

DEPUTY STAGE COMMANDER STOP



Responsibilities

The Deputy Stage Commander Stop for a Special Stage has an important role in ensuring the safe and smooth running of the event.

The Deputy Stage Commander Stop is located at the Stop Control, and is instrumental in monitoring the exit of official cars and competitors from the Stage.

The Deputy Stage Commander Stop (DSCS) is responsible for:

1. Supporting the Stage Commander in preparation for, and running of the Stage. Consequently, the DSCS should be familiar with the requirements of the Stage Commander's role (refer to the BSCC Stage Commander's Manual)
2. Oversight of the Stop Control and Flying Finish point. Often, the DSCS will also act as Post Chief Stop Control. Consequently, the DSCS should be familiar with the requirements and processes of both Controls (refer to the BSCC Information for Stop Officials, and BSCC Information for Flying Finish Officials)
3. Knowing the Stage and be familiar with:
 - a. The route and stage maps as per the Road Book
 - b. The location of Time Control, Start Control, Road Closures, Flying Finish and Stop Point
 - c. The event itinerary including competitor classes and gaps between classes
 - d. Short cuts used while setting and closing the Stage
 - e. Evacuation routes
 - f. SOS points and any MIV mid-points
 - g. Spectator points

Knowledge of the Stage will be invaluable when competitors report incidents or other issues to Stop Control

4. Ensuring adequate areas are available to safely park all vehicles required to be at the Stop Control and Flying Finish position
5. Clearly understand all safety requirements, including procedures in the Event Safety Plan
6. Monitor the Stage and weather conditions and submit reports to Rally HQ as required
7. Report incidents and other issues likely to impact the safe and efficient running of the event to Rally HQ
8. Understand and assist in the execution of plans to set up and close down the Stage, the placement of Stage officials and manage convoy procedures (to/ from Rally HQ)
9. Be familiar with the set up and operation of all equipment used by the Stop Control and Flying Finish position
10. Be familiar with tasks of team members during the preparation, running and closing of a Stage
11. Be familiar with the tasks of other officials on the Stage including:
 - a. Course cars (including Tech, 000, 00, 0, Fast Sweep, Slow Sweep)
 - b. Emergency crews (including MIV, Recovery)
 - c. Spectator Marshalls
12. Be familiar with radio network/s used on the Stage
13. Liaison with Rally HQ/ Clerk of the Course during the event, including radio communications
14. Enacting the specific authorisations by the Clerk of the Course in the event of an accident/ interruption of the Stage including the deployment of emergency vehicles.

Circumstances will arise that are outside the DSCS's control, or beyond the scope of this document. In such cases, the DSCS is to assess the circumstances and preferable course of action and report/ recommend to the Clerk of Course.

Major decisions must remain with the Clerk of Course.

PROCEDURES

PRE-EVENT

STAGE SURVEY

Prior to the event, the Deputy Stage Commander Stop should review the Road Book and survey their Stage to:

- Make sure that they can correctly interpret the route
- Survey other access roads
- Check the exact location of:
 - Time Control
 - Start
 - Road Closures
 - SOS and MIV mid-points
 - Flying Finish
 - Stop Point
- Establish appropriate parking areas for official vehicles, and team members.

DAY OF EVENT

Officials are to receive tabbards, and these are to be worn until officials return to Rally HQ. Some events require ID tags to be worn at all times.

All radios (especially handhelds between Flying Finish and Stop) must be checked for clear transmission and receipt before leaving Rally HQ for the Stage.

PROCEED TO THE STAGE

The Stage Commander will establish arrangements for DSCS, Stop Control officials and Flying Finish officials to be led to their locations.

The following should be confirmed as soon as locations are reached:

- Radio communication between DSCS and Rally HQ
- Radio communication between Flying Finish and Stop Control officials
- Functionality of Flying Finish clocks and timing equipment.

