



# Roles of Key Officials

## Appendix 9

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## 1. BACKGROUND

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

At all AASA Events competitors, crew and Officials should work together to ensure the safe and efficient conduct of the Event.

This document provides detail regarding the roles of key Officials at AASA sanctioned Events. Not all types of Officials are required at all Events, for example, a Course Checker would not be required at a circuit Event. However, all Events will require a Clerk of Course and a Safety Officer. The details of other key Officials required shall be detailed in the discipline-specific Standing Regulations. The roles outlined in this appendix are:

- Stewards of the Meeting
- Meeting Director
- Clerk of Course
- Emergency Controller
- Communications Manager
- Course Marshals
- Secretary of the Meeting
- Chief Scrutineer
- Chief Timekeeper
- Chief Medical Officer/Professional Officer
- Event Checker
- Course Checker
- Stage Commander

Details of other roles can be found in the AASA Event Operations Manual.

All Officials at AASA sanctioned Events should hold a current, valid AASA Officials Licence appropriate to the position they are fulfilling. An application for an Officials Licence can be completed at [www.aasa.com.au](http://www.aasa.com.au).

## 2. 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.

The following table provides details of the key Officials required at various Events:



Event Type	Clerk of Course	Safety Officer	Steward	Chief Scrutineer	Secretary of the Meeting	Chief Medical Officer	Professional Officer	Timekeeper	Emergency Controller	Communications Controller	Event Checker	Course Checker	Stage Commander
Circuit Racing - National Level	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required
Circuit Racing - State Level	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required
Circuit Racing - Club Level	Required	Required	Not Required	Not Required	Required	Required	Required	Required	Required	Required	Required	Required	Required
Tarmac Rallies	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required
Gravel Rallies	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required
Rally Sprint/Rally Test	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required
Rally Cross	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required
Off Road Racing - National or State Level	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required
Off Road Racing - Club Level	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required
Recreational Off Road incl. Extreme 4WD events	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required
Recreational Off Road Events - Other	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required
Drag Racing	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required
Grudge Matches	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required
Speedway	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required
Advanced Driver Training	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required
Drifting	Required	Required	Required	Required	Required	Required	Not Required but must comply with Appendix 13-Medical Services Policy	Required	Required	Required	Required	Required	Required
Extreme Events inc. Burnouts	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required
Burnouts	Required	Required	Required	Required	Required	Required	Not Required but must comply with Appendix 13-Medical Services Policy	Required	Required	Required	Required	Required	Required
Karting - Race Events	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required
Karting - Other Events	Required	Required	Required	Required	Required	Required	Not Required but must comply with Appendix 13-Medical Services Policy	Required	Required	Required	Required	Required	Required
Sprints/Lap Dash	Required	Required	Required	Required	Required	Required	Not Required but must comply with Appendix 13-Medical Services Policy	Required	Required	Required	Required	Required	Required
Corporate/Drive Days	Required	Required	Required	Required	Required	Required	Not Required but must comply with Appendix 13-Medical Services Policy	Required	Required	Required	Required	Required	Required
Come & Try/Fun Days	Required	Required	Required	Required	Required	Required	Not Required but must comply with Appendix 13-Medical Services Policy	Required	Required	Required	Required	Required	Required
Motorkhana/Autokhana/Khanacross	Required	Required	Required	Required	Required	Required	Not Required but must comply with Appendix 13-Medical Services Policy	Required	Required	Required	Required	Required	Required
Photo Shoot - Speed	Required	Required	Required	Required	Required	Required	Not Required but must comply with Appendix 13-Medical Services Policy	Required	Required	Required	Required	Required	Required
Car Shows/Static Photo Shoots	Required	Required	Required	Required	Required	Required	Not Required but must comply with Appendix 13-Medical Services Policy	Required	Required	Required	Required	Required	Required
Hill Climb	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required
Touring Events	Required	Required	Required	Required	Required	Required	Not Required but must comply with Appendix 13-Medical Services Policy	Required	Required	Required	Required	Required	Required
Tractor Pull Events	Required	Required	Required	Required	Required	Required	Not Required but must comply with Appendix 13-Medical Services Policy	Required	Required	Required	Required	Required	Required
Ride On Mower Events	Required	Required	Required	Required	Required	Required	Not Required but must comply with Appendix 13-Medical Services Policy	Required	Required	Required	Required	Required	Required
Test & Tune - Circuit Events	Required	Required	Required	Required	Required	Required	Not Required but must comply with Appendix 13-Medical Services Policy	Required	Required	Required	Required	Required	Required
	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required
	Not Required	Not Required	Not Required	Not Required	Not Required	Not Required	Not Required	Not Required	Not Required	Not Required	Not Required	Not Required	Not Required
	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable
	Not Required but must comply with Appendix 13-Medical Services Policy	Not Required but must comply with Appendix 13-Medical Services Policy	Not Required but must comply with Appendix 13-Medical Services Policy	Not Required but must comply with Appendix 13-Medical Services Policy	Not Required but must comply with Appendix 13-Medical Services Policy	Not Required but must comply with Appendix 13-Medical Services Policy	Not Required but must comply with Appendix 13-Medical Services Policy	Not Required but must comply with Appendix 13-Medical Services Policy	Not Required but must comply with Appendix 13-Medical Services Policy	Not Required but must comply with Appendix 13-Medical Services Policy	Not Required but must comply with Appendix 13-Medical Services Policy	Not Required but must comply with Appendix 13-Medical Services Policy	Not Required but must comply with Appendix 13-Medical Services Policy

