

# STOP CONTROL



## **Officials – Sign On and Uniform**

Please ensure you always sign-on prior to competition commencing on the appropriate CAMS sheets provided by the event organiser.

And ensure you are wearing the appropriate vests provided.

## **What is a STOP Control**

The Flying Finish is the end of a Rally Special Stage, it's called a Flying Finish because cars are timed through this point at speed and the officials record the time for each competitor then relay that information to the STOP Control.

The STOP Control is generally located between 100-300m from the Flying Finish.

The STOP Control completes all the appropriate paperwork on time taken in the special stage for each competitor so that Rally HQ, the event scorers and also the competitors have documented information on each stage completed.

## Authorised Vehicles in a Special Stage

Only authorised vehicles are allowed to enter a stage following “Set Up” status. They may only enter from the Start, in direction of competition. You can expect to see:

- ✓ **Set Up 1 &/Or 2**
- ✓ **000 (Triple Zero)**
- ✓ Pre-checks all clocks, correct operation of time control, FIV (if applicable are in place), Recovery, Start, SOS locations and Roads Closures are in position and have radio comms, Flying fFinish (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. If they enter the Stage, check & make sure they have exited. Please advise Rally HQ of their movements.
- ✓ **00 (Double Zero) This vehicle is the official car of the Course Checker**  
(Treat this vehicle like a Competitor - giving times etc.)  
00 Conducts all final checks and on completion of driving the Stage, will advise Rally HQ the Stage is **“READY FOR COMPETITION”**.

Rally Headquarters will then notify the Stage Commander (Time & Start) and Assistant Stage Commander (Stop) of stage status. Stage Commander to then advise Time Control and Start.

Following confirmation of stage **“READY FOR COMPETITION”** Rally HQ will authorise for the 0 (Zero) car to commence the stage and also a time for the first competitor to start the stage. 0 (Zero) car may enter the stage earlier only on advice from Rally HQ in consultation with the Course Checker.

- ✓ **0 (Zero)**  
(Treat this vehicle as a competitor for practice).
- ✓ **Competitors**
- ✓ **Fast Sweep**  
Will enter stage after last car. Last competitor’s buddy
- ✓ **MIV (If applicable)**  
The MIV Vehicle may traverse the stage 2 minutes after the last competitor. 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 (will collect all relevant paperwork from Time/Start/FF/Stop Controls in Satchels)**  
Will enter the Stage after all Competitors, Fast Sweep and FIV Vehicle (if applicable). On completion of driving the Stage, Sweep will stop and ask how many competitors have been through Stop Control and will advise Rally Headquarters that the Stage is Clear, who will then advise the Stage Commander that the stage is closed and ready for dismantling if not being used again.
- ✓ **Recovery Vehicles**  
Generally, follow after Sweep, however these vehicles could be delayed if they have had to retrieve any competitors from previous stages.

## When you arrive at your STOP Control point

- Ensure you, your team and motor vehicles are located in a safe position well clear of track.
- Check your radio communications with Flying Finish Control.
- Set up tent/ gazebo, table chairs, paperwork, clocks.
- Set up Red STOP Board and Beige (end of Control) Board. These may already be in place when you arrive, if not their location will be marked in the Stage Set-up notes which will be in your pack.
- Liaise with Flying Finish Control to set up 3-2-1 boards evenly spaced between Flying Finish and Stop.

## PROCEDURES FOR STOP CONTROL OFFICIALS

### Time Notation

All BSCC Rally events will use the **INTERNATIONAL 24 HOURS CLOCK**. Midnight is **0000 hours**, one minute after midnight is 0001, 1.00am is 0100, noon is 1200, and times after noon are 1300, 1400 etc. For example, 9.32.53 pm would be written as 21:32.53. There is no need to designate am or pm.

- Please ensure that all times are printed clearly.
- It is recommended to use the pencils provided as they are not affected by dust. Alternatively use ball point pens to write on Control Records and Time Cards. (Ink from fibre-pens can run if paperwork becomes damp.)
- Each of the four separate Control Areas in a Road Section should be under the control of a **POST CHIEF** who is the only person authorised to mark the competitor's **TIME CARD** or, in the case of the Flying Finish, to advise of the Actual Time of passing the Flying Finish.

### Departure of competitors from Stop Point

Cars are allowed to leave the Stop Point Control Zone whenever they like, although it usually takes them a little while to check their Time Card, look up the next instruction etc. They are still within a Road Section with a total allowed time, so they won't stay around too long.

### Refuel Zones

Competitors can only refuel in zones designated in the Road Book (except where necessary as part of a service – ie changing a fuel tank or pump).

## Special Stage STOP Control Personnel

### Post Chief

- Receives Time Card from co-driver. (sample attached)
- Advises Record Keeper of Actual Start Time for the Special Stage from the Time Card
- Enters the Flying Finish Time on the Time Card provided by the Record Keeper
- Calculates the Time Taken, checks this with the Record Keeper and enters it on the Time Card,
- Returns Time Card to co-driver.

