

MEMBER OF



Off Road Checker's Manual

The Off-Road Checkers Manual has been developed as a comprehensive resource that focuses on Safety and ensures National consistency when performing the role of Course Checker.

The manual contains the requirements which must be applied to the role of the Checker for all Off-Road events under the authority of a Motorsport Australia Organising Permit.

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1. INTRODUCTION

This manual has been prepared as a guide and contains the rules and regulations which must be applied to the role of the Checkers for all Off-Road events under the authority of a Motorsport Australia Organising Permit. However, it is not intended to dictate the nature of events, such being the prerogative of the individual organisers.

This manual is by no means all-inclusive as the task is not a simple one, and no two events have the same situations. However, by adhering to these rules and regulations, Checkers should be able to function more effectively and provide consistency across all events.

Checkers should always remember that it is up to the organisers to plan and conduct the event. A Checker should be careful not to impose their own views too heavily on the Clerk of the Course, rather a Checker should strive to build an effective working relationship with the Clerk of the Course, unless of course it is a matter of regulation, **and in particular, safety**.

Nor should they take over from the Clerk of the Course, provided that the organisers are acting responsibly, within the rules and policies of Motorsport Australia and are capable of conducting the event as they have planned, the Checker should not interfere, even though they may have done it quite differently. Of course, the Checker's reactions will be tuned to the experience of the organising committee, for, as a general rule, less experienced organisers need more guidance.

2. THE ROLE OF THE CHECKER

The Off-Road Course Checkers primary responsibility is to review the plan and risk assessment relating to each designated Public View Point carefully however, the Checker should also ensure the event is being planned and conducted within the rules and policies of Motorsport Australia.

They are the first independent person responsible to Motorsport Australia to view the event and, has the appropriate power to require changes to the Clerk of the Course's plan.

If the Checker and the Clerk of the Course are unable to resolve differences, then the Course Checker must discuss any problems with the Motorsport Australia Safety and Operations Manager (all level of events).

2.1 APPOINTMENT PROCEDURE

The Checker's appointment for a Club/State event will be approved by the relevant State Off-Road panel.

The Checker's appointment for a National event will be approved by the AORC Category Manager and Motorsport Australia Director of Motor Sport & Commercial Operations.



2.2 ACQUIRING ACCREDITATION

Register online as an official at motorsport.org.au/membership/officials

Motorsport Australia will then email you details of the on-line 'Introduction to Motorsport Australia Officiating' Module, which you are required to complete before your officials' licence is issued. When successfully completed, you will be issued with a General Official's licence which will be posted to you in the mail.

Once a General Officials licence is acquired, officials are to apply for the Course Checker module online at motorsport.org.au/membership/officials/training

Motorsport Australia will then email you details of the on-line 'Course Checker' Module, which you are required to complete before your course checker accreditation is issued. When successfully completed, you will be issued with a Course Checkers endorsement on your General Official's licence which will be posted to you in the mail.

2.3 QUALIFICATIONS

A Checker for an event must be a person suitable to perform the task required.

They should:

- a) Have senior officiating experience for the format of event being checked.
- b) Have experience as a competitor in similar events (not essential, but highly desirable and important for higher status events).
- c) Be familiar with Motorsport Australia policies and regulations as well as any State specific regulations on Off-Road events.
- d) Make themselves familiar with the area in which the event is to be held.
- e) Be able to recognise potential problems that the event may encounter and that will detract from the events smooth running.
- f) Be able to foresee any safety problems that competitors, spectators or officials may encounter.

2.4 AUTHORITY

The Checker is a Motorsport Australia official, accountable to Motorsport Australia.

Noting that the Clerk of the Course has ultimate responsibility for the conduct of the event, the Clerk of the Course must take note of any advice or recommendation of the Checker. Failure to do so will be reported to the Stewards who have supreme authority over the event under the National Competition Rules and who have the power under those rules to cancel the event or any part of it.

