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A capitalised and italicised word in this document is defined in the FIA International Sporting Code (Code) or the National Competition Rules (NCR), including their Appendices. Any HEADING is for reference only and has no regulatory effect.

1. PREAMBLE

These procedures are to be applied to all Off Road Events in accordance with the Motorsport Australia Manual Off Road Appendix.

These procedures are not applicable to the Finke Desert Race which will be the subject of a standalone Spectator Management Plan approved by Motorsport Australia.

This Public Spectator Safety Procedures – Off Road document (the Document) sets out the requirements of organisers of *Off Road Events* in relation to the public at their events.

If the sport of Off Road is to continue to have the public attend events, be they bona fide invited public (by selling/issuing tickets, spectator guides, advertising in magazines, newspapers, web sites or television) or "friends of the sport" (service crews, friends of the *Competitor*) then the sport has a responsibility to ensure steps are taken to provide for the safety of the public as much as possible.

The Document sets out minimum conditions which must be adhered to by organisers of all *Off Road Events* which are conducted under a *Motorsport Australia' Organising Permit*.

It should be noted that any person attending an *Off Road Event* with the express purpose to view the *Event*, or a portion thereof is considered to be part of the "public".

This applies to service crews and other interested parties whilst they are not actually performing some other function. The requirements that apply to the public also apply to all other *Event* attendees whilst they are viewing the *Event*.

2. COMPULSORY MINIMUM REQUIREMENTS

- (a) Each *Event* designated an *Off Road Event* where crews are permitted to drive outside the provisions of normal civil traffic regulations shall provide at least one Public View Point from which the public can see off road vehicles in competition, which must conform to the minimum requirements set out in this document.

While one Public View Point is the recommended minimum required, organisers should consider the expected numbers and movements of the public, and in conjunction with the *Event* itinerary and formulate a plan which adequately caters for safe spectating at the *Event*.

- (b) Each designated Public View Point must be set up and equipped with a minimum of facilities as outlined in this document.
- (c) Public instructions must be issued and must conform to a minimum standard format, and include the standard disclaimer available from *Motorsport Australia*, together with standard advice on public safety. This advice should also be provided to residential properties through which the *Track* runs.
- (d) Organisers must take reasonable steps to ensure that the public use the designated viewing points.

Appropriate steps to achieve this may include only publicising the official Public View Points and providing those Public View Points with facilities that make them more attractive to the public than other locations.

The purpose of this is to ensure as far as possible that the public do not put themselves in an uncontrolled and non-risk managed location and to eliminate the likelihood of accidents to the public occurring where organised help is not readily available.

While the above steps are designed to limit incidents, it is recognised that under some circumstances the public may be present in locations outside the control of the organisers, such as on private property adjacent to the *Track*. If the Checker (for AORC Events only) or other officials identify safety issues with the location of the public, the Clerk of the Course shall consider the appropriate Course of action.

- (e) Each *Event* must designate a person who will be responsible to the Clerk of the Course for the public control procedures as outlined in this paper.

- (f) For each Public View Point, the organisers must provide two diagrams, one of the "broad area" of the location of the Public View Point, the other of the "specific" point, nominating the designated viewing area/s, public access tracks and paths, controlled public crossings (if used), direction of *Competitor* traffic, toilet, safe parking areas etc.
- (g) Each designated Public View Point shall be subject of a targeted risk assessment (TRA).

3. SELECTION OF PUBLIC VIEW POINTS

It is essential that the Clerk of the Course exercises care in selecting Public View Points. The following comments are offered as a general guide:

- (a) Safety of the public and officials/marshals is paramount.
- (b) Consider possibilities of car run off and, taking a conservative approach, avoid placement of the public in any areas considered anything other than 'highly unlikely' (As a result of using a TRA).
- (c) In selecting Public Viewing Points consider the access roads to ensure they are wide enough for cars to pass; and that the public can pull well to one side when parking; also, that there are adequate parking facilities (taking into account possible wet weather) for the type of *Event* you are conducting.
- (d) Consider the expected numbers of the public and whether there is suitable space available for them to view the action.
- (e) Avoid having public and official traffic (Recovery, competitors, service crews etc) on the same road, particularly in opposing directions.
- (f) If an *Event* is held close to a main road it will likely attract the public. If it is not possible to control the public appropriately, the Organisers and the Checker (for AORC Events only) should carefully consider whether the section of *Track* should be included in the *Event*.
- (g) Consider as carefully as possible the anticipated number of expected public at a particular point and whether the point will hold this number (for viewing, access and parking).
- (h) Provide enough Public Viewing Points, or design the Course in such a way, to ensure that the public are able to see action on a relatively constant basis from official points.

4. LAYOUT OF PUBLIC VIEW POINTS

- (a) Areas where the public are NOT to stand are to be marked by prominent signs bearing the words, "NO GO AREA", OR by another means which clearly defines areas that not for the public (i.e., different coloured tape or barriers). Appropriately identified marshals must be in or near the no go areas and should continually ensure that members of the public are not standing in those areas.
- (b) The actual public area under the *Organiser's* control is to be marked at each end, and on both sides of the road. If members of the public venture outside this area, they will be considered to be beyond the control of the organisers. They should be discouraged from straying outside the designated area. If they have moved outside the public viewing area, they should be politely asked to return to the area under control, while explaining the reasons.
- (c) Where any town or similar section are proposing a plan of the area displaying public control and protection measures MUST be submitted to *Motorsport Australia* forming part of an *Event's* safety plan prior to the *Event*.
- (d) The Public View Point layout shall not be in conflict with the diagrams in the Attachment unless a specific risk assessment has been undertaken which details further measures or features of the terrain which will provide protection for the public from competing cars which have left the competition surface.

5. PUBLIC INSTRUCTIONS

Some standard information must be included in printed public instructions. This will include information pointing out the dangers of standing in no go/prohibited areas; that the stage will be cancelled if instructions are not obeyed; how to park; etc. as well as the *Motorsport Australia* disclaimer.

Each diagram of the Public View Point is to be accompanied by a legend with all the following details included:

- (a) The road and direction of travel by competitors.
- (b) Location of bunting/tape defining the public area.

- (c) Location of any specifically no go areas.
- (d) Limits of the public area.
- (e) Controlled crossing locations (if used).
- (f) Toilet location.
- (g) First aid.

6. ACTIVITY AT PUBLIC VIEW POINTS

To ensure the Public View Point is correctly set up an accurate plan must be produced which includes at least the details outlined in the Public Instruction diagram.

- (a) An appropriate number of Spectator Marshals shall be appointed to control the number of expected spectators. Except in extraordinary circumstances, two Spectator Marshals would be the minimum number.
- (b) The Spectator Marshals must be readily identifiable. The Spectator Marshals must be equipped with at least one whistle and if the *Event* is at night, a suitable torch.
- (c) The route to Public View Points must be clearly marked.
- (d) The area in which the public may view the *Off Road Event* is to be clearly defined with bunting tape or barrier mesh.
- (e) In situations where the viewing area is on both sides of the road, the only access will be via a controlled crossing. Crossings are to be manned by only experienced marshals and it is desirable that one has a 'local' two way radio. Groups of the public will be permitted to cross the Course as directed by the marshal. No crossing is permitted once a whistle or Horn has been sounded.
- (f) In the *Event* of a race incident within the Public View Point zone, the Marshal must ensure that all members of the public remain within the point perimeters.
- (g) The Spectator Marshal in charge at each Spectator Point must be given a copy of all Authority Forms, which will be issued. This will prove the Spectator Marshal has authority.
- (h) The Spectator Marshall in charge must be provided with a quantity of "Accident / injury Report Forms", for any injury that may occur (e.g., officials, spectators etc) together with a list of emergency contacts.
- (i) The Spectator Marshal shall recommend to the Clerk of the Course to stop the section if it is believed the public control situation is "out of hand" and in their view an injury may result.
- (j) Prior to the section or *Event* commencing, the Clerk of the Course shall confirm (possibly via the Checker in AORC Events only) that each marshal in charge is satisfied that their Public View Point is set up in accordance with the plan and is acceptable for competition conditions.