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The Clerk of the Course is the senior sporting Official and is primarily in control of all activities at the Event, 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 (excluding the Stewards) are ultimately responsible to the Clerk of the Course in respect of the conduct of Event 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 Event 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 foundation 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/her 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 the Event Operations Manual or this appendix, 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.

### **3. WORKING WITH CHILDREN CHECK**

As a result of amendments made by the Victorian State Government to the Working with Children Act 2005, the AASA has instated new requirements that will affect your role as an AASA Official or accredited media personnel. These changes will come into effect from 1st August 2017, and will require all AASA licenced Officials (excluding those currently residing in South Australia) and accredited media personnel to obtain a Working with Children check, regardless of the state you work or volunteer in. Please check State legislation regarding requirements if you will be working or volunteering in a State other than your issuing state. If volunteering interstate, there may be temporary exemptions for holding a Working with Children Check. Should you already have a valid check, please provide these details when applying for an Official's Licence. If at the time of application, you do not provide a WWCC documentation you will be required to supply said documents

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with-in 90 days of your Official's application, otherwise your application will be invalidated. If you need to obtain a check, please visit the relevant State application link below and follow the instructions to complete the application:

VIC: <https://www.workingwithchildren.vic.gov.au>

NSW: <https://www.ocg.nsw.gov.au/child-safe-organisations/working-with-children-check>

ACT: <https://www.accesscanberra.act.gov.au/s/article/working-with-vulnerable-people-wwvp-registration-tab-overview-tab-registration-renewal>

NT: <https://nt.gov.au/emergency/community-safety/apply-for-a-working-with-children-clearance>

QLD: <https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card-services>

SA: <https://screening.sa.gov.au/types-of-check/new-working-with-children-checks>

WA: <https://workingwithchildren.wa.gov.au>

TAS: <https://www.cbos.tas.gov.au/topics/licensing-and-registration/registrations/work-with-vulnerable-people>

Once a Working with Children Check (or State equivalent) is successfully completed, please provide these details along with your name, contact details, and Licence number at the link found at the bottom of the Officials – Working with Children Check page.

Please be advised that this process may take some time to complete, dependent upon State processing.

**\*\*New Zealand based Officials do not require a Working with Children Check\*\***

If you have any questions regarding this matter, please contact our office on +61 (0)3 5721 7800.

