

UNISA AUSTRALIAN HPV SUPER SERIES

ROUND 1
MOUNT GAMBIER 8 HOUR

EVENT MANUAL



University of
South Australia

****REVISED JANUARY 2020****

ALL ENQUIRIES TO:

Australian International Pedal Prix Inc.
West Beach Sports Hub, Military Road,
West Beach SA 5024
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If changes are made to this document, the organising body will notify all teams via email and the revised document will be published on the website.



City of
Mount Gambier

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1.0 DEFINITIONS

“HPV” referred to in this document is human powered vehicle.

“Organising Body” referred to in this document is Australian International Pedal Prix Inc.

“Event” referred to in this document is the Mount Gambier 8-hour race.

2.0 PROGRAM OF EVENTS

1.1 SCRUTINEERING

Friday 27 March

Scrutineering will take place at Mount Gambier Railway Lands Reserve (appendix 5) from 1:00pm – 4:00pm.

1.2 RACE DAY

Saturday 28 March

One 8-hour race 9.00am to 5.00pm.

6.00am	Venue open for team access
8.00am	Compulsory First Shift Marshals Briefing at Race Control (10 mins)
8.15am	Compulsory Team Manager Briefing at Race Control (10 mins)
8.30am	Grid form up commences
8.50am	All Marshals in position
8.50am	Form up complete and grid clear except for officials, vehicles and riders
9.00am	Competition begins – Standing Start
5.00pm	Competition concludes - Unless there are unforeseen circumstances lap counting will end exactly 8 hours (inclusive of race stoppages) after commencement
5.10pm	Presentations
6.00pm	All teams to have exited the venue

3.0 CATEGORIES

Categories within The Series are under two classifications of “School Categories” and “Open Categories”. School Category entries must be from a single school and are based on students’ year level and age. The Open Category is for teams made up of riders from across the community and offers the opportunity for sports teams, cultural and social groups and private individuals to enter within their age category. There are Sub Categories for All Female teams in both School and Open Categories and for Solo entries and Masters within the Open Category.

Riders are not permitted to ride for multiple teams at a single event. In the interest of inclusion teams may apply for dispensation if they are seeking to enter a team which is outside the scope of a category or seeking to enter an event where they are not eligible. Applications outlining the reason for dispensation must be submitted to the AIPP Inc. Board at least one month prior to the event.

3.1 SCHOOL CATEGORIES

S1 Junior School

Where riders are from Years 5 - 7 under 14 on January 1 2020 from a single school.

Up to 20 riders allowed per team

S1F Junior School – All Female

Where riders are all female from Years 5 – 7 under 14 on January 1 2020 from a single school.

Up to 20 riders allowed per team

S2 Middle School

Where riders are Year 10 or below under the age of 17 on January 1 2020 from a single school

Up to 14 riders allowed per team

S2F Middle School – All Female

Where riders are all female Year 10 or below under the age of 17 on January 1 2020 from a single school

Up to 14 riders allowed per team

S3 Senior School

Where riders are Year 12 or below under the age of 20 on January 1 2020 from a single school

Up to 12 riders allowed per team

S3F Senior School – All Female

Where riders are all female Year 12 or below under the age of 20 on January 1 2020 from a single school

Up to 12 riders allowed per team

3.2 OPEN CATEGORIES

C4 Under 14

Community based - where riders are under the age of 14 on January 1 2020

Up to 20 riders allowed per team

C4F Under 14 - All Female

Community based - where riders are all female under the age of 14 on January 1 2020

Up to 20 riders allowed per team

C5 Under 17

Community based - where riders are under the age of 17 on January 1 2020

Up to 14 riders allowed per team

C5F Under 17 - All Female

Community based - where riders are all female under the age of 17 on January 1 2020

Up to 14 riders allowed per team

C6 Under 20

Community based - where riders are under the age of 20 on January 1 2020

Up to 12 riders allowed per team

C6F Under 20 – All Female

Community based - where riders are all female under the age of 20 on January 1 2020

Up to 12 riders allowed per team

C7 Open

Community based - riders of any age

Up to 10 riders allowed per team

C7F Open – All Female

Community based - where riders are all female of any age

Up to 10 riders allowed per team

C7M Open - Masters

Community based - where riders are 35 or older on January 1 2020

Up to 10 riders allowed per team

C7MF Open – Masters – All Female

Community based - where riders are all female 35 or older on January 1 2020

Up to 10 riders allowed per team

4.0 VENUE

McNamara Park, Mt Gambier. AIPP retains the right to alter the venue as required and will give notice to all Teams entered via email should this be necessary. Teams are reminded that we have been afforded the privilege of using the McNamara Park circuit for an HPV event and all reasonable care should be taken to ensure we leave the venue as we find it.

