



AUSTRALIAN OFF ROAD COMMISSION

Minutes of the Meeting held at Holiday Inn Melbourne Airport
Saturday April 2nd 2005

Present: John Paterson (Chairman), Marilyn Emmins, Ben Erceg, Adam Barnacoat, Daniel Rogers, Russell Innes, Peter Marcovich (CAMS Board Member), Campbell Andrea (CAMS Manager Off Road), Mark Zellner (Minute Secretary)

Visitors: Morrie Williams (Technical Commissioner)
Bruce Waldron

Apologies: Andy Clark

Meeting start: 9.15am

1 OPENING

1.1 Opening:

Mr. Paterson welcomed all attendees, in particular Mr. Bruce Waldron on being able to attend on short notice and also to Mr. Zellner in his role at CAMS and as Minute Secretary.

Mr. Paterson also wished to pass on, on behalf of all AORCom members, special thanks to Mr. George Bailey for his efforts whilst on AORCom and for his support of Off Road in general.

1.2 Additional agenda items:

The following additional agenda items were accepted.

- 8.1 Frames
- 8.2 Class 2 capacity
- 8.3 E-mail list
- 8.4 Inclusion in CAMS Manual of vehicle chassis numbers
- 8.5 Class consolidation
- 8.6 Reconnaissance

2 MINUTES OF THE PREVIOUS MEETING

2.1 Approval of previous minutes:

OR 1016 It was moved R Innes / M Emmins that;

The Minutes of the previous meeting held on Saturday November 6th 2004 be accepted as a true and accurate record of the meeting.

Carried 5 – 0 – 0

- 2.2 Decisions between meetings
2.2.1 The decision made with regard to the AORC Start Order and promulgated as Bulletin number B05/003 was noted.

3 REPORTS

3.1 Board Members Report

Mr Marcovich provided a report in relation to the activities of the Board of CAMS. Mr Marcovich noted that currently there is no NSW Board member following resignation of the incumbent. Elections are to be held shortly.

It was also noted that Mr. Bob Jane has instigated legal proceedings against CAMS. Although strongly felt to be baseless, the effect to members is the potential increase in cost in addressing the claim due to the time and resources it consumes to defend CAMS' position.

Secretary's note: The action has since been discontinued by Mr Jane.

3.2 State Reports

QLD Mr. Innes reported 15 entries at 1st round. The Milmerran round was cancelled due to a lack of entries.

WA Mr. Rogers reported that the Hyden 400 (Round 1 of the AORC) had been held. The event generally ran well, with no major problems. AORCom congratulates Mr. Rogers on the running of the Event. Off Road is otherwise quiet in WA, although there are some club issues still to be resolved.

NSW Mr. Barnacoat reported movements by competitors to move up in classes, and that there is renewed interest in the National Championship. Some changes had occurred within the Panel, with Mr Barnacoat now the Chairman.

VIC Mrs. Emmins reported several club events had run recently. Round 2 of the AORC at Mildura was approaching, and all is progressing well. The State Off Road Panel is a good mix and working well.

SA Messrs Erceg and Waldron reported the season / series starts in 2 weeks. Good entries have been received so far with 5-6 new Class 6 cars entering. There is renewed enthusiasm for Class 2. The State Off Road Panel is working well.

QLD Mr Innes advised that there appeared to be a lower number of entries into early Qld events in comparison to previous years. The Commission will look into this and see if there are means of encouraging more competitors.

(Note: Minutes from each State Off Road Panel should be placed on www.offroadracing.com.au and/or www.cams.com.au)

3.3 Finance

A report from the Finance Department was unavailable at the time the meeting was held, but will be provided to Commission Members as soon as possible.

3.4 Officials Report

Mrs. Emmins provided a report on the National Officiating Program review meeting which was very positive. There is another meeting of the National Officiating Committee coming up, and whilst Mrs Emmins will not be available to attend due to round 2 of the AORC, Mr. Farthing, a previous member of AORCom, will be present. There is strong commitment to address the issues that arose at the review meeting.

Mrs. Emmins advised that an Online training module for Rally and Off Road is now available for category V licence holders. Mrs. Emmins also provided reports on registered and completed modules.

It was noted that the 10,000th accredited official is an Off Road recovery official.

3.5 Technical Commissioner Report

Mr. Williams reported that a number of Vehicles were found with low headrests at Hyden.

Unfortunately the noise meter was not available at WA and therefore tests were not conducted. This was disappointing because there were clearly cars which would have exceeded the noise limit.

As a result it was RESOLVED that AORCom should investigate the purchase of its own unit for use at AORC events, and that this be paid out of the fines fund.

The expected cost for a unit of the necessary quality is in the region of \$3,000. A tripod and secure case for transport is also to be obtained.

OR 1017 It was moved B Erceg / R Innes that

AORCom apply to the CAMS Board for funding to purchase a Noise testing unit for Off Road event use, at the next Board Meeting.

Carried 5 – 0 – 0

ACTION

MZ/CA

4 MATTERS ARISING FROM PREVIOUS MINUTES

4.1 Logo

Although a logo had been chosen previously, it was felt that it was not ideal.

The logo is to be revised, possibly through the utilisation of University students.

The preferred criteria may be for a more generic style of logo, probably not involving cars due to the variety found in off road, but still one that conveys the nature of off road.

ACTION

MZ

4.2 **Contacts**

The List of Class contacts is to be deleted from the CAMS Manual from 2006.

