

# CAMS CLUB RESOURCE GUIDE

## CHAPTER 12F: ORGANISING A HILLCLIMB



Australian Government  
Australian Sports Commission

© This publication is copyrighted under the Copyright Act 1968.  
No part of this publication may be reproduced by any means without the express written permission of CAMS. Affiliated CAMS Clubs are exempt from this prohibition and are encouraged to make full use of this material for Club training and Club management purposes only.



CONFEDERATION OF AUSTRALIAN MOTOR SPORT

MEMBER OF



## Contents

<b>1. Overview</b> .....	<b>4</b>
1.1 Hillclimb Course .....	4
1.2 Who May Compete in a Hillclimb .....	4
1.3 Passengers in Cars.....	4
1.4 Driver Apparel .....	4
1.5 Eligible Vehicles .....	4
1.6 Safety Equipment at Venue .....	4
<b>2. Planning the Event</b> .....	<b>5</b>
2.1 Determining to Hold a Hillclimb .....	5
2.2 Deciding on Type of Hillclimb.....	5
2.3 Looking for a Venue .....	5
2.4 Selecting a Date According to Availability of Venue .....	5
2.5 Budget.....	6
2.6 Appointing an Organising Committee .....	6
2.7 The Event Organising Committee .....	7
2.8 Essential Officials.....	8
2.9 Steward/s .....	8
2.10 Prepare an Event Timeline .....	8
<b>3. On the Day – Before the Tests</b> .....	<b>11</b>
3.1 Day Schedule.....	11
3.2 Documentation .....	11
3.3 Scrutiny .....	11
3.4 Officials’ Briefing .....	12
3.5 Competitors’ Briefing.....	12
<b>4. On the Day – The Tests</b> .....	<b>13</b>
4.1 Setting Up the Course.....	13
4.2 Competition Procedure .....	13
4.3 Timing .....	13
4.4 Penalties .....	13
4.5 Scoring / Results .....	13
<b>5. Post Event</b> .....	<b>14</b>
5.1 Documents to CAMS .....	14
5.2 Results .....	14
5.3 Presentation .....	14
5.4 Budget Summary .....	14

## HOW TO ORGANISE A CLUB HILLCLIMB

### HILLCLIMBS

Hillclimbs are one of the oldest forms of competitive motor sport and enjoy a strong following throughout Australia. It is a branch of motor sport in which drivers compete against the clock to complete an uphill course, running from a standing start over a measured distance on a bitumen surface that generally goes uphill from the start line

Part of the skill involved in hillclimbing is learning to drive the car quickly without the opportunity to warm tyres and brakes. It therefore proves to be an invaluable training ground for drivers in all aspects of car control.

They are usually conducted on established hillclimb venues, although a closed road section may be able to be negotiated with the authorities and CAMS, although this is quite difficult and may be beyond a Club's ability.

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

Each state has a Hillclimb Panel which meets regularly and can assist with any enquiries on conducting an event.

## 1. OVERVIEW

### 1.1 Hillclimb Course

Guideline:

Sealed or unsealed roads can be used for hillclimbs and there are a number of established hillclimb venues that already have been issued with a CAMS Category C Track Licence.

### 1.2 Who May Compete in a Hillclimb

Guideline:

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

### 1.3 Passengers in Cars

Guideline:

Passengers are not permitted, however instructors may be allowed to ride with Junior drivers for the purpose of instruction, and in this case, the driver may not drive at competitive speeds. Passenger must complete a "Passenger in Vehicles Disclaimer" form.

### 1.4 Driver Apparel

Guideline:

- A safety helmet must be worn;
- Drivers in open cars must wear a full face helmet, or goggles or visors (AS1609/1981) – glass lenses are not permitted;
- Clothing from ankles to neck to wrist and clothing of 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 (e.g. elastic-sided work boots).

### 1.5 Eligible Vehicles

Guideline:

- Any vehicle conforming to CAMS Schedule A and B of the CAMS Manual of Motor Sport. Rollover protection is not compulsory in closed vehicle;
- All vehicles must be fitted with a fire extinguisher or fire extinguishing system in working order and of a type and capacity (at least 900g) as specified in Schedule H (CAMS Manual of Motor Sport Section 6-15) and be securely mounted in a metal bracket;
- A fire extinguisher conforming to Schedule H of the CAMS Manual of Motor Sport must be fitted to the vehicle.

### 1.6 Safety Equipment at Venue

Guideline:

- A CAMS Medical Response segment of the Speed Event Application Form (available on the CAMS website) and forwarded to CAMS;
- An ambulance and trained medical personnel must be in attendance;
- It is recommended that a Medical Intervention Vehicle (MIV) and personnel be in attendance.

## 2. PLANNING THE EVENT

### 2.1 Determining to Hold a Hillclimb Meeting

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 Deciding on a Type of Hillclimb (Bitumen or Dirt)

Decision likely to be influenced by the type of cars to run in the event, the availability of venues with the desired surface, likely weather conditions (if dirt), venue hire cost and the Club's capacity to source and licence a new venue, if this is required.