#### 4. STEWARDS

The Steward(s) of the Meeting are nominated either by the Event Organisers or AASA and approved by AASA to officiate as a panel. The Steward(s) are in no way to be responsible for nor be held to be responsible for the organisation of any Meeting or Event and are responsible only to AASA. The Steward(s) 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 Steward's 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 National Competition Rules;
- b) The General Standing Regulations;
- c) Any applicable Technical Regulations;
- d) The Regulations applicable to the particular category, series or championship;



- e) Any Supplementary and Further Regulations issued, including Final Instructions for the particular Event/Meeting;
- f) The Event Program;
- g) Any Instructions issued at a Drivers and/or Team Managers 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;

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- 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 Event Dossier (where appropriate), which will be presented to them each 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 venue, which will include where applicable the Track Licence, Safety Plan, Permissions from relevant government or civil organisations, Emergency contact numbers, minimum personnel levels, location of flag points and other marshals' positions, a photographic dossier, drawings/maps of circuit and written descriptions which establish the configuration of the Event in relation to its mandatory safety installations.

## 5. 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 determined.

## 6. 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 Event 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 include, but are not necessarily limited to:

- a) 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) 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 Event Control are set up in the most appropriate way possible to allow him/her 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;

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- 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) Event Control throughout the course of the Event and, if absent from Event 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 venue 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;

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- 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 (if in attendance);
- aa) control the Safety Car when in operation;
- bb) preparing and submitting a written statement for the Stewards (if in attendance), containing the information needed for them to complete their report on the Meeting;
- cc) 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;
- dd) relieve from duty any Official who the CMO considers as possibly unfit by reason of health, consumption of alcohol or drugs;
- ee) 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;
- ff) sign competition Licences presented for observation.

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 an Event (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.

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## 7. SAFETY OFFICER

The Safety Officer works with the Clerk of Course and is jointly responsible for ensuring that the Event is run in accordance with the following requirements:

- a) State and Federal Legislation as it applies to the Event;
- b) The National Competition Rules of the AASA;
- c) Each relevant Track Licence as may be issued by the AASA or government and/or civil permissions for a non-circuit Event;
- d) Conditions of the AASA Event Permit;
- e) The Event Supplementary Regulations;
- f) Further Supplementary Regulations as may be issued;
- g) Each Steward's Bulletin issued for the Event.

Whilst the Clerk of Course has responsibility for all aspects of the Event that relate to the competition, the Safety Officer deals with all non-competition matters. To this end, the Safety Officer shall be responsible for (where applicable):

- a) Grounds and facilities, other than the competition surface and related barriers/fences;
- b) On-site contractors, including but not limited to food stalls and merchandise stands;
- c) Paddock and garage areas (not Pit Lane);
- d) Service, Refuelling and Hot Work areas;
- e) Camping ground(s) and on-site accommodation;
- f) Temporary or permanent structures which are being used for the purpose of the Event.

There must be a Safety Officer at each Event under the sanction of the AASA for the duration of the Event. The Organisers may choose to appoint one or more assistants to the Safety Officer who work with and report to the Safety Officer. Should the Safety Officer withdraw at any time (for example, to compete) the name of the replacement Safety Officer and the date/time of transition must be published via a Steward's Bulletin.

At smaller Events, the Clerk of Course may subsume the role of Safety Officer.

### 7.1. Requirements

The Safety Officer must:

- a) hold an AASA Officials Licence;
- b) have no executive duties in connection with the organization of the Event;
- c) not be a competitor in the Event unless a replacement Safety Officer is appointed, and a clear handover of duties takes place prior to said competition.



## **7.2. Authority**

The Safety Officer is authorised to deal with each issue of non-compliance within their jurisdiction as they may ascertain. To this effect, the Safety Officer is authorised to provide such directions as they see fit to each contractor, trader, competitor, Official or other spectator/attendee in relation to compliance with non-competition related safety requirements.

The Safety Officer shall have the authority to direct Paddock and Spectator Marshals to take action on issues identified.

