

Chapter 17 AREA CO-ORDINATORS AND RALLY AREAS

17.1 Area Co-ordinators

CAMS, through the Rally Panel, appoints an Area Co-ordinator for a defined area to co-ordinate car rallies on public and private land within that area. Area Co-ordinators are to ensure that all rallies in their allocated areas meet the Local and State Authorities requirements as well as CAMS organisational requirements for that area. A list of the Area Co-ordinators with their contact details is given in Appendix 17A.

17.1.1 Role of the Area Co-ordinator

The Area Co-ordinator is the local expert of the area and is the CAMS local representative to the Authorities and should be familiar with the area that they has been allocated. They should have an appreciation of any local ongoing problems and requirements, along with the general scheduling of all rallies in their area.

The Area Co-ordinator is the first port of call for Event Clerks of Course wishing to direct a rally in the area and will act as a liaison between the Clerk of Course and the Local Authorities. Clerks of Course should not contact the Local Authorities without first contacting the Area Co-ordinator. The Area Co-ordinator will know what restrictions are likely to be placed upon an event and will be able to clarify which roads and which Authorities control these roads. This initial contact with the Area Co-ordinator will help rally event applications to be drafted so as to minimise inconvenience to the Local and State Authorities personnel. These applications will incur a charge for processing.

The Area Co-ordinator will usually help the Event Clerks of Course with guidance as to the choice and availability of roads, weather conditions, map accuracies, local residents and general scheduling of rallies etc. They will also draw the Clerks of Course attention to any roads or places and residents to avoid etc.

The Area Co-ordinator will also advise an Event Clerk of Course on preparation of the detailed applications to the authorities and will also advise the Clerk of Course if these applications need to be submitted earlier or later than the standard 14 to 16 weeks before the event.

One of the Area Co-ordinator roles is to establish a direct liaison with:

- Local Municipalities
- Local representative of the Department of Environment & Primary Industries
- Local timber plantation representatives eg: HVPC, etc
- Local Police
- Other Government Authorities e.g., Local water board etc.

and to ensure a continued co-operation between the above parties, event organisers and CAMS.

It is suggested that this direct liaison should occur at least once a year (more often is preferable) and will usually be held after the following years draft rally calendar comes out in early October. Conducting a face-to-face meeting is preferable or at least a phone call may suffice to discuss matters relevant to rally events being planned and conducted in the particular area.

These meetings/discussions can serve a number of purposes. Namely:

- It puts a face to the name, from both the forestry and co-ordinator's point of view and allows for discussions on rallies and Departmental policy to ensure both parties are kept up to date with each other's activities.
- The relationship between CAMS and the Authorities is further fostered, therefore maintaining a good working relationship.
- It ensures that each party more clearly understands each other's roles in a definitive way.
- It allows for any potential problems to be ironed out before they occur.
- Allows discussions on road usage and maintenance along with logging programs and other forest road users within each area.
- Allows discussion of any current and future departmental policy and proposed changes.
- Allows discussion on calendaring of events in the area including
 - i) The number of rallies in the area
 - ii) Type and status of rallies
 - iii) Likely rally dates
 - iv) Rally names
 - v) Club conducting the rally
 - vi) Area to be used by each rally
- It is a chance to obtain updated maps of the area

The DEPI may supply the Area Co-ordinator with suitable maps for copying by Event Clerks of Course for event applications.

The Area Co-ordinator should ensure a list of rally dates is supplied to each Authority applicable to his or her area usually after the draft rally calendar comes out. This can easily be the basis for the above direct liaison.

17.1.2 Authority of the Area Co-ordinator

CAMS' control of rallies is vested in various officials including the Area Co-ordinator(s). The specific authority of the Area Co-ordinator appears both in the NRC as one of the event's checkers and in this manual.

The Area Co-ordinator is empowered to make demands upon the event Clerk of Course, both before and during the event. For example, to alter the route, cancel a section(s) if road conditions deteriorate or for safety reasons etc or to carry out other such actions as are necessary to comply with these requirements or the cancellation of the event permit or abandonment of the event could result.

