



Control Officials Instructions

Emergency only	0477 832 265
Rally HQ	0447 579 439
Ambulance-Fire-Police	000

Emergency Only (Rally HQ)	0477 832 265
Rally Headquarters	0447 579 439
Ambulance-Fire Brigade-Police	0 0 0

Police	Lakes Entrance	5155 1206
	Bairnsdale	5150 2600 (24hr)
	Orbost	5154 1073
Hospital	Bairnsdale	5150 3333
	Orbost	5154 6666

Emergency Procedure

If an **injured** person is reported to you the first priority is the safety of all involved.

Get a message to a radio point or direct to the Chief Safety Officer or to HQ.

Only if not contactable, call 000 for Emergency Assistance.

The message is to include:

1. An assessment as to the severity of the injury. If known, report:
 - Is the person conscious / were they unconscious?
 - Is breathing normal? If not normal, is it noisy, shallow, short?
 - Is the person bleeding? If so, from where and how much.
 - Can the person move all limbs and joints normally?
 - Are there any obvious injuries? If so, describe in detail.
 - Are there any other apparent problems such as vomiting, disorientation or speech difficulty?
2. Location of the injured person.
3. Is the route blocked or not, is it safe to continue sending rally traffic into the section?

If necessary, instruct a crew to take the message to a radio point or to rally HQ. Any time lost by crews assisting will receive consideration for compensation. **Do not leave your control.**

The Stage Commander is the ONLY person who should leave a control to attend an incident.

If a **car is stopped** on the section due to a mechanical problem or crash the first priority is the safety of all involved.

Determine if the route is blocked or not; is it safe to continue sending rally traffic into the section? If it is not safe, get a message to the rally HQ by telephone or by radio. If it is safe, determine the car number and location and send a message to rally HQ.

Officials Instructions

The importance of officials can never be understated. The success of every event relies on every official doing a conscientious and careful job. The safety of the crews relies on all officials arriving on time to man the controls and road closures. The future of the sport relies in the diplomacy of the official who encounters a member of the public.

The job of major control officials involves a lot of care and consistency. Because crews are so close in today's competition, timing must be accurate, error free and consistent. An error which goes uncorrected by an official could give a crew either an advantage or disadvantage and could result in the deletion of the entire section.

- Understand fully where you are intended to be located, where cars will enter and leave that location, and where it is safe to park and work.
- Make sure you inspect and understand all paperwork provided. If in doubt, discuss with setup officials (and possibly with 000 and 00 car officials).
- Fires **MUST NOT BE LIT** during the daylight hours of the event.
- Ensure that you know how to leave the location at the end of the control.
- When leaving the control area, make sure all evidence of your presence is removed.
 - Take away ALL rubbish;
 - Remove all SIGNS, BUNTING, STAKES, etc.;
 - Rake wheel ruts, etc.

Please remain until your Stage Commander (the official that set you) has told you to go.

Running Schedule

Stage	000	Car 1	Sweep	Stage	000	Car 1	Sweep
Friday 1				Sunday 3			
1 Oil Bore	1318	1418	1838	10 Howitt	0848	0948	1408
2 Blackfellows	1332	1432	1852	11 Baldhead	0913	1013	1433
Saturday 2				12 Speedway	0954	1054	1514
3 Old Buchan	0725	0825	1245	13 Engineers	1113	1213	1633
4 Hospital Creek	0801	0901	1321	14 Uncles	1215	1315	1735
5 Coulsons	0923	1023	1443				
6 Glen Arte	1005	1105	1525				
7 Old Coast	1145	1245	1705				
8 Murrungowar	1242	1342	1802				
9 Old Colquhoun	1438	1538	1958				

Stage Start & Finish Controls

- **Put on your Safety Vest.**
- Establish your control as directed by the setup officials.
- If not already done, locate and install control board(s) as shown in the diagram.
- Work out who is going to do what at the control. It is most important that you sort this out prior to needing to process cars 'under pressure'.
- Inspect and become familiar with the CONTROL and sample ROAD Cards provided. Know exactly where you must make entries on BOTH documents. If in doubt, clarify with setup or Zero officials.
- Become familiar with the operation of the Rallysafe unit provided. (See Operating Instructions)
- Be prepared to go through all normal control functions for the Zero cars, as this is good practice for the real thing.
- **DO NOT PANIC.** Carry out your tasks calmly and quietly. Do not let crews hassle you in any way.
- Work safely. Remember, your safety is first and foremost in the process.
- You are official 'judges of fact' when it comes to issues such as a vehicle being unsuitable to continue (excessive exhaust noise, vehicle damage, etc.), and must be prepared to take action such as holding back a vehicle Road Card IF REALLY NECESSARY.

