



CANADIAN ASSOCIATION OF RALLYSPORT
SAFETY OPERATING GUIDELINES

Version 5.0

April, 2003

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1 Introductory Comments

This document is a supplement to the CARS GCR's and NRR's, which both provide detail regarding safety. It has been created to confirm practices with competitors, organizers, and others instrumental to the operation of CARS sanctioned events in Canada. It is expected that all concerned will endeavour to comply with the spirit and intent of this document.

2 Competitor and Team Safety

2.1 Qualifications and Equipment

Compliance with NRR regulations regarding competitor safety including, but not limited to licensing, compulsory first aid qualifications, personal safety equipment (e.g. helmets and driving suits), vehicle safety equipment (e.g. rollover protection, seat belts, fire extinguishers, first aid kits, warning devices, and unrestrained objects) shall remain be the responsibility of the competitor. Officials of the event are empowered to verify this compliance. Regulations are reviewed and updated as required.

Note – Every competitor will be required to produce a medical certificate as of 2003 in order to obtain a CARS competition licence (see Appendix A).

2.2 Conduct and Procedures

Regulations concerning competitor conduct and procedures are in place as are sanctions for non-compliance with those regulations. Examples of areas covered by the rules include use of triangles, service areas, and refuelling procedures.

Organizers must endeavour to ensure that each competitor and team support person signs a waiver. Proof that the waiver has been signed should be provided by means of wristbands or other non-transferrable and obvious means of identification.

Incident report forms (see Appendices B & C), reporting on every incident involving injury, possible injury or property damage, should be completed and submitted to the officials of the event (Safety Officer), who should forward a list of damaged vehicles to the Stewards. The Stewards should submit a report to CARS and to the Regional Director summarizing incidents. It is suggested that these forms be carried by Car 99 and be available from the Stewards of the event.

3 Route Safety

3.1 Pre-Event

Pre-event route planning and preparation by event organizers should include an assessment of road suitability (road condition and nature, road safety, adherence to 120 speed rule), the identification of designated spectator areas, consideration of the possible effect on local residents, and analysis of the ability to maintain control of road access during the running of the event. Stage planning should include a description of the exact placement of worker vehicles for safe running of the stage.

Every effort should be made to maintain voice communication between active sections of the route, the Clerk of the Course, and event emergency services. At least one of the Stewards of the event should be in voice communication with the Clerk of the Course. Radio communications on active sections of the route should be situated in the following locations, at a minimum: start and finish controls, emergency access points, known spectator locations, and at strategic points on the stage road. It is recommended that radios be situated no more than seven kilometres apart on any stage road. Organizers should establish protocols for the timely tracking and reporting of vehicles and incidents.

Organizers should post conspicuous notices (minimum size 8.5 x 11 inches), detailing the road closures prior to the event. These signs should be at a minimum at the Start and Finish of a stage and at the junction of any other road with the stage road. Residents in the proximity of a stage road should receive written notice prior to the rally.

Where possible and practical, event organizers are encouraged to create and utilize special spectator stages designed for optimum levels of control and spectator safety, and to eliminate the need for spectators to seek out less secure spectating opportunities. Where spectator areas are located within the stage, every effort should be made to provide access by a separate access road or by a safe walkway away from the stage road.

In planning the route, regrouping controls should be situated as close as practicable to official spectator locations to minimize gaps in the field. Arrangements should be made for a course opening vehicle to precede the competitors through official spectator locations by no more than 10 minutes. Spectator locations should be shown in the route book.

3.2 Implementation

Every event shall have a Safety Officer, who shall be responsible for preparing and endeavouring to implement the Safety Guidelines. The Safety Officer should prepare a post-event Safety Report, which includes a summary of all incidents, a summary of safety concerns arising from the event and any recommendations. This report should be submitted to the Stewards of the event, the Regional Director, and CARS.

Every event shall have a detailed Safety Plan and include the following as a minimum: an overall route map, detailed stage maps, and supporting documentation which details start and finish locations, marshal locations, Stage Captain location, intended placement of all worker vehicles, emergency access points, known spectator areas, spectator access routes and spectator parking areas, emergency telephone numbers, and strategic radio call signs. The Safety Plan shall also contain detailed emergency procedures. (see Appendix D).

All non-competing vehicles should be parked in designated locations, away from competitive sections of the route, as approved by the Clerk of the Course or Deputy. Control and radio cars should be parked as far from the stage road as is practical without impairing the ability of the marshals to perform their duties. Radio cars should be identified by a radio board (supplied by CARS), and their locations should be indicated in the route book.

Traffic on stage roads which contain designated spectator areas should be controlled a minimum of 90 minutes before Car 0 time.

A clear plan should be in place prior to the running of a stage indicating the location of all emergency personnel, television camera crews and planned movements. Camera crews should not move between the passage of Car 00 and the Car 99 , unless they receive clearance from the Clerk of the Course by voice communication.

In each control zone, no more than two vehicles should be permitted (radio and marshal). One vehicle may suffice for these tasks. Marshal vehicles should be parked off the travelled portion of the road. Control zones should be taped off and prohibited area and warning signs should be posted where there is any likelihood of spectators being present. There should be a physical barrier to assist in controlling vehicle access to a control zone. The area beyond a Finish Control zone should be clear for a minimum of 100 metres and for a minimum of 30 metres before a Start Control zone.