ACTION

CAMS

4.3 **Class 5**

It was noted that there had been much discussion in relation to the Class 5 regulations, but little consensus as to which direction they should develop – i.e. more or less modified.

It was felt that a lack of enforcement had led to some cars being accepted in Class 5 that may not be eligible in some respects.

It was RESOLVED that the Scrutineers will be requested to check vehicles for eligibility compliance with the written regulations rigorously, and that ineligible cars (where applicable) be moved to Class 4.

In the meantime, no changes to the Class 5 regulations will be made, though Class 5 competitors can “drive” any change to the class if they feel it is warranted, which will then be considered by AORCom.

4.4 **Single Event Licence**

The AORCom recommendation for a single event off road driver licence is to be presented to the Audit and Finance Committee at their next meeting, and then to the Board for consideration.

ACTION

CA

4.5 **Time Out Cards**

Mr Innes noted that this issue related to different methods of time cards being used, and that he felt it would be desirable if a standard card and procedure were to be adopted. AORCom felt that at this time that this was unnecessary, and that the present arrangement of competitors being advised in Supplementary or Further Regulations was satisfactory.

ACTION

Organisers

4.6 **Licence Maintenance**

The Current conditions as set out in the 2005 CAMS Manual require that competitors, “Compete in at least one Off Road event during the previous two years. Pass book to be signed by a senior official.” In accordance with the requirements adopted for rallying and recognition of prior learning, AORCom RESOLVED this be altered to 4 years.

ACTION

CAMS

4.7 **Emergency Procedures**

The Commission considered the proposal put forward by Mr. Innes. It was noted that Rally events will change to SOS boards instead of green cross for 2006, following FIA procedure.

OR 1018 It was moved M. Emmins / A. Barnacoat that

Effective immediately for all AORC rounds, and from 01/01/06 all other long course events, the following emergency procedure be adopted.

“13.7 Off Road Long Course Emergency Procedure

i) Signs

All vehicles shall carry at least one "OK/SOS" sign and warning triangle.

This will have the green "OK" symbol on one side and the red "SOS" on the other side (the latter in 'landscape' view), and be printed on a white card (minimum 130gsm) or plastic board. This card must be at least A4 size.

As an alternative, organisers or crews may supply their own rigid signs providing that the area of the mounting sheet is at least 620cm² and the letters and symbols are clearly discernable and fit for purpose. Such signs may be mounted on to rectangular or triangular self supporting brackets.

Organisers are required to provide the OK/SOS signs and these signs will be incorporated into a Booklet (preferably weatherproof), which will also include the Long Course Emergency Procedures, Incident Reports and other appropriate information deemed necessary by the organiser.

ii) Warning Triangle

In the event of a car stopping on the course a warning triangle must be displayed in a conspicuous position approximately 50 metres behind the car.

Care must be taken when placing the triangle so as to avoid oncoming cars.

iii) Procedure In Case Of Injury

In the event of an accident where injuries are sustained that require immediate medical attention, the SOS sign must be clearly displayed to following vehicles.

If the SOS sign is displayed, or if a vehicle is stopped and no sign is displayed, then the next two (2) crews must stop and render assistance.

Unless signalled to render further assistance by the two crews on the scene or the competition has been neutralised by the Director, other crews shall pass the scene safely at reduced speed as though under yellow flag conditions, and then recommence competition once clear.

If medical attention is required, event command shall be informed by way of on board radio or mobile telephone. If neither is available or operable, having noted the position of the stopped vehicle and the general nature of the injury, one of the stopped crews must depart for the next recovery/radio point, travelling in the direction of the competition route. The recovery crew shall then inform event command of the incident.

The Director may allow time lost by the crews next on the scene after an accident provided that accident is such that bodily harm might

reasonably be expected to have occurred or to be imminent. An incident report must be lodged (which should include details of any witnesses) as soon as practicable with the Director.

iv) Procedure Where No Injury Occurs

If a vehicle is stopped on course for any reason (eg. mechanical problem, crash) and no injuries are sustained that require medical attention, the OK sign must be clearly displayed by the crew involved to following vehicles.

v) General

Both the warning triangle and the OK sign must be left on display for the entire length of the time that the car is stopped on the course regardless of whether or not the crew remain with the car.

Failure to display either or both these signs as appropriate may result in disciplinary action being taken.

In displaying the applicable signs, crews must consider their own safety and stay away from the competition course. It is recommended that the appropriate sign be securely attached to the vehicle itself in a location that will be obvious to passing cars. Race tape or cable ties are possible methods of attachment.

If it is possible to do so without endangering the crew or officials, the car should be moved a safe distance from the competition course.”

Carried. 5 – 0 – 0

ACTION

RI/CAMS

4.8 AORC Organisational Requirements

The Commission reviewed the draft paper provided by Mrs. Emmins and made some minor alterations. AORCom RESOLVED to adopt the revised requirements for all AORC events, effective immediately (see attached copy).

4.9 AORC Newsletter

The Commission discussed the importance of a Newsletter. The Editor is to be the Off Road Manager. The newsletter will include past and upcoming event reports, point scores, a report regarding technical issues of interest and any other relevant material. It is intended that this should follow each event, time and content permitting.

ACTION

ALL

4.10 AORC Registration

The Off Road department provided a report on the new registration system for 2005 and beyond. It was noted that registration ran smoothly and no major issues have been raised.

However, it was noted that the system has some effect on the point score procedure as non registered competitors have to be removed from the results.

