

OPERATIONS MANUAL

TARGA

EVENTS



OPERATIONS MANUAL

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OFFICIALS CODE OF CONDUCT

Officials are the front line of contact with competitors, members of the public, landowners and representatives of the governing bodies involved and are expected to be ambassadors for the event.

All officials are required to observe the following.

- Wear enclosed shoes and appropriate clothing for safety
- Report for duty on time.
- Complete official sign-on forms.
- Produce Parental Consent Form if under 18 years of age (minimum age for official is 14).
- Wear ID cards, officials cap and supplied Hi-Vis vests.
- Do not consume alcohol (must blow .00 if tested due to Safety Requirements).
- Maintain confident, friendly but firm relationship with competitors and minimise irrelevant conversation.
- Do not offer physical assistance to competitors except in an emergency.
- Do not use cameras or mobile phones for private purposes while on duty.
- Family and friends are not permitted inside control areas.
- Animals are not permitted on Targa stages.
- No Smoking in control area.
- No Swearing

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TARGA STAGE COUNTDOWN

STAGE DIRECTOR: START CONTROL

ADVISE COMMAND AS SOON AS YOU ARRIVE AND ARE SET UP

S – 2 hours (approx.) *Can be earlier if needed.*

- Stage Director and Start Crew to arrive at start control and set up control point.

S – 1 hour 40 minutes (approx.)

- "004" Communications Support vehicle may arrive to check stage communications at Start location and in-stage communications with SOS points. Will also replenish control point of perishables, etc. as requested by Stage Director (not all events)

Stage Director to advise Finish that "004" Communications Support vehicle has started the stage.

S – 1 hour 10 minutes (approx.)

Safety Managers to start stage conducting final tie off and security checks using Stop Point officials to help with the final tie off (Should be earlier on longer stages).

- Depending on the length of the stage, Stage Director contacts Finish and suggests Traffic Management discourage all vehicles from entering the stage.
- "MIV" vehicle(s) should have arrived at Start.

Stage Director advise Command Centre which "MIV" vehicle(s) have arrived at Start.

S – 1 hour

Enforce Road Closure - only vehicles displaying Stage Access Pass or Restricted Access Pass may enter the stage.

S – 54 minutes (approx.)

- "000" Police Road Closure vehicle to complete 'Condition Yellow' form before leaving start.
- "000" Police Road Closure vehicle to start stage and enforce road closure with lights and sirens going.

Stage Director to advise Finish and Command Centre that "000" Police Road Closure vehicle have started the stage and time started.

S – 50 minutes (approx.)

- "Stewards" and "010" Police vehicle to start the stage (not all events).
- If the "Stewards" vehicle turns up behind the "00" CAMS checker, contact Command Centre for clearance to allow this vehicle to traverse the stage.
- Advise Finish that the "Stewards" and "010" Police vehicle have started the stage.

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S – 45 minutes (approx.)

- "00" MA Course Checker to start the stage.
- Hand Safety Manager Prep Sheet to 00 – (Road Closure Officials names)

Stage Director to advise Finish and Command Centre that "00" MA Course Checker has entered the stage and time started.

S – 30 minutes (approx.) **Tour group arrives.**

- Permission to start Tour Group will come from Command once Condition Green is given. Command Centre will advise 'Condition Green' with road condition and time.
- Tour Group should be assembled and prepared for start prior to this time.
- Tour Group to start the stage – ensure Tour is tracked using Tour Tracking forms.

Stage Director to advise Finish and Command Centre of start times for "Tour Leader 1" vehicle and "Tour Sweep" vehicle.

S – 5 minutes (approx.) **Contact Command when Zero car arrives**

- Command Centre is now contacted to confirm start time for "0" vehicle once Condition Green is given.

S – 3 minutes (approx.) **Commence vehicle tracking from this vehicle.**

- "0" vehicle to sign 'Condition Green' form before leaving start.
- "0" vehicle to start the stage (only with Command Centre approval).

Stage Director to advise Finish and Command Centre that "0" vehicle has started the stage and time started.

S – 0 minutes (approx.)

- First TSD TROPHY competitor to start stage 3 minutes after "0" vehicle OR once advised by Command centre (maybe more on longer stages) All following vehicles are started at 30 second intervals. **TSD Trophy cars will be numbered 100 to 150 with yellow background.**

Stage Director to advise Command Centre the number of First TSD TROPHY competitor to start the stage and time started.

- After the last TSD TROPHY car starts there will be a TSD trophy sweep vehicle to start the stage 30 seconds after the last TSD TROPHY car – **check GAP SHEET** for correct Gap to next car.
- **2 + minutes after the TSD TROPHY Sweep** car (maybe more on longer stages) leaves the start line, the first GT SPORTS TROPHY car will start the stage. **GT SPORTS TROPHY cars will be numbered 151 to 199**

Stage Director to advise Command Centre the number of First GT Sports competitor to start the stage and time started.

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- After the last GT SPORTS TROPHY car starts there will be a GT SPORTS TROPHY SWEEP vehicle start the stage 30 seconds after the last GT SPORTS TROPHY car.
- **2 + minutes after the** GT SPORTS TROPHY **Sweep** vehicle (maybe more on longer stages) leaves the start line, the first Competition vehicle will start the stage.

Stage Director to advise Command Centre the number of First Competitor to start the stage and time started.

Stage Director to advise Command Centre the number of the Last competitor to start the stage and time started.

AFTER LAST COMPETITION VEHICLE

- **“999” Sweep vehicle** should start the **stage 30 seconds after last competitor** (no Command Centre approval required), **however**
 - **“999” Sweep vehicle collects ALL paperwork** necessary to be returned to Command Centre including TC-In forms, Start Forms, Incident Report forms, etc. before leaving Start.

Stage Director to advise Command Centre that “999” Sweep vehicle has started the stage and time started.

- Duty **“FIV”** to start the stage.
- **Recovery** vehicle to start the stage.
- Spare **“FIV”** vehicles.