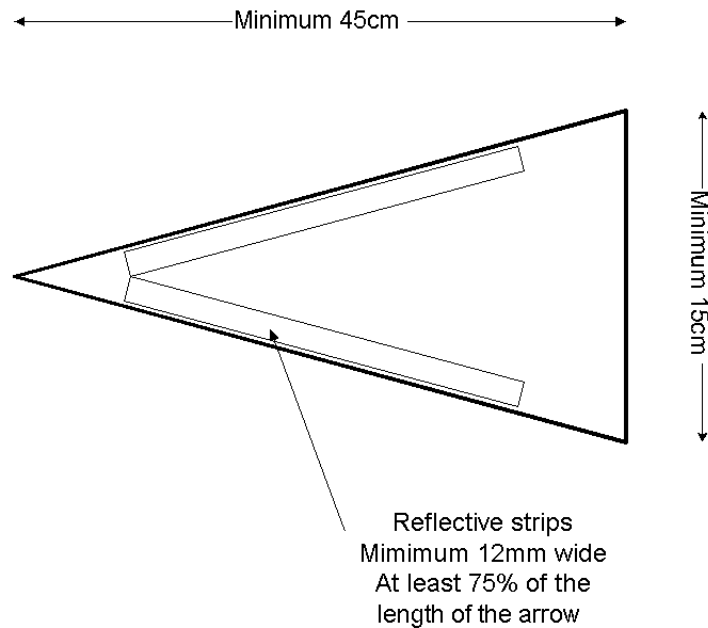
Stage escape roads (unused roads straight ahead at intersections) should be unobstructed for a minimum of 100 metres. These areas should be taped off in accordance with the attached diagrams and warning signs should be posted. Unused roads other than escape roads at intersections should be unobstructed for a minimum of 30 metres. These spaces should be taped off with “warning” and “prohibited area” signs posted. These signs are available through CARS.

Taping – Yellow caution tape should be used for the purpose of marking off control zones, runoff areas, and official spectator points. Red and white striped tape should be used to mark off prohibited areas.

3.3 Arrowing

Arrowing of intersections, cautions, and official spectator areas is strongly recommended.

The reverse side of arrows should be a dark colour. All arrows used after dark should have a reflective border a minimum of ½ inch in width.



3.4 Control of the Rally

During the running of the rally there should be a clearly designated and documented chain of command from the Clerk of the Course to Safety Officer to Stage Captains to Course vehicle personnel and other workers (see Appendix E). The Clerk of the Course should be accessible by immediate voice communication at all times. The radio net should clearly identify the progress of the event and announce the official opening of every stage and the exact time that competitors will enter the stage. The protocol for tracking vehicles in the stage should be clearly evident. Officials of the event should be mindful of the potential problems associated with large gaps between cars and delays, especially in stages with spectator areas. If a gap of more than 15 minutes occurs, the officials should consider downgrading the stage to a transit or cancellation (see CARS 2002 Bulletin #2). If a delay of more than 30 minutes occurs at the start of a stage, the officials should consider downgrading the stage to a transit or cancellation.

3.5 Course Vehicles

Course vehicles should be staffed by designated competent personnel and they should be radio-equipped. Course vehicles should be fitted with sirens, lights, and a public address system. They should carry all safety equipment that is required for competing vehicles per NRR II, C, 4-6 (fire extinguisher, First Aid kit and warning triangles).

Course vehicle personnel are key in the safe and efficient operation of a rally. They should be in constant contact with Stage Captains and the Clerk of the Course.

There should be a minimum of two Course Opening vehicles and preferably, three (Car 000, Car 00 and Car 0). Each crew should receive clear, written instructions of their duties to be used as a checklist for each stage (see Appendix F). A minimum of one Closing vehicle (Car 99) should follow the competitors prior to Sweep vehicles.

Course vehicle personnel, in concert with the Stage Captain and Clerk of the Course, should delay or prevent opening of a stage if, in their view, it fails to meet safety standards.

3.6 Refuelling Area

Refuelling areas should be clearly defined and supervised. Entry and exit to the refuelling area should be marked by a blue fuel can symbol (available from CARS). Access to refuelling areas should be limited to competitors, service crew and officials. Further requirements for a refuelling area are clearly outlined in the CARS NRR's. Only CSA approved containers should be used. See Appendix G for a sample diagram of a refuelling area.

4 Spectator Safety

4.1 Warning Signs

Warning signs should be posted at registration, scrutineering, and at service areas. Warning messages should be contained in appropriate promotional communications designed to inform spectators and on websites. Warning signs should be posted in all designated spectator areas in such a fashion that anyone entering an access point or spectator area will pass multiple copies of the warning sign. Where possible, additional copies should be posted in view of crowds in the designated spectator areas. Marshals at access roads and trails should be instructed to place warning signs on the side of the control vehicle facing any spectators. No spectators should be permitted in front of the control vehicle, unless supervised in designated locations.

The official Warning Signs are available from CARS. Text of the sign reads **WARNING MOTORSPORT CAN BE DANGEROUS. DESPITE THE ORGANIZERS TAKING PRECAUTIONS, ACCIDENTS CAN HAPPEN. YOU ARE PRESENT AT YOUR OWN RISK.** The sign is black on yellow.



4.2 Prohibited Area Signs

Prohibited area signs shall be posted in escape roads, control zones, unused roads at intersections and to delimit official spectator areas. Prohibited Area Signs are available from CARS. Text of the sign reads **PROHIBITED AREA. SPECTATORS ARE NOT PERMITTED BEHIND THIS NOTICE. ANY SPECTATOR ENTERING THE PROHIBITED AREA WILL BE REGARDED AS A TRESPASSER.** The sign shall be red on white.



4.3 Dissemination of Information

Information concerning spectator areas (e.g. websites and publications) should include only designated spectator areas. No route or schedule information except that associated with designated spectator locations should be distributed to the general public prior to the event. Organizers should only provide information directing spectators to designated spectator areas. Warning messages should be contained in any communications designed to inform spectators. Spectator guides and websites should include safety guidelines.