4.1 CONDITIONS OF USE

- 4.1.1 Any damage to trees or vegetation must be reported to the Event Director.
- 4.1.2 Any damage to ground surface and grassed areas must be reported to the Event Director.
- 4.1.3 No open fires may be lit in the area.
- 4.1.4 Teams are expected to keep their areas tidy during the event and utilise rubbish bins provided. Teams must clean up their immediate area prior to departure. All carpet, matting etc must be removed from the venue.
- 4.1.5 All materials and equipment shall be stored so as to prevent damage to the site and minimize hazards to persons, materials and equipment.
- 4.1.6 Individuals should remember that they are a member of a team and ultimately responsible for the actions of all their team. Team Managers should brief their team accordingly.

4.2 AMENITIES / SERVICES

The following amenities and services will be available to the public throughout the event:

4.2.1 Catering

A range of hot and cold food and drinks will be available from 8.30am from the McNamara Park Canteen.

Note: Teams are not permitted to sell food at the event as a means of fundraising.

4.2.2 Toilets

Public toilets are available.

4.2.4 Power

Power is not provided to pits. Teams requiring power in their pit area should provide their own generators which need to be located with consideration for other teams. All teams with generators must have an appropriate fire extinguisher adjacent to the generator at all times, and observe safe procedures when refuelling (Appendix 2).

4.2.5 Public Address System

A public-address system will operate from 8.00am on race day. Please ensure you monitor this for important announcements.

4.3 ACCESS TO MCNAMARA PARK

Vehicle access for set up of pits is available from McNamara Park Road – refer **Appendix 1**.

Gates open 6.00am Saturday March 28, a \$5 charge per car is payable on entry to the venue.

Motor vehicle access to pit areas for setup closes at 8.15am with all vehicles being removed from the track by 8.20am.

4.4 CAR PARKING

All motor vehicles must be parked in the designated parking area. McNamara Park event staff will direct traffic to the parking area. Teams are permitted to park a trailer behind their pit area.

5.0 TEAM INFORMATION

5.1 ROLE OF THE TEAM MANAGER

Information in this section also relates to any person who is acting in the capacity of Proxy for a Team Manager. Each team must have one nominated Team Manager over the age of 18 years of age who:

- 5.1.1 Is the official contact between Organising Body and the Team.
- 5.1.2 Is responsible for presenting all necessary documentation at scrutineering.
- 5.1.3 responsible for ensuring their team members act within the rules and spirit of the vent.
- 5.1.4 Must be present in the Team's pit area throughout the event and have the nominated contact mobile phone with them turned on and not diverted or switched to message bank.
- 5.1.5 Must be present at the Team Managers' briefing. This applies to Team Managers and their nominated proxies.
- 5.1.6 Will not be a riding member of the team unless permission is obtained from Organising Body at least one week prior to the event.
- 5.1.7 Has the responsibility of ensuring that all team members understand all rules, guidelines and safety procedures governing the event and are aware of the consequences of any infringement.
- 5.1.8 Has the responsibility of ensuring each rider has all necessary adjustments in their vehicle made before they enter the track especially seat belts. This should primarily be achieved through establishing the Team's practised protocols.
- 5.1.9 Is responsible for the conduct of those in and associated with the team.
- 5.1.10 Is responsible for ensuring that all areas used by the team, its support staff and visitors are kept tidy and left tidy after the event.
- 5.1.11 Is responsible for ensuring that the team provides trained marshals as required.
- 5.1.12 Is reminded that they have a particular responsibility and duty of care to their riders and during construction and use of the team vehicle, they must monitor -
 - (a) that the rider protection structures are adequate to meet their purpose.
 - (b) that all other aspects of the vehicle do not compromise rider safety at any time.
- 5.1.13 Must be familiar with and comply with the duty of care check list (**appendix 6**).

5.2 VEHICLE NUMBERS

- 5.2.1 Vehicle side number panels and numbers will be provided to Team Managers during Scrutineering.
- 5.2.2 Teams will be allocated the same number for the entire series irrespective of the number of rounds entered.
- 5.2.3 Number panels are not required to complete scrutineering, but must be attached (**as per 1.4 in the National Specification**) prior to the start of competition.
- 5.2.4 Replacement panels and numbers can be purchased for \$11.00 per panel.