None of the following vehicles are to proceed past the “Recovery” vehicle:

- **Police Road Open** signs 'Condition Red' form, puts on sirens and lights and takes Condition Red Form to Deputy at Finish.
- Shuttle bus and tow trucks to enter the stage directly behind the Police Road Open Vehicle (unless directed by Command Centre).
- CAMS Scrutineer/Technical.
- Chaplain.
- Media vehicles.
- Competitor service vehicles.
- Public vehicles.

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DEPUTY STAGE DIRECTOR: FINISH CONTROL

ADVISE COMMAND AS SOON AS YOU ARRIVE AND ARE SET UP

S – 2 hours (approx.) *Can be earlier if needed.*

- Deputy Stage Director and Finish Crew arrive and set up Finish control.

S – 1 hour 20 minutes (approx.)

- "004" Communications" support vehicle may arrive to check all stage communications at the Finish and replenish perishables as requested by Deputy Stage Director (not used at all events).

Deputy Stage Director to advise Command Centre that "Communications" support vehicle has left the stage.

S – 1 hour 10 minutes (approx.)

- Advise motorists who are trying to traverse the stage that they may meet the "000" Police Road Closure vehicle which will not allow them to proceed.

S – 1 hour

Road closure is now in effect - advise Stage Director at Start that this has occurred. NO CARS MUST ENTER THE STAGE FROM NOW UNTIL ROAD OPENS (3hrs)

S – 49 minutes (approx.)

- "000" Police Road Closure vehicle due at Stop Point.
- "000" Police Road Closure vehicle to complete 'Condition Yellow' form before leaving the Stop Point.

Deputy Stage Director to advise Start and Command Centre that "000" Police Road Closure vehicle has reached the stop point with time of 'Condition Yellow' form.

S – 30 mins (approx.)

- Safety Managers due at Stop Point, advising Deputy Stage Director that stage is set up and secure.
- "Stewards" and "010" Police vehicle and "009" due at Stop Point.

Deputy Stage Director to advise Command Centre that "Stewards" and "010" Police vehicle have arrived at Stop Point and finish times.

S – 28 minutes (approx.)

- "00" CAMS checker due at Stop Point.
- Deputy Stage Director to collect 'Condition Blue' form from "00" CAMS checker.

Deputy Stage Director to advise Start and Command Centre of 'Condition Blue' time and road condition as issued by "00" CAMS checker.

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S – 20 minutes (approx.)

- Tour Group due at Stop Point.

Deputy Stage Director to advise Command Centre of finish times for “Tour Leader 1” vehicle and “Tour Sweep” vehicle.

S – 0 minutes

- “0” vehicle has started the stage.

Deputy Stage Director to advise Command Centre of time “0” vehicle arrives at Stop Point and any additional information that “0” vehicle has picked up that needs to be relayed back to the Start for competitors.

- **After “0” vehicle has arrived at Stop Point, Deputy Stage Director is to record times and advise Command Centre** once the following vehicles arrive at Stop Point:
 - **First TSD trophy competitor**
 - **First GT Sports trophy competitor.**
 - **“GT Sports TROPHY Sweep” vehicle.**
 - **First Competitor.**
 - **Last Competitor.**
 - **“999” Sweep vehicle.**
- **“999” Sweep vehicle is to collect ALL paperwork** necessary to be returned to Command Centre **Incident Report forms, etc.** before leaving Stop Point.

Following 999 will be these vehicles

- Duty “FIV” vehicle.
- “Recovery” vehicle.
- Spare “FIV” vehicles.
- Police Road Open Vehicle

Police Road Open to hand over signed ‘Condition Red’ form to Deputy Stage Director once arrived at Stop Point – ensure this is given to 999.

Deputy Stage Director to advise Command Centre that ‘Condition Red’ form has been collected with time of road open.

- CAMS Scrutineer/Technical.
- Chaplain.
- Media vehicles.
- Shuttle bus and tow trucks to enter the stage directly behind the Police Road Open Vehicle (unless directed by Command Centre).
- Competitor service vehicles.
- Public vehicles.

TARGA STAGE STATUS IDENTIFICATION

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CONDITION YELLOW

A Targa Stage is at Condition Yellow once the "000" Police Road Closure vehicle has signed the 'Condition Yellow' form.

THE ROAD IS NOW CLOSED TO THE PUBLIC

Vehicles are only permitted to enter the stage from the Start once this time has been reached and must have either a Stage Access/Restricted Access Pass or Competition Number on their vehicle. Approximately 6 minutes after Road Closure time, "000" Police Road Closure vehicle will traverse the stage to enforce the Road Closure.

CONDITION BLUE

Once "00" CAMS checker vehicle has reached the Stop Point (maybe earlier on longer stages) and is satisfied that ALL stage security measures are in place and operational, they will issue a 'Condition Blue' form to the Deputy Stage Director. This form will include the time of issue and road condition, i.e. Dry or Wet.

On receipt of this form, the Deputy Stage Director is to immediately pass this information on to the Stage Director. The Stage Director will pass on this information to Command Centre and request a start time for the "0" vehicle.

CONDITION GREEN

Command Centre will verify Condition Green and give a start time for the "0" vehicle once they are satisfied that the stage is at Condition Blue, an MIV is at the start and competitors are at the start. The Stage Director must show a completed 'Condition Green' form to the "0" vehicle and the passenger of that car to sign this form acknowledging they have sighted the completed 'Condition Green' form.

CONDITION RED

At the completion of competition or once the road closure window has expired, whichever occurs first, the Police Road Open vehicle will traverse the stage to reopen the road to the public.

The Stage Director will hand a 'Condition Red' form to the Police Road Open vehicle crew who will fill it out and carries it with him/her through the stage to hand over to the Deputy Stage Director.

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COURSE VEHICLE IDENTIFICATION AND PROCEDURES

“004” Communications Support Vehicle. (May not visit every stage).

