



**Volunteer Official Induction Notes**  
**Novus Glass Winvale Stages 2024**  
**Sunday April 14<sup>th</sup> 2024 - Winvale Park Complex, Western Australia**

**Rally Emergency Number is 0488 679 287**

The organising committee of the Novus Glass Winvale Park Stages 2024 would like to welcome and sincerely thank you for your assistance with the Event.

As an official you have been assigned to a specific location within the Event and your role is essential to the safety of our Competitors and your fellow officials. These induction notes are intended to acquaint you with the general operation of the rally, as well as to provide a guide to some of the requirements within closed stages.

**Meet Point information:**

**Please arrive at your meet point on time.** The meet point map is attached. If you are running late or unable to attend, then it is vital that you contact us as soon as possible. If you cannot contact either your Stage Commander or Stage Setter (mobile coverage is not always available at the meet points), then please ring the Event Officials Coordinator Alex on 0407 582 709.

Please make yourself known to your Stage Commander on arrival at the meet point. You may be provided with documentation, please read these instructions carefully as they explain your duties, and more importantly ensure that you and everyone with you are in a safe environment.

**All Officials are to sign the Motorsport Australia Disclaimer before leaving the Meet Point. The Stage Commander, or their representative, will have a copy for you to sign.** You will need to provide emergency contact details, and your CAMS licence number and expiry date should you have one. The Stage Setter will then direct you to your location within a convoy of vehicles, which will take you to your specific location.

Please observe **Convoy Protocol** whilst in transit: Ensure you can see the vehicle behind you at all times. This may require you to slow down or even stop until the vehicle comes back into view. This will cause the vehicle in front of you to respond likewise. Turn headlights on when travelling on unsealed roads.

Please observe a maximum speed limit of 70kms per hour on the road leading to the property, as it can be narrow in places, and we also need to respect the neighbouring property owners.

A 40km speed limit is in place at the property.

**Pre-Event information:**

Be appropriately dressed for your duties. If provided with a rally cap or hat and safety shirt, please wear at all times whilst on duty. Footwear and other clothing should be appropriate for the duties you are to perform. Remember that you may be outside for a significant part of the day therefore you should ensure that you bring a jacket in case the weather gets chilly.

You should also bring a change of clothing and a waterproof jacket in case of rain. Clothing should not display any branding that is contrary to the sponsors of the event. It is also advisable to bring along sunscreen and insect repellent.

Please bring with you a clipboard, paper and pens, in case you need to complete an incident report. Bring sufficient food and drink with you to meet your needs for the day. It is especially important that you have adequate supplies of water. You may also find it worthwhile to bring a chair with you, as it may be more comfortable than sitting in your car for extended periods.

If you suffer from allergies (hay fever, asthma, bee stings) or have any other medical condition that require medication, then please ensure that you have brought adequate supplies with you.

Consumption of alcohol in the paddock, pits or any other Reserved Area is prohibited until all Competition is concluded on Sunday April 14 2024. The holder of a Motorsport Australia Licence (of a Licence issued by another ASN) may be tested for the presence of alcohol by a Motorsport Australia Accredited Testing Official (CATO) in accordance with the Motorsport Australia Alcohol Policy at [www.motorsport.org.au](http://www.motorsport.org.au)

Winvale Park Complex is a private property in a high-risk fire area, therefore utmost caution must be used at all times when extinguishing cigarettes and matches. It is preferred that you do not smoke at the venue.

Pets are not permitted to accompany you. We are operating in a private property and animals are not permitted, plus there may be baits for vermin which could prove fatal to your pets.

Please do not drive across paddocks, only keep to the designated tracks.

Always ensure that your car fuel tank is as full as possible before arriving at your meeting point. Petrol stations may not be open when you finish your duties.

Public toilets are available at Service Park. The local Police Station is located on 42 Boronia Ave Wundowie, the local Hospital is Midland Hospital at 1 Clayton Street Midland.

Petrol Stations close at 6.30pm in Bakers Hill.

### **Officials General Rally information:**

On arrival at your road closure location, please park your car across the adjoining road to the rally course. It should be parked in a manor:

- That the rally cars will not hit your car or you if they over shoot the intersection,
- Your car will not be hit by flying debris from the rally cars.
- If possible, parked across the road to prevent members of the public from entering the rally course.
- If a member of the public is likely to approach from the road to be closed and it is not possible for them to see your car across the road, or it is expected that the public may arrive at your point, add extra tape and road closure sign across the road at least 10m on the public side of any existing bunting to ensure they will not run into your car.
- If the road you are closing is an Evacuation Route, the Stage Setter will ask you to leave passage for any Emergency Vehicles.

If you have a radio or an operating mobile telephone, then contact Rally Base as soon as possible if any situations arise and advise them of the situation. If you do not have a radio or an operative mobile telephone, and the stage is not yet being run competitively (that is the '0' car has not passed your post), then you should approach the rally course and flag down the next official car to come pass your road closure post and advise them of the situation.

Your **HELP** sign is **only** to be used in an emergency situation, namely if you require medical assistance or other life-threatening situation exists as the use of this sign will stop the special stage. Under **NO** circumstance should you drive onto the stage to seek help as you will endanger your own life and that of the competitors. You should never leave your road closure point unattended.

In an emergency situation such as a bush fire, the stage will be closed and senior officials will enter the stage to coordinate the exit of competitors and officials from the stage. Please wait for and then follow their instructions unless you are in immediate danger. If you are in immediate danger and must leave the area, please try and leave some indication of the direction in which you are going, such as placing a directional arrow on the road way. Also be aware that others will either be coming to pick you up or will be in the same situation as you and leaving the area. It is most likely you will come across traffic going in the opposite direction, please drive very carefully.

The stages are being run twice one way, and once in the reverse. If so, then after the cars have finished their first run through the stage, the Sweeper vehicle will drive through the stage. There will then be a small time gap before the '0' car returns.

**Do not leave your post until you have been advised to do so. After the final run through, the Sweeper vehicle will stop at the control locations and collect the control paper work and then drive straight through the stage. The rally is now finished on your stage. Do not leave your post yet!** Depending on the arrangement that has been made, which will be advised to you at your meet point, either the Stage Commander for that stage or the Stage Setter will be along as soon as possible to take you out of the stage. Please pack up your area as soon as possible after the Sweeper vehicle has passed. Please remember to take your rubbish with you.