Radio Protocol

When Control officials communicate by radio, commence with "start" or "finish" followed by the Stage number e.g. "**Start 1**" or "**Finish 6**", etc. Then wait for acknowledgment before proceeding. If you have an urgent message, add "**Urgent**" to your access call.

As there a number of each type of Course Car, they each have their own designation for identification e.g. "**a** (alpha)", "**c** (Charlie)", etc. Please ensure you clearly ID your vehicle when you call.

HQ will be calling using the same system.

Official Vehicles

The **Stage Commander** and/or Assistant Stage Commander will traverse the Stage with the officials in tow, dropping them off at their designated points of duty.

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

000 Car traverses the Course approximately **1 hour** before the due Start Time of Car 1 to ensure that the Stage is properly set up.

00 Car traverses the course approximately **30 minutes** prior to the due Start Time of Car 1.

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

After the competitors:

999 Car will follow close behind the competitors and check that they all made it through the Stage.

MIV may come through the Stage.

Sweep Car collects paperwork and accounts for any broken-down vehicles.

Recovery Vehicle tows any break-down out of the Stage.

START CONTROL



Beginning of Control Area (Yellow Clock)



Start Control (Red Clock) to be sited at the Control Book-in table.



No Wheelspin sign 5m into the Stage from the Red Clock



End of Control Area (Beige Board) 50m from the Start Line

There must be a minimum of THREE people at the START Control -

- ONE to sit at the Control table and handle RallySafe tablet and paperwork.
- ONE to move between the table and cars for handling Road Cards and despatching the cars ((Judge of Fact regarding wheelspin)
- The STAGE COMMANDER to handle the radio communications, to troubleshoot and help as necessary.

The Stage Commander is responsible for handing paperwork to Sweep Car.

The use of RallySafe timing and the introduction the 'No Wheelspin' rule (providing some protection for officials and following cars) have allowed the Transport Section Finish and Competitive Stage Start to be combined into one 'Start Control'.

Crews will nominate an arrival time (their 'nominated time') on arrival at a Start Control at the end of Transport Sections.

To save the co-drivers the trouble of getting in and out of their cars, the crews can nominate their arrival time via their RallySafe unit. The Control Official must go to the first five cars in the line and get their Road Cards and take them back to the table to fill in their Nominated Times from the official's RallySafe tablet. Hold the cards till those cars arrive at the Start Line. Officials should continue to collect cards as the cars move forward.

If there is a holdup, co-drivers of cars after those five are to come to the Control Table, nominate a time, leave the card and return to their vehicle and as before, pick it up when they arrive at the Start Line.

- Ensure that the control table official can see the beginning of control marker (Yellow Clock board).
- When cars arrive, they must not enter the control area (i.e. on the Control side of the Yellow Clock board) until their allocated correct time. If a vehicle drives straight into the control area, they must be given the actual time, in HOURS & MINUTES that existed when they arrived.
- On your RallySafe tablet, issue a START TIME for each car, which will be 3 minutes after they have booked in, with the minimum time allowed between vehicles being TWO Minutes. Remember that the time MUST be recorded in HOURS: MINUTES mode, e.g.

19:43

- Enter the START TIME on both the Control & Road Cards.
- Should any extra entries be required for particular car(s), such as WD, Noisy Exhaust, etc. this should be done in the Comment area of the CONTROL Card.
- Hand the ROAD Card back to the Co-driver.
- Check that both the driver and co-driver have their helmets on and seat belts fastened.
- The START official should alert the crew 30 seconds prior to their start time. The crew will then take their countdown from the RallySafe unit in their car.
- If a car starts early, note the number of seconds that they left early on your Control Card, then fill in an Incident Report.

