

BSCC

– Stage Commanders Manual

1. CONTROLS - GENERAL PROVISIONS

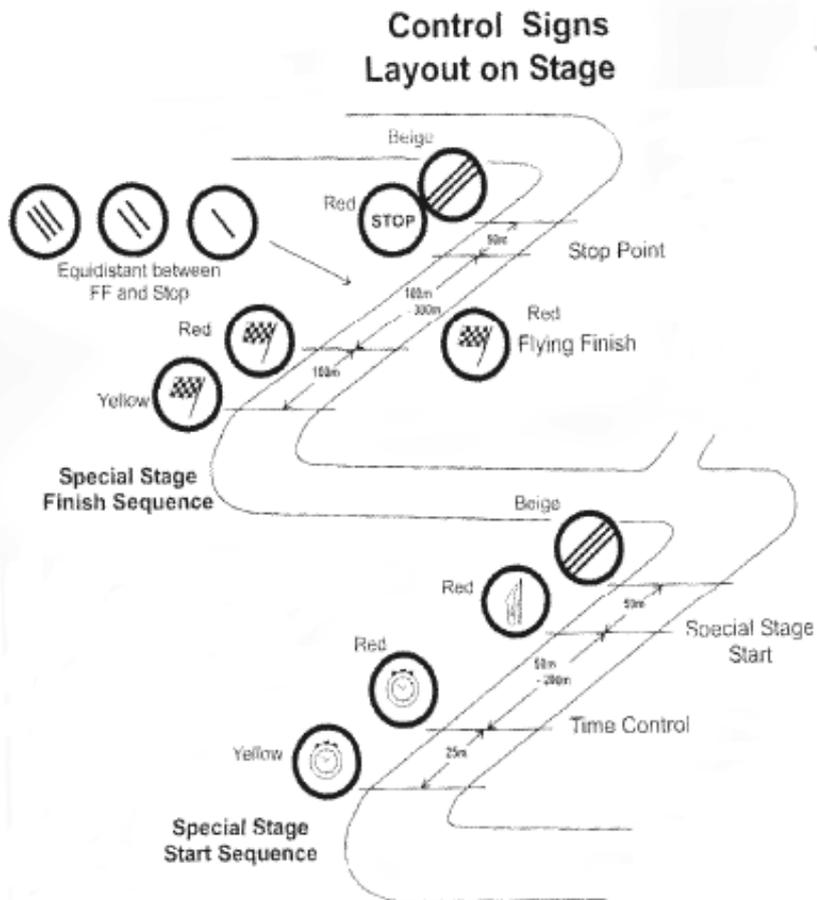
1. All special stage controls, i.e. Time Control, Start, Flying Finish and Stop Point will be indicated by means of CAMS approved standardised signs.
2. The beginning of the start control area is marked by a yellow warning sign showing a clock face, 25m prior to the identical sign on a red background indicating the Time Control post. The Start control is positioned not less than 50m beyond the Time Control and is indicated by a red sign showing a flag. The end of this control area, 25m further on, is indicated by a beige sign with three black transversal stripes.
3. The finish control area is marked by a yellow warning sign showing a chequered flag face 100m prior to the identical sign on a red background at the Flying Finish. The Stop Point will be not less than 100m beyond the Flying Finish and is indicated by a stop sign on a red background. The end of the control area, 25m further on, is indicated by a beige sign with three black transversal stripes.
4. Control posts for this rally shall be ready to function one hour before the target time for the passage of the 1st crew. Unless the Clerk of Course decides otherwise, controls will cease to operate 15 minutes after the target time for the last crew, plus exclusion time (late time).
5. Control officials will complete and submit an incident report if any crew:

- enters a control area in any direction other than that of the Rally.
- re-crosses or re-enters a control area once checking-in has taken place.
- drives in the opposite direction to that of the special stage.
- fails to follow the instructions of the marshal in charge of any control post.
- performs service or repairs on their car within the control area.
- stops within a control area for a time exceeding that necessary for carrying out control operations.

6. Post chiefs, post marshals and other officials shall be distinguished as follows:

Stage Commanders:	Green jacket with yellow logo
Post Chief:	Blue vest with white logo
Post Marshals:	Orange vest with white logo
Safety/Spectator Marshals:	Red vest with white logo
Scrutineers:	Red vest with blue logo
Medical Officers:	Fluoro green vest with white cross

3. SPECIAL STAGE LAYOUT



OFFICIALS - RESPONSIBILITIES

4. STAGE COMMANDER

Located at the Time Control during the running of the rally

1. **Survey each stage** that their team will be running and to familiarise themselves with:

The route and stage maps as per the Road Book.

