

Officials Briefing Notes

Event Name	WASCC Racing Championship Round 5	Event Date	13th & 14th September 2025
From	Clerk of the Course	Version	2
To	All Officials	Permit	625/1409/01
CC	N/A		

1. Introduction and General Information

- 1.1. Welcome to the WASCC Racing Championship Round 4. Volunteering your time this weekend is appreciated.
- 1.2. Your Event Command and Event Admin officials for this event are:
 - 1.2.1. Clerk of the Course – Nathan Fenn
 - 1.2.2. Deputy Clerk of the Course – Peter Westbrook
 - 1.2.3. Assistant Clerk of the Course – Nathan Green
 - 1.2.4. Secretary of the Event – Taylor Grant
- 1.3. The Motorsport Australia Stewards for this event are Terri Woolhouse (Chair), Paul Woolhouse, and Nathan Noble.
- 1.4. These notes do not replace the Official's Briefing held on the day of the Event. Please look at the Timetable for the location and time and listen to the PA for any changes.
- 1.5. These notes are to be read in conjunction with the current [FIA International Sporting Code](#) including Appendices (ISC), [Motorsport Australia National Competition Rules](#) (NCR), [Circuit Race Standing Regulations](#) (CRSR), [Regularity Trail Standing Regulations](#) published by Motorsport Australia, relevant Championship and/or Series Sporting and Technical Regulations as approved by Motorsport Australia, the Supplementary Regulations, Further Regulations, and any Bulletins that may be issued.

2. Policies

- 2.1. This event is held under the [Motorsport Australia Occupational Health and Safety Policy](#), Safety 1st Policy, Integrity and Legal Policies and Risk Management Policy. Copies of these policies are available on the Motorsport Australia [website](#).
- 2.2. This event is also being run under the [Motorsport Australia Social Media Policy](#). When in position during events, officials must pay attention to and complete their allocated duty. When on duty, please:
 - 2.2.1. Do not post to social media on any device, and
 - 2.2.2. Do not take or post photos from any restricted or privileged areas to social media during the event.
 - 2.2.3. A restricted or privileged area is any area that a member of the public cannot access.
 - 2.2.4. No photos or media of any incident are to be posted to social media during or after the event.
- 2.3. A reminder that all signed-on officials must comply with the Motorsport Australia Officials Code of Conduct, available [here](#).
- 2.4. Motorsport Australia Safety Briefing Notes are available [here](#), with additional notes for junior officials available [here](#). All officials should familiarise themselves with these briefing notes if they have not already.
- 2.5. If you observe a hazard, and it can be safely resolved, please do so, and then report it. If you can't resolve it safely, please report it so we can allocate the necessary resources to resolve it.

3. Officials Sign On

- 3.1. Please ensure that you have signed on at the start of each day of the Event.
- 3.2. If any officials are not sure where they are working or who they need to see on each day, please come and see the Clerk of the Course or the Secretary of the Event after the Officials' Briefing.
- 3.3. Any officials who are under the age of 18 need to report to the Clerk of the Course or the Secretary of the Event with your Chief at the end of the officials briefing.

4. Health and Safety

- 4.1. A reminder that your personal health and safety is your number 1 priority.
- 4.2. Please check the weather forecast before the event and dress appropriately.
 - 4.2.1. A minimum requirement for clothing is enclosed shoes, long pants, a short- or long-sleeved shirt (not red or yellow).
- 4.3. While the Organiser may provide lunch and water, if you require any additional food/snacks, please bring these with you.

5. Supplies

- 5.1. Please ensure you have all the equipment and supplies you need for your role.
- 5.2. If you require any further supplies or if something is missing or unserviceable, please let Race Control know.
- 5.3. Flag marshals and pit lane officials, please check your fire extinguishers at your posts/locations to ensure they are charged correctly.

6. Sportity

- 6.1. WASCC is using Sportity for officials only for this Event to distribute event information. Please download Sportity and use the password “WASCC25”.
- 6.2. Those officials that require hard copies of event paperwork or forms will be provided with this at the start of the Event.

