

## Rally Event Checkers Manual

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This manual is to be used for ALL Gravel / Tarmac & Targa style Rallies, Trials events and Rallysprints under the authority of a CAMS Organising Permit

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## 1 INTRODUCTION

This manual has been prepared as a guide and contains the rules and regulations which must be applied to the role of the Checker for all Rallies, Trial events and Rallysprints under the authority of a CAMS Organising Permit. However, it is not intended to dictate the nature of events, such being the prerogative of the individual organisers.

This manual is by no means all-inclusive as the task is not a simple one, and no two events have the same situations. However, by adhering to these rules and regulations, Checkers should be able to function more effectively and provide consistency across all events.

Checkers should always remember that it is up to the organisers to plan and conduct the event. A Checker should be careful not to impose their own views too heavily on the Clerk of the Course, rather a Checker should strive to build an effective working relationship with the Clerk of the Course, unless of course it is a matter of regulation, **and in particular, safety.**

Nor should they take over from the Clerk of the Course, provided that the organisers are acting responsibly, within the rules and policies of CAMS and are capable of conducting the event as they have planned; the Checker should not interfere, even though they personally may have done it quite differently. Of course, the Checker's reactions will be tuned to the experience of the organising committee, for, as a general rule, less experienced organisers need more guidance.

## 2 THE ROLE OF THE CHECKER

### 2.1 Appointment Procedure

Notwithstanding that each State Rally Panel makes the appointments of Checkers, in the interest of ensuring opportunities for other Checkers to gain experience and thus add fresh insight, plus to avoid perceptions of a lack of “arms-length” process, it is a mandatory requirement from the CAMS Board that a Checker will not be appointed to the same event for more than two (2) consecutive years

See appendices for State specific appointment procedure.

**Note:** The relevant State Rally Panel must be closely involved in the appointment and also the Checker's post-event report review processes.

### 2.2 Qualifications

A Checker for an event must be a person suitable to perform the task required. They should:

- a) have senior officiating experience for the format of event being checked
- b) have experience as a competitor in similar events (not essential, but highly desirable and important for higher status events)
- c) be familiar with CAMS policies and regulations as well as any State specific regulations on rallies and road events
- d) as far as practical be familiar with the geographic/demographic area in which the event is to be held (to ensure a good understanding of potential issues)
- e) be generally familiar with the requirements of local governments, land

- managers and other statutory bodies (to ensure a good understanding of potential issues)
- f) be able to recognise potential problems and relevant risk assessments that may arise
  - g) as far as practical be able to foresee potential safety problems that competitors, spectators or officials may encounter
  - h) Hold the appropriate Officials Licence endorsement (Rally)

### **2.3 Authority**

The Checker is a CAMS official, accountable to CAMS (usually through its State Councils and relevant Rally Panel but ultimately to the Board of CAMS). The Checker has discretionary power in approving or rejecting, at any stage, any competitive or safety feature associated with an event. The withholding or cancellation of approval by a Checker will normally result in the CAMS Head Office either not issuing or withdrawing the organising permit for the event. Such withdrawal might occur during an event.

Noting that the Clerk of the Course has ultimate responsibility for the conduct of the event, the Clerk of the Course must take action in relation to any advice or recommendation of the Checker, who in relation to these matters is the senior CAMS advisor. Such actions should include the deferral or suspension of a competition route until such time as the Checker deems the situation resolved.

Failure to do so may be reported to the Stewards who have supreme authority over the event under the National Competition Rules and who have the power under those rules to cancel the event or any part of it.

### **2.4 Duties in General**

The Checker must be satisfied that the event can be conducted in accordance with the National Competition Rules, the National Rally Code and CAMS Public Safety and Control Procedures for Rallies manual, Rally Event Checkers Manual, the Series Regulations, the Event Supplementary Regulations, any further regulations issued for the event and any other requirements of the CAMS administration, State Council or executive.

The Checker must also ensure that the proposed route instructions define the intended route unambiguously, that the event is safe for the General Public, Spectators, Officials and Competitors and that the event is satisfactory from a public relations point of view.

## **3 THE CHECKER'S ADMINISTRATIVE DUTIES**

**NOTE: IT IS ABSOLUTELY ESSENTIAL THAT PERMIT APPLICATIONS TO CONDUCT ANY RALLY WITHIN AUSTRALIA MUST BE RECEIVED AT THE CAMS HEAD OFFICE NO LATER THAN EIGHT WEEKS BEFORE THE EVENT**

Each State's detailed preliminary event application submission can be found in the appendices section.