It is to be requested that the timekeepers provide to the administration as set of AORC results which exclude non registered competitors for the purpose of speeding up the compilation of the point score.

ACTION

CA/JP

4.11 Class 4 Engine / Transmission Layout

The Chairman asked each of the State delegates for their Panels' response to the proposed change to SRs' 4.4 and 4.10.

It was noted that Queensland and Victoria are supportive of the changes but at this stage the others have not considered it, mostly due to the timing of their meetings at the commencement of the year.

AORCom looks forward to comments in regard to this item, which it envisages would be adopted for the 2006 Manual of Motor Sport.

ACTION

All

4.12 Fuel Cut Off

AORCom discussed at length the requirement for a fuel cut off to become mandatory in Off Road events.

OR 1019 *It was Moved A. Barnacoat / B. Erceg that*

*From 1st January 2006, that the following be implemented at GR27:
"In accordance with Schedule C, Article 10, page 7-22, on all cars with electric fuel pumps, the power supply to all such fuel pumps must be cut off after a maximum of six seconds absence of crankshaft revolution."*

Carried 5 – 0 – 0

It is recommended that cars be configured in this way in the meantime.

ACTION

CAMS

4.13 Battery Isolation Switch

The matter of the requirement for a battery isolation switch was discussed by the Commission.

OR 1020 *It was Moved B Erceg / R Innes that*

From 1st January 2006, the following wording be added to GR 25:

"A battery isolation switch shall be fitted to all cars. It shall be located in the centre third of the dashboard, and be capable of being operated by the seated driver or co-driver and also be accessible from outside the vehicle. The position of this switch shall be marked clearly by a symbol showing a red spark in a white-edged blue triangle on the exterior of the vehicle.

Where competitors incorporate an external or remote operating device (eg. pull cable) in addition to the internal switch, it shall be located in the vicinity of the base of the driver side "A" pillar."

CARRIED 4 – 1 – 0

It was suggested by Mr Barnacoat that some switches had the potential to be unreliable in an off road environment and it was recommended to competitors that a switch of appropriate design and quality be installed.

ACTION

CAMS/BE

4.14 Spark Arrestor / Muffler

It was noted that South Australia has requirements for a muffler in the Supplementary Regulations for Off Road events.

This causes issues due to a lack of the definition of a muffler in the CAMS Manual. The commission discussed possible definitions of what constitutes a Muffler.

*OR 1021 It was Moved A. Barnacoat / M. Emmins that
The following definition be included in the Off Road General
Requirements (GRs) at Article 36:
"Exhaust Muffler - a device installed in the exhaust system which has
the effect of reducing the exhaust noise emitted from a vehicle."*

CARRIED 5 – 0 – 0

It was noted that the total noise emitted from the vehicle, including induction and exhaust noise, is limited to 95dB(A).

ACTION

CAMS

5 AUSTRALIAN OFF ROAD CHAMPIONSHIP

5.1 AORC Point Score

The Commission discussed the point score system, particularly as it relates to the Classes Championship.

Some basic comparisons of different point scores have been run by Mr. Innes but there were no indications of significant changes to the outcomes. It was felt by some off road competitors that the current system is not fair and can favour classes with a low number of competitors.

However, going into the final round, points for the Classes Championship were even between a Class 3 and Class 7 competitor. The Class 3 competitor did not attend the last event, otherwise the result may have been different. Moving to a different system may also penalise a competitor who competes at a high level with a good finishing record, even if they are competing against fewer entries in class.

It is recommended a Survey of the 2005 registered competitors be conducted.

The following would be put to competitors via e-mail;

1. Do you agree that the Australian Off Road Classes Championship should be retained? (Yes/No)

2. Comment has been received from some that the current point score system may not be equitable. Do you believe the pointscore system is inequitable? (Yes/No)

3. If you believe the pointscore system is inequitable, what is your proposed solution?

ACTION

CAMS/MZ

5.2 Change of Venue Mildura AORC Round 2

Following a 12 year run, the property previously used is no longer available due to the concerns of the land owner due to the drought conditions that were being experienced. Following various negotiations the landowner "next door" has offered his land for the running of the event. The Organising Committee for the Event has set out a course at the new venue, facilities are being brought in and otherwise all requirements are in place.

AORCom endorsed the change of venue.

6 OFF ROAD STANDING REGULATIONS

Nil Items.

7 OFF ROAD VEHICLES

7.1 Fuel

The Off Road Manager provided a report outlining the latest situation regarding fuels not conforming with the Fuel Quality Standards Act. It was noted that the Government have extended the current situation until September 2006.

However, beyond that time, it is envisaged that the Government will take a more "hands off" approach toward the control of specialist fuels, and that instead the specialist bodies, most prominently CAMS, will take on a larger role. CAMS are monitoring the situation and await further information from the government.

It was noted that a number of fuels which fell outside of those initially desired by AORCom for use in the discipline of Off Road are now permitted, and that it was presently not possible to further restrict those requirements without adopting a control fuel via a commercial tender. However, it was agreed that the overall market, combined with the comparatively remote nature of events likely mean this would be impractical.

AORCom requests the CAMS Fuels Regulation Committee provide a clarification as to the definition of Commercial Pump Fuel as outlined in Schedule G, as it is presently not entirely clear to AORCom or competitors as to what fuels are permitted.

ACTION

CA

7.2 Class 6 Restrictor Plate / Inlet Manifold

Following lengthy discussion on the design of restrictors for Class 6, as it was noted that some competitors had fabricated restrictors in a different fashion than had been envisaged, the following was put forward.