7. Radio Communications

- 7.1. Please ensure you follow the correct radio protocol. Identify whom you are calling, followed by your callsign, then your message.
- 7.2. If you see something unusual, report it to Race Control. All officials are our eyes and ears around the track.
- 7.3. Please always listen to the radio. Please do not speak on the radio during an incident or a red flag unless Race Control asks or if it is urgent.
- 7.4. All officials need to be kept in the loop regarding what is occurring around the track. If you are working with someone who does not have a radio, keep them informed of what is occurring.
- 7.5. [Motorsport Australia Communication Guidelines](#) provide a detailed description of what is expected for radio communications.

8. Incidents & Reporting

- 8.1. All officials must report to Race Control any of the following:
 - 8.1.1. Car-to-barrier contact,
 - 8.1.2. Car-to-car contact (please include if there has been a change of position or loss of position),
 - 8.1.3. Any vehicle putting all four (4) wheels over the white line defining the track edge, and;
 - 8.1.4. Any possible breach of the Regulations.
- 8.2. If a vehicle stops on or near the circuit, please report the vehicle number, location and whether it is likely to resume (Engine Not running/Damaged/etc). You must report whether the vehicle is in a **Safe** or **Dangerous** position. If you are in doubt, call it dangerous.
- 8.3. If anything seems abnormal or you are unsure of something throughout the day, please feel free to ask.
- 8.4. When an incident report is requested, please advise Race Control when it is ready for collection.
- 8.5. Please also send a photograph of both sides of the incident report to the WASCC Incident Reports WhatsApp group. If you need to be added to the group, please contact your Chief.

9. Track Safety

- 9.1. Officials must remain behind the first line of defence. Do not enter the circuit without direct permission from Race Control.
- 9.2. Remember your order of safety – 1. Yourself, 2. Fellow Officials, 3. The Driver. The car is the lowest priority.
- 9.3. For officials working on track, please ensure that at least 1 person is watching for traffic, and always leave space for a vehicle to move through whenever possible.
- 9.4. Any vehicles on circuit while it is ‘Open’ must not exceed 80 km/h and must be ready to stop as personnel or other vehicles may be on circuit. This includes any service vehicles (fire, ambulance, safety/course cars, etc.). All vehicles must be clear by 07:50 unless specifically authorised by the Clerk of the Course.

10. Trackside Light Panels (TSPs)

- 10.1. WASCC has installed TSPs at all Marshals’ Posts around the circuit. These will display red, yellow, double yellow, blue, and green flags and the SC board when activated.
- 10.2. Each Marshals Post will have a local controller to control yellow flag, double yellow flag, green flag, and blue flag.
- 10.3. Race Control will control Safety Car, Red Flag, and full course green.
- 10.4. Flags must be waved in addition to the TSP.
- 10.5. The TSPs and flags are regulatory. Drivers must abide by what light and flag is displayed.

11. Race Procedures

- 11.1. There are a mix of rolling and standing starts for this event. For officials involved in the Start procedure, please ensure you are familiar with the Circuit Race Standing Regulations, especially the start, aborted start, and delayed start procedures.
- 11.2. All races are time certain, with the time starting when the Pit Exit is opened.
- 11.2.1. Regularity trials are 5 laps each, with the chequered flag being displayed to the next car after the last car has completed 4 laps.

12. Event Schedule

- 12.1. Race Control will always endeavour to keep the event on schedule to ensure we finish all events.
- 12.1.1. Race Control will always ask how long tasks will take and will likely provide you with how much time you have available.
- 12.2. To ensure this occurs, please ensure any tasks are completed as quick as possible. Work within your teams to achieve this.
- 12.3. Qualifying sessions are time certain – if the red flag is displayed, the clock will continue to count down.

13. Recoveries

- 13.1. For all recoveries, must be done as quickly and safely as possible to keep sessions running due to time constraints of schedule.
- 13.2. For all recoveries in race, drag the car to a safe position against a wall and leave it there.
- 13.2.1. It will then be collected between races. Only use resources that are required.
- 13.3. Always follow directions from Race Control.