TIME FINISH HERE

TIME START HERE

CONTROL CARD

EVENT: _____

1st Car Due: _____ First Car NOT to start next section before: _____

Control Location: _____

CAR NO.	ARRIVAL TIME	DEPARTURE TIME	COMMENTS	CAR NO.	ARR
0	20 28 1	20 13 1			
1	20 38 1	20 14 1			
3	20 40 1	20 14 3			
4	20 42 4	20 14 5			

FINISH CONTROL

- Finish Ahead** (Yellow Chequered Flag)
- Flying Finish** (2 x Red Chequered Flag, one each side of the road)
- Stop Point**
- End of Control** (Beige Board)

There must be a minimum of THREE people at this control -

- ONE to operate the RallySafe System and maintain Control records.
 - ONE to move between the table and cars for handling Road Cards
 - The ASSISTANT STAGE COMMANDER to handle the radio communications, to trouble shoot and help out as necessary.
- One person needs to be responsible for handing paperwork to Sweep Car.

- The FINISH time on your CONTROL Card and the ROAD Card is recorded in the TIME FINISH space.
- Ensure you identify the CAR NUMBER FIRST, and make sure the control table official writes this down on the Control Card.
- Remember that the time MUST be recorded in HOURS: MINUTES: SECONDS mode, e.g.

19:43:23

- When the table official receives the ROAD Card, they should:
 - Write down the IN time in the appropriate space.
 - Assign a START time, which is in HOURS and MINUTES ONLY, and write this in the TIME START location of BOTH the ROAD and CONTROL Cards.

NOTE: The START time should be the next available whole minute, which is AT LEAST TWO MINUTES after the OUT time of the previous car, e.g.: 19:44:16 their Start Time will be

19:45

- Should any extra entries be required for particular car(s), such as WD, Noisy Exhaust, etc. this should be done in the Comment area of the CONTROL Card.
- Once both the CONTROL and ROAD Cards have been updated completely, the car can be instructed to leave the control. It is NOT necessary to wait until the assigned departure time arrives for this to happen.

TIME FINISH HERE

ROAD CARD
Crew: Ari Vatanen/David Richards
CAR NO: 4

SECTION NO.	T1	C1	T2	C2
TIME FINISH	20 13	20 30 01	20 42	
TIME START	20 06 00	20 16 00	20 32 00	20 45 00
TIME TAKEN				
TIME ALLOWED	7 00	13 00	10 00	15 00
LATE TIME				
PENALTIES				
COMMENTS				

CONTROL CARD

EVENT:

1st Car Due: First Car NOT to start next section before:

Control Location:

CAR NO.	ARRIVAL TIME	DEPARTURE TIME	COMMENTS	CAR NO.	ARR
0	20 16 28	20 18	OK		
1	20 26 18	20 28	OK		
3	20 27 59	20 30	MISSED OBS.		
4	20 30 01	20 32	OK		

TIME START HERE

Clearing of Controls and Road Closures

Once all the competitors have come through your point there will be a Sweep Car and Recovery Vehicles proceeding through the Stage

Remove all evidence of your presence from the control area, remove all SIGNS, BUNTING, STAKES, ETC. and take away ALL rubbish.

The Stage Commander will then come through the Stage letting you know you are finished and to collect any equipment you may have.

Further Information

Unauthorised Access to the Rally Route

All competitive roads used are officially closed for the duration of the running of each stage. It is most important that members of the public do not stray onto a competitive section.

- Intercept any members of the public who enter your area from ANY direction. Be polite yet firm whilst talking with them.
- Explain that there is a high speed rally in progress and for their safety and the safety of the crews access to the road is denied during the running of the stage (approx. 4.5 to 5 hours). Suggest they use a different route.
- Advice them of the approximate time when the road will be open and ask them if they wish to spectate.

- Explain that notices advising of the roads closure have been posted for the past two weeks.
- You can show the enclosed letters from the Shires, DELWP and the Police approving the event, if necessary.
- If a member of the public insists on entering, attempt to persuade them to travel in the direction taken by rally traffic, NOT against it.
 - Note the vehicle's registration number, time and details of your conversation.
 - Take steps to flag down subsequent crews, and explain to them that a member of the public is on the route.
 - Inform the Stage Commander, Section Commander or Clerk of Course of developments if possible.
- Emergency vehicles of any description must be allowed into the closed area at any time i.e. MIV, Ambulance, DELWP, Fire Tanker, etc.

