



Event Operations Manual

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INTRODUCTION

In the interests of the safe enjoyment of motor sport, its efficient management and conduct, and professional world's best practice risk management procedures, the Australian Auto-sport Alliance Inc (hereafter referred to as AASA) has adopted and attempted to comprehensively codify the various protocols required for the professional management of Australian motor sport.

Observance of the procedures and protocols outlined in this manual is mandatory for the conduct of all motor sport activities on AASA Member Circuits.

At all times, the organisers of an event will ensure compliance with these Regulations and any other AASA requirements. It is a condition of approval that all laws of the land will be complied with and breach of this condition may invalidate any approval which may have already been given.

AASA has made every attempt to adopt standard or traditional phraseology, job descriptions and procedures, to avoid confusion and duplication. However, from time to time and in order to improve safety, communications and provide clearer delineation of responsibility, AASA has adopted improvements.

The overriding concern of AASA is to manage and reduce risk as a regulatory body and, thereby, make every attempt to improve motor sport safety so that competitors, spectators and event and circuit personnel can enjoy their sport in as safe an environment as possible.

AASA makes every effort to provide competitors, crew and guests (hereinafter referred to as participants) with a safe environment for everyone involved. Despite strict rule enforcement and strict rule adherence, all participants must be aware that their mere presence at an event can present danger and a chance of becoming injured, to the extent of critical or fatal injury, even by no fault of their own. These rules do not guarantee or imply that injuries or death will not occur. All event attendees agree to assume the risk of possible injury by the negligence and/or gross negligence of others.

It is the responsibility of each event attendee to inspect and consider all aspects related to the facility, rules, regulations, and/or instructions pertaining to the event (whether written or verbally stated). Anyone attending the event is required to notify an AASA official, without delay, of anything that appears to be a potential safety hazard. Failure to comply with this may be cause for permanent ejection from all AASA sanctioned activities. In addition, everyone involved should consider that no activity, facility, or system is 100% safe, despite all best efforts. Therefore, each participant is hereby notified that unforeseen and serious danger may exist in any activity, at any event, automotive related or otherwise.

The Promoter/Organiser is the person or group responsible for the promotion and organisation of any meeting. They may delegate part of the task of organisation to an Organising Committee, but remains responsible for all acts and omissions of that committee. The Promoter/Organiser shall apply for, and schedule events and provide a venue that is prepared to the appropriate standard.

An Organising Committee must be appointed by the organiser comprised the Secretary of the Meeting, Clerk of the Course, and two representatives from the promoter/organiser. The Organising Committee should meet regularly prior to the event to coordinate the planning of the

event organisation. It will hold overall responsibility to the AASA for the organisation of the event and the enforcement of the event regulations.

In all cases the pronouns “he”, “she”, “his”, “her” and “him” are generic and are not intended to indicate gender.

The “Racing Surface” shall be considered to be the areas of a venue reserved for competition and to which access is generally restricted to "Authorised Personnel" only. At a race circuit, this would include the track, run-off areas, marshal zone, marshalling areas, and the pit lane.

At all AASA events competitors, crew and officials should work together to ensure the safe and efficient conduct of the event. The value each has to each.

1. OFFICIALS - Duties, Authority and Responsibility

The allocation of officials to the various tasks associated with practice sessions and competition shall be in accordance with the check list of required personnel, maintained by the Secretary of the Meeting and/or Clerk of Course (Senior Officials).

In assigning officials, the Senior Officials will collaborate with the Deputy and/or Assistant Clerk/s of Course, Chief Marshals and other specialist officials.

Notwithstanding the above collaboration, at all meetings it is mandatory to have:

- (a) at least 2 Stewards, who shall be nominated by the meeting organisers, from personnel approved by AASA;
- (b) a Clerk of Course;
- (c) a Secretary of the Meeting;
- (d) a Chief Medical Officer;
- (e) a Chief Timekeeper (where competition is decided wholly or partially by time);
- (f) a Chief Scrutineer, and where appropriate;
- (g) an Emergency Controller; and
- (h) a Communications Manager.

The Clerk of the Course is the senior sporting official and is primarily in control all activities on the track, and other activities where safety and functioning may be involved or impaired, in accordance with the all regulations and scheduling for an event. All other officials are ultimately responsible to the Clerk of the Course in respect of the conduct of track activities and their duties. The Clerk of the Course may have both a Deputy Clerk of the Course and Assistant Clerks of the Course whose roles will be to assist in the conduct of his duties where required.

The Clerk of the Course, Deputy and Assistants will normally operate from Race Control.

The Secretary of the Meeting is the senior administrative official and is responsible for the sporting organisation of the event and for all announcements required in connection with the conduct of the event.

Put simply, the Secretary of the Meeting is responsible for the planning, organisation and administration of the event, and the Clerk of the Course is responsible for the safe and responsible conduct of all track activities.

In business terms, the Stewards are the judiciary, the Clerk of Course is the operations manager and the Secretary of the Meeting is the administration manager. A Meeting Director could almost be considered a chief executive officer. A cohesive team is the foundations of a successful event.

Concerning the other officials, as outlined in the following, at events as determined by AASA, one person may be appointed to fulfil the duties of more than one position. Such multi-appointments must only be made where the particular person has the necessary training and experience in the duties associated with each official position involved.

The title 'Deputy' (if applied) indicates an Assistant Chief Official who is designated to assume the duties of the senior official if that official becomes unable to carry out his proper functions at any time. The exact relationship between the senior official, the deputy, and any assistants must be clarified before the start of any Meeting, with regard to their roles and duties.

Each official will perform only the duties allocated to him/her, as prescribed in this Operations Manual, to enhance efficiency, effectiveness, accountability, communications and safety.

All Senior Officials can, and should be encouraged to, clearly delegate some of their functions to other officials to allow flexibility (while retaining the responsibility for the proper carrying out of the function) to allow replacement during unforeseen circumstances.

No person shall volunteer his/her services to be an official, where a conflict of interest may arise due to direct, or indirect, commercial interests or connection.

No official shall be eligible to compete in any event or race at which he/she has volunteered to act as an official, unless their duties are being fulfilled by their deputy official, or another qualified official, following a clear handover of responsibilities.

Chief Officials, and officials of influence, including the Clerk of Course, and the Stewards, and the Chief Scrutineer, may not participate in any national and/or state level event.

Officials such as the Secretary, Clerk of Course and Scrutineers may take part in Club Level competition, however the Steward/s may not compete under any circumstances. Such officials as are approved may compete provided an alternative suitable experienced person is available to control the temporarily vacated position following a clear handover of responsibilities.

1.1 Stewards

The Stewards of the Meeting are approved by AASA to officiate as a panel. The Stewards are in no way to neither be responsible for nor be held to be responsible for the organisation of any Meeting or Event and are responsible only to AASA. The Stewards of the Meeting are the second judicial body at any competition (the first being the Clerk of Course). They will hear any

Appeals arising out of a decision of the Clerk of the Course or of any other Official of the meeting. The Stewards decision will normally be final, and can only be appealed to the National Tribunal of the AASA. They have supreme authority for the enforcement of the applicable regulations.

Stewards must perform their duties considering the following:

- (a) The General Standing Regulations;
- (b) any applicable Technical Regulations;
- (c) the regulations applicable to the particular category, series or championship;
- (d) any Supplementary and Further Regulations issued, including Final Instructions for the particular Event/Meeting;
- (e) the Event Program; and
- (f) any Instructions issued at a Driver and/or Team Manager Briefing.

On request, the Secretary of the Meeting will supply to the Stewards a copy of such information, prior to the commencement of the Meeting.

Prior to the commencement of proceedings, a Chief Steward shall be appointed to act as Chair of any Stewards' meeting held throughout the Meeting. Should a Steward, or Stewards, be unable to carry out his/her/their duties, or be deemed such by other Stewards, the remaining Stewards have the right to seek replacement/s.

The duties of Stewards include, but are not limited to:

- (a) ensuring all rules and regulations pertaining to the specific Meeting have been written in a clear and easily understood manner and have included all necessary information for the smooth and safe running of the Meeting;
- (b) become acquainted with all relevant personnel, prior to the commencement of proceedings, particularly the Secretary of the Meeting, the Clerk of the Course, the Chief Scrutineer, the Chief Timekeeper, the Emergency Controller and the Chief Communicator/s.
- (c) ensuring all AASA requirements have been met in relation to facilities, equipment, personnel and safety;
- (d) once satisfied with the above, give approval to the Clerk of Course for the commencement of proceedings;
- (e) ensuring that the meeting is run in accordance with all applicable published rules and regulations, including those specific for that meeting;
- (f) at the request of the Clerk of Course, authorising the modification of the starting or finishing lines, particularly where driver and/or spectator safety is an issue;
- (g) at the request of the Clerk of Course, authorising the alteration of the Program, particularly where driver and/or spectator safety is an issue;
- (h) maintaining contact with either the Clerk of Course or Secretary of the Meeting throughout the conduct of the Meeting;
- (i) discussing any problems, that may arise, with the Clerk of Course and NOT directly with the personnel involved;

- (j) approve amendment/s to the Regulations if, after considering any exceptional circumstances, it is deemed necessary for the safe and smooth running of the Meeting;
- (k) authorising a change of driver, vehicle or request to start at the rear of the grid;
- (l) unbiased adjudication of protests or disputes arising from the Meeting;
- (m) unbiased assessment and adjudication of any charges laid by the Clerk of Course;
- (n) instigation of any charges that they may deem to be appropriate;
- (o) decide the appropriate penalty for a breach of the regulations;
- (p) authorising removal of a sign or advertisement from a vehicle, should it be deemed in bad taste;
- (q) authorising the removal from the circuit and property of any competitor who refuses to abide by the rules and regulations and/or ignores a request of an official;
- (r) pending a judicial decision, amending results;
- (s) ensure the minimum number of Stewards are available at all times during the Meeting and if necessary appoint suitable substitutes;
- (t) immediately following the closure of a Meeting, the preparation of a report, assisted by the Clerk of Course, which details all results, incidents, protests, action taken, penalties imposed and any other information deemed appropriate. The report should be accompanied by Notices of Appeal and any funds lodged in relation to such and presented to the Secretary of the Meeting to facilitate presentation to the appropriate parties. A copy should also be presented to AASA.

NOTE

- (a) should there be a serious breach of any AASA requirements, the Stewards have the authority to halt proceedings until such has been rectified;
- (b) if there is any extreme case where there is dissatisfaction regarding safety requirements, the Stewards can postpone the Meeting until all requirements have been met;
- (c) In the course of their deliberations, Stewards will consider the AASA Circuit Dossier, which will be presented to them each time the circuit is used for an event for which an AASA Permit has been issued, irrespective of the organisation which takes out the permit. Included in this dossier will be details of the circuit, including the Track Licence, Track Density, Emergency contact numbers, minimum personnel levels, location of flag points and other marshals' positions, a photographic dossier, drawings and written descriptions which establish the configuration of the circuit in relation to its mandatory safety installations.

Non-arrival of Appointed Stewards:

- (a) If before the commencement of any Meeting, the Stewards (or any replacement Stewards appointed by the AASA) or any of them appointed by the AASA has not arrived at the venue for any reason, every endeavour must be made by the AASA to reach the Steward to ascertain their availability and likely time of arrival at their venue. If the Steward cannot be reached, every endeavour must be made to contact the AASA operation office to have another Steward appointed who can reach the venue in reasonable time for the meeting. If either this is not possible for some reason or it will cause undue delay to the commencement of the meeting, paragraph (b) of this regulation shall apply and the organiser of the meeting must take written notes of events, including notes of all times and personnel involved.
- (b) If the appointed Stewards of the Meeting or any of them is not able to arrive in time and there are insufficient Stewards present to satisfy the requirements of the Permit, and the organiser of the meeting is not, in accordance with paragraph (a) of this regulation able to reach the permit issuing Steward, the organiser must:
 - I. Check if a Steward is in attendance at the Meeting, in the capacity of spectator, competitor, or official;
 - II. If there is a Steward present, and is prepared to act as a Steward of the Meeting, ask them to give up their position as an official or competitor.
- (c) If the appointed Steward or the substitute Steward appointed by the permit issuing Steward subsequently arrives at the venue; they will immediately take up the appointment as Steward of the Meeting.
- (d) In the event of any of the circumstances in paragraphs (a), (b) and (c) of this regulation arising in relation to any event, the Steward appointed by AASA must render to the AASA, a written report on the cause of the delay in arriving at the venue.

The Meeting Director

The person nominated by the Organising Committee or AASA as the Meeting Director shall have overriding authority in the areas specified in his appointment, in consultation with the Clerk of Course, for the control of the relevant practice sessions and competitions. They should be conversant with all regulations applying to the meeting and ensure compliance with AASA prescriptions and protocol. Where the Race Director is exercising over-riding authority, he must assume responsibility for his decisions and should work through the Clerk of Course whenever possible, the Clerk of Course retaining responsibility unless he specifically rejects the action he is directed to carry out.

In such capacity, the Meeting Director will as determined by the Organising Committee or AASA:

- (a) assert general management control;
- (b) exclude or stop any intending or actual competitor where there is a breach of applicable practice and competition regulations. Such exclusion shall

follow consultation with other relevant officials, as the Meeting Director may determine;

- (c) stop any practice session and/or event if they judge it to be unsafe, in all the circumstances, to continue;
- (d) ensure that approved re-start procedures for practice sessions and/or events are carried out in accordance with the applicable practice and competition regulations;
- (e) ensure adherence to, or subject to approval by the Stewards make alterations to the published competition timetable in accordance with the Code or Sporting Regulations.;
- (f) have overall control of starting procedure and the general conduct of the event;
- (g) facilitate and organise the supply of refreshments and comfort facilities and/or comfort breaks, for all Meeting officials;

- (h) where necessary and appropriate assume overall control of all emergency personnel and facilities. Such control being exercised in accordance with the applicable practice and competition regulations and in consultation with the Clerk of Course, Emergency Controller, and other relevant officials as may be determine;

- (i) control the Safety Car when in operation.

1.2 Clerk of Course

The person nominated as Clerk of Course shall work closely with the Meeting Director, under their direct authority, and must be totally conversant with all regulations applying to the meeting. Subject to this authority, the Clerk of Course will exercise functional control of all associated activities at Race Control.

In addition, the Clerk of the Course is the first judicial authority in any competition and deals with any protests from Competitors or adverse reports from Observers, Scrutineers, Judges of Fact, etc. Whenever possible, Competitors will be given the opportunity to explain their side of the matter, and after considering all relevant reports, the Clerk of the Course, or delegate, will make a decision.

The Clerk of the Course's decision will normally be given verbally, and confirmed in writing. If an offence is found to have been committed, the Clerk should state which rules have been breached, what actions or penalties have been applied. and the time that the verbal decision was notified to the Competitor. The Competitor concerned has 30 minutes if he wishes to Appeal against the Clerk's decision. Any Appeal, which must be in writing and accompanied by the appropriate deposit, will be heard as soon as practicable by the Stewards of the Meeting.

The Clerk of Courses duties will include, but not necessarily be limited to;

- (a) is responsible for all activities at the circuit which can be considered in any way to be run under authority of the Permit issued for the Meeting;
- (b) is responsible for conducting all activities at the meeting in compliance with the regulations and program issued;

- (c) ensuring that the Deputy Clerk of Course (if any), Assistant/s Clerk of Course (if any), marshals and other personnel assisting with the management and control of the practice sessions and the event/s, fulfil their duties;
- (d) must ensure, in conjunction with the other senior officials, that the circuit and Race Control are set up in the most appropriate way possible to allow him to carry out his responsibilities properly;
- (e) assist the Secretary of the Meeting in carrying out his/her duties;
- (f) facilitating and ensuring adequate briefing of officials prior to the commencement of the meeting;
- (g) in conjunction with Circuit Security, liaising with the civil authorities charged with the policing of the Meeting, particularly those responsible for public safety;
- (h) together with the Secretary of the Meeting, facilitating and ensuring adequate briefing of drivers, pit crews, team managers and the like, at a suitable time prior to the commencement of practice sessions and/or events;
- (i) maintenance of a check list of required personnel, vehicles and equipment around the circuit, a copy of which shall be provided to the Assistant Clerk of Course;
- (j) prior to the commencement of practice sessions or competition, ensuring all facilities, equipment and personnel are in position and operational;
- (k) prior to the commencement of practice sessions or competition, ensuring the necessary noise measuring devices are in place and operational throughout the entirety of the Meeting;
- (l) must remain in (or in close contact with) Race Control throughout the course of the event and, if absent from Race Control , ensure the Deputy Clerk of Course or Assistant Clerk of Course are in attendance as his/her representative;
- (m) facilitating a constant line of communication between event management and control personnel;
- (n) liaise with the Secretary of the Meeting to ensure issuing of official statements are undertaken;
- (o) ensuring the adherence to Permit requirements and mandatory regulations by drivers, pit crews, team managers and all competition personnel, including having the correct identification signage on the competitors' vehicles;
- (p) stopping, in accordance with the relevant regulations, any competitor or participant who breaches such regulations in a manner dangerous to either the public and/or officials and/or competitors, in either practice sessions or the event;
- (q) instigating charges against any competitor who breaches rules or regulations and referring the matter to the Stewards for their consideration and approval;
- (r) promoting circuit and event safety and the smooth functioning of all aspects associated with practice sessions and the event, including:
 - i. the positioning of competition vehicles at the start line according to the established starting order;
 - ii. starting the event, in the absence of a starter;

- (s) controlling practice sessions and the competition, including changing the published program, with the Stewards' approval, or the utilisation of the circuit, in the interests of competitor and public safety, enhanced competition or changing circumstances;
- (t) notifying the Stewards of any proposed changes to the Program, for their approval;
- (u) notifying the Stewards of any protests immediately they are received;
- (v) collecting any medical reports, for transmission to the relevant emergency medical authorities and with a copy going to AASA;
- (w) maintaining a constant line of communication with the Emergency Controller;
- (x) coordinating and authorising overall activity during emergencies, in consultation with the Emergency Controller;
- (y) in the absence of an Emergency Controller, undertaking the duties of the Emergency Controller;
- (z) collecting and collating the reports of all personnel involved in the determination of the results, for the approval of the Stewards;
- (aa) preparing and submitting a written statement for the Stewards, containing the information need for them to complete their report on the Meeting;
- (bb) ensure that every accident or incident involving a competing vehicle is reported to the Chief Scrutineer for appropriate action and that the Chief Medical Officer is informed if any competitor is considered injured;
- (cc) relieve from duty any Official who the CMO considers as possibly unfit by reason of health, consumption of alcohol or drugs;
- (dd) ensure that any vehicle which is involved in a demonstration or parade has been examined and approved by the Chief Scrutineer, and that the Driver has completed the appropriate documentation;
- (ee) sign competition licences presented for observation. As a guide, the following conditions will need to be met before a signature is given:
 - i. A driver must perform satisfactorily at competitive speeds and must not receive any adverse reports regarding his driving
 - ii. In races up to 10 laps the driver must be classified as a finisher. In some cases, particularly where a race includes several classes of widely differing performances, a driver need not complete the full distance of the race
 - iii. In races over 10 laps the driver must complete at least 10 laps
 - iv. There must be at least 10 starters
 - v. A high-speed trial will qualify as a race for this purpose
 - vi. The Clerk of the Course has the right to refuse to sign an upgrade, in which case it is considered appropriate to counsel the driver as to the reason/s.

