

MEMBER OF



# Rally Road Checker's Manual

This manual is to be used for all Gravel,  
Tarmac and Targa style Rallies, Trials events  
and Rallysprints under the authority of a  
Motorsport Australia Permit

Version 2  
July 2021

**Motorsport Australia** ABN: 55 069 045 665  
275 Canterbury Rd, Canterbury VIC 3126  
**Phone:** +61 3 9593 7777 **Hotline:** 1300 883 959  
[motorsport.org.au](http://motorsport.org.au)



## CONTENTS

<b>1. INTRODUCTION.....</b>	<b>3</b>
<b>2. THE ROLE OF THE CHECKER.....</b>	<b>3</b>
2.1 Appointment Procedure .....	3
2.2 Acquiring Accreditation .....	3
2.3 Qualifications.....	4
2.4 Authority .....	4
2.5 Duties In General .....	4
<b>3. THE CHECKER'S ADMINISTRATIVE DUTIES .....</b>	<b>5</b>
3.1 Proposed Course And Concepts.....	5
3.2 Supplementary Regulations .....	5
3.3 Authorities And Property Owners.....	6
3.4 Running Schedule .....	6
3.5 Maps.....	6
3.6 Written Description Of The Route .....	6
3.7 Set-Up, Sweep Schedule, And Instructions.....	7
3.8 Instructions To Control Officials .....	7
3.9 Further Regulations.....	7
<b>4. SPECTATORS AND THEIR SAFETY .....</b>	<b>8</b>
<b>5. STAGE SAFETY / ROAD CLOSURES.....</b>	<b>8</b>
<b>6. SERVICE CREWS .....</b>	<b>9</b>
<b>7. REPORTS.....</b>	<b>9</b>
<b>8. AUTHORITY TO ISSUE PERMIT (ATIP).....</b>	<b>9</b>
8.1 Authority To Issue Permit Procedure.....	9
<b>9. ROUTE INSTRUCTIONS .....</b>	<b>9</b>
9.1 Draft Route Instructions .....	9
9.2 Maps.....	10
9.3 Standard Route Charts .....	10
9.4 Transport Sections.....	11
<b>10. CHECKING THE EVENT AND STAGE SECURITY NOTES .....</b>	<b>11</b>
10.1 The Physical Course Check (Pre Event) .....	11
10.2 After Physical Course Check .....	13
10.3 Final Document Check.....	13
10.4 Checker's Function Onthe Day Ofthe Event.....	13
10.5 Checker's Function After The Event .....	15
<b>11. APPENDICES - REPORTS .....</b>	<b>16</b>
11.1 Authority To Issue Permit (ATIP) Report .....	16
11.2 Pre-Event Checkers Report.....	17
11.3 Post-Event Checkers Report .....	20

## 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 Gravel / Tarmac Rallies, Targa Rallies, Trial events and Rallysprints 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

### 2.1 APPOINTMENT PROCEDURE

The Checker's appointment will be managed by the relevant Motorsport Australia State office.

The Checker's appointment for a National event will be approved by the ARC Category Manager, Motorsport Australia Manager of Motorsport Operations and the Motorsport Australia Motorsport Development Executive Officer.

### 2.2 ACQUIRING ACCREDITATION

Register online as an official at <https://www.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 <https://www.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 rallies and road events.
- d) Make themselves familiar with the area in which the event is to be held.
- e) Make themselves familiar with the requirements of governments, landowners and other statutory bodies.
- f) Be able to recognise potential problems that the event may encounter and that will detract from the events smooth running.
- g) 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 can be conducted in accordance with the National Competition Rules, the National Rally 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 its executive.

The Checker must also ensure that the proposed route instructions define the intended route unambiguously, that the event is safe for the General Public, Spectators, Officials and Competitors.

### 3. THE CHECKER'S ADMINISTRATIVE DUTIES

NOTE: It is absolutely essential that permit applications to conduct any rally within Australia must be received at the Motorsport Australia head office no later than eight weeks before the event.

