



CAMS CLUB RESOURCE GUIDE

CHAPTER 12C: ORGANISING OBSERVED SECTION TRIAL



Australian Government
Australian Sports Commission

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CONFEDERATION OF AUSTRALIAN MOTOR SPORT

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HOW TO ORGANISE A CLUB OBSERVED SECTION TRIAL



An Observed Section Trial

A Club Observed Section Trial (OST) is a competition designed to test the traction and manoeuvrability of generally road going vehicles and the skill and judgment of the driver. An OST is conducted on an unsealed, slippery surface between poles forming “gates” which mark a course. Only one vehicle is allowed on each test at any one time. This event differs from the more difficult OST’s that are conducted for purpose built OST Specials as described in the CAMS Manual.

The aim of an OST is for the driver to drive the set course in a manner to proceed as far as possible before the vehicle either ceases to move forward or strikes a marker pole. There is no timing, and the scoring is simply by the total number of “gates” that the vehicle passes through

For a car to successfully clear a “gate” for scoring purposes, any part of the vehicle must pass through the imaginary line between the two poles marking the “gate” before the vehicle’s non-driven wheels cease forward motion, any part of the vehicle strikes a pole, or the vehicle leaves the designated course. The competitor with the greatest number of “gates” successfully completed over a number of courses during the event is the winner. Generally up to five or six courses are used to complete an event.

A set of Regulations under which an OST may be conducted are attached.

An organising permit is required and insurance is automatically included in the permit fee.

1. OVERVIEW

1.1 Observed Section Trial Courses

Guideline: An OST course may be set with no particular requirement other than it may consist of between 18 and 25 “gates” in a configuration designed to make navigating the course difficult by either the tightness of the course or the inclusion of slippery sections (usually uphill) where vehicles are likely to lose traction. There is no minimum or maximum length of a course, but it should be laid out to keep the speeds of a vehicle down to walking pace. Organisers of Club OST events are encouraged to devise courses that use the local topography of a venue to best advantage, particularly to suit the size and shape of the venue being used.

1.2 Who May Compete In Observed Section Trials

Any member of the organising club/s may compete:

- Provided the driver holds at least a CAMS Level 1 licence (‘One Day Licence’) or, as a minimum, a Level 2NS/2NSJ licence (an annual licence);
- If a junior is not under 12 years of age, and is able to demonstrate an ability to control the vehicle;
- A passenger is usually carried to aid the traction of the vehicle by “bouncing” within certain confines. Minimum age of any passenger is 12 years and a passenger must complete a “Passenger In Vehicle Disclaimer” form (or parent/guardian must sign).

1.3 Driver / Passenger Apparel

- A safety helmet is not compulsory;
- Short sleeve shirt and short pants are acceptable;
- Enclosed shoes compulsory (bare feet, thongs or sandals not permitted);
- At least a lap-type seat belt, properly adjusted, must be worn..

1.4 Eligible Vehicles

Any basic road going vehicle is eligible, subject to acceptability of the Clerk of Course, provided it complies with Schedule A (‘General Requirements for Cars and Drivers’) of the CAMS Manual of Motor Sport (however, it does not require to be fitted with roll over protection). It must be subject to scrutiny prior to the event with particular attention given to brakes, steering and tyre condition, seat belts, seats, secure wheels, no loose objects in the cabin and no extra ballast. Tyres are restricted to treaded tyres suitable for road use (no wintertread or bar tread tyres).

1.5: Safety At Venue

- The CAMS Medical Response segment of the Non-Speed Event Application Form (available on the CAMS website) and forwarded to CAMS.
- It is recommended that a first aid kit (e.g. from St. John Service) and fire extinguishers (minimum 2 x 0.9kg) be provided at the venue.

Guideline to safety:

The CAMS Safety 1st Event Package provides essential information for organisers of either motorkhana/khanacross events of the potential risks of the activities associated with these events (other than the competition component, where risks are minimized through the application of the CAMS National Competition Rules). The CAMS Event Safety 1st Package also provides important information on how to assess and manage hazards and is available on the CAMS website.

2. PLANNING THE EVENT

2.1 Determining to Hold an Observed Section Trial

Establish the broad period in which to conduct the event and hand decision to the Sporting Committee. Factors to be taken into consideration when selecting a period are other events on the club's calendar, other events (public or motor sport) that may affect attendance by competitors and officials, effect of wet weather on a non-sealed surface venue.