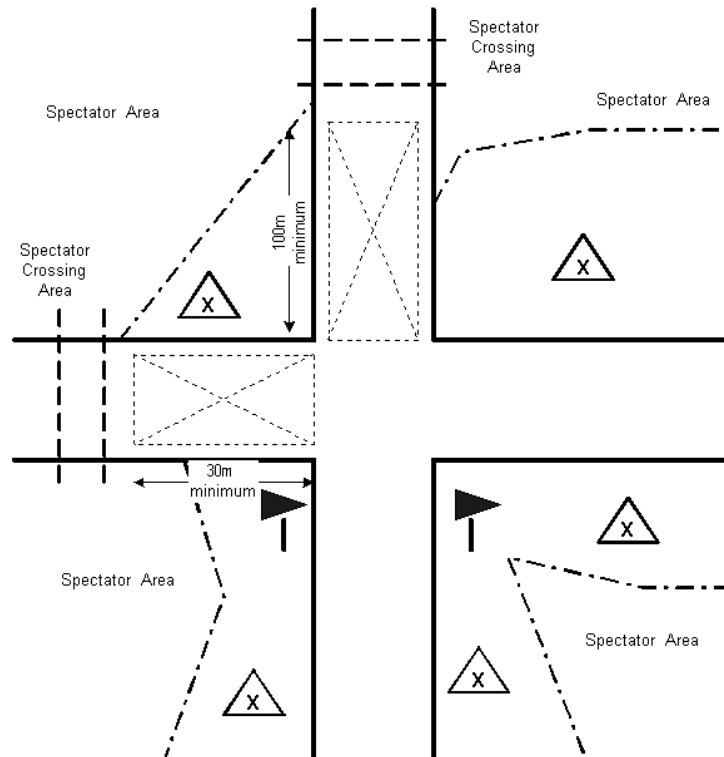
4.4 Designated Spectator Locations

Designated spectator locations should be selected based upon criteria which include, but are not limited to, the safety of spectators, available spectator parking, location of likely run-off areas, and pedestrian access routes away from the stage road and terrain. Locations that keep spectators away from and above the stage road are highly recommended.

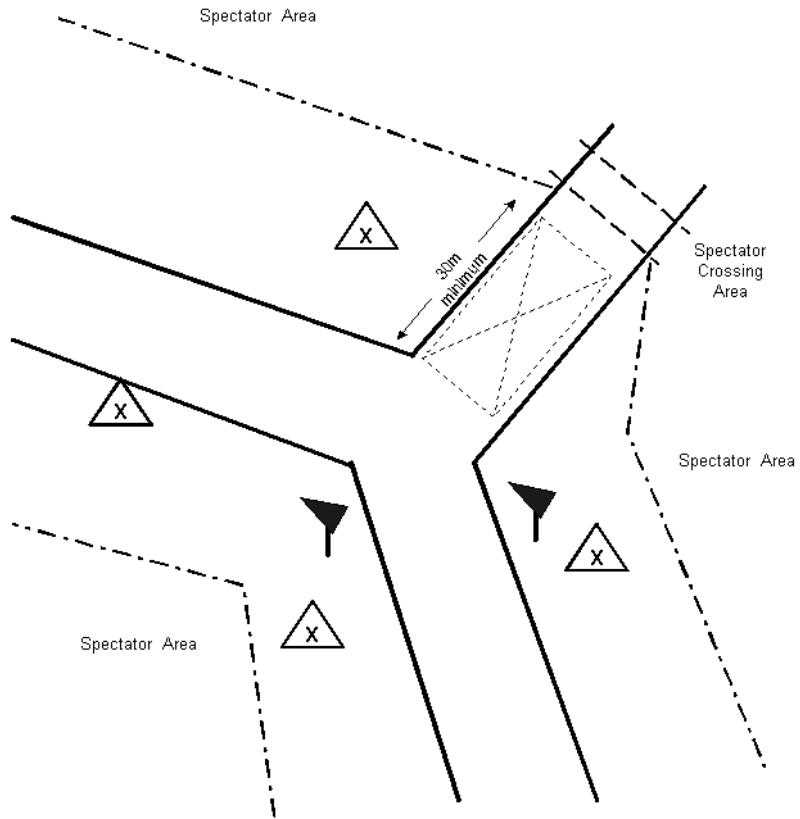
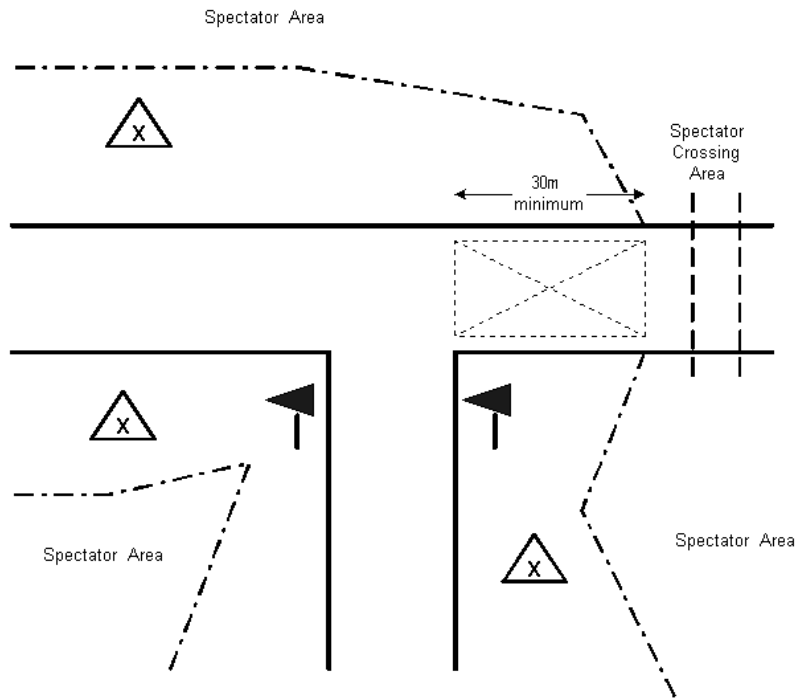
Whenever possible, designated spectator locations should be accessible by means other than the stage roads. Good alternatives are separate access roads and pathways away from the stage road. Designated spectator areas should be clearly defined by physical barriers and prohibited area signs. Warning signs should be posted in clear view of all spectators. Marshalling personnel should be available to provide crowd control and should perform their tasks under the direction of a Spectator Area Commander reporting to the Stage Commander and Clerk of the Course. Crowd control marshals should be provided with whistles. An audible warning (i.e. siren or portable air horn) should be located in the approach to the spectator area and sounded prior to the arrival of each competitor at designated spectator areas.