2.5 DUTIES IN GENERAL

The Checker must be satisfied that the event is conducted in accordance with the National Competition Rules, the Off-Road Standing Regulations, Motorsport Australia Public Safety and Control Procedures Manual, Checkers Manual, the Series Regulations, the Event

Supplementary Regulations, any further regulations/bulletins issued for the event and any other requirements of the Motorsport Australia administration, State Council, or it's executive.

The Checker must also ensure that the event is safe for the General Public, Spectators, Officials and Competitors.

3. THE CHECKER'S ADMINISTRATIVE DUTIES

NOTE: The Checker should be aware that it is a Motorsport Australia requirement that Permit applications to conduct any off-road event within Australia must be received at the Motorsport Australia head office prior to the event.

3.1 PROPOSED COURSE AND CONCEPTS

The Checker must be aware of a variety of factors in relation to the event including:

- a) Compliance with State and National Motorsport Australia regulations.
- b) Where a Public View Point is defined, it must be staffed and considered safe by the Checker.
 - a) Ensure the Chief Spectator Marshal has clear communication with Event Command if spectators will not follow the safe direction of the marshals. Refer to Public Safety and Control Procedures.
 - b) Any special local government requirements.
 - c) Requirements of land management authorities (Forestry Commission, Water Boards, Crown Land Departments, Conservation bodies, State Pollution Authority etc.)
 - d) Expected Government or Police restrictions.
 - e) Potential negative reaction from local residents and private landholders.
 - f) Seasonal weather conditions.
 - g) Stock and agricultural calendars (e.g. lambing, harvesting, fruit picking etc.)
 - h) Difficulties experienced by previous events in the area.
 - i) Suitability of the proposed course, considering the event status.
 - j) Suitability of control locations, service areas, public view points etc.
 - k) Potential problems with the routes to be used by service crews, competitors, officials and spectators.
 - l) Course design – taking into account where parts of the course loop back or run close to another section (e.g. Ensure barriers and delineation to prevent over-runs and avoid re-joining in wrong location) understanding that the immediate re-use of common sections of road, is not permitted in Off-Road events.

3.2 AUTHORITIES AND PROPERTY OWNERS

The organisers must seek approval from a number of authorities and the owners of property on which the event will be run. All such requests must be made in writing and received in writing.

Permission may need to be obtained from any or all of the following:

- a) Local Government bodies. E.g. Councils.
- b) Land Management Authorities. E.g. Forestry Commission, Water, Environmental etc.
- c) Police.
- d) All relevant Government bodies.
- e) Private landholders.
- f) Residents close to the route.

The Checker must be satisfied that all necessary letters of this nature are sent. Replies to these letters should be sighted by the Checker, who must satisfy themselves that permission has been granted in full for the conduct of the event.

3.3 MAPS

The Checker must approve the official event maps showing the exact route to be taken to public view points.

3.4 INSTRUCTIONS TO CONTROL OFFICIALS

At all event levels, it is recommended that written instructions are issued to all control, spectator, and road closure officials. These should cover the general duties of control officials, any specific instructions for a particular control, items such as a diagram of the control location, rendezvous details for set up, control and road closing arrangements and identity of officials.

A copy of all these instructions must be made available to the Checker (and should also be included in each Stewards pack).

4. SPECTATORS AND THEIR SAFETY

Spectator safety and control is paramount. The Checker must be aware of and approve the plans that have been put in place regarding this and ensure compliance with the current Motorsport Australia Public Safety and Control Procedures.

In particular the Checker must ensure:

- a) All safety aspects are covered in the instructions, including signage, vehicle and foot access, and proximity to the course.
- b) Check that the organisers have issued adequate instructions on how to reach public view points.
- c) Spectator instructions are to be approved by the Checker.
- d) Adequate measures are taken to ensure spectator safety, such as existing natural or man-made features (E.g. banks, fences, tree lines etc.), and that the points are easily accessible and have adequate parking facilities.
- e) Public view points are to be well chosen so as to be safe but at the same time afford

interesting viewing, so that spectators are not tempted to seek other uncontrolled locations.

- f) Ensure that sufficient marshals are at public view points and that they are adequately identified and have been properly briefed on their duties.
- g) Check that bunting, barricades, advisory signs and other indicators are used to clearly define public view points.