#### 3.1 PROPOSED COURSE AND CONCEPTS

The Checker must consider 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 manned and considered safe by the Checker. Furthermore, a ratio of 1:15 marshals to spectators should be prepared for.
- c) Ensure the Chief Spectator Marshal must have clear communication with Rally Control / Event Headquarters or Event Director if spectators will not follow the safe direction of the marshals. Refer to Public Safety and Control Procedures for Rallies.
- d) Scheduled average speeds applicable at the time the event is to be run - to vary this limit, application must be made to the relevant Rally Panel. (not applicable in NSW).
- e) Any special local government requirements.
- f) Requirements of land management authorities (Forestry Commission, Water Boards, Crown Land Departments, Conservation bodies, State Pollution Authority etc.)
- g) Expected Government or Police restrictions.
- h) Potential negative reaction from local residents and private landholders.
- i) Seasonal weather conditions.
- j) Stock and agricultural calendars (e.g. lambing, harvesting, fruit picking etc.)
- k) Difficulties experienced by previous events in the area.
- l) Suitability of the proposed course, considering the event status.
- m) Ability of the organisers to cope with the planned course and concept.
- n) Whether the Competitors are likely to be satisfied with the route.
- o) That the course is completely within the Council(s) and/or forest(s) allocated.
- p) Need for emergency plans and/or alternative sections or stages.
- q) Suitability of headquarters, control locations, service areas, public view points etc.
- r) Potential problems with the routes to be used by service crews, competitors, officials and spectators.
- s) 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 rally events.
- t) Effective communications systems used within each stage team, public view point, course and FIV/MIV vehicles.

#### 3.2 SUPPLEMENTARY REGULATIONS

Draft Supplementary Regulations, must be sent by the event to the Motorsport Australia Head

Office and appointed Course Checker via email to [permits@motorsport.org.au](mailto:permits@motorsport.org.au) at least eight weeks prior to the event.

The Course Checker must ensure that the Supplementary Regulations comply with Motorsport Australia regulations. The Supplementary Regulations should be checked for ambiguities, contradictions, omissions, and grammatical errors.

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

### 3.4 RUNNING SCHEDULE

Organisers are required to prepare an accurate and realistic schedule for their event that shows the time of arrival of the first and (worst case scenario) last vehicle for each of the controls throughout the event, including the planned schedule of Course Cars.

This schedule will aid in the placement of officials and allow for planning and equipment delivery etc. The schedule will also detail the road closure time requirements, so it may be used as part of the submission to Police.

### 3.5 MAPS

The Checker must approve the official event maps showing the exact route to be taken, public view points, control points, road closures, service areas etc.

### 3.6 WRITTEN DESCRIPTION OF THE ROUTE (REFER ALSO SECTION 9 – ROUTE INSTRUCTIONS)

The Checker must approve the description of the route (Roadbook), which should enable the route to be followed without reference to the maps. (Understanding that navigation-based events may require the use of officially nominated maps).

The Roadbook must be in accordance with:

- a) The National Touring Standing Regulations (NTSR) (as applicable to the event) and, must contain sufficient detail to allow crews to compete safely using only the road book (in case force majeure requires this).
- b) The GPS locations for the Start Controls, SOS points, Chicanes and Flying Finish points are required as a minimum and in the format of Degrees, decimal minutes (e.g. S350 07.857 E1380 29.666).
- c) Speed limit indicated at the end of stages or at any point on the liaison where the speed limit would not be known to competitors for the transport.
- d) If the route is duplicated only one copy is required to be printed but must indicate:
  - (i) Clear reference of which page to return to.
  - (ii) Clear indication of any changes to transport route.
  - (iii) Must include each Time Control the route covers (e.g. TC1/4/6).

### 3.7 SET-UP, SWEEP SCHEDULE, AND INSTRUCTIONS

The Checker should be aware of the duties that each course car has been allocated (in particular the set-up car/s, 000, 00, 0 and sweep), and the crews allocated to these course cars.

### 3.8 INSTRUCTIONS TO CONTROL OFFICIALS

It is recommended that events issue written instructions 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 being 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).

### 3.9 FURTHER REGULATIONS

These regulations must be reviewed by the Checker prior to submission to Motorsport Australia.