OR 1022 It was moved B. Erceg / D. Rogers that

The present drawings (C6-1 & C6-2) portraying the Class 6 restrictor plate be removed from the CAMS Manual and allow freedom of design of the restrictor, so long as a 23mm diameter orifice is retained over a distance of a minimum of 10mm. The Competitor is to provide measuring equipment that can be easily checked by Scrutineers, to enable measurement of the restrictor.

LOST 0 – 2 – 3

OR 1023 It was moved A. Barnacoat / D. Rogers that

Dot point 3 of the Class 6 regulations be amended as follows:
“A single restrictor plate **of at least 3mm thickness** complying with drawing C6-1 & C6-2 with an orifice of a maximum of 23mm **internal** diameter must be fitted.....”

Drawing C6-2 is to be amended to reflect a thickness of the restrictor plate being at least 3mm thick.

CARRIED 5 – 0 – 0

ACTION

CAMS

Some discussion ensued regarding requirements for the inlet manifold on fuel injected cars. It had been proposed that the inlet manifold/plenum be made free, save for the retention of the maximum volume of four litres (to avoid development of this area along lines of what had been experienced in Formula 3). This change was felt to be unnecessary at this time, though the situation will be monitored.

7.3 Fuel Tank Capacity

After discussion by the Commission on limiting the capacity of fuel tanks to 120 litres Mr. Barnacoat withdrew his recommendation as he felt, after further research, it would not have the intended affect.

8 GENERAL BUSINESS / ADDITIONAL ITEMS

8.1 Frames

The Commission discussed the need to clarify Schedule J / GR 9 for Class 4 and the need to clarify the requirements on main hoop tube sizes. Mr. Erceg is to provide a copy of correspondence he has received on the subject and to circulate to all Commission members for consideration and comment.

ACTION

BE

8.2 Class 2 Capacity Limit

There was discussion relating to suggestions that the capacity limits of Class 2 be adjusted, potentially to 1800cc. There is a body of thought that manufacturers/the market has moved away from the 1600cc capacity (to 1800cc or larger) and that in the short to medium term, supplies of suitable 1600 engines may become more limited and/or more expensive.

Mr. Barnacoat put forward the views of a cross section of competitors in NSW on the topic. Many competitors were in support of such a change, though it was noted that if it were to occur, that a phase in period of a few years should be allowed, providing time to “wear out” engines.

Mrs. Emmins expressed the feeling of the Victorian Panel that if the reasons are for an increase in power, competitors should move to Class 1 and that Class 2 is preferred in its current form.

There appears to be divided opinion toward such a change at this point in time. Prior to considering further the possibility of any change, the Commission feels that it is appropriate to float the suggestion to competitors of a possible increase in capacity to 1800cc or 2000cc via the Off Road web site and also the AORC Newsletter.

ACTION

CAMS

8.3 E-mails

The Minute Secretary is to note that Andy Clark, Morrie Williams and Bruce Waldron need to be included on all e-mails to AORCom.

Secretary's note: Actioned

8.4 Chassis Numbers

The requirement to have a chassis number applied to a chassis does not appear in the Manual.

It was RESOLVED that this needs to be addressed and the requirement will be included into GR9, as follows:

“It is the vehicle owner’s responsibility to ensure a chassis number is present on the vehicle and that it is legible and viewable without the need for dismantling. Where the vehicle does not come from a manufacturer with a chassis number, one shall be applied (eg. by stamp, welded, attached plate) to the frame in a location unlikely to be damaged. In such cases it is recommended the chassis number match the log book number.”

ACTION

CAMS

8.5 Class Consolidation

AORCom considered at length the possibility of amalgamating Class 9 and Class 1. It was agreed that each class has strengths and weaknesses, but offered a similar overall level of performance, and in terms of reducing the overall number of classes, few drawbacks could be seen.

Whilst change is often not welcomed, AORCom was keen to properly consider the classes the sport offers to ensure the best combination for the longer term future of the sport was offered. This may involve significantly

The Commission then considered further restructuring of classes and the following model was discussed.

Class "A"	1650 - 6000cc –incl. all cars with 'A' arm suspension, dog boxes
Class 1	1650 - 4000cc - trailing arms, no turbo
Class 2	1 seat up to 1600cc 2 seat up to 1800cc
Class 4	2 or 4WD up to 6000cc modified
Class 5	2 or 4WD up to 6000cc Std/production
Class 6	Class 6 as is.

This would reduce the number of classes, though not leave any current vehicles without a category to compete in. Obviously there are many different approaches that could be considered.

Further investigation into the issue is to occur, as will widespread consultation prior to any significant change being made.

ACTION

ALL

8.6 Reconnaissance.

A request has been received from Mr. Phil Hatley for dispensation for the Pines event with regard to reconnaissance. The Event plans to use some public road (as a link between the Prologue area and the Forest area) as part of course.

The various Authorities have approved this but only allow for Road closure on one day (being the race day). This presents some problems for Competitors being able to do reconnaissance in their Competition Vehicle where these vehicles are not registered for use on Public roads. The Commission will consider the application and advise Mr. Hatley as soon as possible.

ACTION

CA

9 CLOSE

- 9.1 The next meeting is scheduled for November 5/6th 2005. The location will be confirmed, but given the strength of the sport in South Australia at present, it was felt that Adelaide would be a good location and enable a different group of visitors to attend.