5.3 PIT NUMBERS & ALLOCATION

- 5.3.1 Pits will be marked and numbered and will be allocated prior to the event with the information available on the web site.
- 5.3.2 Pits will be approximately 3 metres in width.
- 5.3.3 No stakes, poles etc are to be driven into any sealed surface or where there are underground watering systems in place. These will be marked by blue paint.
- 5.3.4 Team marquees, tents etc must be set up approximately 6 metres back from the edge of the track. This distance will be indicated by ground markings.
- 5.3.5 Pit Lane will be delineated by plastic traffic cones.

5.4 RIDER ATTIRE & HELMETS

- 5.4.1 Riders must wear appropriate clothing (cycling attire etc) which is neatly fitting. No singlets or tank tops. Shoulders must be covered.
- 5.4.2 Riders must wear an approved cycle helmet or skate board helmet or full face helmet with visor (**AS2063.1, AS2063.2, AS/NZS2063, AS1698, AS/ NZS1698 or SNELL B95**)
- 5.4.3 Helmets must be properly fastened and adjusted correctly at all times.
- 5.4.4 Caps, hats, beanies, hoods or other items must not to be worn under helmets.
- 5.4.5 Riders of open cockpit vehicles must wear safety glasses that meet or exceed **AS/NZS 1337.1:2010** safety standards at all times whilst riding. Prescription glasses do not meet this standard and must have a set of approved glasses over the top if required to be worn. Where a fully enclosed vehicle is no longer deemed to be fully enclosed they are required to meet the same requirements as an open cockpit vehicle.
- 5.4.6 Hand and finger protection is recommended for riders.
- 5.4.7 Riders must wear shoes that provide full foot coverage.
- 5.4.8 Riders must not wear personal listening devices (iPods, MP3 players etc) while on the track.

5.5 DOCUMENTATION

- 5.5.1 All teams are required to present documents on Friday prior to scrutineering.
- 5.5.2 To complete the process, the following are required.
 - Form 1** Principal's Declaration for all Institutional teams.
 - Form 2** Team Manager Declaration required from all Team Managers.
 - Form 2A** Team Manager Checklist required from all Team Managers.
 - Form 3** Consent Release and Indemnity required from all riders prior to their participation in the Series.
 - Form 4** Team Member List to be submitted at Documentation for each event.
- 5.5.3 Once all documents have been checked and are found to be in order, Teams will be issued a Scrutineering Checklist.

5.6 SCRUTINEERING

- 5.6.1 30-minute time slots between 1.00pm and 4.00pm will be allocated to Teams and the listing published on the web site. Prior to the event Teams will be asked to nominate preferred times.
- 5.6.2 Vehicles not presented at their allocated time will not be scrutineered.
- 5.6.3 Vehicles will not be scrutineered on Race Day.
- 5.6.4 All HPV's will be fully scrutineered to ensure they comply with current 2020 National Specifications. Vehicles will not be permitted to start until they have passed scrutineering.
- 5.6.5 Successful scrutineering will result in teams being allocated rider wristbands, Team Manager ID and number panels.
- 5.6.6 Vehicles may be subject to subsequent scrutineering during or after the event.

5.7 IDENTIFICATION

Identification, as listed below, will be issued –

- 5.7.1 Following successful scrutineering one wristband for each team rider and ID for each team manager.
- 5.7.2 Only properly identified team members will be permitted to ride vehicles.
- 5.7.3 Replacement wristbands will only be issued on return of a damaged band. Lost bands will not be replaced.
- 5.7.4 Team riders, managers and proxies must wear their identification at all times during the event.

6.0 RACE MANAGEMENT

6.1 LAP COUNTING AND RACE TIMING

- 6.1.1 All teams are required to provide their own MyLaps pro-chip flex transponder. Please go to mylaps.com.au for further information. Transponders will need to be acquired prior to the first race entered, along with an in-date subscription. We do not supply transponders at events. Fitting instructions can be provided at Scrutineering.
- 6.1.2 Each vehicle will have its transponder checked under riding conditions as part of the scrutineering process (section 5.6).
- 6.1.3 Should a failure of the electronic lap counting system occur the fairest allocation of positions with the information that is available will be determined at the sole discretion of the organising body. Results and Awards will be announced accordingly.