The Checker must also ensure that:

- a) Any changes to the Supplementary Regulations have been made in accordance with NCR 69.
- b) All matters not covered in the Supplementary Regulations are included.
- c) Motorsport Australia approval is obtained.

Any alterations or changes after the Further Regulations have been issued (E.g. on the day) must be formulated as a bulletin. This bulletin/s must be signed by the Clerk of the Course and the Steward. It must then be presented to the competitors. Any changes to the route must be forwarded to Police as a priority by event organisers.



#### 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 for Rallies.

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 through 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 for Rallies 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. STAGE SAFETY / ROAD CLOSURES

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

Road closures may be categorised as manned or unmanned 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. SERVICE CREWS

Service crew instructions require the Checker's approval. In examining both the instructions and the organiser's arrangements to cater for service crews, the Checker shall be guided by NRSR EG 'Service Vehicles and Crews'. In particular the Checker should ensure Service Crew travel instructions in areas near or adjacent the competition route give warnings to Service Crews.

## 7. REPORTS

As issued by Motorsport Australia, these consist of:

- a) Pre-Event Report
- b) Post-Event Report
- c) ATIP Form

*Note: example reports can be found in the appendices.*

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

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

The ATIP, Pre-Event and Post-Event Report must be sent to Motorsport Australia Permits [permits@motorsport.org.au](mailto:permits@motorsport.org.au) in conjunction with all other post event paperwork.

## 8. AUTHORITY TO ISSUE PERMIT (ATIP)

### 8.1 AUTHORITY TO ISSUE PERMIT PROCEDURE

The Authority to Issue Permit also referred to as the 'ATIP' form is a requirement that enables the running of an event.

The Checker must submit the completed ATIP form to Motorsport Australia Permits prior to competition being allowed to commence.

On receipt of the ATIP, Motorsport Australia Permits will issue an event Permit. It is important to remember that no permit will be issued to the organisers until the ATIP is received at the Motorsport Australia Head Office.

The Steward must be satisfied that all requirements of the ATIP are met and must inform the Clerk of the Course that the event can commence.

## 9. ROUTE INSTRUCTIONS

### 9.1 DRAFT ROUTE INSTRUCTIONS

Before conducting a physical course check, the Checker should examine the draft route instructions and detailed maps of the route. The Checker should pay attention to:

- a) The detailed location and layout of every spectator point.
- b) Potential dangers to other traffic.

- c) Use of built up areas.
- d) Civil speed limits.
- e) Situations where the crew could take a wrong road and the potential repercussions of this on public relations and competitor safety.
- f) Danger from possible opposing traffic on competitive sections (see National Rally Standing Regulations).
- g) Safety of two-way traffic on transport sections (see National Rally Standing Regulations).
- h) Compliance with Supplementary Regulations.
- i) Clarity and adequacy of instructions/maps.
- j) Times allowed for sections considering:
  - (i) Motorsport Australia average speed requirements.
  - (ii) Nature of section/terrain.
  - (iii) Ability of competitors.
  - (iv) Course Car scheduled times – ensuring adequate time for long sections or multiple subsequent sections without a service/regroup.
- k) Average speed sections (if used) and their compliance with the National Rally Standing Regulations.
- l) Adequacy of late time limit (see National Rally Standing Regulations).

## 9.2 MAPS

The Checker should compare the route instructions with the map(s) included in the route instructions and the overall event map(s).

GPS data can be checked in a computer mapping application or on-site with a hand-held GPS/Smart phone as available.

Map references, together with other route instructions, must adequately describe the intended course.

## 9.3 STANDARD ROUTE CHARTS

In relation to Route Charts, the Checker should ensure that the following are complied with:

- a) Only abbreviations specified in NRSR SSR. Abbreviations should be used. Other abbreviations may be used if they are specified in the Supplementary Regulations.
- b) Be sure that the event has been consistent in the use of abbreviations.
- c) Be careful with the instruction "SO". If crews make even a minor deviation or leave the obvious main road, this instruction should be avoided or supplemented in some fashion.
- d) Instructions that are less than 200m apart should have the horizontal line removed between them.
- e) Instructions that are less than 100m apart should be combined into one instruction.