### **3.1 Proposed Course and Concepts**

The Checker has discretionary power to review at any stage, any influence, competitive or safety feature at an event, including but not limited to:

- Compliance with State and National CAMS regulations
- Where a spectator point is defined, it must be manned and considered safe by the Checker. Furthermore, a ratio of 1:15 marshals to anticipated spectators should be prepared for.
- Ensuring the Chief Spectator Marshal/Site Commander has clear communication with Rally Control so that the stage can be stopped if spectators will not follow the safe direction of the marshals. Refer to the CAMS Public Safety and Control Procedures for Rallies manual.
- Scheduled average speeds applicable at the time the event is to be run - to vary this limit, application must be made to the relevant Rally Panel. (not applicable in NSW)
- Any special local government requirements.
- Requirements of land management authorities (Forestry, Water, Crown Land Departments, Conservation and Environmental etc.)
- Expected Government or Police restrictions.
- Potential negative reaction from local residents and private landholders.
- Seasonal weather conditions.
- Stock and agricultural calendars (e.g. lambing, harvesting, fruit picking etc.)
- Difficulties experienced by previous events in the area.
- Suitability of the proposed course, considering the event status.
- Ability of the organisers to cope with the planned course and concept.
- Whether the Competitors are likely to be satisfied with the route.
- That the course is completely within the Council(s) and/or forest(s) allocated.
- Need for emergency plans and/or alternative sections or stages.
- Suitability of headquarters, control locations, service areas, spectator points etc.
- Potential problems with the routes to be used by service crews, officials and spectators.
- Course design – taking into account where parts of the course loop back or run close to another section (e.g. Ensure barriers and delineation to prevent over-runs and avoid re-joining in wrong location) understanding that
- The immediate re-use of common sections of road, is not permitted in rally events.
- Communications systems used within each stage team, spectator point, course and FIV/MIV vehicles.

### 3.2 Supplementary Regulations

Draft Supplementary Regulations must be sent by the Organiser to the CAMS Head Office via email to [permits@cams.com.au](mailto:permits@cams.com.au) at least eight weeks prior to the event, along with all other required documents:

- A completed CAMS permit application form, which can be found at: [http://docs.cams.com.au/CAMS%20Forms/Events/Pre-Event%20Forms/CAMS\\_EventOrganising.pdf](http://docs.cams.com.au/CAMS%20Forms/Events/Pre-Event%20Forms/CAMS_EventOrganising.pdf)

- A Safety First Checklist, which can be found at: [http://docs.cams.com.au/CAMS%20Forms/Events/Pre-Event%20Forms/CAMS\\_Safety1st\\_Checklist\\_RallyTouring.pdf](http://docs.cams.com.au/CAMS%20Forms/Events/Pre-Event%20Forms/CAMS_Safety1st_Checklist_RallyTouring.pdf)
- A Medical Response Plan B Form, which can be found at: <http://docs.cams.com.au/CAMS%20Forms/Events/Pre-Event%20Forms/Pro%20Forma%20Medical%20Response%20Plan%20B.pdf>
- (For Touring Assemblies, a Medical Plan form C is to be used in place of the form B). Find the form C at: <http://docs.cams.com.au/CAMS%20Forms/Events/Pre-Event%20Forms/Pro%20Forma%20Medical%20response%20Plan%20C.pdf>)
- A copy of the Entry Form
- The completed Event Checkers Pre-Event Checkers Report

CAMS will then send the draft Supplementary Regulations to the Documentation/Compliance Checkers (usually experienced people on the Rally Panel) for approval.

The Documentation/Compliance Checkers should ensure that the Supplementary Regulations comply with CAMS regulations. The Supplementary Regulations should be checked for ambiguities, contradictions, omissions and grammatical errors. The Checkers must also be satisfied that all changes to the draft Supplementary regulations as required by CAMS or the Rally Panel are made.

Once signed off by the Documentation/Compliance Checkers, CAMS will issue an invoice to the organiser, upon payment of which the event permit will be issued.

### **3.3 Authorities and Property Owners**

The organisers must seek approval from relevant authorities and the owners/managers of property on which the event will be run. All such requests must be made and subsequent approvals received in writing (Emails are acceptable).

