

Officials

The following policies & guidelines will be applied for all officials at Rally Australia. Any questions or issues should be initially addressed via the Officials Coordinator – email officials@rallyaustralia.com.au

Rights of Officials

The health and safety of Officials of Rally Australia is of prime importance.

- Officials will receive the appropriate training and support to enable them to carry out their duties safely and efficiently.
- Officials will be appointed to a position appropriate to their level of competence and qualifications.
- Officials will be treated with respect, professionalism, dignity and courtesy at all times, particularly by other officials.
- Officials will have a clear line of management.
- Officials will be encouraged to participate in the debrief process and have their contributions heard and recorded.

Code of Ethics

Officials of Rally Australia will:

- Place safety and welfare above all else
- Accept responsibility for all actions taken
- Be impartial
- Avoid any situation which may lead to a conflict of interest
- Be courteous, respectful and open to interaction
- Seek continual improvement through training, performance appraisal and regular updating of competencies
- Be positive role models in behaviour and personal appearance
- Maintain equal opportunity and harassment free sport practices

Officials Commitments

We understand that some of the measures may seem a little 'excessive' but, unfortunately, there are always a number of volunteers who, for one reason or another, collect their officials packs and then 'disappear' into the 'woodwork'. This places an increased workload on the officials who show up for their scheduled tasks (the majority of people) and means that unless we try to encourage people to show up as promised we have to 'over allocate' people – which can be very frustrating for all involved.

Minimum Days

The minimum 'service' requirement to qualify for free entry to spectator points and the officials after party is 2 days between the Thursday and Sunday of the event week.

Officials who can only commit to a single day will be placed on a stand-by list for that day, and will be allocated to fill vacancies close to the event. These vacancies may be in any category / area, and may not involve working near competitive vehicles.

Exceptions will be considered – people who live along a remote area of the course and are prepared to do a stage closure role for that stage are one possible example ... any such exception MUST be applied for during the initial registration process.

Working Hours

The number of hours that an official may be asked to work for each day varies considerably depending on the role / area they are placed in. Stage Closure marshals, for example, will need to attend a meet point at the start of the day and then will be put in place for the day – in some cases not being released until after dark. A regroup control official may have a shorter day – depending on the days' itinerary, while somebody working in the results area may start a bit later in the day but be required to work well into the night.

As much as possible the maximum length of a 'shift' will be 12 hours and all officials should plan on a minimum of 8 – 9 hours for each 'shift',

Appearance

Uniform shirts will be issued and are to be retained by officials. A cap for sun protection will be issued to all officials.

All officials please endeavour to start each day with a clean uniform. Appearance is important.

Vests/bibs specific to allocated duties will be provided by the event as required and are to be returned as advised by senior officials.

There are some groups of officials who wear additional or alternative clothing. These officials will be instructed specifically by their senior official(s).

Officials are not, under any circumstances, to wear clothing which advertises events or organisations contrary to the Event sponsors. This applies at all Rally Australia activities before, during or after the Event. Our sponsors value your appearance and deserve our support.

Field Officials:

Officials working in the field should wear the supplied polo shirt with blue or black jeans and closed sturdy shoes suitable for the duties involved.

Headquarters Officials:

Officials working in headquarters or the media centre should wear the supplied shirt and black pants or jeans.

Professional Conduct

As officials you will be in direct contact with competitors, members of the public, international officials and dignitaries, and the media. Keep in mind that your first duty is the safe and efficient conduct of the Rally. It is important that you stay focused on your duties and that you are seen to be carrying out your role in an efficient and professional manner.

Never compromise your duty but always greet competitors, spectators, members of the media, sponsors, Government representatives, VIP's and other officials with a smile and "Good Morning, Afternoon or Evening". Be firm – if necessary – but always polite, friendly, confident and helpful. Never appear officious.

Never obstruct other officials in their duty: It is important that you do all you can to assist other officials to carry out their duties wherever and whenever possible. If necessary, call your senior officials or HQ if there appears to be a conflict of duties.

This particularly applies to off-duty officials who are spectating at the spectator points and in the service park.

Remember that when not on duty you must obey the instructions of the officials. Under no circumstances abuse the privilege of being an official. Officials who are off-duty are spectators and must only go where spectators are permitted, remember that at these places if you're not on duty please do not wear your uniform and/or tabards.

We are all part of one team and should be trying to do whatever we can to help others in their duties.

Mobile Phones and Cameras

Officials should not use a camera whilst on duty unless required to do so as part of your role. Avoid social phone calls whilst on duty.