#### 9.4 TRANSPORT SECTIONS

The Checker must take as much care with transport sections as with Competitive. Consider especially the need for Quiet Zones, minimal impact on the local community and the time allowed for transport sections to avoid the requirements for crews to speed.

### 10. CHECKING THE EVENT AND STAGE SECURITY NOTES

#### 10.1 THE PHYSICAL COURSE CHECK (PRE EVENT)

The approved Checker must traverse the intended route in conjunction with the Clerk of the Course or a senior member of the Organising Committee as early as is possible, noting the requirements of the full setup of the course.

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. When driving around, write down all comments either as a route chart or on a route chart supplied by the organiser.

Once the check is completed, they should go through their notes and make up a list of amendments to be forwarded to the Clerk of the Course and the Roadbook editor. 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.

A rough guide for time allowed is at least twice the predicted run time of the event.

The event should supply marking paint or some other physical identification to show where the control, start, finish, and other significant locations.

On the day of the event, the Checker should again traverse the intended route and if the event is conducted over two or more days The Checker should traverse the route 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 roads. 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. This must be checked by reference to published maps, satellite photos (e.g. from Google Earth) and physical inspection.

- e) Allow sufficient stopping distance relative to the expected speed of cars at the finish location.
- f) Access routes for spectators.

The Checker must check all aspects including but not limited to the following:

- a) Odometer check course to ensure accuracy and the location is readily accessible to crews (GPS driven Tripmeters should not be used for checking purposes).
- b) Safety, particularly concerning consistency with other road books used in any relevant series.
- c) Distances, control locations and approach speeds.
- d) Consistency in grading of caution locations (utilising the Caution Matrix per NRSR SSR 'Cautions').
- e) Quiet zones.
- f) Tulips and sign postings.
- g) Avoidance of the potential for taking a wrong road.
- h) Speed limits are shown in the Road Book at any point in a liaison (transport) where the competitor may not be informed of the speed limit by normal road signs. In particular immediately following the end of a competition route.
- i) Check the spectator diagrams at the sites (must be inspected on foot).
- j) The location of the 'no standing' bunting and the start and finish of spectator areas.

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, including at mid-stage radio or safety tracking points. (Competitors may need to stop at these points)
- c) Check the safety of flying finish officials (if used) and the stop control location and distance from the flying finish especially if the slowdown area is not straight. (The minimum distance allowable is 200 meters or as otherwise approved by the Checker).
- d) Location and management of controlled crossings.
- e) Suitability of the start, service point(s), and finish locations considering the number of people and vehicles likely to be present.
- f) Accuracy of maps and references.

It is strongly recommended that Stage Security notes (Stage Set-Up Notes) are compiled, agreed between the Checker and Clerk of the Course and verified.

Security notes define what action is to be taken at each feature (road, track, gate, driver sight tapes etc.) to safely secure a stage from incursions from the public and to ensure driver safety. All stage commanders and set up crews then work off the one standard for setting the stage on the day.

## 10.2 AFTER PHYSICAL COURSE CHECK

All annotated route 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 should check all route chart cumulative distances from notes, and then go through the intermediates with a calculator. Check all target times including checking that average speeds are less than the maximum allowed.

Sometime later the Checker should receive from the organiser the “ready to print” route, service and spectator instructions. These must all be checked as carefully as possible from notes taken on the Course Check and from the map.

Check wet weather/cancelled stage alternatives also if they have been documented and provided by the organiser.

## 10.3 FINAL DOCUMENT CHECK

The Pre-Event Report must be sent to the event’s Clerk of the Course, Chief Steward and the Motorsport Australia Head Office.

The final route instructions, as they will be presented to competitors, must be checked to ensure that:

- a) They are accurate.
- b) All required forms are included and correct (withdrawal, Incident form x 2, emergency contacts form and restart form).
- c) The printing is clear.
- d) All pages are included in “print ready” master and in number order.
- e) All necessary alterations have been made after the physical course check.
- f) Recheck all distances.

