



### **A bit about being an Auskart Racing Official**

#### **INTRODUCTION**

So, you want to watch things going fast - close up!

You have a real interest in motor sport and want to be a part of the action.

Well, being a motor sport Official does offer the ideal opportunity.

Amongst other things you have the best seat in the house. You will be as close as you can get to the action, AND be playing a key role in the delivery of Auskart events. The opportunity to be involved is not limited to positions at circuit race meetings, as many other motor sport events require the services of motor sport officials. Under RACERS these events include lots of different activities - not just Auskart Racing and in every state of Australia as well, both during the day and under lights at night. In fact, there are about 1000 fun events every year that you could play a role in. Whilst most official positions are essentially for volunteers, paid positions do become available from time to time with certain roles in specific events.

Achieving these important event management positions requires experience and a sound record of achievement. Volunteer officials are usually supplied with meal vouchers or lunch or dinner for the night events. Overnight camping at the track during multi-day race meetings can be really good fun where you can enjoy each other's company in a friendly relaxed social atmosphere as well as reduce travel costs. Most event providers also provide an awards night at year's end to recognise the top competitors and thank you for your time through the season. In many cases they also provide a track day, so officials have the opportunity to get a go in the karts at the venues they worked through the year. Most competitors are only too happy to hand over the steering wheel for the day.

#### **Sounds OK? Read on!**

A separate chapter in this section covers all you need to know about RACERS and how it works. To get an understanding of how events are to be run and the important aspects of your role on the day this Training Manual needs to be read in conjunction with the RACERS Operations Manual. [RACERS -Documentation](#)

The main thing you need to know is that once signed on as an official at any RACERS sanctioned event you are fully insured with personal accident and professional indemnity cover under RACERS. This booklet provides training modules to ensure you are fully prepared to fill a role and aware of the responsibilities your role carries. During your induction period experienced officials will work with you so you can be fully prepared to handle the role(s) you want to have. The appropriate sections in this manual are an *introduction and prerequisite* to the hands on, on the job training you will receive at the events to prepare you for the full authority of the role(s).

The training will be delivered by experienced long serving officials. You may also undertake specialist training with qualified personal to cover key areas such as first aid (medical), kart recovery, fire crew and Rescue.

If these specialist areas are of interest to you, you will need to register your interest with the RACERS administration team after you have satisfactorily served at six or more events. RACERS will then connect you with the appropriate service providers or clubs who can guide you through the processes required to be qualified in these areas.

As an official at a RACERS event it's important to know that RACERS is aimed at the **recreational motorsport enthusiast** as distinct from professional motor sport activities, hence the R for Recreational as the first word in the RACERS name.

RACERS has revolutionised recreational motor sport activities with its methodology, which simplifies systems and introduces some key safety features including;

- The use of track LED lights with the backup of the Flag System.
- The implementation of a Code of Conduct that covers driver behaviour at events including race meetings.
- The upgrade of the importance of the role of officials on point.
- The use of a radio communication system incorporating a code system.
- A 2 person event delivery team in Race Control.
- A 2 step simplified licensing system for competitors
- A junior officials licensing programme that commences at 13 years.

By far the most complex events to deliver are the race events. During the training sessions for racing events you will get to handle and experience all the tools used in delivering racing events under RACERS including the radio and the track lights (where fitted).

You will also be instructed in the mandatory radio protocols that you must use and that includes the RACERS incident coding system.

Once the training is concluded you are urged to continue to study the RACERS Manual, as the better you can understand the contents, simply the better you will perform your important role.

It cannot be stressed strongly enough how important it is to read and understand the RACERS Manual in conjunction with this training manual.

## **PREPARATION FOR AN EVENT.**

It is absolutely critical that you are well prepared for a day, night or weekend at an event. Be smart; allow for any & every eventuality with weather, you can get cold starts, followed by wet mornings, followed by hot sunny afternoons.

So get yourself a bag and put in all you need, or are likely to need including;

A hat

A jacket

A rain coat

Sun Glasses

Reading glasses

Sun screen

A towel

A couple of pens

Any medication

Warm gloves

An umbrella

A torch

Wear comfortable clothing paying special attention to your footwear as you may be on your feet for long periods.