Permission may need to be obtained from any or all of the following:

- Local Government bodies, i.e. Councils.
- Land Management Authorities i.e. Forestry, Water, Environmental, etc...
- Police.
- All relevant Government bodies.
- Private landholders.
- Residents close to the route.

The Checker must satisfy themselves that permission has been granted in full for the conduct of the event. The organiser has the responsibility to provide such evidence to the Checker.

### **3.4 Event Itinerary**

Organisers are required to prepare an accurate and realistic schedule for their event that shows the time of arrival of the first and (worst case scenario) last car for each of the controls throughout the event, including the planned schedule of Course Cars

This schedule will aid in the placement of officials and allow for planning and equipment delivery. The schedule will also detail the road closure time requirements, so it may be used as part of submissions to Police/Authorities.

### **3.5 Maps**

The Checker must approve the fully marked official event maps showing the exact route to be taken, spectator areas, control points, road closures, service areas etc.

### **3.6 Written Description of the Route (refer also Section 8 - Route Instructions)**

The Checker must approve the description of the route (Roadbook), which should enable the route to be followed without reference to the maps. (Understanding that navigation based events may require the use of officially nominated maps)

The Roadbook must be in accordance with.

- NRC Art. 3 and NRC Appendix A 1.12 I (as applicable to the event) and, must contain sufficient detail to allow crews to compete safely using only the road book (in case force majeure requires this).
- The GPS locations for the Start Controls, SOS points, Chicane and Flying Finish points are required as a minimum and in the format of Degrees, decimal minutes (e.g. S35<sup>0</sup> 07.857 E138<sup>0</sup> 29.666)
- Speed limit indicated at the end of stages or at any point on the liaison where the speed limit would not be known to competitors for the transport.
- If the route is duplicated only one copy is required to be printed but must indicate:
  - Clear reference of which page to return to
  - Clear indication of any changes to transport route
  - Must include each Time Control the route covers (e.g. TC1/4/6)

### **3.7 Set-up, Sweep Schedule, and Instructions**

The Checker should be aware of the duties that each course car has been allocated (in particular the set up car/s, 000, 00, 0 and sweep), and the crews allocated to these course cars.

### **3.8 Instructions to Control Officials**

It is recommended that events issue written instructions to all control, spectator and road closure officials. These should cover the general duties of control officials, any specific instructions for a particular control, items such as a diagram of the control location, rendezvous details for being set up, control and road closing arrangements and identity of officials.

A copy of all these instructions must be made available to the Checker (and should also be included in each Stewards pack).

### **3.9 Further Supplementary Regulations (if applicable)**

These regulations must be reviewed by the Checker and Document/Compliance Checkers prior to submission to CAMS.

The Checker must also ensure that:

- Any changes to the Supplementary Regulations have been made in accordance with NCR 69.
- All matters not covered in the Supplementary Regulations are included.
- CAMS approval is obtained.
- The Document Checker(s) approve the Further Regulations

Any alterations or changes to regulations after any Further Supplementary Regulations have been issued must be formulated as a bulletin. Such bulletin/s must then be presented to the competitors who need to sign to indicate they have received it. Any changes to the route must be forwarded to Police as a priority by event organisers.

### 3.10 Permit Issue

The issue of an Organising Permit for a road event is dependent on approval from the Checker. CAMS Head Office will not issue permits until written approval for the event has been received from the Checker and from the Document/Compliance Checker.

## 4 SPECTATORS AND THEIR SAFETY

Spectator safety and control is paramount. The Checker must be aware of and approve the plans that have been put in place regarding this and ensure compliance with the current CAMS Public Safety and Control Procedures for Rallies. Click [here](#) to view the guide

In particular the Checker must ensure:

- All safety aspects are covered in the Spectator Instructions, including signage, vehicle and foot access, and proximity to the special stage.
- The organisers have issued adequate instructions on how to reach spectator points.
- Adequate measures are taken to ensure spectator safety, such as through existing natural or man-made features (e.g. banks, fences, tree lines etc.) and that the points are easily accessible and have adequate parking facilities.
- Spectator points are well chosen so as to be safe but at the same time afford interesting viewing, so that spectators are not tempted to seek other uncontrolled locations.
- Ensure that sufficient marshals are at published spectator points and that they are adequately identified and have been properly briefed on their duties.
- Check that bunting, barricades, advisory signs and other indicators are used to clearly define spectator areas.