In general, the Area Co-ordinator(s) has the authority to demand the cancellation of any section(s) for safety reasons or the abandonment of an event if organisational requirements are not complied with to the potential detriment of the sport.

17.1.3 Area Coordinator's Task Checklist

An Area Coordinator's Task Checklist is in Appendix 17B.

17.1.4 Post Event Report to Rally Panel

Following each rally in his or her area, the Area Co-ordinator is to report on the conduct of the rally to the Rally Panel using a standard report form. This is in Appendix 17C.

17.2 Allocation of Area(s)

Each rally is allocated one or more areas. This will entitle that event to use certain specified roads under control of the local Municipalities, Department of Environment & Primary Industries and Hancock's Victorian Plantations Corporation etc in that area only. A general map of the DEPI area boundaries are included in Appendix 17A.

17.3 Conflicts of interest of Area Co-ordinators

17.3.1 Competing in Event

In the case where an Area Co-ordinator intends to compete in an event, a member of the Rally Panel will usually be appointed to act in place of the Area Co-ordinator.

17.3.2 Member of Directing Team

Where the Area Co-ordinator is a key member of the directing team of an event, in his or her area, conflicts of interest may occur. It is imperative that the requirements of the Area Co-ordinator role take precedence over the needs of an individual event. The Rally Panel is available to resolve issues and may appoint one of its members to act in the place of the Area Co-ordinator if appropriate.

17.4 Dealing with the Area Co-ordinators

17.4.1 Initial Contact

Rally Clerks of Course should make contact with any relevant Area Co-ordinator(s) approx. 20 to 16 weeks prior to their event or earlier to discuss local requirements, restrictions etc. If contact is **not** made prior to 14 weeks before the rally then the Area Co-ordinator will notify CAMS and the Rally Panel who may elect to cancel the event if circumstances make this necessary.

17.4.2 Route Planning

The next step after the conceptual planning of the event is to sit down and work out where the allocated area extends. Spread out the maps and "see what's offering". Start thinking roughly where you want to go, where you might start, finish and have service breaks for instance. But don't get too carried away, you may be barking up the wrong tree. At this point, before you do any surveying, contact the Area Co-ordinator.

As described above, the Area Co-ordinator is the expert on his or her area(s). He or she will know what restrictions are likely to be placed upon an event in terms of road usage by the Local Authorities. He or she will also have a very good knowledge of the area in terms of road and weather conditions, map accuracy's, local residents, etc.

It is clearly to the Clerks of Course advantage to draw upon the expertise of the Area Co-ordinator before going too far with the planning of the event.

It is usually best to visit the Area Co-ordinator although a phone call or letter may suffice. Tell them about the event, the concept, roughly where it is intended to be, etc. The Area Co-ordinator will be able to immediately identify any obvious problems with these plans. E.g.: the roads in the area being considered are all very rough, or the Forester doesn't let people use those roads at

that time of the year, or allow any daylight running, and so on. The Area Co-ordinator will also advise of any specific roads or local residents to avoid. He or she will be able to clarify which roads are under the control of which Local Authority or private owner. He or she can help identify the exact locations of Municipal, Forest district and Plantation zone boundaries and provide up-to-date names and address of the relevant contact persons. The Area Co-ordinator will also advise the Clerk of Course if the applications to the Authorities need to be submitted earlier or later than the standard 12 weeks before the event.

Some HVPC and most DEPI offices will make a charge for processing applications; the Area Co-ordinator should be able to advise you of these details. This practice is now in place.

Ideally the initial survey should take place **at least 20 weeks prior** to the event and preferably after advice has been sought from the Area Co-ordinator. The aims of the initial survey depend upon the Clerks of Course knowledge of the area. It may be possible to draft the route without an initial survey and proceed directly to a detailed survey as discussed in Chapter 5.

17.4.3 Application to Authorities

Rally Clerks of Course must lodge 2 copies of all correspondence (samples are in Appendix 9B) including appropriate marked up maps of the intended route with the Area Co-ordinator. The Area Co-ordinator will counter sign all such correspondence and pass on these copies to the appropriate Authority(s). Clerks of Course must supply stamped addressed envelopes for this purpose. The Area Co-ordinator should also be issued a copy for his or her records.

