



The Official Officials Guide

Everything you need to know about how
to be an **Official** for ATR!

Welcome
to the
ATR Family!

TABLE OF CONTENT

Welcome Message	4
Requirements	5
Meet the Team	6-7
How the Events Run	8-9
Roles	10 - 11
How To Set Up Your Point	12-13
Pack Down Procedure	14-15
Course Cars	16-17
Emergency Procedure	18
How to Use the Radio	19
Behaviour at ATR	20-21
Contact Information	22
Glossary	23

WELCOME MESSAGE



Thank you for your interest in becoming a volunteer official with Australian Tarmac Rally Pty Ltd. As with all other codes of motorsport, the volunteer officials are the lifeblood of events worldwide.

Many volunteers take great pride and passion in assisting events like our Australian Tarmac Rally Championship, and the friends they make along the way make volunteering even more satisfying. It is not uncommon to get the “family” feel after working side by side with other volunteers who share the same passion as you, and the majority of past volunteers keep coming back year after year because of this family closeness.

This guide is to assist you in understanding what is involved with being a volunteer official, the many different aspects and roles that may interest you, and what is expected of you as a professional official.

If you have any questions after reading this guide, don’t panic, just contact the ATR Event management team and they can answer all your questions!

REQUIREMENTS

AGE: The minimum age of an official is 16.

Children under this age may volunteer but will be restricted to duties that are away from competing vehicles. This will be at the discretion of the event management.

HEALTH: Most official jobs will require a good amount of strength, exercise and mobility. Pre-existing health issues should be advised to your manager or supervisor.

ALCOHOL/DRUG POLICY: All officials while on duty must be sober and not under the influence of alcohol or drugs. If you take prescription medicine, please advise your manager or supervisor.

SMOKING POLICY: Smoking is prohibited on all SOS points and start lines. Smoking is also banned near any vehicles and bushland.

DRESS CODE: During the event please wear your provided ATR Officials Shirt and/or Hi-vis Vest. Comfortable weather proof pants and closed shoes are advised. It is also good to note that we are often working in the cold and damp, so a heavy waterproof jacket and a beanie are often required.

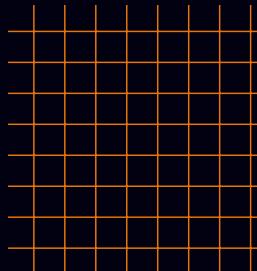
ATTITUDE: In general, officials are the “face of ATR”. You will be the ones positioned around the competitive stages and where the public may be. Your attitude to fellow officials, event participants and the general public is very important. A pleasant and helpful manner will make many competitors and members of the public feel at ease. Officials should always try to be polite, informative and patient. If you cannot answer a person’s question, ask another official or direct the public to the ATR website. Treat others, as you would like to be treated!

AASA AND OFFICIALS:

When you sign on to the event, you will be covered by the Australian Auto Sport Alliance insurance. You must sign on immediately before you commence work as this covers you for injury while working. You only need to sign on once per event. ATR and AASA highly recommend obtaining your Officials Licence through the AASA website. The licence is free and takes only minutes to apply. If you need help acquiring, please ask.



MEET THE ATR TEAM



BRITTANY WILSON

Director

At just 30 years of age, our director has over 13 years of experience in the tarmac rally world, from competing, to volunteering, to operating and managing world-renowned events. This experience has equipped her with the essential skills to effectively promote and run rallies at all levels, supported by more than 10 dedicated full-time volunteers.

BETH GALLAGHER

Event Manager

With a background working in theatre and events, including work with renowned companies like Cirque du Soleil, Beth brings experience in managing large events and groups of people. She has a deep passion for cars, appreciating their design, engineering, and the experiences they create.

KEY ROLES

CRO

The CRO or the Competitor Relations Officer is the person the Competitors and members of the public go to when we are at an event. They coordinate with the public in regards to closed roads or spectating. They are also who the Competitors go to if they have any issues.