All the safety items referred to above, and the items referred to in point 5 below, should be clearly identified in an Event Safety Plan, which should be provided in draft format to the Checker prior to any checking processes commence. An example of an Event Safety Plan can be found in the templates section at <http://www.rallynsw.com.au/info/organisers/>

## **5 STAGE SAFETY / ROAD CLOSURES**

The Checker shall be informed by the organisers prior to the event the methods to be used for stage security and the process for determining the location and category of road closures, then pay particular attention to avoiding unauthorised to competition routes.

Road closures may be categorised as manned or unmanned and then potentially graded in levels of importance. The checker must review this process and then using the Set Up schedule (Bunt List) check the installation of these measures during the on-course check.

Road closures must include bunting or para-webbing as well as a warning sign and also provide a visual indicator for competition vehicles.

Where appropriate, the use of chicanes adjacent to Time Controls and Stop Points to slow non competing cars should be used. . Any chicanes should display a suitable "road closed".

## **6 SERVICE CREWS**

Service crew instructions require the Checker's approval. In examining both the instructions and the organiser's arrangements to cater for service crews, the Checker shall be guided by the National Rally Code, particularly Clause 7.6, Service Vehicles and Crews. In particular the Checker should ensure Service Crew travel instructions in areas near or adjacent the competition route give warnings to Service Crews.

## **7 REPORTS**

As issued by the relevant State, these consist of:

*Note: example reports can be found in the appendices on pages 16 - 17*

- Pre-Event Report
- Post Event Report

The reports contain full details of paperwork to be sighted, approved and signed by the Checker. It is important to remember that no permit will be issued to the organisers until the Pre-Event report is received at the CAMS Head Office.

The Post Event report must be completed and submitted to the relevant Rally Panel within one week of the completion of the event. It should specify any problems that occurred which the Rally Panel can then relate back to the organisers to assist them in the future.

The Checker's Post Event report must be submitted to the Chair of the Rally Panel no later than one week after the event was held.

## **8 ROUTE INSTRUCTIONS**

### **8.1 Draft Route Instructions**

Before conducting a physical course check, the Checker should examine the draft route instructions and detailed maps of the route. The Checker should pay attention to:

- The detailed location and layout of every spectator point.
- Potential dangers to other traffic.
- Use of built up areas.
- Civil speed limits.
- Situations where the crew could take a wrong road and the potential repercussions of this on public relations and competitor safety.
- Danger from possible opposing traffic on competitive sections (see National Rally Code Art. 6.7).
- Safety of two-way traffic on transport sections (see National Rally Code Art. 6.7).
- Compliance with Supplementary Regulations.
- Clarity and adequacy of instructions/maps.
- Times allowed for sections considering:
  - CAMS average speed requirements.
  - Nature of section/terrain.
  - Ability of competitors.
  - Course Car scheduled times – ensuring adequate time for long sections or multiple subsequent sections without a service/regroup.
- Average speed sections (if used) and their compliance with Art. 3.8 of the National Rally Code.
- Adequacy of late time limit (see National Rally Code Art. 3.9).

## 8.2 Maps

The Checker should compare the route instructions with the map(s) included in the route instructions and the overall event map(s)

GPS data can be checked in a computer mapping application or on-site with a hand-held GPS/Smart phone as available.

Map references, together with other route instructions, must adequately describe the intended course.

## 8.3 Standard Route Charts

In relation to Route Charts, the Checker should ensure that the following are complied with:

- Only abbreviations specified in Art. 3.3 of the National Rally Code should be used. Other abbreviations may be used, if they are specified in the Supplementary Regulations.
- Be sure that the event has been consistent in the use of abbreviations.
- Be careful with the instruction "SO". If crews make even a minor deviation or leave the obvious main road, this instruction should be avoided or supplemented in some fashion.
- Instructions that are less than 200m apart should have the horizontal line removed between them.

- Instructions that are less than 100m apart should be combined into one instruction.

## 8.4 Transport Sections

The Checker must take as much care with transport sections as with Competitive. Consider especially the need for Quiet Zones, minimal impact on the local community and the time allowed for transport sections to avoid the requirements for crews to speed.