A public address system and uniformed police assistance are recommended where large groups of spectators are anticipated. This is especially important on night stages.

Ensuring the safety of spectators should be paramount before a stage is run. Spectators should be actively discouraged from walking on the stage road between the passage of Car 0 and Car 99. Rally officials should be vigilant for spectators in other than designated spectator areas.



CARS SAFETY OPERATING GUIDELINES



5 Safety of Event Personnel

5.1 General Statement

The term “event personnel” shall be deemed to include event officials, all volunteer staff, representatives of the media, and any other persons connected with the event. Spectators are specifically excluded. All event personnel should sign waivers or have under-aged waivers signed. Proof that the waiver has been signed is best provided by means of wristbands or other obvious non-transferrable means of identification. It is highly recommended that under-aged workers be given distinctive identification. Underage volunteers (minors) should not be used in high risk areas, such as stage Finish control zones or for spectator control.

5.2 Identification

All stage workers should wear distinctive apparel (bibs identifying their function) provided by CARS or CARS Regions. Apparel worn by marshals after dark should have a reflective component. Certain jurisdictions (e.g. Alberta) may have requirements specific to that area.

5.3 Briefing and Training

All workers should be briefed in general safety procedures for the rally and specific safety plans associated with the stage on which they are working. This briefing should also cover the chain of command and the event emergency plan.

Events, clubs, and regional governing bodies should establish programs to recruit, train and retain workers. These programs should be graduated and incentives to assist workers in obtaining additional training in areas such as radio communications, first aid, fire fighting, crowd control, should be developed to establish a knowledge and experience base.

6 Other Measures

This document has outlined safety guidelines for CARS sanctioned events. Regions and event organizers are encouraged to supplement these policies and procedures as necessary to address the unique demands of their events.

APPENDIX A

CARS INCIDENT FORM



Canadian Association of Rallysport
Box 300
Turner Valley, AB, T0L 2A0
Phone: 1-855-640-6444
Email: office@carsrally.ca
Website: www.carsrally.ca

Rally Incident Report

Organizing Club: _____ Insurance Certificate #: _____

Date of Incident: _____ Time: _____

Region: _____ Location: _____

Location of Incident (check one) Stage Transit Service Park Other

Type of Event (check one)

- Performance/National Performance/Regional Performance/ One Road Rally Testing
 Rally Sprint Rally Cross Navigational Rally Rally School

Section 1 Incidents involving competition vehicles (provide separate list if necessary)

Car#	Class:		Make:			
Driver Name:						
Address:						
City:		Province:		Postal Code:		
Phone (day):		Phone (evening):				
Injuries:	<input type="checkbox"/> Head	<input type="checkbox"/> Neck	<input type="checkbox"/> Back	<input type="checkbox"/> Arms	<input type="checkbox"/> Legs	<input type="checkbox"/> Other
	<input type="checkbox"/> Lacerations	<input type="checkbox"/> Contusion	<input type="checkbox"/> Break	<input type="checkbox"/> Burn	<input type="checkbox"/> Fatality	<input type="checkbox"/> Other
Sent to Hospital?		<input type="checkbox"/> Yes <input type="checkbox"/> No (if yes please attach Release and Waiver with this report)				

Car#	Class:		Make:			
Co-Driver Name:						
Address:						
City:		Province:		Postal Code:		
Phone (day):		Phone (evening):				
Injuries:	<input type="checkbox"/> Head	<input type="checkbox"/> Neck	<input type="checkbox"/> Back	<input type="checkbox"/> Arms	<input type="checkbox"/> Legs	<input type="checkbox"/> Other
	<input type="checkbox"/> Lacerations	<input type="checkbox"/> Contusion	<input type="checkbox"/> Break	<input type="checkbox"/> Burn	<input type="checkbox"/> Fatality	<input type="checkbox"/> Other
Sent to Hospital?		<input type="checkbox"/> Yes <input type="checkbox"/> No (if yes please attach Release and Waiver with this report)				

Section 2- Incidents involving (check one, or provide a separate list if necessary)

- Crew Official Spectator Worker Other

Car#	Class:		Make:			
Name:						
Address:						
City:		Province:		Postal Code:		
Phone (day):		Phone (evening):				
Treated by event Medical?		<input type="checkbox"/> Yes <input type="checkbox"/> No		Returned to Event? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Injuries:	<input type="checkbox"/> Head	<input type="checkbox"/> Neck	<input type="checkbox"/> Back	<input type="checkbox"/> Arms	<input type="checkbox"/> Legs	<input type="checkbox"/> Other
	<input type="checkbox"/> Lacerations	<input type="checkbox"/> Contusion	<input type="checkbox"/> Break	<input type="checkbox"/> Burn	<input type="checkbox"/> Fatality	<input type="checkbox"/> Other
Sent to Hospital?		<input type="checkbox"/> Yes <input type="checkbox"/> No (if yes please attach Release and Waiver with this report)				

Section 3 Property Damage

Owners Name:							
Address:							
City:				Province:		Postal Code:	
Phone (day):				Phone (evening):			
Property Description							
Damage & Description							

Section 4- Description of Incident

- Type of Incident Vehicle to Vehicle Vehicle to Object Vehicle to Person
 Spin Roll Trip/Fall
Check all that apply Course worker injury Mechanical Failure Pushing/Loading Vehicle
 Other

Details of Incident (use additional sheet of paper if necessary)