CLERK OF COURSE

The Clerk of Course is the person primarily responsible for the all activities on (and off) the course and makes the decisions relating to the conduct of the event in accordance with the regulations and schedules. They work closely with the Event Organisers, Rally Base and the Incident Response Team to monitor what is happening on the course throughout the event.

COMMUNICATIONS - RALLY BASE

A very important person to all Officials is our head of radio and communications. Over the radio, we call this person Rally Base. This is the person you will be hearing on the radio giving instructions. It is VERY important that you listen to what is being said by Rally Base at all times.

HOW THE EVENT RUNS

ATR EVENTS

ATR runs 4 events across the year:

- Lake Mountain Sprint
- Mount Baw Baw Sprint
- Snowy River Sprint
- Great Tarmac Rally

The order of events changes every year to keep things interesting.

ATR also holds other events, especially for our Officials. We host events like dinners and track days to help everyone socialise and we also host training days to make sure everyone feels confident and supported.

EVENT WEEKEND

FRIDAY

On Friday, we start the day with Documentation and Scrutineering for the Competition and Tour Cars. The Set Up and Radio Crews will be out on course putting up signs and setting up the radio towers.

Officials will check in and then head to their accommodation from midday. The Officials Briefing is held at 7:30 pm, where we will go over important information for the event. There is food provided and its a great place to socialise with the other Officials.



SATURDAY

On Saturday, you are required to be on your point and ready to go by 7:30 am. This means a very early start! It can take a while to get to some points so be sure to plan ahead and make sure you have plenty of time to get to your point and then set up. Once you get to your point, radio into Rally Base so we know you made it and are ready to go. Don't forget to grab your lunch before you head out!

We try to get the cars running as quickly as possible. Most events run very smoothly but throughout the day we may have to hold for incidents on the course. We work hard to get the event back up ASAP.

At the end of the day, depending on the event, you will either leave your equipment at your point or pack up and take everything with you.

On Saturday night we hold a big family dinner with all of the competitors and officials. It's a lot of fun and the food is always amazing.

SUNDAY

On Sunday, like Saturday, you must be back on your point and radio checked in to Rally Base by 7:30 am. Sunday runs very similarly to Saturday, but the stages are longer and some start lines may be changed to SOS points.

At the end of the event on Sunday, once given the OK from Rally Base, you will pack up your point, collect the signs and tape from your point to the next and return everything to the collection point. After helping pack up, you are free to go! We hold an awards ceremony for Competitors that we encourage everyone to attend.



WHAT IS PROVIDED?

Depending on the event, the following may be provided;

- Accommodation
- Breakfast on Saturday and Sunday
- Lunch on Saturday and Sunday
- Dinner on Friday and Saturday
- Snacks, Water, Fruit, etc.
- An Official's Shirt
- Event specific ATR merch
- Equipment for your role (which is to be returned at the end of the event)

AVAILABLE ROLES

SOS POINT

An SOS point is a safety on stage point where competitors can pull over if they are requiring attention or assistance. On an SOS point you will be watching the action. As the cars go past you will record the car number on the sheet of paper. They can be going quite fast so if you don't catch the number then a general description will do. You will also have a radio to communicate back to Rally Base. In case of emergency, you will have red and yellow flags in your kit that may have to be waved.

START LINE

On a start line you will be launching the cars. Some of the activities you will be doing is bringing the cars to the start line, relaying car numbers, entering start times into the RallySafe tablet, and communicating on the radio.

We usually put people with previous experience on start lines but you may be put on a start line for your first event, due to numbers.

OTHER ROLES

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COURSE SET UP & PACK DOWN

This role involves assisting with the setup of event-specific signage and the implementation of crucial safety measures before the event begins. This includes:

- ensuring that all signs are correctly placed
- marking hazardous areas
- setting up barriers or restricted zones to protect participants, officials and spectators.

RADIO SET UP

This role involves assisting in the setup and installation of communications equipment to ensure reliable and efficient communication across the vast and often challenging terrain of the rally stages. This includes positioning and securing radio repeaters, satellite links, and other necessary devices to maintain clear lines of communication between officials, marshals, and emergency responders throughout the event.