## 10.4 CHECKER’S FUNCTION ON THE DAY OF THE EVENT

Note: In some cases, the Checker may wish to traverse the course in the 000/00 car. This must be approved by the Clerk of the Course and Stewards prior to the commencement of the event.

### **The Course Checker must attend the event.**

On the day of the event the Checker must report to the official’s sign-on area and collect any documentation required for the event. This should include:

- a) Roadbook.
- b) Spectator Instructions.

- c) Service Instructions.
- d) Spare Control Cards.
- e) Incident Report Forms.

The Checker should report to the Clerk of the Course and find out if any changes have happened or issues that need to be sorted. Always good to have the Clerk of the Course phone number in case you can't get through on the radio network.

Introduce yourself to the Stewards of the event so you and they know who to contact if any issues.

The Checker must traverse the intended route on the day of the event (within a reasonable time frame at the discretion of the Clerk of the Course). When traversing the course, the course car must have clear visible flashing lights.

The Checker must pay particular attention to:

- a) All road closures and public view points are staffed adequately.
- b) Control and caution boards are set up as necessary.
- c) Bunting and tape are laid out as planned.
- d) Assess existing damage to roads (particularly where a stage is being run for a second or subsequent time), as well as the potential for significant damage to roads. E.g. wet weather.
- e) Safety of Officials and competitors at control locations.
- f) Most importantly, that all spectator points are established in the manner as set out in the event Safety Plan and in accordance with the Public Safety and Control Procedures Manual.
- g) That spectators are not located in areas that are not designated public view points.
- h) That media personnel are not located in unsafe areas.

The Checker must ensure that course markers are to the Motorsport Australia standard (NRSR SSR Attachment B – FIA Rally Signs), secure and will be readily visible to crews under competitive conditions. This includes control boards, caution boards, SOS boards, chicane boards, bunting and gate ties.

Once the stage has been traversed and they are happy with the setup, the Checker will then advise the Clerk of the Course that the stage is ready to be declared GREEN. Rally Control may then declare the stage GREEN and allow the zero car and competitors to run. No competitor may commence any Stage until Rally Control has declared the stage to be GREEN. If, in the Checker's opinion, any shortcomings cannot be remedied before the first competitor's expected start time for the Special Stage, the stage must be cancelled, delayed, deleted or traversed by competitors under transport conditions.

It is required that spare caution boards, control boards and bunting are carried by a Course Car in case stages are not setup correctly or new cautions need to be added (Rally Control must be notified of any extra caution boards added).

In case of a problem, e.g. a public view point not having marshals or being poorly controlled, the Checker will liaise with Rally Control and advise to cancel the stage or to resolve the issue before proceeding.

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

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

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 control signs, 9 boards in total.
- d) Caution boards (preferred 4 double and 2 triple cautions boards).
- e) Hammer.
- f) Cable ties or bolts (for holding signs on).
- g) Side cutters.
- h) 2 control clocks (may be delegated to other officials).
- i) Visibility vests for all occupants of the car.
- j) Event radio (for direct communication to rally control).
- k) Spare radios for control officials, if required.

#### 10.5 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 done 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.



# Authority to Issue Permit



This form **must** be completed by the Course Checker and submitted to the Permit Administrator before the permit will be issued.

## Event Details

<b>EVENT</b>	
START DATE	— —
END DATE	— —
PERMIT NUMBER	
ORGANISING CLUB/BODY	
COUNCIL AND/OR FORESTS	
CLERK OF THE COURSE	CLERK OF THE COURSE PHONE
CHIEF STEWARD	CHIEF STEWARD PHONE
COURSE CHECKER	COURSE CHECKER PHONE

## Final Details

<b>APPROVALS RECEIVED:</b>	Forestry	Date	—	—
	Land Owners/Private Property	Date	—	—
	Police	Date	—	—
	Department NSW Sport and Recreation (NSW events only)	Date	—	—
<b>FURTHER SUPPLEMENTARY REGS</b> (Sighted and Approved)			YES	NO
<b>RECOMMEND PERMIT BE ISSUED</b>			YES	NO
Further comments				

## Declaration

<b>COURSE CHECKER NAME</b>	
<b>DATE</b>	— —
<b>COURSE CHECKER SIGNATURE</b>	SIGN HERE

### Event Details

PERMIT NO.

