

# **Officials Training Manual:**

**MOTOR SPORT OFFICIALS'**

**INFORMATION MANUAL**

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## A bit about being a Motorsport Official

### INTRODUCTION



So, you want to watch things going fast - close up! You have a real interest in motor sport and want to be a part of the action.

Well; being a motor sport Official does offer the ideal opportunity. Amongst other things you have the best seat in the house. You will be as close as you can get to the action, AND be playing a key role in the delivery of motor sport events.

The opportunity to be involved is not limited to positions at circuit race meetings, as many other motor sport events require the services of motor sport officials.

Under RACERS these events include lots of different activities - not just car racing and in every state of Australia. They might be Drifting, Burnouts, Moto track days, rally cross, sprints, kart events, special theme days, corporate drive days, motor cycle race meetings, motor cycle ride days, Happy Laps and Roll Racing. Both during the day and under laps at night. In fact, there about 1000 fun events per year that you could play a role in.



Whilst most official positions are essentially for volunteers, paid positions do become available from time to time with certain roles in specific events. Achieving these important event management positions requires experience and a sound record of achievement.

Volunteer officials are usually supplied with meal vouchers or lunch or dinner for the night events. Overnight camping at the track during multi-day race meetings can be really good fun where you can enjoy each other's company in a friendly relaxed social atmosphere as well as reduce travel costs.

Most event providers also provide an awards night at year's end to recognise the top competitors and thank you for your time through the season.

In many cases they also provide a track day, so officials have the opportunity to get a ride in a race car at the venues they worked through the year. Most competitors are only too happy to bolt in a passenger seat for the day.

Sounds OK? Read on!

A separate chapter in this section covers all you need to know about RACERS and how it works. To get an understand of how events are to be run and the important aspects of your role on the day this Training Manual needs to be read in conjunction with the RACERS Operations Manual.

The main thing you need to know is that once signed on as an official at any RACERS sanctioned event you are fully insured with personal accident and professional indemnity cover under RACERS.

This booklet provides training modules to ensure you are fully prepared to fill a role and aware of the responsibilities your role carries. During your induction period experienced officials will work with you so you can be fully prepared to handle the role(s) you want to have. The appropriate sections in this manual are an introduction and prerequisite the hands on, on the job training you will receive at the events to prepare you for the full authority of the role(s).

The training will be delivered by experienced long serving officials. You may also undertake specialist training with qualified personal to cover key areas such as first aid (medical), driver extrication, vehicle recovery, fire crew and rescue.

If these specialist areas are of interest to you, you will need to register your interest with the RACERS administration team after you have satisfactorily served at six or more events. RACERS will then connect you with the appropriate service providers or clubs who can guide you through the processes required to be qualified in these areas.

As an official at a RACERS event it's important to know that RACERS is aimed at the recreational motor sport enthusiast as distinct from professional motor sport activities, hence the R for Recreational as the first word in the RACERS name.

RACERS has revolutionised recreational motor sport activities with its methodology, which simplifies systems and introduces some key safety features including;

- The use of a drivers' radio for direct way communication between the managers in Race Control and the drivers.
- The use of track LED lights as a back up to the drivers' radio for communication to drivers.
- The implementation of a Code of Conduct that covers driver behaviour at events including race meetings.
- The upgrade of the importance of the role of officials on point.
- The use of a radio communication system incorporating a code system.
- A 2 person event delivery team in Race Control.
- A 2 step simplified licensing system for competitors
- A junior licensing programme that commences at 13 years.

By far the most complex events to deliver are the race events. During the training sessions for racing events you will get to handle and experience all the tools used in delivering racing events under RACERS including the drivers radio and the track lights.

You will also be instructed in the mandatory radio protocols that you must use and that includes the RACERS incident coding system.

Once the training is concluded you are urged to continue to study the RACERS Manual, as the better you can understand the contents, simply the better you will perform your important role.

It can not be stressed strongly enough how important it is to read and understand the RACERS Manual in conjunction with this training manual.