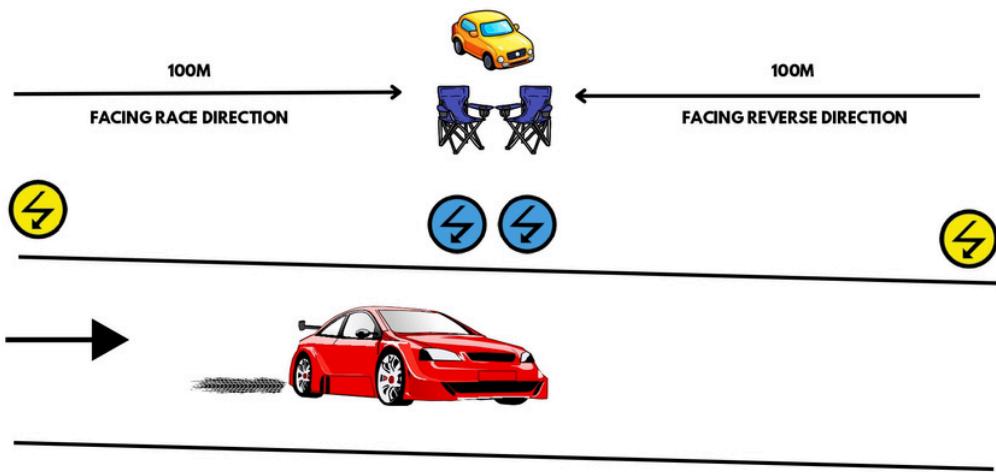
SCRUTINEERING

Scrutineers are responsible for: ensuring that all competing vehicles comply with the event's technical regulations and safety standards. Their role includes inspecting cars before the rally to verify that they meet the required specifications for their class, checking safety equipment like roll cages, fire extinguishers, and harnesses, and confirming that no unauthorized modifications have been made. Their work helps maintain fairness, safety, and the integrity of the competition

SOS POINT LAYOUT

SMOKING IS PROHIBITED ON ANY LOCATION

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SOS SET UP

Arrive at your assigned position no later than 7:30 AM each rally day morning.

- Establish contact with Rally Base using both radios.
- Ensure all vehicles are clear of the stage and in a safe location.
- Set up signage according to the diagram provided. The yellow sign should be placed 100 meters before your position in the race direction(s), while the blue sign should be positioned at your location in the race direction.
- Set up any safety measures provided to you, such as hazard tape, parawebbing, or fire extinguishers.
- Set up the gazebo, umbrella, and any other necessary equipment. **This needs to be 25m back from the road.**
- Throughout the day, serve as a communication point for Rally Base.
- Remain at your position all day until you receive permission from Rally Base to begin pack-down.
- Assist with stage pack-down upon returning to Rally Base.

START POINT LAYOUT

SMOKING IS PROHIBITED ON ANY LOCATION

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100M+

SIGNS ALL FACING RACE DIRECTION



PLACE WHITEBOARD 5-6 CARS BACK
SIGNS:
2 MIN BOARD
STAGE GREEN/RED
STAGE DOWNGRADED

TABLE & TENT SITTING 3 - 4 VEHICLES
BACK AND OFF THE ROAD

20M INTO STAGE



KEEP AREA CLEAR FOR MIV & RESCUE VEHICLES



START LINE SET UP

Arrive at your assigned position no later than 7:30 AM each rally day morning.

- Establish contact with Rally Base using both radios.
- Ensure all vehicles are clear of the stage and in a safe location.
- Set up signage according to the diagram above: the red sign with a solid black flag at the start line and the fuzzy peach sign 20 meters into the stage.
- Set up pre-start line signs and the whiteboard.
- Set up any safety measures provided to you, such as hazard tape, para webbing, and fire extinguishers.
- Set up the gazebo, RallySafe tablets, umbrella, and any other necessary equipment. **This needs to be 25m back from the road.**
- When instructed, close the road to prevent unauthorized access to the race stage.
- Throughout the day, serve as a communication point for Rally Base.
- Remain at your position all day until you receive permission from Rally Base to begin pack-down.
- Assist with stage pack-down upon returning to Rally Base.