Any of the duties listed above may be delegated to subordinate officials so long as they possess suitable experience.

The "Powers" of the Clerk of the Course will include, but not necessarily be limited to;

- (a) acting as the events first judicial body and except in very serious cases having the power to impose penalties (excluding Suspension and Disqualification);
- (b) penalising any competitor reported for not complying with flag signals.

- (c) penalising any competitor reported for being in contravention of the General Standing Regulations;
- (d) exclusions or penalties can be enforced by displaying a Black Flag during a race or session (e.g. driving infringement, excessive noise, etc.);
- (e) penalising any competitor found guilty of abusive language or behaviour or physical assault or threat of physical assault. This does not preclude the competitor also being reported to the Stewards of the Meeting for further penalties;
- (f) imposition of a time, position or lap penalty upon any competitor in an event where it is considered the competitor has gained an unfair advantage (whether inadvertently or not). This does not preclude such a competitor being reported to the Stewards for alternative penalties;
- (g) ensuring all driving penalties applied are recorded on the Driver's Competition Licence Record;
- (h) all exclusions or penalties must be reported by the Clerk of the Course personally to the Stewards of the Meeting for their further consideration and /or recording.

1.3 Deputy Clerk of Course

The official nominated as Deputy Clerk of Course shall work closely with the Clerk of Course under their direct authority and must be fully conversant with all regulations applying to the meeting.

Under normal circumstances there should only be one (1) official nominated as a Deputy Clerk of Course while there may be a number of officials nominated as Assistant Clerks of Course.

Subject to authority by the Clerk of Course, the Deputy Clerk of Course will carry out executive duties relating to the mandatory regulations, and generally control the operation of Race Control. In that capacity, they are required to remain at, or within the vicinity of, Race Control throughout all sessions and races at the Meeting. The Deputy Clerk of Course's duties shall include, but not be limited to:

- (a) the restriction of access to Race Control, to authorised personnel only and management of any authorised visitors;
- (b) the collection of all incident reports and the facilitation of their collation, checking and duplication in preparation for any subsequent Stewards' hearings;
- (c) the maintenance of a meeting log, all times being recorded using a 24-hour clock and recording all action taken, or instigated, from the opening to the closure of Race Control, except for detail recorded in the event log;
- (d) the maintenance of an event log, all times being recorded using a 24-hour clock and recording detail of all occurrences on the track during practice sessions and/or event/s;
- (e) the maintenance, at Race Control, of a hard copy of all regulations applying to the meeting which can be easily referred to at any time;
- (f) the maintenance of a master file of all event bulletins, instructions issued, logs, official statements and the like which can be easily referred to at any time;
- (g) the presentation of all Race Control documentation to the Secretary of the Meeting, at the conclusion of the meeting;

- (h) delegate such functions as deemed appropriate to an Assistant Clerk of Course;
- (i) in the absence of an Assistant Clerk of Course, the Deputy Clerk of Course will also undertake the duties of the Assistant Clerk of Course.

1.4 The Assistant Clerk of Course

The official nominated as Assistant Clerk of Course shall work closely with both the Clerk of Course and his/her Deputy under whose direct authority they shall operate. The Assistant Clerk of Course must be fully conversant with all regulations applicable to the meeting.

Subject to this authority, the Assistant Clerk of Course will be responsible for, but not necessarily be limited to:

- (a) ensuring that the check list is maintained and the check procedure is carried out each morning of the meeting
- (b) the identification and review of all relevant marshalling posts;
- (c) ensuring that appropriate personnel, where required in accordance with the event stature, including the relevant senior official or their deputy, are in attendance at their designated locations prior to, and during, all activities on the circuit, including:
 - i. fire and rescue officials;
 - ii. all emergency vehicles and personnel;
 - iii. flag marshals;
 - iv. gate control personnel, locks, keys, etc. - public areas (where applicable);
 - v. gate control personnel, locks, keys, etc. - restricted areas;
 - vi. grid marshals;
 - vii. marshalling area officials;
 - viii. medical officers;
 - ix. paddock officials;
 - x. pit lane and exit marshals;
 - xi. race control officials;
 - xii. scrutineers;
 - xiii. start line marshals;
 - xiv. timing officials;
 - xv. track marshals;
 - xvi. trackside observers;
 - xvii. sector marshals.
- (d) together with the Emergency Controller maintain, or have immediate access to a written record of all officials, marshals and equipment, including emergency vehicles and personnel. Such record to include, but not be limited to, their:
 - i. location;
 - ii. back up location;
 - iii. minimum requirements; and

iv. capabilities;
and shall incorporate a circuit map with the following Legend:

	CONTROL POINT
	FIRE POST (ONLY)
	SECTOR MARSHAL
	SECTOR BOUNDARY
	FIRE UNIT/TRUCK
	F.I.V.
	AMBULANCE
	RESCUE UNIT
	RECOVERY UNIT/CRANE
	TOW TRUCK

- (e) ensuring that all officials have adequate equipment to carry out their duties in an effective and appropriate manner;
- (f) following the completion of the above check, report to the Clerk of Course the course status. This should be no later than thirty (30) minutes before the programmed commencement of the day's activities;

Thereafter, the Assistant Clerk of Course shall:

- (g) periodically review and supply the equipment requirements of all officials, to enable such officials to carry out their duties in a safe, effective and appropriate manner;
- (h) assist the Deputy Clerk of Course in fulfilling their duties;
- (i) exercise executive authority relating to mandatory requirements for the meeting by agreement with or in the absence of the Clerk of Course or his Deputy, such action being subject to confirmation by the Clerk of Course to whom reference must be made on any matter in doubt.

1.5 Emergency Controller

The official nominated as Emergency Controller will function at the same level as an Assistant Clerk of Course while specifically overseeing the provision of emergency personnel, vehicles and equipment and their deployment in an emergency situation. Such deployment will remain under the control of the Clerk of Course. The Emergency Controller must be fully conversant with all regulations applying to the meeting and is required to remain at (or in close contact with) Race Control throughout the course of the event and, if absent

from Race Control must ensure the Deputy Clerk of Course or Assistant Clerk of Course are in attendance as his/her representative.

In ensuring the circuit is prepared for any emergency, the Emergency Controller will perform duties including, but not limited to, the following:

(a) Preparedness for Emergencies

- i. numbering and identifying all emergency vehicles;
- ii. identifying the most appropriate locations for the positioning of emergency vehicles around the circuit;
- iii. directing the placement of the emergency vehicles at their identified locations, prior to the commencement of any event;
- iv. in consultation with the Chief Medical Officer, identifying and deploying emergency personnel, including ensuring each emergency vehicle is appropriately manned;
- v. identifying non-emergency personnel with first aid qualifications and other emergency training, to facilitate back-up support if necessary;
- vi. ensure that the crews of all emergency vehicles are fully briefed as to their duties and the procedure they must follow on or off the track.

(b) During an Event (including practice sessions)

- i. maintaining attendance at Race Control;
- ii. maintaining radio contact with all emergency vehicles;
- iii. relaying messages from emergency vehicles to the Clerk of Course;
- iv. relaying messages from the Clerk of the Course to emergency vehicles;
- v. maintaining a map showing the location of emergency vehicles at all times;
- vi. in consultation with the Clerk of Course, controlling the movement and relocation of emergency vehicles;
- vii. maintaining a map showing the location of emergency personnel, including non-emergency personnel, trained in first aid or other emergency skills, for recruitment as back-up;
- viii. in consultation with, and at the direction of the Clerk of Course, facilitating the movement of emergency personnel;
- ix. advise the Clerk of Course on the most appropriate vehicles to use at particular incidents, or may act independently on authority from the Clerk of Course.

(c) During an Emergency

- i. in consultation with, and at the direction of the Clerk of Course (who shall retain responsibility for and maintain control over areas of the circuit not directly involved with the emergency), taking control of the circuit's total response. Such control to include:
- ii. contact and continuing liaison with the Chief Medical Officer and officials trained in first aid;
- iii. contact and continuing liaison with ambulance service, rescue helicopter, police, fire brigade, state emergency services and relevant hospital/s, where appropriate;

- iv. coordination of all officials, competitors, emergency personnel and equipment directly involved in the incident;
- v. identification and stipulation of all areas effected by the emergency, including the accident area and access routes for emergency vehicles;
- vi. coordination of traffic and personnel movement within all restricted areas; and
- vii. control the deployment of emergency vehicles, personnel and/or equipment;
- viii. where possible advise Clerk of Course of any matters regarding circuit structures where their integrity may be affected or compromised.

(d) After an Emergency

- i. advise the Clerk of Course of the situation standard and assist in ensuring that circuit control is returned to “normal”;
- ii. as necessary redeploy emergency vehicles, personnel and/or equipment;
- iii. ensure a line of communication to receive updates on status of those affected and forward ongoing status reports to the Clerk of Course;
- iv. establish and maintain lines of communication with civil authorities where appropriate;
- v. facilitating a substantial de-briefing of all relevant officials, drivers, pit crew, witnesses and emergency personnel;
- vi. preparing a comprehensive report;
- vii. presenting a copy of the comprehensive report and de-briefing notes to the Secretary of the Meeting;

(e) After an Event

- i. facilitating and controlling the movement of all emergency vehicles after the completion of the event for the day;
- ii. prior to standing down, conducting a de-briefing session for emergency personnel;
- iii. authorising and facilitating the standing down of emergency personnel at the closure of the circuit.
- iv. ensuring a small team is available on standby for up to thirty (30) minutes after the completion of the last event to handle any unexpected emergency.

1.6 Communications Manager

The person nominated as Communications Manager/Marshall will be authorised to oversee the provision of communications equipment and their use and should be conversant with all regulations applying to the meeting. In that capacity, they are required to remain at Race Control throughout all sessions and races.

The duties of a Communications Manager/Marshall shall include, but not be limited to:

(a) Preparedness for the Event

- i. facilitate the set-up and operation of the communications network;

- ii. in consultation with the Clerk of Course select the positions for and organise the set up of communications posts throughout the circuit, to be manned by Communications Marshals;
- iii. allocate the more experienced Communications Marshals to the areas of the track known to have higher risk factors;
- iv. equip each Communications Marshal with appropriate personal equipment;
- v. perform a “test” of the communications network, prior to any briefing sessions or the commencement of the Meeting;
- vi. brief all Communications Marshals on Race Control protocols, expectations and back up plans;
- vii. ensure all Communications Marshals have, in addition to their radio and headset, additional batteries, report forms and pens;
- viii. ensure the mobile phone number of each Communication Marshal is listed and provided to Race Control;
- ix. ensure all Communications Marshals are aware of the necessity to note all incidents, however small and to provide comprehensive detail, on the written report forms provided, at the completion of each session or race;
- x. ensure the availability of spare channel/s in case of a failure or emergency;
- xi. brief all officials associated with Race Control on the functioning and purpose of each communications system in Race Control;

(b) During an Event

- i. the continuing facilitation of contact with all areas of the circuit;
- ii. ensure Communications Marshals forward information in an appropriate manner;
- iii. ensuring the Clerk of Course is aware of and kept up to date on relevant information from the Communications Marshals;
- iv. maintenance of a written logs detailing all communication activities both to and from Race Control;
- v. control and maintain contact with all Communications Marshals;
- vi. the maintenance of an emergency back-up communications system and alternative communications procedures in the event of failure of whole, or part, of the original system;

(c) During an Emergency

- i. in consultation with the Emergency Controller, the facilitation and maintenance of contact with the incident area;
- ii. in consultation with the Emergency Controller, maintaining contact with emergency vehicles and personnel;

(d) After an Event

- I. collect equipment from Communications Marshals;
- II. conduct debrief and note any problems;
- III. where appropriate, oversee the decommissioning of the communications equipment.

1.7 Communications Marshals

Communications Marshals are directed by the Communications Manager and must be fully conversant with all rules and regulations applying to the Meeting and will be authorised to undertake the following duties:

(a) During an Event

- i. at each two or more-person communications post, arrange for one of the Marshals to remain in touch with Race Control personnel at all times, such contact to be with the Clerk of Course or Communications Manager, as the Clerk of Course may direct;
- ii. one of the two or more Marshals may attend at trackside incidents in order to relay a more detailed report of the situation as directed by Race Control;
- iii. pass any requests and reports by the relevant Sector Marshal, where they are not on a separate network, onto Race Control personnel;
- iv. where necessary pass Race Control instructions onto the Sector Marshals in charge of the particular circuit Sector;
- v. report ALL incidents to the Communications Manager, for notation and relay to the Clerk of Course;
- vi. all incidents must be noted in a comprehensive written report as soon as possible, on the official form provided, and forwarded to Race Control at the conclusion of a session or race.;

(b) During an Emergency

- i. one of the two, or more, Marshals may attend at trackside incidents in order to relay a more detailed report of the situation as directed by Race Control;
- ii. report and remain in contact with the Emergency Controller;
- iii. if the incident is classed as critical each marshal at the post MUST write an independent report as soon as possible prior to discussing the incident with their fellow marshals. No alterations may be made following conversation with fellow marshals on the post.
- iv. In the event of a critical incident it may be necessary to undertake further communication with Race Control, at their direction, via mobile phone,
- v. If any of the post marshals is affected by the incident, Race Control must be advised immediately to ensure appropriate action is taken.

1.8 Course Marshals

Course Marshals are the senior officials on the ground and must be familiar with the Critical Incident Procedures for the Meeting, be prepared to “take charge” on the ground if a Critical Incident is declared, and function in all areas as directed by the Clerk of the Course and/or the Incident Coordinator. They must also be conversant with all regulations applying to the meeting and will be authorised to undertake but not necessarily be limited to the following duties:

(a) During an Event

- i. ensure that the vehicle to be used is in a state of readiness;

- ii. provide support to the Assistant Clerk of Course, as may be requested from time to time;
- iii. assist Race Control in the set-up of the circuit;
- iv. assess the state of readiness of officials and facilities located around the track both before and after each session or race as required by the Clerk of Course;
- v. conduct track clearing and closure laps as required by the Clerk of Course and monitor vehicle recovery procedures being carried out;
- vi. control the entry onto the track, and subsequent movement, of parades and demonstration laps as required by Race Control;
- vii. collect reports from marshals around the circuit, passing them on to the Clerk of Course;
- viii. check, on each lap of the circuit, that the track and the marshals are as planned for, and in an appropriate state of readiness for the next event.

(b) During an Incident/Emergency

- i. at the direction of Race Control proceed to an incident site, and to take control of the activity in that area (maintaining close contact with Race Control and exercising the authority of an Assistant Clerk of Course if necessary) so that the Clerk of Course may remain in Race Control if so desired;
- ii. assess any physical or material damage around the circuit and report to the Clerk of Course;
- iii. Where necessary liaise with the Emergency Controller via the Clerk of Course.

1.9 Secretary of the Meeting

The Secretary of the Meeting is appointed by the Organiser and is responsible for the organisation of the Meeting, and all announcements required in connection to it and **will normally be located in** the Event Administration Office. All matters to do with the organisation of the events for the Meeting, **mandatory sporting requirements** and other matters as agreed on from time to time, will be administered by, or through, this office.

The person nominated as the Secretary of the Meeting, or his/her deputy and/or assistant, are required to remain in attendance at the office and be available for or in close contact with Race Control throughout the course of the event and, if absent must ensure the Deputy or Assistant Secretary/s of the Meeting are in attendance as his/her representative. The Secretary of the Meeting should be conversant with all international, national and local regulations together with any statutory requirements (e.g. EPA requirements) that may apply to the meeting and will be authorised to undertake the following duties:

The Secretary of the Meeting will be authorised to undertake but not necessarily be limited to the following duties:

- (a) is responsible for the proper compilation and distribution of all documentation and notices applicable to the meeting;
- (b) is responsible for receiving completed entry forms, collating them, accepting or rejecting the entries as appropriate, allocating a race number to each entry accepted, allocating each entry accepted into the appropriate events, then ensuring that the final regulations and schedule are appropriate for the number of entries accepted;

- (c) is responsible for the detailed planning and organisation of the meeting, handing over the actual conduct of the meeting to the Clerk of Course at the appropriate time;
- (d) must ensure that adequate personnel and equipment are available for the effective running of the meeting, that all officials are appointed to their positions in the organisation, and any changes necessary during the course of the meeting are appropriately made;
- (e) must ensure that all senior officials, including stewards, have all the documents necessary for them to properly fill their functions at the meeting;
- (f) must ensure that each competitor receives all the regulations and written instructions issued for the meeting;
- (g) must ensure that all requirements for the registration of involved persons (for insurance and organisation purposes) are carried out by entrants and drivers signing the entry forms, by officials signing-on at the commencement of each meeting, and by persons other than the above who are given permission to enter restricted areas to sign an appropriate indemnity form, and be issued with correct passes for the area;
- (h) must ensure that times from practice and qualifying sessions, and race results are available to competitors;
- (i) in conjunction with the Chief Timekeeper is responsible for the compilation of Grid Sheets for each event where applicable;
- (j) must ensure that the Stewards of the Meeting have the resources to fulfil their functions;
- (k) must ensure adequate resources are available for the well-being of the officials;
- (l) must ensure that personnel are appointed and briefed for the handling of presentations, parades, and non-racing activities, and keep Race Control informed about such arrangements;
- (m) must collect and check that all medical forms written at the meeting are complete and collated with any supporting documents, then sign and forward them to AASA as soon as possible (usually by handing them to the stewards);
- (n) must have in hard copy or electronic format or have immediate access to all documentation applicable to the meeting (see list below);
 - I. Complete set of regulations
 - II. Complete set of instructions
 - III. Complete and updated schedule (minute X minute)
 - IV. A copy of all official statements & bulletins
 - V. A copy of AASA Event Operations Manual and Standing Regulations or any other manuals or procedures for the circuit
 - VI. A list of all officials, contacts & their duties
 - VII. All daily sign-up sheets
 - VIII. All competitors' entry forms
 - IX. A record of and changes to details of entrants or drivers and of availability of drivers or cars for further practice sessions or their events

- (o) in consultation with the Clerk of Course, schedule and arrange such briefings (officials and competitors) as deemed necessary;
- (p) must, during the meeting, create and distribute any documents amending those already distributed;
- (q) in consultation with the Emergency Controller, or delegate, assist in the compilation and distribution of detailed emergency procedures for the meeting;
- (r) assist the Clerk of Course in sourcing information for the preparation of the Final Stewards Report;
- (s) liaise with and monitor the preparation and distribution of any official statements issued by the Press Officer;
- (t) ensure any media personnel attending the meeting are properly briefed regarding access to restricted areas and issued with appropriate passes;
- (u) post on the Official Notice Board all bulletins, Permits, authorisations, times and results;
- (v) must ensure all disclaimer notices are printed on or in the tickets, passes, programs, and sign on sheets and also ensure they are posted in appropriate locations;
- (w) must ensure all results, bulletins, official communications etc. are marked with the date and time of issue;
- (x) delegate duties as appropriate to a Deputy and/or Assistant Secretary of the Meeting whose regular role is to assist the Secretary in all his duties, and have them made responsible for various aspects of the administration of the Events within established parameters.