7. SPECTATOR CONTROL MARSHALS

When there is more than one Public View Point active at one time, an *Event* is to have a "Chief Spectator Marshall" who is responsible for all aspects of public control during the running of the *Event*. In the absence of this official role the Clerk of the Course shall be deemed responsible.

Each Public View Point is to have one Marshal in charge, clearly identified as such.

The Clerk of the Course shall ensure that marshals have been briefed on their responsibilities regarding the advice they must provide to *Event* Command if it is believed there is a risk to the public's safety. Any communications should only be carried out by the Senior Marshal in charge at the specific point. This may be regarding either set up of a point, including questioning the safety of the initial plan, or in relation to behaviour of the public.

Spectator Marshals should be reminded that:

- (a) they are not permitted to drink or be affected by alcohol or performance impairing drugs when "on duty" (refer Drugs in Sport policy).
- (b) The use of cameras for photographing competing cars is not encouraged and likely to be incompatible with their primary responsibilities.

8. COMMUNICATIONS

Communication between the Public View Point and *Event* Command or the Clerk of the Course is compulsory. This may be by two-way radio or mobile phone.

This is to ensure marshals can inform *Event* headquarters of any issues or emergencies which in turn enables *Event* command to alert the stage *Start* to hold cars or dispatch emergency vehicles accordingly.

9. ROLE OF COURSE CHECKER

- (a) The Course Checker is required to review the plan and risk assessment relating to each designated Public View Point carefully.
- (b) The Course Checker is 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.
- (c) The Course Checker shall be responsible for monitoring the safety of the *Event* in general and specifically the safety of public and the suitability of Public View Points.
- (d) The Clerk of the Course shall take note of all recommendations and advice from the Checker, who in relation to these matters is the senior *Motorsport Australia* advisor.
- (e) 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.
- (f) The Checker must discuss any problems with the State Off-Road Panel Chairman (state level events or below) or the *Motorsport Australia* Off-Road Executive Officer (national level and above) if they and the Clerk of the Course are unable to resolve differences.

APPENDIX - PUBLIC INSTRUCTIONS

The following is the minimum requirement for public instructions for any *Event*.

All Off Road Events must prominently display the disclaimer below at Public View Points and this message must be included in all public instructions.

DISCLAIMER

Motorsport Activities are inherently dangerous recreational activities and there is significant risk of injury, disability or death. If you do not wish to be exposed to such risks, then you should not attend at or participate in Motorsport Activities.

WARNING: If you participate in these activities your rights to sue the supplier under the *Competition and Consumer Act 2010 (Cth)** if you are killed or injured because the activities were not supplied with due care and skill or were not reasonably fit for their purpose, are excluded, restricted or modified in the way set out in or on this sign.

In exchange for being able to attend or participate in the Motorsport Activities, you agree:

- to **release** the Confederation of Australian Motor Sport Ltd trading as *Motorsport Australia* (***Motorsport Australia***) and the **Entities**** to the extent that any or all of them are providing recreational services from all liability for:
 - a) your **death**;
 - b) any **physical or mental injury** (including the aggravation, acceleration or recurrence of such an injury);
 - c) the contraction, aggravation or acceleration of a **disease**;
 - d) the coming into existence, the aggravation, acceleration or recurrence of any other **condition, circumstance, occurrence, activity, form of behaviour, Course of conduct or state of affairs**:
 - i. that is or may be harmful or disadvantageous to you or the community; or
 - ii. that may result in harm or disadvantage to you or the community,
- to indemnify and hold harmless and keep indemnified *Motorsport Australia* and each of the Entities to the maximum extent permitted by law in respect of any claim by any person;
- and
- to attend at or participate in the Motorsport Activities at your own risk.

NOTE: The change to your rights, as set out in or on this sign, does not apply if your death or injury is due to reckless conduct on the supplier's part.

"Motorsport Activities" means any motorsport activities or recreational services which are permitted or approved by *Motorsport Australia*.