6.2 TRACK MARSHALLING

- 6.2.1 All teams will be advised of their allocated marshalling time and location via the website.
- 6.2.2 All teams are required to ensure they have at least 2 appropriately trained marshals in accordance with the Marshal Training Program.
- 6.2.3 Failure to appear at the rostered time and location will result in team penalties (**section 7.4**).
- 6.2.4 A compulsory marshal briefing at Race Control for all first shift marshals occurs at 8.00am Saturday.
- 6.2.5 Marshals must arrive at their position five minutes prior to their allocated time.
- 6.2.6 Marshals will be provided with radios, high visibility vests, flags/lights and writing equipment. All equipment must be passed to the next marshal at changeover.
- 6.2.7 Marshals must not leave their position until relieved.
- 6.2.8 The Marshal taking up the position must radio in at changeover.
- 6.2.9 The final Marshal on each point must return all equipment to Race Control at the conclusion of the event.

6.3 FLAGS / LIGHTS

6.3.1 Australian National Flag

Competition Start

6.3.2 Green Flag/Flashing Yellow Light

Conditions normal race speed

6.3.3 Yellow Flag/Flashing Yellow Light

This is the signal for danger – there is a hazard on track ahead. It may be in the form of another vehicle, debris or a marshal on the track. SLOW DOWN and be prepared to take evasive action. Any overtaking or riding within the yellow flag area prior to the next green flag that causes concern to officials will be report and penalties will be enforced at the discretion of the organising body.

6.3.4 Red & Yellow Flags/Flashing Red & Yellow Light

Serious hazard on the track, including an Emergency Vehicle either on or about to enter the track. Red and Yellow flags/lights will be shown at marshal points preceding and in the area of the hazard. Riders need to move as near as practical to the left-hand side of the track, ensure they travel extremely slowly with NO OVERTAKING and be prepared to take evasive action. Overtaking within the red & yellow flag/light area prior to the next green flag/light will incur penalties

6.3.5 Red Flag/ Flashing Red Light

STOP IMMEDIATELY AS NEAR AS PRACTICABLE TO THE LEFT-HAND SIDE OF THE TRACK. If red flag conditions continues for an extended period, teams may be directed to return to their pit. When directed to move, vehicles are to return to their pit in single file. NO OVERTAKING PERMITTED

6.3.6 Black Flag

Waved directly at a single vehicle. Vehicle is required to stop at Race Control on the following lap. The Black flag may be shown in conjunction with a vehicle number

6.3.6 Chequered Flag

End of competition

6.3.7 Following a race stoppage whereby all vehicles have returned to their pit, an announcement will be made over the PA system for all vehicles to line up at the pit exit. When the course is deemed safe by the Race Director the track will go green and vehicles will exit pit lane at the direction of the pit exit marshal.

6.4 COURSE CAR

6.4.1 A Course Car may be used to collect the field at the start of the race and during the event if required.

6.4.2 HPVs should form up behind the Course Car.

6.4.3 ONCE THE COURSE CAR HAS ENTERED THE TRACK NO HPV MAY PASS IT UNLESS INSTRUCTED TO DO SO BY THE DRIVER OR OBSERVER IN THE COURSE CAR

6.5 START OF COMPETITION

The grid will be determined by an equitable seeding process undertaken by AIPP and will be published on the website by 21 March. The race begins with a standing start.

6.6 END OF COMPETITION

6.6.1 Unless there are unforeseen circumstances lap counting will end exactly 8 hours (inclusive of race stoppages) after commencement.

6.6.2 All vehicles crossing the line after this time will receive the chequered flag.

6.6.3 The chequered flag signals the end of the event and all vehicles once shown this flag must immediately return to their pit.

6.7 POST EVENT AWARD PRESENTATIONS

Presentations will occur at the Podium area at 5.10pm.

6.8 INJURIES & MEDICAL TREATMENT

6.8.1 EMT First Aid representatives or St Johns will be present on-site for the duration of the event to facilitate the treatment of injuries.

6.8.2 Team members are urged to have ambulance insurance cover in case travel to hospital is needed. Enquiries should be made into school student accident/medical insurance coverage.

6.8.3 In the event on-site treatment is required, the following procedure **must** be adhered to: In the case of competition team members - as soon as practicable after the injury the Team Manager or delegate should accompany the rider to the EMT treatment station. The Team Manager or delegate must provide EMT with all available medical information required concerning the patient to assist with their treatment. Once the required treatment has been completed the Team Manager or delegate is to attend at Race Control to provide details of the incident – Injury Report Form to be completed - **Appendix 3**

6.8.4 A vehicle that a rider has been injured in may be subject to re-scrutineering. If any rider is seriously injured the vehicle they were riding must not be repaired until scrutineers have had the opportunity to examine the vehicle.