1.10

Judge/s Of Fact.

The Judge/s of Fact will be authorised to undertake but not necessarily be limited to the following duties:

- (a) must be properly appointed, with facts to be judged specified, so that there can be no appeal against their decisions;
- (b) must position themselves where they are best able to judge the specific activities they are appointed to judge, in conjunction with the requirements of the Clerk of Course;
- (c) must observe the activities they are appointed to observe (start, finish, pit lane speeding etc.), reach a conclusion regarding the judgement, then report immediately to the Clerk of Course any infringements observed during the activity;
- (d) must remain available to the Clerk of Course only, to re-consider any judgements made, and be willing to reverse any judgements made if information provided convinces them that they were in error with the original judgement;
- (e) the Judge of Fact Start will immediately report to the Clerk of Course, any false starts with possible consultation with the Chief Timekeeper;
- (f) the Judge of Fact Finish will immediately report to the Clerk of Course, the order in which the vehicles cross the finishing/control line with possible consultation with the Chief Timekeeper

1.11 Chief Marshals (overall responsibilities)

The appointment of a Chief Marshal in each relevant area of expertise shall be undertaken by the Secretary of the Meeting in consultation with and at the approval of the Clerk of Course and they shall be directly responsible to the Clerk of Course. Each Chief must be conversant with all regulations applicable to the meeting and will be authorised to undertake but not necessarily be limited to the following duties:

- (a) ensure there are sufficient, competent and well-trained marshals to fill the necessary positions within his/her area of expertise;
- (b) in consultation with the Secretary of the Meeting, oversee the signing on of all personnel under his/her authority, including ensuring they have all signed the necessary indemnity documents;
- (c) continually review the positioning of all Marshals under his/her authority and re-position if necessary;
- (d) coordinate briefing sessions, at appropriate times, for those under his/her authority;
- (e) institute appropriate training for each of the Marshals under his/her authority and keep them apprised of any changes to rules or regulations that may affect their specific tasks;
- (f) review the performance of each of the personnel under his/her authority on a regular basis, specifically in regard to skill and reliability;
- (g) work as a team with the other Chief Marshals to ensure the event is conducted in a safe manner by ensuring shortfalls in manning are addressed by the reallocation of marshals with suitable experience in the affected discipline.

Note the specific duties of the various Chief Marshals, in accordance with their particular position, are outlined below.

1.12 Chief Paddock Marshal

The position of Chief Paddock Marshal, is under the direct control of the Clerk of Course. He/she should be conversant with all rules and regulations applicable to the event and should be at the circuit 30 minutes before the circuit is due to open. His/her duties include, but are not limited to:

- (a) maintain order in the paddock area;
- (b) ensure that through lanes are kept free of parked vehicles at all times during the meeting;
- (c) control and coordination of all Paddock Marshals;
- (d) in consultation with the Secretary of the Meeting, allocation of paddock space to competitors, pit crew, media and all personnel entitled to such;
- (e) ensure that the positioning of various competitor groups is as planned before the meeting;
- (f) briefing all Paddock Marshals under his/her direction as to the paddock procedures, what passes are authorised, the allocation of space and their role in policing its use;
- (g) ensuring all competitors off-load, park and set up smoothly;
- (h) selecting appropriate personnel to assist with such if requested;
- (i) issuing of the Secretary of the Meeting's instructions and results to competitors;

- (j) using a public-address system to call up competitors, announce events and give general instructions to competitors;
- (k) ensure that vehicles being lined up for scrutineering, and vehicles at tyre and fuel depots do not impede the progress of other vehicles in the paddock;
- (l) organising assistance for the Chief Scrutineer, in the event of a build up of competitors waiting to be checked (e.g. parc ferme), in the control of queues and their smooth progress through the scrutiny bay, if such assistance is requested;
- (m) organising assistance for the Chief Assembly Marshal in the smooth running of the Assembly area, if such assistance is requested.

1.13 Paddock Marshals

The Paddock Marshals should be conversant with all rules and regulations applicable to the meeting and answer in the first instance to the Chief Paddock Marshal. Their duties include, but are not limited to:

- (a) the manning of all entrances to the Paddock area, to ensure only those authorised to do so, with official passes, enter in a safe and appropriate manner;
- (b) ensuring all authorised vehicles are directed to their allocated spaces;
- (c) ensuring all competitors are directed to their unloading area and unload in an efficient and timely manner;
- (d) ensuring all competitors then move to their allocated paddock space;
- (e) when requested by the Chief Paddock Marshal, assist with any set-up problems which may be encountered by the competitors;
- (f) ensuring spectators do not impede the progress of competing vehicles or service vehicles;
- (g) ensuring access ways are not blocked by parked vehicles, spectators or circuit personnel;
- (h) ensuring the “No Alcohol” and “No Smoking” rules is strictly adhered to in the Paddock area and take such action as is necessary to ensure compliance, under the direction of a senior official;
- (i) ensure the safety of all spectators, competitors and crew in the paddock by the application of all relevant regulations;
- (j) being available to assist in the smooth running of the Scrutineering bay and Marshalling area;

1.14 Chief Assembly Marshal

The Assembly/Marshalling area is the area in which the competing vehicles are gathered prior to entering the track and is considered part of the racing surface. The Chief Assembly Marshal should be conversant with all rules and regulations applicable to the Meeting and reports directly to the Clerk of Course. The responsibilities of this position include, but are not limited to:

- (a) oversee the actions of the Assembly Marshals, in ensuring the smooth transition of competing vehicles from the Paddock area, through the Assembly area and onto the track;
- (b) ensure the Assembly/Marshalling area is tidy and safe and check that pre-grid positions are clearly identified;

- (c) pre-grid the vehicles according to the grid sheet issued for the race the vehicles will compete in;
- (d) ensure vehicles are called up well before the event and are placed in grid order in the marshalling area;
- (e) review the vehicles both on their arrival and as they leave to ensure they have been scrutineered and there are no apparent problems. Any problems noted must be relayed to the Clerk of Course immediately;
- (f) at the order of the Clerk of Course, the Chief Assembly Marshal shall facilitate the vehicles being driven onto the track for assembly on the grid at the start line;
- (g) review the vehicles both on their arrival and as they leave, making note of any that may be absent and any that may have been added to the original grid line-up for the event and relaying this information to the Clerk of Course immediately;
- ;
- (h) ensure the safety of all spectators, competitors and crew in the Assembly/Marshalling area by the application of all relevant regulations.

1.15 Assembly Marshals

The Assembly Marshals shall be conversant with all rules and regulations applicable to the Meeting and shall report in the first instance to the Chief Assembly Marshal. Their main responsibility is to assist the Chief Assembly Marshal in the efficient and smooth running of the Assembly/Marshalling area, ensuring the correct competitors enter the track in the correct order, for the start of the correct event and advising any safety issues arising.

1.16 Chief Scrutineer

The Chief Scrutineer will be appointed by the AASA and reports to the Clerk of Course and must be conversant with all rules and regulations applicable to the Meeting. His/her responsibilities include, but are not limited to:

- (a) ensuring the Scrutineering Bay has all the necessary equipment, including AASA approved measuring instruments, to check the compliance of each vehicle with the regulations;
- (b) ensure all areas used by the Scrutineering team are tidy and safe for use;
- (c) ensuring all Scrutineers have the mechanical skill and are suitably trained for the role;
- (d) overseeing and keeping in constant contact with the team of Scrutineers located in various locations;
- (e) ensuring that the Scrutineering Bay is clear of all unauthorised and unnecessary personnel at all times;
- (f) ensuring all vehicles comply with the mechanical specifications for their particular category and practice session or event;
- (g) ensuring all competitors comply with the safety specifications as regards clothing and equipment;
- (h) ensuring all vehicles comply with safety regulations;
- (i) reviewing any complaint regarding a breach of compliance by a competitor; and

- (j) taking whatever action, he/she deems necessary to suggest a method of rectification, if possible, to the driver;
- (k) if the driver is dissatisfied with a decision, the Chief Scrutineer must refer the matter to the Clerk of Course;
- (l) should the vehicle be disqualified, the Chief Scrutineer must make a note of the problem requiring rectification in the vehicle's log book;
- (m) facilitate examination of any vehicle damaged on the track, whether for the possibility of re-entry, or to gather details for an incident/emergency report;
- (n) prepare comprehensive incident/emergency report concerning relevant vehicle/s;
- (o) allocate a suitably trained scrutineer/s to operate noise monitoring equipment for the duration of the meeting;
- (p) liaise with the Secretary of the Meeting, Clerk of Course and/or Chief Paddock Marshal in determining and establishing a suitable location for Parc Ferme;
- (q) allocate a suitably trained scrutineer/s to man the Parc Ferme area;
- (r) communicate any official information only to AASA and/or the Organiser and/or the Stewards of the Meeting and/or the Clerk of the Course;
- (s)

The Scrutineer's report must include the following:

- (t) Particulars of the meeting, including AASA Permit Number, the dates, times and places of scrutineering.
- (u) Certification that all relevant documents such as Licenses and Log Books were produced or, if not, what action was taken.
- (v) Details of any irregularity, either on roadworthiness grounds, or failure to comply with requirements.
- (w) Information as to any re-examination, e.g. after rejection and correction, or after accident.

The report must be forwarded to AASA at the completion of the Meeting and a duplicate form retained by the Chief Scrutineer, for subsequent examination and/or reference.

1.17 Scrutineers

Each team of Scrutineers reports in the first instance to the Chief Scrutineer. They must be conversant with all rules and regulations applicable to the Meeting and must be trained to recognise any breach of the specifications for each practice/qualifying session or competition and to recognise any safety problem which may arise with each vehicle or driver. Scrutineers' responsibilities include, but are not limited to:

- (a) careful examination of each vehicle presented for scrutineering to ensure it complies with all mechanical and safety specifications applicable to the session or competition in which it is entered;
- (b) examining each driver to ensure he/she complies with safety specifications in regard to clothing and equipment;
- (c) examining each driver's documents to ensure they comply with AASA rules and regulations;

- (d) should a breach of compliance be discovered, reporting such to the Chief Scrutineer;
- (e) examining any vehicle damaged in an incident on the track to ascertain roadworthiness for re-entry into the event;
- (f) a Scrutineer positioned in the Assembly area must ensure each vehicle entering the track has been passed for competition and that all drivers are properly attired and have helmets, head and neck restraints (where applicable) and seat belts securely fastened;
- (g) a Scrutineer positioned in the pit lane must oversee any work done on a vehicle during pit stops;
- (h) a Scrutineer positioned at the start line must be alert to any mechanical problems with vehicles on the track that may jeopardise the safe running of the practice session or competition; and
- (i) advising the Clerk of Course should there be a need to use the mechanical black flag or black flag to remove a vehicle from the track due to a mechanical problem;
- (j) preparing and signing inspection reports and forwarding them to the Chief Scrutineer.

1.18 Chief Timekeeper

The Chief Timekeeper is reports directly to the Clerk of Course. He/she must be highly trained and precise. They should have no connection with any particular trader or manufacturer who might benefit in any way from the result of any competition at which they officiate He/she must be conversant with all rules and regulations that apply to the Meeting and his/her responsibilities include, but are not limited to:

- (a) ensuring the timekeepers are suitably experienced and where necessary have the appropriate training including, as necessary, computer skills;
- (b) ensuring that Timekeepers are kept up to date with current equipment and/or methods of lap counting and timing;
- (c) overseeing the timekeepers to ensure they are carrying out their functions in a reliable, accurate and precise manner;
- (d) collation of lap time information from practice or qualifying sessions, to determine grid positions for each event;
- (e) determination of handicaps grids, where necessary;
- (f) ascertain winners of an event;
- (g) handling of any dispute regarding lap times;
- (h) is responsible for timing each appropriate session and race on the track, compiling those times into hard or soft copy documents, then passing each on to the Secretary of the Meeting or delegate for processing and distribution;
- (i) referring any unsolvable dispute to the Clerk of Course;
- (j) will be a Judge of Fact in respect of start, finish, laps covered and lap times;
- (k) may decline to record the performance of any vehicle whose competition numbers are not readily apparent to the Timekeepers;
- (l) must be able to deal with operational problems affecting timing equipment;

- (m) where applicable, work closely with the Press Officers and other approved media, as well as with circuit, radio, and/or television announcers, providing practice and qualifying information, results, and any other data requested, as quickly as possible;
- (n) where necessary collate and issue series points scores;
- (o) record the start and finish time for each day of competition.

1.19 Timekeepers

Timekeepers are directly answerable to the Chief Timekeeper and must be conversant with all rules and regulations applicable to the Meeting. The timekeeper's responsibilities include, but are not limited to:

- (a) accurately recording the lap times of each vehicle on every lap during practice sessions and during the event;
- (b) where necessary, entering lap time information into a computer to assist the Chief Timekeeper to ascertain grid positions and/or winners of an event;
- (c) assist the Chief Timekeeper in preparing any written report/s on lap times etc;
- (d) if requested, check that transmitters are functioning in competition vehicles;
- (e) be prepared to function manually in the event of a power or computer failure.

1.20 Chief Grid Marshal

The Chief Grid Marshal reports directly to the Clerk of Course and must be totally conversant with all rules and regulations applicable to the Meeting. His/her responsibilities include, but are not limited to:

- (a) facilitation of appropriate training for each Grid Marshal, with an emphasis on the working relationship with other teams to ensure the smooth running of the Meeting;
- (b) overseeing the Grid Marshals to ensure efficiency and accuracy at all times;
- (c) ensuring the Grid Marshals have the equipment (yellow flags, etc.) and information (grid sheets, etc.) to function properly;
- (d) ensuring that all vehicles are positioned in the correct order prior to the start;
- (e) ensuring all vehicles move away cleanly from the grid when the signal is given;
- (f) facilitating the removal of any vehicle unable to start, to a place of safety away from the immediate track area;
- (g) signalling the starter and surrounding drivers should a vehicle stall or a pit crew need to enter the track to rectify an unexpected problem;
- (h) ensuring no other vehicle joins the grid from the one-minute signal;
- (i) ensuring there is no entry onto the grid by media or any unauthorised, or unnecessary, personnel;
- (j) ensure the safety of all officials, drivers, crew and visitors (e.g. grid walks, etc.) to the grid;

- (k) indicate to the starter by waving a green flag (or other means as determined) that the grid is set and ready to start;
- (l) ensuring the track is clear of oil patches or the like once the vehicles have left the grid;
- (m) notifying the Clerk of Course should there be any problems with the track once the vehicles have left the grid;
- (n) once the grid is clear, ensuring the general area is kept clear of unauthorised personnel and that he/she is available for contact with Race Control personnel.

1.21 Grid Marshals

Grid Marshals answer directly to the Chief Grid Marshal and must be conversant with all rules and regulations applicable to the Meeting. Their duties include, but are not limited to:

- (a) wearing suitable safety vests or clothing when on the racing surface;
- (b) placing vehicles in the correct order on the grid;
- (c) on instruction removing any vehicle unable to start to a safe position off the track;
- (d) be constantly alert for problems such as oil leaks from vehicles, drivers not wearing seat belts or with incorrectly fastened helmets, doors not closed properly, and the like;
- (e) on instruction assist in push starting stalled vehicles after the remainder of the field has cleared the grid;
- (f) keep a watchful eye for oil patches left on the track, or similar safety risks, and report these to the Chief Grid Marshal;
- (g) once the event is started, take instruction from the Chief Grid Marshal as to how they are to be deployed for the duration of the event.

NOTE

Where a Meeting is being televised, Grid Marshals should always be aware that they may be captured on camera and they must be neatly attired and appear efficient at all times.

1.22 Starter

The position of Starter is directed by the Clerk of Course and takes control of the field of vehicle during the practice and qualifying sessions and events of a meeting. He/she must be fully conversant with the rules and regulations that apply to the Meeting and must be alert at all times to any breaches of such. The Starter's responsibilities include, but are not limited to:

- (a) ensuring that they are located in a highly visible position from where drivers are able to easily see their signals;
- (b) ensuring that all equipment is available and working (lights, horns, flags, information boards, etc.);
- (c) taking control of the all session and races upon the direction of Clerk of Course;
- (d) ensuring no vehicle joins the grid after this appropriate signal;
- (e) at the Starter's discretion, aborting the start should he/she judge that a problem has arisen which jeopardises the safety of the drivers and or officials;

- (f) ascertaining that the conditions for the start are complied with, start the Event;
- (g) ascertaining whether or not any driver has jumped the start and/or breached the start rules in any way and reporting such breach to the Clerk of Course.