If the correspondence is not forthcoming by a deadline, the Area Co-ordinator will notify CAMS who may cancel the event if circumstances make this necessary.

The deadline for such applications varies from one office to another but applications should generally be lodged with the Area Co-ordinator not later than 14 weeks prior to the event. Where Road Closure applies to an event, it is wise to apply earlier as copies of the approval must be lodged with the Police. The Area Co-ordinator will usually advise the deadlines when the Clerk of Course makes the initial contact.

17.4.4 Lodging Instructions and Correspondence

Clerks of Course must lodge with the relevant Area Co-ordinator(s) at least one week prior to the event, final copies of:

1. All route instructions
2. All service instructions
3. All spectator instructions
4. Copies of replies from all Authorities, including the Police Liaison Officer.
5. Final event schedule
6. Copy of any special maps to be used.

It is clearly in the Clerk of Course's best interests to lodge draft copies of all of the above instructions with the Area Co-ordinator(s) at least 4 weeks prior to the event in order that any shortcomings can be rectified before the final copies are printed. This is highly recommended.

Copies of replies from DEPI and HVPC must be given to both the Checker and the Area Co-ordinator. The latter is particularly important so that the Area Co-ordinator can keep a record of any adverse comments, prohibitions or unusual comments made by the authorities.

If satisfied with all of the above, the Area Co-ordinator will sign the “Authority to Issue a Permit” (which must also be signed by the event Checker) allowing the Clerk of Course to lodge it with CAMS during the week prior to the rally to obtain an “Event Permit”.

The Area Co-ordinator will not sign until he has seen and approved of all the relevant paperwork.



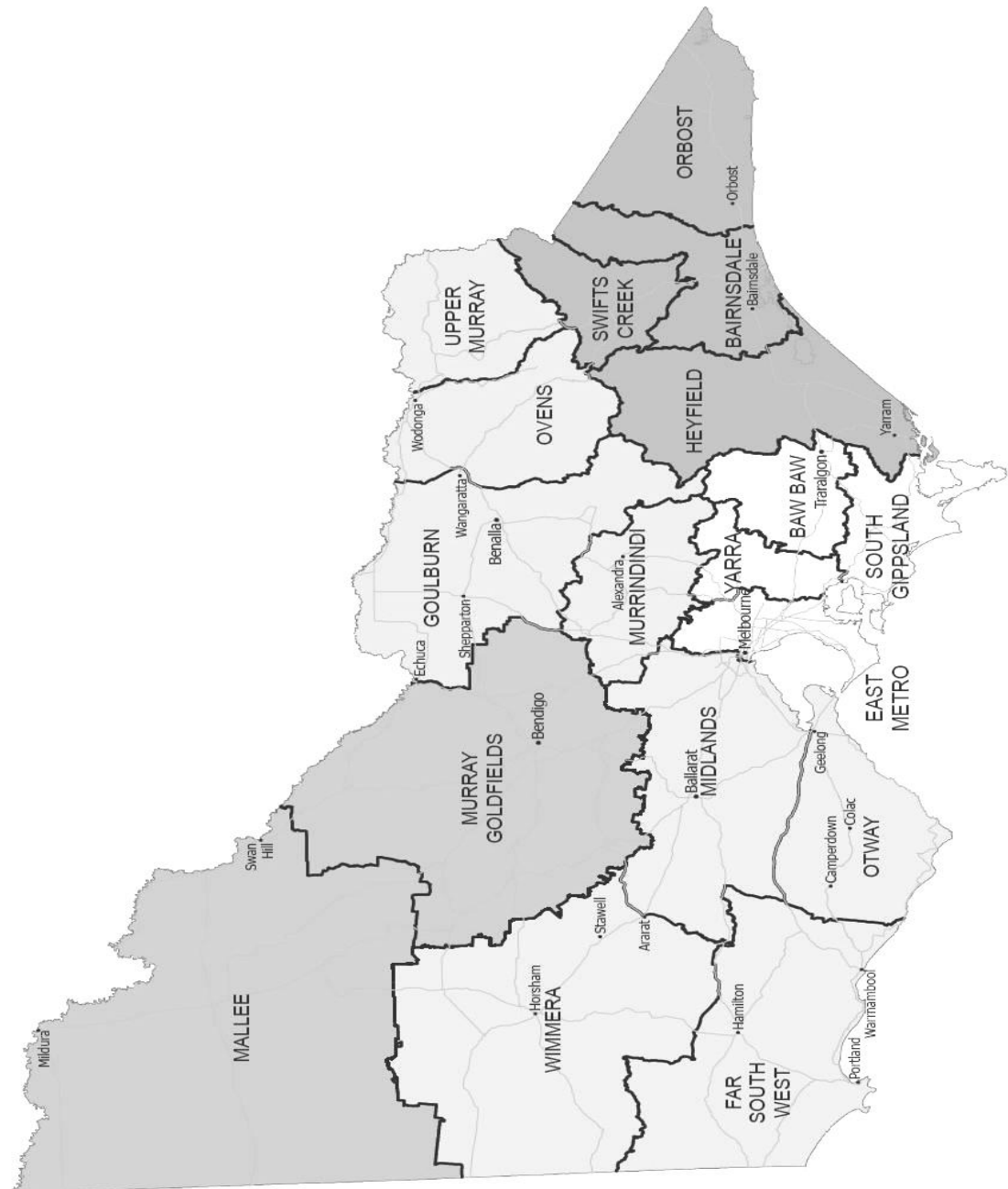
APPENDIX 17A - Area Co-ordinators' Contact Details