Media

Officially recognised Press/Film Crew personnel will have green wrist bands for identification giving them access to the competitive area. All other photographers and media personnel must stay behind the official bunting.

Drone use is prohibited during the event except for the approved organisation, Black Magic Media. Whilst the Stage Commander and all Officials should facilitate these people when at all possible, they are entitled only to pedestrian access and must obey the instructions of Officials.

Dust and Overtaking

If two cars finish the previous competitive section within one minute in dusty conditions, the second car is entitled to ask to start the next competitive section first. If the first crew disagrees, simply note the request on the Control Card and ignore it. If the first crew agrees you should give them start times in the appropriate order.

Broken Exhaust

If a car has a broken exhaust you should inform the crew that they must repair it prior to being allowed to leave. Remember that a broken exhaust is both unduly noisy and a fire risk. You should retain their Road Card and not issue a start time. Make sure the car is parked out of everyone's way. When the repairs are completed to your satisfaction issue a start time and direct them to the start line.

Work in Control

If a crew is unable to start a competitive section e.g. engine won't start, flat tyre, etc. and want to work on their car, you should direct them to park out of everyone's way. DO NOT issue them with a new start time, however they should inform you when they are ready to leave. It is polite for them to follow closely after another car, but if they leave in front of a car about to start, it may be appropriate to issue that car with a new start time.

TRACKING COMPETING CARS

As you can imagine, keeping track of 120 cars over 15 stages, quite a few of them running at the same time, is a bit of a job. WICEN will help us with this very important job.

Start Control

As cars leave your control, WICEN will keep a note of the numbers in the order they leave. This will be used as a backup to the RallySafe System.

SOS Points

As cars go past this point, record the numbers once again, as a backup to the RallySafe System. If a crew pulls up and reports an incident, advise Rally HQ immediately.

Finish Control / Stop Point

The Finish Control is a very important part of the backup tracking of crews.

Your WICEN radio operator will listen for the list of cars leaving the Start Control and keep a list. As cars come into your Finish Control, he will mark them off this list – in theory they should arrive in the same order. This list will be used as a backup to the RallySafe System.

There will be some crews out of order for various reasons. If you have a car that is missing, be alert. If they have not arrived within 2 cars of their due time, start asking the crews of the next cars if they have seen the missing car and informing HQ the progress of your enquiries. If there is a car stopped in the stage we need to know as soon as possible where they are, whether or not they have an OK board or SOS board out, if the crew are out of the car and visible and if possible what the problem is.

Rally HQ

Rally HQ will be monitoring which cars start the stage, their passage through the stage past any SOS point to the finish via the RallySafe System. If we have a car go missing before an SOS Point or stopped somewhere on the route, we will radio the finish asking them to talk to the following crews.

If there is a need for an MIV to enter the stage, Rally HQ will give you instructions.

Wheel Spin

Excessive wheel spin (wheel spin that damages the surface of the road) is not allowed between the Start Line and the Beige Board marking the boundary of the control zone.

If excessive wheel spin occurs at a control, the Control Official must:

- Fill out an Incident Form
- IMMEDIATELY report the wheel spin to Rally HQ (not 5 minutes later – **IMMEDIATELY**).

Rally HQ will then notify the next Control along the course who will then inform the crew that they have been reported for excessive wheel spin.

If excessive wheel spin has occurred at another Control and it is reported to your Control, you must then:

Fill out the details supplied by Rally HQ on the Wheel Spin Notification form. These details will be:

- Car number
- Control at which the excessive wheel spin occurred
- Whether it is a 1st, 2nd or 3rd offence.

Hand the Wheel Spin Notification form to the crew, and fill out an Incident Report that the Notification was delivered. If the crew gets upset at receiving the Notification, explain that you are simply the messenger. If they get REALLY upset and make abusive remarks or threats, fill out an Incident Report about that as well!

**You MUST notify Rally HQ IMMEDIATELY, please
DO NOT WAIT!!**