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**Victorian Rally Championship
EVENT MINIMUM STANDARDS
FOR ORGANISERS CONDUCTING A ROUND OF THE
VICTORIAN RALLY CHAMPIONSHIP**

Issued November 2008



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This document has been prepared by the Victorian Rally Championship Management Group (VRCMG) for organisers conducting a round/s of the Victorian Rally Championship. The main emphasis is towards SAFETY and consistency of events that make up Victoria's premier rally series.

These standards should be regarded as the MINIMUM STANDARD required for the issue of an event permit to conduct a round of the Victorian Rally Championship. Exceeding these standards is HIGHLY encouraged.

Current or potential organisers are encouraged to attend a meeting/s of the VRCMG to discuss any questions they might have in relation to conducting a round of the VRC. The VRCMG also wishes to encourage dialogue with event organisers who for whatever reason feel they cannot comply with these minimum standards before it becomes a problem. Or believe they have a superior method that may contravene part of these standards. Or have things that should be incorporated into these minimum standards.

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Additions from the previous version are generally shaded, thus .

Deletions from the previous version shown are generally shown with strikethrough thus .

1 EVENT CONCEPT

- 1.1 Events shall be run in accordance with the current Victorian Rally Championship Standing Regulations, which shall also form part of these Minimum Standards.
- 1.2 Any deviation from these standards in relation to event format, multi day events etc. are not discouraged however they will require approval from VRC Management Group and the Victorian Rally Panel. Please contact the VRCMG to discuss your event plan/s.
- 1.3 Organisers should plan the route so that the distance between refuels is based on fuel usage of **1.4km/litre on Special Stages** and **4km/litre on Liaisons** with the **maximum of 45 litres** of fuel available. If it is not possible to meet these distance requirements then a Supplementary Refuel will need to be arranged. Refer to Appendices for further information.

2 DESIGNATED ORGANISATION ROLES (also see current Victorian Rally Bulletin)

The following roles are deemed necessary for each organising committee and require someone to be assigned to each role with a clear understanding of what is involved. There may be assistants to them as appropriate, and where possible, an understudy or backup in the case of unforeseen emergency.

- 2.1 **Clerk of Course** - ultimately responsible for ALL decisions relating to the conduct of the rally in compliance with the CAMS rules, Series Regulations and this document. They must hold the appropriate CAMS Officials Licence.
- 2.2 **Secretary** - responsible for preparation of all correspondence and administration of the event.
- 2.3 **Event Safety Officer** – responsible for monitoring the command radio network and for the coordination of safety services and response procedures to an incident under the direction of the Clerk of Course.
- 2.4 **Assistant Clerk of Course (Road Director)** - responsible for the planning of the route, schedule and operational aspects of the rally on the day.
- 2.5 **Event Checker** - countersigns the Permit only when convinced the event is able to meet all obligations, including those expressed here, and complies with CAMS, Series and event rules.
- 2.6 **Compliance Officer** – to assist the event in meeting their obligations under the OH&S acts. (See CAMS web site for details & appropriate check list.)
- 2.7 **Chief Steward** - appointed by CAMS to ensure the conduct of the rally is in accordance with the rules of CAMS, with the ability to provide the Clerk of Course advice on this.
- 2.8 **Chief Scrutineer** - responsible for making recommendations to the Clerk of Course in relation to vehicle safety and eligibility
- 2.9 **Chief Spectator Marshal** - responsible for the layout and conduct of all designated spectator areas, including safety aspects, erection of series and event signage and briefing of officials.
- 2.10 **Course Cars**- 000, 00, 0, Sweep and Recovery vehicles.
- 2.11 **Publicity, Promotions and Sponsor Liaison** (where appropriate) - see below under Section 6.
- 2.12 **Competitor Relations Officer (CRO)** - to be the intermediary between competitors and the Clerk of Course. The VRC Management Group usually appoints this person.