## PREPARATION FOR A EVENT

It is absolutely critical that you are well prepared for a day, night or weekend at an event. Be smart; allow for any & every eventuality with weather, you can get cold starts, followed by wet mornings, followed by hot sunny afternoons.

So get yourself a bag and put in all you need, or are likely to need including;

A hat	A jacket
A rain coat	Sun Glasses
Reading glasses	Sun screen
A towel	A couple of pens
Any medication	Warm gloves
An umbrella	A torch

Wear comfortable clothing paying special attention to your footwear as you may be on your feet for long periods.

If you intend to camp overnight, bring all you need to get a good nights sleep and wet pack to utilise bathroom facilities. Some officials bring food for dinner and breakfast when camping, some go to local pubs / clubs for meals.

Use the RACERS Online Officials Management System (ROOMS) at [WWW.RACERS.WORLD \(no .com.au\)](http://WWW.RACERS.WORLD.com.au) to put your name down for positions at the events you want to participate in well beforehand. There are instructions on how to register your skills and use the system to put your name forward for the tasks for which you are qualified. Get in early – positions, especially the paid ones, can be taken very quickly for some events.

You can put your name forward for any event(s) that are open for participation as soon as they are published which could be as much as a year in advance. The event provider will confirm your attendance at and position in, the event.

On the day of the event always arrive in time to sign on and attend the officials briefing to receive any last minute information about catering, de-briefing time, schedules, etc. Officials who arrive late usually lose their role as the show must go on.

## MODULE A - Observation Point - Traffic Observer

This is where most officials start their career in motor sport. In this position you are the “eyes” of Event Control and you will be relied on to provide fast and effective communication to the Incident Manager if an accident occurs in your area. Your reports will be used to confirm and/or investigate Code of Conduct breaches by drivers.

Now you understand why it is essential that you know the Code of Conduct and know the radio protocols by heart. If the worst happens Race Control has to be 100% sure that what you are saying to them is accurate and can be acted on.

What happens on the day:

1. Always arrive earlier than requested if you can. Sometimes things go wrong at the last moment or somebody else fails to turn for some reason. Go to the sign-on area where there will be a number of tablets ready for you to log in to let the system know that you have arrived.
2. After sign-on you are at leisure until the Officials Briefing is held. The system will advise you of where to go for the Official’s Briefing and what time it will commence. After this it all gets quite busy so this is a good opportunity for a toilet break.
3. At the officials briefing the event manager will confirm any last minute changes to your role or allocated point. When necessary they will provide you with a map of the point and the area you will be monitoring. You will also be advised as to which radio channel you are to use.
4. Next is the equipment issue process when you will be issued with a radio and head set, if required. You will sign for these items in the “Radio Record Book” and you will be responsible for returning this equipment at the end of the event. Always make sure you get any equipment you return is signed back in by the person appointed by the Event Manager.
5. WARNING: make sure you have a charged battery and any other equipment you take is in good working order before leaving the room. There is no value in turning up on point with faulty or flat equipment.
6. Make sure you have a clip board with a quantity of Incident Report Forms ready for you to take notes on.
7. Next you will be transported around the track to you position for the day. Make sure you have your bag ready to go and make your way to the departure area or a designated meeting place for you to be transported to your allocated point.
8. On arrival at your point have a quick look around & check that the following;
  - a. An esky with sufficient drinks and a snack for your needs.
  - b. Fire extinguisher in date with full pressure
  - c. The point is in a safe condition that is fit for the purpose
9. Maps specific to each Venue of the areas you are required to cover must be supplied by the Event Provider. Familiarise yourself with that Map so you have a clear understanding of which areas you are required to cover from your allocated point.

**If any of these items are missing advise the Incident Manager during the Comm’s check and NOT before!**

Should any of these items be missing do not panic and jump on the radio to the Incident Manager, immediately. The IM is trying to prepare a multitude of things prior to the event and will deal with you particular problem well prior to the event commencing.