If you intend to camp overnight, bring all you need to get a good night's sleep and wet pack to utilise bathroom facilities. Some officials bring food for dinner and breakfast when camping, some go to local pubs / clubs for meals.

Use the RACERS Online Officials Management System (ROOMS) at [WWW.RACERS.WORLD \(no .com.au\)](http://WWW.RACERS.WORLD.com.au) to put your name down for positions at the events you want to participate in well beforehand. There are instructions on how to register your skills and use the system to put your name forward for the tasks for which you are qualified. Get in early – positions, especially the paid ones, can be taken very quickly for some events.

You can put your name forward for any event(s) that are open for participation as soon as they are published which could be as much as a year in advance.

The event provider will confirm your attendance at and position in, the event.

On the day of the event, always arrive in time to sign on and attend the officials briefing to receive any last minute information about catering, de-briefing time, schedules, etc.

Officials who arrive late usually lose their role as the show must go on.

## **MODULE A - Observation Point - Traffic Observer**

This is where most officials start their career in motor sport. In this position you are the “eyes” of Event Control and you will be relied on to provide fast and effective communication to the **Control Officer** if an accident occurs in your area. Your reports will be used to confirm and/or investigate Code of Conduct breaches by drivers.

Now you understand why it is essential that you know the Code of Conduct and know the radio protocols by heart. If the worst happens Control has to be 100% sure that what you are saying to them is accurate and can be acted on.

### **What happens on the day:**

1. Always arrive earlier than requested if you can. Sometimes things go wrong at the last moment or somebody else fails to turn for some reason. Go to the sign-on area and let the Control Officer know you have arrived.

2. After sign-on you are at leisure until the Officials Briefing is held. The PA system will advise you of where to go for the Official's Briefing and what time it will commence. After this it all gets quite busy so this is a good opportunity for a toilet break.

3. At the officials briefing the event manager will confirm any last minute changes to your role or allocated point. When necessary they will provide you with a map of the point and the area you will be monitoring. You will also be advised as to which radio channel (*AUSKART*) you are to use.

4. Next is the equipment issue process when you will be issued with a radio and head set. You may need to sign for these items and you will be responsible for returning this equipment at the end of the event. Always make sure you get any equipment you return is signed back in by the person appointed by the Event Manager.

5. **WARNING:** make sure you have a charged battery and any other equipment you take is in good working order before leaving the room. There is no value in turning up on point with faulty or flat equipment.

6. Make sure you have a clip board with a quantity of Incident Report Forms ready for you to take notes on and flags (*Green, Yellow Red*).

7. Next you may be transported around the track to your position for the day. Make sure you have your bag ready to go and make your way to the departure area or a designated meeting place for you to be transported to your allocated point.

8. On arrival at your point have a quick look around & check that the following;

- a. An esky with sufficient drinks and a snack for your needs.
- b. Fire extinguisher in date with full pressure
- c. The point is in a safe condition that is fit for the purpose

9. Maps specific to each Venue of the areas you are required to cover must be supplied by the Event Provider. Familiarise yourself with that Map so you have a clear understanding of which areas you are required to cover from your allocated point.

### **If any of these items are missing advise the Control Officer during the Comm's check and not before !**

Should any of these items be missing do not panic and jump on the radio to the Control Officer, immediately.

The Control Officer is trying to prepare a multitude of things prior to the event and will deal with your particular problem well prior to the event commencing.

You will know when the action starts because you will hear a broadcast message from Control advising “Karts ontrack” along with other pertinent information; e.g. race distance, track configuration etc.

Likewise, you will know when the action is either ended or on hold because at the completion of each event you will hear a general broadcast e.g. “chequered flag” or “Last run” marking the cessation of proceedings.



## AUSKART OFFICIALS TRAINING MANUAL



In the event of an incident DO NOT panic, wait until the incident concludes and radio exactly what you have witnessed using the approved Radio Protocols.

Remember to use the Radio Protocols because the Control Officer requires factual information RIGHT THEN. The Control Officer does not require opinions, guess work, just the report situation AT THAT MOMENT using the Radio Protocols. In the event of an incident in your area complete an Incident Report Form about what you saw and then your opinion of what led to the incident. To ensure synchronicity, request Control to give you the time to note on the form. Control will also issue instructions as to what you are required to do with the form which is generally to hold on to it until you come back in from point or it hand it to the Recovery Rider to collect it from you.