1.23 Chief Pit Lane Marshal

This position is directly under the guidance of the Clerk of Course. The Chief Pit Lane Marshal must have a thorough understanding of the rules and regulations regarding the Meeting and his/her responsibilities include, but are not limited to:

- (a) overseeing all Pit Lane Marshals and ensure they are adequately trained for their role;
- (b) ensure all Pit Marshals have a thorough knowledge of the rules and regulations applicable to the Meeting;
- (c) responsibility for maintaining order and compliance with regulations in the Pit Lane during the meeting;
- (d) at the beginning of the Meeting, making a note of the position of all fire extinguishers and the location of Fire Marshals; and
- (e) relaying this information to all Pit Lane Marshals under his jurisdiction;
- (f) ensuring all pit stops are carried out according to the rules and regulations of the Meeting;
- (g) ensure the smooth running of the Pit area to minimise the hazards to the Pit Marshals, pit crews, drivers and other personnel;
- (h) ensure unauthorised persons and unnecessary personnel are kept away from the Pit area;
- (i) ensure passes are continuously checked and children under the age of 16, unless specifically authorised, are kept away from the Pit area;
- (j) ensure access areas to the Pit are kept clear;
- (k) remain alert to any other problems, such as dropped equipment, vehicles exceeding the speed limit for a particular section of the Pit area, spilt fuel or oil, tyres rebounding when discarded quickly, and the like;
- (l) ensure barriers and guard rails are kept clear;
- (m) ensuring the total compliance to the “no smoking” rule for Pit Lane area and any viewing area above the Pit Lane building;
- (n) may be placed in charge of Pit Entry and Pit Exit;
- (o) may be placed in charge of Pit Lane speed monitoring;
- (p) check and relay any information regarding breaches of pit and competition rules to the Clerk of Course.

1.24 Pit Marshals

Pit Marshals report directly to the Chief Pit Marshal and are expected to have a thorough understanding of the rules and regulations regarding the Meeting. Their responsibilities include, but are not limited to:

- (a) ensure that all pit stops are carried out according to the rules and regulations of the Meeting;
- (b) complete Pit Observer Reports when necessary;

- (c) report, to the Chief Pit Marshal, any information gained during pit stops, particularly any breaches of the rules;
- (d) continually check passes to ensure only authorised personnel are in the Pit area;
- (e) ensure no-one under the age of 16, unless specifically authorised, is in the Pit area;
- (f) ensure competitors keep to the speed limit for the area;
- (g) ensure no equipment or any other possible obstacle is left on the Pit apron;
- (h) watch for and arrange for the safe removal of hazards such as spilt fuel, persons, foreign objects or vehicles blocking access ways, or rebounding tyres;
- (i) keep all barriers and fences clear, including persons sitting or standing on such;
- (j) ensure the Pit Lane Wall is not manned by crew at the start of an Event;
- (k) ensure the “no smoking” rule in the Pit area and viewing areas above the Pit area is strictly adhered to;
- (l) be aware of the position of any fire extinguishers, blankets or the like;
- (m) at the conclusion of the Meeting, prepare written reports for collection by the Chief Pit Marshal.

1.25 Chief Medical Officer

The Chief Medical Officer is in charge of a team of medical personnel and is answerable only to the Clerk of Course. The CMO must be fully conversant in both the Medical and Emergency Plans.

The CMO’s responsibilities include, but are not limited to:

- (a) responsibility for the organisation and operation of the Track Medical Service;
- (b) selection of medical personnel;
- (c) advise the Clerk of Course of the most effective positions to station medical personnel, around the circuit, to enable the most effective and immediate medical response;
- (d) ensure the Medical Centre is fully equipped and staffed to the appropriate standard;
- (e) ensure all medical equipment is operational and sufficient medical supplies have been procured;
- (f) advise the Clerk of Course of the optimum response positions for ambulances around the circuit;
- (g) assess the physical and psychological condition of any driver, crew member or official following an incident;
- (h) when requested by the Clerk of Course, assessing and reassessing the drivers’, crews’ or officials physical and psychological condition and their fitness to continue competing following an emergency or incident;
- (i) must remain in direct contact with Race Control and the Medical Centre at all times during the Meeting;
- (j) dealing with medical emergencies as they arise, whether driver, personnel or officials;

- (k) perform any casualty treatment necessary and, if beyond the scope of the medical centre and/or team, arrange transfer of the person to the most appropriate medical facility;
- (l) collate any information and include in a report on any incident where medical assistance is required;
- (m) present any medical reports to the Clerk of Course.

1.26 Medical Personnel

Medical Personnel includes fully qualified Medical Officers, Ambulance Officers and First Aid personnel, who are all directed by and answerable to the Chief Medical Officer. Their role is to tend to all persons needing medical treatment and report details of such to the Chief Medical Officer for his/her report.

1.27 Chief Fire Marshal

The Chief Fire Marshal must be fully conversant with all rules and regulations associated with the Meeting. He/she must remain available for and in constant contact with the Clerk of Course and his/her duties include, but are not limited to:

- (a) selecting personnel to act as Fire Marshals at the Meeting;
- (b) ensuring all Fire Marshals are qualified and well-trained in fire-fighting, particularly in reference to automobiles and fuel fire-fighting techniques;
- (c) ensuring all Fire Marshals are wearing the appropriate protective safety clothing;
- (d) ensuring all fire-fighting equipment and safety gear is up to date and fully operational, prior to the commencement of the Meeting;
- (e) briefing of Fire Marshals, prior to the commencement of the Meeting;
- (f) at the direction of the Clerk of Course positioning Fire Marshals in various areas of the circuit, so as to deal with any situation quickly and most effectively, particularly the Pit Lane and areas of high fire risk;
- (g) at the direction of the Clerk of Course positioning fire-fighting machines and equipment at various points around the circuit, so as to facilitate an immediate and effective response in cases of fire emergency, particularly in the most dangerous sections of the track;
- (h) ensuring constant communication with all Fire Marshals;
- (i) conducting de-briefing sessions following the end of a Meeting and preparing a report for presentation to the Clerk of Course.

1.28 Fire Marshals

Under the supervision and control of the Chief Fire Marshal, the Fire Marshals must be conversant with all rules and regulations pertaining to the Meeting. Their duties include, but are not limited to:

- (a) attendance at a briefing session, prior to the commencement of the Meeting each day;
- (b) ensuring their own personal fire-fighting equipment and safety gear is up to date and fully operational;
- (c) remaining in their designated position, unless otherwise directed by the Chief Fire Marshal, throughout the conduct of the Meeting, in order to be prepared for any fire emergency;

- (d) remaining in constant contact with the Chief Fire Marshal;
- (e) working with other emergency crews, where necessary, to ensure the safety of drivers, personnel, officials and spectators;
- (f) attendance at the de-briefing session following the end of the Meeting;
- (g) at the direction of the Chief Fire Marshal, preparing a report concerning any incident or emergency in which they were involved.

Chief Marshal

The Chief Marshal shall assume overriding authority with regard to all trackside officials and may be required but not necessarily limited to:

- (a) liaise with the other Chief's specialising in a particular discipline (e.g. Flags, Fire, Paddock etc.) with regard to the placement and performance of officials under their control;
- (b) assist the specialist Chief's in the performance of their duties, assist in the reallocation of officials where necessary and where requested or necessary act in their position;
- (c) advise the Course Marshal and/or Race Control of inadequacies with regard to the care and/or placement of trackside officials and their capabilities and experience.

1.29 Trackside Marshals

Any Marshal who is working at trackside, as distinct from the Paddock, Pits or Office.

1.30 1.31 Sector Marshals

The track is divided up into a number of sectors (which may contain one or more Marshal Posts) and each sector is under the control of a Sector Marshal. They are the senior officials in their area of the track and are responsible for all activity there and are answerable only to the Clerk of Course. The sector should be set up to function without direct input from the Sector Marshal for all routine activities. These marshals are highly experienced officials and should be respected as such.

The Sector Marshal shall be full conversant with all rules and regulations applicable to the Meeting and their duties will include, but not be limited to:

- (a) ensure that each Marshal Post in the Sector is organised in the best manner possible to cope with all the routine and emergency activity likely to occur in the Sector;
- (b) report any weaknesses or inadequacies in the Sector to Race Control as soon as they are evident;
- (c) conduct briefings with all the personnel in their Sector each morning and at other times where appropriate;
- (d) monitor the location and movement of media personnel (cameramen, photographers, etc.) within the Sector;
- (e) coordinate and manage officials (Flag, Communication, Track, Fire, etc.) within the Sector;
- (f) overseeing the smooth running of their sector's Control Post;

- (g) ensuring all Marshals under his/her command are provided with refreshments and, should they need to leave their post, ensure their duties are covered by another Marshal;
- (h) monitoring track conditions at all times;
- (i) monitoring spectator movements adjacent to the sector;
- (j) take charge of incidents in the Sector and maintain order and initiate a response to any incident requiring action until the problem is resolved or until a more senior official arrives to take charge;
- (k) conduct briefings with the personnel in their Sector each morning and at other times where appropriate;
- (l) monitor vehicle movements within the Sector and advise Race Control of any problems and keep a watch on all such movements and prevent vehicles from making dangerous or inappropriate movements;
- (m) should ensure that all reports produced by or sent from the sector are appropriate, accurate and clear in their detail;
- (n) organising collection of all incident reports written after the end of each practice session or competition.

NOTE

The Sector Marshal should not "interfere" with specialist groups such as fire marshals or medical officers except to ensure that they are able to work within the overall structure in the best manner that circumstances will permit.

1.32 Chief Flag Marshal

The Chief Flag Marshal shall be totally conversant with all rules and regulations pertaining to the Meeting. Their duties include, but are not limited to:

- (a) ensure all Flag Marshals have the necessary equipment and range of flags necessary for communication between drivers on the track and the officials running of the practice sessions and events;
- (b) work with the Clerk of Course in allocating the appropriate flag marshals to posts around the circuit;
- (c) prior to the commencement of the Meeting, brief all Flag Marshals on their duties;
- (d) ensure that each flag marshal is competent in the proper use of the flags, and other signals that may be required to be given to drivers and review their performance.;
- (e) ensure that each flag marshal is aware of any particular circuit policies with regard to the judgment on whether signals should be given in particular circumstances and what signals are then required;
- (f) remain in contact with Race Control during all events, and be in a position to assist the Clerk of Course in correcting any deficiencies which may arise with the flag marshals and signals being given;
- (g) following the closure of the Meeting, conduct a de-briefing session with all Flag Marshals, taking any suggestions and/or reports of incidents for presentation to the Clerk of Course.

1.33 Flag Marshals

The Flag Marshals are answerable to the Chief Flag Marshal. Flag Marshals shall be totally conversant with all rules and regulations pertaining to the Meeting and have a full knowledge of the meaning of and the point at which each flag is to be used. The Flag Marshal's duties include, but are not limited to:

- (a) attending the Chief Flag Marshal's briefing session prior to the Meeting;
- (b) report to the Sector Marshal controlling the Sector their flag post is located within;
- (c) remaining at their allocated post at all times and maintaining vigilance throughout all sessions and events;
- (d) in an emergency situation, controlling the speed of vehicles by the use of flags, in order to minimise danger;
- (e) immediately report any breach of the rules by drivers to the Sector Marshal;
- (f) taking particular notice when the trailing vehicles are about to be lapped by the event leaders and informing the drivers immediately by the use of the appropriate flag;
- (g) in wet weather, being mindful of the reduced visibility of the driver's rear view of someone attempting to overtake;
- (h) the Marshal facing the oncoming traffic must stand with the blue flag;
- (i) the Marshal with the yellow flag must stand face to face with the Marshal with the blue flag and faces the direction the traffic is heading;
- (j) the Marshal with the blue flag must be extremely alert to any vehicle approaching dangerously close to the Flag Post and warn the Marshal controlling the yellow flag of such;
- (k) each team should check the signals their partner will give in such an emergency and should plan an escape route in case of emergencies;
- (l) ensuring all flags are unfurled and ready for use, but out of sight of the drivers until they are displayed;
- (m) between events one (1) flag marshal will stay at the post to warn any traffic on the racing surface of any officials on the track by the use of the yellow flag;
- (n) at the conclusion of the Meeting, if required, preparing a written report on all incidents reported by them throughout the Meeting, to be presented to the Chief Flag Marshal.

1.34 Chief Recovery and Rescue Marshal

The Chief Recovery and Rescue Marshal must be conversant with all rules and regulations associated with the Meeting. They must remain available for constant contact with the Clerk of Course and/or Emergency Controller and their duties include, but are not limited to:

- (a) advise the organisers on the appropriate recovery vehicles required for any particular meeting;
- (b) selecting personnel to act as Recovery and Rescue Marshals at the Meeting;
- (c) ensuring all Recovery and Rescue Marshals are qualified and well-trained in recovery and rescue techniques;

- (d) ensuring all recovery and rescue equipment and safety gear is up to date and fully operational, prior to the commencement of the Meeting;
- (e) advise the Emergency Co-ordinator on placement and movement of recovery vehicles during the meeting;
- (f) briefing of Recovery and Rescue Marshals, prior to the commencement of the Meeting;
- (g) ensure that each vehicle is properly equipped and manned, and ready to respond to instructions or requests from Race Control at all times;
- (h) ensure that each recovery vehicle driver is aware of procedures on the track, and where to take damaged vehicles recovered from the track;
- (i) positioning of Recovery and Rescue Marshals in various areas of the circuit, so as to deal with any situation quickly and most effectively, particularly the Pit Lane and areas of high risk;
- (j) positioning of recovery and rescue vehicles, with appropriate machines and equipment on board, at various points around the circuit, so as to facilitate an immediate and effective response in cases of emergency, particularly in the most dangerous sections of the track;
- (k) ensuring constant communication with all Recovery and Rescue Marshals either directly or via the Emergency Controller;
- (l) conducting de-briefing sessions following the end of a Meeting and preparing a report for presentation to the Clerk of Course.

1.35 Recovery and Rescue Marshals

Under the supervision and control of the Chief Recovery and Rescue Marshal and/or Emergency Controller, the Recovery and Rescue Marshals must be conversant with all rules and regulations pertaining to the Meeting. Their duties include, but are not limited to:

- (a) attendance at a briefing session, prior to the commencement of the Meeting;
- (b) ensuring the provided equipment and safety gear is up to date and fully operational;
- (c) remaining in their designated position, throughout the conduct of the Meeting, in order to be prepared for any emergency;
- (d) remaining available for constant contact with the Chief Recovery and Rescue Marshal and/or Emergency Controller;
- (e) working with other emergency crews, where necessary, to ensure the safety of drivers, personnel, officials and spectators;
- (f) attendance at the de-briefing session following the end of the Meeting;
- (g) at the direction of the Chief Recovery and Rescue Marshal, preparing a report concerning any incident or emergency in which they were involved.

DEFINITIONS

“Apparel” means items of clothing, footwear and protective helmets, designed specifically to enhance competitors’ safety, worn by the driver and/or co-driver, while seated in a vehicle used in competition;

“Ballast” means non-functional material added to increase the vehicle weight; and

“Body Shell” or **“Chassis”** means the load bearing structure of the vehicle to which the drive train and suspension are attached. Demountable components (e.g. doors, bonnet, boot lid and mudguards etc.) are not deemed to be part of this;

“Bodywork” means all the entirely suspended parts of the vehicle that are licked by the air stream while internally the cockpit and boot space are considered part of this;

“Closed vehicle” means a vehicle with a permanent rigid structure, other than a roll cage that extends from the top of the vehicle’s windscreen over the occupants to the rear of the vehicle;

“Cockpit” means the structural inner volume of a vehicle which accommodates the occupants;

“Fuel Tank” means a structure holding fuel likely to flow by any means towards the engine;

“GT” means a performance derived two (2) door closed vehicle with two (2) seats or 2+2 seating;

“Ladder (Body-on-frame) Chassis” means a rigid vehicle chassis that fully supports the drivetrain and bodywork;

“Manufacturer Occupant Protection System” or **“MOPS”** means the safety system originally installed by the vehicle manufacturer as part of a frontal impact protection system and shall include the airbag/s and pre-tensioning safety belts;

“Mechanical Component” means any component of a vehicle, moving or not, which is necessary for the propulsion, suspension, steering and braking as well as any accessory component which may be used to enable its operation.

“Minimum Weight” means the empty vehicle (without occupants, luggage or tools on-board). Any container holding a liquid (e.g., oil, coolant, brake fluid, etc.) shall be filled to the indicated full level, with the exception of washer containers for the windscreen or lights, systems to cool brakes, fuel and water injection/intercooler spray system, which must be empty.

“Monocoque” means a construction in which the body is combined with the chassis as a single unit in which all or most of the stresses are carried by the skin

“Occupant” means any driver, co-driver, or passenger taking part in an Event;

“Open vehicle” means any vehicle not classified as a closed vehicle;

“Purpose built vehicle” means a vehicle that;

(a) Has a safety cage fitted, that is not equipped as standard on all production examples of the vehicle, or

(b) The construction of which prevents its use on public roads;

“Racing Weight” means the weight of the competition vehicle during or immediately after any session or race including the driver wearing all normal racing apparel including helmet, head and neck restraint etc. Nothing may be added to the vehicle (materials, liquid etc.) may be added prior to weighing.

“Road registered vehicle” means a vehicle with a current valid licence label and Road Worthy Certificate;

“Rotary (Wankel-Type) Engine” mean an pistonless spark ignition engine using an eccentric rotary design based on the Wankel principle;

“Safety Structure” means any one (1) or a combination of the following definitions;

(a) **“Safety Rollbar”** means a (stand-alone) form of roll protection: Its **“principal structure”** being the structural framework consisting of a main rollbar (hoop), two (2) backstays (or lateral bracing stays

sometimes only one (1) in a single-seater application), one (1) diagonal member, a safety harness bar (optional), and mounting points or,

(b) “Safety Cage” means a multi-tubular structure installed in the cockpit and fitted close to the interior profile of the body shell. Its **“principal structure”** being the structural framework consisting of a safety rollbar (as detailed in (a) above), plus a front rollbar (or of two (2) lateral rollbars), their connecting members, two (2) backstays, one (1) diagonal member, a safety harness bar (optional), and mounting points;

“Seat” means the two surfaces making up the seat cushion and backrest on which the occupant/s sits;

“Series Production Vehicle” means a vehicle that is or has been manufactured in a certain number of identical examples using series production methods destined for public road use, and is or was available on general catalogued sale;

“Single seater” means an open vehicle that has been designed and constructed to carry the driver at the centre line of the vehicle chassis;

“Space Frame Chassis” means a vehicle chassis with a skeletal frame of tubes so constructed that all loads are borne by a matrix of structural sections of metal;

Space Frame (Stressed Skin) Chassis means a space frame chassis to which stress bearing panels are attached;

“Splitter” means an aerodynamic device normally mounted horizontally to the front lower bodywork of a vehicle;

“Spoiler” means an aerodynamic device attached to a vehicle which is connected to the bodywork and which is licked by the air stream on only one surface;

“Sports Car” means an open or closed vehicle with factory provision for two (2) seats; and

“Sports Racing Car” means an open or closed vehicle with provision for one (1) or two (2) seats disposed in the centre or on either side of the vehicles longitudinal centre-line with all wheels enclosed by the bodywork and designed primarily for competition use,

“Supercharged” means forced induction of air at greater than atmospheric pressure to increase the engines output by means of a mechanically driven induction device;

“Track” means the distance between the centres of the contact patches of the wheels and tyres on the same axle as presented for competition;

“Turbocharged” means forced induction of air at greater than atmospheric pressure to increase the engines output by means of a turbine driven by the engines exhaust gas;

“Tyres” are defined as follows:

(a) “Road tyre” means a treaded tyre designed and manufactured for public road use.