You will know when the action starts because you will hear a broadcast message from race control advising “cars on track” along with other pertinent information; e.g. race distance, track configuration etc. Like wise you will know when the action is either ended or on hold because at the completion of each event you will hear a general broadcast e.g. “chequered flag” or “Last run” marking the cessation

of proceedings.

In the RACERS training chapter you learnt what it is you are looking for in driver behaviour and how to report anything you see to Race Control using the code system. In the event of a incident DO NOT not panic, wait until the incident concludes and radio exactly what you have witnessed using the approved Radio Protocols.

Remember to use the Radio Protocols because the IM requires factual information RIGHT THEN.

The IM does not require opinions, guess work, just the report situation AT THAT MOMENT using the Radio Protocols.

In the event of a incident in your area complete an Incident Report Form about what you saw and then your opinion of what led to the incident. To ensure synchronicity, request Race Control to give you the time to note on the form.

Race Control will also issue instructions as to what you are required to do with the form which is generally to hold on to it until you come back in from point or it hand it to Medical Chase to collect it from you.

Occasionally a driver with a car issue will be instructed to exit a car and to safely make his way to your point by the Traffic Manager on the Drivers radio system. When this occurs, you will be advised by race control and may be asked to have the driver confirm whether a flat tow or lift tow is required. The driver may be distressed; try to make them comfortable and offer water.

Remember texting or other activities on mobile phones are a distraction from the important task in hand, so please refrain from this type of activity during your time on point.

Some final points:

- NEVER EVER leave your point unless specifically directed to do so by the Incident Manager.
- Stay protected at all times.
- Stay alert whilst on point and be ready for the unexpected.
- Unusual and unexpected things can, and do, occur.
- Report any activity with obvious safety or Occupational Health and Safety issues.
- Remember, your safety is the number one priority.



## MODULE B - RECOVERY TRAINING

- The Recovery Team works through the Incident Manager in Event Control on radio Channel 1.
- The Recovery Team plays a very important role in the ability of Race Control to deliver a race meeting to schedule.
- Before arriving at a meeting to perform this role, please ensure the vehicle is ready to go with all equipment required.
- These points are shown on maps specific to recovery teams.
- The speed with which you respond and act in this important task are critical.
- You must monitor your radio for calls during the running of a event, as it is likely you will be allocated a job whilst the event on track is still running.
- Please maintain radio protocols at all times when confirming receipt of the task.
- Once given clearance to enter the track, follow any instructions given and proceed to the point as directed.
- Quickly take charge of the situation on arrival and hook up the car and recover to the position as instructed.
- Remember you are in charge of the recovery as allocated, not the driver of the car concerned. Any issues in this area, simply advise Race Control.
- Be prepared to “skull drag” a car to a point of safety and stay with the vehicle until instructed to complete the recovery.
- Always instruct the driver to use his brakes to keep the tow rope tight.
- Always pick up items that have come away from the car with you in the recovery process.
- Once clear of the circuit advise Race Control.
- Once the car you have recovered has been delivered back to the paddock, return quickly to your point and advise Race Control.
- This training module will involve track tours to familiarise recovery officials.

## MODULE C - STARTER (Race Meetings only)

Unlike officials covered in earlier modules, the Starter works through the Traffic Manager in Race Control on radio channel 2, which is different to all other event officials except for Marshalling who also operate through the Traffic Manager.

All racing events run under RACERS, have rolling starts.

In addition to the Channel 2 radio, the starter will be issued with a drivers radio so they are aware of the marshalling processes occurring and be warned of any traffic management actions e.g. “Clampdowns” and the like.

Whilst the rostrums do offer limited cover, you do need to pack a bag as described in the Preparation section of this guide.

Please ensure that you have the following items in the starter’s box upon arrival;

- Green Flag
- Chequered Flag
- Last Lap Board
- Stop Watch
- Clip Board with tracking forms, paper and pen(s)
- Event Programme

The RACERS Manual describes the procedure for rolling starts and this will be covered fully in the training course for this position.