### Record Keeper

- Records Car Number and Flying Finish Time relayed from Flying Finish on **Stop** Recording Form (sample attached)
- Records Actual Start Time as announced by the Post Chief
- Calculates the Time Taken, checks this with the Post Chief and records it on the **Stop** Recording Form.

## Control Assistant

- Enters Time Taken on Special Stage Score Board.

### **Communication issues with Flying Finish Point**

From time to time communication issues can arise between Flying Finish and Stop Controls. If you lose communication at any stage use the following procedure:

- Post Chief signs the competitor's Time Card
- Informs Rally HQ by radio and completes an Incident Report
- When times do become available, radio missing times to Rally HQ as soon as possible.

Security : Ensures **NO** unauthorised persons gain access to the Control Area.

**NOTE: All Control paperwork** must be put in the envelope supplied and given to the **SWEEP crew**.

Equipment Generally Supplied:

SIGNS: 1 x Red STOP sign – At Stop Control and 1 x Beige (End of Control) Board – 25 Metres from Stop.  
(Signs may already be in position when you arrive)

RADIO: 2 x Hand held radio (One for Flying Finish and One for Stop Control)

### **Service in Controls**

**NO SERVICE** to the car of any kind (cleaning windscreen, lights etc is service) is allowed within the Control Zone, at either end of the Stage. Service can only be carried out in authorised Service Areas. Warn the competitors or their service crews if a violation appears imminent. If unauthorised service does occur, prepare an **INCIDENT REPORT** . The Control Zone starts at the Yellow sign before Flying Finish and ends at the Beige sign after the Stop Control.

### **“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, step away, complete an Incident Report and inform the Stage Commander. 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.

### **Pack Up**

- Pack up is generally not to commence until:
  - Fast Sweep has left the Stop Control, **and**
  - Deputy Stage Commander (at Stop Control) has confirmed all competitors are out of late time and pack up may commence
- Red Stop and Beige Sign Boards are to remain in place until Slow Sweep has stopped to collect paperwork.
- Care: After Fast Sweep has left Stop Control, other course cars (such as FIV, Recovery, etc) may proceed through the stage. Officials should be vigilant for traffic.

Your Stage Commander or Deputy Stage Commander will have advised arrangements for:

- All Stage Officials including Road Blocks to be collected and led back to Rally HQ
- All bunting, signs and other equipment to be collected and taken to Rally HQ.

## **Incident Reports**

An Incident Report should be filled out if any violation of the Regulations or other unusual situation has occurred during the running of the Rally. (See Summary List of reportable Incidents – PRINTED on back of Incident Report). Be sure that the marshal who completes an Incident Report gives a telephone number where he or she or any witness may be reached in the next 24 hours, as the Report may become the subject of a protest to the Stewards.

Complete the Report as soon as possible, and radio in the pertinent information to the Stage Commander for attention, and relay to Rally HQ immediately, as it may be important for scoring purposes. Send the written Report into Rally HQ with your records and other paperwork.

This document should be read in conjunction with:

- General Terms & Definitions ALL Officials
- Code of Conduct for Officials
- What to bring with you
- Radio Terminology & Etiquette
- Radio Set Installation