Course Conditions:	<input type="checkbox"/> Dry	<input type="checkbox"/> Wet	<input type="checkbox"/> Muddy
	<input type="checkbox"/> Gravel	<input type="checkbox"/> Ice or Snow	<input type="checkbox"/> Other
Course Situation:	<input type="checkbox"/> Hot Stage	<input type="checkbox"/> Cold Stage	<input type="checkbox"/> Transit
	<input type="checkbox"/> Other		
Emergency	<input type="checkbox"/> Yes <input type="checkbox"/> No	(if yes check all that apply)	
Equipment Used:	<input type="checkbox"/> Ambulance	<input type="checkbox"/> Rescue Tools	<input type="checkbox"/> Fire Truck
	<input type="checkbox"/> Helicopter	<input type="checkbox"/> Tow Truck	<input type="checkbox"/> Fire Extinguisher

Section 6 Report Submission

Report Submitted by:							
Position at Event:							
Address:							
City:				Province:		Postal Code:	
Phone (day):				Phone (evening):			
Signature:							
Date:	Day:	Month:	Year:				

In the event of serious injury, Death or Dismemberment to anyone call 855-640-6444

Email report immediately to CARS office@carsrally.ca

Mail the original of this report with the original waiver, signed by all of the injured parties who were sent to hospital, to the CARS office.

APPENDIX B

CARS INSURANCE CLAIM FORM



Participant Accident Claim Form

In the event of serious injury, death, or dismemberment to anyone call 1-855-640-6444

Section 1 – General Information

Incident date:

Type of event: Rally Rally Sprint Rally Cross Navigational Rally

Region: RPM RW RSO RSQ ARMS

Report prepared by: _____ Cell Phone: _____

Email: _____ Res Phone: _____

Name of event: _____

Location of event: _____

Location of incident: Stage/Course Transit Service Park Other

Spectator area

What happened: _____

Section 2 – Personal Information

Name:			Address:		
City:			Province:		
Postal Code:			Res Phone:		
Email:			Bus Phone:		
Status of injured:	<input type="checkbox"/> Driver	<input type="checkbox"/> Co-Driver	<input type="checkbox"/> Crew	<input type="checkbox"/> Volunteer	
	<input type="checkbox"/> Official	<input type="checkbox"/> Spectator			
Is injured party a minor?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> If yes, specify age:		
Is injured an affiliate of CARS?	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
Credential issued by:	<input type="checkbox"/> CARS	<input type="checkbox"/> Region	<input type="checkbox"/> Club	<input type="checkbox"/> FIA	<input type="checkbox"/> Other
Nature of injuries:					
Treatment beyond first aid:	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
Name of other Health Carrier:			Name of Doctor:		
Name of Hospital:			Phone:		

Address: _____

City: _____ Prov: _____ Postal Code: _____

Is claimant likely to miss work for more than one year? Yes No

Is claimant likely to miss work for more than 8 days? Yes No

Benefits Requested	<input type="checkbox"/> Accidental Death and Dismemberment	<input type="checkbox"/> Excess Medical	<input type="checkbox"/> Weekly Indemnity
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Participant Accident Claim Form

In the event of serious injury, death, or
dismemberment to anyone call 1-855-640-6444

Section 3 - Property Damage

Name of property Owner: _____

Address: _____

City: _____

Bus Phone: _____

Prov: _____

Postal Code: _____

Res Phone: _____

Email: _____

Property Description:

Describe Damage:

Estimated Amount of Damage: _____

APPENDIX C

SAMPLE EMERGENCY PLAN

SAMPLE EVENT EMERGENCY PLAN

Emergency Procedures

03/10/02

On the day of the rally in the event of a serious incident involving competitors, workers, or spectators, the following steps are to be followed:

(1) **RADIO NET** – Emergency procedures will be carried out by the radio net. The Clerk of the Course or Deputy Clerk will declare an emergency and conduct a **formal radio net**. All unnecessary radio traffic must stop at once. The Senior Steward is to be advised and included in the net.

(2) **RALLY TRAFFIC** – The Net Controller, Stage Commander, Deputy Clerk of the Course or Clerk of the Course will order that all rally traffic in the stage with the incident be stopped as soon as possible.

(3) **INFORMATION GATHERING** - The Clerk of the Course or Deputy Clerk will gather information to determine the nature and location of the incident – facts only; no speculations. Where possible, reference to competitors should be by **Car Number** and driver/co-driver – mentioning names of those involved in the incident should be avoided if possible.

(4) **EMERGENCY HELP** - The Clerk of the Course or Deputy Clerk will assign emergency help to the site of the incident. Where necessary, a guide will be sent to the nearest **Alert Point** to meet the emergency vehicles and lead them to the scene. Where available, the rally paramedic will be sent immediately to attend the scene until he can be joined by Ambulance and OPP personnel, if required.

In addition to the normal set up duties, prior to the running of any stage, the Stage Commander should know:

1. The location of any worker with an operating cell phone or satellite phone.
2. The location of the rally paramedic.
3. The location of the **Alert Points** which are designed for that stage.
4. A plan of how to best access any particular point in the stage.

It is very important that these procedures are clearly understood by all workers.