Social Media

CAMS has a Social Media Policy which is available on the website. Following are some simple guidelines or prompts for you to consider:

1. Mobile devices and social media should not be used while officials are on duty.
Your attention should always be to your officiating duties. Save the internet for on your break or the end of the day.
2. Put yourself in the other person's shoes.
Take a moment to think before you post. If it was you someone was posting a picture or comment about, how would you feel?
3. Once it's out there, it's out there.
Never assume that something you post online is private. Comments, photos, statuses can all be copied, shown to friends, screen captured and saved or sent on by others. Always assume the person you are posting about will see your post.
4. If in doubt, leave it out.
If you have to stop and think about it, it probably means you should not be posting it! Remember, your online presence is part of your personal brand. What you say and do online affects how people perceive you.
5. Social media should not be used to make disparaging or negative remarks about competitors, officials, volunteers, event organisers, promoters or CAMS.
There can be serious consequences for misuse of social media. If you have an issue that needs resolving, there are appropriate channels to do this through. The CAMS Member Protection Policy and OHS Policy are available on the CAMS website. If you need advice on how to resolve an issue, call CAMS on 1300 883 959.
6. **Never post photos or comments about a motor sport incident.**
It is vitally important that we all respect the privacy of individuals involved in accidents or incidents, whether on or off track. Never, ever post photos, comments or information on social media or other online forum about an accident or incident. Remember point 2: Put yourself in their shoes.
7. Use social media as a tool to promote and encourage the development of our sport.
Social media is an amazing platform if used responsibly and for a positive purpose. Use it to promote events, clubs, activities and membership. Use it to spread the word about our great sport, and keep it positive!

Smoking and Eating

Do not smoke when carrying out duties. Make arrangements with your team leader for suitable breaks and move away from the work area. Please note that there are certain areas where smoking is strictly prohibited.

Please have meal breaks away from your work area if possible and remember to eat and drink during the long days. Designated Spectator points have been declared “No Smoking” areas by Government Act.

Alcohol

Officials are not to consume any alcohol while on duty or at any breaks during the day.

To ensure good governance and duty of care; random alcohol breath testing may be conducted on competitors and officials participating in Rally Australia as per the CAMS Policy and Procedures list in the CAMS web site <https://www.cams.com.au/motor-sport/safety-integrity/alcohol-testing-policy>

The limit for officials is 0.01 – anyone found in excess of this while “on duty” will be removed from duty and may face penalties imposed by the event and/or CAMS.

Photography of Officials

The event will have one or more photographers circulating around capturing images of the event and officials ‘at work’. Officials are requested to cooperate with these activities however, if you do not wish to have your photograph taken, please inform the photographer politely – they will have been briefed to accept your choice.

As has been done for the last couple of years a slideshow of these images will be running at the Officials Thank You Party on Sunday evening and the images will be made available for download after the event.

Event Commitments

Shirts

An individual will be issued with the following numbers of shirts, based on the number of days they are scheduled to work.

Consecutive Days	Shirts
1	1
2 or 3	2
4 or more	3

All shirts issued to an official will be of the SAME SIZE. A wide range of shirt sizes will be available ranging from Extra Small to 7XL – Shirt size selection is to be made during the registration process.

Some specialist areas may receive an extra allocation depending on the requirements of their positions.

There may be limited opportunities to change shirt size during the sign-on process at Coffs Aero Club however we cannot guarantee this.

Hats

A choice of either a 'wide brimmed' style hat or a visor cap will be available. Hat style selection is to be made during the registration process.

Limited opportunities MAY exist to change your selection during the sign-on / collection process.

Lanyards

All lanyards for event hard-cards will be of the break-away safety style.

Officials Hard-Card

Each official will be issued with a numbered hard-card pass (the number of which will be recorded as having been issued to you) which will allow access to:-

- Areas required to fulfil allocated duties
- General Admission Spectator points when off-duty
- Official After Party

Your hard-card must be shown to any event official, ticketing or security staff on request and they may record the number from your pass for future reference.

After Party Access

The after party is open to ALL accredited officials of the event on presentation of their hard-card at the door. This will be held at C.Ex in Coffs Harbour on Sunday evening from 6pm. Officials will receive one meal voucher and two drink vouchers on entry

Officials under the age of 18 years are welcome to attend the meal and presentations function upstairs in the club, but will need to leave the premises by 10:30pm.

CAMS Officials Licence Upgrade Assessments

Rally Australia presents a good opportunity for CAMS licenced officials to be assessed for licence upgrades in accordance with the CAMS policies & procedures. Assessments can only be done if other required training has been undertaken prior to the event, and the assessment booked through the Rally Australia (email to officials@rallyaustralia.com.au) and relevant CAMS Office at least 2 weeks prior to the event.