3 EVENT SAFETY REQUIREMENTS

- 3.1 A fully documented EVENT SAFETY PLAN is to be in place, clearly detailing the roles of all persons involved and with all persons being fully briefed on the plan. See Appendix 2
- 3.2 The Event Safety Plan should also contain the CAMS Crisis Management Plan. See example in Victorian Rally Bulletin.
- 3.3 A fully functioning Rally Command Centre (HQ) with access to communications (radio or other) to all parts of the event including:
 1. Start and Finish controls,
 2. SOS points,
 3. Spectator points.
 4. Communications with FIV vehicles all other emergency services.
 5. Communications with all course vehicles and to the Clerk of Course for decision making and implementation of the Event Safety Plan.
- 3.4 NO STAGE IS TO COMMENCE without fully functioning stage communications.
- 3.5 Effective tracking procedures for all vehicles providing AT THE VERY LEAST accurate information on any particular vehicle within any given Stage and the ability to quickly identify a problem with that vehicle or crew.
- 3.6 All emergencies will be coordinated from a designated emergency phone promoted within the event specifically for that purpose. All crew members and officials must be issued the emergency number. If this is a mobile phone then it must have full service.
- 3.7 Contingencies developed for accidents on any part of the route including procedures for directing emergency vehicles, re-routing or holding the event. These contingencies are to be outlined in the EVENT SAFETY PLAN.
- 3.8 Two OR MORE First Intervention Vehicles (FIV's) linked into the Event Safety Plan, stationed appropriately and with radio communication to the event HQ (maximum travel time to any site of 30mins).
- 3.9 All Spectator Points are to comply with the current CAMS Spectator Procedure document. (Appendix 1).
- 3.10 Road closures are to be in accordance with current Victorian Rally Bulletin.
- 3.11 Fire extinguishers at all Stage Start and Stop Points, SOS points, Refuel points.

4 EVENT COMMUNICATIONS (also see EVENT SAFETY REQUIREMENTS)

- 4.1 The communications network should include course cars and be capable of monitoring the event set up, including declaration of Special Stage suitable for competition "Stage Green" and monitoring all vehicles.
- 4.2 Stages over 20 kms in length should have a radio (SOS) point halfway (or as close as practicable) through the Special Stage.
- 4.3 Where the network is to be used for relaying times for event scoring then a second network shall be put in place.
- 4.4 All officials manning radios shall be appropriately briefed on tasks, priorities and protocols and provided with documentation detailing their role.

- 4.5 All points deemed appropriate for placement of radios (see above) shall be tested beforehand to ensure they are able to transmit and receive.
- 4.6 A personal address (PA) system is to be provided for use at driver's briefing and the presentation ceremony. (this is available for loan thorough the Victorian Rally Advisory Panel). Lighting should also be provided if held during darkness.

5 STEWARDS MEETINGS

- 5.1 These shall be held as appropriate before and during the event to ensure compliance with the rules. This shall include a meeting immediately prior to the event to approve starting order, at any divisional or section breaks to provide officials with an update of any incidents, and after the last car has completed the course to approve release of provisional results (if required).
- 5.2 Any Bulletins (official information to competitors) issued during the course of the event shall be countersigned by the Steward/s of the event. All Bulletins should be issued on yellow paper. Competitor advice should be issued on blue paper.
- 5.3 All Stewards shall be provided with complete documentation concerning the event prior to the start. This must include
- 1) Supplementary Regulations,
 - 2) Further Instructions / Regulations,
 - 3) Entry Lists
 - 4) Route and Service Instructions
 - 5) Spectator Instructions,
 - 6) Running Schedule.
- 5.4 At the completion of competition (within one hour of the last finisher) the Stewards need to review and sign the provisional results prior to posting.
- 5.5 Stewards do not run the event, but where a recommendation is made in accordance with the rules of CAMS, Clerks of Course should be aware that they might have to defend any action taken to disregard this at a later stage.
- 5.6 Agenda and timetable for stewards meetings are to be submitted to the series steward, prior to the event.

