

MEMBER OF



Off Road Public Safety and Control Procedures

The Off-Road Spectator Safety and Control Procedures sets out minimum conditions which must be adhered to by organisers of all Off-Road events under the authority of a Motorsport Australia Organising Permit.

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1. PREAMBLE

This document sets out the requirements of organisers of Off-Road events in relation to the public at their events.

If the sport of Off-Road is to continue to have the public attend events, be they bona fide invited public (by selling/issuing tickets, spectator guides, advertising in magazines, newspapers, web sites or television) or "friends of the sport" (service crews, friends of the competitor) then the sport has a responsibility to ensure steps are taken to provide for the safety of the public as much as possible.

This "Off-Road Public Safety and Control Procedures" document sets out minimum conditions which must be adhered to by organisers of all Off-Road events which are conducted under a Motorsport Australia organising permit.

It should be noted that any person attending an Off-Road event with the express purpose to view the event or a portion thereof is considered to be part of the "public".

This applies to service crews and other interested parties whilst they are not actually performing some other function. The requirements that apply to the public also apply to others whilst they are viewing the event.

2. COMPULSORY MINIMUM REQUIREMENTS

- (a) Each event designated an Off-Road event where crews are permitted to drive outside the provisions of normal civil traffic regulations shall provide at least one Public View Point from which the public can see Off-Road vehicles in competition, which must conform to the minimum requirements set out in this document.
- (b) Each designated Public View Point must be set up and equipped with a minimum of facilities as outlined in this document.
- (c) Public instructions must be issued and must conform to a minimum standard format, and include the standard disclaimer available from Motorsport Australia, together with standard advice on public safety. This advice should also be provided to residential properties through which the track runs.
- (d) Organisers must take reasonable steps to ensure that the public use the designated viewing points.

Appropriate steps to achieve this may include publicising the official Public View Points and also providing those Public View Points with facilities that make them more attractive to the public than other locations.

The purpose of this is to ensure as far as possible that the public do not put themselves in an uncontrolled and non-risk managed location and to eliminate the likelihood of accidents to the public occurring where organised help is not readily available.

While the above steps are designed to limit incidences, it is recognised that under some circumstances the public may be present in locations outside the control of the organisers, such as on private property adjacent to the track. If the Checker or other official identifies safety issues with the location of the public, the Clerk of the Course shall consider the appropriate course of action.

- (e) Each event must designate a person who will be responsible to the Clerk of the Course for the public control procedures as outlined in this paper.
- (f) For each Public View Point, the organisers must provide two diagrams, one of the "broad area" of the location of the Public View Point, the other of the "specific" point, nominating the designated viewing area/s, public access tracks and paths, controlled public crossings (if used), direction of competitor traffic, toilet, safe parking areas etc.
- (g) Each Public View Point shall be subject of a targeted risk assessment (TRA).

3. SELECTION OF PUBLIC VIEW POINTS

It is essential that the Clerk of the Course exercises care in selecting Public View Points. The following comments are offered as a general guide:

- (a) Safety of the public and officials/marshals is paramount.
- (b) Consider possibilities of car run off and, taking a conservative approach, avoid placement of the public in any areas considered anything other than 'highly unlikely' (As a result of using a TRA).
- (c) In selecting points consider the access roads to ensure they are wide enough for cars to pass; and that the public can pull well to one side when parking; also that there are adequate parking facilities (taking into account possible wet weather) for the type of event you are conducting.
- (d) Consider the expected numbers of the public and whether there is a suitable space available for them to view the action.
- (e) Avoid having public and event traffic (Recovery, competitors, service crews etc) on the same road, particularly in opposing directions.
- (f) If an event is held close to a main road it will likely attract the public. If it is not possible to control the public appropriately, the Organisers and the Checker should carefully consider whether or not the section of track should be included in the event.
- (g) Consider as carefully as possible the anticipated number of public expected at a particular point and whether the point will hold this number (for viewing, access and parking).
- (h) Provide enough Public View Points, or design the course in such a way, so as to ensure that the public are able to see action on a relatively constant basis from official points.

4. LAYOUT OF PUBLIC VIEW POINTS

- (a) Areas where the public are NOT to stand are to be marked by prominent signs bearing the words, "NO GO AREA", or similar. Appropriately identified marshals must be in or near the no go areas and should continually ensure that the public are not standing in those prohibited areas.
- (b) The actual public area under the organiser's control is to be marked at each end, and on both sides of the road. If the public venture outside this area, they will be considered to be beyond the control of the organisers. They should be discouraged from straying outside the designated area. If they have moved outside the public area, they should be politely asked to return to the area under control, while explaining the reasons.