Remember texting or other activities on mobile phones are a distraction from the important task in hand, so please refrain from this type of activity during your time on point.

Some final points:

- NEVER EVER leave your point unless specifically directed to do so by the Control Officer.
- Stay protected at all times.
- Stay alert whilst on point and be ready for the unexpected.
- Unusual and unexpected things can, and do, occur.
- Report any activity with obvious safety or Occupational Health and Safety issues.
- Remember, your safety is the number one priority.

## **MODULE B - RECOVERY TRAINING**

- The Recovery Rider works through the Control Officer in Event Control on radio Channel "Auskart".
- The Recovery Rider plays a very important role in the ability of Control to deliver a race meeting to schedule.
- Before arriving at a meeting to perform this role, please ensure the Quad is ready to go with all equipment required.
- Key Points are shown to the recovery Rider.
- The speed with which you respond and act in this important task are critical.
- You must monitor your radio for calls during the running of an event, as it is likely you will be allocated a job whilst the event on track is still running.
- Please maintain radio protocols at all times when confirming receipt of the task.
- Once given clearance to enter the track, follow any instructions given and proceed to the point as directed.
- Quickly take charge of the situation on arrival and hook up the kart and recover to the position as instructed.
- Remember you are in charge of the recovery as allocated, not the driver of the Kart concerned. Any issues in this area, simply advise Control.
- Be prepared to "skull drag" a Kart to a point of safety and stay with the kart until instructed to complete the recovery. In this instance advise the Control Officer that the damaged kart will need to be scrutineered again PRIOR to re-joining the event.
- **Always instruct the driver to use his brakes to keep the tow rope tight.**
- Always pick up items that have come away from the kart with you in the recovery process.
- Once clear of the circuit advice Control.
- Once the Kart you have recovered has been delivered back to the paddock, return quickly to your point and advise Control.
- This training module will involve track tours to familiarise recovery officials.

## **MODULE C – Control Officer**

The following module covers the standard Event Day Operations carried out by the Control Officer(s).

The tasks are not limited to the following but should be included as a minimum.

- After arriving at the track, make yourself know to the Event Manager. Go to the sign-on area (Sign on online or in the sign on area)
- Obtain a copy of the Supplementary Regs for the event and clarify any questions you have with the Event Manager.
- Document any notes or comments that need to be raised at the drivers briefing regarding the event and share with the Event Manager.
- Attend the officials meeting and with the Event manager run through the Supplementary Regs for the event and cover any extra points that need to be clarified.
- Meet with timing officer(s) and grid marshal(s) to confirm race format and event timings.
- Meet with event nominations responsible person(s) to confirm all drivers have signed on to the Racers event for the day and have submitted all compliant Self Scrutineering form(s).
- Check all required flags are in good order at the starter's box.
- Check own Radio is working correctly with Timing officer and Grid Marshall(s)
- Radio check all Traffic Observers individually to confirm they have.
  - good clear radio signal,
  - The correct required flags
  - Personal safety equipment such as hat, sunscreen etc.
  - Water station
  - Fire extinguisher (if applicable)
- Attend Drivers briefing with Event Manager and all officials. Clarify any key points to the drivers and support the Event Manager as needed. Make sure to clarify your position during the day and your contact ability during the event.
- Confirm with the Timing officer that the timing system is working.
- Confirm to all officials over the radio when racing is about to commence and inform Grid Marshalls to start proceeding in line with the time schedule.
- Follow the start procedure and race procedure as needed. The timing officer should give a radio update of lead kart and laps remaining as required.
- The White flag will be used to indicate 1 race lap remaining and the chequered flag for the end of the race /session.
- If Necessary, confirm with Traffic Observers regarding kart recovery. **NO BODY CAN ENTER THE TRACK WITHOUT A HIGH VIS JACKET AND YOUR APPROVAL.**
- As needed radio and confirm recovery officer is clear to recover kart(s).

- In the event of any race incidents as reported by the Traffic Observers or formally logged protests, plan a time in the event schedule with the Timing officer, Grid Marshal(s) and Event Manager (as needed) to conduct the necessary race incident interviews. If the event has 2 Control Officers or a second in charge to the Race Officer, this can happen whilst racing continues.
  - Request all Observer's reports
  - Vehicle damage reports
  - List of other witness.