## **7.3. Reporting**

Should the Safety Officer be required to deal with a competitor (for example, over a breach of safety rules in the paddock) they are required to notify the Clerk of Course in relation to each matter so raised.

Should the Safety Officer be required to deal with a contractor/supplier and where that interaction may affect the competition (for example, over a breach of safety rules that may affect fuel supply) they are required to immediately notify the Clerk of Course and Meeting Director/Promotor in relation to each matter so raised.

Should the Safety Officer become aware of a possible non-compliance related to a competition automobile, they shall approach the Chief Scrutineer.

Should the Safety Officer become aware of a non-compliance related to Ground/Facilities, they shall approach the Meeting Director/Promotor, or otherwise Facility Management, if present at the Event.

## **7.4. Critical Safety Issue**

The Safety Officer may determine that a matter of non-compliance is a Critical Safety Issue if the noncompliance poses a serious and imminent hazard to the health and/or safety of a person.

Having identified a Critical Safety Issue, the Safety Officer is authorised to personally:

- a) cause an area to be evacuated – (whether circuit or non-circuit Event);
- b) direct a contractor to cease operation;
- c) direct an on-site trader to cease operation/trading;
- d) approach any law enforcement or emergency services personnel attending the Event to request an action be taken.

## **7.5. Unsafe Event**

Should the Safety Officer form a view that there exist structural safety deficiencies and/or areas of noncompliance that jeopardise the safety of competitors, Officials or spectators, the Safety Officer may directly approach the Stewards of the Meeting with their concerns.

## **7.6. Protests and Appeals**

To each person the subject of a direction/decision by the Safety Officer is afforded the right to lodge an objection to such direction/decision through the Stewards of the Meeting. At their discretion, the Stewards may conduct an inquiry into the issue so raised. The Stewards may consult the Clerk of Course, Event Management, Facilities Management and each other party that they see fit. The Safety Officer has the right to provide evidence at such an inquiry. The Stewards determination shall be binding on all parties.



## 8. 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) Event Control throughout the course of the Event and, if absent from Event 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;
- iv. Identifying non-emergency personnel with first aid qualifications and other emergency training, to facilitate back-up support if necessary;
- v. 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 Event 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.

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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 affected by the emergency, including the accident area and access routes for emergency vehicles;
- vi. Coordination of traffic and personnel movement within all restricted areas;
- vii. Control the deployment of emergency vehicles, personnel and/or equipment;
- viii. Where possible advise the 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;

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- 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.

## 9. 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 Event 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. Facilitates 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 or course dependent upon Event type (Tarmac or Off Road), 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. Performs a “test” of the communications network, prior to any briefing sessions or the commencement of the Meeting;
- vi. Brief all Communications Marshals on Event 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 Event 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. Ensures the availability of spare channel/s in case of a failure or emergency;
- xi. Brief all Officials associated with Event Control on the functioning and purpose of each communications system in Event 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;

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- 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 Event 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.

## 10. 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. Ensures 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 Event Control in the set-up of the circuit or venue;
  - iv. Asses the state of readiness of Officials and facilities located around the venue 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 Event 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 Event Control maybe requested to proceed to an incident site, and to take control of the activity in that area (maintaining close contact with Event Control and exercising the authority of an Assistant Clerk of Course if necessary) so that the Clerk of Course may remain in Event Control if so desired;
  - ii. Assess any physical or material damage at the venue and report to the Clerk of Course;
  - iii. Where necessary liaise with the Emergency Controller via the Clerk of Course.