OR 1024 It was Moved B. Erceg / A. Barnacoat that

The next face to face meeting of the Australian Off Road Commission be held in Adelaide.

CARRIED 5 – 0 – 0

There is to be a teleconference held prior to the next face to face meeting to resolve any items necessary for inclusion in the 2006 CAMS Manual of Motor Sport.

ACTION

CAMS

The Meeting closed at 3.45pm.

2005 AUSTRALIAN OFF ROAD CHAMPIONSHIP ORGANISATIONAL REQUIREMENTS

1. GENERAL

These Organisational Requirements are to be read in conjunction with all other regulations under which the Australian Off Road Championship is conducted, particularly the AORC Sporting Regulations. As these Organisational Requirements constitute Part Three of the Australian Off Road Championship Series Regulations, their provisions are enforceable.

2. DOCUMENTS

.1 The supplementary regulations for each event must contain the information required by NCR 67, and must not conflict with the Off Road Standing Regulations, unless the Australian Off Road Commission has specifically approved variations. Matters covered in the AORC Sporting Regulations need not be repeated in event supplementary regulations.

Draft supplementary regulations and an application for organising permit must be lodged with the **appropriate state office** of CAMS for approval not later than four weeks prior to opening of entries. The draft regulations shall then be forwarded to the Manager – Off Road for checking and comment.

Supplementary regulations, in their final printed format, must be forwarded by the organisers to CAMS national office, the state office which will issue the organising permit, the Off Road Technical Commissioner, and the event stewards, not later than four weeks before the close of entries.

.2 The organising committee of the event must ensure that all relevant information is sent to competitors advising them of scrutineering arrangements, briefings and start arrangements (if not covered in supplementary regulations). This advice is usually issued in Further Regulations, which must be approved by CAMS before issue.

.3 The supplementary regulations must be clear and accurate and must be in the approved format, attached as Annex A.

.4 Supplementary regulations must be produced in a professional manner. Budgets should be prepared which permit the regulations to include a well printed cover and good quality printing of the text.

.5 If it is necessary to issue documents to competitors other than by mail, a representative of each entry must sign a prepared sheet, acknowledging receipt.

.6 Prior to the event a list of entries must be forwarded to CAMS in accordance with NCR 91. This list is to include the name of the entrant (that is the owner of the car), the name of the attributed entrant/sponsor (if any), the driver, and all co-drivers/navigators entered for that vehicle. The program should

not be printed until organisers have confirmed with CAMS that all those who have entered are eligible, and that the description of the car is accurate.

.7 Organisers must prepare a running schedule, which is to be submitted to CAMS not later than one week prior to the event.

3. STEWARDS

.1 General

The organisers are to forward all event documentation, passes etc to the appointed stewards as early as practicable.

.2 Series Steward

The series steward for 2005 is:

Mr Andy Clark
2/4 Halls Parade
Mitcham, Vic 3132

Telephone: 03 9873 4062 (All Hours) 0419 795 140 (Mobile)

Email: andysueclark@optusnet.com.au

.3 Briefings

Specific times should be set aside, for the director to brief the stewards on matters such as;

- a. the course,
- b. headquarters and pit/paddock layout,
- c. recovery facilities,
- d. medical facilities,
- e. emergency plan,
- f. spectator areas and spectator control, and
- g. any other relevant matter.

.4 Permission to Start

Before allowing any competitor to commence either the prologue or the event proper, the director is to advise the stewards, vide Form 5-3-5 that the course is in readiness for competition. When they are satisfied that this is the case, the stewards will give their permission for the prologue/event to commence.

4. SCRUTINEERING

.1 Off Road Technical Commissioner

- a. The Off Road Technical Commissioner for 2005 is:

Mr Morris Williams
2 Wright Ave
Upwey 3158
Telephone: (03) 9754 4243 (AH)
Email: morrisw@bigpond.com.au

- b. The Technical Commissioner's primary role is to ensure the maintenance of high and uniform scrutiny standards throughout the championship. To this end he will assist and guide the chief scrutineer of each event.
- c. In eligibility matters, the Technical Commissioner is the highest authority at any meeting; although any eligibility dispute may be referred by the stewards to the Eligibility Committee for determination.
- d. Although he has overriding authority on all scrutiny matters, the Technical Commissioner does not assume the role or responsibility of the chief scrutineer for the event, who will normally be appointed by the organisers.
- e. After each event the Technical Commissioner will report to CAMS' administration and AORCom on;
 - (1) scrutiny standards,
 - (2) vehicle standards, and
 - (3) vehicle eligibility.
- f. Organisers are to ensure copies of all relevant documentation, such as all event regulations, passes etc, are sent to the Technical Commissioner as early as practicable.

.2 Pre-Event Scrutineering

- a. Pre-event examination of vehicles may be carried out either at the event or at convenient regional centres as arranged by the event organisers, or at a combination of both. Sites should be under cover with ample vehicle parking and manoeuvring facilities to prevent congestion. Access should be restricted to officials and competitors whose vehicles are being examined, or whose documents are being checked.
- b. There should be a designated "office area" and this should be staffed by personnel whose function is solely to book competitors in and check all the relevant documents, eg. licences, log books and entry forms.
- c. The scrutineering team is to be headed by a chief scrutineer, appointed by the organisers, who has experience in vehicle eligibility matters, and appropriate technical expertise.
- d. Noise testing of vehicles may be carried out during the prologue and/or event in accordance with the provisions of Article 4.5 of the Off Road Standing Regulations.