Conduct all required interviews and jointly with officials and Event Manager (if required) confirm suggested actions. Then update directly impacted drivers and parents if under 16 year of age.

All actions of the race incident that needed investigating must be documented and given to the Event Manager to include in the final event report for Racers.

- At the conclusion of all races for the day, check with the Scales Marshal and Scrutineer to confirm if any kart and drivers need to be excluded from the points score process
- Thank the other track officials for their support and efforts on the day.
- Complete event report notes and pass over to Event Manager to use in overall race day report to Racers.



## **MODULE D – PIT MARSHALL**

This position is part of the Control Officer's team and operates on the Auskart radio channel.

The Pit Marshall is in control of the paddock and the PA system to provide the Control Officer calls to marshalling over the PA system.

In addition the marshalling team require the following;

- A clipboard, and the timely provision of grid sheets.
- An event programme
- A sample driver's wrist band

The marshalling team are responsible for getting competitors into the dummy grid in the correct order.

Competitors in the dummy grid must be checked and confirmed to have:

- drivers wrist band with Driver's Briefing stamp
- a working timing transmitter

At the same time as this process occurs, an eyeball check for apparel compliance needs to be made.

Items that need to be sighted include;

- Race Suit
- Helmet – **done up!**
- Gloves
- Neck brace – *Juniors Only*.
- Kart has scrutineering sticker.
- Timing Transmitter is visible & flashing.

Once all competing Karts have confirmed and the above checks have taken place, the Pit Marshal will advise the Control Officer the competitors are ready to commence their race.

## **MODULE E - SCRUTINEER**

Competitors may approach the Scrutineer, when available, prior to the event for the kart check and approval of apparel. If satisfactory the scrutineer will attach & sign a sticker saying that the inspection has been made and no apparent problems have been found.

No driver or kart will be permitted to exit pit lane until they comply with the requirements of the RACERS manual. The RACERS Manual clearly defines Kart and Apparel requirements, and this is the basis of the scrutineering check. All items in the requirements must be presented at the one time for inspection.

Once these checks have been completed to the scrutineers' satisfaction, a sticker confirming compliance will be affixed to the competing kart, which will subsequently be checked by the pit marshalling team every time the kart appears in Pit Lane.

During an event the scrutineer may be required to inspect any kart to ensure it is still race worthy and/or still in compliance with the RACERS requirements (*this is of particular importance when / where a kart may have been damaged on track*). The Scrutineer has the authority to deem ANY kart as " *not track-worthy* " anytime they believe they have just cause.

The ability to follow direction and act quickly in pressure situations is important in this role.

## **MODULE F – SCALES MARSHALL**

Scales marshals form an important part of the Scrutineering Team, and as such report directly (in most cases) to the Head Scrutineer.

Competitors may approach the Scale Marshalls at any time throughout the event to check the weight of their driver and kart- this is allowable providing it DOES NOT impede the Scales Marshalls when carrying out their normal duties.

- Scales Marshalls WILL BE issued with a spreadsheet detailing the minimum required weight for each driver / kart combination.
- The Minimum weight is made up of – Driver, Kart, All safety Equipment.
- Scales Marshalls record details of fact – not approximates or opinions.
- Scales Marshalls ARE NOT required to lift or assist with lifting of any Kart and / or Driver on to the Scales.
- Assistance with lifting is to be provided from the Drivers Crew or other Drivers.
- In the event that a driver and kart fails to achieve the minimum weight required, they are allowed a second attempt – however, the driver and kart ARE NOT PERMITTED to leave the immediate area during this process.
- Once a driver and kart are recorded as not achieving minimum weight the Event Scorer and / or Event Manager are to be informed as soon as possible.
- If a competitor and or any member of their crew wish to dispute the Scales Marshalls finding they are to be referred to the Head Scrutineer in the first instance, and if required the Event Manager.

In an ideal circumstance whereby a team of Scales Marshalls are available – the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> place getters plus one random driver & kart from each race should be weighed.

However if this is unachievable, the Scales Marshalls must at least weigh each and every Driver & Kart combination twice throughout the course of the day.