- May start the stage approximately 1 hour 40 minutes before the first competitor.
- Will rectify any communications problems.
- Will replace or repair any faulty equipment and top up consumables if needed.

“000” Police Road Closure vehicle.

- Will start the stage approximately 6 minutes after official road closure time.
- Will enforce the road closure and check that the stage is free of civilian traffic.
- Will sign ‘Condition Yellow’ form before starting the stage from the Stage Director.

“010” Police vehicle.

- Will start the start approximately 50 minutes before the first competitor.
- Travels the course checking compliance to the terms of the Police permit. (This vehicle may not be used on all events).

“Stewards” vehicle.

- Will start the stage approximately 50 minutes before the first competitor.
- Will check safety and operational procedures of the stage.

“009” Deputy Clerk of course.

- Will start the stage approx 50 minutes before the first competitor
- Will check set up and Safety managers/Signage
- **All Officials MUST follow any directives given by 009**

“00” CAMS checker vehicle.

- Will start the stage approximately 45 minutes before the first competitor.
- Travels stage checking control procedures are operational and all safety measures are in place. Must be given SM Prep Sheet for Road Closures.
- At stop point, once relevant criteria is met, issues ‘Condition Blue’ form to DSD
- Will give permission to release the Tour groups.

“Tour Leader” vehicle.

- Will start the stage approximately 30 minutes before the first competitor.
- Permission to start the tour group will come from the “00” CAMS checker vehicle.

“Porsche Sweep” vehicle.

- Will start the stage immediately after the last Porsche Tour vehicle.
- Manages the Porsche Tour for the duration of the event.
- Will coordinate the release of vehicles from the start and deal with any in-stage issues with the group.

“Tour Sweep” vehicle.

- Will start the stage immediately after the last Tour Group vehicle.
- Will follow the Tour group through the stage and deal with any in-stage issues relating to that group.

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“0” vehicle.

- Must sign ‘Condition Green’ form before starting the stage for the Stage Director.
- Will start the stage 3 minutes before first TSD Trophy competitor at close to competition speed.
- Performs a final check of road conditions and spectator safety.
- Notifies spectators using lights and sirens that the competition is about to start.

“TSD Trophy Sweep” vehicle.

- Will start the stage 30 seconds after the last TSD Trophy competitor OR when confirmed by Command Centre.
- Will sweep the TSD Trophy categories, dealing with any in-stage issues relating to that group.

“GT Sports Trophy Sweep” vehicle.

- Will start the stage approximately 30 seconds after the last GT Sports trophy competitor OR when confirmed by Command Centre.
- Will sweep the GT Sports trophy categories and deal with any in-stage issues relating to that group.

“999” Sweep vehicle.

- Will start the stage 30 seconds behind the last competitor.
- Will alert competitors/spectators within the stage that the stage is now closed to competition, but the road is not yet open.
- Will act as results sweep too by collecting control paperwork and any paperwork required by Command Centre.

“FIV” Medical Sweep vehicle.

- Will start the stage soon after “999” Sweep vehicle.
- Will perform duties within the stage as required to assist competitors in need.

“Recovery” vehicle.

- Will start the stage soon after “FIV” Medical sweep vehicle and before Police Road Open vehicle, if not held up by previous stages.
- Will perform duties within the stage as required to assist in recovery of competitors.

Police Road Open vehicle.

- Will start the stage 2 minutes behind “Recovery” vehicle, unless Command Centre advises otherwise, re-opening stage to the public. The stage is only re-opened to the point that the Police Road Open vehicle has reached.
- Will sign ‘Condition Red’ form at the start of stage, take it with him and sign again at the finish of stage.

“CAMs Technical/Scrutiny”

- Will observe activities within the stage as required.

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POLICE ROAD OPEN VEHICLE SWEEP PRIORITY

Immediately following the "999" Competition sweep vehicle, course vehicles will usually proceed in the following order:

AFTER LAST COMPETITION VEHICLE

- "999" Sweep vehicle to start the stage 30 seconds after last competitor (no Command Centre approval required).
- Duty "MIV" to start the stage.
- "Recovery" vehicle to start the stage.
- Spare "MIV" vehicles.

None of the following vehicles are to proceed past the "Recovery" vehicle:

- Police Road Open to start the stage once signed 'Condition Red' form and take to Finish.
- CAMS Scrutineer/Technical.
- Chaplain.
- Media vehicles.
- Shuttle bus and tow trucks to enter the stage directly behind the Police Road Open Vehicle (unless directed by Command Centre).
- Competitor service vehicles.
- Public vehicles.

The **Police Vehicle** allocated to the Start of the Targa Stage for road closure duty will usually traverse the Targa Stage at the end of competition from the Start to Finish with **lights and sirens** operating to re-open the road to the public.

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VEHICLE TRACKING

- Vehicle Tracking is the system used to monitor the location of competition vehicles from the time they leave the Start of a Targa Stage until their subsequent arrival at the Stop point. This information is required for competitor location and safety purposes.
- All Targa Stages must have a vehicle tracking system. The system will be operated on the Stage Net communications radio network, Push to Talk Cellular network or via mobile phone network.
- Vehicle tracking personnel are located at the Start and Finish/Stop controls. Passive tracking may be performed at SOS points within the stage. Only the official Vehicle Tracking sheets are to be used for competition vehicles.
- **Tour Vehicle Tracking will commence with the first Tour Leader through until the final Tour Sweep vehicle – there is a special Tour Tracking Sheet for this task.**
- **Competitor Vehicle Tracking will commence from the “0” vehicle through until the “999” Sweep vehicle.**
- All communication systems are under the control of the Stage Director.
- On Targa Stages where there is some difficulty in establishing communications between the start and finish, repeater points will be set up. Where these repeater points can see the stage, they will conduct “passive” vehicle tracking, noting the numbers of all competitors that pass their location.
- On longer Targa stages SOS points have been established. The main purpose of the SOS points is to provide an incident reporting location so that emergency response times can be reduced. The SOS points operate on Stage Net and so will hear all vehicle tracking messages. SOS points will also undertake “passive” vehicle tracking, noting the numbers of all competitors that pass their location. Should the Stage Director/Deputy Stage Director note a specific missing vehicle then the SOS and repeater points will be able to indicate if it has passed their location, helping to narrow the search area. Contacting of SOS or repeater points in this situation will be by the Start Trackers.
- A sample of the Competitor Vehicle Tracking and Tour Tracking sheets are shown in the Appendix.