2.2 Looking For A Venue

Guideline: Seeking a Venue

OST's ideally require an unsealed, undulating surface, with hills and banks, preferably wet and slippery. These type of events are better held in the winter months, although a dry surface can be used if water is available to wet the surface and make it slippery. The best venues are usually farm land or open locations.

If there are obstacles such as trees or gully's set the courses to suit the layout. If spectators will be in attendance make sure a viewing area is set aside in a safe location.

Once a suitable site has been located, permission to hold the event must be obtained from the land owners and any other relevant bodies.

If approval is required from Local Council, Police, Environment Authorities, etc permission should be sought some six months before the event, to allow ample time to complete all necessary approvals, particularly if the site has not previously been used for motor sport.

2.3 Selecting a Date According to Availability of Venue

Guideline: Event Date

Selecting a date will be influenced by the availability of a suitable venue and the likely weather. An OST event is best suited to the wetter months of the year.

Clubs usually plan a calendar of events 12 months in advance, higher level events being submitted to CAMS in September to November the previous year (the higher the status of the event, the earlier the submission). Usually when the national and state championship events are set, dates for other events are allocated. However, for club sport activities there is no reason why a club cannot determine at any time to conduct an event.

'Standard' venues used by clubs for events such as motorkhanas are unlikely to be suitable for an OST due to potential damage to the ground surface. Therefore, clubs are encouraged to seek out new venues that are suitable.

2.4 Budget

Guideline: Budget

Unless there is a specific ruling by the club's committee one of the prime objectives in running an event is to do so without making a financial loss. Therefore a budget should be drawn up to determine its financial viability and then used to monitor expenditure and income against the budgeted figures to allow any adjustments to be made so that a loss is not incurred.

Main expenditure items to consider are:

- CAMS permit fee;
- Hiring of a venue;
- Hiring/purchase of any equipment (determine what equipment can be borrowed);
- Car numbers (if purchased; often water-based white shoe cleaner is used to mark numbers on glass – if it is wet weather put number on inside of car);
- Fuel/accommodation for officials, if required;
- Stationery including printing photocopy paper;
- Trophies/Awards.

Income will generally be based on entry fees; if sufficient entries are in doubt a club subsidy may be considered.

2.5 Appointing an Event Organising Committee

Appoint a Clerk of Course, or Event Manager, to organise the event and to select the organising committee.

EVENT ORGANISING COMMITTEE

2.6 The Event Organising Committee

Guideline: Event Organising Committee

An Organising Committee should consist at least two persons – the Clerk of Course and the Secretary. A club may have an Event Organiser who may not necessarily be the Clerk of Course and thus the committee would consist of three persons.

This committee is invested with all necessary powers for the organisation of the meeting and the enforcement of the Supplementary Regulations. However, there is no limit to the number of positions that can be created. A suggestion for a club OST is:

- Clerk of Course;
- Assistant Clerk of Course (optional)
- Secretary/Treasurer;
- Chief Scrutineer;
- Chief Scorer

Other officials - such as Equipment Officer, Officials' Coordinator, Chief Spectator Marshal - will have specific roles and may need to attend some committee meetings so that they gain an understanding of the planning of the event and their exact roles in it.

Clerk of Course or Event Director

The Clerk of Course is responsible for the entire conduct of the event and all officials are responsible to this official, who must ensure the following takes place:

- Event planning;
- Documentation - to be conducted prior to the event, usually on the day;
- Scrutiny - to be conducted prior to the event, usually on the day;
- Officials recruitment - ongoing from when it is decided to conduct the event;
- Test set up and operation - checking the courses setup, placement of officials, safety considerations;
- Scoring of courses
- Results for the end of the day announcement, and detailed results to be issued after the event.

For an OST where there is no Steward, the Clerk of Course has the responsibility of investigating an incident that may give rise to an insurance claim. A written report must be submitted to CAMS as early as possible.

If there is a single Clerk of the Course he/she may not compete. The appointment of a Deputy or Assistant Clerk of Course is necessary if the Clerk of Course is competing in the event

Deputy or Assistant Clerk/s of Course

One or more Assistant Clerks of Course may be appointed and specific roles allocated to them, but the overall responsibility rests with the Clerk of Course.

Secretary of the Event

The role of the Secretary includes receiving and processing entries, collecting entry fees, organising documentation (on the day) and may include organising the issue of results. The Secretary may compete.

Scrutineer

The Scrutineer is responsible for checking cars for safety prior to the event and re-inspecting any damaged vehicles that may occur during the event. The Scrutineer(s) may compete.