The following is a summary of the Race Start Process:

- competitors are called to the dummy grid when the prior race leaves the dummy grid
- competitors are told to start engines and move out on the drivers radio by the Traffic manager.
- competitors are also green flagged out of the dummy grid by the Starter
- each category defines its start procedure and the starter has to be aware of the category’s start procedure, e.g. Warm & Form, Warm/Form
- Upon entering the main straight to come under starter’s orders the starter will hold a stationary green flag at shoulder height competitors and upon deciding the formation is go for a race start, wave the green flag to start the race when the pole car is no more than 75 metres from the start/finish line.
- The RACERS rules are clear; competitors must NOT overtake or overlap a car in the row in front until they cross the start / finish line.
- The Starter, along with Race Control and Timing, are judges of fact in relation to jumped starts.
- For races the starter is required to count laps completed by the race leader.
- The counting will be confirmed by Race Control from the Timing monitor.
- On the penultimate lap for the Race Leader the Starter displays a “Last Lap” board
- The race leader will be the first to receive the chequered flag on the following lap.
- The starter will confirm the winner by vehicle number and also advise the last vehicle number to cross the start/finish line.
- The starter, needs to be watching at all times for issues that may have a impact on safety.

## MODULE D – PIT MARSHALLING (Race Meetings only)

This position is part of the Traffic Manager's team and operates on radio Channel 2, along with the Starter, and like the Starter has a drivers radio.

The Chief Pit Marshall is in control of the paddock PA system to provide the Traffic Manager's calls to marshalling over the PA system.

In addition the marshalling team require the following;

- A clipboard, and the timely provision of grid sheets.
- A event programme
- A sample drivers wrist band
- A quantity of spare drivers radio, minimum 6.
- A quantity of spare drivers radio ear buds, minimum 6.

The marshalling team are responsible for getting competitors into the dummy grid in the correct order.

Competitors in the dummy grid must be checked and confirmed to have:

- drivers wrist band with Driver's Briefing stamp
- a working Driver's Radio
- a working timing transmitter
- the drivers radio code word as confirmation their radio is working

When a driver is unable to confirm the drivers radio code word,

The Pit Marshall will check the connections on the radio & ear buds

Request the Traffic Manager to repeat the code word as issued

If the code word is still not confirmed the radio must be changed

If the code word is still not confirmed the ear buds must be changed.

The Pit Marshall will note that NO driver may leave pit lane until they have given the correct code word

The commencement of a race will NOT be held up whilst a driver gets his radio working and NO driver may access a race track without a proven drivers radio.

If the radio or ear buds are replaced, a note of the car number needs to be made and handed to the Event Manager as soon as possible, as drivers will be charged for ear buds that are faulty and replaced.

At the same time as this process occurs, an eyeball check for apparel compliance needs to be made.

Items that need to be sighted include;

- Race Suit
- Balaclava
- Helmet – done up!
- Gloves
- Hans device
- Harness – done up, shoulder straps over Hans device.
- Window nett up.
- Drivers window half up if no nett.
- Drivers door shut properly.
- Car has scrutineering sticker.
- Timing Transmitter is visible & flashing.

Once all competing cars have confirmed drivers radio code word and the above checks have taken place, the Pit Marshal will advise the Traffic Manager the competitors are ready to commence their race.

Endurance races that require pit stops and, in some instances, a driver change are dealt with in accord with the specific rules for the event.

## MODULE E - SCRUTINEER

Competitors may approach the Scrutineer, when available, on the day prior to an event for the vehicle check and approval of apparel. If satisfactory the scrutineer will attach & sign a sticker saying that the inspection has been made and no apparent problems have been found.

No driver or vehicle will be permitted to exit pit lane until they comply with the requirements of the RACERS manual. The RACERS Manual clearly defines Vehicle and Apparel requirements, and this is the basis of the scrutineering check. All items in the requirements must be presented at the one time for inspection.