## 11. 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 Event 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 national, state and/or 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 application and compliance of the AASA permit and ensures any conditions related to the permit are communicated to the appropriate personnel;
- b) proper compilation and distribution of all documentation and notices applicable to the meeting;
- c) 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;
- d) 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;
- e) 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;
- f) must ensure that all senior Officials, including stewards, have all the documents necessary for them to properly fill their functions at the meeting;
- g) must ensure that each competitor receives all the Regulations and written instructions issued for the meeting;

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- h) 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;
- i) must ensure that times from practice and qualifying sessions, and race results are available to competitors;
- j) in conjunction with the Chief Timekeeper is responsible for the compilation of Grid Sheets for each Event where applicable;
- k) must ensure that the Stewards of the Meeting have the resources to fulfil their functions;
- l) must ensure adequate resources are available for the well-being of the Officials;
- m) must ensure that personnel are appointed and briefed for the handling of presentations, parades, and non-racing activities, and keep Event Control informed about such arrangements;
- n) 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);
- o) 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 including category specific 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.
- p) in consultation with the Clerk of Course, schedule and arrange such briefings (Officials and competitors) as deemed necessary;
- q) must, during the meeting, create and distribute any documents amending those already distributed (i.e. Bulletins);
- r) in consultation with the Emergency Controller, or delegate, assist in the compilation and distribution of detailed emergency procedures for the meeting;
- s) assist the Clerk of Course in sourcing information for the preparation of the Final Report;

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- t) liaise with and monitor the preparation and distribution of any Official statements issued by the Press Officer;
- u) ensure any media personnel attending the meeting are properly briefed regarding access to restricted areas and issued with appropriate passes;
- v) post on the Official Notice Board the AASA Event Permit, all bulletins, authorisations, times and results;
- w) 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;
- x) must ensure all results, bulletins, Official communications etc. are marked with the date and time of issue;
- y) 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.

## 12. CHIEF SCRUTINEER

The Chief Scrutineer will be approved 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 category or Event Regulations;
- b) ensuring 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 passport;
- m) facilitate examination of any vehicle damaged on the track/course, whether for the possibility of re-entry, or to gather details for an incident/emergency report;

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- n) prepare comprehensive incident/emergency report concerning relevant vehicle/s;
- o) liaise with the Secretary of the Meeting in allocation of 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;

The Scrutineer's report must include the following:

- s) Particulars of the meeting, including AASA Permit Number, the dates, times and places of scrutineering;
- t) Certification that all relevant documents such as Vehicle Passports were produced or, if not, what action was taken;
- u) Details of any irregularity, either on race worthy grounds, or failure to comply with category Regulations;
- v) Information as to any re-examination, e.g. after rejection and correction, or after an incident.

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

### 13. CHIEF TIMEKEEPER

The Chief Timekeeper 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.

#### 14. CHIEF MEDICAL OFFICER OR PROFESSIONAL OFFICER

The Chief Medical Officer (CMO) 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. A CMO can be replaced by a Professional Officer for certain Event types. Please refer to AASA Appendix 13 – Medical Services Policy for additional information.

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

- a) responsibility for the organisation and operation of the Event Medical Service;
- b) selection of medical personnel;
- c) advise the Clerk of Course of the most effective positions to station medical personnel, around the venue 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 Event 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 said medical reports to the Clerk of Course.

## 15. EVENT CHECKER

An Event Checker is required for both Tarmac or Gravel Rally and Off-Road Racing Events.

An Event Checker/Course Checker will be appointed by the Event Promoter/Clerk of Course and approved by the AASA prior to the issue of an Event permit. The role of the Event Checker is to be a second line overseer. An Event Checker must have the appropriate experience and/or guidance from senior Officials for this position. The Event Checker will approve the Event Safety Plan prior to its authorisation by AASA. The Event Checker will ensure that all aspects of compliance for medical, safety and recovery are enacted at the Event, that spectator areas are controlled in accordance with course plans and there is adequate protection against incidental general public access to the course during each stage. The role will include:

- a) the Promotor and, if not, the Clerk of Course will appoint an Event Checker who must be approved by the AASA prior to the issue of an AASA Event permit;
- b) the role of the Event Checker is to be a second line overseer. They must have the appropriate experience and/or be supervised by senior Officials at the Event, when undertaking this responsibility;
- c) the Event Checker will approve the Event Safety Plan in regards to competition overlay, prior to its authorisation by AASA;
- d) the Event Checker will also ensure that all aspects of compliance for medical, safety and recovery are adopted at the Event, that spectator areas are controlled in accordance with course plans and there is adequate protection against incidental general public access to the course during each section.

