

# CAMS CLUB RESOURCE GUIDE

## CHAPTER 12E: ORGANISING STRAIGHT LINE SPRINT



Australian Government  
Australian Sports Commission

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## HOW TO ORGANISE A CLUB SPRINT, STRAIGHT LINE (400m)



### **SPRINT, STRAIGHT LINE (400m)**

Straight Line Sprints are from a standing start over a measured distance of up to 400m on any surface and provides a suitable slow down area, both areas in a straight line. They can be conducted on closed roads, racing circuits, drag strips and runways at airfields.

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

## 1. OVERVIEW

### 1.1 Sprint Course

Guideline:

Any straight line course is suitable, provided it is safe enough to be issued with a CAMS Category C Track Licence.

### 1.2 Who May Compete In A Sprint

Guideline:

Any CAMS licence holder of at least Level 2S (Level 2SJ). Drivers must be at least 14 years of age.

### 1.3 Passengers In Cars

Guideline:

Passengers are not permitted.

### 1.4 Driver Apparel *(refer to Schedule D in the CAMS Manual of Motor Sport)*

Guideline:

The following is required:

- A safety helmet of at least Australian Standard 1698;
- Clothing from ankles to neck to wrist - flammable synthetic material, such as nylon, is not acceptable; flame-retardant overalls and underwear are recommended;
- Shoes with leather uppers that cover the foot or shoes which have a leather upper but which includes elasticised ankle regions (eg: elastic-sided work boots);
- Goggles or helmet visor complying with Schedule D must be worn in all open cars and in closed cars where no windscreen is fitted;
- FIA-standard flame-retardant gloves are not mandatory but are recommended.

### 1.5 Eligible Vehicles

Guideline:

Any vehicle conforming to CAMS Schedule A and B of the CAMS Manual of Motor Sport. Roll over protection is not compulsory.

### 1.6 Safety Equipment At Venue

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

## 2. PLANNING THE EVENT

### 2.1 Determining to Hold a Sprint

Establish the broad period in which to conduct it 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

A list of established venues for each state is available on the CAMS website.

Particular attention should be paid to the selection of a course which will allow the event to be conducted with an adequate margin of safety, especially if there is likely to be spectators (even if friends and relatives of drivers).

Whatever the venue selected it will need a CAMS Category C Track Licence.

At all venues the slow down, or braking, section of track after the flying finish should be at least 300m. Any assembly area at the end of the braking area needs to be well offline to the travel of competitors in case of car brake failure.

#### Street/Open Road Sprint

A Single car, straight line, speed event on a simple venue, for example a (legally) closed straight public bitumen road, 6-8m width with an approximate 20m between property boundaries:

- Possibility of justifying wide open spaces as an appropriate substitute for first line of protection should be explored;
- On street sprints deep gutters and kerbs are a serious hazard and protection should be designed accordingly;
- The surface of the course must be studied for appropriateness for competition use (or for use by certain types of car) for the speeds the cars will be travelling (to ensure the driver does not lose control over any 'rough' part of the road);
- There needs to be sufficient protection against the natural elements for the competitors (trees, power poles, rocks, et al next to the road);
- Consideration needs to be given to the potential fire hazard due to the dryness of the vegetation alongside the roadway (in case a car leaves the road and the exhaust setting fire to the grass).
- Guardrail overlapping raises a particularly difficult problem when a venue is primarily used as a two way public road and is used for motor sport. This creates a problem where, if used for motorsport activity some of the guardrail beams will be overlapped in contravention to the requirements appropriate for one-way use. Additional hazard control procedures to be implemented in areas which are considered to be critical impact zones.

#### Airport Runway Sprint

Airports offer excellent opportunities for sprints with long safe runways.

- These venues do not have roadside hazards like with street/open roads used for sprints;
- An evacuation plan for all cars, equipment and officials to be withdrawn from the runway needs to be prepared in case of an emergency landing.

#### A Speed Event On Part Of An Existing Race Track

A Speed Event on part of an existing race track should be planned in the direction of travel of the race track licence issued by CAMS.

#### Officials/Spectators

- Only two officials need be forward of the start line (timing officials at the flying finish, located well away from the track);
- Other officials may be at an assembly area at the end of the braking area;
- All competitors and spectators are to remain behind the start line.