## 9 CHECKING THE EVENT & STAGE SECURITY NOTES

### 9.1 The physical course check (Pre Event)

The Checker must traverse the intended route no later than 8 weeks prior to the event (unless otherwise approved by the Rally Panel and then the CAMS national office) and check all aspects including but not limited to the following:

- odometer check course to ensure accuracy and the location is readily accessible to crews (GPS driven Tripmeters should not be used for checking purposes)
- safety, particularly concerning consistency with other road books used in any relevant series
- distances, control locations and approach speeds
- consistency in grading of caution locations (utilising the Caution Matrix per NRC Art. 3.2)
- quiet zones
- tulips and sign postings
- avoidance of the potential for taking a wrong road
- speed limits are shown in the Road Book at any point in a liaison (transport) where the competitor may not be informed of the speed limit by normal road signs. In particular immediately following the end of a competition route.
- check the spectator control diagrams at the sites (must be inspected on foot)
- the location of the 'no standing' bunting and the start and finish of the spectator area.

#### Other factors to consider during the pre-event checks:

- Locating controls well away from houses, unless the householder has no objection.
- Adherence to CAMS, Local Government or State Government requirements regarding speed, area used, mode of usage etc.
- Possible damage to roads, particularly in the event of wet weather.
- Disturbance to the environment.
- Potential dangers for spectators. The Checker **MUST** get out of the car at spectator points and examine the location on foot. Set-up diagrams must be checked. Be sure to request that bunting, para-webbing and controlled crossings be placed wherever considered necessary, and note this information on the set-up diagram. It is also essential that any diagram is a true representation of the actual topography on the ground. This must be

checked by reference to published maps, satellite photos (e.g. from Google Earth) and physical inspection.

- Safety of Officials and competitors at control locations, including at mid-stage radio or safety tracking points. (Competitors may need to stop at these points)
- Check the safety of flying finish officials (if used) and the stop control location and distance from the flying finish especially if the slowdown area is not straight. (The minimum distance allowable is 200 meters or as otherwise approved by the Checker).
- Location and management of controlled crossings.
- Suitability of the start, service point(s), and finish locations considering the number of people and vehicles likely to be present.
- Accuracy of maps and references.
- Access routes for spectators.

It is strongly recommended that Stage Security notes (Stage Set-Up Notes) are compiled, agreed between the Checker and Clerk of the Course and verified.

Security notes define what action is to be taken at each feature (road, track, gate, driver sight tapes etc.) to safely secure a stage from incursions from the public and to ensure driver safety. All stage commanders and set up crews then work off the one standard for setting the stage on the day.

A checker should not try to course check an event “sight unseen”. They should plot the route out carefully at home and clarify ambiguities with the Clerk of the Course before getting out on the route. When driving around, write down all comments either as a route chart or on a route chart supplied by the organiser.

Once the check is completed they should go through their notes and make up a list of amendments to be forwarded to the Clerk of the Course and the Roadbook editor. It is important for Checkers to allow ample time to check an event. If a Checker is forced into an unrealistic schedule or tempted by short cuts, important details may be missed.

The organisers should identify the control, start, finish and stop locations with marking paint or other device to ensure that these locations can be identified by all parties unambiguously.

On the day of the event, the Checker or his nominee must again traverse the intended route in a course car.

## **9.2 After physical course check**

All annotated route instructions, or copies of them, are returned to the Event organisers to make the changes. If original notes are given, ensure they are returned back to the Checker to check that all the required changes have been made.

The Checker should check all route chart cumulative distances from notes, and then go through the intermediates with a calculator. Check all target times including checking that average speeds are less than the maximum allowed.

Sometime later the Checker should receive from the organiser the “ready to print” route, service and spectator instructions. These must all be checked as carefully as possible from notes taken on the Course Check and from the map.

Check wet weather/cancelled stage alternatives also, if they have been documented and provided by the organiser.

### 9.3 Final document check

The final route instructions, as they will be presented to competitors, must be checked to ensure that:

- They are accurate.
- All required forms are included and correct (withdrawal, Incident form x 2, emergency contacts form and restart form).
- The printing is clear.
- All pages are included in “print ready” master and in number order.
- All necessary alterations have been made after the physical course check.
- Recheck all distances.

The Pre Event Report must be sent to the Clerk of the Course, Chair of the Rally Panel and the CAMS Head Office before the permit can be issued.

### 9.4 Checker's function on the day of the event (00 car)

*Note: In some cases the Checker may wish to traverse the course in the 000 car. This must be approved by the Clerk of the Course and Stewards of the meeting prior to the commencement of the event.*

*It should also be noted that the 00 car crew or even the driver, may fulfill other functions for the organiser (e.g.: clock checking) – provided these do not interfere with the primary function of the Checker.*

#### **The Checker must attend the event.**

On the day of the event the Checker (or in cases of force majeure, the Checker's nominee as approved by the Rally Panel) must report to the official's sign-on area and collect any documentation required for the event. This should include: Roadbook, spectator instructions, service instructions, spare control cards, incident report forms.