Assessments should be available in most specialist categories other than Event Command.

Officials Management

Sign On & Accreditation

Immediately prior to the event all registered officials will be sent, via email where possible, a form with name and other identifying information, an indication of the area(s) and days they are scheduled to work, the CAMS Officials Disclaimer, and, if required, an Under 18 declaration for parent or guardian to complete. This form is to be printed and signed as required and brought with you to the Officials Accreditation Centre which is located upstairs at 6-8 Vernon St Coffs Harbour (opposite the C.ex club). This form will be collected and checked before your officials pack is issued to you.

If you cannot print the form prior to arrival there will be facilities available for you to print at the venue – we encourage everyone to pre-print the form as this will make the process much simpler (and quicker) for everyone.

All officials are required to attend the accreditation centre in person.

No Shows

Once an official has signed on and collected their 'officials pack' it is expected that they will attend as per their scheduled 'shifts'. At each meet point during the event, a checklist will be completed by a senior official, and any officials who are 'missing' will be noted and followed up. Failure to attend may result in the event issuing an official with an invoice for the value of the uniforms and passes supplied.

Officials Briefing

A general briefing for all officials will be held on the Thursday evening of event week.

The venue for this briefing will be advised closer to the event.

A number of team specific briefings will also be held during event week - the schedule & location for these briefings will be advised closer to the event.

Off Duty Officials

Off duty officials are welcome to attend the same spectator points as a General Admission ticket holder. You will need to show your event hard-card to gain entry to these points.

It is important to recognise that in this case you are there as a spectator and you will be subject to the same controls and rules as all other spectators. Your role as an official in some other part of the event DOES NOT entitle you to any special treatment or access at a spectator point.

Off duty officials are NOT to wear their officials shirt when attending spectator points so that visitors are not confused as to who is an official, should they need to approach one for assistance.

Off duty officials MUST obey requests and instructions from officials working in the area – failure to comply will be reported to HQ and may result in removal from the area. Remember that all those involved have volunteered to help out with the event, and have a defined role – co-operation and understanding will let all involved have an enjoyable time.

Junior Officials

A junior official is anyone under the age of 18 years.

Rally Australia does not generally accept Junior Officials however we will consider applications from Junior Officials ONLY where they will be an active official as part of a group which includes their parent or guardian – unaccompanied Junior Officials will not be registered.

Minimum ages are:

- for officials in event administration – 12 years
- for officials in the non-competition area other than Spectator Points – 14 years
- for officials working alongside the competition surface or in Spectator Points– 16 years

Junior officials:

- must attend an event briefing session
- must be issued with a Schedule of Duties which includes:
 - who they are responsible to
 - safety measures related to the activity
- are to be verbally briefed 'on the day' by a senior official

- must be under the direct supervision of a senior (ie: over 18 years of age) official

Direct Supervision

'Direct' supervision is defined as an adult accredited official being in view and with direct verbal communication with the junior official, directly supervising tasks.

Junior officials under 16 years of age:

- are not permitted to serve as Public Safety Marshals
- are not to work in Fire & Rescue, Emergency, Vehicle Recovery or Medical
- are not to work at finish controls of special stage rallies
- may work in Event Administration

Junior officials 14 years or older will be able to work as a stage closure official, provided they are stationed, and remain, on the 'public side' of the closure or barricade under direct supervision.

The involvement of any junior official must have the consent of the official's parent or guardian, and a 'Disclaimer and Consent Statement' must be signed prior to the event.

Pregnant Officials

Pregnant officials are:

- not permitted to serve as Public Safety Marshals
- not to work in Fire & Rescue, Emergency, Vehicle Recovery or Medical
- not to work at finish controls of special stage rallies
- permitted to work in Event Administration

Pregnant officials will be able to work as a stage closure official, provided they are stationed on the 'public side' of the closure or barricade.

CAMS Officials Licence Scheme

CAMS has an officials licence structure in place and Rally Australia encourages all officials to hold an officials licence in the appropriate categories.

If you don't already have a CAMS Officials Licence the event will issue you with a Trainee Licence which will need to be signed off by a senior official and then submitted to CAMS along with your evidence of having attended one of the event Officials Briefing sessions as these will include the content required by CAMS to enable the issue of a General Officials licence.

Depending on your past experience and knowledge you may be able to apply for more specific licence categories through the "Recognition of Prior Learning & Experience (RPLE)" process. Please send an email to officials@rallyaustralia.com.au for more information.