Once these checks have been completed to the scrutineers' satisfaction, a sticker confirming compliance will be affixed to the competing vehicle, which will subsequently be checked by the pit marshalling team every time the vehicle appears in Pit Lane.

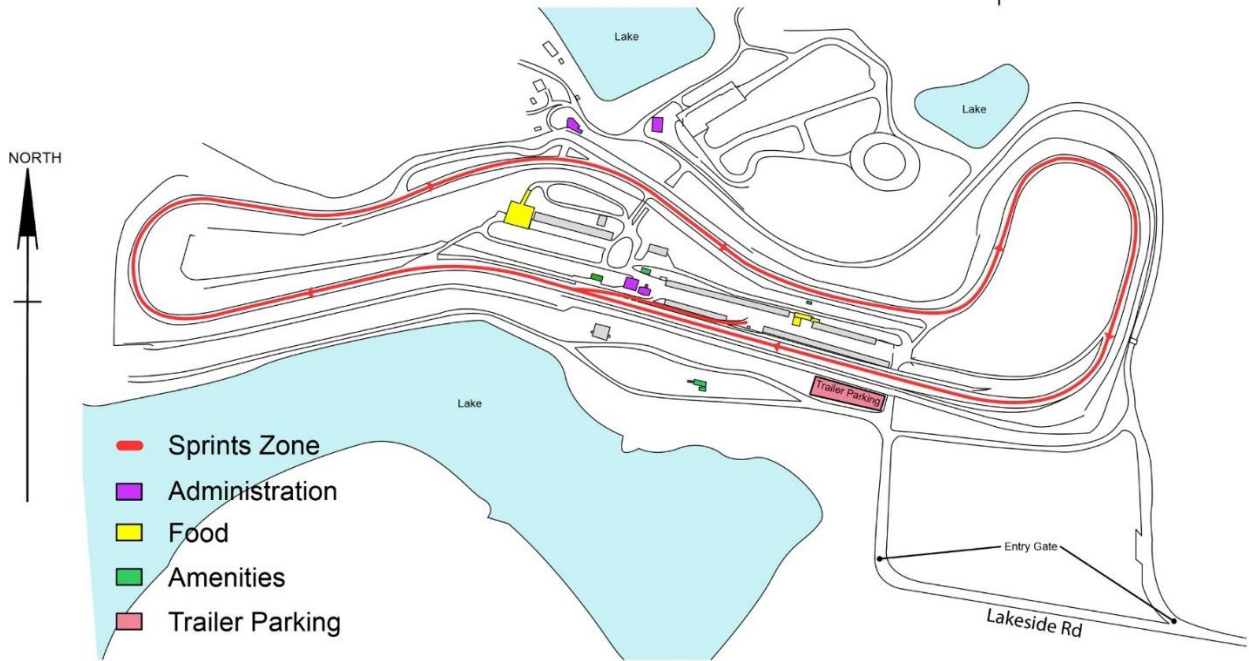
During an event the scrutineer may be required to inspect any vehicle to ensure it is still raceworthy and/or still in compliance with the RACERS requirements. The Scrutineer has the authority to remove the NAFF sticker anytime they believe they have just cause.

The ability to follow direction and act quickly in pressure situations is important in this role.