2.7 Essential Officials

Guideline: CAMS Requirements For Essential Officials Attending The Event

- The Clerk of the Course is an Essential Official and cannot compete unless an Assistant Clerk of the Course has been appointed. Both must be CAMS accredited at least as a Club Chief. Either the Clerk of the Course or the Assistant Clerk of the Course must of necessity always be on duty while one or the other is competing and during such time the acting Clerk of the Course must be clearly and readily identifiable as such (eg: by wearing an armband or a tabard marked 'Clerk of Course');
- Should the club not have an accredited Clerk of Course (or Assistant) it should contact another club/s or CAMS and seek one for the day's activities;
- If a Steward is not present any matter arising from the event which requires action by the Stewards shall be referred to a stewards' hearing which shall be organised by CAMS (after the event). Refer to NCR169 xix.

2.8 Officials Accreditation

Guideline:

All officials must hold CAMS Officials Accreditation; minimum requirements are:

- | | |
|--------------------------------|---|
| • Clerk of Course | Club Chief |
| • Deputy Clerk of Course | Club Chief (if relieving Clerk of Course while he/she competes) |
| • Chief Steward (if appointed) | Club Chief or Bronze Steward |
| • All other officials | Trainee Official, or General Official |

Trainee Official

Officials with no current motor sport officiating experience can, on the day, complete an Officials' Trainee Licence form (available from CAMS website) and after the event forward it to CAMS for processing.

2.9 Steward/s

Guideline: Steward/s

The Club may appoint a Steward/s and the Chief Steward must hold at least a Bronze or Club Chief Licence. Stewards cannot compete. Refer to NCR169 xix.

2.10 Prepare An Event Timeline

Guideline: Event Timeline

A timeline is a way of displaying a list of events in chronological order and is used to help the organising committee to know what milestones need to be achieved, and within what time schedule.

Weeks To Go	Activity	Responsible
8	Decide to conduct event	
8	Select a venue (some venues will require a longer timeline)	
8	Appoint an organising committee	
7	Visit venue to determine approximate course layouts (Final layouts to be chosen on the day). Aim for a minimum of 4 courses.	
7	Consider safety issues (see Selection of Tests Guideline below)	
6	Prepare draft supplementary regulations and entry form (with CAMS disclaimer); see sample documents attached	
6	Prepare equipment list and the source of provision of equipment (see Guideline list below)	
4	Call for officials to run the event (see Guideline below)	
4	Submit supplementary regulations and entry form to CAMS permit department with permit application form	
4	Complete a Medical Response/Emergency Services Information Sheet and forward to CAMS with Non Speed Permit Application Form (sheet and form available on CAMS website)	
3	Prepare a Day Schedule (see C1 Guideline below)	
2	Confirm availability of venue	
2	Notify local police and neighbours of event if the venue is an area exposed to the public, particularly in built-up areas	
2	Issue supplementary regulations and entry form	
1	Organise collection of equipment; arrange for its transport	
1	Meet with officials to allocate and discuss roles on the day	
1	Finalise documents - Scoring / recording sheets, results sheet	
0	THE EVENT	

Guideline: Selection of Courses

Particular attention should be paid to the selection of courses which will allow the event to be conducted with an adequate margin of safety, especially if there is likely to be spectators (even if only friends and relatives of drivers), and must be taken into account early in the event planning, and even in the selection of a suitable venue.

Guideline: Equipment and Documents List (Sample)

A check list of equipment and documents needed should be made well in advance. Markers and/or flags should be sufficient to cover breakages, Safety bunting or barriers must all be organised and checked to make sure they will do the job required. Sufficient replacement markers should be available, along with any equipment needed to secure them (hammers, etc).

Equipment

- Barricades if deemed required;
- Poles with numbers on half of them from 1 to 25 to form the "gates". Need enough to make two courses plus spares.
- Car numbers if numbers are issued; or provision for marking numbers on vehicles (eg: use of liquid chalk or white shoe cleaner to write number on window);
- First aid kit (recommended);
- Hammer/s to replace poles
- Fire extinguishers (minimum 2 x 0.9kg) – recommended;
- Measuring tape or wheel;
- Pens, clipboards to hold documents for recording vehicle numbers and scores;
- Provision for marking numbers on vehicles (eg: use of white shoe cleaner to write number on window);
- Radios (two-way) if used
- Rope or bunting for controlling spectators, to mark 'no go' areas; or to mark competition area;
- Safety vests for all officials
- Table and chairs where considered required;
- Weather protection (hot or wet).