.3 Post Event Scrutineering

- a. The location of post-event scrutineering should be separate from the finish of the event, but nearby; preferably under cover and with

adequate facilities to examine vehicles. Access should be restricted so that scrutineers will be able to carry out their duties without extraneous people who might hinder their work in the scrutiny area.

b. As soon as vehicles finish the event they may be impounded, and work on them prohibited. Officials are to be appointed to supervise and patrol the impound area.

c. When vehicles are to be examined, they should be dispatched as soon as possible to the scrutineering location under the supervision of a scrutineer.

d. Vehicles impounded by virtue of their outright finishing positions are to be held for 30 minutes, and class vehicles are to be held for 20 minutes.

.4 Rejected/Problem Vehicles

a. If any vehicle is thought to be in breach of the regulations as a result of pre-event or post-event inspection, a report must be made to the director so that appropriate action can be taken. If a charge is to be laid then the correct form (CAMS Charge Sheet) should be completed and handed to the stewards, and a copy handed to the entrant.

b. Minor infringements may be noted in the vehicle log book and may not require a charge. However, all such matters should be discussed with the stewards (and the Off Road Technical Commissioner if in attendance). In all such cases a Minor Ineligibility Statement is to be completed by the chief scrutineer in accordance with NCR 158(v).

c. A director cannot exclude a competitor on eligibility grounds, as alleged infringements must be referred to the stewards, who have the power to either make a decision or refer a matter to the

Eligibility Committee. In the case of such a referral, the stewards are still required to convene a hearing and take evidence.

.5 Impound

If vehicles are impounded (either in an impound area or in parc fermé), it is the organisers' responsibility to ensure that there is adequate security for the vehicles.

5. INCIDENT REPORT FORMS / EMERGENCY PROCEDURES

Off Road Long Course Emergency Procedure

i) Signs

All vehicles shall carry at least one "OK/SOS" sign and warning triangle.

This will have the green "OK" symbol on one side and the red "SOS" on the other side (the latter in 'landscape' view), and be printed on a white card (minimum 130gsm) or plastic board. This card must be at least A4 size.

As an alternative, organisers or crews may supply their own rigid signs providing that the area of the mounting sheet is at least 620cm² and the letters and symbols are clearly discernable and fit for purpose. Such signs may be mounted on to rectangular or triangular self supporting brackets.

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In the event of an accident where injuries are sustained that require immediate medical attention, the SOS sign must be clearly displayed to following vehicles.

If the SOS sign is displayed, or if a vehicle is stopped and no sign is displayed, then the next two (2) crews must stop and render assistance.

Unless signalled to render further assistance by the two crews on the scene or the competition has been neutralised by the Director, other crews shall pass the scene safely at reduced speed as though under yellow flag conditions, and then recommence competition once clear.

If medical attention is required, event command shall be informed by way of on board radio or mobile telephone. If neither is available or operable, having noted the position of the stopped vehicle and the general nature of the injury, one of the stopped crews must depart for the next recovery/radio point, travelling in the direction of the competition route. The recovery crew shall then inform event command of the incident.

The Director may allow time lost by the crews next on the scene after an accident provided that accident is such that bodily harm might reasonably be expected to have occurred or to be imminent. An incident

report must be lodged (which should include details of any witnesses) as soon as practicable with the Director.

iv) Procedure Where No Injury Occurs

If a vehicle is stopped on course for any reason (eg. mechanical problem, crash) and no injuries are sustained that require medical attention, the OK sign must be clearly displayed by the crew involved to following vehicles.

v) General

Both the warning triangle and the OK sign must be left on display for the entire length of the time that the car is stopped on the course regardless of whether or not the crew remain with the car.

Failure to display either or both these signs as appropriate may result in disciplinary action being taken.

In displaying the applicable signs, crews must consider their own safety and stay away from the competition course. It is recommended that the appropriate sign be securely attached to the vehicle itself in a location that will be obvious to passing cars. Race tape or cable ties are possible methods of attachment.

If it is possible to do so without endangering the crew or officials, the car should be moved a safe distance from the competition course.

6. COURSE

.1 Organisers who propose that their event should be continuous (i.e. non stop) must make application for this to CAMS, specifying the reason for the application. The proposed schedule will be taken into account, as will lap length, track density and other such factors. A detailed map of the refuelling and pit arrangements must also be submitted.

.2 Due consideration must be given to the movement of spectators, officials and recovery crews during the event.

.3 The director or his nominee must inspect the entire length;

- a. of the prologue, concluding not earlier than one hour before the first car is due to start, and
- b. of the course proper, concluding not earlier than one hour before the first car is due to start. A declaration shall be made to the Stewards based on this and any other relevant information as to whether or not the course is fit for competition, prior to the Stewards providing approval to start.

7. RECONNAISSANCE

All events are to provide the opportunity for competitors to undertake a reconnaissance of the full competition and prologue courses on the Saturday of the event. Competitors are to be allowed to use either their competition vehicles or suitable road cars, and those using non-competition vehicles are not to be allowed to start until those in competition vehicles have had a reasonable opportunity to do so.

During the reconnaissance current champions are to be asked to pay close attention to course markings, and to recommend any changes regarded as necessary to the director and/or the chief steward.

8. SEEDING

Seeding will be in accordance with the AORC Sporting Regulations

9. VEHICLE RECOVERY

- .1 The organisers must provide official recovery crews, and the locations selected as recovery points should be adequate in that;
 - a. there is sufficient space for the number of vehicles which are anticipated, including those of possible spectators, and
 - b. the location is safe from the passing traffic and away from any major through road.
- .2 Recovery crew instructions must be clear, concise and adequate for the purpose. Full route charts should be used rather than descriptions of how to get to the points or map references. Maps, if issued, must be clearly printed and the route very clearly marked.
- .3 Immediately the last car has finished the event, the organisers must arrange for a vehicle to sweep the whole course. The recovery vehicle must remain in contact with Event Headquarters at all times, using radio links if necessary. Officials at control points should not be released until the sweep vehicle reaches that point.
- .4 Recovery vehicles must be clearly identifiable as such, and must display a white flag.

10. ORGANISATION

- .1 Event Headquarters is the place where all information pertaining to the event is to be available. This will include the information required by competitors, recovery and service crews, spectators, and media representatives, together with the scores and positions of crews, any incidents, and the location of any crew which has had an accident, or which has withdrawn.

- .2 Event Headquarters should be clearly identified as such and its location included in the regulations and route, service, spectator, and media instructions. The director should always be either located at Headquarters or in communication with Headquarters.
- .3 At Event Headquarters there must be a clearly identified official whose function is that of "Competitor Relations Officer" to handle enquiries from competitors and service crews. He should be introduced at the competitors' briefings.
- .4 An official notice board, clearly identified as such, must be located at Event Headquarters. Any notices issued to competitors must also be placed on the board. The location of the notice board must be specified in the regulations, and/or advised at competitors' briefings.
- .5 Event Headquarters should be in constant touch with all key officials (course setters and controls or groups of controls). This should be done by way of a continuously manned radio link at the Event Headquarters, or a link with the director.
- .6 All sections must be checked prior to the first competing vehicle traversing the course. This is to ensure that there are no unauthorised people on the course, that there are no obstructions, eg. fallen trees, and that all road closure personnel and control officials are in position.
- .7 All road closures must be physically manned by officials. All roads which provide access to the course must be closed by an effective barrier to prevent entry on to the route, eg. a water filled barrier, official's car, etc.
- .8 All officials must be briefed on the procedures for road closures, and of their importance. They must also have identification so that they are easily recognisable by persons not involved in the event.
- .9 Officials and official vehicles must have correct and adequate identification. This identification should be attached to personnel and vehicles at all times so that officials can be recognised immediately. This reduces delays and allows the officials to carry out their duties with more authority and effectiveness. It is quite unfair to have an official giving directions if the official is not readily identifiable as such.

11. CONTROLS

- .1 All control sites must be chosen with competitor, control official and public safety and convenience in mind.
- .2 Controls and control officials must be equipped with the necessary material and information. This includes;
 - a. **written instructions on how the control is to be conducted, including a reference to preventing unauthorised vehicles entering the course,**
 - b. **details of any prohibition on refuelling (if appropriate),**

- c. **flags or markers to indicate the control location,**
- d. **control cards, and**
- e. **clocks.**

12. OFFICIALS

- .1 Control officials must be issued with information pertaining to their duties in the event. Included in this information should be a list of equipment which they should take with them, for example;
 - a. **table and chairs,**
 - b. **appropriate clothing (wet weather gear etc),**
 - c. **lamps and torches (they might be late back),**
 - d. **pens, pencils and paper,**
 - e. **control cards,**
 - f. **any signs or markers, and**
 - g. **Incident Report Forms.**
- .2 A good attitude by control officials is very important for a smooth-running event. As a control official is a judge of fact for specified matters (see Article 4.6 of Sporting Regulations) they should not discuss with competitors any problems which may arise. The control official should politely inform the competitor that the matter will be looked into by the relevant official at the end of the event, and that the competitor should complete and hand in an Incident Report Form.
- .3 In the week prior to the event all control officials should be briefed by the key official in charge of controls.

Subjects which must be covered include;

- a. **the correct procedures,**
- b. **completion of entries on road cards and control cards in the correct manner,**
- c. **the correct procedure for dispatching vehicles, and**
- d. **the procedure in cases of unauthorised vehicles entering the course.**

As well as being verbally briefed, control officials should receive written instructions on procedure. Officials should also receive the following;

- a. **the running schedule,**
- b. **an entry list, and**
- c. **the location of their control, shown on a map.**

- .4 Officials shall hold the relevant CAMS Officials Licence.

13. TIMING

.1 The timing equipment used must be consistent throughout the event. Timing equipment capable of recording and printing times accurate to the nearest hundredth of a second in 24 hour clock format is required.

.2 A back-up timing system should be used in conjunction with the main system. The back-up system can consist of a hand-held time-piece operated by the control official, which need not incorporate a printer. Times are to be recorded and if there is a problem with the main system for determination of a time, or if the main system fails, the back-up system may be used for scoring, thus enabling the lap affected to remain in the event instead of it being cancelled.

.3 Another acceptable back-up system is the synchronisation of every control official's watch with official time, provided such a watch is of a digital type and will keep time accurately for the duration of the event. For this method to be acceptable, the stewards should be consulted prior to the start, and should specify conditions under which they will accept it.

.4 For accurate timing on every lap, the timing official/s should be sited on an extension of the finish line.

14. RESULTS

.1 The following definitions are used;

Time	–	time taken on the road.
Score	–	time plus any penalties.
Results	–	the ranking of scores, provided by the chief timekeeper to the director and verified by him before publication.