•The location of:

- Time control
- Start
- Flying Finish
- Stop Point

- The event itinerary
 - Short-cuts used while setting and closing the stage
 - Evacuation routes
 - 5km SOS points and repeater locations
 - Spectator points
 - Road closure locations
 - Media points for photographers
 - **MOST IMPORTANTLY** – the location and needs of local residents and establish where possible, a good relationship with them.
2. Ensure adequate areas are available and plans are prepared to park all vehicles required to be located at the control locations.
 3. Monitor the stage condition including during reconnaissance/survey and submit road reports as required.
 4. Select and survey pick-up points to meet with all personnel who are to be placed in their particular stage.
 5. Clearly understand all safety procedures as outlined in the Safety Plan.
 6. Check and submit equipment and document lists and be responsible for stage equipment and documentation.
 7. Be familiar with the set-up and operation of all equipment used by a stage team.

8. Be familiar with tasks of other officials in your stage team during the lead up, running and closing down of a stage, e.g.:
 - Deputy Stage Commanders
 - Post Chiefs and Post Marshals
 - FIV Crews
 - Road Closure Officials
 - Recovery Crews
 - Mobile Security Crews if applicable
 - SOS Radio Officials
 - Results Data Transmission Officials
9. Be familiar with all radio networks used on stage.
10. Be familiar with the tasks of other officials on location at a stage, e.g.
 - Advance, Course Information and Zero Car Crews
 - Emergency Crews – Doctors, Ambulance and Rescue Crews etc, (identify Senior Officer of Service upon their arrival at the stage)
 - Sweepers
11. Be responsible for the selection of team members and arrange for all to attend training sessions, briefings and the Trial Event. Assist with the training of officials.
12. Establish plans to set and close down the stage and manage convoy procedures, and the placement of stage officials.
13. Overall control of all aspects of their special stage/s.
14. Once the stage has been set up and the start has been authorised by the Clerk of Course at Rally HQ (via the command radio), the Stage Commander will leave the operation of the stage to the marshals.
15. Have sole responsibility in the event of an accident/interruption of stage and the deployment of the emergency vehicles **but only after specific authorisation** by the Clerk of Course, or in his absence, the Deputy Clerk of Course.

5. DEPUTY STAGE COMMANDER SAFETY

At the Special Stage Start.

1. Assist the Stage Commander with all tasks in the lead up to the Event and during the running of the stage and be the Stage Safety Officer.

2. The Deputy Stage Commander Safety (Stage Safety Officer) must inspect the special stage and certify its conformity with the Safety Plan prior to passage of Car '0'.
3. Be second in command to the Stage Commander and be able to assume command of the stage if required.
4. Monitor the 'A' system radio at all times during the event.
5. Be the Stage Safety Officer and manage all stage safety procedures as outlined in the Safety Plan.
6. Verify evacuation routes are passable by an ambulance on all special stages your team will be running. Report any changes to the Chief Safety Officer.
7. Ensure the placement of the road closure officials, and emergency crews and their vehicles at both the start and midpoint as outlined in the Safety Plan.
8. Be in the FIV (1) and proceed to the scene of an accident with the doctor and paramedic from the ambulance, when instructed by the Stage Commander or Clerk of Course (refer to Safety Plan). At the accident scene, the Stage Safety Officer will:
 - Provide a radio link with the Stage Commander/Rally HQ
 - Direct the rescue crews to ensure that the vehicle or vehicles, crew involved in the accident are safe from fire, further vehicle movement and other competing cars.
 - Relay promptly all information and/or requests for further procedures needed to be employed received from the doctor and paramedic to the Stage Commander / Rally HQ
 - Secure the safety of the competitors and the emergency officials at the accident scene.
 - Assist in the clearing of any obstructions to allow the stage to reopen (if interrupted) for competition as soon as possible.
9. Ensure the actual start time for the FIRST CAR on each special stage IS ADVISED to Rally Base on the 'A' system radio. If the first car did not start on time, then the reason must be given. Rally Base will attempt to keep the channel clear for this information to be broadcast as it happens.

6. FIV 2 (or Ambulance)

- Proceed to the scene of an accident (if located **after** the mid point only) when instructed by the Stage Commander or the Clerk of Course (refer to Safety Plan). At the accident scene, the FIV2 Official will:
 - Provide a radio link with the Stage Commander/Rally HQ
 - Direct the rescue crews to ensure that the vehicle or vehicles, crew involved in the accident are safe from fire, further vehicle movement and other competing cars.
 - Relay promptly all information and/or requests for further procedures needed to be employed received from the Doctor and Paramedic to the Stage Commander / Rally HQ
 - Secure the safety of the competitors and the emergency officials at the accident scene.