Officials and their cars should be carefully located. In particular, the Flying Finish position is the point at which many crews are at maximum speed. Incidents have occurred at or near to Flying Finish; dust and stones are likely to cause injury to poorly placed officials. Consider whether officials are at potential harm from vehicles that may “overshoot”.

STAGE CLOSURE

The Event Itinerary (Running Schedule) will establish the Stage Closure time. Stage Closure means that the Special Stage is completely set up and all officials are at their posts ready for duty – the Stage is closed to members of the public and unauthorised vehicles.

Once the stage is closed only Authorised Vehicles may enter the Stage. (See “Authorised Vehicles in a Special Stage, attached).

NOTIFICATIONS TO/ FROM RALLY HQ

Refer to BSCC guidelines “Radio Set Installation” and Radio Communication General”.

It is vitally important that the DSCS monitors their radio at all times. Rally HQ or the Clerk of Course may have an urgent requirement or instruction that requires immediate attention for safety. Radio broadcasts will enable DSCS to be aware of issues that may impact their Stage or the running of the Event. If the DSCS is temporarily indisposed, a responsible official must be appointed to attend to the radio.

The following standard notifications are to be sent to Rally HQ by the DSCS:

- Upon completion of Stop Control and Flying Finish set up
- As 000, 00 and 0 cars exit the Stage
- Upon notification from 00 car that the Stage is “Ready for Competition”
- When the first competitor exits Stage (car number and time at Flying Finish)
- When the last competitor exits Stage (car number, time at Flying Finish and numbers of cars that have exited Stage)

- When Fast Sweep (999) and Sweep exit the Stage.

Additional notifications should be sent to Rally HQ by the DSCS in the event of abnormal circumstances such as adverse weather, delays, incidents (see below), issues that may impact the safety of the public, officials, competitors, or the efficient running of the event. If the DSCS is unsure of actions required, contact Rally HQ.

INCIDENTS

Competitors may report cars stopped in Stage. It is important as much accurate information is obtained as quickly as possible and immediately radioed to Rally HQ. This will enable Clerk of Course to consider actions such as stopping of the Stage, dispatch of emergency vehicles, etc.

Minimum information requirements are:

- Are the crew out of their vehicle?
- Is the crew's OK Board or SOS Board displayed?
- Is the safety triangle displayed?
- Is the vehicle blocking the Stage track or in a dangerous position?
- What car number, or other identifiers if number not known?
- What location (co-drivers can usually advise a distance from the start, or reference to a Road Book instruction). Knowledge gained of the Stage by the DSCS will greatly assist in understanding the location of the incident and directions to emergency vehicles if needed
- Reporting car number.

If the first reporting car cannot provide all information, radio to Rally HQ what is available, then query subsequent cars, as directed by Rally HQ.

Take care to be factual and sensitive when reporting these issues – this is an open radio and families/supporters of crews involved may hear.

Judge of fact

All officials, including the DSCS, are Judges of Fact. Incident Reports are to be completed as required, and where appropriate the DSCS is to notify Rally HQ or Clerk of Course by radio.

Misbehaviour

In a highly competitive environment, where all are volunteers and non-professionals competing or working towards an enjoyable day, it is most unlikely and extremely rare that unacceptable behaviour will arise. But if it does, officials are strongly encouraged to step away, complete an Incident Report and inform their leader.

DSCS and Stage Commanders should take a supportive and empathic role in such issues, and where they cannot be immediately resolved to the satisfaction of all parties, issues should be reported to the Chief Marshall (where appointed) or to the Clerk of Course.

We are all there for a good time, we are all learning, we will all make mistakes to learn from.

Abuse, or other forms of unacceptable behaviour will not be tolerated, and is to be reported.

Upon completion of Stage

The Stage Commander will have established with their team clear arrangements for all bunting, signs, equipment and litter to be collected from the Stage. Arrangements will also be made for all officials to be safely led from the Stage back to Rally HQ.