Once a suitable site has been located, permission to hold the event must be obtained from the land owners and any other relevant bodies, and then a Category C Track Licence must be applied for from CAMS (if a track licence is not already issued for the venue). The proposed course will be checked by a CAMS Track Inspector prior to the issue of a track licence.

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 Selects A Date According To Availability Of Venue

### Guideline: Event Date

Selecting a date will be influenced by the availability of a suitable venue.

Clubs usually plan a calendar of events 12 months in advance, with 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 are available but these are often booked out well ahead, so planning to use one of these venues needs to be made well in advance. However, 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 to monitor expenditure commitments and potential 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;
- CAMS track licence fee (if applicable);
- 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.

## 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 sprint is:

- Clerk of Course;
- Assistant Clerk of Course;
- Secretary/Treasurer;
- Chief Scrutineer;
- Chief Timekeeper – not necessary if using stopwatches but may be needed if electronic timing is being used as it may be necessary to have someone who knows how the system works!

Other officials - such as Timing Officials, 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

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;
- Course set up and operation - checking the course setup, placement of officials, safety considerations;
- Timing of test;
- Results;
- Observers.

If there is a single Clerk of the Course he/she may not compete but 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 (Meeting)

The Secretary of the Event role 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.

### Chief Scrutineer

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

### Timing Official/s

This official(s) is responsible for starting and timing. The timing official/s may compete.

### Observers

Appointed around the course to observe that cars follow the course and hitting of any markers (if applicable).

## 2.7 Essential Officials

Guideline: CAMS Requirements For Essential Officials Attending The Event

- The Clerk of the Course, Chief Scrutineer and (at least) a single Steward are Essential Officials.
- The Clerk of Course may compete but only if 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 may contact CAMS and seek one to be appointed for the day's activities;
- The Chief Scrutineer may compete once he/she has discharged his/her duties of checking vehicles prior to the commencement of competition;
- The duties of the Secretary of the Meeting and Timing Officials may be carried out by the Clerk of the Course or by another suitably qualified official whilst these officials compete.

## 2.8 Steward/s

Guideline: Steward/s

The Club may appoint a Steward/s and the Chief Steward must hold at least a Club Chief Licence. State Stewards Panels can be contacted for allocation of stewards. Stewards cannot compete.

The track must be approved by the Stewards and they may modify the program and the course in consultation with the Clerk of the Course in the interests of safety

For a speed event the Steward/s 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.

## 2.9 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 than 8 weeks as the course must be submitted to CAMS for the issue of a Category C Track Licence if one is not already available for the venue)	
8	Appoint an organising committee	
7	Select course	
7	Consider safety issues (see Selection of Course Guideline below)	
6	Prepare draft supplementary regulations and entry form (with CAMS disclaimer)	
6	Prepare equipment list and the source 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 and other required documents issued by CAMS	
3	Prepare a Day Schedule (see 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 buildup areas	
2	Issue supplementary regulations and entry form and place on website	
1	Organise collection of equipment, arrange for its transport	
1	Meet with officials to allocate and discuss roles on the day	
1	Finalise documents – course sketch/es, time recording sheets, results sheet	
0	THE EVENT	

Guideline: Selection of Course

Particular attention should be paid to the selection of a course which will allow the event to be conducted with an adequate margin of safety, especially if there is likely to be spectators (even if friends and relatives of drivers).

Guideline: Equipment and Documents List (Sample)

A check list of equipment and documents needed should be made well in advance. Markers and/or flags (including sufficient to cover breakages), Timing equipment (electronic or hand-held stop watches with reliable batteries) and safety bunting or barriers must all be organised and checked to make sure they will do the job required. Sufficient replacement markers should be at each test area, along with any equipment needed to replace them (hammers, sand, bases, etc).