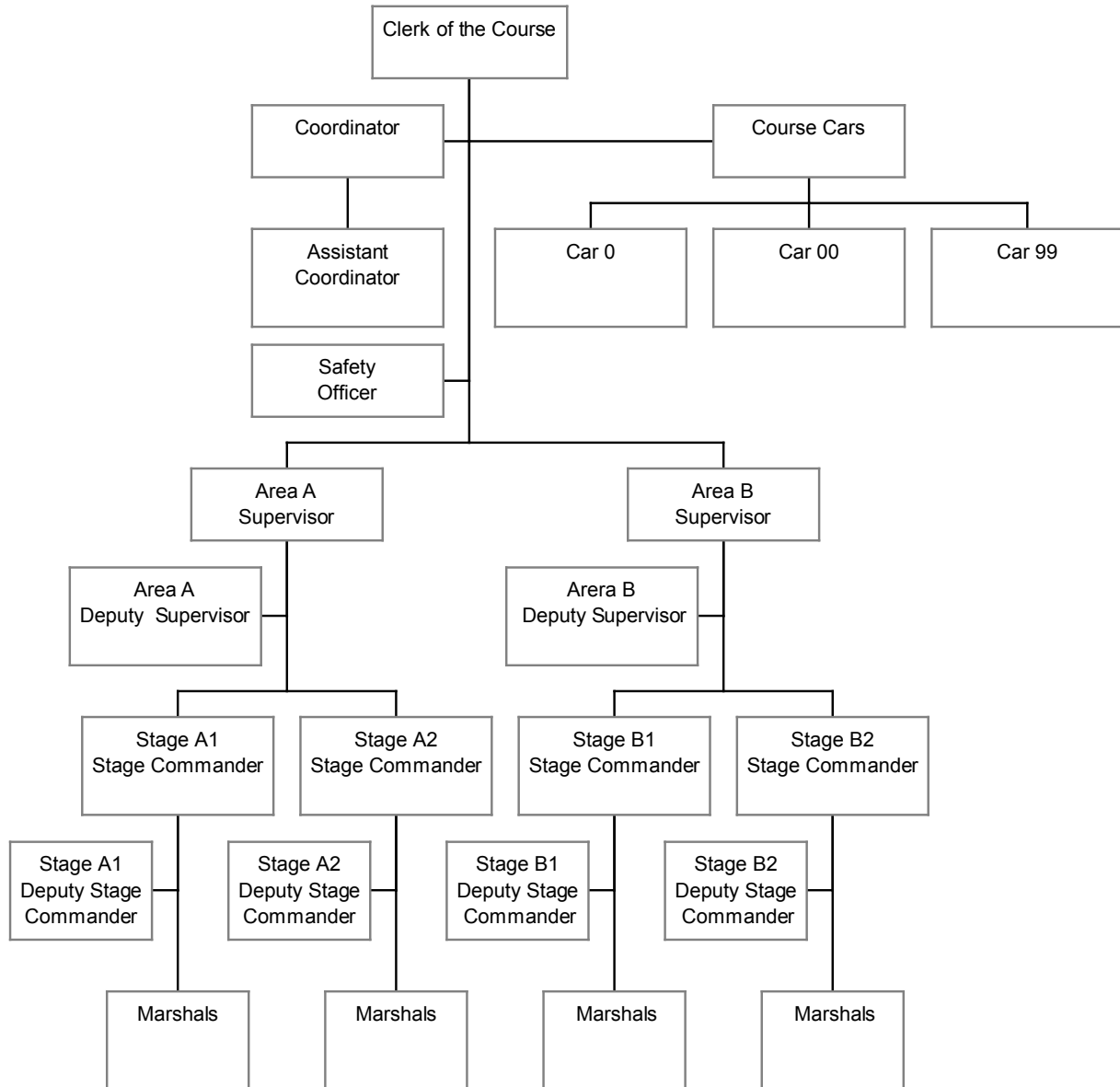
EMERGENCY CONTACTS

AMBULANCE - 911 or 613-332-2121
O.P.P. – 888-310-1122

APPENDIX D

CHAIN OF COMMAND

Competition Chain of Command - SAMPLE



APPENDIX E

CAR 'OOO' SAFETY AND STAGE OPERATIONS CHECKLIST

CAR 'OO' SAFETY AND STAGE OPERATIONS CHECKLIST

CAR 'O' SAFETY AND STAGE OPERATIONS CHECKLIST

CAR '99' SAFETY AND STAGE OPERATIONS CHECKLIST

SPECTATOR AREA SAFETY AND OPERATIONS CHECKLIST

STAGE: _____
FREQUENCY _____

CAR '000' SAFETY AND STAGE OPERATIONS CHECKLIST

20/01/03

Note – ideally every stage rally should have a Car '000'. There **MUST BE** a Car '00', '0' and '99'. If there is no Car '000', Car '00' must perform the duties listed below for Car '000', as well as those listed for Car '00'. Clearly this would require additional time.

The Car '000' crew should be very familiar with all details of the route, including all roads and trails that meet or cross the stage roads, the exact location of timing controls, flying finishes, traffic controls, radio controls, alert points and spectator points. Car '000' should proceed slowly through the stage checking all details related to stage setup and safety. Car '000' should run approximately one hour ahead of Car '0' time.

At Arrival Time Control

_____ **ALL WORKERS HAVE SIGNED THE WAIVER AND ARE WEARING WRIST BANDS AND SAFETY VESTS.**

_____ **Crew clearly understands emergency procedures.**

_____ Crew know the locations of the nearest **Alert Point**.

_____ Control Zone is barricaded or otherwise controlled to keep non-rally vehicles out.

_____ Warning and Prohibited Area Signs are in place. Caution tape is in place around the Control Zone.

_____ Start boards OK.

_____ Radio board OK at start.

_____ Adequate number of marshals in place to operate the control.

_____ No more than 2 marshal cars in start control zone. All others minimum 50 metres outside the zone. Cars in the control zone should be as far from the road surface as is consistent with doing their assigned jobs.

_____ Clocks at Start are OK

_____ Start crew have radio contact with finish and any Spectator Areas.

In Stage

_____ **ALL WORKERS HAVE SIGNED THE WAIVER AND ARE WEARING WRIST BANDS AND SAFETY VESTS.**

_____ No Caution Tape Disturbed on any side trails, roads, or driveways.

_____ All roads blocked. Crews have posted Warning and Prohibited Area signs.

_____ Marshals and their vehicles are in safe locations.

_____ All unattended public vehicles are under control. Report any uncontrolled vehicles to the Clerk of the Course or Deputy. Give exact distance from stage start and nearest instruction in the Route Book.

_____ **Stop and warn all spectators outside of designated areas. Where practical, direct them back to the Spectator Area.**

_____ On the back of this form, note locations of any spectators outside of designated areas. Include distance from stage start and nearest instructions in the Route Book. Report to Clerk of Course or Deputy.