(As of January 2015)

<u>Area Number and Name</u>	<u>Area Co-ordinator</u>	<u>Address</u>	<u>Phone</u>
1. Mildura	Marilyn Emmins	12 Hunter Street Mildura Vic 3500	5022 1973 0418 301512
2. Wimmera	Gary Hodgskiss	21 Blair Court Warranwood 3134	0408 541 441
3. Far South West	Gary Hodgskiss	21 Blair Court Warranwood 3134	0408 541 441
4. Murray Goldfields	Jason Hague	8 Albion Street Bendigo Vic. 3550	0409 166 975
5. Midlands	Tim Collins	197 Humffray St. Nth. Ballarat 3350	AH: 5331 9236
6. `Otways	Gary Hodgskiss	21 Blair Court Warranwood 3134	0408 541 441
7. Goulburn	Neville Bell	1 Violet Crt Wangaratta Vic. 3676	0409 950 519
8. Murrindindi	Peter Otzen	2002/45 Haig Street Southbank Vic. 3006	9682 0657
9. East Metropolitan	Bernard Miron	5 Pertzel Crt Warragul Vic. 3820	0418 581 930
10. Yarra	Keith & Lynn Cuttle	10 Flinders Road Longwarry 3816	0427 288853
11. Baw Baw	Keith & Lynn Cuttle	10 Flinders Road Longwarry 3816	0427 288853
12. South Gippsland	Bernard Miron	5 Pertzel Crt Warragul Vic. 3820	0418 581 930
13. Ovens	Neville Bell	1 Violet Crt Wangaratta Vic. 3676	0409 950 519
14. Heyfield	Bernard Miron	5 Pertzel Crt Warragul Vic. 3820	0418 581 930
15. Upper Murray	Neville Bell	1 Violet Crt Wangaratta Vic. 3676	0409 950 519
16. Swifts Creek	Ross Runnalls	191 Emu Bridge Road Benalla Vic. 3672	5762 6410
17. Bairnsdale	Ross Runnalls	191 Emu Bridge Road Benalla Vic. 3672	5762 6410
18. Orbost	Ross Runnalls	191 Emu Bridge Road Benalla Vic. 3672	5762 6410

* An updated and current list is available each year in the Victorian Rally Bulletin

APPENDIX 17 A



DEPI AREA MAP as of January 2015

APPENDIX 17B: Area Coordinator's Checklist

Event Name.....Date...../...../.....