the role will include:

- i. being familiar with and approving the Event Safety Plan, for competition overlay;
- ii. assessment of the course;
- iii. responsibility for the safety of the public and Officials (including checking processes associated with that function), including protection from any hazard posed by the competition vehicles;
- iv. assessing the Safety Plan for rigour as appropriate;
- v. assisting with contact between Organisers and civil authorities;
- vi. oversight as to the suitability for competitors to comply with the Event schedule and pre-event reconnaissance;
- vii. making sure that instructions for competitors, spectators, and Officials' travel and liaison are appropriate for the Event, and clearly understandable;
- viii. making sure any Official road closure notices to the public are appropriate and workable, and in place at appropriate times.

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## 16. COURSE CHECKER

The promotor or, if not, the Clerk of Course, will appoint a Course Checker, who must be approved by the AASA prior to the issue of an Event permit. The Course Checker will assess and, if necessary, travel over the course prior to the Event to check that the course has signage displayed according to Event Regulations and in accordance with the AASA rules and Regulations. The Course Checker is required to report back to the AASA onsite representatives or Event Stewards any breaches of the AASA rules and Regulations that have not been satisfactorily corrected prior to any competition proceeding.

- a) The Course Checker must attend the Event;
- b) Prior to the commencement of competition traverses the course to ensure that all road closures and spectator points are adequately controlled;
- c) All directional signage, caution boards and chicanes (virtual or otherwise), bunting and gates appropriately signed and tied with tape;
- d) All entry points into the said course are appropriately sign posted about the Event are in place;
- e) By traversing the course prior to the commencement of activities can amber the stage prior to the commencement of the stewards who will green the stage;
- f) Make adjustments to the course in consultation with the Clerk of Course and advise the Stage Commander of any such change;
- g) Advise the Stage Commander of any debris or extra caution in relation to road conditions.

**NOTE:** The Course Checker and Event Safety Officer roles can be fulfilled by the same person.

## 17. STAGE COMMANDER

Stage Commanders are required at Rally Events and are responsible for the management of a particular stage. The stage commander is in control of the stage and takes instructions from the Clerk of Course. They are responsible for ensuring that a stage is declare “amber” and then “green”, and are in control of the start line, including which competitors are allowed to enter the stage.

In the Event of an incident the Stage Commander will manage the stage and let no further vehicles enter the stage without direct instructions from the Clerk of Course. Stage Commanders may immediately close the stage allowing only MIV and course safety vehicles to enter if required. Once the competitors have been removed from the scene via the appropriate course vehicle, it is up to the Clerk of Course to assess whether a vehicle is to be removed (due to dangerous position) or remain and be suitably bunted. The Stage Commander is permitted to instruct deployment of civil ambulances onto the stage, unless an incident is deemed critical.

Advise the competitors of any debris or extra caution in relation to road conditions they may have resulted from the course checkers inspection





## 18. CONTROL OF THE MEETING

Please note that Event Control can also be referred to Race Control, depending on the nature of the Event.

Event Control is the central control point of all activities associated with the Event. 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 while the Event is being conducted.

- a) When the Clerk of Course is not present, Event Control must be able to communicate with him/her by one of the communication systems available. All communications systems in use at the Event link into Event Control and sufficient Communication Marshals are available to man all the systems. These systems are described separately;
- b) The functioning of Event 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;
- c) As a minimum, the following personnel will remain in attendance at Event Control throughout all practice and qualifying sessions and racing;
- d) The Clerk of Course and/or Deputy Clerk of Course and/or Assistant Clerk of Course;
- e) The Communications Manager and/or Assistant Communications Manager;
- f) Emergency Controller and/or Assistant Emergency Controller.