"Reckless Conduct" means conduct where the supplier of the recreational services is aware, or should reasonably have been aware, of a significant risk that the conduct could result in personal injury to another person and engages in the conduct despite the risk and without adequate justification. See section 139A of the *Competition and Consumer Act 2010*.

* Please note that in Victoria and South Australia, similar warnings and statutory guarantees apply under The Australian Consumer Law and Fair Trading Act 2012 (Vic), The Australian Consumer Law (Vic), The Australian Consumer Law (SA) and the Fair Trading Act 1987 (SA).

** A full list of *Motorsport Australia* associated entities can be viewed at motorsport.org.au

Minimum size A3

***Please refer to *Motorsport Australia* web site to ensure this disclaimer is current at the time of your Event.**

The standard information used on the following pages must be included in all written advice to the public.

STANDARD TEXT FOR INCLUSION IN ALL PUBLIC INSTRUCTION PUBLICATIONS

PUBLIC INSTRUCTIONS

(Please Read)

- 1 Public are directed to view the cars whilst standing within the markers indicating the limits of the controlled public area - viewing outside those areas indicated is prohibited.
- 2 Public must not stand in prohibited areas, and must at all times stand behind the bunting or barriers which mark the public area.
- 3 The instructions of the Spectator Marshals must be obeyed. The Spectator Marshall has the power to have a stage postponed until the Public View Point is controlled to his / her satisfaction.
- 4 It is prohibited to ignore the public instructions and find your own way around. Not only is there a danger of meeting up with an oncoming off road vehicle, but many roads have wash-aways, collapsed bridges, etc. which are potentially hazardous for the driver. The main public route has been surveyed and is safe.

STANDARD TEXT FOR INCLUSION IN ALL PUBLIC INSTRUCTION PUBLICATIONS

DO'S AND DONT'S OF SPECTATING

(Please read)

1. Cars under competition conditions can lose control and leave the defined road at any time. Do not stand in any areas which are not authorised or which are contrary to the advice of the organisers and officials/marshals.
2. Be prepared. Weather wise, bring hats, ground cover, sun screen and protection in case of rain or cold weather. Food and drink outlets may be provided at the Public View Point (refer to public instructions), but if not, ensure you have some of your own food and drinks available.
3. Park your car sensibly so that it will not obstruct emergency vehicles, competitors, service crews or other members of the public. In all cases obey parking instructions given by supervising officials. It is usually best to park your car facing the way out.
4. Do not try to emulate off road drivers. Remember that if you give cause for complaint it will reflect badly on the *Event* and the sport as a whole. Drive carefully both to and from Public Viewing Areas, and be ready to give way if necessary on narrow stretches of road.
5. Please do not take dogs or young children to Public View Points. If you have to, make sure they are completely under your control and please make sure that animals and children do not get in the way of competing cars or mechanics or officials when they are working.
6. Do not light fires or smoke in the forests. Do not smoke near a car that is being serviced or refueled.
7. At all times keep clear of controls, including from the timing marker to the control area. If control officials ask you to move, please help them by doing so - remember they have a job to do which can be difficult enough as it is. If you do want to see a control point in action, remember to stand well back from the control area.
8. Take your entire litter home with you - it is handy to have a bag or carton in your boot. Cans and paper do not help beautify our forests.
9. At service points do not crowd mechanics when they are working. They would not appreciate it. Neither will you if someone drops a wheel or a sump guard on your foot!

A copy of the Marshals' Accident Appraisal Report Form must be given to all control and Spectator Marshals.

MARSHALS' ACCIDENT REPORT

(For use in radio transmission to the Clerk of the Course/Event Command)

Please follow this sequence when reporting an accident.

Speak slowly and remain calm - don't shout into the radio microphone.

1. Who is calling? (name, status.)
2. Where are you calling from? (section, distance, Public View Point.)
3. What is the nature of the incident and are there any injuries? (briefly.)
4. How many vehicles/people are involved?
5. Are any people trapped?
6. Is there a fire?
7. Can you handle the situation or do you need help?
8. Is there a need to halt the stage?