- (c) Where any town or similar section are proposing a plan of the area showing public control and protection measures MUST be submitted to Motorsport Australia National Office six weeks prior to the event.
- (d) The Public View Point layout shall not be in conflict with the diagrams on page 11 unless a specific risk assessment has been undertaken which details further measures or features of the terrain which will provide protection for the public from competing cars which have left the competition surface

5. PUBLIC INSTRUCTIONS

Some standard information must be included in printed public instructions. This will include information pointing out the dangers of standing in "prohibited" areas; that the stage will be cancelled if instructions are not obeyed; how to park; etc. as well as the traditional insurance disclaimer.

Each diagram of the Public View Points is to be accompanied by a legend with all of the following details included:

- (a) the road and direction of travel by competitors;
- (b) location of bunting defining the public area;
- (c) location of any specifically prohibited areas;
- (d) limits of the public area;
- (e) controlled crossing locations (if used);
- (f) toilet location;
- (g) first aid.

6. ACTIVITY AT PUBLIC VIEW POINTS

To ensure the Public View Point is correctly set up an accurate plan must be produced which includes at least the details outlined in the Public Instruction diagram.

- (a) An appropriate number of Spectator Marshals shall be appointed to control the number of expected public. Except in extraordinary circumstances, two Spectator Marshals would be the minimum number.
- (b) The Spectator Marshals must be readily identifiable. The Spectator Marshals must be equipped with at least one whistle and if the event is at night, a suitable torch.
- (c) The route to Public View Points must be clearly marked.
- (d) The area in which the public may view the Off-Road event is to be clearly defined with bunting tape or barrier mesh.
- (e) In situations where the viewing area is on both sides of the road, the only access will be via a controlled crossing. Crossings are to be manned by only experienced marshals and it is desirable that one has a 'local' two way radio. Groups of the public will be permitted to cross the course as directed by the marshal. No crossing is permitted once a whistle or Horn has been sounded.

- (f) In the event of a race incident within the Public View Point area, the marshal must ensure that all members of the public remain within the point perimeters, provided no extraordinary circumstance has arisen (e.g. vehicle fire).
- (g) The Spectator Marshal in charge at each Public View Point must be given a copy of all Authority Forms, which will be issued. This will prove the Spectator Marshal has authority.
- (h) The Spectator Marshal in charge must be provided with a quantity of "Accident / injury Report Forms", for any injury that may occur (e.g. officials, public etc) together with a list of emergency contacts.
- (i) The Spectator Marshal shall recommend to the Clerk of the Course to stop the section if it is believed the public control situation is "out of hand" and in their view an injury may result.
- (j) Prior to the section or event commencing, the Clerk of the Course shall confirm (possibly via the Checker) that each Spectator Marshal in charge is satisfied that their Public View Point is set up in accordance with the plan and is acceptable for competition conditions.

7. SPECTATOR CONTROL MARSHALS

When there is more than one Public View Point active at one time, an event is to have a "Chief Spectator Marshal" who is responsible for all aspects of public control during the running of the event. In the absence of a Chief Spectator Marshal, the Clerk of the Course shall be responsible for all aspects of public control during the running of the event.

Each Public View Point is to have one Marshal in charge, clearly identified as such.

The Clerk of the Course shall ensure that marshals have been briefed on their responsibilities regarding the advice they must provide to Event Command if it is believed there is a risk to public safety. Any communications should only be carried out by the Marshal in charge at the specific point. This may be in regard to either set up of a point, including questioning the safety of the initial plan, or in relation to behaviour of the public.

Spectator Marshals should be reminded that:

- (a) They are not permitted to drink or be affected by alcohol or performance impairing drugs when "on duty" (refer Drugs in Sport policy).
- (b) The use of cameras for photographing competing cars is not encouraged and likely to be incompatible with their primary responsibilities.

8. COMMUNICATIONS

Communication between the Public View Point and Event Command or the Clerk of the Course is compulsory. This may be by two-way radio or mobile phone. This is to ensure marshals are able to inform Event Headquarters of any issues or emergencies which in turn enables event command to alert the stage start to hold cars or dispatch emergency vehicles accordingly.

9. ROLE OF EVENT COURSE CHECKER

- (a) The Checker is required to review the plan and risk assessment relating to each designated Public View Point carefully.
- (b) The Checker is the first independent person responsible to Motorsport Australia to view the event and has the appropriate power to require changes to the Clerk of the Course's plan.
- (c) The Motorsport Australia Course Checker shall be responsible for monitoring the safety of the event in general and specifically the safety of public and the suitability of Public View Points.
- (d) The Clerk of the Course shall take note of all recommendations and advice from the Checker, who in relation to these matters is the senior Motorsport Australia advisor.
- (e) Noting that the Clerk of the Course has ultimate responsibility for the conduct of the event, the Clerk of the Course must take note of any advice or recommendation of the Checker. Failure to do so will be reported to the Stewards who have supreme authority over the event under the National Competition Rules and who have the power under those rules to cancel the event or any part of it.
- (f) The Checker must discuss any problems with the State Off-Road Panel Chairman (state level events or below) or the Motorsport Australia Off-Road Executive Officer (national level and above) if they and the Clerk of the Course are unable to resolve differences.