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GUIDE TO SAFE SPECTATING

ROAD CLOSURE

- The road will be officially closed by a Police car 000, with flashing lights and siren, approximately 1 hour before the first competing car is due. After closure, do not move onto or cross the road, as competing cars will pass at approximately 30 second intervals.
- The road will be closed for up to 4½ hours. Be aware as soon as the field has gone through the stage the road may be reopened.

ROAD OPENING

- The road will be officially opened with the passage of a marked **police car** with flashing lights and siren, soon after the last competition car has passed. Do not move onto the road until after the **police car** has passed. If the vehicle stops, the road is only open up to the police vehicle location.

MOTORSPORT CAN BE DANGEROUS – ALWAYS OBSERVE THE FOLLOWING:

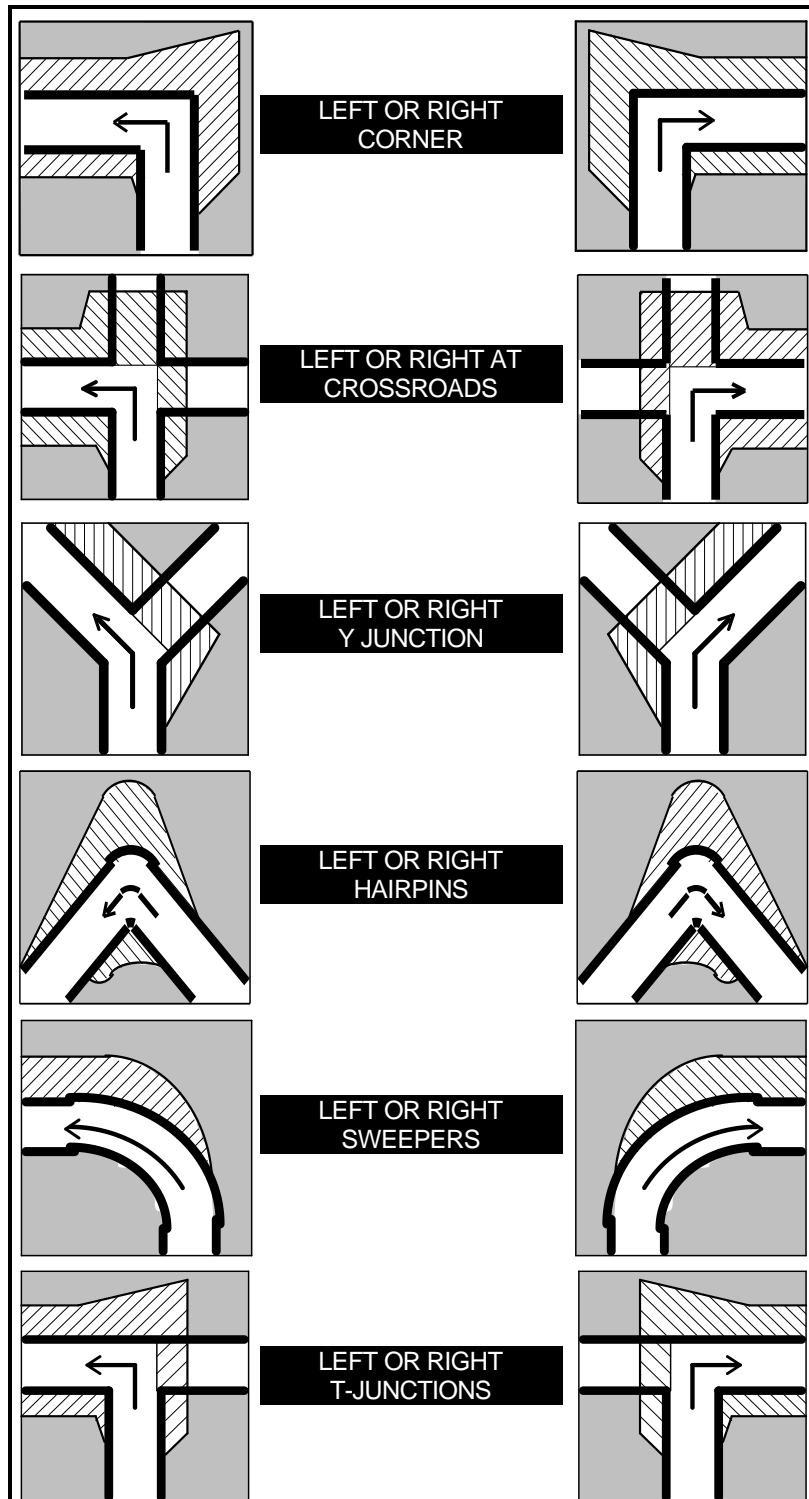
- **Always** STAY ALERT! The unexpected may happen.
- **Always** wait until the police car with the flashing lights and siren passes your location before moving. Onto or across the road as there may have been a delay in the passage of the competing cars.
- **Always** stand where you can see the competing cars coming and going.
- **Always** leave yourself room to move away quickly.
- **Always** spectate from behind the YELLOW or ORANGE 1 METRE DEEP (town stages) tapes.
- **Always** keep children under constant and close supervision.
- **Always** keep animals on a lead.
- **Always** do as the spectator marshals and senior officials direct - they have been trained in safe spectating procedures.