6 PUBLICITY AND PROMOTIONS

- 6.1 Preferably a separate person in close consultation with the Clerk of Course should be responsible for all aspects of promoting the event. This would include media liaison, and preparation and distribution of general publicity material.
- 6.2 Where significant sponsorship is obtained then this person will liaise with sponsors to ensure all their agreed needs are met and that every opportunity is taken to provide value for their investment.
- 6.3 This person may look after commentary arrangements at spectator points in conjunction with the Chief Spectator Marshal.
- 6.4 Media days/event launches are actively encouraged to be integrated into each event within the series.
- 6.5 Collection of the series sponsorship banners and boards (if applicable) that are required to be put up at each event, should be arranged with the VRC Management Group Chairperson.

- 6.6 Where series sponsorship has been agreed by the VRCMG on behalf of the VRC series, an agreement detailing the individual event obligations will be set out in the appendices to this document or may be the subject of a further bulletin/s.

Clerks of Course will be required to adhere to this agreement in order to receive the Series Sponsorship monies and event permit.

- 6.7 Each event must produce a comprehensive Media Guide that can be distributed to all relevant media personnel.
- 6.8 A folio of all event promotion and publicity activities should be compiled for presentation to the series sponsor via the VRC Management Group (post event).

7 SCRUTINEERING

- 7.1 For VRC events that do not have a commitment to an event sponsor or access to a suitable scrutiny venue the following options may be considered

- Subaru Docklands – Contact Ian Crook for details.
- Brown Davis Automotive, 47 Holloway Drive, Bayswater, has offered their premises as a scrutiny venue.

This venue has excellent lighting, parking and numerous hosts. Events that wish to avail themselves of this offer must contact David Brown on 9762 8722 BH prior to the issue of their event supplementary regulations and confirm its availability and date.

- 7.2 Stickers for each VRC series sponsor (if applicable) should be made available by the event at scrutiny. These should be obtained from the VRCMG by the event organisers well prior to scrutiny.
- 7.3 Organisers should ask event scrutineers to check for VRC series sponsorship stickers (if applicable) at scrutiny.

8 SERVICE & REFUEL POINTS

- 8.1 Service parks should be established. The route instructions should prohibit servicing outside these designated areas.

Rationale: To both restrict the opportunities competitors have to change complete sets of tyres and other parts between stages thereby helping them reduce their own event costs. Also to help keep the service crews and rally cars being serviced in a manageable area, and to lessen the impact on local sensitive areas.

- 8.2 The minimum service time should be 20 minutes, preferably more. – This time should NOT include refueling. see 8.3
- 8.2 Separate Refuel zones must be established. These should be either within or in the vicinity of the Service Park. Their entry/exit shall be marked by a blue fuel can symbol. See Refueling in the VRC Standing Regulations.
- 8.3 Additional time, separate from service time, must be allowed for refueling. Usually ~~5~~ 10 minutes. This should not be quoted in schedules to competitors as service time.
- 8.4 A service schedule including an event synopsis must be supplied with the Further Regulations.
- 8.5 A reminder should be placed in event Supplementary Regulations and Service Guides that it is highly recommended that service crews carry a fire extinguisher, See the Victorian Rally Bulletin 4.17.

9 DUAL STATUS EVENTS

9.1 INCORPORATED COMPETITION.

Where a competition of a different status or eligibility criteria to that of the VRC is incorporated within a round of the Victorian Rally Championship (ie a VCRS round), the following conditions will apply:

- a) The entire event will comply with that for a Victorian Rally Championship.
- b) Where there is a limit on the number of starters, preference will be given to competitors who have competed in previous VRC rounds in the present year and are entered in the VRC.
- c) Competitors entered in an incorporated event only must be scored separately to the VRC.
- d) Maximum competitive distance of the piggybacked event only, shall be approximately 80% of the competitive distance of the VRC event.
- e) **All** competing vehicles in the incorporated event must comply with the advertising requirements for the Victorian Rally Championship.
- f) In the case of an incorporated event, where there is a conflict between the event regulations and the VRC Standing Regulations, the event regulations will take precedence. This should be noted in event supplementary regulations.

9.2 SEPARATE COMPETITION.

(Where another separate event, of different status, is run at the same time as a round of the Victorian Rally Championship.)