### 2.3 Looking for a Venue

Guideline: Seeking a Venue – see Selection Criteria below.

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

The choices are to choose an established hillclimb venue or find a new venue that hasn't been used before. If the former, then there is a further choice as to whether the Club hires just the venue and supplies all officials, timing etc. or whether they hire the venue as a package with all officials / timing included. This needs to be discussed with the chosen venue.

If it is a new venue not used before for motor sport, then 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 obtained from CAMS. Issues to consider are:

- there is no specific length for a hillclimb which can vary from approximately 700m to 1500m, with the ideal length being around 900m to 1000m;
- adequate parking area prior to the start;
- adequate parking area after the finish, if cars have to be held if there is no separate return road;
- the use of a return road (but if this is a public road unregistered cars won't be able to use it unless specifically licensed to do so);

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.

Once a suitable site has been located, and the above sorted out, the venue can be booked.

### 2.4 Selecting 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, important events being submitted to CAMS in September to November of 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. The main venues in each state, and contact details, are available from CAMS. However, clubs are encouraged to seek out new venues that are suitable.

## 2.5 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:

- Cost of obtaining Category C track licence if a new venue is chosen.
- 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;
- Stationery including printing photocopy paper;
- Trophies / Awards;
- Ambulance;
- Medical Intervention Vehicle (MIV).

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

## 2.6 Appointing an Event Organising Committee

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

## 2.7 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 hillclimb is:

- o Clerk of Course;
- o Assistant Clerk of Course;
- o Secretary / Treasurer;
- o Race Controller;
- o Chief Scrutineer;
- o 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.

**Note:** Some hillclimb venues provide officials (even a Clerk of Course), equipment and timing, inclusive of the track hire. It is worthwhile investigating this, as it will make organising the event much easier.

The following is a listing of main responsibilities held by each of the key officials during the event's lifecycle. For your event to be as successful as you would like, these are best used as a starting point. As your club becomes more experienced in running hillclimbs, the club will be able to obtain a better understanding of what is required from each official in order to run the event to a suitable standard.

### 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:

- o Event Planning;
- o Documentation - to be conducted prior to the event, usually on the day;
- o Scrutiny - to be conducted prior to the event, usually on the day;
- o Officials' Recruitment - ongoing from when it is decided to conduct the event;
- o Course Set Up and Operation - checking the course setup, placement of officials, safety considerations;
- o Timing of Test;
- o Results

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.

### Race Control

The Race Controller is responsible for the minute to minute running of the event via the two way radio network, and receives reports on the track status before authorising the start line to release a car. He is also in touch with the ambulance and MIV in case of an incident.

### 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.

## 2.8 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 Course or the Assistant Clerk of Course must, of necessity, always be on duty while one or the other is competing and during such time the acting Clerk of Course must be clearly and readily identifiable as such (e.g. 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, or the venue may supply one as part of the hiring package;
- Race Controller should be on duty at all times, and should not compete in the event unless there is another race controller available to take his / her place.
- 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 Course or by another suitably qualified official whilst these officials compete.

## 2.9 Steward/s

Guideline: Steward/s

The Club may appoint a Steward/s and the Chief Steward must hold at least a Club Chief Licence. Stewards cannot compete.

The Steward/s may modify the program and the course in consultation with the Clerk of the Course or the Organiser 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.

## 2.10 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, especially if it is a new venue, which will require a track licence application and inspection from CAMS)	
8	Appoint an organising committee	
7	Select course. Book ambulance & MIV.	
7	Consider safety issues (see Selection of Course Guideline below)	
6	Prepare draft supplementary regulations (refer to CAMS draft Hillclimb Standing Regulations for articles to include in the regulations)	
6	Prepare entry form (with disclaimer)	
6	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	
1	Organise collection of equipment, arrange for transport	
1	Meet with officials to allocate and discuss roles on the day	
1	Finalise documents - tests layouts, 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). If an established venue, these will already be in place.

Whatever the venue selected it will need a CAMS Category C Track Licence. This is the Club's responsibility if a new venue as existing tracks will already have this licence

If selecting a new venues, the slow down, or braking, section of track after the flying finish should exceed 50 metres. 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.

## New Hillclimb Venue

A suitable new venue may, for example, be a (legally) closed public bitumen road, 6m - 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 venues 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, etc. 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 need to be implemented in areas which are considered to be critical impact zones.

## A Hillclimb On Part Of An Existing Race Track

A Hillclimb 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

- There needs to be a minimum of one official at each corner of the course (ideally two) equipped with a red flag and fire extinguisher. Such officials need to be located in a safe place behind suitable barriers. Start line officials are required to assist cars to stage at the start lights;
- Other officials may be at an assembly area at the end of the braking area;
- All crews and spectators are to remain behind the start line, except when in predetermined spectator areas approved by CAMS.