IF NECESSARY THE TARGA STAGE WILL NOT RUN UNLESS OFFICIALS' INSTRUCTIONS ARE OBEYED!

- **Never** stand in prohibited areas (study the spectator viewing diagrams).
- **Never** stand or sit close to the edge of the road.
- **Never** stand below the level of the road (or in gutters or culverts).
- **Never** stand in run-off (escape) routes for the competing cars.
- **Never** sit down at a location on the same level as the cars - you need to be standing so you are able to move away quickly if necessary.
- **Never** stand behind red and white striped tape.
- **Never** stand in front of arrows or signs relevant to the running of the event.
- **Never** be distracted - always face the competing cars.
- **Never** stand on or cross the road while it is officially closed.
- **Never** play games with your safety, or with that of the competitors.

NO STANDING AREAS ARE SHOWN WITH STRIPES

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Use this guide to ensure safe viewing in areas outside designated spectator points.

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OIL ASSESSMENT PROCEDURE

Any Stage Team member made aware of an oil spill should immediately report Oil on Stage to the Stage Safety Manager or the Deputy Stage Director. This is then relayed via Stage Net OR mobile phone from the finish directly to the Stage Director at the start.

The Stage Director may display the information to competitors via a Whiteboard located at the Targa Stage Start, identifiable for competitors to see.

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TOWN STAGE SPECTATOR SAFETY NETWORK

NOT APPLICABLE FOR ALL EVENTS

The Town Stage Network is a multiple number of hand-held radios positioned around the entire town stage so that the operators are in 'line-of-sight' with each other.

The radios are set to a common frequency so that any problems relating to spectator safety can be immediately reported to the stage start, and comment can be passed between any two (or more) operators.

The operators are the Sector Spectator Marshals. The Safety Manager after their final run will return to the start and remain near the Stage Director for the duration of the stage, monitoring the network and immediately advising the Stage Director of any problems with spectator control or incidents.

All radios are set to a specific channel as advised by the Safety Manager and ensure that:

- i) All radios are operational.
- ii) All operators are familiar with their use.

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PROPERTY DAMAGE

Report of Damage to Property Forms

After the completion of the Targa stage, either the Stage Director or a nominated official will usually drive the stage and carefully observe any damage to public or private property, or equipment.

1. If **damage** is caused **to any public property** (i.e. fence, guard rails, sign posts, trees, gardens or buildings) officials should fill in the '**Report of Damage to Property**' form (please see appendix) and return it immediately to Command Centre OR phone through to Clerk of the Course.
2. If **damage** is caused **to any private property**, fill in the '**Report of Damage to Property**' form and also give a copy of this form to the property owner. It is important that accurate details of damage are recorded:
 - Distance from the start line - or from an identifiable point e.g. road junction.
 - Type of damage (take photographs if possible).
 - Extent of damage (take photographs if possible).
 - Full name of property owner, phone numbers or RSD number.
 - Vehicle number, make and colour that caused the damage.
3. Even where **no damage** has been done, **but** it is evident a **vehicle has left the road**, the '**Report of Damage to Property**' form is to be used.
4. Information to be given to the landowner if possible. If the land owner is able and wants to fix the damage himself a quote to repair the damage is required from the landowner before any work can commence. **Ask the landowner to contact the Clerk of the Course** with the quote (**Hamish Marquis 0419 349 656**). If the landowner cannot or is unable to fix the damage, Targa Australia will organise for the damage to be fixed. Targa Australia will pay the land owner directly to fix the damage.

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STAGE DOWNGRADING

There are five main reasons why a Targa stage might be downgraded:

- A) A life-threatening incident in which vehicles can only proceed through the stage at greatly reduced speed or the safety of the rescue teams would be in danger if the competition were to continue.
- B) The condition of the stage is such that it is deemed unsafe for competition.
- C) Uncontrollable or unruly spectators making it unsafe for the stage to continue at competition speed.
- D) A civilian incident which could not be cleared in time to allow the stage to be run.
- E) All competition vehicles cannot pass through the stage prior to the road open time or before darkness falls.

A Targa stage can only be downgraded by the Clerk of the Course.

After downgrading, it is vital to get the vehicles moving as quickly as possible to ensure that future Targa stages on that day are not affected by the delay.

The road is to remain closed and the Police Officers at the start and finish will stay at their location, unless advised otherwise by Command Centre.

At the time control in (TC-In) all competition vehicles are recorded as per normal and then officials are simply to wave the competitors through the start control in close order, with the Starter official recording the competition numbers only on the recording form.

If the stage has been re-opened to the public or not, competitors must be advised and reminded that all normal road rules now apply (use as many spare people as possible to do this).

If the stage is blocked the Command Centre will nominate an alternative route for competitors.

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BREATH TESTING PROCEDURE

Targa Australia has a zero-blood alcohol content policy for all competitors and officials.

Police officers and/or CATO officials will test **competitors** and **officials** and any with a positive reading of 0.05 or higher will be subject to normal police procedures.

The police officer or official will report offenders with a positive reading below 0.05 to the senior official at the testing location for the following action:

1. The senior official will view and record the reading, noting car number, crew names, time and the name and number of the police officer.
2. The offending competitor must move their car aside as directed and exit their vehicle.
3. The senior official will advise the offender of an opportunity for a further test, which will be undertaken between fifteen and twenty minutes after the initial, positive test. In all cases the senior official (or a nominee) will chaperone the competitor for the period between the two tests and the offender must not consume any fluids in this period.
4. Should the subsequent test indicate a positive reading, the competitor is deemed unfit to compete on any Targa stage for the duration of that leg.
5. The senior official will remove the offender's wristband and remove the able to compete sticker off the offender's vehicle.
6. The senior official will immediately inform Command Centre of the offender's details and a report will be made to the Stewards, by the Clerk of the Course, for further consideration.
7. The Command Centre will inform the following stages of the vehicle involved and the name of the offender and will also inform the duty Competitor Relations Officer (CRO).