Then answer these very important medical questions, in relation to each injured person.

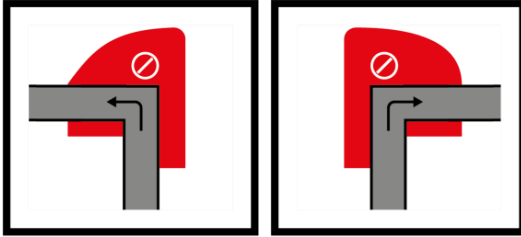
1. Is the person conscious? (Yes / No)
2. If conscious, is he/she aware or confused?
3. Is their breathing: normal (and patient talking) / noisy / or absent?
4. Is the patient bleeding? If so, from where? How much? (Slow trickle, spurting.)
5. Is there obvious injury? If so, what and where?
6. Other problems? (e.g. vomiting, fits, etc.)

REMEMBER - BE CALM, SPEAK SLOWLY AND CLEARLY!

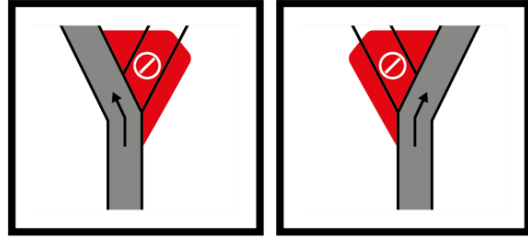
YOUR ACTIONS MAY SAVE A LIFE!

EXAMPLE NO STANDING AREAS

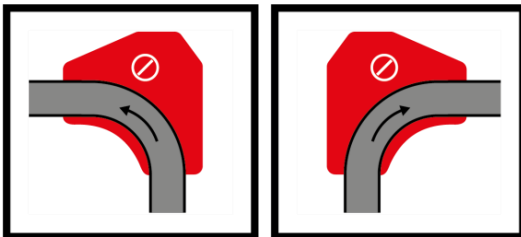
TIGHT LEFT OR RIGHT CORNER



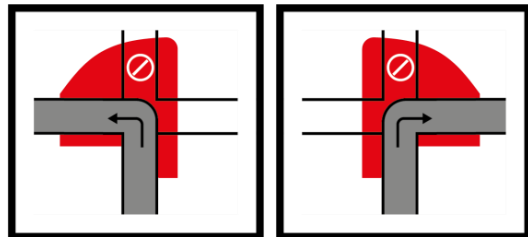
KEEP LEFT OR RIGHT CORNER



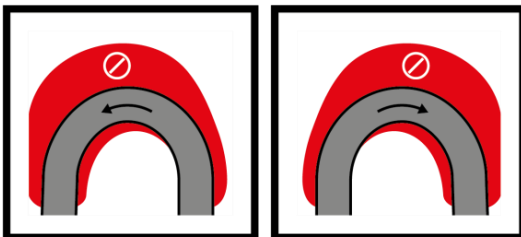
LEFT OR RIGHT SWEEPING BEND



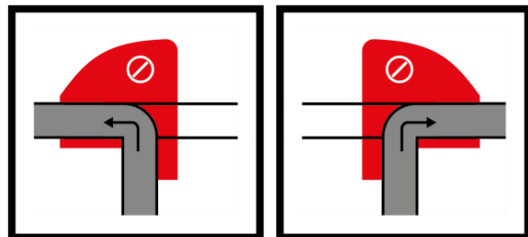
TURN LEFT OR RIGHT AT CROSS ROAD



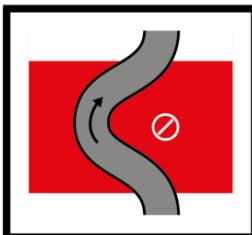
LEFT OR RIGHT HAIRPIN



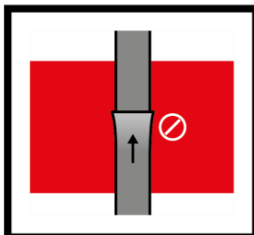
TURN LEFT OR RIGHT AT T-JUNCTION



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