14. Emergency/First Intervention/Course Vehicles

- 14.1. All first intervention (fire, recovery, medical, safety) vehicles are to be staffed and ready to be always scrambled to an incident, except while the track is open/cold (i.e., on a break).
- 14.2. All vehicles are not to be left unattended by any personnel needed to staff the vehicles during sessions.
- 14.3. If first intervention vehicle personnel need to step away from their car, please advise Race Control for permission before moving away from vehicles.
- 14.4. When driving on the Circuit during a session, all emergency/recovery vehicles must remain on drivers' right until they need to cross the circuit to attend the incident. Drivers of competition vehicles have been advised of this.
- 14.5. Do not proceed beyond the first line of protection (1LoP) until you have been given permission to proceed by Race Control.
- 14.6. Do not drive on the infield road during a competition session. You may only use the infield road between sessions, on the Formation Lap of a Race, on the cool-down lap of any session (after all cars have received the chequered flag), or when the field has been neutralised by the Safety Car or a Red Flag.

15. Safety Car

- 15.1. For standing starts, the Safety Car will not lead the field out on the formation lap. Instead, it will proceed to SOP when the 1 Minute signal is displayed or earlier if able.
- 15.2. The nominal location for Safety Car lights out will generally be MP6.2.
- 15.2.1. All automobiles must cease weaving once the Safety Car lights are out and maintain the last nominated Safety Car speed.
- 15.2.2. For the avoidance of doubt, weaving will be tolerated up until MP6.5 on drivers' left. Once past this Marshal Post, weaving must cease.

16. Pit Exit Operation During Safety Car

- 16.1. Pit exit shall be open at all times during sessions, except when the Safety Car and the line of automobiles following it is about the pass or are passing the Pit Exit.
- 16.2. The Pit Exit should be closed/open as per the table below unless varied for safety reasons:

Close Pit Exit as the Safety Car:	Open Pit Exit when the last car in the train:
Passes the Starter's Box	Passes the SC2 Line

- 16.3. The Pit Exit is not closed at a restart.

17. Media

- 17.1. This event will be broadcast live online courtesy of Turn 7 Media.
- 17.2. Please ensure your teams are operating at the highest standards, even when cars are not in your section, as you may be shown on the broadcast. Broadcasters tend to show officials during Safety Car Periods and Suspensions.

18. Pit Lane

- 18.1. The Outfield Pit Lane will be in operation for this event.
- 18.2. Pit Exit will be controlled by a Red/Green light located on a tripod at Pit Exit.

19. Race Control Access

- 19.1. To manage the noise in Race Control, access to the Race Control building is restricted to essential personnel only (Race Control Officials, Stewards, Timing, Secretary of the Event).
- 19.2. Any official who is called to Race Control is asked to knock on the door and wait. A member of the Event Command team will answer the door when they are available.
- 19.3. If an official needs to enter Race Control, please ask on the radio first.
- 19.4. All documents delivered to Race Control must be handed to the Clerk of the Course or Deputy Clerk of the Course.

20. Standing Down

- 20.1. If you need to stand down for medical reasons (injury/illness/etc.) then you must attend the Outfield Medical Centre for assessment prior to leaving the venue.
- 20.2. If you need to stand down for any other reason, please discuss this with your Chief.

21. Critical Incidents

- 21.1. If a Critical Incident is called, it is imperative that all officials stay where they are unless they are directly involved in the incident.
- 21.2. Unless priority information relating to the Critical Incident needs to be relayed to Race Control, radio silence must be maintained.
- 21.3. There may be extended periods of time where officials need to wait or where additional information cannot be passed on. Please know that Race Control are working on updating everyone as soon as possible and are aware of the need to update all stakeholders.
- 21.4. Under no circumstances is any official to provide comment or statement on any incident, either online, any form of media, or to any personnel outside the event.