The following conditions will apply:

- a) Both events will comply with conditions for a Victorian Rally Championship
Except:
 1. The requirement for competitors to wear apparel to the standard required by the VRC.
 2. The requirement to be fully route charted.
- b) Where there is a limit on the total number of starters in both events, preference will be given to competitors who have competed in previous VRC rounds in the present year and are entered in the VRC event.
- c) This separate event may be run at either the front or the rear of the VRC event.
- d) If at the front of the VRC event, then a suitable gap **must** be maintained between the last car in the separate event and the first VRC car, throughout the **entire** event. i.e.: **It shall not be possible for a slow rally car in the separate event to drop back into the VRC field at any time. Or for the first VRC car to catch the last car of the separate event at any time.**
- e) Competitors entered in the separate event must be scored separately to the VRC event.
- f) It is highly recommended that in the spirit of the VRC, that competing vehicles in this separate event comply with the sponsorship requirements of the Victorian Rally Championship (if applicable).

The conditions outlined above in 9.1 & 9.2 may be varied after consultation with the VRC Management group.

10 SCORING AND RESULTS

- 10.1 Computerised scoring must be used. It should be capable of providing Stage by Stage and Overall scores to the media, crews and spectators within 30 minutes of the last car completing any given Special Stage.
- 10.2 Printed provisional scores shall be available and posted on the Official Notice Board not later than one hour after the final car finishes, unless withheld by the Stewards.

11 EVENT AWARD PRESENTATION

- 11.1 There shall be a provisional presentation of awards as soon as possible after the last car has finished the event, certainly within 1 hour of the finish of the event. This can take the form of a champagne presentation with trophies to be presented at a later date when results are final, but generally not later than one month after the running of the event.

12 EVENT TROPHIES

- 12.1 All event trophies shall be of a standard be fitting the major championship in the state and must include the series sponsor's name (if applicable) and class name. Eg:

The <Event sponsor> <rally name> Rally
 Round X of the 200X <Series Sponsor Name(if applicable)> Victorian Rally Championship.
 First Two Wheel Drive & First Class X
 Driver : Joe Fnfast Codriver: David Ihungon.

- 12.2 Trophies and awards to be presented by an event are listed in the VRC Standing Regulations.
- 12.3 Other cash awards are at the discretion of the Directing Team taking into account the financial viability of the event, but must include the Series Sponsors awards (if applicable) as outlined in the appendices of this document (if applicable).

13 EVENT DOCUMENTATION

- 13.1 Event documentation shall comply with all rules and be consistent with promoting the series to professional standards.
- 13.2 This shall include all correspondence with authorities and all documentation provided to competitors, spectators, sponsors and officials.
- 13.3 Examples of event documentation are available from the VRC Management Group and other long established VRC events.
 New organisers are encouraged to adopt a standardised event documentation format with that of other events in the VRC.
- 13.4 Logos for the series ~~and series sponsors~~ for inclusion in event documentation are available from ~~the VRC Management Group~~ **Mike Welsh, Art House Ph 9720 2176.**
- 13.5 Overall maps of the area to be covered by the event, including all liaison and competitive sections, should be specified in the event supplementary regulations or supplied.
 Rationale: If a crew has problems and needs to direct safety services or there service crew, short cut or a re-route is necessary, then these maps could be referred to.
- 13.6 All supplied maps, stage maps or diagrams should preferably be orientated and shown with north up the page. If otherwise orientated, then a north point must be clearly shown.

- 13.7 Advice to the placement of the 60mm fluorescent competitor number should be placed in event supplementary regulations or further regulations.

14 OTHER EVENT REQUIREMENTS

- 14.1 A reminder to crews should be made in event supplementary regulations for competitors to wear clothing during Special Stages that complies with NCR Schedule D-Apparel. This includes an Incorporated Competition.
- 14.2 Organisers must supply to each competing car 200mm high (min) black competition numbers for fixing on each front door of the vehicle.
- 14.3 The Organisers may supply to each competing car and service crew vehicle a 60mm high (min) fluorescent competition number or similar sticker with the competitor car number on it. This must be clearly placed on the top left-hand side of the windscreen of the competing car and each service vehicle.