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

STOP Control Form

Form 10a

# STOP POINT

OFFICIAL	
PHONE NO	

SPECIAL STAGE NO
<b>SS</b>



Car NO	Time	H	M	S	1/10
<b>000</b>	Finish Time				
	Actual Start				
	Time Taken				

Car NO	Time	H	M	S	1/10
<b>00</b>	Finish Time				
	Actual Start				
	Time Taken				

Car NO	Time	H	M	S	1/10
<b>0</b>	Finish Time				
	Actual Start				
	Time Taken				

Car NO	Time	H	M	S	1/10
	Finish Time				
	Actual Start				
	Time Taken				


Car NO	Time	H	M	S	1/10
	Finish Time				
	Actual Start				
	Time Taken				

Car NO	Time	H	M	S	1/10
	Finish Time				
	Actual Start				
	Time Taken				

Car NO	Time	H	M	S	1/10
	Finish Time				
	Actual Start				
	Time Taken				

Car NO	Time	H	M	S	1/10
	Finish Time				
	Actual Start				
	Time Taken				

SAMPLE TIME CARDS

 <div style="display: inline-block; border: 1px solid black; padding: 5px; margin-left: 20px;">Car No.</div> <div style="display: inline-block; margin-left: 20px;"> <h2 style="margin: 0;">Timecard 1</h2> <p style="margin: 0;">Section 1 1 January 2018</p> </div>		
TC 0	Imbil Showgrounds	COMPETITOR USE
TC 1	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 5px;">                     ACTUAL TC 0                      H   M                 </div> <div style="color: red; font-size: 2em; font-weight: bold;">→</div> <div style="border: 1px solid black; padding: 5px;">                     TARGET TIME                      00   18                 </div> <div style="border: 1px solid black; padding: 5px;">                     DUE TIME                      H   M                 </div> </div> <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 10px;"> <div style="border: 1px solid black; padding: 5px;">                     TC 1                      H   M                 </div> <div style="border: 1px solid black; padding: 5px; font-size: 0.8em;">E/L</div> </div>	COMPETITOR USE
TC 1	Breakneck 1	COMPETITOR USE
TC 2	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 5px;">                     FINISH TIME                      H   M   S                 </div> <div style="border: 1px solid black; padding: 5px;">                     PROVISIONAL START                      H   M                 </div> <div style="border: 1px solid black; padding: 5px;">                     ACTUAL START                      H   M                 </div> <div style="color: red; font-size: 2em; font-weight: bold;">→</div> <div style="border: 1px solid black; padding: 5px;">                     TARGET TIME                      00   21                 </div> <div style="border: 1px solid black; padding: 5px;">                     DUE TIME                      H   M                 </div> </div> <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 10px;"> <div style="border: 1px solid black; padding: 5px;">                     TIME TAKEN                      M   S                 </div> <div style="border: 1px solid black; padding: 5px;">                     TC 2                      H   M                 </div> <div style="border: 1px solid black; padding: 5px; font-size: 0.8em;">E/L</div> </div>	COMPETITOR USE
TC 2	Western Gully 1	COMPETITOR USE
TC 3	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 5px;">                     FINISH TIME                      H   M   S                 </div> <div style="border: 1px solid black; padding: 5px;">                     PROVISIONAL START                      H   M                 </div> <div style="border: 1px solid black; padding: 5px;">                     ACTUAL START                      H   M                 </div> <div style="color: red; font-size: 2em; font-weight: bold;">→</div> <div style="border: 1px solid black; padding: 5px;">                     TARGET TIME                      00   31                 </div> <div style="border: 1px solid black; padding: 5px;">                     DUE TIME                      H   M                 </div> </div> <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 10px;"> <div style="border: 1px solid black; padding: 5px;">                     TIME TAKEN                      M   S                 </div> <div style="border: 1px solid black; padding: 5px;">                     TC 3                      H   M                 </div> <div style="border: 1px solid black; padding: 5px; font-size: 0.8em;">E/L</div> </div>	COMPETITOR USE
TC 3	South Branch 1	COMPETITOR USE
TC 4A	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 5px;">                     FINISH TIME                      H   M   S                 </div> <div style="border: 1px solid black; padding: 5px;">                     PROVISIONAL START                      H   M                 </div> <div style="border: 1px solid black; padding: 5px;">                     ACTUAL START                      H   M                 </div> <div style="color: red; font-size: 2em; font-weight: bold;">→</div> <div style="border: 1px solid black; padding: 5px;">                     TARGET TIME                      00   21                 </div> <div style="border: 1px solid black; padding: 5px;">                     DUE TIME                      H   M                 </div> </div> <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 10px;"> <div style="border: 1px solid black; padding: 5px;">                     TIME TAKEN                      M   S                 </div> <div style="border: 1px solid black; padding: 5px;">                     TC 4A                      H   M                 </div> <div style="border: 1px solid black; padding: 5px; font-size: 0.8em;">E/L</div> </div>	COMPETITOR USE

Incident Report Sample

# INCIDENT REPORT

<b>OFFICIALS NAME</b>		<b>Tick applicable location</b>			
<b>PHONE NO</b>		<b>TC</b>	<b>START</b>	<b>FF</b>	<b>STOP</b>
<b>SPECIAL STAGE NO</b>	<b>TC NO</b>				
If incident is not at a control, please indicate the accumulative distance from the Stage Start or the Time Control				kms	
<b>CAR NO</b>	<b>OTHER WITNESS</b>		<b>DATE</b>		
<b>TIME</b>	<b>PHONE NO</b>		<b>HQ ADVISED</b>		
<b>DETAILS OF INCIDENT</b>					



## SUMMARY LIST OF REPORTABLE INCIDENTS.

**SUMMARY LIST OF REPORTABLE INCIDENTS**

<b>The following happenings should be entered on the Incident Report</b>
Timing errors, changes or queries
Pushing or towing the car
Any infringement of "Prohibited Service".
Speed in Service Parks exceeding 30 kph.
Any infringement of Refuelling.
Any late arrival at the start of the Rally
The absence of a Time Card at a Time Control, or failure to hand in the Timecard at each Control
No assistance or repairs may take place within the control area. (First yellow warning sign to final beige sign).
Failure to follow the instructions of the Marshal in charge of any control.
Check in at all times in the correct sequence and in the direction of the Rally route. It is also prohibited to re-enter the control area.
Failure to wear properly fastened crash helmet, or Safety Harnesses.
Driving in the opposite direction to that of the Special Stage.
Failure to start the Special Stage within 20 seconds of the Starting signal being given.
A false start before the Starting signal has been given.
Stopping between the Yellow Flying Finish warning sign, and before the Red Stop sign.
Refusing to start a Special Stage at the time and in the position allocated by the Post Marshal.
Any actions by the crew preventing the time entry on their Time Card at the Stop Point.
Repairs or Refuelling carried out whilst in Parc Ferme/Control Area.

The above actions may result in the Crew being penalised or excluded from the Rally by the Stewards, so be sure to make accurate and clear notations on the Incident Report Form.