## Basic Radio Etiquette Guide

- The international radio language is English.
- When using a two-way radio, you cannot speak and listen at the same time, as you can with a phone.
- Do not interrupt if you hear other people talking.
- Do not respond if you aren't sure the call is for you. Wait until you hear your call sign to respond.
- Never transmit sensitive, confidential, financial information.
- Perform radio checks to ensure your radio is in good working condition.
- Memorize call signs and locations of persons and radio stations you communicate with regularly.

### **THINK BEFORE YOU SPEAK:**

- o Decide what you are going say and to whom it is meant for.
- o Make your conversations as concise, precise, and as clear as possible.
- o Avoid long and complicated sentences. If your message is long, divide it into separate shorter messages.
- o Do not use abbreviations unless they are well understood by your group.

### **4 Golden Rules of Radio Communication**

1. **Clarity:** Your voice should be clear. Speak a little slower than normal.  
Speak in a normal tone, do not shout.
2. **Simplicity:** Keep your message simple enough for intended listeners to understand.
3. **Brevity:** Be precise and to the point.
4. **Security:** Do not transmit confidential information on a radio unless you know the proper security technology is in place. Remember, frequencies are shared, you do not have exclusive use of the frequency.

### **Making a Call** - Follow these easy steps to make a call.

1. First listen to ensure the channel is clear for you.
2. Press the PTT (Push-To-Talk) button.
3. After 2 seconds:
4. Say "recipient's call sign"
5. Followed by "THIS IS" and "your call sign"
6. Once the person replies, convey your message.

### **Auskart Racing Inc Call-Signs**

Control = Control Officer	Obs Point 1 = Observation / Flag Point 1, 2 etc etc
Timing = Timing Officer	Grid = Grid Marshall
Scales = Scales Marshall	Event = Event Manager



# AUSKART OFFICIALS TRAINING MANUAL



## Radio User's Language

Go Ahead – Resume transmission

Say Again – Re-transmit your message

Stand-by – Transmission has been acknowledged, but I am unable to respond now.

Roger – Message received and understood.

Affirmative – Yes – **Avoid yup, nope, etc.**

Negative – No

Over – Transmission finished.

Out – Communication is over and the channel is available for others.

## Radio Communication Tips

- Leave a second or two between "hand-offs" to give others a chance to break in.
- It is always best to speak in short simple phrases on the radio and toss the conversation back and forth with the word "OVER."
- Don't speak immediately when you press the PTT (push to talk), especially with digital radios which among all their benefits have slightly longer delay. Wait 2-3 seconds.
- If you speak as soon you press the PTT button, it can chop off you're the first syllable or word, making you hard to understand. If that word doesn't make it, you will just have to say it again and run down your batteries faster.

## Sample Dialog

Below is a sample dialog that puts these standards to use.

**Observation Point 1:** Control, this is Obs Point 1. Over.

**Control Officer:** Obs Point 1, this is Control, Stand By. Over.

**Control Officer:** Obs Point 1, this is Control, Go Ahead. Over.

**Observation Point 1:** Control, this is Obs Point 1, there is one kart off track at turn 2. Over.

**Control Officer:** Obs Point 1, this is Control, Roger – One kart off track at turn 2. Over.

**Control Officer:** Obs Point 1, this is Control, Will it need the Recovery Quad? Over.

**Observation Point 1:** Control, this is Obs Point 1, Negative, No recovery needed. Out.

## Standard Phonetic Alphabet

Used to spell out letters over the radio.

A - Alpha	K - Kilo	U - Uniform
B - Bravo	L - Lima	V - Victor
C - Charlie	M - Mike	W - Whiskey
D - Delta	N - November	X - X-ray
E - Echo	O - Oscar	Y - Yankee
F - Foxtrot	P - Papa	Z - Zulu
G - Golf	Q - Quebec	
H - Hotel	R - Romeo	
I - India	S - Sierra	
J - Juliet	T - Tango	

/ FORMS - SAMPLES

**SAMPLE OF THE OR**



**Observer's Report**

By: Jack Black

On: 12 / 5 / 2015 @ 13 : 35

Venue: Lakeside Event Name: QRDC 2

I was at Observation Point 3 when I witnessed an incident involving:

Vehicle No. 27 Vehicle No. 14 Vehicle No. \_\_\_\_\_ Vehicle No. \_\_\_\_\_ Occur