Health & Safety

This event is planned & run under the CAMS Occupational Health & Safety Policy a copy of which can be accessed on the CAMS website

Your safety is a joint effort ...

- The event has planned for your safety
- You need to be sensible & responsible

If you see something unsafe – get it fixed if possible or avoid it ...

If you are not sure how to do a task safely — ASK

If you don't feel safe — TELL

Remember 99.99% of the officials are volunteers just like you – complete with feelings and a job to do so please treat them with the respect and politeness you would expect in their place.

Drugs in Sport

The FIA, CAMS and Rally Australia condemns the use of drugs affecting performance and doping practices in sport because it is contrary to the ethics of sport and potentially harmful to the health of officials, competitors and other participants.

CAMS and Rally Australia supports the development of international initiatives to deter doping practices in sport, in particular motor sports.

A comprehensive list of prohibited substances can be obtained from the Australian Sports Anti-Doping Authority (ASADA) web site <http://www.asada.gov.au> or the World Anti-Doping Authority (WADA) web site <https://www.wada-ama.org>.

If any competitor is taking any of these substances for therapeutic reasons, he or she must inform the Chief Medical Officer of Rally Australia and provide written medical evidence before the start of reconnaissance.

If any official is taking any of these substances for therapeutic reasons, he or she must inform the Chief Medical Officer of Rally Australia and provide written medical evidence before they commence duties.

Informing the Rally CMO is not considered an exemption from ASADA/WADA and if a person is found in breach of the ASADA or WADA codes this information might only be considered in mitigation of penalty.

Therapeutic Use Exemptions (TUE) must be approved by ASADA for Australian residents.

Further advice regarding the comprehensive CAMS Anti Doping Policy can be obtained from the CAMS web site <http://www.cams.com.au/motor-sport/safety-integrity/anti-doping>

It is entirely the responsibility of the competitor/official to inform themselves and comply with the WADA and ASADA Anti-doping Regulations. The organisers of Rally Australia bear no responsibility for non compliance and/or lack of awareness of those regulations.

No Go Areas

If an area has been marked as 'No Go' anywhere at the event then it is to be treated as such by ALL event officials and others (except in emergency situations). These areas are also "out of bounds" for all media.

Family and Friends

Officials passes will only be issued to trained and registered officials with a duty to carry out. Family members may wish to accompany you but must view the action from designated holding areas.

Each official will receive one "Buddy Pass" when they sign-on. This pass is the same as a 3-day spectator ticket and will allow entry to all spectator points, but not to the officials after-party. This pass may NOT be offered for sale under any circumstances.

Pets

Pets are not permitted at the Event. This applies to pets of both officials and spectators. Properly documented companion or assistance animals are permitted at all times.

Confidentiality of the Event's documentation

The documentation of the rally is for use by its officials and competitors. Posting of maps, information and other material on websites is prohibited without the permission of the Media Services or the Media Manager.

It's also not the role of any official to take it upon himself or herself to communicate information other than to other officials in the course of their duty before and during the event. There are some in the community that may use this information to harm the event or gain access to prohibited or unsafe places. Public safety is paramount and ample information will be provided to the general public to allow them to view the event from a variety of approved locations.

Rally Australia is on show to the world and has a solid safety record. It is anticipated that there will be over 100 International media present for the event so everything you do and say is a reflection of the professionalism of rallying in Australia.

INSURANCE

Personal Accident Insurance

As Rally Australia is a CAMS sanctioned event and you as an official are licensed and/or authorised as such, then CAMS has in place a Personal Accident Policy on behalf of its members on which CAMS pays the premiums.

Legal Liability Insurance

If an official who is providing authorised services at the event is involved in an allegation of negligence, then the CAMS policy will indemnify that official if they are found legally liable.

The definition of insured under the CAMS policy extends to include Volunteers and Officials.

From the point of view of a volunteer official, it's important that you always remember in the event of an incident which might involve liability to be helpful in offering assistance and facilitating medical help **but do not admit liability on your own or any person's behalf.**

The insurance cover is effective for the duration of the event, and when officials are proceeding directly to the event from their place of business/residence and when returning directly to their place of business/residence at the conclusion of the event. Any deviation or delay in either journey will terminate the cover immediately.

In the case of pre / post rally activities, authorised officials and event organisers should note the date, time, participants name and what activities were performed in an event log book.

For insurance cover to be activated, officials MUST complete the sign-on sheets provided by event organisers.

Details of the CAMS Insurance Policies are available from the CAMS web site – cams.com.au