## Equipment

- Barricades if deemed required;
- Boards – distinctive finish line board; countdown boards from stop point (3, 2, 1 or similar) in slow down area;
- Broom/s to clear away any rubble on a bitumen course;
- 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);
- Equipment (shovels, rakes, etc) to tidy up course on corners;
- Flag for use at start line official to indicate to finish line official of a car starting (if two-way radios or electronic equipment is not used);
- Fire extinguishers;
- First aid kit;
- Markers (cones or flags) for start and finish lines;
- Rope or bunting for controlling spectators, to mark 'no go' areas; mark competition course;
- Pens, clipboards to hold documents for recording vehicle numbers and times;
- Radios (Two-way);
- Safety vests for all officials;
- Table and chairs where considered required;
- Timing equipment (electronic, or hand held stop watches with reliable batteries);
- Weather protection (hot or wet).

## Documents

- CAMS Permit (for posting on notice board);
- CAMS OH&S Policy (for posting on notice board);
- CAMS "Official's Trainee Licence" forms for issue on the day;
- Course diagram/s for competitors' inspection if posted on notice board; or for issue;
- Course diagrams with set up instructions for officials;
- Entry Forms for issue on the day;
- Medical Response/Emergency Services Form (copy from Permit Application Form);
- Officials' Sign On Sheet
- 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;
- Timing Record Sheets.

## Guideline: Officials

The number of officials required to run the event will vary according to whether spectators are likely to be present. Other than the Clerks of Course, officials must be accredited General Officials, or Trainee Officials. If need be contact CAMS for assistance with appropriately accredited officials.

## 3. ON THE DAY – BEFORE THE TESTS

### 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 tests to be conducted determined, as well as the number of runs by competitors at each test, the day schedule can be prepared in detailed. Some issues that need to be considered are:

- time for setting up and checking course;
- time for practice laps, if any;
- time for competitor to carry out test;
- on some events, time for competitors to turn around and return to the holding area
- buffer time:
  - delays in recovering vehicles (stalled, broken down)
  - planned breaks (eg: lunch)

Day Schedule		
Time	Activity	Who Is Responsible
0800	Open entry gates (if applicable)	Clerk of Course
0800	Officials arrive and sign CAMS Sign-On Sheet	Secretary
0815	Set up official notice board an place on it CAMS Permit and OH&S Policy; sketch of course/s	Secretary
0815 – 0900	Set up course	Officials available
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
0905	Steward/s check of the course ( <i>Steward/s must give approval to start competition</i> )	Clerk of Course & Steward/s
0930 – 0945	Officials allocation and briefing	Clerk of Course
0945 – 0955	Drivers briefing	Clerk of Course
1000	Competition commences	

### 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 issues 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 diagrams and instructions (if used).

## 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);
- check log book if one issued for car;
- 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.

## 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 Course

- Brief on the timing procedure;
- Timing procedures; start/finish procedures
- Reminder of the penalties to be applied;
- Reruns (when permitted);
- Spectator marshalling instructions.

## 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;
- Introduction of key officials (including steward/s) and any special guests;
- Brief outline of day's activities;
- Show sample of boards, flags, signs to be used;
- Start order; number of runs; starting & finishing procedure; timing method; re-runs; how results determined (how many runs count);
- Penalties to be applied;
- Vehicle recovery procedure;
- 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;
- Reminder of:
  - apparel requirements;
  - no speeding in area (walking pace 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 TESTS

### 4.1 Setting Up Course/s

#### Guideline: Setting Up Course/s

Before each course begins, a final check must be made by the Clerk of Course to ensure the course layout complies with the diagrams as published, and if electronic timing gear is used that it is correctly positioned and operating. Check that officials must be in a safe position.

Once the course is set up it is to be checked by the Steward/s who must give approval for the competition to commence.

### 4.2 Competition Procedure

#### Guideline: Course Routine

- The start line official will align the car with the start line; the start will be by countdown “5, 4, 3, 2, 1 and GO” and dropping of a flag (or arm) and timing will commence on these instructions (if electronic equipment is not used);
- Finish is by crossing the finish line at speed; the time taken for the sprint at the finish line will be when the car crosses this line. All runs will be timed to 0.01 second;
- Upon crossing the finish timing line the driver is to **immediately** slow down.

### 4.3 Penalties

#### Guideline: Penalties

Refer to Article 10 of the Speed Regulations in the CAMS Manual of Motor Sport.

### 4.4 Scoring / Results

#### Guideline: Results

Results are determined by adding the times of the competitor’s runs together plus any penalties.

## 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.