Figure #1



Figure #1



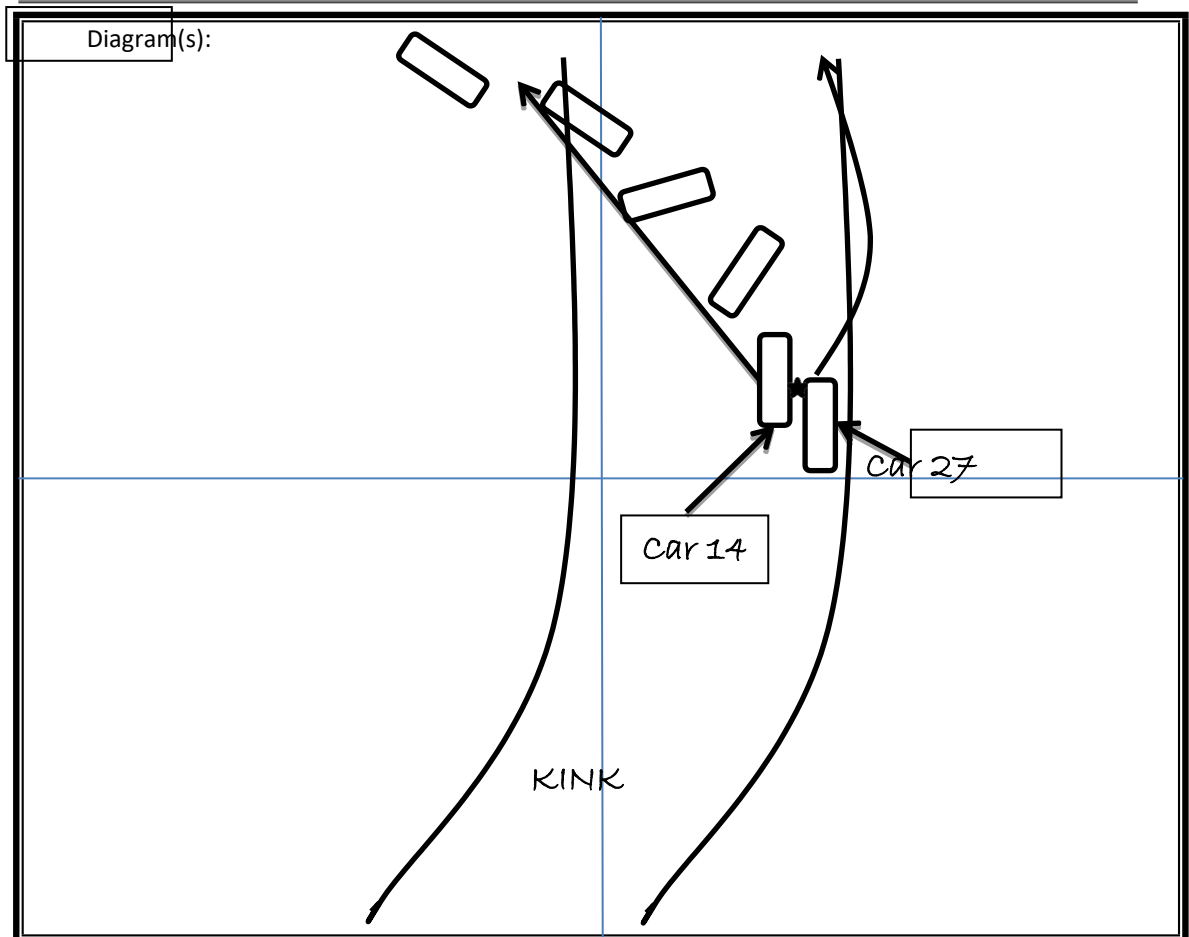
SAMPLE OF THE OR



Observer's Report
By: Jack Black
On: 12 / 5 / 2015 @ 13 : 35

Venue: Lakeside Event Name: QRDC 2

I was at Observation Point 3 when I witnessed an incident involving:
Vehicle No. 27 Vehicle No. 14 Vehicle No. Vehicle No. Occur
at track location: about 200 metres after the Kink
During which: 27 was the overtaking car and he tried to go
outside 14 for the braking line into Karussell 14 lost it and got tapped
in the
right rear spinning him around onto the infield where he hit two barriers.









**VEHICLE DAMAGE  
REPORT:**

By: \_\_\_\_\_

On: \_\_\_\_/\_\_\_\_/\_\_\_\_ @ \_\_\_\_: \_\_\_\_

**Vehicle Damage Report - Scrutiny**

**Venue:** \_\_\_\_\_ **Event Name:** \_\_\_\_\_

I inspected Vehicle No. \_\_\_\_ Driven/Riden by: \_\_\_\_\_

And found the following damage to the vehicle and apparel.