_____ No spectators on road surface or other dangerous areas.

Spectator Areas

- _____ Siren crew is in place at Spectator Area approach and has been briefed..
- _____ Marshals are in place at all Spectator Areas.
- _____ Caution Tape and Zebra (Red and White) Tape is in place.
- _____ Warning Signs and Prohibited Area Signs are in place.
- _____ Spectators under control and are in the designated Spectator Area. **IF THERE ARE ANY PROBLEMS WITH THE CONTROL OF SPECTATORS, REPORT IMMEDIATELY TO THE CLERK OF THE COURSE OR DEPUTY.**
- _____ Spectator Area Commander has radio contact with Start and Finish Controls.

At the Finish Time Control

- _____ 100 Metre Warning Board and Flying Finish Boards are in place, preferably on both sides of the road.
 - _____ Finish boards OK.
 - _____ Radio board OK at finish.
 - _____ Placement of finish is safe with enough shut-down distance for the conditions. **THIS MUST BE CHECKED CAREFULLY: REPORT ANY PROBLEMS TO THE CLERK OF THE COURSE OR DEPUTY.**
 - _____ No more than 2 marshal cars in finish control zone. All others minimum 100 metres outside the zone.
 - _____ Control Zone is barricaded or otherwise controlled to keep non-rally vehicles out.
 - _____ Control Zone is taped off to prevent spectators from walking into it.
 - _____ Warning and Prohibited Area Signs are in place.
 - _____ Enough workers are in place to operate the Control.
 - _____ Finish crew have radio contact with stage start and any spectator areas.
 - _____ Clocks at the Finish are OK.
- _____ **Radio stage status report to Clerk of Course or Deputy.**

Note – Following the completion of the stage by Car ‘000’, all traffic in the stage must be controlled by the Area and Stage Commanders and logged.

Should the Car ‘000’ crew find any details of the stage setup inadequate or incomplete, they must consult with the Clerk of the Course or Deputy before moving on.

STAGE: _____
FREQUENCY _____

CAR 'OO' SAFETY AND STAGE OPERATIONS CHECKLIST

Car 'OO' should be treated as a competitor car. i.e. receives start timing sticker, is counted down at the start, is whistled in at the Flying Finish, collects a timing sticker, etc. Under most circumstances Car 'OO' will run well below rally speed, but will never run faster than the Lateness Time for the stage. Car '00' must complete each stage and before the first competitor leaves the start.

At Arrival Time Control

_____ **ALL WORKERS HAVE SIGNED THE WAIVER AND ARE WEARING WRIST BANDS AND SAFETY VESTS.**

_____ Crew know the locations of the nearest **Alert Point**.

_____ Control Zone is barricaded or otherwise controlled to keep non-rally vehicles out.

_____ Warning and Prohibited Area Signs are in place. Caution tape is in place around the Control Zone.

_____ Start boards OK.

_____ Radio board OK at start.

_____ Adequate number of marshals in place to operate the control.

_____ No more than 2 marshal cars in start control zone. All others minimum 50 metres outside the zone. Cars in the control zone should be as far from the road surface as is consistent with doing their assigned jobs.

_____ Clocks at Start are OK

_____ Start crew have radio contact with finish and any Spectator Areas.

In Stage

_____ Flashing light is on at all times in the stage. Siren is on when spectators are present or sight lines are limited.

_____ **ALL WORKERS HAVE SIGNED THE WAIVER AND ARE WEARING WRIST BANDS AND SAFETY VESTS.**

_____ No Caution Tape Disturbed on any side trails, roads, or driveways.

_____ All roads blocked. Crews have posted Warning and Prohibited Area signs.

_____ Marshals and their vehicles are in safe locations.

_____ All unattended public vehicles are under control. Report any uncontrolled vehicles to the Clerk of the Course or his Deputy. Give exact distance from stage start and nearest instruction in the Route Book.

_____ **Stop and warn all spectators outside of designated areas. Where practical, direct them back to the Spectator Area.**

_____ On the back of this form, note locations of any spectators outside of designated areas. Include distance from stage start and nearest instructions in the Route Book. Report to Clerk of Course or his Deputy via radio.

_____ No spectators on road surface or other dangerous areas.

Spectator Areas

_____ Siren crew is in place at Spectator Area approach and has been briefed..

- _____ Marshals are in place at all Spectator Areas.
- _____ Caution Tape and Prohibited Area (Red and White) Tape is in place.
- _____ Warning Signs and Prohibited Area Signs are in place.
- _____ Spectators under control and are in the designated Spectator Area. **IF THERE ARE ANY PROBLEMS WITH THE CONTROL OF SPECTATORS, REPORT IMMEDIATELY TO THE CLERK OF THE COURSE OR DEPUTY.**
- _____ Spectator Area Commander has radio contact with Start and Finish Controls.

At the Finish Time Control

- _____ 100 Metre Warning Board and Flying Finish Boards are in place on both sides of the road.
 - _____ Finish boards OK.
 - _____ Radio board OK at finish.
 - _____ Placement of finish is safe with enough shut-down distance for the conditions. **THIS MUST BE CHECKED CAREFULLY: REPORT ANY PROBLEMS TO THE CLERK OF THE COURSE OR DEPUTY.**
 - _____ No more than 2 marshal cars in finish control zone. All others minimum 100 metres outside the zone.
 - _____ Control Zone is barricaded or otherwise controlled to keep non-rally vehicles out.
 - _____ Control Zone is taped off to prevent spectators from walking into it.
 - _____ Warning and Prohibited Area Signs are in place.
 - _____ Enough workers are in place to operate the Control.
 - _____ Finish crew have radio contact with finish and any spectator areas.
 - _____ Clocks at the Finish are OK.
- _____ **If all is O.K. - Report to Clerk of Course or Deputy: “Car ‘OO’ reports that Stage is set-up and under control.” DO NOT DO THIS UNLESS YOU ARE SURE.**

STAGE: _____
FREQUENCY: _____

CAR 'O' SAFETY AND STAGE OPERATIONS CHECKLIST

Car 'O' should be treated as a competitor car. i.e. receives start timing sticker, is counted down at the start, is whistled in at the Flying Finish, collects a timing sticker, etc. Car 'O' should run to Lateness Time for the stage and should complete stages

At Arrival Time Control

- _____ Control Zone is barricaded or otherwise controlled to keep non-rally vehicles out.
- _____ Warning and Prohibited Area Signs are in place. Caution tape is in place at Start.
- _____ Start boards OK.
- _____ Radio board OK at start.
- _____ No more than 2 marshal cars in start control zone. All others minimum 50 metres outside the zone.
- _____ Start crew has radio contact with finish and any Spectator Areas.