The Checker should report to the Clerk of the Course and find out if there have been any changes to the event plan or if any issues have arisen. The Checker should ensure they have phone numbers for the Clerk of the Course and any other officials in Rally Control

The Checker must traverse the intended route on the day of the event in a course car. The course car may have clear visible flashing lights and a siren could be used. The Checker must pay particular attention to:

- All road closures and spectator points are staffed adequately
- Control and caution boards are laid out as necessary
- Bunting and tape are laid out as planned
- Assess existing damage to roads (particularly where a stage is being run for a second or subsequent time), as well as the potential for significant damage to roads. i.e. wet weather.

- Accuracy of rally clocks and official time (*this is not a Checker's requirement, but in consultation with the Organiser the 00 car may also fill this role*)
- Safety of Officials and competitors at control locations.
- Most importantly, that all spectator points are established in the manner as set out in the event Safety Plan as per the spectator diagrams previously approved and in accordance with the CAMS Public Safety and Control Procedures for Rallies manual.
- That spectators are not located in areas that are not designated spectator areas \*
- That media personnel are not located in unsafe areas \*  
*\* It being understood that should spectators/media remain in unsafe locations after the advice of Officials, the Checker may advise the Clerk of the Course to delay or suspend the competition in that section*

The Checker must ensure that course markers are to the CAMS standard (NRC – Standard Rally Boards), secure and will be readily visible to crews under competitive conditions. This includes control boards, caution boards, SOS boards, chicane boards, bunting and gate ties.

Once the stage has been traversed and they are happy with the setup, the Checker will then advise the Clerk of the Course that the stage is ready to be declared GREEN. Rally Control may then declare the stage GREEN and allow the zero car and competitors to run. No competitor may commence any Stage until Rally Control has declared the stage to be GREEN.

If, in the Checker's opinion, any shortcomings cannot be remedied before the first competitor's expected start time for the Special Stage, the stage must be cancelled, delayed, deleted or traversed by competitors under transport conditions.

It is required that spare caution boards, control boards and bunting are carried by a Course Car in case stages are not setup correctly or new cautions need to be added (Rally Control must be notified of any extra caution boards added).

In case of a problem, e.g. a spectator point not having marshals or being poorly controlled, the Checker will liaise with Rally Control and **advise** to cancel the stage or to resolve the issue before proceeding.

The Checker can advise the Clerk of the Course stop or delay a stage, but not the whole event. This must be then communicated to the Stewards at first opportunity.

If the Checker believes there is a dire and fundamental problem with the overall event they should report it to the Stewards who can then stop or delay the event if necessary.

Equipment recommended for the 00 and/or 000 Course Cars:

- 300m of bunting / tape or more (may require different types e.g. yellow, red and green)
- Stakes for holding signs/bunting
- Complete set of control signs (9 boards in total. Not necessarily carried in the Checker's course car)
- Caution boards (preferred 4 double and 2 triple cautions boards)
- Hammer

- Cable ties or bolts (for holding signs on)
- Side cutters
- 2 control clocks (may be delegated to other officials)
- Visibility vests for all occupants of the car
- Event radio (for direct communication to rally control)
- Spare radios for control officials, if required

### **9.5 Checker's Function after the Event**

After the event, the Checker should ensure that:

- Any issues are reported to the Clerk of the Course
- Attend Stewards meetings

A Post Event Report should give details of any problems in the conduct and running of the event and also identify any particularly positive aspects of the event. This information can then be used to advise organisers how to conduct better events in the future.

The Post Event Report must be forwarded to the relevant Rally Panel within a week of the completion of the event.

