the various Time Controls are recorded.

Route Instructions (Road Book) issued to crews which contains all the information they require to compete in the event. It comprises route instructions, Stage maps, route charts, tulip diagrams, etc.

Withdrawal Form that any crew withdrawing from the event is required to fill in and hand into the organisers, either by taking it to HQ or giving it to control officials. If the latter occurs, the form is to be handed to the Sweep Car.

Incident Report is used by officials or competitors to record any incident that is to be reported to the Clerk of Course such as any violation of the regulations or other unusual situation. The official's Incident Reports are collected by the Sweep Car crew and returned to event HQ.

Timing

Official Time is the time shown on the timepiece of the official major controls. Once a timepiece (e.g. Rally Clock) is issued to an official only a designated official (usually the Checker in the 00 Car) can change it. If a timepiece does not conform to EST, officials should record the time difference on the Control Card.

Start Time The time a crew leaves a Start Control.

Finish Time The time a crew passes the Flying Finish on a Competitive Stage or books-in to a Time Control on a Transport Section.

Target Time The time specified to complete a competitive or transport section. Also known as Time Allowed.

a) **Competitive Sections** The Target Time on a competitive section and the Maximum Time have the same numerical value but they are different things. There are no time penalties for taking more or less time than the Target Time on a competitive section, however Late Time begins to accrue once the Target Time is exceeded.

b) **Transport Sections** If a crew takes less than the Target Time on a transport section then Time Penalties equal to the amount of time early rounded up to the next whole minute are allocated, however the crew will reduce their accumulated Late Time by the same amount. There are no time penalties for taking more than the Target Time on a transport section, however Late Time begins to accrue once the Target Time is exceeded.

Late Time. The time by which a crew is late (i.e. exceeds the Target Time or reports later than their Due Time) at a major control. Time held in control and other allowable time as advised to crews does not count towards Late Time.