## Guideline: Equipment and Document 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 handheld 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.

### Equipment

- Barricades if deemed required;
- Boards – finish line boards, count down for slow down area if required
- Broom/s to clear away any rubble (bitumen course);
- Car numbers if numbers are issued; or provision for marking numbers on vehicles (e.g. use of liquid chalk or white shoe cleaner to write number on window);
- Equipment (shovels, rakes, etc) to tidy up course on corners;
- Fire extinguishers;
- First aid kit;
- Markers (cones or flags), with extra to allow for breakage;
- Rope or bunting for controlling spectators, to mark 'no go' areas; mark competition areas;
- Pens, clipboards to hold documents for recording vehicle numbers and times;
- Provision for marking numbers on vehicles (e.g. use of white shoe cleaner to write number on window);
- Safety vests for all officials;
- Table and chairs where considered required;
- Timing equipment (electronic, or hand held stop watches with reliable batteries);
- Two-way radios (handheld) between start, corner and finish officials if electronic timing is not used;
- Tyres (old) for assisting to define course
- Weather protection;

### 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 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 EVENT

### 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:

- o time for setting up
- o time for any timed practice runs
- o time for a competitor to complete a run.
- o on some events, time for competitors held at end of climb waiting to return to the holding area (e.g. no return road);
- o buffer time:
  - delays in recovering vehicles (stalled, broken down)
  - planned breaks (e.g. lunch)

Time	Activity	Who Is Responsible
0800	Open entry gates (if applicable)	Clerk of Course
0800	Officials arrive	
0815 – 0900	Set up course	Officials available
0815	Set up an official notice board and place on it the CAMS Permit and OH&S Policy; sketch of course	Secretary
0815	Set up documentation	Secretary
0830	Competitors arrive	
0830 – 0930	Receipt of entries; documentation	Secretary
0830 – 0930	Scrutiny of cars	Scrutineers
0920	Place flags and fire extinguisher/s in strategic location/s – start, corners and finish (but well clear of the track). Ambulance & MIV located with easy track access.	Clerk of Course
0930 – 0945	Officials allocation and briefing	Clerk of Course
0930	Steward/s check of the course ( <i>Steward/s must give approval to start competition</i> )	Steward/s
0945 – 0955	Drivers briefing	Clerk of Course
1000	Familiarisation run	Clerk of Course
1015 (say)	Competition commences – timed practice	Clerk of Course

### 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:

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

The following can be issues to competitors:

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

- o sufficient space for more than one vehicle to be checked at any one time;
- o a suitable area for unloading vehicles off trailers;
- o ample parking nearby for assembly of vehicles waiting to be checked;
- o area is not accessed directly from a main road (to avoiding vehicles banking back onto the road);
- o 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;
- Convoy over the course details;
- Start order; number of runs and number of laps per run; starting & finishing procedure; timing method; reruns; 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 EVENT

### 4.1 Setting Up the Course

#### Guideline: Setting Up the Course

Before competition begins, a final check should be made by the Clerk of Course to ensure the course complies with the track licence, and if electronic timing gear is used that it is correctly positioned and operating. Check that officials are in a safe position.

### 4.2 Competition Procedure

#### Guideline: Course Routine

- each car is to complete its run and be clear of the slow down area before the next car can start its run;
- the start and finish (in particular) lines should be prominently marked;
- the finish line should be marked by large signs on each side of the track clearly indicating the end of the competition run;
- brake distance markers should be set up in the slow down area;
- if, at the end of the slow down area, cars turn into a return road, or a holding area, large arrows (or red / orange flashing lights) should be used to indicate the turn.

### 4.3 Timing

#### Guideline: Timing

- Timing needs to be to 0.01 second;
- With electronic timing equipment, the start is by indicating to the driver that timing is ready and that he / she can start in his / her own time, or if manual timing.....
- The starter can call 5, 4, 3, 2, 1, GO into a handheld two-way radio to indicate to the flying finish official to start the stopwatch; alternatively, the starter can 'drop' a flag on 'GO' to indicate to the flying finish official of the start;
- The finish time is when the front of the car passes over the finish line.

### 4.4 Penalties

#### Guideline: Penalties

Cutting a corner excessively	That run's time disallowed
Failing to start run in correct order	That run's time disallowed
Crossing the false start line during a warm up	That run's time disallowed
Leaving the start line before being given the OK to start	That run's time disallowed

### 4.5 Scoring / Results

#### Guideline: Results

The driver who has the lowest accumulated time (including penalties, if any) of the relevant runs conducted will be the winner. Tie breakers can be applied and can be based on the driver who holds the fastest time in a majority of the relevant runs

## 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 placed 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.



851 DANDENONG RD  
MALVERN EAST, VIC 3145  
PH 1300 883 959  
FAX (03) 9593 7700  
EMAIL [INFO@CAM.S.COM.AU](mailto:info@cams.com.au)



CONFEDERATION OF AUSTRALIAN MOTOR SPORT