The following personnel (or their deputy) must be in attendance or direct contact with Event Control at all times throughout practice and racing:

- i. Secretary of the Meeting;
  - ii. Chief Medical Officer;
  - iii. Chief Fire Marshal;
  - iv. Course Marshal.
- g) All Officials in attendance must understand the functioning and purpose of each Communication System in Event Control;
  - h) Two (2) logs will be kept in Event Control, at all times being recorded in the 24-hour clock, viz:
    - i. Meeting Log - recording all actions taken or instigated from opening to closing of Event Control, except for details recorded in the Event Log.
    - ii. 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 Communication System.
  - i) 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;

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- j) The Emergency Controller will be responsible for maintaining a plan of the Event layout on which is clearly marked the location of all emergency vehicles at all times;
- k) A check list will be maintained including all personnel, vehicles and equipment around the Event location. 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;
- l) Event Control personnel will ensure that all incident reports are collected for collation, checking and duplication, in case of subsequent Steward's Hearings. Event Control personnel must also ensure that any witness required for hearings are informed of such hearings;
- m) Event Control must have available at all times a full set of Regulations applying to the meeting, and all other relevant papers and instructions;
- n) Event Control must maintain a Master File of all Race Bulletins, all instructions issued, all logs, and all other Official Statements;
- o) All Official Statements issued must be in strict accordance with the document issuing procedure;
- p) Event Control must keep the public address and TV directors (if applicable) 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.

## 19. ROLES OF OTHER OFFICIALS

For details regarding the roles of other Officials that may be required at an Event, please refer to the AASA Event Operations Manual, which is available on our website at [www.aasa.com.au](http://www.aasa.com.au).



## 20. OFFICIALS QUALIFICATIONS

On the reverse of an Officials Licence the following disciplines apply.

Officials Matrix	Abbreviations	Level of Experience		
		General Speed "C"	State "S"	National "N"
<i>Discipline</i>				
Circuit	Circ	Circ.C	Circ.S	Circ.N
Off Road	OR	OR.C	OR.S	OR.N
Tarmac Rally	TR	TR.C	TR.S	TR.N
Gravel Rally	GR	GR.C	GR.S	GR.N
Speedway	SW	SW.C	SW.S	SW.N
Karting	Kart	Kart.C	Kart.S	Kart.N
Extreme(Mower/Tractor Pull/Burnouts)	Extr	Extr.C	Extr.S	Extr.N
Chaplin	Chap	Chap	Chap	Chap
Clerk of Course	CoC	CoC.C	CoC.S	CoC.N
Deputy Clerk of Course	CoCD		CoCD.S	CoCD.N
Assistant Clerk of Course	CoCA		CoCA.S	CoCA.N
Communications	Com	Com	Com	Com
First Aid	First	First	First	First
Incident Response-Track/Circuit	IR	IR	IR	IR
Safety Officer	SO	SO	SO	SO
Scruitineering	Scrt	Scrt	Scrt	Scrt
Chief Scruitineer	ScrC		ScrC	ScrC
Steward	Stew	Stew	Stew	Stew
Race Secretary	Sec	Sec.C	Sec.S	Sec.N
Flag Marshall	FM	FM	FM	FM
Chief Flag Marshall	FMC	FMC	FMC	FMC
Gen Comp Area	GCA	GCA	GCA	GCA
Gen Non Comp Area	GNCA	GNCA	GNCA	GNCA
Grid Area	Grid	Grid	Grid	Grid
Judge	Judge	Judge	Judge	Judge
Pre Grid Area	PGrd	PGrd	PGrd	PGrd
Pit Lane	PL	PL	PL	PL
Pit Chief	PLC		PLC.S	PLC.N
Race Control	Race	Race	Race	Race
Race Director	RDir	RDir.C	RDir.S	RDir.N
Starter	Start	Start.C	Start.S	Start.N
Time Keeping	Time	Time.C		Time.N
SOS Point/Stage Point	SOS			SOS
Stage Commander	SC			SC

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