PACKDOWN PROCEDURE

WHEN AM I FINISHED?

At the end of the day on Saturday and Sunday Rally Base will call your position and give you the go ahead to start packing up.

HOW TO PACK UP?

On **Saturday**, once you have been given the go-ahead;

- Pack up all of the signs you brought out and set up
- Take down the gazebo, table and any bollards you have with you (if you have any).
- Collect any rubbish and dispose of it in the rubbish bags in your toolkit.
- Heavy equipment like fire extinguishers can be left at your point in a hidden location.
- Keep the equipment overnight, ready for Sunday

On **Sunday**, once you have been given the go-ahead;

- Pack up all of the signs you brought out and set up
- Take down the gazebo, table and any bollards you have with you (if you have any).
- Take down any tape or bunting in your area. Tape can be put in rubbish bags, and bunting needs to be returned to the Equipment Drop Off Area.
- Collect any rubbish and dispose of it in the rubbish bags
- Heavy equipment like fire extinguishers can be left at your point to be collected by the Set Up Team. If your car is able to collect it, you can bring it back to the Equipment Drop Off Area.
- On your way back to the Equipment Drop Off Area, between your point and the next point ahead of you, if you see any signs, tape or bunting, please collect it.



PACKDOWN PROCEDURE

EQUIPMENT DROP OFF AREA

Each event has its own Equipment Drop Off Area:

Lake Mountain Sprint: Marysville Community Centre Carpark, Marysville

Baw Baw Sprint: Mount Baw Baw Car Park 1, Mount Baw Baw Summit

Snowy River Sprint: Buchan Football Club Carpark, Buchan

Great Tarmac Rally: Lions Park Carpark, Eildon

*Please note that these locations may change. You will be notified if they do.

RETURNING YOUR EQUIPMENT

Once you have returned to the Equipment Drop Off Area, it is time to return your equipment! Don't be too stressed, Beth will be there to direct you.

- Return your extra signs to the correct pile
- Sign bags go straight into the van.
- Gazebos and chairs go into a pile.
- Tool bags go to the correct pile.
- SOS/Start Folders go back into the clear boxes
- Sign back in your radio and put it in the grey box
- Box radios go back into the silver box
- Sign back in your Hi-Vis and return it to the bag.
- Rubbish can be either chucked out or put in a pile to be removed later.
- If you have extinguishers or bunting for the Set Up Team, that will be put to one side.

AM I DONE NOW?

Once everything is organised you are free to go! We hold an awards ceremony for the competitors that we encourage everyone to attend.

There is usually left over food so feel free to take as much as you want on your way.



COURSE CARS

STEWARDS

The stewards represent the event insurers and also the sporting rules of the event promoter. The role of the stewards at a Tarmac rally is 2 fold. Firstly it is to ensure the course is as per the approved course check done earlier and the set-out, and safety of the public, officials, volunteers, spectators and competitors are not compromised, in any way during the event.

Secondly, the stewards are the final judge of fact in case of a dispute or transgression by a competitor of the rules and regulations of the event, as designed by the event promoter.

COURSE CAR 1 & 2

The role of the Course Car is to ensure that the event stages are set up as detailed in the Event Plan and ready for competition. The Course Car will traverse the course checking in detail that the stage has been set up correctly and that all officials are safely in position with the relevant equipment and paperwork at the correct locations.

TOUR LEADER AND SWEEP

The Tour Leader is the car that runs at the front of the tour group. They are in charge of keeping the tour together, and together with the Tour Sweep, make sure the Tour is in the right place at the right time. The Tour Sweep is the final car in the Tour and makes sure all of the cars cross the finish line. They may also be used to ferry competitors between the stages.