7. DEPUTY STAGE COMMANDER STOP

Located at the Stop Point

1. Assist the Stage Commander with all tasks in the lead up to the Event and during the running of the stage.
2. Establish the B-System radio link and monitor the whereabouts of all competitors via the 5 km point SOS transmissions. (Refer separate SOS Manual.).
3. Oversee all activities involving the officials in all phases at the end of a special stage.
4. Responsible for the "M" system reporting and deployment of missing car procedures (refer Safety Plan).

8. POST CHIEF

The Post Chief shall be the senior marshal at each of the controls and will be responsible for all of the procedures that take place at their respective control.

The Post Chief must be conversant with the following:

- Location of the control.
- Location of signage, shelter, tables, bunting, etc.
- Placement of the post marshals.
- Control documentation.
- Set up of timing equipment
- Set up and operation of the clocks.
- Regulations effecting competitors within control areas.
- Delayed start (time control and start).
- Elapsed time calculation (stop).
- Communications between flying finish and stop points.

9. POST MARSHAL

Post Marshals shall be assigned the various tasks that need to be performed at each of the control points and shall operate under the direction of the Post Chief.

Those tasks are:

- Timer / Record Keeper (Time Control)
- Record Keeper (Start and Stop).
- Control Assistant (Time Control and Stop).
- Safety Marshal (Time Control, Flying Finish and Stop).
- Starter (Start).
- ISC Liaison (Start).
- Backup Timer (Flying Finish).
- Assistant to Stage Commander, Deputy Stage Commander Safety and Deputy Stage Commander Stop.
- Stop Point Results Operator.

Other members of each stage team are:

- Recovery Crew (driver and co-driver). On special stages longer than 15 km, some teams may have additional recovery crews that may be assigned the task/s of additional FIV's (refer Safety Plan) at the midpoint/s.

GENERAL

10. STAGE SAFETY

Each Stage Commander and Deputy Stage Commander shall be provided with the Safety Plan prepared in advance by the Chief Safety Officer. It will

contain the names of all key personnel, details of radio channels, evacuation routes, road closure points and the location of on stage safety services relevant to each special stage. All Stage Commander and Deputy Stage Commander shall be fully conversant with the contents of the Safety Plan.

- At the special stage start, there will be a doctor, paramedic, 2 x 4kg fire extinguishers with a trained operator and the following emergency vehicles:
 1. First Intervention Vehicle (FIV 1) with the Deputy Stage Commander Safety.
 2. Ambulance.
 3. Fire vehicle.
 4. Rescue/recovery vehicle.
- Each Stage Commander shall provide the Chief Safety Officer with parking plan for all emergency vehicles on their special stage.
- Safety marshals will be located at all road closures and SOS radio points. Their placement will be the responsibility of the Stage Commander assisted by the Deputy Stage Commanders or other stage team officials.
- The SOS radio points are selected by the Clerk of Course with assistance from members of the communications team.
- The road closure points are selected by the Road Closure Co-ordinator in consultation with the Stage Commander and/or the Deputy Stage Commander Safety, and the Assistant Clerk of Course.
- Each road closure point is assigned a 'category' in respect of its importance to the security of the stage.
- These points shall be determined, and mesh erected by the Road Closure Co-ordinator and his team.
- Those stages with spectator points will also have spectator guides reporting to the Chief Spectator Guide. These spectator guides will self-set, and shall erect all signs and barriers required at the spectator points.
- At the stop point there will be at least 2 x 4kg fire extinguishers.

11. SETTING UP THE STAGE

1. The MEETING POINT location and time must be known by all stage officials.
 - All officials shall travel in convoy from the Meeting Point to the stage.
 - When travelling in convoy **always keep the car behind in view**. Ensure the car behind follows at each turn. (Vehicles equipped with radios at the front and ends of convoys are an advantage). The convoy should reach the stage location at least 2 hours before the first competitor is due.
2. Immediately upon convoy arrival, **each end of the stage must be blocked with a vehicle, bunting or barricade to prevent any unauthorised access to the special stage**. Thereafter, until the stage is closed, all stage team officials shall be alert for unauthorised people in the special stage and immediately report any concerns to the Stage Commander or Deputy Stage Commanders.
3. Check to make sure that control location identification markers have not been moved.
4. Set up the timing equipment.
5. The control signs are to be positioned in line with the control location identification markers and/or photographs in the road book. It is vital that the Road Book distances and photos are complied with exactly.
 - All signs must be set **perfectly upright** and the area around them kept clear to ensure they are always **easily visible by competitors approaching the control**.
6. Control tents are to be positioned with the sign at the **exit** side at the time control, start control and stop point, and centrally located at the flying finish.
7. Each of the four control locations should be marked out using bunting (area approximately 5m wide x 2m deep). Bunting (25m long) should be located on each side of the road leading up to the time control.
8. The Stage Commander, Deputy Stage Commanders and/or other post marshals shall drive through the stage in accordance with the stage set-up plan and carry out the following:

- Put in place:
 - Road closures.
 - Stage safety (S.O.S.) radio points.
 - Emergency vehicles if applicable.
 - Check that all controls and control signs are correctly positioned.
 - Advise Rally HQ if any road closures are not in place and take action to effect securing of the stage.
9. The stage is declared "ready" by the Deputy Stage Commander Safety when it is considered to be in conformity with the Safety Plan. The stage **MUST** be "ready" at least **one hour** before the due start time for the first competing car. If possible, the course cars should not start until the stage is "ready". However, on the longer stages, it is preferred the Course Information Car finish the stage approximately **one hour** before the first car starts the stage.
10. The conformity of the stage set up to the Safety Plan will be confirmed by the course (zero) cars prior to the Clerk of Course declaring the stage "open for competition – stage Green".

12. ENTRY INTO THE STAGE

Once "stage ready" has been declared, **ONLY** vehicles bearing the special stage access windscreen sticker are allowed into the stage and then only at the time control. They will include the following officials:

- Stewards
- Clerk of Course, Deputy/Assistant Clerks of Course
- Chief Marshal
- Chief Medical Officer
- Stage Commander/Deputy Stage Commander for that stage
- Course cars, including 000, 00 and 0 cars
- Emergency vehicles (and FIV's) under the direction of the Stage Commander, Deputy Stage Commander Safety, or Clerk of Course
- Competitors (only at and after the scheduled start time and only if the Stage Commander has advised "stage open for competition")

Notes

1. Stewards are allowed entry up to 30 minutes before Car 0 at the latest.
2. Refer to the Course Car Schedule (issued as a separate document) for specific times for each.
3. With the exception of emergency vehicles, access to the stage can only take place at the time control.

13. RESTARTING THE STAGE

Whilst every effort shall be made to avoid delaying or suspending the running of a stage, it may be necessary for the Clerk of Course to interrupt or suspend the running of a special stage to ensure the safety of the public, the competing crews and officials. Such safety concerns may arise from the following incidents:-

- a) Injury to a competitor.
- b) Injury to an event official.
- c) Injury to a spectator.
- d) Spectators in unauthorised locations.
- e) Impassable section of road.

Immediately the safety concerns have been removed, Rally HQ may instruct that the stage be restarted.

Before a stage can be restarted

1. **The Deputy Stage Commander Safety must be at the start control and have approval from Rally HQ before instructing the Post Chief Start to recommence starting competitors.**
2. All emergency personnel involved must return to their original locations or be replaced (eg ambulance, etc). Rally HQ will assist in the supply of replacement services.
3. if there has been a delay of more than 20 minutes a course car may be required to re-zero the stage. This will be arranged by the Rally Command Centre.
4. The total delay time (start time of first car after resumption MINUS start time of last car before stoppage) must be noted. The Stage Commander will prepare a written report about the cause of the delay.

14. STAGE CANCELLATION

The Clerk of Course is the only person who can authorise the cancellation of a stage. This is done only as a last resort and after consultation with the Stage Commander.

A special stage will be cancelled where it is considered dangerous to continue the stage or delays in dealing with an incident will disrupt the remainder of the event.

In the event of a stage cancellation the Clerk of Course may elect to:

- Downgrade the status of the stage
- Provide a Diversionary Route

1. DOWNGRADING THE STATUS OF THE SPECIAL STAGE.

- If a stage has to be cancelled, it is often more convenient and quicker to have competitors drive slowly through the stage than to re-route them around.
- In such a situation, competitors would not be timed over the stage.
- They would be given a start time at the Time Control to enable them to complete the current road section.
- Advise Rally HQ of the probable time it will take cars to drive slowly through the stage, or if there is any risk of further delay by taking this option.
- This will enable Rally HQ to make decisions regarding times and course of action.

2. ALTERNATE ROUTE

- Where an alternate route is required to be used, Rally HQ will arrange for appropriate copies to be given to competitors at an earlier control.
- If a re-route commences either at the Time Control or Stop Point, **written** instructions will be supplied from Rally HQ, detailing the re-route.
- Each crew will be required to sign for such alternate route instructions, except where they are provided as part of the Road Book.

15. CLOSING THE STAGE

The Stage Commander, Deputy Stage Commanders and/or other post marshals shall drive through the stage after the Sweeper, retrieve all road closure and SOS officials and lead them in convoy clear of the stage. This process should be conducted in accordance with the stage close down plan prepared in advance. It is very important that all marshals are allowed to leave as soon as possible. Collection of signs and bunting should not delay this happening and a separate crew should be allocated to this task.

Where the stage is to be repeated it will be held, if practical, at "stage ready" status rather than be closed.

1. The stage should remain operational for a time equal to the length of the field, plus the total of lateness permitted, plus any delay time from the start of the previous stage (or as advised by Rally HQ).

About 15 minutes before the estimated closing time, Rally HQ should be contacted in case there have been any delays on previous stages, which may have caused the closing time to be extended. NEVER close without checking with Rally HQ.

2. The Sweeper should not start the stage until the **last crew** has passed the **first SOS radio point**. If the last car (or some other late running car) **has not passed** the **first SOS radio point** within a reasonable time, the Sweeper and HQ are to be advised and **the Sweeper dispatched**.
3. The clock "printout tapes" generated by Time Control and Flying Finish are placed in the envelope after checking that the control location has been written on the head of the tape. At the Stop control, an additional envelope will be included for collection of the "SOS" slips. All of these envelopes together with all control folders should then be placed in the large envelope provided for return to Rally HQ. These envelopes are passed to the official designated to deliver them to Rally HQ. (usually the Sweeper)
4. Incident reports and reportable comments, which may affect results should be placed in the envelope provided. After the Sweeper and recovery vehicle depart the start point, the Deputy Stage Commander or nominated official then drives through the stage and collects all marshals and leads them in convoy clear of the stage. One or more conveyes may be required to perform this task. At each of the manned

road closure locations, collect a "Special Stage Security Check" sheet and any incident reports.

5. All signs, arrows, barriers, notices, etc. should be collected if the stage is not repeated. Allow time for a second set-up and drive-through of the stage before it is run again. Advise any major road deterioration to Rally HQ.
6. If the stage is to be repeated and time permits, the Deputy Stage Commander Safety shall, drive through the stage and confirm its "ready" status. Rally HQ shall be advised any major road deterioration.

SAFETY RESPONSE PROCEDURES

16. MISSING COMPETITORS

1. Each Special Stage shall have an SOS radio network with a radio point approximately every five kilometres through the stage. The SOS radio point will be identified in the road book and by appropriate FIA radio point sign (blue) preceded by the FIA radio point warning sign (yellow) 100 metres prior to the radio point.
2. The SOS radio network shall track all vehicles on stage and report to the Deputy Stage Commander Stop all vehicles that are overdue at a radio point by more than one minute, two minutes or three minutes.
3. The Deputy Stage Commander Stop shall immediately advise Rally Base of all missing competitors using the following radio advices:-
 - M1 designated competitor missing one minute
 - M2 designated competitor missing two minutes
 - M3 designated competitor missing three minutes
4. The Deputy Stage Commander Stop shall immediately identify the competitor following the missing vehicle on stage and on the crews arrival at the stop control ask them the following:-
 - a. Did they see the missing crew stopped on stage and if so, at what location?
 - b. Did they see both the driver and co-driver out of the vehicle?
 - c. Was the "OK" or "SOS" sign displayed by the crew?
 - d. Was the road totally blocked, partially blocked or not blocked at all?
 - e. Was the red triangle displayed on stage at least 50 metres prior to the stopped vehicle?

This information shall be immediately relayed to Rally Base and will be confirmed with the crew of the next vehicle. Rally Base will pass any information on missing vehicles obtained from other sources (ie helicopter) to the Stage Teams.

17. COMPETITOR ACCIDENTS

All crews are required to stop at the scene of an accident unless the crew in the accident clearly display the green "OK" sign.

If no sign is displayed or if the red "SOS" sign is displayed the first crew to arrive at the scene of an accident must stop, assist the crew requiring help and inform the next car of all details. The next car will take the following information to the next radio point:-

- If and how many crew members, officials or spectators are injured.
 - If any crew member, official or spectator is trapped in or outside the car.
 - Location of the accident, i.e. the closest road book junction or stage distance.
 - Any other vital information i.e. fire, water.
1. In the event that a crew stops and reports an incident at a radio point, the SOS operator shall immediately report brief details to SOS Stop. The Deputy Stage Commander Stop will then immediately relay the report to Rally Base.
 2. The SOS operator shall then obtain full details from the crew and endeavour to complete an Accident Appraisal Form. This information is then relayed to SOS Stop and in turn relayed to Rally Base by the Deputy Stage Commander Stop.

