



Control Officials Instructions

Rally HQ	0409 177 902
Emergency only	0475 247 598
Ambulance-Fire-Police	000

Rally Headquarters	0409 177 902
Emergency Only (Rally HQ)	0475 247 598
Ambulance-Fire Brigade-Police	0 0 0

Police	Lakes Entrance	5155 1206
	Bairnsdale	5150 2600 (24hr)
	Omeo	5159 1474
	Orbost	5154 1073
Hospital	Bairnsdale	5150 3333
	Omeo	5159 0100
	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 following notes have been put together to describe your job today. We thank you for volunteering your services to enable our sport to operate.

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 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.

- 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.**
- 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 Sweep (vehicle with flashing lights)
has been through your location.**

Running Schedule

Stage	000	Car 1	Sweep	Stage	000	Car 1	Sweep
Thursday				Saturday			
1 West Boundary	11:45	13:19	17:08	14 Nunniong	8:50	10:17	13:54
2 Reformatory	12:15	13:42	17:33	15 Splitter Ridge	9:42	11:12	14:39
3 Berkley Square	13:05	14:16	18:04	16 Lake Omeo	10:44	11:44	14:59
Friday				17 Parish Boundary	Cancelled		
4 Old Colquhoun	8:08	9:23	13:13	18 Omeo Town	12:11	13:38	16:50
5 Hartland River	8:36	9:51	13:43	19 Bingo Munjie	Cancelled		
6 Coulsons	9:45	11:09	14:59	20 Angora Range	13:01	14:31	18:08
7 Cooney Ridge	10:15	11:29	15:17	21 Speedway	15:14	16:14	19:25
8 Yalmy Loop	10:25	11:55	15:56	Sunday			
9 Bullwinkle	12:24	13:54	18:09	22 Seven Mile	8:18	9:33	12:38
10 Wombat	15:16	16:16	20:01	23 Moonlight	8:35	10:05	13:20
11 Carl Smith	15:15	16:30	20:16	24 Ash Range	10:12	11:42	14:52
12 Eight	15:32	16:47	20:35	25 Old Man Hill	11:08	12:23	15:22
13 Frog Hollow	Cancelled			26 Bruces	12:24	13:39	16:39

Stage Start & Stop Points

- **Put on your Safety Vest.**
- Establish your control as directed by the Stage Commander.
- If not already done, locate and install control board(s) as shown in the diagram. Stakes will have tags depicting the sign to be attached.
- 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'.
- Become familiar with the CONTROL CARD. Know exactly where you must make entries. If in doubt, clarify with Zero cars.
- Become familiar with the operation of the RallySafe unit provided.
- 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 **IF REALLY NECESSARY.**

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 30 minutes** before the due Start Time of Car 1 to ensure that the Stage is properly set up.

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

0 Car traverses the course at speed approximately **30 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)



Time Control (Red Clock) to be sited at the Control book-in table.



Start Line (Red Flag) 30 to 50m into the Stage from the Red Clock



No Wheelspin sign 55m into the Stage from the Red Clock



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

Look for the stakes with coloured tags marking these locations which will already be in place.

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

- ONE to sit at the Control table and handle the RallySafe tablet and paperwork.
- ONE to move between the cars and ask for their Nominated Time. (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.

Control Officials will carry out the following duties:

- When cars arrive at the Control, they should stop at the yellow clock sign.
- The Control Official will go to the cars in the line and ask for their Nominated Time. (Nominating a time prior to their actual time will NOT incur a penalty). If a vehicle drives straight into the control area, they must be given the actual time, in HOURS & MINUTES that existed when they arrived.
- Enter the Nominated Time on both the Control Card (in hours and minutes only) and the RallySafe Tablet.
- At the Nominated Time cars should enter the Control and stop at the Control Table.
- On the RallySafe Tablet, issue a START TIME for each car, which must 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

- Record the START TIME on the Control Card and announce the START TIME to the crew. 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.
- Check that for both the driver and co-driver safety harnesses and helmets are properly fastened.
- After the previous car leaves the start, signal the car to move forward to the START LINE at the Red Flag board.
- The crew will then take their countdown from the RallySafe unit in their car.

If a car has a broken exhaust you should inform the crew they must repair it prior being allowed to continue. A Start Time should then be issued when repairs are completed.

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 31				
1	20 38 1	20 41				
3	20 40 1	20 43				
4	20 42 4	20 45				

TIME FINISH here →

← TIME START here

STOP POINT



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)

Look for the stakes with coloured tags marking these locations which will already be in place.

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

- ONE to operate the RallySafe System and maintain Control records.
- The ASSISTANT STAGE COMMANDER to handle the radio communications, to trouble shoot and help out as necessary.

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

Control Officials will carry out the following duties:

- When the car crosses the Flying Finish, RallySafe will note the time and that time will be sent to the RallySafe Tablet.
- Ensure you identify the CAR NUMBER FIRST, and make sure the control table official writes this down on the Control Card.
- Enter the FINISH TIME from the RallySafe Tablet on the Control Card and wait for the car to stop. Remember that the time MUST be recorded in HOURS: MINUTES: SECONDS mode, e.g.

19:43:23

Be prepared for another car to cross the finish line at any stage.

- 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.
- Assign a START TIME in Hours and Minutes only. The Start Time should be the next available whole minute e.g. if the Finish Time is 19:44:16 their Start Time will be 19:45, or if the Finish Time is 19:45:00 their Start Time will be 19:46. You do not need to maintain 2 minute gaps between cars as they leave the control.
- Once you have informed the crew of their Finish Time, they can leave the Control. It is NOT necessary to wait until the assigned departure time arrives.

Note: If competitors question the Flying Finish time, fill in an Incident Report Form and advise Rally HQ by radio.

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 FINISH here →

← TIME START here

Clearing of Controls

Once all the competitors have come through your point, there will be 999 Car, a Sweep Car and Recovery Vehicles proceeding through the Stage

After the Sweep passes your location, you can pack up.

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

Once the area is cleared, you are free to go.

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.
- Advise 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.
- If necessary, you can show the enclosed Letter to the Public explaining that DELWP, East Gippsland Shire, Police and VicRoads have given written approval for the event.
- If a member of the public insists on entering:
 - Note the vehicle's registration number, time and details of your conversation.
 - Explain to subsequent crews that a member of the public is on the route.
 - Inform the Stage Commander and HQ of developments.
- 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 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 105 cars over 26 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, the numbers are recorded once again, as a backup to the RallySafe System.

Stop Point

The Stop Point 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 Stop Point, 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!!**