Documents

- Activity Recording Sheets for officials to record progress of competitors;
- CAMS Permit (for posting on notice board);
- CAMS OH&S Policy documents (for posting on notice board);
- CAMS Trainee Officials Licence forms;
- Entry Forms for entries on the day;
- Medical Response/Emergency Services Form (copy from Permit Application Form);
- Officials Sign On Sheet (CAMS);
- Passenger Indemnity Sheets (CAMS);
- Results sheets (to fill in on the day); or these can be by computer and printer;
- Supplementary Regulations and Further Regulations (if any) for entries on the day;
- Course Diagrams for competitors;
- Course diagrams with layout dimensions for officials.

Guideline: Officials

The number of officials required to run the event will vary according to whether spectators are likely to be present, and the number and type of courses planned for the day and the number to be run at the one time.

3. ON THE DAY – BEFORE THE TRIALS

3.1 Day Schedule

Guideline: Day Schedule (Sample)

Conducting an event on the day successfully depends very much on the day schedule being prepared with care, and its issue to relevant officials. Once the number of entries is known (or anticipated) and the number of courses to be conducted determined, the day schedule can be prepared in detail. Some issues that need to be considered are:

- time for setting up courses;
- time for any competitor reconnaissance (on foot, walking around courses);
- time on program for competitors to carry out course;
- on some events, time for competitors to turn around and return to the holding area;
- buffer time:
 - delays in recovering vehicles (bogged, stalled, broken down);
 - planned breaks (eg: lunch).

DAY SCHEDULE PRIOR TO TRIALS

Time	Activity	Who Is Responsible
0800	Open entry gates (if applicable)	Clerk of Course
0800	Officials arrive and sign on CAMS Sign On Sheet	Secretary
0815	Set up an official notice board and place on it the CAMS Permit and OH&S Policy; sketch of courses	Secretary
0815 – 0900	Set up courses	Available officials
0815	Set up documentation	Secretary
0830	Competitors arrive	
0830 – 0930	Receipt of entries; documentation	Secretary
0830 – 0930	Scrutiny of cars	Scrutineers
0900	Place first aid kit and fire extinguisher/s in strategic location/s	Clerk of Course
0930 – 0945	Officials allocation and briefing	Clerk of Course
0945 – 0955	Drivers briefing	Clerk of Course
1000	Start event (after Clerk of Course test)	

3.2 Documentation

Guideline: Documentation

An official (usually the event secretary) receives entries and conducts documentation checks. This can be carried out at a suitable location at the event venue, or at scrutiny (or even over a car bonnet!!). Checks are to cover:

- competitor's competition licence and club membership – checking expiry dates in particular;
- entry form is correctly completed and disclaimer/s signed;
- under-age indemnity form completed by a parent or guardian;
- passenger indemnity form completed (if applicable).

The following can be issued to competitors:

- car number for affixing to the vehicle (if applicable – using white shoe cleaner is satisfactory);
- (spare) supplementary regulations;
- further instructions (if any);
- course instructions.

3.3 Scrutiny

Guideline: Scrutiny

Scrutiny of vehicles is carried out to ensure they meet safety requirements for the event and should be checked by scrutineers using a prepared scrutiny check sheet. Vehicles should be presented in a "ready-to-go" condition.

Selection of the scrutiny location needs to take into consideration:

- sufficient space for more than one vehicle to be checked at any one time;
- a suitable area for unloading vehicles off trailers;
- ample parking nearby for assembly of vehicles waiting to be checked;
- area is not accessed directly from a main road (to avoiding vehicles banking back onto the road);
- if documentation is carried out in the scrutiny area make sure that it doesn't congest the actual scrutiny area.

It is best to rope off the actual scrutiny area to allow for a clear flow of vehicles and to avoid congestion with spectators and non-scrutiny officials.

As a guideline use the attached Motorkhana Safety Scrutiny Check List.

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3.4 Officials' Briefing

Guideline: Officials Briefing

- Welcome and thank you for participating;
- Ensure all officials have 'signed-on' for CAMS insurance cover;
- Schedule for the day;
- If unaware of a situation ask do not assume;
- Never turn back to competing cars and keep an eye on the competing car at all times to ensure the correct route has been used – and for safety reasons.
- Reminder of:
 - no litter to be left behind – use bins or take rubbish;
 - no smoking (where this applicable);
 - no consumption of alcohol under any circumstances.