FINAL SWEEP

Final Sweep, as the name suggests, is the final car to cross the line for the Stage. They run behind the Tour and are our final check of the course, once the cars have gone through. They may also be used to ferry competitors between the stages.



EMERGENCY VEHICLES

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EVENT SOLUTIONS MOTORSPORT

Event Solutions Motorsport provides safety, medical, and rescue services for ATR. You will see them around in their blue stormtrooper outfits. They are highly experienced and trained personnel who work hard to help us keep the event running smoothly and safely.

They have a number of vehicles which will be positioned throughout the course:

Safety 1: Incident Response Vehicle (IRV) that sweeps behind the Competition field.

Safety 2 & 3: IRVs that are based at a start line and moves to an SOS point for a return run if no Start line is used. Safety 3 usually carries the doctor and sweeps behind the Tour field.

Alpha 1: This is the medical patient transport vehicle (ambulance) that is also set up with IRV equipment and jaws of life. It is based at the midpoint or start line of the event course.

Rescue 1: This is the fire & rescue truck with 600l of water with foam attachment, and fire extinguishers for big fires. It is the main extrication & rescue unit with a light tower, Jaws of Life, rescue basket, extra spine boards, 80kg of oil soaker, brooms & blowers.

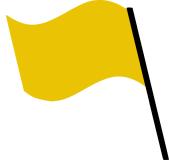
The Event Solutions crew are lovely and friendly and always happy to have a chat, but please don't get in their way when they are deployed.



EMERGENCY PROCEDURE

In the event of an emergency, Event Solutions are in charge of handling the situation. You will be given instructions over the radio if you are needed to do anything but otherwise, you are required to stand back, stay off the radio, and let the Event Solutions team handle it. Please stay off the radio unless you are specifically contacted by Rally Base. Keep your ears peeled for instructions

In the case of a car stopping at your point on fire, under no circumstance are you to use the fire extinguisher. Hand the extinguisher to the crew of the car and they will put out the fire. They are wearing fireproof clothing and you are not.



FLAGS



YELLOW FLAGS

Yellow flags may be used by SOS Points, IRV's or Manned Road Closure (MRC) points to identify a vehicle that has stopped on the stage in a dangerous position. Competing vehicles should proceed with caution through this point.

Yellow or red flags may be used by SOS, IRV's or MRC points to identify hazards on the road, such as parts of vehicles, oil on the road or water from a damaged water barrier etc.

RED FLAGS

Once the stage has been stopped it is declared "Red" red flags will be shown. In the case of a serious incident, the red flags will be displayed at the start and SOS points throughout the stage. The stage continues to be 'Red' until the Rally Base advises that the stage is 'Green' and can be restarted. Any driver who receives the red flag must slow down & keep left & stop their vehicle in a safe position at the next SOS Point or when instructed by an Event Official.

HOW TO USE THE RADIO

STEP 1. - CHANNEL

Double-check what channel you need to be on for your point. It will differ depending on what part of the course you are positioned in. If you aren't sure, please ask!

STEP 2. - PRESS THE BUTTON

It seems self explanatory right? Well sometimes we have some eager beavers and they talk a little too soon and we miss half of your messages.

When using your radio:

1. Press the button
2. Take a breath (or count to 2)
3. Speak clearly!
4. Finish your message and take another breath (or count to 2)
5. Release the button

Handy Tip: Think about what you are going to say before you say it to make sure it is as clear as possible.



STEP 3. - RADIO TERMINOLOGY

Each point is assigned a name. For example:

- SOS A - SOS Alpha
- SOS B - SOS Bravo
- SOS C - SOS Charlie
- SOS D - SOS Delta
- SOS E - SOS Echo
- SOS F - SOS Foxtrot
- SOS G - SOS Golf
- SOS H - SOS Hotel
- SOS I - SOS India
- SOS J - SOS Juliet

An example of a radio call would be:

RB: SOS Bravo SOS Bravo, this is Rally Base.
SOS B: Rally Base Rally Base, this is SOS Bravo, go ahead
Rally Base conveys message
SOS B: SOS Bravo confirmed, over.