APPENDIX - PUBLIC INSTRUCTIONS

The following is the minimum requirement for public instructions for any event.

All Off-Road events must prominently display the disclaimer below at Public View Points and this message must be included in all public instructions.

DISCLAIMER

EXCLUSION OF LIABILITY, RELEASE AND ASSUMPTION OF RISK

MOTOR SPORT IS DANGEROUS

In exchange for being able to attend or participate in the event, you agree:

- to release Confederation of Australian Motor Sport Ltd trading as "Motorsport Australia" and Australian Motor Sport Commission Ltd, promoters, sponsor organisations, land owners and lessees, organisers of the event, their respective servants, officials, representatives and agents (collectively, the "Associated Entities") from all liability for your death, personal injury (including burns), psychological trauma, loss or damage (including property damage) ("harm") howsoever arising from your participation in or attendance at the event, except to the extent prohibited by law;
- that Motorsport Australia and the Associated Entities do not make any warranty, implied or express, that the event services will be provided with due care and skill or that any materials provided in connection with the services will be fit for the purpose for which they are supplied; and
- to attend or participate in the event at your own risk you acknowledge that:
- the risks associated with attending or participating in the event include the risk that you may suffer harm as a result of:
 - motor vehicles (or parts of them) colliding with other motor vehicles, persons or property;
 - acts of violence and other harmful acts (whether intentional or inadvertent) committed by persons attending or participating in the event; and
 - the failure or unsuitability of facilities (including grand-stands, fences and guard rails) to ensure the safety of persons or property at the event.
- motor sport is dangerous and that accidents causing harm can and do happen and may happen to you.

You accept the conditions of, and acknowledge the risks arising from, attending or participating in the event and being provided with the event services by Motorsport Australia and the Associated Entities.

Minimum size A3

***Please refer to Motorsport Australia web site to ensure this disclaimer is current at the time of your event.**

The standard information used on the following pages must be included in all written advice to the public.

STANDARD TEXT FOR INCLUSION IN ALL PUBLIC INSTRUCTION PUBLICATIONS

PUBLIC INSTRUCTIONS

(Please Read)

1. Public are directed to view the cars whilst standing within the markers indicating the limits of the controlled public area - viewing outside those areas indicated is prohibited.
2. Public must not stand in prohibited areas and must at all times stand behind the bunting or barriers which mark the public area.
3. The instructions of the Spectator Marshals must be obeyed. The Spectator Marshal has the power to have a stage postponed until the Public View Point is controlled to his/her satisfaction.
4. It is prohibited to ignore the public instructions and find your own way around. Not only is there a danger of meeting up with an oncoming vehicle, but many roads have wash-aways, collapsed bridges, etc. which are potentially hazardous for the driver. The main public route has been surveyed and is safe.

STANDARD TEXT FOR INCLUSION IN ALL PUBLIC INSTRUCTION PUBLICATIONS

DO'S AND DON'TS OF SPECTATING

(Please read)

1. Cars under competition conditions can lose control and leave the defined road at any time. Do not stand in any areas which are not authorised or which are contrary to the advice of the organisers and officials/marshals.
2. Be prepared. Weather wise, bring hats, ground cover, sun screen and protection in case of rain or cold weather. Food and drink outlets may be provided at the Public View Point (refer to public instructions), but if not, ensure you have some of your own food and drinks available.
3. Park your car sensibly so that it will not obstruct emergency vehicles, competitors, service crews or other members of the public. In all cases obey parking instructions given by supervising officials. It is usually best to park your car facing the way out.
4. Do not try to emulate drivers. Remember that if you give cause for complaint it will reflect badly on the event and the sport as a whole. Drive carefully both to and from Public Viewing Areas, and be ready to give way if necessary, on narrow stretches of road.
5. Please do not take dogs or young children to Public View Points. If you have to, make sure they are completely under your control and please make sure that animals and children do not get in the way of competing cars or mechanics or officials when they are working.
6. Do not light fires or smoke in the forests. Do not smoke near a car that is being serviced or refuelled.
7. At all times keep clear of controls, including from the timing marker to the control area. If control officials ask you to move, please help them by doing so - remember they have a job to do which can be difficult enough as it is. If you do want to see a control point in action, remember to stand well back from the control area.
8. Take your entire litter home with you - it is handy to have a bag or carton in your boot. Cans and paper do not help beautify our forests.
9. At service points do not crowd mechanics when they are working. They would not appreciate it.