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TOUR GROUP START PROCEDURE

The Tour Group will start only after confirmation from the "00" MA Course Checker and/or Command Centre. "00" MA Course Checker/Command will advise the Stage Director that the Tour Group can be released.

The Tour Group vehicles will be dispatched by the Starter. If it is dry, they are to be sent off at 5 second intervals between each vehicle. If it is wet, it is permissible to increase the gap between vehicles. There is to be a 10 second gap between the last tour vehicle in each packet and the tour leader in the next packet

The starter is not to verbally count down the start (i.e. no 5 4 3 2 1 GO)

Rather, the starter needs to count in their head 1 2 3 4 5 seconds and let the next car go.

At the finish of the Targa stage, Tour Group vehicles do not need to, and should not, stop at the Stop Point. If Tour Group vehicles pass through the Stop Point at an excessive speed, determined by the Deputy Stage Director and Safety Managers, their vehicle numbers are to be recorded and reported to Command Centre on an Incident Report form (see Appendix).

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COMMAND CENTRE STAFF ROLES

STAFFING POSITIONS

- Clerk of the Course
- Stage Controller
- Incident Controller (Police)
- FIV Controller (Medical/Fire)
- Command Center Team Members

CLERK OF THE COURSE (CoC)

Oversees the operation of the Command Centre and is ultimately responsible for all decisions made within the Command Centre.

STAGE CONTROLLER

Responsible to the Clerk of the Course, the fundamental duty is to disseminate information to and from the competition stages.

This includes liaison with the stage team at the start of each Targa stage regarding the following.

- Communications with the stage
- Preparation of the stage for competition that is taking place.
- Monitoring the progress of the course vehicles through the stage.
- Notify the stage condition – i.e. condition yellow/blue/green/red.
- Liaise with the FIV Controller and the Stage Director that the appropriate emergency vehicles are in required positions for the stage to run.
- Receive any reports of incidents or missing vehicles and inform the Clerk of the Course and Incident controller and FIV Controller
- Inform the Stage Director of procedures to be put in place during incidents.
- The Stage Controller keeps an accurate log of all communication to and from the stages.

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COMMAND CENTER TEAM MEMBER

Responsible to the Clerk of the Course - works closely with the Stage Controller.

Key role is to records all details of incidents, including:

- Stage number
- Distance into stage
- Type of vehicle
- Crew Name
- Time the incident was reported
- Type and Severity of the incident
- Condition of Crew
- Action taken and/or outcome.
- Incident liaison with recovery crews.

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COURSE MANAGEMENT STRUCTURE

The Clerk of the Course is responsible for all course activities during the event.

Reporting to the Clerk of the Course are the Stage Directors, each of whom is responsible for the management of their nominated Targa stages.

The Clerk of the Course and Stage Directors are responsible for preparing detailed plans of spectator security arrangements on all Targa stages, and these are used by all Stage Management Teams (SMT) when setting up the stages.

The Stage Management Teams, headed by the Stage Director, Deputy Stage Director and Safety Managers are responsible for the following, with obvious oversight of Targa Australia as the event organisers:

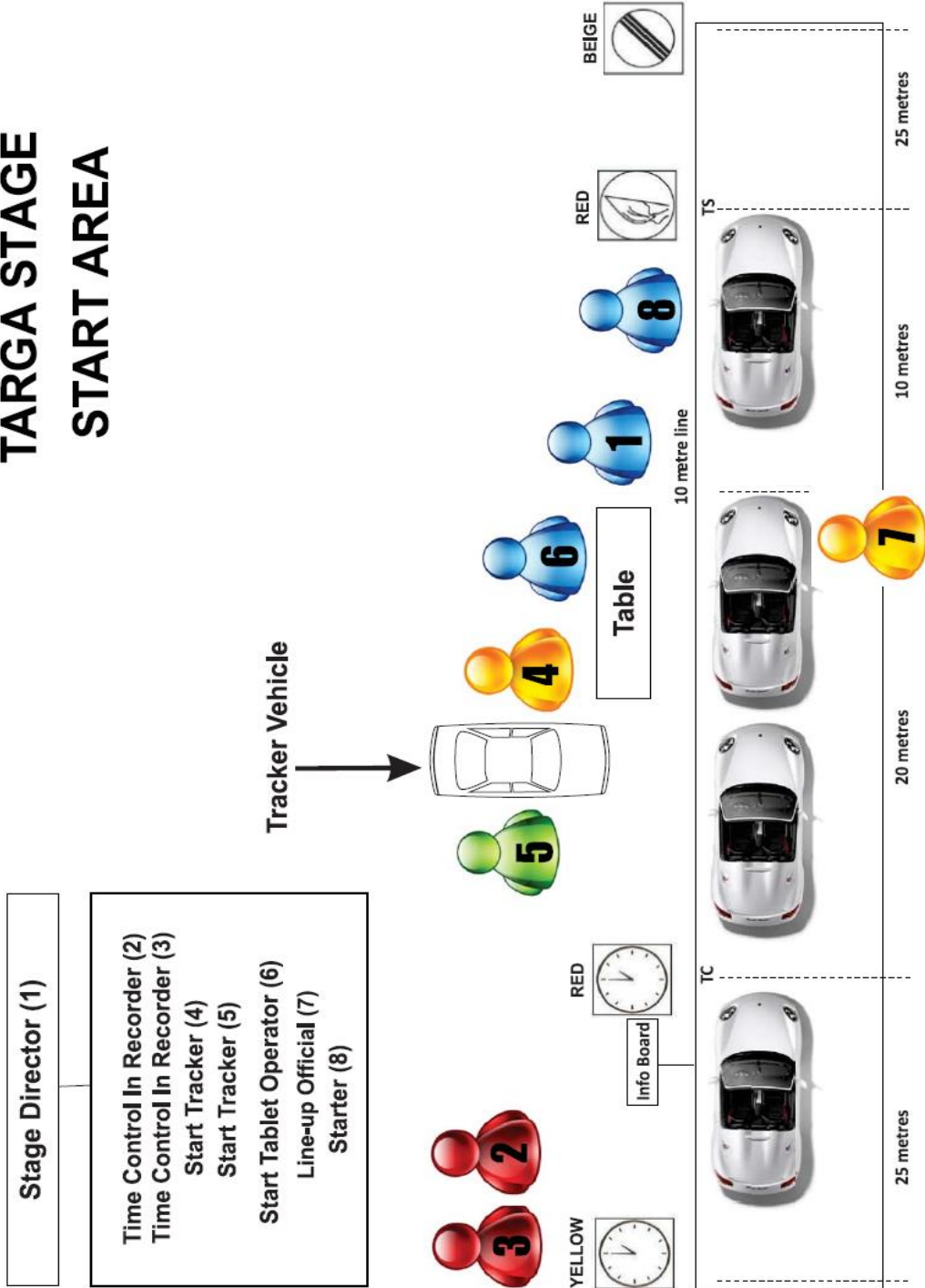
- Recruiting all necessary Control Post officials.
- Recruiting all necessary Road Closure and Spectator officials.
- Ensuring that officials have been named to perform specific tasks.
- Ensuring that all officials have been trained in their specific tasks.
- Pre-set up of stages including pre-taping of driveways and tagging of gates.
- 'On the day' setting up control posts with officials and equipment.
- Placing all necessary road closures and signs.
- Placing all necessary spectator marshals and associated equipment.
- Operating the stage fully in accordance with Strip Map, Set Up Diagrams and other instructions from Clerk of Course, "00" or Chief Safety Officer "009".
- Tidy up and return of all materials used.
- Liaison with residents that live on a road or side road that are affected by a Targa stage.
- Initial contact with any property owners/occupiers who may have suffered some damage to property.