No.	Weeks	Cross-check Clerk of Course's or Checkers List Item	Dead-line Date	Date Done	Action Item
1.	-20				<p>Consider requesting a member of the Rally Panel to act as a substitute Area Coordinator if either –</p> <ul style="list-style-type: none"> • you are considering entering the event; or • you are involved in the organising team and a conflict of interest may arise between your two rôles. (Remember that the Area Coordinating responsibilities must always take precedence over individual event requirements). <p>Advise the name of the substitute to both the Rally Panel (for formal approval) and the Clerk of Course (so he can contact the correct person).</p>
2.	-20	D4			Discuss local requirements and trouble spots with Clerk of Course. Advise Clerk of Course of best time and place to contact you.
3.	-16	C2/3			If requested, provide additional information to Checker about the area in general and possible trouble spots in particular.
4.	-14	D15			Receive three copies of correspondence (with maps) to authorities (i.e., Shires, DEPI, HVPC, etc.). Check, sign and send on two copies (in the stamped addressed envelope, which should be provided); keep the other copy for your records.
5.	-4	D49			Receive draft route, service and spectator instructions. Check and comment if necessary.

6.	-2	D67			Receive and check final route, further instructions, service and spectator instructions and copies of all replies from authorities.
7.	-2	D70/71			Sign "Authority to issue Permit" if all is in order. Contact Clerk of Course and Checker immediately if there is any issue to be resolved.
8.	-1	D99			Ensure complete documentation of the event has been received from Clerk of Course.
9.	0	D101			<p>THE EVENT:</p> <p>While it is not absolutely necessary to attend, the Rally Panel would appreciate your acting as an independent observer. Keep out of the Clerk of Course's way while observing the event from as many points as possible.</p> <p>Always try to be at any potential trouble spots and act as CAMS representative in the case of any immediate action being required. Do not act as an official, control, set-up etc., unless absolutely necessary.</p> <p>Make notes of what is happening – both good and bad points.</p>
10.	+1	D103			Receive provisional results.
11.	+1				In the case of any unfavourable advice from the authorities concerning the event, including road damage claims, intervene and attempt to defuse the situation. Keep the Rally Panel informed. If you cannot resolve the issue locally, contact the Rally Panel for assistance.
12.	+1				Complete the Area Co-ordinator's report and forward it to the Rally Panel. Be objective in recommending grading changes where warranted (either up or down).
13.	+2	D112			Receive final results (and an invitation to attend the presentation, hopefully).

APPENDIX 17C: AREA COORDINATOR'S EVENT REPORT*Area Details*

Area No:	Area Name:
Area Co-ordinator's Name:	
Contact Phone No:	Email:

Event Details

Event Name:	Date:
Organising Club:	
Clerk of Clerk of Course:	
Assistant Clerks of Course:	
Checker:	

Pre Event:

1. Did the Clerk of Course contact you 20-16 weeks before the event?	Yes/No*
2. Were letters to Authorities of sufficient standard sent within the prescribed time?	Yes/No*
3. Were you supplied with stamped and addressed envelopes?	Yes/No*
4. Did you receive copies of route, service and spectator instructions at least 1 week before the event?	Yes/No*
5. Did you receive copies of replies from authorities at least 1 week before the event?	Yes/No*
6. Did you receive copies of all correspondence for your file?	Yes/No*
7. If a PR run was carried out did you receive copies of signatures of residents?	Yes/No*

*Please provide details for each "No" answer and any other comments you may have; (attach additional sheets if required):

During the Event:

1. Were there any complaints, accidents or incidents involving competitors, service crews, spectators or officials?	Yes*/No
2. Were there any occurrences that required the involvement of the Police, HVPC, DEPI ?	Yes*/No

*Please provide details/comments for each "Yes" answer; describe actions taken; (attach additional sheets if required):

Post Event:

1. Were there any problems experienced in relation to road damage?	Yes*/No
2. Were there any problems, experienced from residents that could affect continued road use?	Yes*/No

*Please provide details/comments for each "Yes" answer; describe actions taken; (attach additional sheets if required):

General Comments:

Any comments on the event or the performance of the directing team, including grading recommendations (attach additional sheets if required)?

1. Clerk of Course

2. Assistant Clerks of Course

3. Checker

4. Event in General:

Signed Date...../...../.....

Send completed form to: secretary@vicrally.com.au