It is essential that the requirements of the Public Safety and Control Procedures are strictly complied with.

All the safety items referred to above, and the items referred to in point 5 below, should be clearly identified in an Event Safety Plan, which should be provided in draft format to the Checker prior to any checking processes commence.

5. COURSE SAFETY / ROAD CLOSURES

The Checker shall be informed by the organisers prior to the event, the methods to be used for course security and, the process for determining the location and category of road closures, then pay particular attention to avoiding unauthorised access to competition routes.

Road closures may be categorised as staffed or unstaffed and then potentially graded in levels of importance. The checker must review this process and then using the Set-Up schedule (Bunt List) check the installation of these measures during the on-course check.

Road closures must include bunting or para-webbing as well as a warning sign and also provide a visual indicator for competition vehicles.

Where appropriate, the use of chicanes adjacent to Time Controls and Stop Points to slow non competing cars should be used. Any chicanes should display a suitable "road closed".

6. REPORTS

As issued by Motorsport Australia, these consist of:

- a) Pre-Event Report
- b) Post-Event Report

Note: example reports can be found in the appendices.

The reports contain full details of paperwork to be sighted and/or approved by the Checker.

The Post Event report must be completed and should specify any problems that occurred.

The Pre-Event and Post-Event Report must be sent to Motorsport Australia Permits permits@motorsport.org.au in conjunction with all other post event paperwork.

7. ROUTE INSTRUCTIONS

Before conducting a physical course check, the Checker should examine maps of the course. The Checker should pay attention to:

- a) The detailed location and layout of every spectator point.
- b) Potential dangers to other traffic.
- c) Situations where the competitor could take a wrong road and the potential repercussions of this on public relations and competitor safety.
- d) Danger from possible opposing traffic on competitive sections.
- e) Compliance with Supplementary and/or Further Regulations.
- f) Clarity and adequacy of instructions/maps.

8. CHECKING THE EVENT AND COURSE SECURITY

8.1 THE PHYSICAL COURSE CHECK

The Course Checker, where possible must inspect the entire length of the prologue and of the course proper, concluding prior to the first car starting.

This is to ensure that there are no obstructions, such as fallen trees, markings remain appropriate and that all road closure, recovery and control locations are suitable.

A declaration shall be made to the Stewards based on this and any other relevant information as to whether or not the course is fit for competition, prior to the Stewards providing approval to start.

A checker should not try to course check an event “sight unseen”. They should plot the route out prior and clarify ambiguities with the Clerk of the Course before getting out on the route.

Once the check is completed, they should go through their notes and make up a list of amendments (if required) to be forwarded to the Clerk of the Course. It is important for checkers to allow ample time to check an event. If a Checker is forced into an unrealistic schedule or tempted by short cuts, important details may be missed.

If the event is conducted over two or more days, The Checker should traverse the course prior to the start of competition on each day.

The Checker must pay particular attention to:

- a) Adherence to Motorsport Australia, Local Government or State Government requirements regarding speed, area used, mode of usage etc.
- b) Possible damage to the course. E.g. wet weather.
- c) Disturbance to the environment.
- d) Potential dangers for spectators. The Checker **MUST** get out of the car at public view points and examine the location on foot. Set-up diagrams must be checked or drawn. Be sure to request that bunting be placed wherever considered necessary and note this information on the set-up diagram. It is also essential that any diagram is a true

representation of the actual topography on the ground.

- e) Access routes for spectators.
- f) That spectators are not located in areas that are not designated public view points.
- g) That media personnel are not located in unsafe areas.
- h) Avoidance of the potential for taking a wrong road.
- i) Control and caution boards are set up as necessary.
- j) Bunting and tape are laid out as planned.

Other factors to consider during the pre-event checks:

- a) Locating controls well away from houses unless the householder has no objection.
- b) Safety of Officials and competitors at control locations. (Competitors may need to stop at these points)
- c) Location and management of controlled crossings.
- d) Suitability of the start and finish locations considering the number of people and vehicles likely to be present.