The Stage Management Teams are also joined on the event by Daily Officials recruited and trained as required for Road Closure, Spectator Marshall or other duties.

OPERATIONS MANUAL

STAGE TEAM JOB DESCRIPTIONS

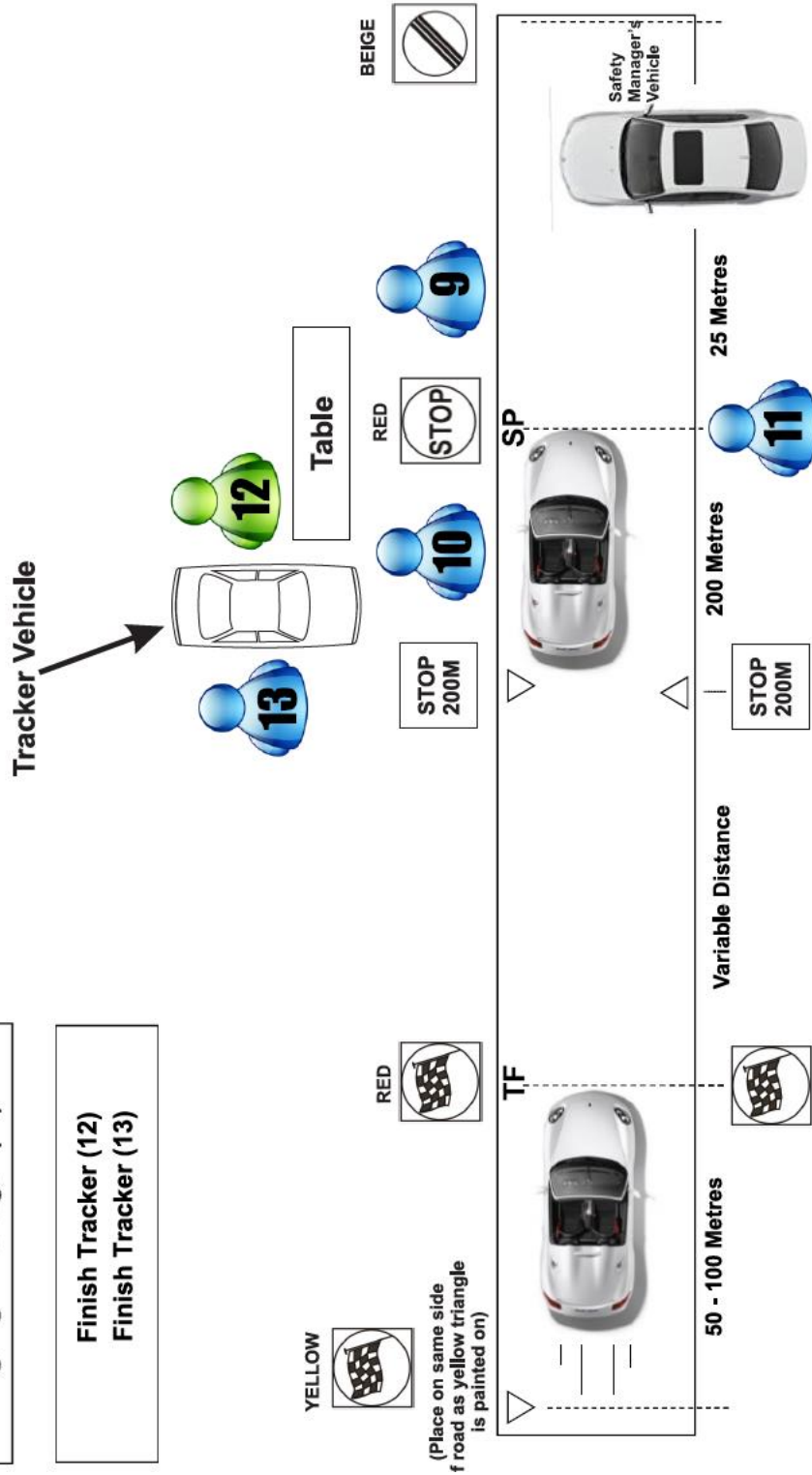
TARGA STAGE START AREA



OPERATIONS MANUAL

TARGA STAGE FINISH AREA

- Deputy Stage Director (9)
- Safety Manager (10)
- Signage Manager (11)
- Finish Tracker (12)
Finish Tracker (13)