In Stage -Primary Responsibility

- _____ Flashing light is on at all times in the stage. Siren is on when spectators are present or sight lines are limited.
- _____ No Caution Tape Disturbed on any side trails, roads, or driveways.
- _____ All roads blocked.
- _____ Marshals and their vehicles in safe locations.
- _____ All unattended public vehicles are under control. Report any uncontrolled vehicles to the Clerk of the Course or his Deputy. Give exact distance from stage start and nearest instruction in the Route Book.
- _____ Marshals in place at all spectator areas.
- _____ Spectators under control.
- _____ **No spectators walking/standing on road surface. REPORT THESE SITUATIONS IMMEDIATELY.**
- _____ On the back of this form, note locations of any spectators outside of designated areas. Include distance from stage start and nearest instructions in the Route Book. Report to Clerk of Course or his Deputy via radio.

At the Finish Time Control

- _____ Finish boards OK.
- _____ Radio board OK at finish.
- _____ Placement of finish is safe with enough shut-down distance for the conditions.
- _____ No more than 2 marshal cars in finish control zone. All others minimum 100 metres outside the zone.
- _____ Control Zone is barricaded or otherwise controlled to keep non-rally vehicles out.
- _____ Control Zone is taped off to prevent spectators from walking into it.
- _____ Warning and Prohibited Area Signs are in place.
- _____ Finish crew have radio contact with finish and any spectator areas.
- _____ **If all is O.K. - Report to Clerk of Course or his Deputy: "Car 'O' recommends that Stage _____ is ready to run." DO NOT DO THIS UNLESS YOU ARE SURE.**

STAGE: _____
FREQUENCY: _____
FRS CHANNEL: _____

SPECTATOR AREA SAFETY AND OPERATIONS CHECKLIST

_____ **ALL WORKERS HAVE SIGNED THE WAIVER AND ARE WEARING WRISTBANDS.**

_____ All workers have been issued with safety equipment. Orange vests to all but supervisors who must be issued with Green vests.

_____ All workers have been briefed including the location of Alert Points and any safety equipment.

_____ Area is set up as per the Spectator Area Plan including;

A) Snow fence and other barriers

B) Prohibited Area tape (red and white) and Caution (yellow) tapes are in place.

C) Warning Signs are placed in view of spectators and on the approaches to the Spectator area.

D) Prohibited Area Signs are placed at the limits of the Spectator Area and in all other places which are not open to spectators.

E) The siren crew is briefed and in place.

_____ Crowd control workers have been safely positioned to limit the spread of the crowd beyond the spectator area boundaries.

_____ Road access remains open for emergency crews and rally traffic. **DO NOT FOR ANY REASON LET SPECTATORS PARK WHERE THEY PREVENT ACCESS TO THE STAGE.**

_____ Worker and spectator cars are safely parked and/or a minimum of 30 metres from the stage road.

_____ Worker and spectator cars are safely parked a minimum of 100 metres from the stage finish.

_____ **SPECTATORS ARE SAFELY UNDER CONTROL AS PER THE SPECTATOR AREA PLAN. THIS IS VITAL. REPORT IMMEDIATELY TO THE CLERK OF COURSE OR DEPUTY IF THE SPECTATOR AREA IS NOT SECURED PROPERLY.**

_____ The Spectator Area is in radio contact with both Stage Start and Stage Finish.

_____ All Security Marshals have direct contact with another marshal or stage official, either by direct voice contact or by radio.

_____ **If all is O.K. - Report to the Clerk of Course or Deputy: "Spectator Area Commander recommends that the Spectator Area is secure and ready to run." DO NOT DO THIS UNLESS YOU ARE SURE.**

STAGE: _____
FREQUENCY: _____

CAR '99' SAFETY AND STAGE OPERATIONS CHECKLIST

Car '99' should be treated as a competitor car. i.e. receives start timing sticker, is counted down at the start, is whistled in at the Flying Finish, collects a timing sticker, etc. Car '99' will not run faster than the Lateness Time for the stage under any circumstances. The crew of Car '99' must wear safety vests at all times. Any competing cars found by Car '99' including in transits must be reported to the Clerk of the Course or Deputy.

At the Arrival Time Control

_____ Check clocks.

_____ Collect the log sheet. Collect any other reports

_____ If the stage will be reused, check that the radio and control zone boards are in place and remain visible.

In the Stage

_____ Flashing light is on at all times in the stage. Siren is on when spectators are present or sight lines are limited.

_____ On finding a stopped competitor car:

A) Report the location using the distance and the nearest Route Book instruction to the Clerk of the Course or his Deputy.

B) Check for injuries. Report immediately to the Clerk of the Course or Deputy if medical help is required.

C) Determine if the competitor car can continue. Wait up to 30 minutes if the car can continue.

D) Collect the Timing Card from any competitor car which cannot continue.

E) Distribute Incident Forms to the crew of any stopped competitor cars. Remind competitors that this form must be handed in at the finish in order to reclaim the Car's logbook.

F) Report any serious property damage including the mileage and the nearest Route Book instruction to the Clerk of the Course or Deputy.

At the Finish Time Control

_____ Check clocks.

_____ Collect the log sheet. Collect any other reports.

_____ If the stage will be reused, check that the radio and control zone boards are in place and remain visible.

REPORT VIA RADIO TO THE CLERK OF THE COURSE OR DEPUTY: "Car '99' has cleared stage _____"

APPENDIX F

DIAGRAM OF REFUELLING AREA

Sample Refuelling Area