STEP 4. - EMERGENCY CALL

In an emergency or a breach of the course, you are to call over the radio:

"Emergency Emergency SOS/Start..."

This will notify Rally Base that there is an issue and you will be given priority. If you hear this call over the radio, please keep radio chatter to a minimum while we fix the situation, unless called upon.

BEHAVIOUR AT ATR

We greatly appreciate our officials, as they are the face of ATR. This means that your actions reflect directly on us. If you are found engaging in behaviour that could damage ATR's reputation, the consequences will depend on the severity of the offence. This may result in a formal warning, suspension, or in serious cases, a permanent ban.

1 STRIKE SYSTEM

For a first offense, you will receive a formal warning in the form of a strike, and your name will be added to a monitoring list. This strike serves as a reminder of the importance of adhering to the guidelines and maintaining high standards of conduct. Being placed on the watch list means that your performance and behavior will be closely observed moving forward. Our intention is to help you correct any issues and prevent further escalation, but repeated offenses may lead to more serious consequences.

SUSPENSION

Suspensions are generally used only as a last resort unless the behaviour in question is deemed incredibly serious. We value having as many officials as possible to ensure smooth operations at events, and we understand the important role each official plays. However, in certain circumstances, enforcing suspensions becomes necessary to maintain the integrity, safety, and fairness of the competition. Our goal is always to address issues through dialogue and corrective measures first, but when behavior or performance consistently falls below expected standards, suspension may be the only option.

WHAT NOT TO DO...

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THINGS THAT WILL GIVE YOU A STRIKE OR A SUSPENSION ARE:

- Not adhering to the road rules.
- Speeding on the course and around the area of the event.
- Smoking in prohibited places.
- Filming while driving.
- Driving the course during the night
- Posting inappropriate material on social media.
- Leaving your point without permission.
- Tarnishing the name of ATR.
- Taking any drugs or prohibited substances during the event.
- Being drunk during the event.
- Driving around being reckless during the night.
- Not fulfilling your job role.

And anything else we deem inappropriate behaviour.
This is not an extensive list and it can be added to at any time.



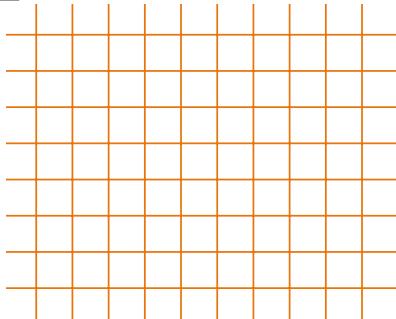
CONTACT INFORMATION

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GLOSSARY

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Shakedown – A test stage before the rally starts to let the cars warm up. Not included in the final time.

Stage – A timed section of the rally where competitors compete against the clock.

Stage Green – When the course is declared 'Stage Green' it means the course has been checked by both the stewards and course cars and is ready for the competition to start.

Stage Red – When the stage is declared 'Stage Red' it means the stage has been stopped.



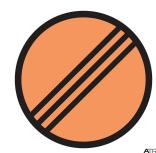
Yellow SOS Warning Sign – this sign warns the competitors there is an SOS coming up in 100m.



Blue SOS Sign – This sign marks the sos point for the competitors.



Red Start Flag – This sign marks the start of the stage.



End Control Zone Sign – This sign is put 20m into stage to indicate end of the Control Zone, which is the transition zone for competitors to leave or return to transit pace.



Flying Finish Sign – This sign marked the end of the timed zone for competitors



Oil Spill Sign – This sign is used as a marker if oil is spilled onto the road.



THANK YOU!

**OFFICIALS ARE THE LIFELOOD
OF ATR AND WE REALLY
APPRECIATE THE TIME AND
EFFORT YOU GIVE US.**

**WE'LL SEE YOU AT AN EVENT
SOON!**