The Checker must ensure that course markers are to the Motorsport Australia standard (Off-Road Standing Regulations, Article 7), are secure and will be readily visible to crews under competitive conditions. This includes direction arrows, pre-danger, danger, caution, no-road signs and braking markers, bunting and gate ties.

Recommended equipment the Checker should have access to:

- a) 300m of bunting / tape or more (may require different types e.g. yellow, red and green).
- b) Stakes for holding signs/bunting.
- c) Complete set of signs.
- d) Hammer, cordless drill and screws.
- e) Cable ties or bolts (for holding signs on).
- f) Side cutters.
- g) Visibility vests for all occupants of the car.
- h) Event radio (for direct communication to rally control).
- i) Spare radios for control officials, if required.

8.2 AFTER PHYSICAL COURSE CHECK

All annotated course maps and instructions, or copies of them, are returned to the Event organisers to make the changes. If original notes are given, ensure they are returned back to the Checker to check that all the required changes have been made.

The Checker can advise the Clerk of the Course stop or delay a section, but not the whole event. This must be then communicated to the Stewards at first opportunity by the COC.

If the Checker believes there is a dire and fundamental problem with the overall event, they should report it to the Clerk of the Course who can advise the Stewards who can then stop or delay the event if necessary.

8.3 CHECKER'S FUNCTION AFTER THE EVENT

After the event, the Checker should ensure that:

- a) Any issues are reported to the Clerk of the Course.
- b) Attend any Stewards meetings (if required).

A Post Event Report should give details of any problems in the conduct and running of the event and also anything the event did well. This information can then be used to advise organisers on how to run better events in the future.

The Post Event Report must be forwarded to the Motorsport Australia Head office with the Clerk of the Course in copy.

Event Details

EVENT

START DATE — —

END DATE — —

ORGANISING CLUB/BODY

COUNCIL AND/OR FORESTS

CLERK OF THE COURSE

CLERK OF THE COURSE
PHONE

Regulation and Instructions

| | | | | |
|---|--|----------------|-----|----|
| SUPPLEMENTARY REGULATIONS PROVIDED | | SIGHTED | YES | NO |
| RUNNING SCHEDULE PROVIDED | | SIGHTED | YES | NO |
| MAPS PROVIDED | | SIGHTED | YES | NO |
| SETUP DIAGRAMS PROVIDED | | SIGHTED | YES | NO |
| SPECTATOR LOCATIONS PROVIDED | | SIGHTED | YES | NO |
| EVENT MEDICAL RESPONSE PLAN/PRO FORMA B <i>For requirements, Refer Motorsport Australia Manual - General Appendix - Medical Services at Motorsport Events</i> | | SIGHTED | YES | NO |
| EVENT INCIDENT RESPONSE PLAN <i>Highly recommended, non mandatory</i> | | SIGHTED | YES | NO |
| FURTHER REGULATIONS | | SIGHTED | YES | NO |
| PUBLIC SAFETY AND CONTROL PROCEDURES | | SIGHTED | YES | NO |
| OFF ROAD STANDING REGULATIONS | | SIGHTED | YES | NO |
| AORC REQUIREMENTS: AORC SPORTING REGULATIONS <i>For AORC rounds only</i> | | SIGHTED | YES | NO |
| APPLICATIONS SENT TO <i>If applicable</i> | COUNCIL(S) | | YES | NO |
| | FORESTRY | | YES | NO |
| | LAND OWNERS/PRIVATE PROPERTY | | YES | NO |
| | POLICE | | YES | NO |
| | DEPARTMENT OF NSW SPORT AND RECREATION <i>NSW Events only</i> | | YES | NO |

Further Comments

GENERAL: Please provide comments on the organisation, personnel, capability of Clerk of the Course and assistants, and suitability of the course, or any other general comments.

Declaration

CHECKER NAME

CHECKER SIGNATURE

SIGN HERE

DATE

— —

CHECKER MOBILE

CHECKER EMAIL

Note: Please provide a copy of this form to the relevant Rally Panel within one week of completion of the event.