MARSHALS' ACCIDENT REPORT

(For use in radio transmission to the Clerk of the Course/Event Command)

Please follow this sequence when reporting an accident.

Speak slowly and remain calm - don't shout into the radio microphone.

1. Who is calling? (name, status.)
2. Where are you calling from? (section, distance, Public View Point.)
3. What is the nature of the incident and are there any injuries? (briefly.)
4. How many vehicles/people are involved?
5. Are any people trapped?
6. Is there a fire?
7. Can you handle the situation or do you need help?
8. Is there a need to halt the stage?

Then answer these very important medical questions, in relation to each injured person.

1. Is the person conscious? (Yes / No)
2. If conscious, are they aware or confused?
3. Is their breathing: normal (and patient talking) / noisy / or absent?
4. Is the patient bleeding? If so, from where? How much? (Slow trickle, spurting.)
5. Is there obvious injury? If so, what and where?
6. Other problems? (e.g. vomiting, fits, etc.)

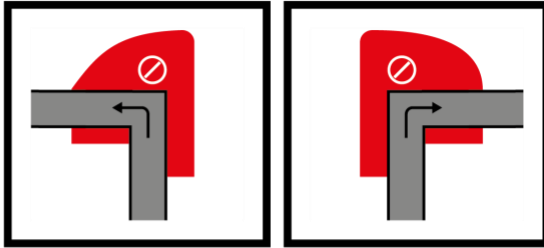
REMEMBER - BE CALM, SPEAK SLOWLY AND CLEARLY!

YOUR ACTIONS MAY SAVE A LIFE!

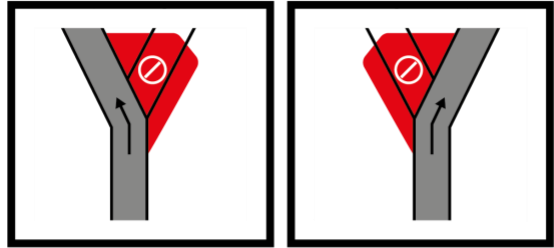
A copy of the Marshals' Accident Appraisal Report Form must be given to all control and Spectator Marshals.

EXAMPLE NO STANDING AREAS

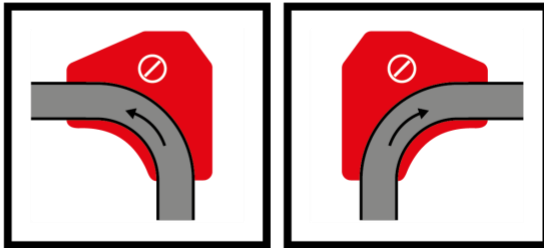
TIGHT LEFT OR RIGHT CORNER



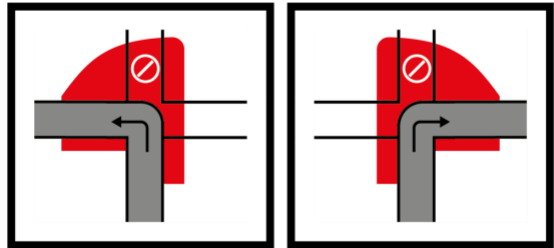
KEEP LEFT OR RIGHT CORNER



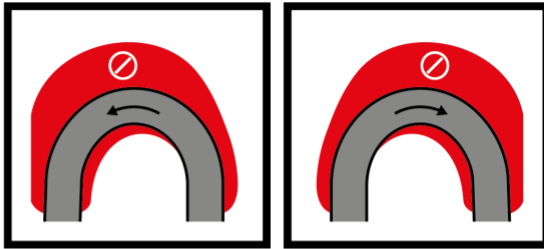
LEFT OR RIGHT SWEEPING BEND



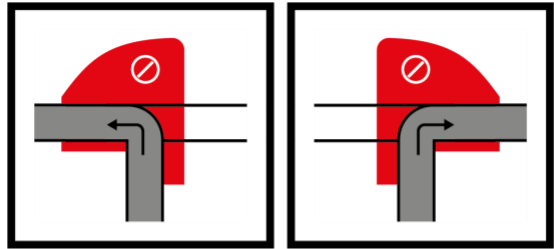
TURN LEFT OR RIGHT AT CROSS ROAD



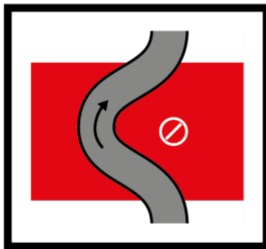
LEFT OR RIGHT HAIRPIN



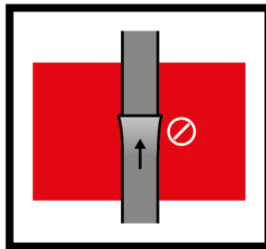
TURN LEFT OR RIGHT AT T-JUNCTION



CHICANE



JUMP



KEY