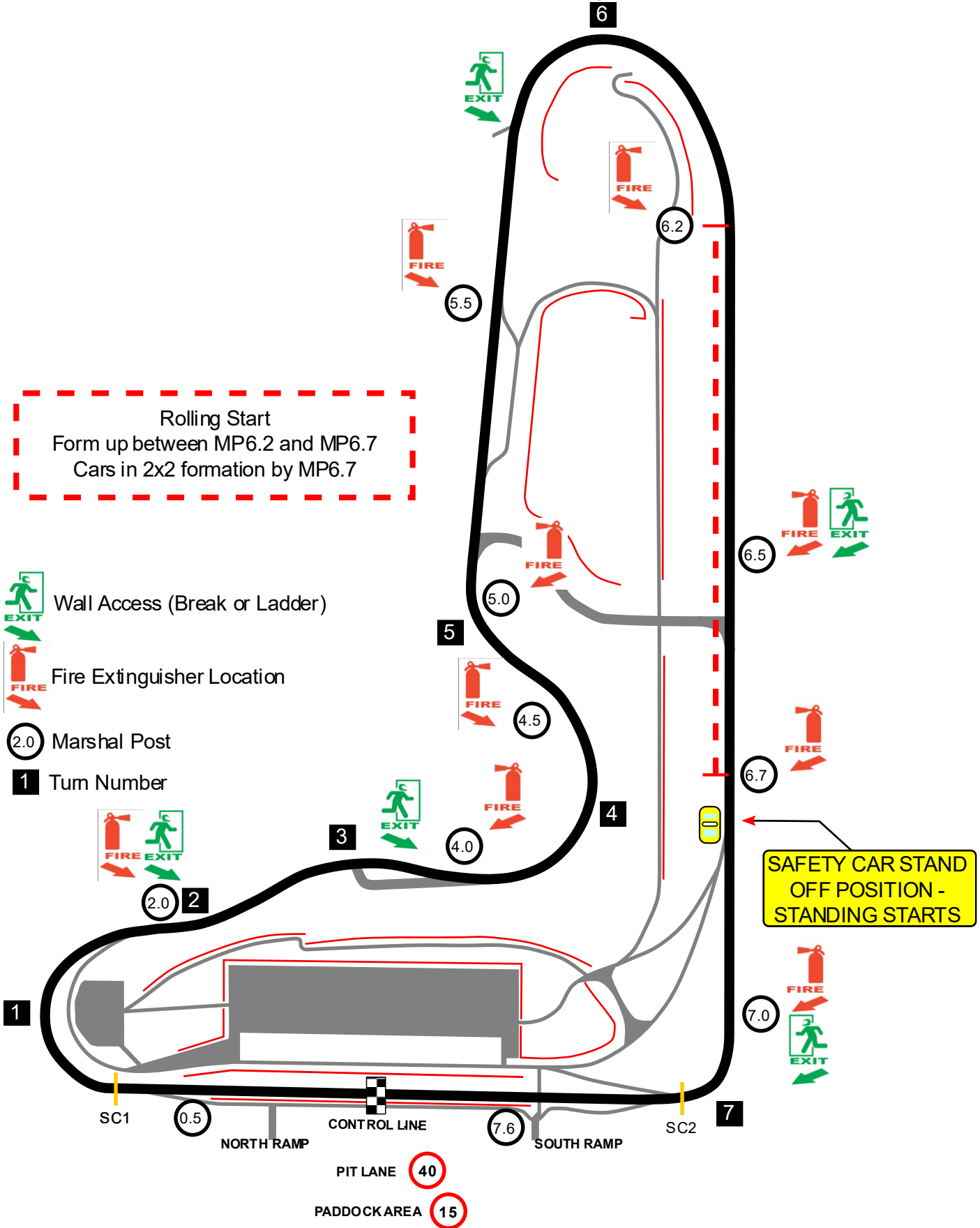
22. Questions

- 22.1. If anyone has any questions, queries, or concerns during the event, please ask Race Control.
- 22.2. If anyone has any questions prior to the event, please contact officials@wascc.asn.au or your Chief.

Nathan Fenn

Clerk of the Course

Attachment A – Circuit Diagram



Attachment B – Marshalling Area Maps