(b) “Slick tyre” means a tyre constructed and marketed specifically for competition use (not for road use) on dry sealed surfaces, having a maximum of 17% grooves moulded or cut into the tyre road contact surface;

(c) **“Treaded tyre”** means a tyre designed for use on any surface having a minimum of 17% grooves moulded or cut into the road contact surface.

(d) **“Wet tyre”** means a treaded tyre (moulded or cut) constructed and marketed specifically for competition use (not for road use) on wet sealed surfaces;

“Vehicle” means a self-propelled conveyance moving on wheels and tyres

“Wing” means an aerodynamic device attached to a vehicle which is licked by the air stream on both the upper and lower surfaces.

CONTROL OF THE MEETING

Race Control

Race Control is the central control point of all activities on the circuit. It is the base from which the Clerk of Course works and where he or his Deputy or Assistant will be available at all times when the circuit is in use.

- (1) When the Clerk of Course is not present, Race Control must be able to communicate with him by one of the communication systems available. all communications systems in use at the circuit link into Race Control and sufficient Communication Marshals are available to man all the systems. These systems are described separately.
- (2) The functioning of Race control will be under the supervision of the Deputy Clerk of Course who will ensure that the communications personnel provide the information and contact required by the Clerk of Course both efficiently and effectively.
- (3) As a minimum, the following personnel will remain in attendance at Race Control throughout all practice and qualifying sessions and racing.
- (4) The Clerk of Course and/or Deputy Clerk of Course and/or Assistant Clerk of Course.
- (5) The Communications Manager and/or Assistant Communications Manager.
- (6) Emergency Controller and/or Assistant Emergency Controller.
- (7) The following personnel (or their deputy) must be in attendance or direct contact with Race control at all times throughout practice and racing.
 - (a) Secretary of the Meeting.
 - (b) Chief Medical Officer.
 - (c) Chief Fire Marshal.
 - (d) Course Marshal.
- (8) All officials in attendance must understand the functioning and purpose of each Communication System in Race Control.
- (9) Two (2) logs will be kept in Race Control, at all times being recorded in the 24-hour clock, viz:
 - (a) Meeting Log - recording all actions taken or instigated from opening to closing of Race Control, except for details recorded in the Event Log.
 - (b) Event Log - recording details of all occurrences on the track during practice and races. One (1) Event Log will be maintained for

each event on the circuit and will be kept separate from all other event logs. The event logs will be maintained by an official monitoring the Trackside Communication System.

- (10) In the event of an incident, the Communications Manager present will be responsible for maintaining contact with the area of the incident with one or other of these systems. The Emergency Coordinator will be responsible for maintaining contact with the emergency facilities, in conjunction with the appropriate radio operator.
- (11) The Emergency Controller will be responsible for maintaining a plan of the circuit on which is clearly marked the location of all emergency vehicles at all times.
- (12) A check list will be maintained including all personnel, vehicles and equipment around the circuit. These will be checked off before each day's activities start, and after any break in the program where Marshals may leave their posts. The Deputy Clerk of Course will be responsible for this check list and the checking routine.
- (13) Race Control personnel will ensure that all incident reports are collected for collation, checking and duplication, in case of subsequent Steward's Hearings. Race Control personnel must also ensure that any witness required for hearings are informed of such hearings.
- (14) Race Control must have available at all times a full set of Regulations applying to the meeting, and all other relevant papers and instructions.
- (15) Race Control must maintain a Master File of all Race Bulletins, all instructions issued, all logs, and all other Official Statements.
- (16) All Official Statements issued must be in strict accordance with the document issuing procedure.
- (17) Race Control must keep the public address and TV directors informed at all times when the schedule or programme of events is not possible to maintain due to incidents, weather, etc, so that they can make appropriate changes to their broadcast schedule.

Trackside Organisation

Each turn (corner) around the circuit is numbered, starting with Turn 1 being the first turn after the Control (Start) Line. Every numbering system at this circuit is based on these numbers. Any position between two (2) turns can be designated by the use of decimals e.g. the post which is halfway between turns 5 & 6 is designated Post 5.5.

Sectors

The circuit is divided into a number of sectors being an area of the track under the control of a Sector Marshal, and containing a variable number of Marshal Posts. Each sector is numbered according to the post number where the Sector Marshal is normally located.

Communications System

Because sections of the track are not clearly visible from Race Control or from other positions around the circuit, the communication system linking all facilities is critical to the proper control of the meeting. There needs to be a strict observance of procedures and an atmosphere of calm in Race Control itself. The Chief Communicator acting as the Assistant Clerk of Course will be responsible for ensuring the maintenance of proper procedure on the networks; and for the maintenance of the logs and paperwork which will record the detail presented over the communication systems.

The various systems for the conduct of events on the track include:

Trackside Communication Network

All Marshal Control Posts are connected to Race Control via a radio network. This system is used for all regular communication between Race Control and Marshal Posts. The first warning of emergencies will usually be transmitted to Race Control over this network, the communications required to cope with the emergency then being passed over to the Race Control Network and handled by the Sector Marshals. The trackside network will continue to report routine detail during emergencies, including details such as "FIV arrived", but not detail requiring conversation unless this is specifically requested, or there is more than one emergency in the same Sector.

Race Control Radio Network

This radio net links race Control with all the Senior Officials and other key positions around the circuit. This is the system over which most of the routine Race Control commands and instructions are issued - the starting and stopping of events, the clearing of the rack, grid and pit-lane, the marshalling of cars, etc. This network provides an alternative communication system if problems arise with the Trackside Communication Network. It is more private and not so prone to interruption during emergencies; and it is mobile, so can be used direct from emergency sites.

This network also links the Chief Medical Officer, Intervention Vehicles, Chief Fire Marshal and tow and recovery units to Race Control.

Any may be switched to an alternate frequency if necessary.

Emergency Radio Network

Each emergency team and vehicle is linked to Race Control on a separate radio network. All may be switched to the same frequency if necessary.

PABX Switchboard

The telephone links most facilities around the property, and the outside world. It is normally used for direct control of track activities, but is used to connect Race Control with the various administrative sections of the organisation.

During extreme situations, and for increased privacy, it may be determined to communicate via mobile phones with Senior Marshals at an emergency site.

Race Administration

Race Secretary's Office

The Race Administration Office is the working base for the Secretary of the Meeting. All matters connected with the organisation of circuit events, apart from the direct control of track activities, are handled by or through this office.

The Secretary of the Meeting or the Deputy Secretary of the Meeting will be in attendance at this office at all times whilst the circuit is in use.

The following documents and details of the meeting will be kept in the Race Administration Office: -

- (1) Complete set of regulations.
- (2) Complete set of instructions.
- (3) Complete and current schedule.
- (4) A copy of all Official Statements and Bulletins.

- (5) A copy of the Race Operations Manual and other Emergency Procedure Manuals for the circuit.
- (6) A list of all officials, with their duties specified.
- (7) The day-by-day details of the officials 'sign-on' sheets.
- (8) All competitor's entry forms.
- (9) Day-by-day details of the scrutineering of race cars.
- (10) A record of any changes to details of competitors or drivers.

The location of the Official Notice Board must be identified for the posting of bulletins, etc.

Official Statements and Media Releases

"Official Statements" are authorised official statements issued on behalf of the Promoter and/or the race organisation on any matter involving circuit control or circuit activity - possibly including detail of accidents, casualties, or matters which could result in further action or investigation.

Such statements must be authorised by either the Clerk of Course, or in his absence, jointly by the Secretary of the Meeting and the AASA. In most cases the authorising officer will compile and issue the statement, but other senior officials may be authorised to do so if it involves matters pertaining to their function. Persons likely to be involved include the Clerk of Course, the Chief Medical Officer.

If such a statement is to be issued in writing, it should be approved by one of the authorising officers listed above, and a copy kept by the Secretary of the Meeting.

All official statements must include:

- (1) The words "Official Statement";
- (2) name and date of issue;
- (3) name and title of the person issuing the statement;
- (4) name and title of the authorising officer/s, if necessary.

Race Bulletins and Reports

Bulletins and Reports are documents issued during the meeting by officials acting in their proper capacity, which:

- (1) Serve to inform persons about the progress or state of the meeting;
- (2) clarify or change Regulations;
- (3) announce official decisions of the official/s issuing the document;
- (4) must be approved and authorised by the Stewards of the Meeting.

2. GENERAL REQUIREMENTS OF MOTOR VEHICLES

In the interests of consistency in Australian motor sport, AASA acknowledges the general requirements concerning motor sport competition vehicles, as those prescribed by the relevant competitor and motor sport representative organisations. Each vehicle will, of necessity, in any competition:

- (1) comply with the definition of a Vehicle (automobile);

- (2) be fitted between engine, fuel tank and driver's compartment protective panel/s to prevent the passage of flame;
- (3) be constructed in such a way as to minimise the entry of foreign matter into the driving compartment from the road or wheels;
- (4) have any propeller shaft and universal joints fitted in a protective fixed casing if passing through the cockpit;
- (5) have any driving chain fitted with a protective guard;
- (6) have each fuel tank vented externally to the bodywork;
- (7) where not registered for use on public roads, have any steering column locking device removed or disabled;
- (8) be fitted with a safety structure (rollbar/cage);
- (9) use only fuel that complies with regulations;
- (10) have any window or windscreen fitted made from clear material or, compliant with AS 2080 if tinted;
- (11) have a safety harness or seat belts that comply with Australian Standards;
- (12) have any container which can hold more than 500mL of hot liquid (other than a standard heater core) and is located within the cockpit must be enclosed in a sealed compartment;
- (13) where fitted with rigid brake pipes have such pipes made of steel ['Bundy' tubing or equivalent], to protect the pipes against vibration and damage;
- (14) where the leading edge of the bonnet or other panel can be raised by the airflow such item must be fitted with two separate fastening systems. The fastening system/s used must meet the following requirements:
 - (a) to be considered separate, a fastening system must continue to function if the second system is totally removed;
 - (b) must be of adequate strength and limited elasticity and range of movement;
 - (c) must simultaneously hold the bonnet or panel closed and its release must allow the
 - (d) bonnet or panel to be raised to provide access to a second separate fastening system fitted to the vehicle. The additional, second fastening system must prevent the bonnet or panel from being raised more than 150mm from the fully closed position.
 - (e) a standard road registerable production vehicle fitted with an unmodified original equipment two-stage fastening system shall be exempt from these requirements;
- (15) be fitted with a full operational fire extinguisher that meets Australian Standards;
- (16) must have a device or devices that protect any longitudinal propeller shaft from striking the ground in the event of a component failure;
- (17) must be fitted with compliant wheels and tyres;
- (18) must have a scatter shield fitted to protect those on board;
- (19) must have a return mechanism attached which will close each throttle in the event of any throttle linkage failure;
- (20) must fitted with a dual circuit braking system except for exempt vehicles manufactured prior to 31 December 1973 or classed as historic;
- (21) must have an operable reverse gear controlled by the driver whilst seated in the driving position, except for vehicles exempted by AASA or classed as historic;
- (22) must be fitted with either sideways or rearward-facing exhaust outlets. If rearwards, the outlet/s must be no less than 100mm and no more than 450mm above the ground, when measured on a flat surface, and shall not protrude more than 150mm beyond the rearmost portion of the vehicle when viewed from above. If the outlet/s are directed sideways it/they must be located rearward of the c pillar or midpoint of the wheelbase. In any case, they shall not project beyond the maximum width of the bodywork or terminate more than 50mm within the plan view of the adjacent bodywork;
- (23) must be fitted with a bulkhead constructed from a flame - and liquid-proof material except for vehicles classes as open wheel. If clear material is used in the

- construction of the bulkhead it must be a minimum of 6mm thick. This bulkhead shall effectively seal the cockpit from the fuel tank or re-fuelling system;
- (24) must be fitted with a muffler/s such that the sound emitted when measured 30metres from the track edge does not exceed 95dB(A) unless event regulations set a lower limit. It should be remembered that recorded noise levels include both exhaust and induction noise and the use of suitable induction air filter elements should be considered in addition to mufflers.;
 - (25) be fitted with a steering wheel not incorporating any wood, unless such is the original component of the vehicle, except for vehicles exempted by AASA or classed as historic;
 - (26) if fitted with any type of crankcase breather discharging to the atmosphere, each breather must be vented into a catch tank of minimum capacity of two (2) litres for engines up to two (2) litres or a catch tank of minimum capacity of three (3) litres for engines over two (2) litres. Supplementary Regulations for meetings on unsealed surfaces may waive this requirement;
 - (27) if fitted with any engine radiator coolant vent discharging to the atmosphere, each coolant vent be vented to a catch tank of a minimum capacity of one (1) litre regardless of engine capacity. Regulations for meetings on unsealed surfaces may waive this requirement;
 - (28) if in a Multi-car event where a vehicle is fitted with external forward-facing glass components, must be fitted with an adhesive cover of a colour other than red to prevent the spillage of broken glass from headlights etc., the windscreen is exempt;
 - (29) a blue triangle measuring a minimum of 150mm on each side indicating the location of the battery must be displayed on the external bodywork. A battery fitted in a vehicle's cockpit must have an additional blue triangle fitted on the cover of the battery or the battery itself if uncovered;
 - (30) must have visible towing points (with the capable to accept a 40mm OD cylindrical test object) fitted forward of the front axle and rearward of the rear axle and be capable of remaining intact when the vehicle is towed on a sealed surface with its wheels locked. Where a tow point is obscured, each tow point shall be marked in a prominent location with the word "TOW" of a contrasting colour marking the location of each tow point. A road registerable production car fitted with any unmodified original equipment tow point will be exempt from these requirements, except for the requirement to identify tow point if it is obscured;
 - (31) in cases where the external door handle is not easily distinguishable or visible from the surrounding bodywork, there must be fitted an arrow and the word 'OPEN' of a contrasting colour to the surrounding bodywork marking the location of each door handle. The arrow marking the location must be of such size that it is clearly visible on approach from emergency officials.
 - (32) only laminated glass may be used in any glass windscreen. Windows, including windscreens, shall not be coloured or tinted unless compliant with AS2080;
 - (33) no tyre which has been retreaded, recapped, repaired or re-conditioned in any way is approved for use;
 - (34) vehicles must be fitted with at least two (2) functional rear vision mirrors each of at least 50cm²;
 - (35) after market seats may be fitted or used to replace the original seat as long as the replacement seat meets Australian Design Rules (ADR) or in the case of a racing seat meets local or international motor racing standards.
 - (36) where a vehicle complies with the Australian Design Rules (ADR) for seat mountings, the seat must be mounted to the main structure of the vehicle by not fewer than four grades 8.8 bolts of minimum diameter 8mm. Where the seat is mounted to an un-reinforced section of the floor pan, each attachment point shall be reinforced by the use of a plate of not less than 75mm x 50mm x 3mm;
 - (37) where a vehicle is fitted with an electric fuel pump, the fuel pump power supply must cut off in a maximum of six (6) seconds after the engine stops, except for vehicles exempted by AASA or classed as historic;

(38) each vehicle classed as a sports or touring /saloon car must be equipped with a battery isolation (master) switch which isolates the battery and stops the engine. The driver must be able to operate the switch when seated in his normal seated position. A second switch, or a remote means of operating the main switch, must be located in the vicinity of the base of the A pillar on the driver's side or, for an automobile with no A pillar, in a comparable position. Each external switch must be easily visible and clearly marked by a symbol showing a red spark in a white-edged blue triangle measuring a minimum 150mm on each side.

3. DEFINITIONS - LEVELS OF EMERGENCY

3.1 Incident - Circuit

An unusual or unplanned event (of significance) which:

- (a) Occurs as a direct result of racing activity,
- (b) Affects the safety of any person engaged in racing activity,
- (c) Expose any deficiency in safety procedures or facilities.

It is the ultimate responsibility of the Clerk of Course to determine whether an event constitutes an incident.

The trackside medical service members should be on alert when an; incident occurs within their area of the circuit and be in readiness to respond should the incident become an emergency.

3.2 Activated Incident

An incident which requires remedial action (beyond that normally available at the scene of the incident) including:

- (a) The mobilisation of Track Rescue Personnel,
- (b) Medical intervention.

3.3 Emergency - Safety Car

An incident or event necessitating the Clerk of Course to order the Safety Car to enter the track in order to lessen the speed of the event.

The Safety Car will be brought into operation to neutralise the race upon the decision of the Clerk of Course. It will normally be used if competitors or officials are in immediate physical danger but the circumstances do not necessitate stopping the race.

3.4 Emergency - Event Stopping

An incident or event which necessitates the Clerk of Course and/or Stewards of the Meeting to order the cessation of the event by the use of the red flag.

An incident which, in the opinion of the Clerk of Course or Stewards of the Meeting, warrants the stopping of an event by use of the Chequered Flag or Red Flag.

The stopping of an event is warranted if the safety of any person is unreasonably compromised because of an incident. Such action may be taken when the Clerk of Course and/or Stewards consider that to continue the event would constitute an unacceptable hazard to those involved in emergency duties, to other officials or spectators, or to drivers remaining in the event.

3.5 Critical Incident

An incident which results in:

Injury (of significance) to a driver, crew member and/or official

Serious injury to any person which is likely to cause death.

Incident - Public Area

An accident or event in the public area which may endanger members of the public or cause damage to property. This does not include the restricted areas between safety barriers and/or spectator fences.

3.6 Incident - Restricted Area

An accident or event which may endanger pit crew, drivers, or officials in the restricted area and/or involve unauthorised entry into such area by spectators. The Clerk of Course and/or a Stewards of the Meeting, in consultation with police or other civil authorities, may plan to stop the event by use of the red flag.

3.7 Major Emergency

An emergency, in any part of the circuit, which is beyond the scope of the resources at the circuit and requires outside assistance from civil authorities.

