



OFFICIALS GUIDE

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FILM NEGATIVE

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 to run, 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 that 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 OF BEING A VOLUNTEER OFFICIAL:

- AGE:

The minimum age of an official is 16. Children under this age may volunteer but will be restricted to duties away from competing vehicles. This will be at the discretion of the event management.

- HEALTH:

Most official jobs will require a normal amount of strength and exercise. 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 drugs. Please advise your supervisor if you take prescription medicine that may have side effects.

- DRESS CODE:

No set dress code, but denim jeans and comfortable, 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 beanie is often required.

- ATTITUDE:

In general, officials are usually 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 for your first (and any future) event, you will be covered by the Australian Auto Sport Alliance insurance. It is imperative that you 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.

WHAT IS PROVIDED?

Depending on the event, the following may be provided;

- An "ATR" logo cap/and or shirt
- A swing-tag pass
- Accommodation (if you're not local)
- Most meals (including lunch on course)
- Event specific equipment (radio's, clocks etc...)
- Water and snacks/fruit

WHAT WILL I BE REQUIRED TO DO?

In the following pages, we will outline the different roles and areas you may be keen to work in. Each position will require something different, some may need you to spot car numbers quickly, others may require radio communication.

Have a read of the different positions and see what may interest you.

Bear in mind, we can't guarantee a position has not already been filled.



THE BASIC AREAS THAT WE REQUIRE OFFICIALS FOR ARE AS FOLLOWS;

- Scrutiny – Cars and competitors get a once over to ensure they meet all regulations
- Morning/Lunch Muster – Get the cars in seed order in the morning, and again after lunch.
- Events Set Up Crew– Help set up the official start, podium finish and other events.
- Prohibited Substance Testing – Every competitor gets a compulsory breath test every morning.
- Stage Team – Run 1 or 2 stages a day, setup, run, track and pack up your set stages.
- Lunch Crew – Set up lunch parking and spectator viewing while the drivers' recharge.



A LIST OF DETAILED STAGE POSITIONS ARE AS FOLLOWS:

STAGE MANAGER

- Responsible for the running of designated competition stage/s
- Ensures all stage official positions are appropriately filled and trained
- Sets up, operates and dismantles the assigned stage start control, finish and stop point
- Manages the Command Net cellular mobile telephone systems
- Oversees the distribution and collection of all stage equipment
- Reports abnormal incidents to Command and addresses competitor enquiries

SAFETY MANAGER

- Ensures all stage set-up arrangements, with particular attention to safety taping and tagging, fully comply with the stage plan and schedule, and that stage compliance is confirmed to the Stage Manager
- Erects caution boards, chicanes, SOS points, and any other signage on the stage.

START LINE OFFICIAL

- Brings competition vehicles up to the start line
- Checks for helmets, belts, wristbands, lights, etc.

START RALLYSAFE OPERATOR

- Electronically acknowledges the book-in and activates the actual start time of competitors

ROAD CLOSURE

Where the closed roads join roads that are still open to the public, Road Closure Officials are positioned to maintain the security of the course, to prohibit unauthorised access and to assist the public with information. This may consist of alternate routes or road closure times, rally protocols or general information about the rally (as road closures can become small spectator points for locals). It helps to have good communication skills in this role.

**EVENT LOCATIONS AND DATES,
PLEASE HEAD TO OUR WEBSITE:
WWW.AUSTRALIANARMACRALLY.COM**

**AASA OFFICIALS LICENCE APPLICATIONS
WWW.AASA.COM.AU/OFFICIALS**

**ANY QUESTIONS;
INFO@TARMACRALLY.COM
OR
CALL (03) 9111 9929**