.2 The compilation of results can be a very time consuming task. For this reason alone, it is essential that a separate group of officials be specified as the timing team. The chief timekeeper must have had experience with scoring, and the whole team must be efficient and competent.

.3 A computer, with printer, is regarded as essential for a national championship event.

.4 It is essential that times and progressive scores be published and posted as soon as the information is available during the event. A large blackboard is adequate.

.5 Provisional results should be posted immediately after the finish of the event, and these must list the outright and class placing's. They should be available to competitors at the presentation function.

.6 The results must show all scores, including details of any penalties.

.7 Provisional results must be provided to all competitors within 120 hours of completion of the event, unless otherwise approved by CAMS. They must contain the following information, in order of general classification;

- a. full name of driver, co-driver and/or navigator, (initials are not acceptable),
 - b. the allocated number of the vehicle, as it appears in the program/spectator guide,
 - c. the outright place of each vehicle finishing the event,
 - d. the place within the class of each vehicle finishing the event,
 - e. the time for each lap for each vehicle,
 - f. whether or not each vehicle was classified as finishing the event (including finishing within the specified time), and
 - g. any penalties applied.
- .8 In addition, results should include a summary of;
- a. the first ten places in the event,
 - b. the first ten places in each class,
 - c. the winners of all awards, and
 - d. a copy of the starting order, as determined by the prologue, with those competitors who were seeded being annotated accordingly.

.9 If full provisional results are issued at the presentation function, the vehicle number must be recorded on a master sheet so that the secretary will know to whom they have been issued. In any case, a set of provisional results should be mailed to each entrant, and to CAMS state and national offices. See NCR 174.

.10 As soon as provisional results are declared, a copy must be emailed to CAMS National Office at markz@cams.com.au, on the Monday morning immediately after the event.

15. SPECTATORS

.1 Where spectator attendance can be expected it is the organisers' responsibility to provide safe viewing facilities. One of these facilities is a well planned spectator guide.

.2 If a spectator guide is issued, it must conform with CAMS' requirements and shall include the appropriate CAMS disclaimer.

.3 A spectator control official is to be appointed to the organising committee.

.4 Every spectator point must be manned by spectator marshals, who must work under the direction of the senior marshal for that point. They must be readily identifiable at all times, in order that the spectators know that they are in a

position of responsibility and authority. They must be equipped with whistles. The appropriate CAMS disclaimer shall be prominently displayed.

.5 Areas in which spectators may NOT stand must be clearly identified in the spectator guide sketch for the area and also on the ground. Notices bearing the words "No viewing between these signs" must be erected, with "Prohibited Area" signs every 5 metres between them.

.6 Wherever possible a public address system should be used to communicate with the spectators.

16. MEDIA (RESERVED)

17. PROMOTION

.1 All events must include as a sub-title the words, "Round ... 2005 Australian Off Road Championship". All printed material must incorporate the CAMS logo, which must also appear on the front page of supplementary regulations, programs, results and spectator instructions. If relevant, the name of the series sponsor shall also appear on all printed documentation.

.2 The organisers should provide CAMS with regular information prior to the event, so that CAMS can assist with publicity.

.3 Sponsors should be encouraged to provide facilities for their guests during the course of the event. It would be appropriate for the organisers to arrange for a separate viewing area, not open to the public, for use by the major sponsors. This may be located out along the course, in which case there must be provision for reasonable access and transport to Event Headquarters.

18. VENUE

.1 The following areas should be clearly delineated.

- a. Competitors' camping ground. This should be separate from any public camping ground, in order that competitors and their families may be protected from the unruly behaviour which is sometimes evident in the public camping areas.
- b. Paddock. This is the area where the competitors' cars and mechanics are located during the event. It may be used to carry out major repairs during the event. It should be separate from the camping area.
- c. Pits. The pits are used only by competing cars for the purpose of re-fuelling or running repairs during the event. Only drivers, team managers, pit crew and officials may be admitted to the pits. As it is part of the track, members of the public, and particularly children, must be kept out of that area.
The pits and paddock may be the one area, in which case the restrictions applicable to pits apply.

.2 Signs

Adequate direction signs complying with the minimum sizes as per article 7.2 of the Standing Regulations must be erected showing public parking areas, competitors' camping area, pit and paddock entrances, Event Headquarters, timekeepers and the like.

.3 Public Address Systems

A public address system covering the competitors' area, and the public/spectators area is required.

.4 Stewards' Accommodation

There is to be a separate area for the stewards clearly identified as such, which may be a tent or a caravan. It is to be for the stewards' exclusive use, and must be big enough to enable a meeting to take place involving eight people. A table and chairs must be provided.

The stewards' tent/accommodation must be sufficiently separated from Event Headquarters or any busy or public area for sensitive matters to be discussed in private.

.5 Emergency Facilities

Proper medical facilities must be in place including a readily identifiable First Aid post, and an ambulance which is to be located close to Event Headquarters. The ambulance(s) should have the necessary cross-country capability to ensure access to all parts of the course. It is strongly recommended that a helicopter suitable for medical evacuation be available on immediate call to Event Headquarters.

If a doctor is available, he or she should be accommodated near the First Aid post.

Emergency personnel are to be briefed on the nature of the event, the emergency/safety plan and must also be provided with maps of the course, showing major features such as control points, recovery points, access routes etc.

.6 Tickets

All tickets and passes issued for the event must include the CAMS logo and appropriate disclaimer. Admission to the pit, paddock and official areas must be by pass, or CAMS Event Access Pass only. Gates should be supervised to ensure this.