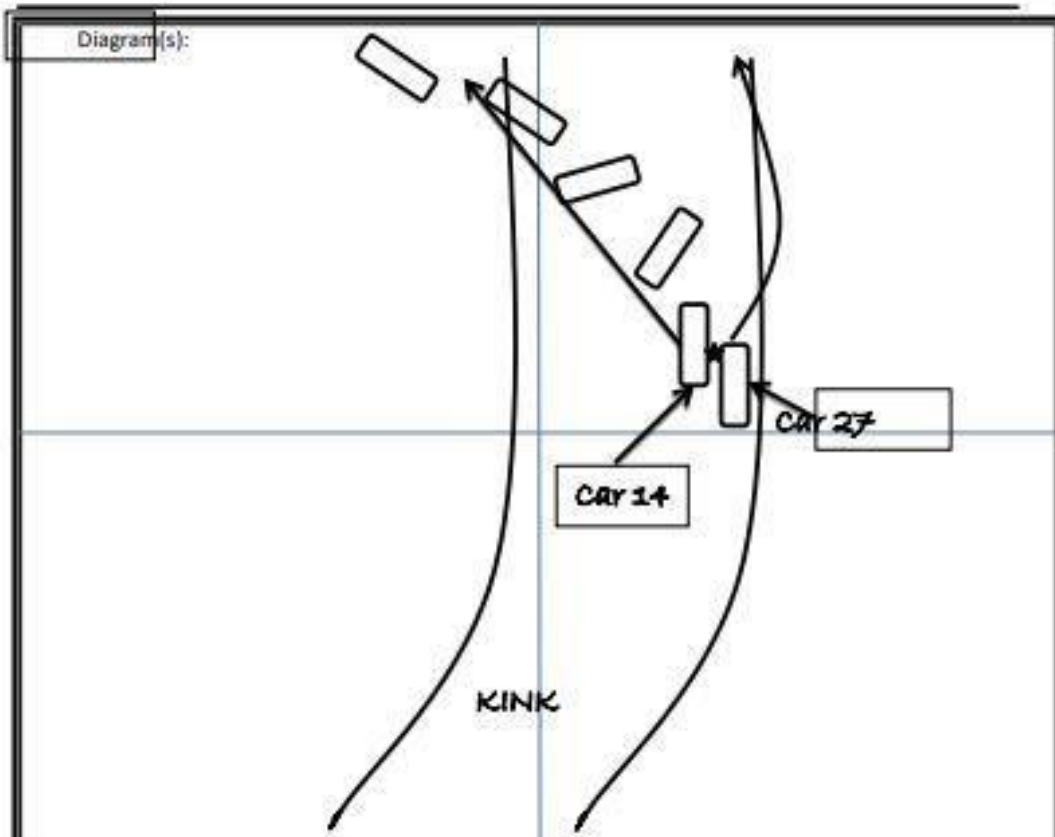
at track location: about 200 metres after the kink

During which: 27 was the overtaking car and he tried to go

outside 14 for the braking line into Karussell 14 lost it and got tapped

in the

right rear spinning him around onto the infield where he hit two barriers.





**OBSERVER'S REPORT**

By: \_\_\_\_\_

On: \_\_\_\_/\_\_\_\_/\_\_\_\_ @ \_\_\_\_:\_\_\_\_

**Incident Reporting Form- Observer**

**Venue:** \_\_\_\_\_ **Event Name:** \_\_\_\_\_

I was at Observation point \_\_\_\_\_ when I witnessed an incident involving:

Kart No. \_\_\_\_ Kart No. \_\_\_\_ Kart No. \_\_\_\_ Kart No. \_\_\_\_ Kart No. \_\_\_\_ Kart No. \_\_\_\_

**Occur at track location:** \_\_\_\_\_

**During which:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Diagram(s):



**VEHICLE DAMAGE  
REPORT:**

By: \_\_\_\_\_

On: \_\_\_\_/\_\_\_\_/\_\_\_\_ @ \_\_\_\_:\_\_\_\_

**Vehicle Damage Report - Scrutiny**

**Venue:** \_\_\_\_\_ **Event Name:** \_\_\_\_\_

I inspected Vehicle No. \_\_\_\_ Driven by: \_\_\_\_\_

And found the following damage to the vehicle and apparel.

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Damage Noted:

