

# STAGE COMMANDER'S MANUAL



## **Safety**

The first priority in all events is safety – your safety and that of other Officials, competitors and the public. Processes are established and rules are created to ensure a safe environment, and a fair and efficient event. Please ensure correct processes are carefully followed. If at any time you feel unsafe or unsure, discuss with a more senior Official.

## **Officials Sign On and Uniform**

Please ensure you:

- sign on prior to competition using the appropriate CAMS sheets provided by the event organiser. This supports insurance arrangements and effective contact if needed, and
- are wearing the appropriate tabard/ vest provided.

## Stage Commander's Responsibilities

Stage Commanders for Special Stages, Parc Fermé, Re-Group or Service Parks have one of the most important roles in ensuring the safe and smooth running of the event.

In this Manual, the term "Stage" signifies Special Stage, Parc Fermé, Re-Group or Service Park.

The Stage Commander is located at the Time Control.

The Stage Commander is responsible for:

1. Overall control of all aspects of their Stage
2. Knowing the Stage that their team will be running and familiarise themselves 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. Alternate routes
  - g. SOS points and any MIV mid-points
  - h. Spectator points
3. Ensuring adequate areas are available to safely park all vehicles required to be at the control locations including Recovery, MIV, etc
4. Clearly understand all safety requirements, including procedures in the event Safety Plan
5. Monitor the stage and weather conditions and submit reports to Rally HQ as required
6. Selection and training of team members. Encouragement of CAMS licencing and completion of training modules
7. Arrange team briefings, training where necessary and meeting time/ location
8. Establish plans to set up and close down the Stage, the placement of Stage Officials and manage convoy procedures (to/ from Rally HQ)
9. Check/ submit equipment and document lists, and be responsible for stage equipment and documentation
10. Be familiar with the set-up and operation of all equipment used by the team
11. Be familiar with tasks of team members during the preparation, running and closing of a Stage
12. 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
13. Be familiar with radio network/s used on the Stage
14. Liaison with Rally HQ/ Clerk of the Course during the event, including radio communications
15. If required, and only on advice from the Clerk of the Course, organise Alterations to Road Book Instructions for relay to each crew
16. 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.

Once the Stage has been set up and Start has been authorised by the Clerk of the Course at Rally HQ, the Stage Commander will leave the operation of the Stage to their team members, whilst maintaining oversight and overall responsibility.

Circumstances will arise that are outside the Stage Commander's control, or beyond the scope of this Manual. In such cases, the Stage Commander 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

#### Special Stage Survey

Prior to the event, the Stage Commander, Deputy Stage Commander, Stage Safety Officer, Post Chiefs and other key Officials should 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 emergency vehicles, and team members
- Establish firm arrangements with the Organisers for Stage set up. Sometimes, set up will be completed in the days leading up to the event, alternatively, on the day of the event.

#### Parc Fermé and Service Park Surveys

Parc Fermé Commanders and Service Park Managers should survey the area set aside for Parc Fermé and Service Parks to:

- Check the location of:
  - Time Control In
  - Time Control Out
- Establish the boundary of the Parc Fermé and how it can be sealed off from outside interference
- Establish firm arrangements with the Organisers for set up. Sometimes, set up will be completed in the days leading up to the event, alternatively, on the day of the event.

#### Officials' Acquisition and Placement

The Stage Commander should ensure their team is adequately resourced to cover all roles:

- For Special Stages, consult the Road Book and Clerk of Course to determine the number of Officials required, including any Road Closure and SOS Officials
- For Parc Fermé and Service Park, confirm with the Clerk of the Course the number of Officials required including security Officials
- Contact suitable candidates for roles, considering their experience, reliability and willingness to take on/ learn new roles. Encourage new members to work with more experienced Officials and refer Officials to the guides on the BSCC website. Training materials may also be sourced from CAMS
- Contact each team member in the days prior to the event to ensure availability, inform the Clerk of Course of any absences if replacements cannot be sourced
- In co-ordination with the Organisers, decide on an appropriate meeting time/ place for the team. Make arrangements for team members to receive a safety briefing, radios, equipment, documentation, and most importantly to sign on, on the day of the event.

#### Training

Arrange for all team members to attend training sessions and refer to training guides (BSCC website and CAMS) to refresh and familiarise themselves with correct procedures for their role. Where possible and appropriate, rotate members between roles to gain new knowledge, understanding and broaden their skill base.

Encourage team members to obtain CAMS licences – obtain and provide licence application forms from the CAMS website.

### Day of Event

All team members are to receive a safety briefing, radios, equipment, documentation, and most importantly to sign on, on the day of the event. Sign on is for insurance purposes, and to enable contact when needed.

Ensure all Officials are clearly aware of the procedure for:

- travelling to the Stage and to their role locations
- pack up, collection of all bunting, signs, equipment and convoy back to Rally HQ upon end of Stage competition.

In the event Officials do not arrive at the agreed time for the briefing, make arrangements with the Clerk of Course or Event Secretary for replacement Official/s.

Officials are to receive tabards, 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 (including 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**

Following the briefing and issue of equipment/ documentation, proceed in convoy to the Stage. This is most easily achieved by organising Officials' cars in their role order from Time Control to Stop, before leaving Rally HQ. Upon arriving at the Time Control, proceed through the Stage, dropping off the Officials immediately behind you as you reach their intended location.

Radio communication with Rally HQ should be confirmed as soon as locations are reached.

### **Stage Setup**

If set up is to be completed on the day of the Event, allow plenty of time, and ensure the Set Up notes have been obtained and carefully studied. The notes will inform the Stage Commander of the equipment required. Some hours and a team of people may be required to adequately complete the task.

Set up is to be completed approximately two to three hours prior to the scheduled start of the first competitive vehicle for the Stage. The event running schedule (itinerary) should establish the time by which set up is to be completed, normally well before the arrival of 000.

On completion of set up, the Stage Commander will have ensured that:

- Radio contact with Rally HQ has been confirmed by the Stage Commander, Deputy Stage Commander, SOS point/s and (where applicable) Road Closures
- The Stage is physically blocked to all unauthorised traffic at all possible entry points
- Time Control, Start, Road Closures, Flying Finish and Stop Point and (where applicable) mid-point MIV and SOS are set up and Officials are in position
- MIV and (where applicable) WICEN operator are at start of the Special Stage.

At all times be alert for unauthorised persons and vehicles in the Special Stage during the stage set up period.

Notify Rally HQ when Stage is "**SET UP**".

### **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 Stage Commander 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. If the Stage Commander 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 Stage Commander:

- Upon completion of set up
- As 000, 00 and 0 cars enter the Stage
- When the first competitor enters Stage (car number and time entered)
- When the last competitor enters Stage (car number, time entered and numbers of cars that have entered Stage).

Additional notifications should be sent to Rally HQ by the Stage Commander in the event of abnormal

circumstances such as adverse weather, delays, incidents, issues that may impact the safety of the public, Officials, competitors, or the efficient running of the event. If the Stage Commander is unsure of actions required, contact Rally HQ.

The following standard notifications are sent from Rally HQ to the Stage Commander:

- The Stage is "Ready for Competition", and the time at which competition may commence. NOTE: no competitor is to enter the Stage until this notification has been received
- Amendments to Road Book instructions, including whether the amendments require the signed acknowledgement of the crew
- Amendments to the itinerary, including time gaps.

Additional notifications will be sent to the Stage Commander by Rally HQ in the event of emergencies, special requests for information, etc.

### **Judge of Fact**

All Officials, including the Stage Commander, are Judges of Fact. Incident Reports are to be completed as required, and where appropriate the Stage Commander 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 Stage Commander.

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 Marshal (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 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 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.

### **Return to Rally HQ**

The Stage Commander shall ensure all team members are accounted for, and have returned to Rally HQ. Clerk of the Course or Chief Marshal may request Stage Commanders to confirm all Officials are accounted for and out of stage.

The Organisers will have made arrangements for collection of radios (including aerials) and clocks. Ensure these valuable items are returned as arranged.

Organisers will also have allocated areas for collection of bunting, signs and other equipment. Assist the Organisers by neatly returning items to these areas.

**The aftermath**

A presentation ceremony will be held after the event, during which Officials are thanked. Encourage team members to attend the ceremony, and spend time with the competitors and organisers. Drinks and food are often available.

It may be that you have thoughts, feedback or suggestions for the Organisers. Give it – any constructive feedback is welcome.

Thank your team members for the work they have done and their contribution. Stay in touch with them, they are a valuable resource for motorsport, without whom events would not run. Staying in touch also means you may more readily build an experienced team you can call upon for future events.

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>

### 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 cars, 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)**

Checks all clocks, correct operation of Time Control, MIVs (if applicable) are in place, Recovery, Start, SOS locations and Road 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 and Stewards**

Be courteous to them and answer any questions politely and to the best of your knowledge. CAMS may 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.