During any emergency, if any responsible official is of the view that to continue an event would jeopardise the safety of any person, then the general policy to be adopted is to err on the side of caution and stop the event.

General Procedure & Lines of Authority During Track Emergencies & Incidents

(see also: Approved Medical Response Plan as a resource)

The normal race hierarchy will continue to function during all emergency situations.

The organisation should be structured with this in mind, and there will normally be a number of senior Trackside marshals around the circuit who are capable of handling most emergencies without the need for senior Race Control Officials to proceed to the site of the incident.

Each of these senior Trackside Marshals has been allocated a sector (hence the title of Sector Marshal) for which they will be responsible. They will normally take control of any incident in their Sector unless that authority is assumed by a more senior official - Course Marshal, Assistant Clerk of Course, or Clerk of Course in ascending order of authority.

When a more senior official takes control of an incident they must inform the official previously in charge that they are taking control, and must specifically hand back control before they leave the area. Race Control must also know who is in charge at an incident at all times, and that official must be the only one that Race Control receives decisions from (although remaining free to receive advice from various sources).

Where a specialist team or specialist such as a Doctor or Fire Marshals required, the senior specialist will assume full authority at the incident site affecting their speciality. The specialists and the Sector Marshal will work

together, paying attention to continuing control of the track, possible spectator problems, extra assistance needed, etc.

During emergency situations, the Sector Marshal may call race Control for assistance, and during medical emergencies, the Doctor at the site may also do this through the Sector Marshal, or directly with the Chief Medical Officer who will be available through Race Control.

When an incident occurs, the Sector Marshal will exercise immediate control using the manpower they have on site. Race Control, will be placed on stand-by, by the observer using the Trackside Network. At the same time, the Sector Marshal will take such steps as are immediately obvious, then assess the situation and inform Race Control of the decision and/or requirements. Except for personnel on foot in the vicinity of a Race Emergency, all intervention should only be at the express direction of Race Control. Sector Marshals immediately adjacent to the Sector where the incident has occurred should come to stand-by to offer assistance if directed by Race Control.

The Sector Marshal may maintain contact with Race Control during the emergency using the mobile Race Control Network Radio, whilst the observer will continue to use the Trackside communication network for routine communication. Race Control must be informed of any change in authority at the incident site, and a report must be given as soon as the situation is stable, and when the condition are returned to normal.

If the incident occurs at a Marshal Control Post where the Sector Marshal is not present, the senior flag marshal will assume control, using the Trackside communication network for communication to Race Control, until the Sector Marshal attends and takes charge.

When a senior official is unable to fulfil his functions for some time, the other senior officials will expand their roles to fill the gap, until such time as the senior official remaining, or the Race Secretary takes appropriate steps to officially restructure the organisation. The senior officials appointed to an event should be of such standing that proper control of the event should not be jeopardised if half of the senior officials are un able to carry out their normal duties for some period of time.

4. REPORTING REQUIREMENTS

4.1 General

All Marshals should verbally report only incidents which occur in his/her own Sector of the circuit, unless:

- (a) it appears a serious incident has gone unnoticed; or
- (b) requested to do so by the Sector Marshal; or
- (c) the adjacent Sector has lost communications contact; or
- (d) there is an emergency preventing the other Sector from doing so.

All reports must be precise and comprehensive.

In the case of an incident leading to a Stewards' hearing, Marshals must be prepared to attend as a witness, if requested, and to repeat truthfully and accurately what they saw and/or heard.

Although all Marshals should be conversant with all rules and regulations pertaining to the Meeting, it will be up to the Clerk of Course to decide if any rules have been breached. The Marshal's role is to report the incident accurately and precisely, in order that the Clerk of Course may make an informed decision.

4.2 Verbal Reports

Verbal reports shall be generally based on:

- (a) possible breaches of competition rules by drivers;
- (b) incidents which alter the conditions experienced in the particular Sector for any period of time.

Verbal reports should contain:

- (c) Marshal's identification;
- (d) brief description of incident, including vehicle/s number;
- (e) situation following initial incident;
- (f) emergency services required (if any);
- (g) condition of drivers;
- (h) status of situation regarding safety;
- (i) assistance required to retrieve vehicle/s (if any), on halting, or completion of practice session or event.

4.3 Written Reports

Any incident which could possibly lead to charges being laid, a potential insurance claim or the need for further investigation, should be reported, in writing, on the form supplied, where possible.

All written reports should be compiled as soon as possible following the incident. Detail should be specific, concise and factual and should not be judgemental.

Scrutineers, Chief Marshals, the Emergency Controller, the Chief Medical Officer and Communications Manager must all provide regular written reports to the Clerk of Course. The Clerk of Course must attach a copy of these to his report for presentation to the Stewards at the end of the Meeting.

5. FLAGS

In the interests of international consistency, AASA requires flags to be of the following sizes:

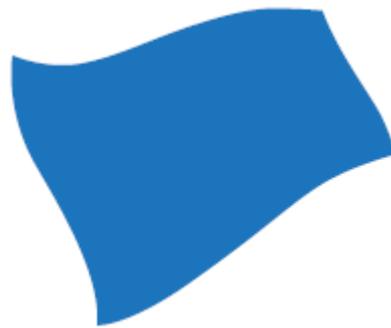
- (a) The red and chequered flags shall be a minimum of 800mm x 1000mm;
- (b) All other flags shall be a minimum of 600mm x 800mm.

All personnel should be conversant with the following flags and a description should be reiterated at all briefings prior to the Meeting.

5.1 National Flag:

Shall be used for the start of a race when lights are not being used. The start shall be signalled by raising the flag above the starters head for a period of 3 to 5 seconds before being lowered to signal the start of the race.

If the event regulations so specify a different flag may be used to start the race.

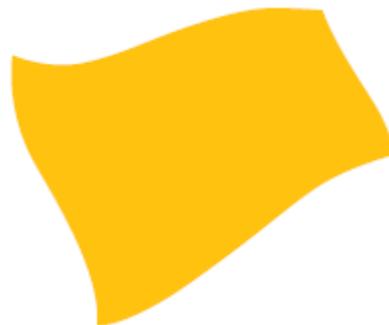


5.2 Blue Flag – waved

During practice and qualifying – indicates to a driver that a faster car is about to overtake and pass you – let them past.

During a race – indicates to a driver that you are about to be lapped by another car and you must let them pass when safe to do so.

Blue Flag – stationary Indicates to drivers leaving Pit Lane exit that a car is approaching on the race track.



5.3 Yellow Flag - indicates danger ahead

Single Waved Yellow – slow down and be prepared to avoid a hazard on or near the track edge, overtaking is not permitted until you have passed the green flag past the incident.

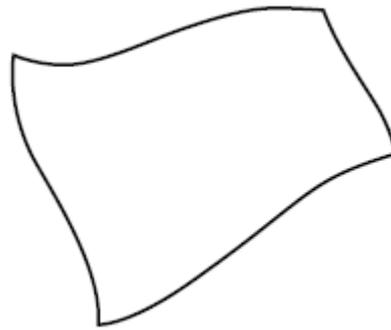
Double Waved Yellow – slow down significantly and be prepared to avoid a hazard which maybe blocking the track. Drivers must be prepared to stop if necessary. This signal will be shown at the point immediately before the hazard. The flag point proceeding the point with the waved yellow flag or flags will display a single motionless yellow flag.

Overtaking is not permitted in the area from the first yellow flag to the green flag point after the hazard.



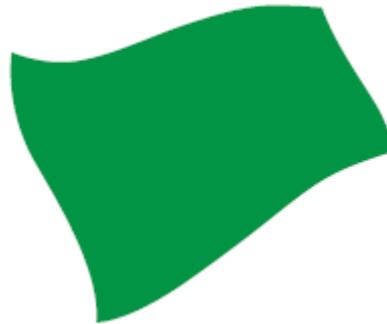
5.4 Yellow Flag with Red Stripes

Displayed motionless indicates to drivers that there is a deterioration to the racing surface beyond the flag point due to some foreign substance, e.g. oil, water or dirt on the track.



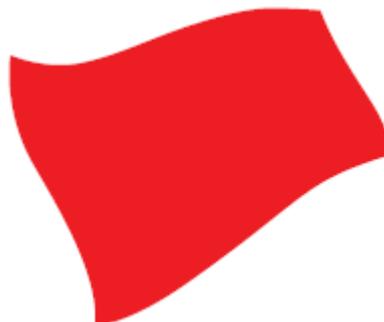
5.5 White Flag - waved

Indicates that there is a much slower moving vehicle on the track in the next flag section beyond that flag point.



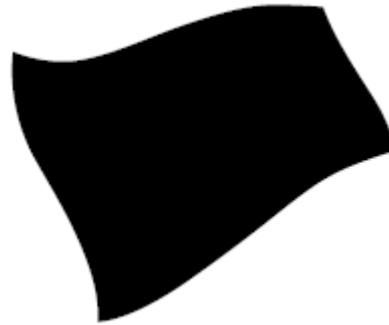
5.6 Green - waved

Indicates to drivers that they have passed through the section/s of track controlled by yellow flags and that normal racing and overtaking can now commence. This flag is also used at the control line to signify the start of practice, qualifying or warm up lap.



5.7 Red Flag – waved

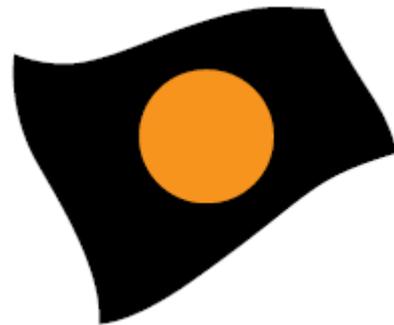
This flag is deployed on the instruction of race control and is used to indicate that it has become necessary to stop the activity on the track and all drivers must slow down immediately and proceed to the Pit Lane. Drivers should be prepared to stop if necessary. Overtaking is not permitted and drivers should be prepared to follow the instructions of trackside officials.



5.8 Black Flag – motionless

Used to indicate to the driver whose number is shown must stop at the control line in Pit Lane on the next lap. The flag will not be displayed to a particular driver for more than four laps.

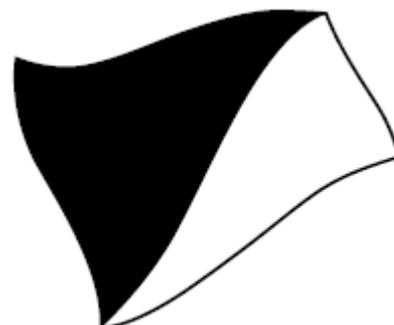
The instruction for the use of this flag will be made by Race Control. The pit crew will be advised of the reason for the flag.



5.9 Black with 40cm Orange Disk – motionless

Used to inform the driver whose number is displayed with the flag that the car has a mechanical problem likely to cause danger to himself or others and that the car **must** return to the pit on the next lap.

If the problem is rectified the scrutineers may permit the vehicle to rejoin the race.



5.10 Black and white diagonal – motionless.

This flag is used to indicate that the driver concerned has been identified as driving in an un-sportsman like manner and the Clerk of Course may take further action if the behaviour continues.



5.11 Black and white checkered – waved

Signifies the end of race or session – drivers must cease racing and slow down after crossing the control line when the flag is waved and proceed to their pit or paddock area or follow the directions of race officials.

5.12 Other signals

A portable fire extinguisher may be shown to a driver to indicate that their vehicle appears to be on fire.

5.13 Light signals

May be used to supplement or replace flag signals and should be configured to correspond with AASA flag signals, i.e. flashing = waved, steady = motionless, two flashing = double waved; one flashing – single waved.

Colours = red, green, yellow, white, blue.

5.14 Start lights

Used to start races are to be used in the following manner

Red light on – cars must remain stationary – prepared to start racing in 3 – 5 seconds time

Red light out – start racing

Green light on – racing has started

Yellow flashing light on – delay start, remain stationary, switch off engine, red light will remain on.

5.15 Signal Boards

At the start of a race signal boards may well be used by start officials to indicate the approximate time to the race start. These will be back numbers on a yellow background held aloft by the Starter and in any case a 30 second board shall be displayed to indicate that the field is under Starter's orders and no other car may join the starting grid unless authorised by the Clerk of Course.

Delay start board shall be used by the Starter to indicate an aborted start.

Tail lamps on – displayed at the Control line by the Starter shall require racing vehicles to switch on tail lamps.

Number Boards – shall be used in conjunction with the black flag, black & orange disk flag and black and white diagonal flag. These numbers shall be white on black background and shall be visible at 70 metres.

5.16 Safety Car Board

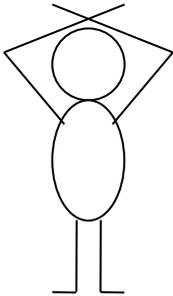
When the safety car is deployed to the track during a race each flag point shall display a single motionless yellow flag and an 'SC' Board until the intervention period is over.

When the safety car period is over the Clerk of Course will instruct the safety car to switch off its flashing lights and return to Pit Lane at the end of that lap. When the safety car enters Pit entry road the SC Boards and yellow flags will be withdrawn at each flag point. As the lead race vehicle approaches the control line a green flag will be shown to the field to signal a restart. Each flag point will then show a green flag. Green flags will be withdrawn after one lap. Cars shall not overtake until they have crossed the control line where the green restart signal has been shown.

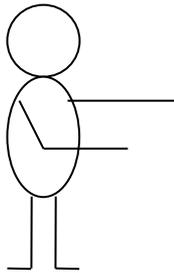
6. HAND SIGNALS

There are a number of hand signals which are commonly accepted for use in circumstances where it is necessary for a Marshal to signal across a distance, where mobile communications are inappropriate or unavailable.

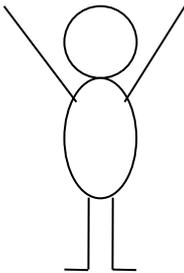
All personnel should be conversant in these signals and should have them reiterated at all briefings prior to the Meeting.



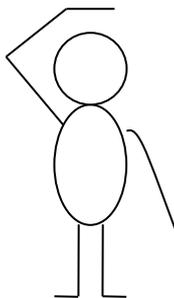
QUALIFIED MEDICAL ASSISTANCE REQUIRED.
(Arms crossed above head)



FIRE EQUIPMENT REQUIRED
(Arms held to the left side to form a letter "F")



RESCUE EQUIPMENT REQUIRED
(Arms held above head to form the letter "W" for 'wreck')



EXTRA MANPOWER REQUIRED
(Patting head with one hand)

7. CHECK LIST FOR SCRUTINEERS

In the interests of consistency in the application of international safety standards, AASA requires Scrutineering personnel in the Scrutineering Bay to inspect all vehicles, prior to their participation in practice sessions, speed events or races, using the following check list:

Name of Driver (print): _____

Number of Vehicle: _____

- | | |
|--|--|
| <input type="checkbox"/> Helmet, goggles/visor, attire | <input type="checkbox"/> Floorpan |
| <input type="checkbox"/> Licences - entrant, sponsor, driver/s | <input type="checkbox"/> Scatter shield (if required) |
| <input type="checkbox"/> Log book | <input type="checkbox"/> Doors secure |
| <input type="checkbox"/> Lamp glass protected | <input type="checkbox"/> Steering wheel sound & secure |
| <input type="checkbox"/> Lights - park, dip, dull (where fitted) | <input type="checkbox"/> Steering - check for play |
| <input type="checkbox"/> Horns, wipers | <input type="checkbox"/> Seat attachment secure |
| <input type="checkbox"/> Windscreen - glass, laminated | <input type="checkbox"/> Fire extinguishing equipment |
| <input type="checkbox"/> Windscreen - Perspex or Lexan, clear | <input type="checkbox"/> Roll bar/cage |
| <input type="checkbox"/> Bonnet secure | <input type="checkbox"/> Seat belts - type & installation |
| <input type="checkbox"/> Cooling system, hoses | <input type="checkbox"/> Wheel caps removed |
| <input type="checkbox"/> Engine mountings | <input type="checkbox"/> Wheel nuts & wheels - front |
| <input type="checkbox"/> Engine - oil leaks | <input type="checkbox"/> Tyres - front (check for valve caps) |
| <input type="checkbox"/> Fuel lines and fittings | <input type="checkbox"/> Steering arms, rods, ball joints |
| <input type="checkbox"/> Throttle return springs | <input type="checkbox"/> Stabiliser bar |
| <input type="checkbox"/> Oil catch tank | <input type="checkbox"/> Suspension arms, pivots |
| <input type="checkbox"/> Battery firmly attached/encased | <input type="checkbox"/> King pins/suspension balljoints |
| <input type="checkbox"/> Master cylinder - mounting secure | <input type="checkbox"/> Hubs, wheel bearings |
| <input type="checkbox"/> Dual master cylinders (where required) | <input type="checkbox"/> Hoses and lines safe |
| <input type="checkbox"/> No hydraulic leaks | <input type="checkbox"/> Shock absorbers, mountings |
| <input type="checkbox"/> Hoses and lines safe | <input type="checkbox"/> Wheel nuts & wheels - rear |
| <input type="checkbox"/> Generator opening | <input type="checkbox"/> Tyres - rear (check for valve caps) |
| <input type="checkbox"/> Brakes - pedal | <input type="checkbox"/> Exhaust system secure |
| <input type="checkbox"/> Accelerator pedal | <input type="checkbox"/> Muffler effective and/or correct type (if required) |
| <input type="checkbox"/> Handbrake (where required) | <input type="checkbox"/> Transmission shafts, chains, universal joints |
| <input type="checkbox"/> Rear vision mirror/s | <input type="checkbox"/> Transmission shaft safety strap |
| <input type="checkbox"/> Windscreen - vision clear | <input type="checkbox"/> Springs, shackles, U-bolts |

- | | |
|---|--|
| <input type="checkbox"/> Radius rods | <input type="checkbox"/> Competition numbers |
| <input type="checkbox"/> No rust, cracks, holes etc. | <input type="checkbox"/> Provisional licence plate (if required) |
| <input type="checkbox"/> Lights - stop, tail, rain | <input type="checkbox"/> Other markings on vehicle (battery marker, cut-out switch, etc) |
| <input type="checkbox"/> Rear reflectors | <input type="checkbox"/> Advertising |
| <input type="checkbox"/> Mudguards to cover wheels (where required) | <input type="checkbox"/> Self starter operating |
| <input type="checkbox"/> Petrol tank & filler | <input type="checkbox"/> Commercial fuel check (where required) |
| <input type="checkbox"/> General chassis construction | |
| <input type="checkbox"/> Body - clean, no excess damage | |
| <input type="checkbox"/> Bodywork & trim | |

Name of Scrutineer (print):

Date:

Signature:

8. EMERGENCIES - PROCEDURES

The following procedures shall be adopted by the prescribed personnel, in the event of an emergency:

- (a) In the first instance, the Sector Marshal shall make the decision that the circumstances constitute an emergency and, therefore, beyond that of an incident.
- (b) Where specialist teams, such as Medical Officers, Ambulance Officers, Fire Marshals and/or Recovery and Rescue Marshals are required, the Emergency Controller will assume full authority for all matters at the incident site.
- (c) The Clerk of Course and the Chief Sector Marshal will, in co-operation, have continuing control of the track, spectator control and contact with the emergency controller with regard to extra assistance as may be needed.
- (d) When an incident occurs, the relevant Sector Marshal will:
 - i. take immediate control of the incident site in his/her Sector;
 - ii. place the Emergency Controller on Standby;
 - iii. take such steps as may appear immediately obvious;
 - iv. assess the situation; and
 - v. inform the Emergency Controller of his assessment.