EVENT

DATE — —

ORGANISING CLUB/BODY

COUNCIL AND/OR FORESTS

CLERK OF THE COURSE

CLERK OF THE COURSE PHONE

INITIAL CONTACT WITH  
CLERK OF THE COURSE — —

### Regulations and Instructions

	Day	Month	Year			
DRAFT SUPP REGS PROVIDED	—	—	—	APPROVED	YES	NO
RUNNING SCHEDULE PROVIDED	—	—	—	APPROVED	YES	NO
MAP PROVIDED	—	—	—	APPROVED	YES	NO
SETUP DIAGRAMS PROVIDED	—	—	—	APPROVED	YES	NO
DRAFT ROUTE INST. PROVIDED	—	—	—	APPROVED	YES	NO
SERVICE INST. PROVIDED	—	—	—	APPROVED	YES	NO
SPECTATOR INST. PROVIDED	—	—	—	APPROVED	YES	NO
APPLICATIONS SENT TO:	Council(s)		Date	—	—	
	Forestry		Date	—	—	
	Land Owners/Private Property		Date	—	—	
	Police		Date	—	—	
COURSE AND ROUTE INST.:	Checked on Road		Date	—	—	
	Approved				YES	NO

### Location Details

CONTROL LOCATIONS		APPROVED	YES	NO
ROAD CLOSURES		APPROVED	YES	NO
HAVE REQUIRED CHANGES BEEN MADE (Where Applicable)			YES	NO
PRINTED ROUTE, SERVICE AND SPECTATOR INSTRUCTIONS		APPROVED	YES	NO
APPROVALS SIGHTED	Council(s)	APPROVED	YES	NO
	Forestry	APPROVED	YES	NO
	Land Owners/Private Property	APPROVED	YES	NO

**Final Details**

**FINAL SUPPLEMENTARY REGS** (Sighted and Approved) YES NO

**RECOMMEND PERMIT BE ISSUED** YES NO

If NO to Recommend Permit be Issued, Please Give Details

**COMMENTS** (Re Standard of Event, etc.)

## Further Comments

**GENERAL:** Please provide any other general comments.

## Declaration

CHECKER NAME

CHECKER SIGNATURE

SIGN HERE

DATE

— —

CHECKER MOBILE

CHECKER EMAIL

### Event Details

PERMIT NO.

EVENT

DATE — —

ORGANISING CLUB/BODY

COUNCIL AND/OR FORESTS

CLERK OF THE COURSE

CLERK OF THE COURSE PHONE

### Event Review

DID YOU ATTEND THE EVENT? YES NO

If NO to attending the event, please explain why, and who was delegated

WERE THE SUPP REGS SIGHTED AND APPROVED? YES NO

COURSE REVIEW

a) Was the course run as intended?	YES	NO
b) If the answer to (a) was NO, were course alterations checked by you and signed for by competitors?	YES	NO
c) Did the Clerk of the Course advise Police of the changes?	YES	NO
d) Were the Final Route Instructions checked?	YES	NO
e) Clerking of the Course - number of cars used	NUMBER	
f) Did you drive over the course?	YES	NO

PRINTED ROUTE, SERVICE AND SPECTATOR INSTRUCTIONS APPROVED YES NO

GIVE DETAILS OF ANY PROBLEMS OR INCIDENTS

**Personnel Review**

<b>CONTROLS</b>	Were they set up properly and on time?	YES	NO
	Set up car(s) used?	NUMBER OF CARS	NO
Comments on caliber of course officials and course organisation			

<b>SERVICE</b>	Was the service area suitable?	YES	NO
Comments on service crew behaviour			

<b>SPECTATOR CONTROL</b>	Were the spectator areas suitable?	YES	NO
	Were marshals in attendance?	YES	NO
Comments			

## 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.*