15 EQUIPMENT

- 15.1 Electronic Flying Finish timing beams are also available for hire from Ross Fraser. These can be of benefit to events where the position of officials at a Flying Finish may be dangerous, or if events are having difficulty obtaining enough officials.
- 15.2 YELLOW VESTS for event officials are also available for free of charge. But a charge of \$20 per vest will be levied to an event for damaged or non returned vests.
- 15.2 Minimum signage to be erected at single spectator point.
- 1 VicRally.com.au sign
 - 1 “Motor sport is dangerous” sign
- This is the minimum only and more is encouraged.
- 15.4 A listing of series equipment available is listed in Appendix 3.

APPENDICES

APPENDIX 1

Rally Spectator Procedure Guide – available from Campbell Andrea at CAMS

APPENDIX 2

Event Management Plan (for special stage events) available from the Victorian Rally Panel.
and Critical Incident Plan available from the CAMS.

APPENDIX 3

Series Equipment- available for LOAN:

As the list of equipment varies from time to time please contact the VRCMG Chairperson for up-to-date complete list and to arrange pick up and return

A charge will be levied to event organisers for damaged or non returned items.

Generally the List has various numbers of the following:

- Spectator Way 40kph signs
- Spectator Way 60kph signs
- Blue Fuel can symbol signs

APPENDIX 4

Compliance Checker - Checklists available from the CAMS.com.au.

APPENDIX 6

MINIMUM DISTANCE BETWEEN REFUELS

The following table may assist organizers in determining suitable distances between refuel areas.

Vehicle Type		PRC (worst case)																											
Fuel Tank Capacity		Total Usable									50.0 Litres					Fuel consumption					Competitive Liaison					1.40 km / litre		4.00 km / litre	
		Liaison kilometres																											
		0	10	20	30	40	50	60	70	80	90	100	110	120	130	140	150	160	170	180	190	200							
Competitive kilometres	0	0	3	5	8	10	13	15	18	20	23	25	28	30	33	35	38	40	43	45	48	50							
	5	4	6	9	11	14	16	19	21	24	26	29	31	34	36	39	41	44	46	49	51	54							
	10	7	10	12	15	17	20	22	25	27	30	32	35	37	40	42	45	47	50	52	55	57							
	15	11	13	16	18	21	23	26	28	31	33	36	38	41	43	46	48	51	53	56	58	61							
	20	14	17	19	22	24	27	29	32	34	37	39	42	44	47	49	52	54	57	59	62	64							
	25	18	20	23	25	28	30	33	35	38	40	43	45	48	50	53	55	58	60	63	65	68							
	30	21	24	26	29	31	34	36	39	41	44	46	49	51	54	56	59	61	64	66	69	71							
	35	25	28	30	33	35	38	40	43	45	48	50	53	55	58	60	63	65	68	70	73	75							
	40	29	31	34	36	39	41	44	46	49	51	54	56	59	61	64	66	69	71	74	76	79							
	45	32	35	37	40	42	45	47	50	52	55	57	60	62	65	67	70	72	75	77	80	82							
	50	36	38	41	43	46	48	51	53	56	58	61	63	66	68	71	73	76	78	81	83	86							
	55	39	42	44	47	49	52	54	57	59	62	64	67	69	72	74	77	79	82	84	87	89							
	60	43	45	48	50	53	55	58	60	63	65	68	70	73	75	78	80	83	85	88	90	93							
	65	46	49	51	54	56	59	61	64	66	69	71	74	76	79	81	84	86	89	91	94	96							
	70	50	53	55	58	60	63	65	68	70	73	75	78	80	83	85	88	90	93	95	98	100							
75	54	56	59	61	64	66	69	71	74	76	79	81	84	86	89	91	94	96	99	101	104								

LITRES USED

Numbers with white background are competitive-liaison combinations within the useable fuel tank capacity
 Numbers with grey background are competitive-liaison combinations within the total fuel tank capacity
 Numbers with black background are competitive-liaison combinations outside the total fuel tank capacity