The Courses

- Guide the competitor up to the start line;
- Course attempt starts when vehicle starts to move forward, and finishes when the vehicle's non driven wheels cease forward motion, the vehicle hits a course marker, leaves the course or completes the entire course successfully;
- Scoring of "gates" passed occurs when any part of the vehicle passes between the imaginary line between the two markers designating the "gate", even though another part of the vehicle subsequently hits a marker or the vehicle ceases forward motion;
- To score full points on a course, the whole vehicle must pass through the final "gate";
- Only one attempt at each course is permitted;
- Spectator marshalling instructions (where applicable).

3.5 Competitors' Briefing

Guideline: Competitors Briefing

A competitor briefing should be held prior to the start of competition and preferably be conducted by the Clerk of Course. A written briefing is an alternative and can be issued at documentation.

The briefing should include:

- A welcome to the event;
- Introduce key officials and special guests
- Comment on fact that motorsport is dangerous and can result in damage to vehicles and equipment and injury to persons;
- Introduction of senior officials (assistant clerk of course, steward/s – if appointed);
- Brief outline of day's activities;
- Show sample of boards, flags, signs to be used;
- Number of courses, starting & finishing procedure
- Regulations under which scoring is applied;
- Vehicle recovery (if relevant);
- How to drive the event (if there are novice drivers – or could ask them to stay back after briefing for their own special briefing);
- Any safety issues/procedures;
- Medical/first aid available and procedures;
- Any special requirements of the event;
- Reminder of:
 - apparel requirements;
 - no speeding in area (drive at walking pace at all times when not competing);
 - no litter to be left behind – use bins or take rubbish;
 - no smoking (where this applicable);
 - no consumption of alcohol under any circumstances.

4. ON THE DAY – THE COURSES

The following is a simplified version of conducting an Observed Section Trial.

4.1 Number of Courses

Guideline: Setting Up Courses

- Ensure that the markers for the “gates” are laid out according to the event guidelines, with the numbered markers on the right side of each “gate”;
- No practice is permitted, although “walking the course” is encouraged;
- The number of courses is at the discretion of the Clerk of Course. Only one attempt at each course is permitted;
- Before each test begins, a final check should be made by the Clerk of Course to ensure the course layout is complete. Check that test officials are in a safe position.

4.2 Reruns

Guideline: Reruns

Re-runs should only be allowed if the Clerk of Course decides that the competitor’s attempt at the course was impeded by outside factors.

4.3 Course Routine

Guideline: Course Routine

- The start is by indicating to the driver that that he/she can start in his/her own time;
- Finish is when the vehicle fails to proceed any further, hits a marker, leaves the course or completes the course successfully;
- If a test marker/cone has been displaced from its original position by a driver during an attempt at the test, and if the driver is required to negotiate that marker again during the test, the driver must proceed according to the original position of the marker;
- If a driver covers all of the required course without penalty, and the vehicle passes completely though the final “gate”, they will receive full points for that course.
- A vehicle must complete the full distance of the course under its own power.

4.4 Scoring

Guideline Scoring:

- A driver is scored by how many “gates” he/she successfully passes through without stopping, hitting a marker or leaving the course.

4.5 Penalties

Guideline: Penalties

Exclusion

- ‘Hooning’, as deemed by the Clerk of Course.

No score

- Failure to attempt a test

4.6 Results

Guideline: Results

Placings are decided on the total of scores for each course used for the event added together. The winner/s are the driver/s having the highest score at the completion of the event. In the case of equal scores, the tied drivers are declared joint winners.

5. POST EVENT

5.1 Documents to CAMS

- EP101: Clerk of Course Report
- EP102: Stewards Report – Race, Speed and Non-Speed Events (sent in by Steward/s)
- EP107: Incident Report – if an incident occurred, together with either one or both of:
 - EP105: Vehicle Damage Report (if substantial damage to a vehicle/s)
 - EP106: Personal Injury Report (if an injury has been sustained)
- Form 5-3-5: Venue and Personnel Report
- Any Trainee Officials Licence Application Forms
- A set of results

These documents are to be completed & forwarded to CAMS within 7 days.

5.2 Results

Guideline: Results

Compile results and distributed to competitors within 72 hours of the event (or place on website).

5.3 Presentation

Guideline: Presentation

Purchase of trophies for presentation to award winners

5.4 Budget Summary

Guideline: Budget Summary

Prepare a summary of the expenditure and income and present it to the Committee.



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