18. SPECIFIC ACCIDENT CONTROL

1. The Clerk of Course shall assess all available information of an incident and may authorise any or all of the following responses:-
 - Yellow flags to be displayed by the SOS official wearing the appropriate special bib (yellow with SOS sign on it).
 - Suspend the starting of crews on stage.
 - Dispatch the Deputy Stage Commander Safety (FIV or Ambulance) into the stage with the necessary emergency vehicles, operators and personnel.
 - Deployment of other safety assets (i.e. Medical Support Vehicle (MSV), medivac helicopter)

2. The Stage Commander / Deputy Stage Commander Safety shall, on the basis of the location of the incident, recommend to Rally HQ :-
 - the shortest emergency route to reach the location of the incident.
 - the shortest evacuation route to exit the stage from the location of the incident if required.
3. Upon reaching the scene of the accident, the Deputy Stage Commander Safety shall:-
 - assess that the original information received was accurate and advise Rally Base.
 - deploy the Rescue team to render the accident scene as safe as practical for the competitors, medical team and other emergency officials.
 - deploy the medical officials and ensure that the Deputy Stage Commander Safety or the FIV2/3 assistant remains in attendance to promptly relay to Rally Base all of the doctor's information (medical codes) and requests.
 - ensure that all unessential marshals, spectators and media (if any) are kept well away from the accident.
 - ensure that communications with Rally Base are maintained at all times.
4. In the case of a fire in a competing car, every effort should be made to free a trapped crew member. **If there is no immediate threat of fire, medical advice should be sought before moving an injured person.**
5. If injured people have to be taken away for treatment, the Stage Commander or Deputy must determine an appropriate evacuation route for the ambulance, and also decide which route the other emergency vehicles will take in order to "clear" the stage as quickly as possible.
6. The Deputy Stage Commander Safety will assess how long it will take before the stage can be cleared for competition and advise the Stage Commander and Rally Base.
7. ***No comments or statements are to be made to the media or public regarding any accident or incident.***

SPECIAL STAGE CONTROL PROCEDURES

19. GENERAL CONTROL PROCEDURES

19.1 TIME NOTATION

This event uses the International 24-hour clock, i.e.: Midnight is 24:00 hours, 1 minute after midnight is 00:01, 1:00 am is 01:00, Noon is 12:00, and times after noon are 13:00, 14:00 etc.

Where seconds are involved, colons are used, for example, 9:32.53 pm would be written as 21:32:53. There is no need to designate am or pm. **TENTHS of seconds are written as 21:32:53.3.** (Note: The TAG printouts print the time showing hours, minutes, seconds and MILLI SECONDS. i.e. 21:32:53.387, the last **two digits** of the milliseconds are ignored.

Commented [PLM1]: Can be set to only show tenths

19.2 CONTROL FOLDERS

Please ensure all times are printed clearly. If you make a mistake or incorrect entry on the control sheets, **do not** write over or next to the mistake, place a **line through the mistake** and make a **new entry on the next line**

ONLY black or blue ballpoint pens are to be used to write on control sheets and time cards. Ink from fibre tip pens (Fine liners) run if the paperwork becomes damp.

All control folders and documents contained in them are official event documents and may be required to be presented to the Stewards. They should not be used for making notes that are not of an official nature. The inside of a folder may be used for making notes or calculations, however these entries must pertain to the official recording of information for the event.

19.3 TIME CARDS

All times are to be printed clearly on the time cards.

Commented [PLM2]: Depends on the type of cards to be used

ONLY black or blue ballpoint pens are to be used to write on time cards. Ink from fibre tip pens (Fine liners) run if the paperwork becomes damp.

19.4 INCIDENTS

Any incident must be recorded on an "Incident Report Form" and forwarded to the Clerk of Course as soon as possible.

Control officials will complete and submit an incident report if any crew :-

- enters a control area in any direction other than that of the Rally.
- re-cross or re-enter a control area once checking-in has taken place.
- drive in the opposite direction to that of the special stage.
- fails to follow the instructions of the marshal in charge of any control post.
- perform service or repairs (including the changing of tyres) on their car within the control area.
- stops within a control area for a time exceeding that necessary for carrying out control operations.

20. ARRIVAL TIME CONTROL

1. A competitor arrives at the Yellow Clock sign.

If **ahead** of time, they will wait until the **preceding** minute of the time required before entering the Time Control. The co-driver may enter the control on foot prior to the book-in time without any penalty.

E.g.: If 10:03 required and they arrived at 10:00, they will wait outside the control area until 10:02 before entering the control.