## Event Details

**PERMIT NO.**   
**EVENT**   
**DATE**  -  -   
**ORGANISING CLUB/BODY**   
**COUNCIL AND/OR FORESTS**   
**CLERK OF THE COURSE**  **CLERK OF THE COURSE PHONE**   
**INITIAL CONTACT WITH CLERK OF THE COURSE**  -  -

## Regulations and Instructions

	Day	Month	Year		APPROVED	YES	NO
DRAFT SUPP REGS PROVIDED	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="checkbox"/>	<input type="checkbox"/>
RUNNING SCHEDULE PROVIDED	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="checkbox"/>	<input type="checkbox"/>
MAP PROVIDED	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="checkbox"/>	<input type="checkbox"/>
SETUP DIAGRAMS PROVIDED	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="checkbox"/>	<input type="checkbox"/>
DRAFT ROUTE INST. PROVIDED	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="checkbox"/>	<input type="checkbox"/>
SERVICE INST. PROVIDED	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="checkbox"/>	<input type="checkbox"/>
SPECTATOR INST. PROVIDED	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="checkbox"/>	<input type="checkbox"/>

**APPLICATIONS SENT TO:** Council(s) Date  -  -   
 Forestry Date  -  -   
 Land Owners/Private Property Date  -  -   
 Police Date  -  -   
**COURSE AND ROUTE INST.:** Checked on Road Date  -  -   
 Approved YES  NO

## Location Details

CONTROL LOCATIONS	APPROVED	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
ROAD CLOSURES	APPROVED	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
HAVE REQUIRED CHANGES BEEN MADE (Where Applicable)		YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
PRINTED ROUTE, SERVICE AND SPECTATOR INSTRUCTIONS	APPROVED	YES		NO	
APPROVALS SIGHTED	Council(s)	APPROVED	YES		NO

		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
Forestry	<b>APPROVED</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Land Owners/Private Property	<b>APPROVED</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>

**TURN PAGE FOR FINAL DETAILS AND DECLARATIONS**

**Final Details**

**FINAL SUPPLEMENTARY REGS** (Sighted and Approved)

YES  NO

**RECOMMEND PERMIT BE ISSUED**

YES  NO

If NO to Recommend Permit be Issued, Please Give Details

**COMMENTS** (Re Standard of Event, etc.)

## Further Comments

**GENERAL:** Please provide any other general comments.

## Declaration

CHECKER NAME

CHECKER SIGNATURE

SIGN HERE

DATE

  -   -    

CHECKER MOBILE

CHECKER EMAIL

## Event Details

PERMIT NO.	<input style="width: 100%;" type="text"/>	
EVENT	<input style="width: 100%;" type="text"/>	
DATE	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
ORGANISING CLUB/BODY	<input style="width: 100%;" type="text"/>	
COUNCIL AND/OR FORESTS	<input style="width: 100%;" type="text"/>	
CLERK OF THE COURSE	<input style="width: 50%;" type="text"/>	CLERK OF THE COURSE PHONE <input style="width: 50%;" type="text"/>

## Event Review

**DID YOU ATTEND THE EVENT?** YES      NO

If NO to attending the event, please explain why, and who was delegated

**WERE THE SUPP REGS SIGHTED AND APPROVED?** YES      NO

<b>COURSE REVIEW</b>	a) Was the course run as intended?	YES	NO
	b) If the answer to (a) was NO, were course alterations checked by you and signed for by competitors?	YES	NO
	c) Did the Clerk of the Course advise Police of the changes?	YES	NO
	d) Were the Final Route Instructions checked?	YES	NO
	e) Clerk of the Course - number of cars used	NUMBER	<input style="width: 100px;" type="text"/>
	f) Did you drive over the course?	YES	NO

**PRINTED ROUTE, SERVICE AND SPECTATOR INSTRUCTIONS** **APPROVED**      YES      NO

**GIVE DETAILS OF ANY PROBLEMS OR INCIDENTS**

**TURN PAGE FOR PERSONNEL AND DECLARATIONS**

## Personnel Review

### CONTROLS

Were they set up properly and on time?

YES

NO

Set up car(s) used?

NUMBER OF CARS

NO

Comments on caliber of course officials and course organisation

### SERVICE

Was the service area suitable?

YES

NO

Comments on service crew behaviour

### SPECTATOR CONTROL

Were the spectator areas suitable?

YES

NO

Were marshals in attendance?

YES

NO

Comments

## Further Comments

**GENERAL:** Please provide comments on the organisation, personnel, capability of Clerk of the Course and assistants, and suitability of the course, or any other general comments.

## Declaration

CHECKER NAME

CHECKER SIGNATURE

SIGN HERE

DATE

 -  - 

CHECKER MOBILE

CHECKER EMAIL

*Note: Please provide a copy of this form to the relevant Rally Panel within one week of completion of the event.*

## **APPENDICES**

### **APPOINTMENT PROCEDURE**

#### **SOUTH AUSTRALIA:**

Under authority delegated by the State Council, the Rally Panel appoints a Checker for each series and advises the event organisers of the Checker and also sends preliminary details to the Checker. (E.g. organising body, name of Clerk of the Course.)