These procedures are **not** to commence until all of the following steps have been completed:

- Last competitor has entered Stage, **and**
- Stage Commander has informed Rally HQ the last car number, time entered and number of cars entering Stage, **and**
- Fast Sweep (999) has entered Stage and exited Stage, **and**
- Slow Sweep has entered Stage, collected all paperwork, and exited Stage, **and**
- Stage Commander has confirmed with Rally HQ that the Stage may now be dismantled.

Special care is required. MIV and Recovery crews will be in the Stage after Slow Sweep. All team members should be made aware these vehicles will be in Stage. Officials should take care when dismantling bunting,

signs and equipment, and ensure they do not block passage of vehicles.

Authorised Vehicles in a Special Stage

Only authorised vehicles are allowed to enter a special stage following "Set Up" status. They may only enter from the Start, in direction of competition.

- ✓ **Set Up 1 and/ or 2, Technical cars, Advance cars**
These cars check clocks, radios and other equipment and run through the Stage well before the following cars. Typically they run through the stage prior to set up being completed and Stage Closure.
- ✓ **000 (Triple Zero)**
Pre-checks all clocks, correct operation of Time Control, MIVs (if applicable are in place), Recovery, Start, SOS locations and Roads Closures are in position and have radio comms, Flying Finish (clocks and radios) and Stop Control radios procedures and paperwork, in-stage security and safety (eg spectators), Road Book information and instructions.
- ✓ **CAMS Officials & Stewards**
Be courteous to them and answer any questions politely and to the best of your knowledge. CAMS can only enter a Special Stage before their official cut off time on the Running Schedule.
- ✓ **00 (Double Zero)**
This vehicle is the official car of the Course Checker.
(Time Control, Start, Flying Finish and Stop should treat this vehicle as a competitor - giving times and completing Time cards for practice.)
00 conducts all final checks and on completion of driving the Stage, will advise Rally HQ the Stage is "**READY FOR COMPETITION**".
Rally HQ will notify the Stage Commander and Deputy Stage Commander Stop of Stage status. Stage Commander will then advise Time Control and Start.
- ✓ **0 (Zero)**
Also treat this vehicle as a competitor for practice.
Following confirmation Stage is "**READY FOR COMPETITION**", Rally HQ will authorise the 0 car to commence the Stage and also a time for the first competitor to start the Stage. The 0 car may enter the Stage earlier only on advice from Rally HQ in consultation with the Course Checker.
The 0 car runs through the Stage at or near to competition speeds, with lights flashing and siren. This is to notify competition is imminent and the next vehicle will be a competitor.
- ✓ **Competitors**
- ✓ **Fast Sweep (may also be known as 999)**
Will enter Stage after the last competitor. Fast Sweep acts as the last competitor's buddy, stopping to provide assistance should the last competitor require.
- ✓ **MIV (if applicable)**
The MIV vehicle may traverse the stage two minutes after the last competitor and Fast Sweep.
If an incident occurs that may involve injury within the Special Stage, this vehicle is to be allowed immediate access into the Stage, but only after confirmation by Rally HQ.
- ✓ **Sweep car (may also be known as Slow Sweep)**
Will collect all relevant paperwork from Time/ Start/ FF/ Stop Controls.
Will enter the Stage after all Competitors, Fast Sweep and MIV Vehicle (if applicable). Upon reaching Stop Point, Slow Sweep will advise Rally HQ that the Stage is Clear, who will then advise the Stage Commander that the Stage is ready for dismantling if not being used again.
- ✓ **Recovery vehicles**
Generally, these vehicles follow Slow Sweep, however they could be delayed if they have had to retrieve any competitors from previous Stages.
Stage team members should take particular care when dismantling the Stage. MIV and Recovery vehicles may be in Stage when bunting and equipment is being collected and packed.

This document should be read in conjunction with:

- Code of Conduct for Officials
- General Terms & Definitions All Officials
- Radio Communication General
- Radio Set Installation
- What to bring with you
- The various BSCC information guides for Stage officials

These additional documents are available on the BSCC website - <http://bscc.asn.au/resources/officials>