6.8.5 No person may substitute for an injured rider in the team.

7.0 EVENT RULES

7.1 GENERAL

- 7.1.1 Riding of vehicles (trikes) anywhere on the circuit prior to competition start is not permitted.
- 7.1.2 Disorderly and abusive behaviour by teams will not be tolerated. Penalties including exclusion of individuals from the area at the discretion of event organisers may be applied in any case of offensive language or conduct.
- 7.1.3 This is Smoke Free event.

7.2 OVERTAKING AND CONTACT

- 7.2.1 Under no circumstances is a vehicle to be ridden on the track in the opposite direction to racing.
- 7.2.2 Vehicles should keep to the left of the track unless overtaking.
- 7.2.3 Vehicles should where possible overtake on the right-hand side with the overtaking vehicle ensuring a safe clearance distance prior to moving back into the preferred track position.
- 7.2.4 Obstruction of overtaking vehicles is prohibited.
- 7.2.5 Deliberate bumping is prohibited.
- 7.2.6 Cutting off is prohibited.
- 7.2.7 Any vehicle coming into contact with a marshal will incur an immediate time penalty unless it can be demonstrated to the satisfaction of the Race Director that the incident was unavoidable. Contact occurring under yellow flag/light conditions will attract a severe time penalty.

7.3 PIT LANE CONDITIONS

- 7.3.1 Speed limit is 10 km/h
- 7.3.2 Under no circumstances during the competition shall a vehicle enter pit lane other than via the pit entry.
- 7.3.3 Vehicles must stop by using their brakes only without assistance from pit crew.
- 7.3.4 All rider changes must occur in the team's changeover area.
- 7.3.5 Vehicles must be stationary for rider changes.
- 7.3.6 With the exception of pit lane, urgent minor repairs can be undertaken anywhere off the track proper. Teams are not to supply or retrieve any items to or from vehicles on the track proper.
- 7.3.7 To reduce pit lane congestion it is recommended 2 pit crew assist the incoming and outgoing riders.
- 7.3.8 Prior to exiting the pit lane, riders must sound their warning device and display their wristband to the pit lane exit marshal. The exit marshal is permitted to stop vehicles prior to exiting to ensure they comply with regulations relating to horns, helmets, seatbelts and glasses.
- 7.3.9 If a vehicle does not comply with safety requirements the pit exit marshal will hold the vehicle at pit exit until the defects are remedied.
- 7.3.10 Spectating between the pit area and pit lane (that is, the track side of the pit tent) is not permitted. Pit lane is not for pedestrian access – please advise your visitors and team accordingly.
- 7.3.11 All personnel in the team rider change over area must wear fully enclosed footwear at all times.

7.4 PENALTIES

- 7.4.1 Teams who are found to be in breach of any of the Series rules risk penalty. If any team behaviour is deemed not to be in the spirit or best interests of the event, penalties will be imposed on the team and/or individual.
- 7.4.2 The Chief Marshal in conjunction with the Race Director will receive and investigate reports of dangerous riding for consideration of penalty.
- 7.4.3 The Race Director has the discretion to impose penalties for any conduct that is considered not to be in the spirit of the event or seen as bringing the event into disrepute.
- 7.4.4 Decisions of the Race Director will be final and the relevant team managers will be informed of any penalties imposed.

7.4.5 Forms of Penalty

- a. Caution
- b. Time penalty
- c. Exclusion of individual members (substitution not allowed)
- d. Exclusion from results
- e. Team disqualification from competition

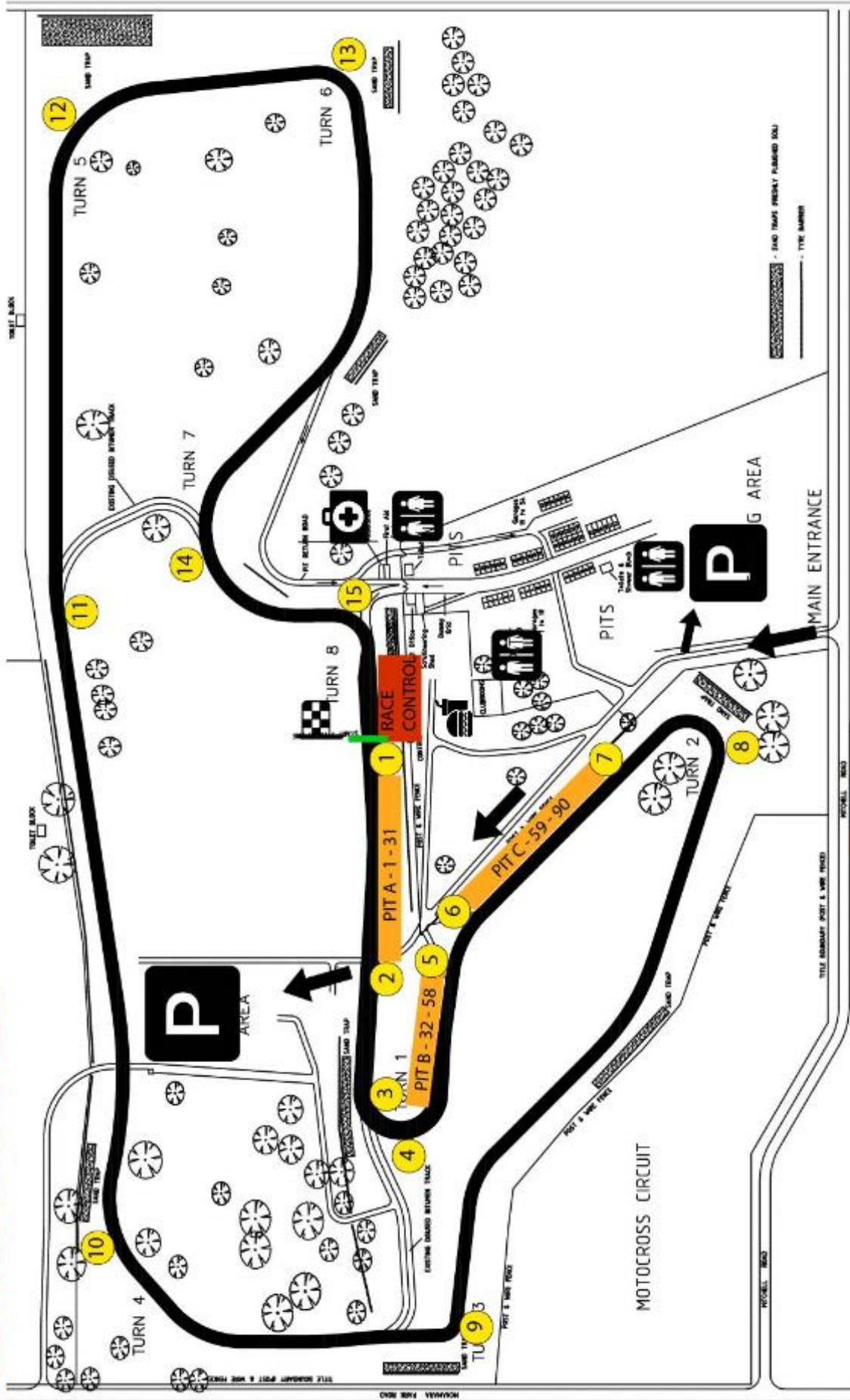
7.5 PROTESTS

When a team believes on reasonable grounds that another competitor has contravened the rules, they may lodge a written protest with the Race Director. In such cases the following procedure shall be followed:

- 7.5.1 The Team Manager is to attend at Race Control with an official protest form -**Appendix 4**
- 7.5.2 Documentation is to be completed accurately.
- 7.5.3 Completed forms must be lodged no later than **30 minutes** after the incident.
- 7.5.4 Decisions of the Race Director will be final and the relevant team managers will be informed of any penalties imposed on their team/s.
- 7.5.5 Teams are reminded that due to the number of vehicles sharing the circuit it is likely that contact will occur. This may not be intentional and therefore may not be worthy of protest.

7.6 RESULTS & AWARDS

- 7.6.1 Results are provisional until published by the Organising Body on the AIPP website.
- 7.6.2 The following awards will be presented:
 - First, second and third placed entries in category S1, S2, S3, C4, C5, C6 and C7
 - Provided there are three or more entries
 - If there are less than three entries only first place is awarded
 - First, second and third placed entries in each sub category (S1F, S2F, S3F, C4F, C5F, C6F, C7F, C7MF, and C7M)
 - Provided there are three or more entries
 - If there are less than three entries only first place is awarded
 - Fastest Lap in all categories
 - Provided there are three or more entries



APPENDIX 2, PROCEDURES FOR REFUELLING OF GENERATORS



- 1 All refuelling of generators is to be carried out in conjunction with procedures specified by the manufacturer and/or supplier.
- 2 **NO SMOKING** as these are non smoking events, this should not occur in any situation
- 3 Refuelling to be carried out at least 10m away from naked flames, gas lanterns, lit barbeques etc
- 4 Unit being refuelled **MUST** be switched off
- 5 Turn off all loads on generators prior to commencing refuelling
- 6 If there is any risk of fuel being spilt on hot components, let the unit cool down before refuelling
- 7 Have an assistant standing by with a 2.3kg A:B(e) fire extinguisher
- 8 Release caps on tanks and containers slowly to vent pressure
- 9 Use a funnel to lessen chance of spillage
- 10 Do not fill tanks to the point of overflowing
- 11 If fuel is spilt, clean up and nullify hazard before starting unit
- 12 Have a bucket or bag of sand available for any clean up of fuel
- 13 Remove fuel storage containers to a secure storage area before starting unit
- 14 Ensure all loads on generators are off before restarting generators
- 15 Do not restrict ventilation to generators whilst running and do not cover with flammable material whilst running or hot

APPENDIX 3, INJURY REPORT FORM



Form 6

To be completed by the Team Manager where any person suffers any injury and/or any person is given medical attention by first aid or medical personnel. If there is insufficient room on the form, please use back of the form to complete report. Any information given on this form will be used by the AIPP solely for statistical and insurance purposes.

DATE AND TIME OF INJURY _____

THE VENUE & LOCATION WHERE THE INJURY OCCURED

INJURED PERSON'S NAME _____

TEAM INJURED PERSON ASSOCIATED WITH _____

ROLE OF INJURED PERSON AT THE EVENT _____

Description of the injury and how it occurred (including such things as weather conditions at the time or any other contributing factors).

INJURY TREATMENT DETAILS

Treated at Scene

By _____

Treated at St John facility

Accompanied by _____

Transported to hospital by private vehicle

Ambulance

TEAM MANAGER NAME _____

TEAM MANAGER SIGNATURE _____

Received by _____ time _____ date _____

AIPP Rep.

APPENDIX 4, PROTEST NOTIFICATION



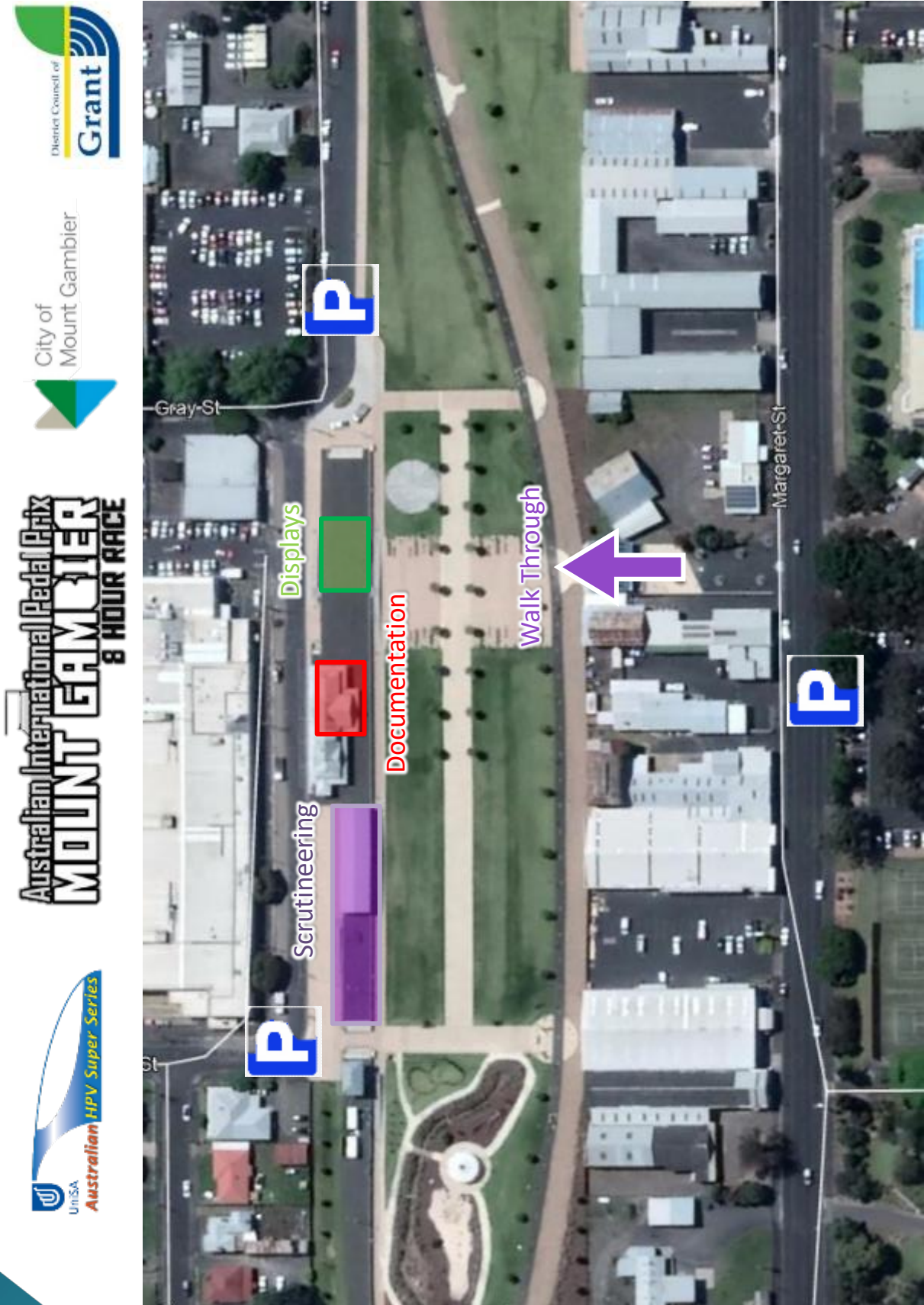
Form 7

Information provided on this form will assist the Race Director determine any action required. It will not be accepted unless signed by the Manager of the Team lodging the protest and submitted within 30 minutes of the incident

SECTION 1 - Details of Team Lodging Protest		
Vehicle No:	Team Name:	
Team Manager name:		
Name of Rider at time of incident:		
SECTION 2 – Details of the incident		
Time of incident:	Other vehicle number:	
Description of incident:		
Diagram if appropriate – Use reverse of sheet if necessary		
Team Manager Signature:	Mobile number:	
SECTION 3 –Organising Body Use		
Received by:	Time:	Date:
Action Taken:		
Signature:		

APPENDIX 5, SCRUTINEERING LAYOUT

Scrutineering will take place at the Railway lands. Parking is available on; Railway Terrace or Margaret Street. If parking on Margaret Street, there is a walk through to railway lands and scrutineering marked on the map below.



APPENDIX 6, TEAM MANAGERS' DUTY OF CARE

TEAM MANAGERS 'DUTY OF CARE'

Team Managers are reminded that they have a “duty of care” and are responsible for safety within their pit areas. The following check list is provided to assist Team Managers fulfil their duty and remind them they are responsible for safety within their pit areas –

- a. This is a smoke free event.
- b. ALL motor vehicles must be removed from the track. No motor vehicles will be driven inside the venue during the event other than emergency services and official vehicles.
- c. ALL emergency access roadways must be kept clear at all times.
- d. ALL electrical equipment and leads must be tagged as required.
- e. ALL electrical leads across walkways to be covered.
- f. ALL extension leads joins to be covered with a waterproof cover.
- g. ALL generators and electrical equipment must conform to Australian Standards.
- h. SAFE storage and handling of spare fuel for generators (20 litres only to be left in pit area, the rest to be removed to safe storage in car parks i.e. boot of cars)
- i. SAFE refuelling procedures of generators (appendix 2)
- j. SAFE storage and handling of all gas bottles and cylinders.
- k. ALL gas bottles and cylinders must be within test date.
- l. ALL gas fuelled equipment must be in safe operating condition.
- m. SAFE location and operation of all cooking facilities. (behind pit-site only)
- n. SAFE location of all heating devices. Do not use gas or fuel powered heaters in tents or enclosed spaces.
- o. Teams operating generators and/or gas fuelled equipment must provide fire extinguishers MINIMUM of 2.3 Kg A:B (e) type in their pit sites. Fire extinguishers must be fully charged and within test date.
- p. ALL tents must be securely pegged and guyed.
- q. ALL guy ropes and pegs must be kept clear of walkways.
- r. ALL exposed tent pegs must be shielded - e.g. sandbags.
- s. Wherever necessary guy ropes and tent pegs must be clearly identified.
- t. SAFE and healthy storage of food and drink supplies.
- u. SAFE preparation of food.
- v. CONTROL and removal of all rubbish from your pit area.

PROHIBITED ITEMS

- a. Open fires.
- b. Any item which may cause alarm, injury or distress to any person.
- c. Firearms of any type.
- d. Bows and arrows or slingshots of any description.
- e. Cap guns, caps for cap guns or guns which fire missiles or projectiles of any description.
- f. Silly string or any spray projected item.
- g. Fireworks or pyrotechnic devices including sparklers.
- h. Water pistols or any gun like device.
- i. Any item of a pornographic or offensive nature.
- j. Alcohol.
- k. Illicit drugs.