8.1 Red Flag FIV Response

When the Red Flag is displayed at the Start/Finish line (and therefore around the track at each flag post) as a result of an incident on the track, the following procedure will occur:

All FIV (First Intervention Vehicles, whose call signs are the name Victor, followed by a number) will scramble when sighting a red flag in their sector. The first vehicle arriving at an incident will stop and its personnel, in conjunction with the Sector Marshal, shall assess the need for medical assistance. The first extrication team arriving at the scene will also stop and, in collaboration with the Sector Marshal, assess the situation.

No other FIV will stop at the incident site. They will continue around the track to either a second incident or return to their original positions.

8.2 Operations

The Clerk of Course will issue instructions as follows:

- “CODE AMBER”** A red flag decision is imminent - all FIV on standby.
- “CODE RED”** A red flag has been displayed - all FIV to scramble independently once they have observed a red flag displayed at their nearest flag post. This is necessary to ensure that the event drivers are aware of the red flag condition in that area of the track.

NOTE:

It may not be possible to issue a “Code Amber”. In this case, vehicles should still respond to “Code Red” as above.

8.3 Vehicles and Personnel Available to the Sector Marshal and Emergency Controller

The radio network for emergency vehicles will link each FIV to Race Control, and to each other, at all times. Their location will be continually monitored by

the Assistant Clerk of Course in Race Control. He/she will normally be their radio contact in Race Control and will rely on instructions from the Clerk of Course or, in the event of an emergency, the Emergency Controller. On instruction from the Emergency Controller, he/she may direct other Emergency Vehicles to attend the site of an incident. He/she will, under instruction from the Emergency Controller, communicate instruction concerning relocation of vehicles, after action, and the reestablishment of full control of the circuit.

Emergency procedures will be in accordance with:

- (a) If a vehicle stops:
 - i. the nearest Track Marshal to investigate and communicate with the driver;
 - ii. in consultation with the Sector Marshal, who shall inform the Clerk of Course, the removal from the track of the stopped vehicle.
- (b) In case of an accident:
 - i. the first intervention as where vehicle stops (above);
 - ii. second intervention (if necessary) no later than 30 seconds after the accident, a Marshal with fire-fighting extinguisher shall be at the scene, regardless of any indication of fire;
 - iii. third intervention (if necessary), if the Sector Marshal has any reason to suspect the possibility, or the actuality, of a fire, the presentation of a mobile fire-fighting appliance at the accident scene;
 - iv. fourth intervention (if necessary), where Track Marshals have confirmed body injury or have reason to suspect the likelihood of body injury, a mobile medical and extrication appliance should present at the scene;
 - v. fifth intervention (if necessary), in case of vehicle immobility, crane/towing facilities should present at the scene.

8.4 First Intervention Vehicles (FIV)

A First Intervention Vehicle will be fitted with a red emergency beacon and will be strategically positioned at the circuit, by the Chief Medical Officer, in consultation with the Emergency Controller.

Each FIV must be staffed by:

- (a) a Medical Officer in a fire-retardant suit;
- (b) an ambulance officer paramedic when available or, alternatively, highly trained first aid person, trained in the use of communications equipment and able to act as an assistant to the doctor if necessary; and
- (c) a licensed racing driver with motor sport first aid training, trained in the use of the fire fighting equipment carried on board and who is familiar with the circuit.

All FIV vehicles shall be equipped with equipment for resuscitation, life support and monitoring, including:

- o Airway management/ventilation including an automatic ventilator.
- o Intravenous therapy.
- o Monitor/defibrillator.
- o Mechanical Suction.
- o Spinal and fracture management.

- o Burns management.
- o Pneumothorax management.
- o Oxygen and entonox.
- o Drugs for resuscitation and analgesia.

Communication is by VHF radio, installed in the vehicle, and an additional portable set used at the incident site. The radio call sign is Victor, with the number of the vehicle, e.g. Victor 1, Victor 4, etc.

8.5 First Intervention - Trackside Marshals

Each Trackside Marshal will have to day powder fire extinguishers immediately available for emergency use.

Marshals will be located on each side of the circuit to minimise the need to cross the track and will be located at, or near, Flag Marshal positions, to facilitate verbal communications and liaison with the Sector Marshals.

Back-up and spare fire extinguishers will be available from a depot established with one of the Sector Marshals at the circuit. Between practice and event sessions, these will be used to replenish the extinguishers with each Trackside Marshal.

8.6 First Intervention - Pit Lane Marshals

Pit Lane Marshals will be located in the Pit Lane at intervals, under the direction of the Chief Pit Lane Marshal and will be trained in emergency fire-fighting. Dry powder fire extinguishers will be located in each pit and along the signalling wall.

During any refuelling operation, the Pit Marshal will position him/herself in the vicinity, armed with a fire extinguisher, to be prepared to intervene if there is an emergency fire situation.

At a large event, Pit Marshals will be allocated to each pit. These Marshals will not be responsible, or equipped, to fight fire, but will be available to assist with equipment and maintain order and control during emergency situations.

8.7 (Medical) Extrication Vehicles (EV)

A minimum of two Extrication Vehicles are required, and each shall be clearly identified and fitted with red emergency beacons. EV vehicles shall be strategically positioned at the circuit, one positioned adjacent to the Pit Lane exit and the other(s) being allocated to the high-risk areas of the track by the Clerk of Course, in consultation with the Chief Medical Officer and the Emergency Controller.

Each EV must be staffed with:

- (a) a Medical Officer wearing a fire-retardant suit;
- (b) at least two ambulance officer paramedics, who have trained together to form a specific response unit for the purpose of removing any injured driver from his vehicle who may have possible spinal injuries; and
- (c) a licensed racing driver, trained in the use of the fire fighting equipment carried on board and who is familiar with the circuit.

Each EV must be equipped to extricate safely any casualty who may be unconscious, with particular emphasis on the management of potential spinal injuries, and its equipment **MUST** include the Russell Extrication Device (RED). Resuscitation equipment, to serve as additional or reserve equipment is also carried on these vehicles.

Radio communications are the same as for FIV, with call signs being Echo 1 and Echo 2, etc.

8.8 Support Intervention Vehicles (SIV)

At least one station wagon equipped and available to support and supplement the FIVs shall be available. The crew of such station wagons shall consist of two personnel who have had training in first aid and fire-fighting and experience in supporting emergency medical teams. Such vehicles and personnel's role shall include:

- (a) the availability to substitute for a FIV which has become unavailable at its post for any reason;
- (b) the provision of back-up fire fighting facilities;
- (c) the possible transportation of personnel or casualties.

The Radio call sign for such SIV's is Sierra, then the number of the team.

8.9 Fire Units

The provision of fire fighting equipment shall be in accordance with Section 3.3, Track Operator's Safety Guide.

The radio call sign for these units is Fire, plus the number of the vehicle.

8.10 Rescue Vehicles

Rescue vehicles will be utilities, or light trucks, manned by at least three Marshals and will be in radio contact with Race Control. These vehicles must carry mechanical extrication facilities, such as "jaws" and "spreaders".

The radio call sign for these vehicles is Rescue, plus the number of the vehicle.

8.11 Tow Trucks and 4WD Disabled Vehicles

The removal of broken down or damaged vehicles from the track, by tow trucks, shall be done between practice sessions or events or, in the event of an emergency and/or continuing threat to the safety of competitors, under instruction from the Clerk of Course and/or the Emergency Controller.

The radio call sign for these vehicles is Tow, plus the number of the vehicle.

8.12 Ambulances

At least one and, in the case of large events, up to five Advanced Care Ambulances, fully equipped to take over the level of care initiated at the trackside and to maintain that level of care during transport, are required at each Meeting. The level of medical equipment is equivalent to that of FIVs and/or EVs.

Each vehicle is manned by a full complement of "Advanced Care" ambulance officers, specifically trained in motor sport track rescue procedures. A Medical Officer will be provided to accompany a casualty in an ambulance when necessary.

Vehicles proceed onto the track only on instruction from the Clerk of Course or Emergency Controller and travel only in the direction of the event.

The radio call signal for ambulances is Alpha plus the number allocated.

8.13 Cranes

The radio call sign for cranes is Crane, plus the number of the corner of the track in which they are posted.

8.14 Pursuit Vehicle

A fast pursuit vehicle, capable of being driven on the track while vehicles are still competing, on instruction by the Clerk of Course, will carry a doctor and will be driven by a very experienced driver. The vehicle will be on stand-by in Pit Lane, for a specific number of laps, at the start of the event and, thereafter, will be at the disposal of a Doctor, in the event of an emergency on the circuit.

8.15 Clerk of Course Vehicles

One or two vehicles will be available for use by the Clerk of Course and/or the Deputy Clerk of Course. These will not normally move onto the track during events, but will be used for track clearance, inspection and opening and closing between events.

8.16 Stewards' Vehicle

There may be one vehicle available for use by the Stewards. This will not normally approach the track during events.

8.17 Pace Car

There will be one vehicle specifically assigned as Pace Car, which will be stationed in Pit Lane. The Pace Car will be brought into operation to neutralise the event, by the Clerk of Course, in consultation with the Emergency Controller and/or the Chief Medical Officer.

8.18 Use of Lamps, Flags and Sirens

(a) Lamps

Flashing roof lamps will operate only when vehicles are on emergency calls, or when specifically instructed to do so by Race Control e.g. during a vehicle parade lap.

The roof lamps on the Course Car will operate during all track closure laps and track opening laps, provided that the lights are not red or green. Red lamps should only be turned on during track closure laps and during emergency activity; green lamps only during track opening laps.

(b) Hazard Warning Lamps

Flashing indicator lights may be used at any time to indicate that Race Control staff or Stewards are on the track, during emergencies or during inspection laps.

(c) Siren

On all track opening and track closure laps, the siren on the Course Car will be sounded.

(d) Flags

The Course Car will show green flags during all track opening laps, and red flags during all track closure laps.

8.19 Casualty Management, Care and Procedure

- (a) Sector Marshals facilitate access to the scene and maintain overall charge and coordination at the scene until the participation of the Emergency Controller.
- (b) Fire Marshals combat fire, or stand by in case of a fire occurring.
- (c) Flag Marshals signal competitors, modifying the speed of the competitors for the safe conduct of the rescue.
- (d) Clerk of Course will either stop the event or, if appropriate, dispatch the Safety Car to control the speed of the competing vehicles.

- (e) A Pit Lane warning, being a horn sounded as each vehicle enters the Pit Lane from the track, will be activated simultaneously. The Chief Pit Lane Marshal shall inform the senior crew members of the potential incident or emergency.
- (f) The Clerk of Course and/or Event Controller, at the time of being first informed of an incident or emergency shall, via the public-address system, announce:
 - i. "Senior Officers report to Race Control". This requires all senior officials to go immediately to their post and establish contact with Race Control for further instructions; and/or
 - ii. "Command Centre to be fully manned". This is the code to senior officials, advising them that the incident or emergency is one effecting, or likely to effect spectators, or property outside the Restricted Areas of the track itself. It requires the most senior officers to establish contact with, or proceed immediately to Race Control.
- (g) Communication between Pit Lane crew/team management and competitors will be enhanced by:
 - i. The Chief Flag Marshal stationing a Flag Marshal at the end of Pit Lane;
 - ii. Team managers being encouraged to "listen in" to Race Control/Emergency Controller radio network;
- (h) A casualty shall be defined as any driver whose vehicle is probably disabled following an accident who, in the opinion of the Sector Marshal or, when present, the Medical Officer, is likely to be suffering an injury.
- (i) Please note: It is vitaly important that, throughout the trackside treatment of casualties, full medical information is conveyed promptly, by radio, to the Chief Medical Officer in Race Control;

On reaching the casualty, the procedure is as follows.

- (j) Make an initial assessment of the situation and of the degree of any injuries. Particular note should be made of important factors including:
 - i. Is the casualty conscious?
 - ii. Is there airway difficulty?
 - iii. Is there any evidence of significant haemorrhage?
 - iv. Can the casualty exit the vehicle unaided, or with minor assistance, or is he/she trapped?
- (k) This initial assessment must be communicated to the Chief Medical Officer and the Emergency Controller immediately, together with any request for assistance from other TMOs, FIVs or EVs.
- (l) When an FIV, or Extrication Team is at the emergency scene, that vehicle's doctor and his radio operator will be responsible for prompt communication of medical information to the Chief Medical Officer.
- (m) If a casualty is able to remove his/her own helmet, then they should now be assisted in doing this. Otherwise, the cervical spine should be protected (using a cervical collar if appropriate) and a request for an EV passed onto the Emergency Controller.
- (n) If, in the opinion of the doctor or doctors at the emergency scene, immediate transport to hospital is needed, this opinion should be transmitted immediately to the Chief Medical Officer at Race Control.

- (o) Following that doctor's advice, the Emergency Controller will communicate with the necessary Ambulance and/or Medical Evacuation helicopters and the appropriate hospital(s), and the Chief Medical Officer will provide the hospital(s) with full clinical details.
- (p) Any ambulance dispatched should avoid driving or parking on the track, if it is possible to reach and work at the scene from an off-track position. Otherwise, it should be on the track for the minimum possible distance and time.
- (q) Except in assessed serious cases, casualty/casualties will be admitted to the Circuit Medical Centre, where further assessment, diagnosis, treatment, stabilisation and preparation or transport, if necessary, are carried out.
- (r) Prior to transportation, the Emergency Controller will notify Police for assistance with traffic control, if necessary.
- (s) On transportation, the vehicle will use the prearranged route to the Helicopter Pad or in exiting the circuit environs.
- (t) Following the end of the incident all rescue vehicles are to leave the track, by the nearest and safest exit, as soon as possible (under the direction of the Sector Marshal). The Clerk of Course will then direct vehicles to either a stand-down or reserve position.
- (u) Following replenishment of medical equipment, vehicles will normally be directed to resume their original position by the Chief Medical Officer. The reserve vehicle which had taken their place, if any, will be re-designated as a reserve vehicle.
- (v) Any medical equipment which has been used, broken or rendered unserviceable should be reported to the Chief Medical Officer immediately for replacement.
- (w) In regard to medical equipment, the Chief Medical Officer, or the doctor delegated by such, shall have the following responsibilities:
 - i. To prepare medical equipment for Track Support Vehicles and Track Medical Officers.
 - ii. To ensure the provision of a minimum 20% of reserve supplies of all expendable and non-expendable medical equipment.
 - iii. To ensure quality control by the daily checking of all medical equipment, drugs and kits.
 - iv. To ensure a rapid change-over of any depleted kits.
 - v. To ensure all medical equipment is returned, checked and cleaned at the completion of the Meeting and that it is properly stored in a secure area.
 - vi. To main distribution records for all medical equipment.
 - vii. To liaise regularly, if a delegated doctor, with the Chief Medical Officer and assist in any area as may be required from time to time.
 - viii. To constantly review medical equipment, to ensure the provision of equipment to a standard commensurate with the best possible care for officials and competitors. If a delegated doctor, this must be done in consultation with the Chief Medical Officer.
- (x) If FIV on-board fire extinguishers have been discharged during the emergency, the Chief Fire Marshal must be notified so that they can be replenished.

- (y) All casualties must be checked by a Medical Officer before resuming their activity and this applies not only to drivers, but to all event officials, pit crew and other event personnel.
- (z) Any driver who becomes a casualty must be given specific permission by the Medical Officer, appointed for the purpose, before resumption of driving on the circuit. The most senior official at the scene of the accident should ensure that:
 - i. any driver considered to be a casualty is taken to, or reports to the Medical Centre to obtain permission to resume driving;
 - ii. Race Control alerts the Medical Centre to the expected arrival of the casualty.
- (aa) If the Medical Centre reports that the casualty has not arrived for medical examination, a senior official will be delegated to ensure that the casualty does so and, if the casualty is a driver, that he/she does not drive again until permission is given.
- (bb) The design of the Medical Centre and the included medical equipment should be in accordance with Section 3.4.3.2 of the Track Operator's Safety Guide.
- (cc) Regarding the administrative supervision of the Medical Centre - the Chief Medical Officer, or a doctor delegated by such, has responsibilities in association with the management of the Medical Centre which are:
 - i. to ensure that injury and accident reports are completed and properly distributed in respect of every reportable incident;
 - ii. to ensure that copies of all clinical records are made and presented to the Chief Medical Officer;
 - iii. to supervise the sign-on of all medical personnel for each Meeting, ensuring that adequate cover is provided where any team member is absent;
 - iv. to ensure security of the Medical Centre in conjunction with the Ambulance Service and the Chief Security Marshal;
 - v. To undertake other medical duties, from time to time, as may be requested by the Chief Medical Officer.
- (dd) For the recommended procedure for the management of all significantly injured casualties, please refer to the booklet on **Early Management of Severe Trauma (EMST)**, by **Dr Bill Griggs**, copies of which have been supplied to the Managers of each AASA Member Circuit, by AASA.

8.20 Medical Response to Incidents and Emergencies

(a) Incident

All medical personnel should be on alert when an incident occurs within their area of the circuit and be in readiness to respond should the incident become an emergency.

(b) Emergency (Event Not Stopped)

FIV and Extrication Team crews will become aware of an emergency either because it occurs within their area of vision or because they are informed of such by radio.

On becoming aware of an emergency, these crews must immediately assume "Standby".

This involves:

- i. taking up allocated position inside the vehicle;
- ii. fastening seat belt, closing windows;
- iii. starting engine;
- iv. radio operator being on alert, keeping hold of radio at all times;
- v. preparing to “Scramble” only on direction from the Emergency Controller.