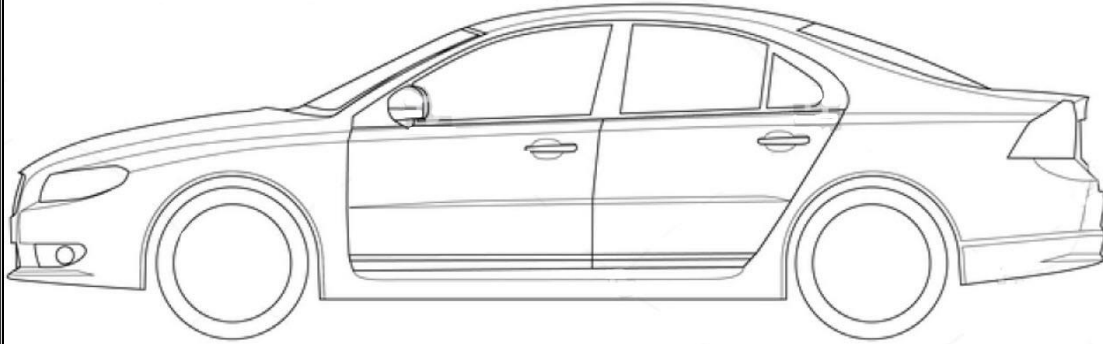
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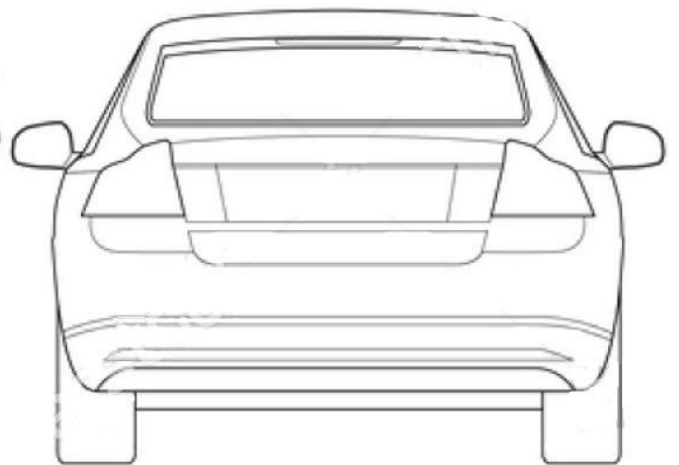
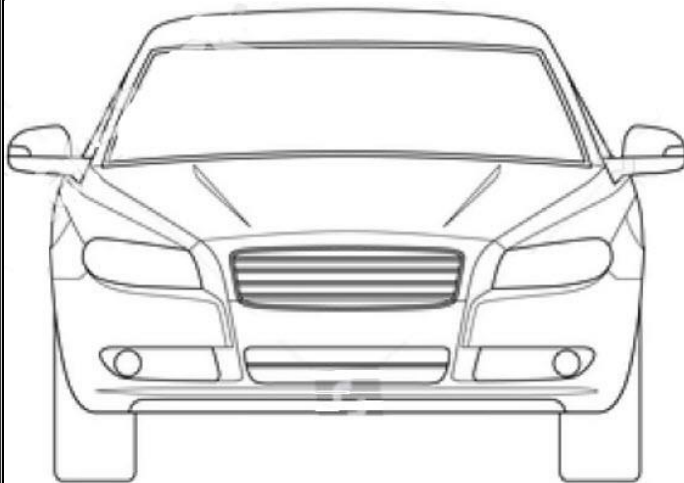
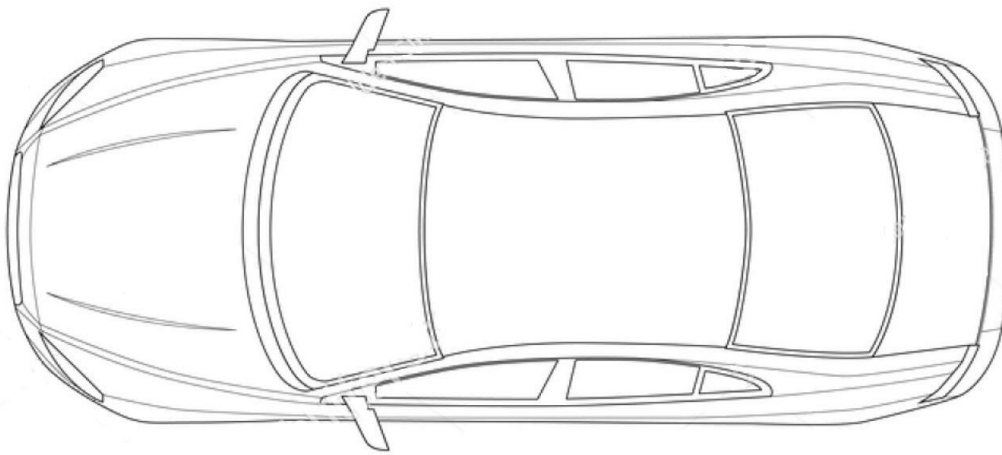
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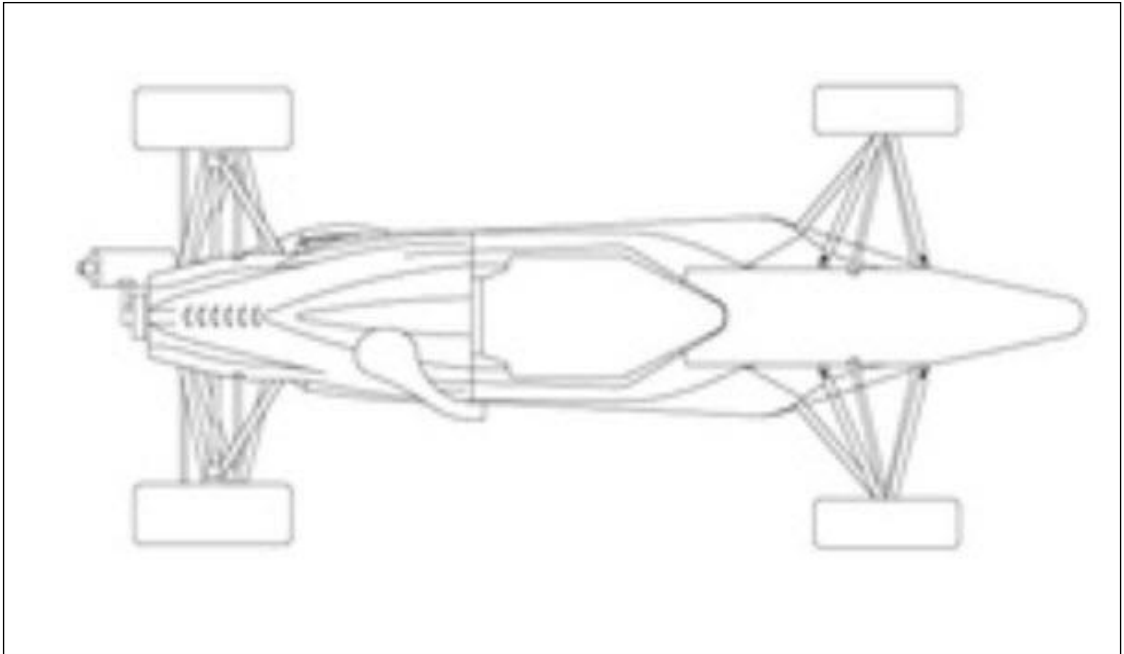
Damage Noted:

The diagram shows three line-art views of a motorcycle for inspection: a side profile view at the top, a front view at the bottom left, and a top-down view at the bottom right. To the right of the side view is a box containing the text 'Left Side  Right Side '. The entire diagram is enclosed in a large rectangular border.



Left Side   
Right Side





12/ CONTACT

If you have any queries or require any further information please contact RACERS on [admin@racers.world](mailto:admin@racers.world)