#### **WESTERN AUSTRALIA:**

The WA Rally Advisory Panel appoints the Event Checkers in consultation with the event Organisers and the availability of the checkers.

#### **NEW SOUTH WALES:**

The Rally Panel will appoint a Checker for all NSWRC events.

For all other events, the organiser should nominate a Checker from the list of available Checkers, available on [www.rallynsw.com.au](http://www.rallynsw.com.au), and advise the Rally Panel of their nomination. The Rally Panel will then approve and appoint the Checker.

#### **QUEENSLAND:**

Event organisers appoint Checkers from the CAMS office list of authorised Checkers. That Checker is shown in the Supp Regs and is approved by CAMS Head Office with the Supp Regs. Qld Rally Panel will give advice on Checkers and availability but does not appoint.

#### **VICTORIA:**

Since 2014 The Clerks of the Course have selected their Checker from the published list on applying for inclusion in the coming year's calendar. Applications for all road events except TAs close 31st July. It is a requirement that the Checker countersigns the "Authority to Issue Permit" form.

#### **TASMANIA:**

The panel nominates and appoints a senior checker for TRS/TRC Series.

All appointments of alternate course checkers must be organised with, and approved by the senior checker, with responsibilities allocated by consultation between senior checker and / or course checker and event organiser.

The senior checker will have a level of involvement deemed necessary to maintain consistency between events and to assist / train an appointed deputy where applicable.

## **PRELIMINARY EVENT APPLICATIONS**

### **SOUTH AUSTRALIA**

Permit applications to conduct any Rally in South Australia must be received at the CAMS head office at the latest, by the Friday a full eight weeks before the event.

The Primary reason for this deadline is the requirement for 30 days' notice to be given to the SA Police Department (SAPOL) for approval of the route and schedule.

Secondly, SARP and the Checker should have submitted to them a plan for an event well ahead of time to show that the event has been well conceived and meticulously planned. Early planning leads to successful events. Events that don't plan early and are rushed often miss a number of important details that will have a seriously detrimental effect on the event during its running.

### **WESTERN AUSTRALIA:**

Following the adoption of the calendar for the ensuing year, clubs proposing to conduct events shall apply to the Rally advisory panel indicating broadly their intentions regarding the nature of the event for the consideration of the Rally advisory panel at least three months before the proposed running date of the event.

Organisers are also reminded of the requirement to have completed Permit Application Form, Further Supplementary regulations and fees submitted to the WA CAMS Office no later than six weeks prior to the event.

In order to meet WA Police, Department of Environment and Conservation and Water Corporation requirements, maps and other materials are required to be submitted to the Area Coordinator no later than three months prior to their event.

Environmental Management plans shall be submitted to rally advisory panel a minimum of three months prior to all events where they are required.

CAMS Compliance Checker Planning checklists shall be completed and submitted to CAMS State Office prior to the Event Permit being issued. This shall be no later than five working days before the event.

### **NEW SOUTH WALES:**

For any Series event scheduled prior to 30 June of the following year, the club must apply to the NSW Rally Panel prior to 30 June of the current year. Applications for all other Series events must be submitted to the NSW Rally Panel by 31 August of the current year. Applications for a Series event should also include a brief description of the proposed event structure.

The NSW Rally Panel will then construct the calendar for the following year, and advise clubs of their approved date.

Permit applications must be lodged with CAMS 8 weeks prior to the event.

### **QUEENSLAND:**

Qld Police Service requires the Permit Application to be lodged 10 weeks before the event.

In South east Queensland, it is usual practice to gain initial agreement from the local Forestry office before a formal application is made. This initial agreement is reached before the Police Permit and SRs are done so that there are no changes made later.

**VICTORIA:**

Permit applications to conduct any Rally in Victoria must be received at the CAMS head office at the latest, by the Friday a full eight weeks before the event.

**TASMANIA:**

The Tasmanian Police Service requires the Permit Application to be lodged no less than six weeks prior the event.

Organisers are reminded of the requirement to have completed Permit Application Form, Further Supplementary regulations and fees submitted to the CAMS Office no later than six weeks prior to the event.

In order to meet TAS Police requirements permission must be sought from Forestry TAS, Department of Parks and Wildlife and the relevant Forest Manager, for the proposed route, at least eight weeks prior to the event.