(c) Scramble

If the order to “Scramble” is given, the beacons are turned on and the vehicle proceeds onto the track to the scene of the emergency. The driver is responsible for siting the vehicle on arrival.

If an emergency occurs adjacent to the station of an FIV, then the medical officer and paramedic should proceed to it on foot (taking the hand-held radio) AND NOTIFY RACE CONTROL IMMEDIATELY. The driver remains in the vehicle “on standby”, prepared to proceed with the vehicle to the emergency if necessary.

The Emergency Controller will place the FIV positioned in the area immediately before that involved, “on standby”, until the emergency is over. When the crew are back at their vehicle following the emergency, Race Control must be notified immediately.

(d) Track Medical Officers and Trackside Marshals (TMO/TM)

Track Medical Officers and Trackside Marshals can cover an area of track in either direction from their position and will be placed both on the left and right of the track.

Where possible, the TMO/TM nearest the scene of the emergency, who can easily proceed to it without crossing the track, should do so.

Crossing the track should only be done when absolutely necessary and then only under the direction of the Sector Marshal.

The TMO/TM will normally proceed to the emergency on an agreed signal from the Sector Marshal, or other responsible Marshal at the scene, or will observe that he/she is required and proceed on their own initiative.

Where possible the TMO/TM should proceed behind the barriers, provided he/she can gain easy and quick access to the trackside at the emergency scene. Otherwise he/she should proceed along the inside of the barriers, directed by the Sector Marshals, regarding the safest route.

When an emergency occurs in an area covered by two TMO/TM Teams working together, the Sector Marshal will direct one team to proceed to the emergency, while the other remains in position. If the first team requires the other to come to his/her assistance, a pre-arranged signal is made.

(e) All Medical Team Members

On arrival at the scene of the emergency, if there is a fire, Team Members should not approach the casualty or competing vehicles until the Fire Marshals have extinguished it and are in readiness to provide protection against a late, or re-igniting fire.

(f) Red Flag Procedure

The Red Flag to stop the event or practice session will be displayed on the instruction of the Clerk of Course. Medical personnel will become

immediately aware of the Red Flag by radio instruction from Race Control or by their own observation. On a Red Flag signal, the closes FIV goes to the scene to assess and all the others “stand by”.

The first vehicle to the emergency scene (there may be more than one) stops, makes an assessment and initiates treatment if needed. All other circulating vehicles continue to complete one lap and return to station, unless instructed to stop and assist, or to do otherwise, by the Emergency Controller.

(g) Emergency (Event Stopped)

This would occur only in very exceptional circumstances, e.g. if the track is completely blocked by the emergency situation.

In circumstances where there is no other doctor available, the Chief Medical Officer will attend the scene of the emergency, remaining in constant contact with the Emergency Controller.

All medical personnel must remain in position unless directed to do otherwise by the Emergency Controller, or Clerk of Course.

The above provisions apply similarly to the stopping of a practice session because of an emergency.

(h) Emergencies Occurring in the Spectator Area

Trackside Medical Officers are present solely for the safety and treatment of drivers and officials on the track. If an emergency of any kind occurs in the spectator areas, it will be dealt with by the St John’s Ambulance Operations Division personnel in the first instance. Should such personnel seek a medical practitioner’s assistance, such request shall be communicated to the Chief Medical Officer.

Trackside Medical Officers are asked NOT TO RESPOND to any emergency situation in the spectator area, unless competition or practice is stopped, and then only with clearance from the Chief Medical Officer.

In a situation where the Trackside Medical Officer assesses that the absence of a St John’s Ambulance Officer in the immediate vicinity, or the apparent medical condition of the spectator is critical, the Trackside Medical Officer is to notify the Chief Medical Officer immediately, so that his/her post can be covered while he/she is attending to the spectator emergency.

When a St John’s Ambulance Officer reports to the scene of the emergency and if he/she is suitably qualified to take over the treatment, the Trackside Medical Officer shall notify the Chief Medical Officer immediately and resume his/her post.

8.21 Disaster Provisions

In circumstances where a disaster is declared by the Clerk of Course or the Emergency Controller, the event will be stopped and all emergency personnel will proceed in accordance with instructions from the Emergency Controller.

In a situation where Race Control and its personnel has been rendered inoperative, the most senior Sector Marshal available shall take charge and act in the capacity of the Emergency Controller.

The above Sector Marshall shall put into effect the Master Emergency Management Plan, including appropriate contact with the relevant State Emergency Services.

8.22 Chemical Spill

In the event of a chemical spill, the Clerk of Course will direct the Chief Security Officer to move the competitors, spectators and/or event personnel up wind of the spill and out of danger from vapours.

The Emergency Controller will contact the relevant authorities.

8.23 Bomb Threat

In the event of a bomb threat, the Clerk of Course will direct the Chief Security Officer to move all competitors, spectators and/or event personnel to an area deemed safe. The people will be notified of such via the public-address system.

The Emergency Controller will contact the relevant authorities.

8.24 Helicopters

In exceptional circumstances, a decision may be made by the Chief Medical Officer, in consultation with the doctor(s) at the emergency scene, to air lift the casualty to an appropriate hospital.

The casualty may be transported to the Medical Centre for stabilisation, before transfer to the helicopter.

Helicopter rescue services will be contacted, as authorised by the Chief Medical Officer. These helicopters are rescue and retrieval specialist helicopters, operated by non-motor sport bodies, and specifically equipped for emergency medical situations.

Where possible, in consultation with the Clinical Supervisor of the helicopter rescue service, the Chief Medical Officer will allocate a AASA Medical Officer to accompany the casualty to the hospital.

8.25 Vehicles - Authority to Move

All vehicles may move onto the circuit, only on instruction from Race Control. Race Control will maintain a Master Plan, showing the location of all Emergency Vehicles, at any given time.

Race Control will issue an instruction to move, only after evaluating information received from around the circuit - from Sector Marshals. Emergency Vehicles, or from a doctor at an incident site. Requests for additional vehicles or facilities must be made through Race Control. If a major incident occurs, Race Control may place all vehicles "on standby", then follow up with individual instruction for specific vehicles.

When on standby, the crew of each unit must be in the vehicle, with the engine running. While events (race and practice) are on the circuit, and the vehicles are not on standby, it must be possible to place the vehicle and crew "on standby" readiness within 3 seconds. The radio must be manned at all times. Flashing lights will be switched on only as a vehicle approaches or is on the track.

8.26 Following an Incident - Emergency Vehicle Relocation

When an emergency vehicle has moved from its allocated position and cannot return there because of circuit activity, it will be directed by Race Control to the nearest safe parking place off the circuit. A reserve vehicle may then be directed to move in to position to cover the area vacated by the original vehicle. This will be done via non-circuit access in most cases.

8.27 General Communication Between Vehicles and Race Control

All communication must be initiated with clear identification of the caller, using the vehicle designation specified. All message must be kept brief and to the point. It is worth taking an extra second, before opening communications, to be sure of the message you need to get across and to ask for a "repeat", if the words, or the message, is not clear.

APPENDIX 1:

TRACK DENSITY FORMULA - National Event

Calculation of the maximum number of vehicles allowed to start in a National event may be achieved using the following formula and modifying factors (coefficients):

$$N = 0.36 \times L \times W \times T \times G \quad (N \text{ to be rounded up to the nearest whole number}).$$

Where:

- N = maximum number of vehicles
L = a coefficient depending on the length of the circuit (see table 1)
W = a coefficient depending on the minimum width of the circuit (see table 2)
T = coefficient depending on the duration of the event (see table 3)
G = a coefficient depending on the type(s) of vehicles competing in the event (see table 4)

Please note: the above does not apply to International Events.

TABLE 1 - COEFFICIENT "L"

Actual length of the circuit	
Up to 2 km	see note below
From 2 km, up to 2.6 km	10
Over 2.6 km, up to 3.2 km	11
Over 3.2 km, up to 3.8 km	12
Over 3.8 km, up to 4.4 km	13
Over 4.4 km, up to 4.8 km	14
Over 4.8 km, up to 5.2 km	15
Over 5.2 km up to 5.6 km	16
Over 5.6 km	17

Note: For circuits up to 2 km, a coefficient taking into account the individual circumstances.

TABLE 2 - COEFFICIENT "W"

Actual minimum width, (rounded up to the nearest whole number)	"W"
8 m	9
9 m	9
10 m	10
11 m	10
12 m	10
13 m	11.5
14 m	12
15 m	12.5

TABLE 3 - COEFFICIENT ‘T’

Duration	“T”
Up to 1 hr	1
Over 1 hr, up to 2 hrs	1.15
Over 2 hrs, up to 4 hrs	1.25
Over 4 hrs, up to 12 hrs	1.4
Over 12 hrs	1.5

TABLE 4 - COEFFICIENT “G”

Type of vehicle	“G”
Formula Vee, GT Production Cars, Nations Cup Cars, Production One Make Formulae, Queensland Geminis, HQ Holden	1.15
V8 Supercars, Super Touring, Future Touring, Club Cars, Formula Commodore, Porsche Cup, Historic (see note 1), Group C Touring Cars, Saloon Cars, Marque Sports Cars, Street Sedans, Formula Ford, Improved Production Cars	1
Sports Sedans, Formula 2 & 3, Historic Groups Q & R, Formula Libre (Under 2000 cc), Clubman Sports 1300	0.8
Formula Holden, Formula Libre (Over 2000 cc) Group A Sports Cars	0.6

Please Note:

- 1) Historic includes all groups of Historic vehicles except Groups Q & R.
- 2) In the case of an event with more than one category of vehicle, the lowest applicable coefficient must be used
- 3) The track density for trucks, Superkarts and regularity trials will be determined on a case-by-case basis.
- 4) The maximum number of vehicles admitted to participate in the same practice or qualifying session, shall not exceed the number authorised to start in the event plus 20%, except in National Championship events, where the number of competing vehicles practising, qualifying or competing shall not exceed the number of available pit lane spaces.
- 5) The track licence may specify different numbers for different categories of vehicles.

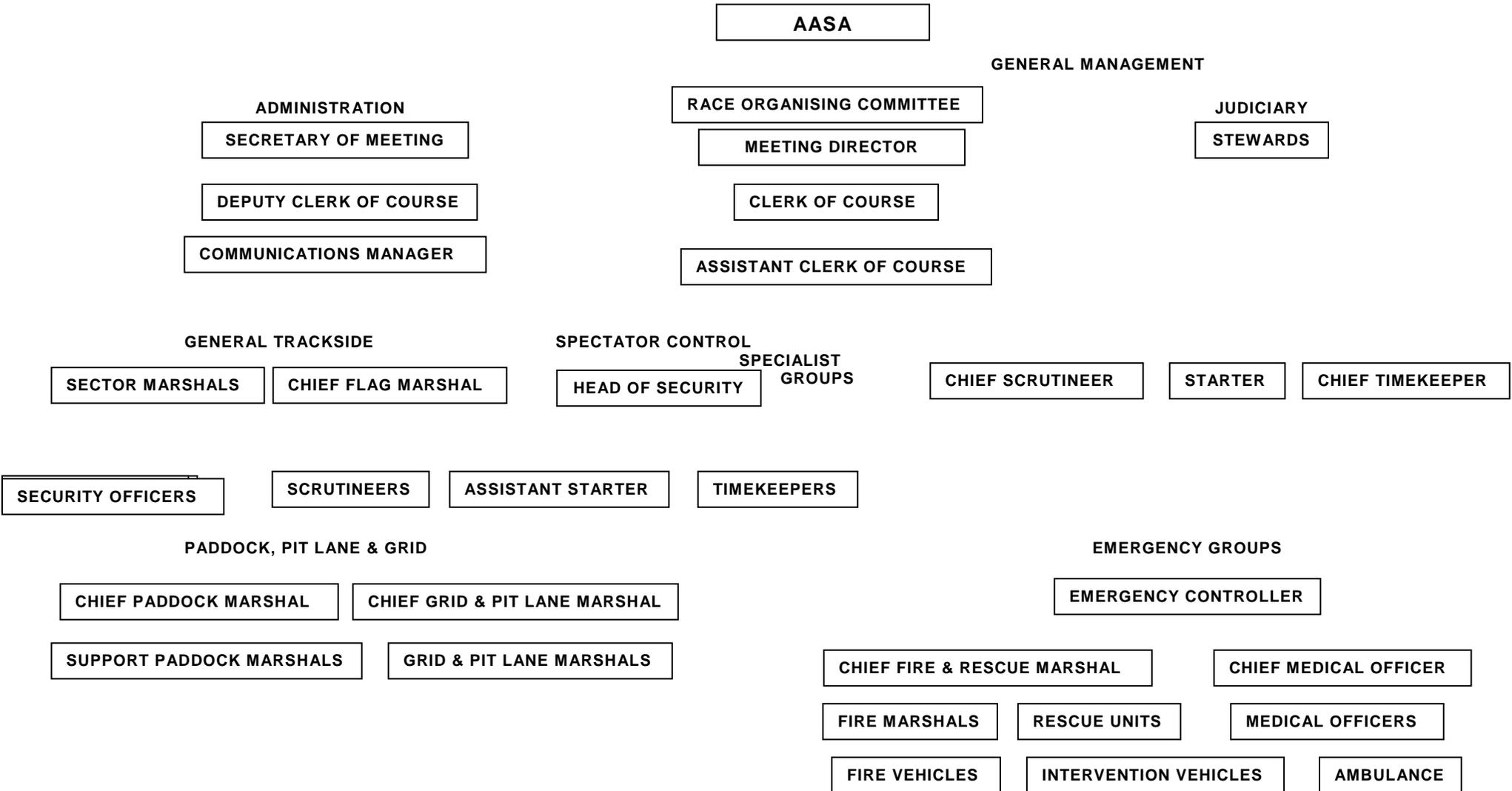
APPENDIX 2:

TRUCK RACING REQUIREMENTS

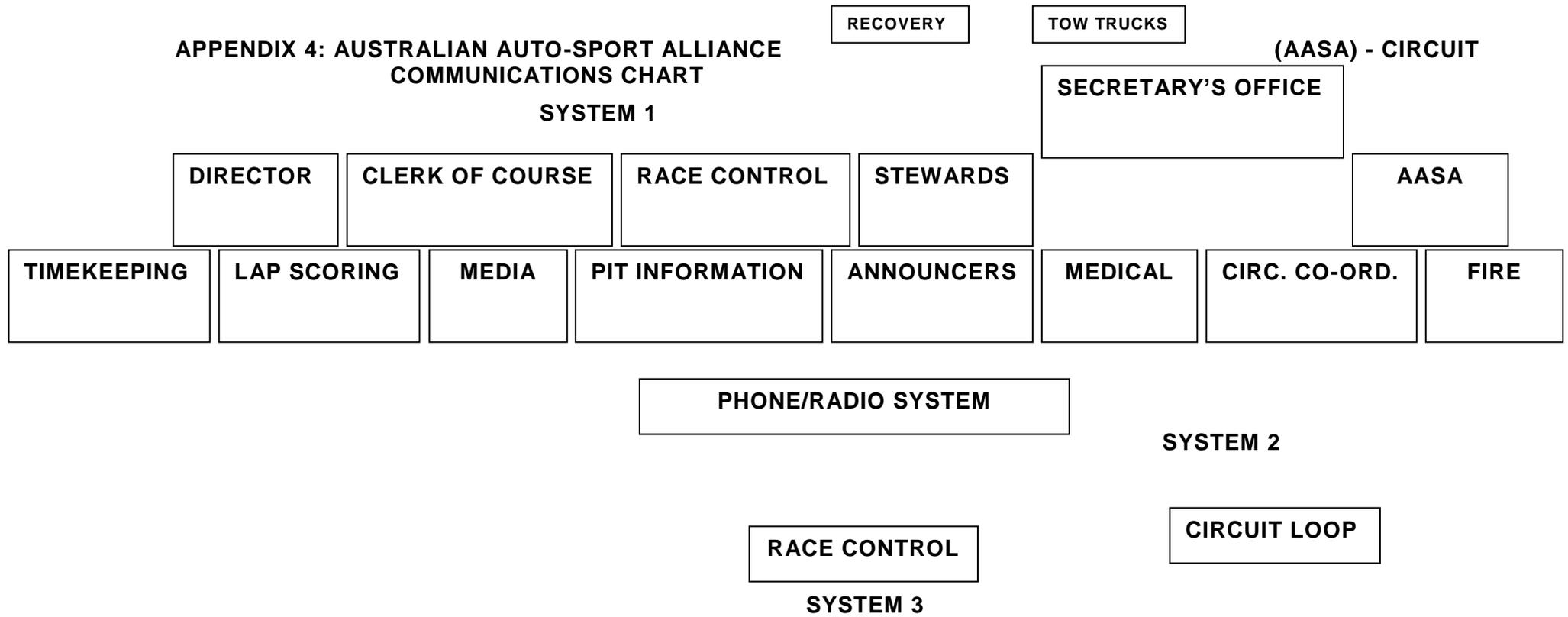
In addition to the Supplementary Regulations, the following circuit safety requirements for truck racing are applicable:

- (a) The circuit must meet all general requirements as provided in this document.
- (b) First line protection must be proper earth backed concrete walls.
- (c) All officials must be stationed behind the first line of protection at all times, unless under yellow flag protection.
- (d) No persons or vehicles will be permitted in areas where the first line of protection is not present.
- (e) No persons will be permitted in the pit lane during truck activity and, at all times, they must remain behind the pit counter.
- (f) Flag relay points may be required.
- (g) The maximum permitted speed for trucks is 160 kmph and must be adhered to at all times, including testing.
- (h) The maximum permitted speed in the pit lane, for trucks, is 60 kmph.

APPENDIX 3: AUSTRALIAN AUTO-SPORT ALLIANCE (AASA) - CIRCUIT ORGANISATIONAL CHART



**APPENDIX 4: AUSTRALIAN AUTO-SPORT ALLIANCE
COMMUNICATIONS CHART**



CHANNEL 1
SPECTATOR
CONTROL

CHANNEL 2
RACE OPERATIONS

1. Pace Car
2. Course Car (Red/Green)
3. Clerk of Course Car
4. Sector Marshal 1/14
5. Race Control
6. Pit Lane Exit
7. Starter
8. Back Gate
9. Grid Marshals

CHANNEL 3
FIRE & RESCUE

CHANNEL 4

MEDICAL

F.I.V.

C.M.O.

Ambulance

Medical Centre

Medical Chase Car

CHANNEL 5
SCRUTINEERS