If **on** time, in the minute **preceding** the time required or **late**, then they will enter the control without stopping at the Yellow Clock sign and proceed directly to the control table. The co-driver may remain in the vehicle and pass the time card to the Post Chief. The **Post Chief** (or the control assistant) shall position themselves at the front of the control table to promptly receive the time card from the co-driver.

E.g. If 10:03 required and they arrived at 10:02, 10:03 or later, they will enter the control directly.

2. The **Post Chief** (or assistant) will accept the time card only when both crew members and the car are in the immediate vicinity of the control table. The **only exception** to this rule is if the special stage has been stopped for some reason and a queue of cars is preventing other cars from proceeding to the control table.

- Ensure a runner is available to get the time cards from the crews. Crews should be discouraged from getting out of the vehicles due to difficulties with HANS devices etc.

Commented [PLM3]: Do we have a copy of the latest ISC training info

- Enters the arrival time in hours and minutes only in the “**TC Arrival**” box on the time card as agreed with the Timer / Record Keeper
- Advises the Timer / Record Keeper of the crew’s start time for the previous section or stage. If the crew **do not** have a time from the previous section, then they **cannot** be booked-in. (Immediately complete an incident report and advise your Stage Commander and Rally HQ)
- Enters the provisional start time in the “**Provisional Start**” box on the time card as advised by the Timer / Record Keeper. This will be a minimum of **THREE** minutes after the arrival time and a minimum of **TWO** or **ONE** minutes (as per the start interval shown on the Start List for that Day) after the provisional start of the previous car, or as advised by the Stage Commander or Rally HQ. **NO CAR is allowed to start until the SCHEDULED start time of the special stage (refer to the event itinerary)**
- hands the time card back to the co-driver and the crew will then move to the Start control

3. The **Timer / Record Keeper**:

- Registers the car number and exact time that the Post Chief receives the time card or it is placed on the control table.
- Records the “**ARRIVAL TIME at TC**” in the control folder in hours, minutes and seconds. Even though only the hour and minutes are recorded on the time card, it is important to record the seconds when each competitor arrives at the TC in case there is a dispute later in regard to a start time.
- Records the “**ACTUAL START TIME at PREVIOUS TC**” in the control folder as advised by the Post Chief

Subtracts the “**ACTUAL START**” time from the “**ARRIVAL TIME**” and enters the result in the “**TIME TAKEN**” box on the time card

- Calculates the provisional start time of the car; this will be a minimum of **THREE** minutes after the arrival time and a minimum of **TWO** or **ONE** minutes (as per the start interval shown on the Start List for that Day) minutes after the provisional start of the previous car, or as advised by the Stage Commander or Rally HQ. This is recorded in the control folder and advised to the Post Chief.

21. START CONTROL

1. The crew will drive directly to the start control from the Time Control without delay. If a competitor deliberately delays moving to the Start, the Post Chief will complete an incident report and advise the Deputy Stage Commander and Rally HQ.
2. The **Starter** beckons the car forward onto the start line. All crews must start on the same start line and shall be allowed sideways movement only. A 'broomstick' should be used to ensure that the vehicle is as far forward as possible.
3. The **Post Chief** -
 - Takes the time card from the co-driver who will remain within the vehicle
 - Advises the **Record Keeper** of the provisional start time shown on the time card
 - Enters the "**ACTUAL START**' time allocated by the Record Keeper in **the** box on the time card
 - Returns the time card to the co-driver
 - Announces the start time to the **Starter** and the **Communications Liaison Official**
4. The **Record Keeper**
 - Records the provisional start time on the control sheet as advised by the Post Chief
 - Allocates and records the actual start time, which will usually be the same as the provisional start time
 - **Remember, the first car cannot start the stage until the due start time (refer the itinerary) and the Stage Commander has advised that 'the stage is open for competition'.**
 - When allocating start times, it is '**THREE minutes in control and TWO or ONE minutes (as per the start interval shown on the Start List for that Day) between cars**' or as advised by the Stage Commander or Rally HQ.

Commented [PLM4]: Will we supply some form of device for this?

- The **starting order** as delivered by the **course cars** will advise the **correct starting interval** for each competitor on each leg of the event.

5. **The Starter** will -

- Position the car on the start line
- Check that both crew members have their safety harness and helmets correctly fastened. If not fastened, instruct the crew to do so.
- Check that each crew member is wearing his or her driving suit in the correct manner and that sleeves are not rolled up or the top half of the suit folded down. If not, instruct the crew to do so.
- Be told the Actual Start Time of each competitor by the Post Chief
- Give the “countdown” in the following way:
 - Give 1 minute warning (if possible) with hand held sign
 - Give 30 seconds warning with hand held sign
 - Direct the crews attention to the display clock/starting light unit
- Crew will start when 0 seconds is displayed on the display clock and the five red lights are out.
 - The Starter must be especially vigilant to see that competitors start from a “STANDING START”. Any “jump starts” will be recorded by the “jump start beam” and must be the subject of an incident report.
 - Any car not able to start from the starting line in the 20 seconds following the start signal will immediately be removed to a safe place and an incident report prepared.

4. **In the event of a failure of the DISPLAY CLOCK**, the Starter will give a manual starting sequence using either of the two TAG backup clocks. The **Starter** watches the clock (the clock may be held by the Communications Liaison Official). At **30 seconds** before the start time, places the start flag on the bonnet and announces “30 seconds”, then 15 SECONDS, 10 SECONDS, and then 5,4,3,2,1, GO, using the fingers from 5 seconds and raising the flag at GO.

The manual countdown must only be used if the start equipment fails.

5. An **INCIDENT REPORT** is to be completed and Deputy Stage Commander advised who will immediately report the incident to Rally HQ, if :

- Crew fails to report to the stage start on time. Lateness to start means new start time. A penalty may be imposed by the Clerk of Course or by the Stewards. Complete an incident report and advise Rally HQ.
- If a crew 'jumps the start' as recorded by the start beam and printed on the clock.
- If a crew fails to start within 20 seconds of the Starter's signal. The competitor's car is then moved to a safe location by officials to allow other competitors to start safely.

22. FLYING FINISH:

1. The Flying Finish **Post Chief** and the **Back-up Timer** will position themselves so that: -

- They are in a direct line with the finish line
- Are sufficiently distant from the road so that concerns of flying stones or personal safety do not distract them from their duties.
- Are able to read the numbers on competitor vehicles crossing the finish line

2. The Flying Finish **Post Chief** and the **Back-up Timer** must concentrate on watching the flying finish line as marked out by the two flying finish signs and be ready to press the appropriate input button on the equipment supplied. They will be alert for cars approaching the flying finish quietly and/or close together.

3. The moment the **front** of the car is seen crossing the line, the **Post Chief:**

- Presses the button on the backup clock
- Lifts the hand piece of the **telephone** and advises the Stop Point **Record Keeper** of the car number and the flying finish time as displayed in hours, minutes, seconds and tenths of seconds (**00:00:00.0**). The information is repeated back by the Record Keeper and if correct, then hangs up. If incorrect, then repeats until the correct information is received
- Records the beam times recorded by the backup clock on the primary control sheet.

Commented [PLM5]: Are we using telephones or hand-held radios?

- Winds the paper print-out tape forward using the key and writes the relevant car number next to the time
4. If there is a FALSE TRIGGER of the beam by something other than a competing car, the time shown is to be cancelled.

The **Back-up Timer**

- Presses the button on the secondary backup clock
- Records the car number and manual time in hours, minutes, seconds AND tenths of seconds (**00:00:00.0**) on the secondary backup clock on the secondary control sheet
- Winds the paper print-out tape forward on the secondary backup clock and writes the relevant car number next to the time.

23. STOP POINT

1. The **Record Keeper** answers the telephone and receives the car number and flying finish time from the **Flying Finish Post Chief**, repeats the information received, corrects it if necessary and then records it on the control sheet.
2. The **Post Chief** receives the time card from the co-driver and places it on the table.
3. The **Record Keeper** advises the car number and the flying finish time to the **Post Chief** who checks that the car number advised and the car number on the time card match.
4. The **Post Chief** then enters the flying finish time in the "**FINISH TIME**" box on the time card and advises the **Record Keeper** of the "**ACTUAL START**" time
5. Both the **Post Chief** and the **Record Keeper** subtract the start time from the finish time and confer they both have the same result. The result is recorded in hours, minutes, seconds and tenths of a second, (**00:00:00.0**).
6. The **Post Chief** then enters the result in the box on the time card.

7. The **Record Keeper** records the result on the control sheet in hours, minutes, seconds and tenths of a second, **(00:00:00.0)**.

8. The **Post Chief** then returns the time card to the co-driver (may be assisted by the **Control Assistant** if more than one car in the control)

Commented [SA6]: We need to work out a way of recording the time taken and keeping a copy of that at the Stop Point

9. The **Control Assistant** then enters the Stage time on the white board.

Only the **Control Assistant** is to write on the **white board** and the writing must be clear and unambiguous.

10. **The Stop Point Results Operator transmits the Flying Finish Time and the Stage Time to Rally Results HQ.**

11. The **Control Assistant** shall also be responsible for collecting the SOS recording slips (tear-offs) from the **SOS Operator** and passing them onto the Stop Point Results Operator.

Commented [PLM7]: This will depend on RRA procedures