OPERATIONS MANUAL

SMT JOB DESCRIPTION

Position	Stage Director
Responsible to	Pre-Event: Event Director and Clerk of the Course During Event: Clerk of the Course
Responsibilities	<ol style="list-style-type: none"> 1. Development of competition systems. 2. Development and running of designated Targa stages. 3. Ensure the SMT and all stage officials are appropriately trained. 4. Manage the Command Net, cellular mobile telephone systems. 5. Familiarize yourself with the Supp Regs and Judges of Fact sheet. 6. Oversee the distribution and collection of all stage equipment.
Duties	<ol style="list-style-type: none"> 1. Recruit and train the SMT and other officials. 2. Attend all Stage Director Committee meetings. 3. Assist in the development of management policies and procedures, operational systems and safety plans. 4. Implement event safety policies and plans. 5. Manage the Start Control area, reporting to the Clerk of the Course on the condition of the stage during set up and progress during competition. 6. Issue the Targa stage Start recording forms. 7. Issue the Vehicle Tracking forms. 8. Issue the Targa Time Control-In recording forms. 9. Issue the Stage Safety Manager Preparation sheet to "00" CAMS Checker. 10. Ensure that all official, media, emergency vehicles etc. from the "000" Police Road Closure vehicle until the Police Road Open vehicle are recorded when starting the stage. 11. Record and report all incidents occurring during the running of the stage. 12. Where possible contact any property owners who have had property damaged during the event, advising same to the Command Centre. 13. Assist the Clerk of the Course as required. 14. Oversee the management of the assigned stages for the duration of the event. 15. Organize post-competition clean-up of the assigned stages ensuring there is no debris or other material left behind. 16. Stage Director to ensure all paperwork is returned to the Clerk of the Course at the end of the event.

OPERATIONS MANUAL

SMT JOB DESCRIPTION

Position	Deputy Stage Director
Responsible to	Stage Director
Responsibilities	<ol style="list-style-type: none">1. Set-up, operate and dismantle the assigned Targa stage Finish and Stop Point controls.2. Manage the Finish officials.3. Manage the Command Net radio or cellular mobile telephone system from the Stop Point.4. Report abnormal incidents and address competitor enquiries.
Duties	<ol style="list-style-type: none">1. Assist stage set-up.2. Ensure all officials complete the sign-on sheet, parental consent forms where required and wear identification.3. Ensure that all officials, media, emergency service vehicles etc. from the "000" Police Road Closure vehicle until Police Road Open vehicle are recorded when leaving the stage.4. Issue the Vehicle Tracking forms.5. Immediately report any difficulties to the Stage Director.6. Report any incidents using the incident report form and notifying Command Centre.7. At completion of the Targa stage, return any equipment and assist in clean-up.

OPERATIONS MANUAL

SMT JOB DESCRIPTION

Position	Safety Manager
Responsible to	Stage Director
Responsibilities	<ol style="list-style-type: none"> 1. Develop the stage spectator plan in conjunction with the Clerk of the Course and Stage Director. 2. Manage Targa stage safety officials. 3. Produce a list of required equipment. 4. Ensure that all stage set-up arrangements, particularly safety taping and road closure barricades fully comply with the stage plan and are in position at the agreed time 5. Provide verbal sign-off confirming the stage is in compliance to the Stage Director immediately after final run through.
Duties	<ol style="list-style-type: none"> 1. Identify recommended spectator points, no-standing areas and hazardous locations. 2. Oversee the management of all daily officials. 3. Assist as necessary in the development of sketches for spectator marshaling, advice and similar. 4. Complete the Stage Safety Manager Preparation sheet with the names of the senior official at each location as printed on the form and give it to the Stage Director before starting the final run. 5. Test communications for contact with sector Spectator marshals. 6. Supervise the set-up of required equipment and deployment of spectator marshals. 7. Ensure all safety officials complete the sign-on sheet and wear identification. 8. When in position at the Stop Point turn off Stage Net radio. 9. Make a final check to ensure that all road closure and stage security measures are in place at the road closure time by driving through the stage. Complete the verbal sign-off to the Stage Director that the stage is ready for competition. The "000" Police Road Closure vehicle may pass through the stage during this process. When the sign-off is completed remain at the Stop Point unless other arrangements have been made. 10. Should the sign-off or appropriate certificates for stage security not be issued at the Stop Point, or if security issues emerge during the running of the stage, assist in finding a solution to the problem. 11. At completion of the Targa stage, manage the return of equipment and assist in clean-up.

OPERATIONS MANUAL

SMT JOB DESCRIPTION

Position	Time Control-In Recorder
Responsible to	Stage Director
Responsibilities	<ol style="list-style-type: none">1. Electronically record arrival time of competitors (not tour group, on Rallysafe Tablet.2. If it is raining, record vehicle number and arrival time on Time Control recording form [TC-In]. Do not record the Tour Group vehicles arrival times.
Duties	<ol style="list-style-type: none">1. Obtain 1 RallySafe tablet and 1 pack of time control recording forms and clipboard with clock attached.2. Refer to information sheet in RallySafe kit on how to set up tablet correctly.3. Ensure that clipboard clock is adjusted to the correct time.4. Be at the last vehicle in the line of cars, as the Time Control-In Recorder must be mobile and walk down the line of cars. Always remain at the end of the queue even if the queue is 500meters long5. Commence recording vehicle numbers and times with the passage of the "0" vehicle. Record the time of arrival for all competitors until and including the "999" Sweep vehicle.6. Immediately report any difficulties to the Stage Director via 2-way radio.7. At completion of the Targa stage return the forms to the Stage Director for delivery to the "999" Sweep vehicle.8. Return any equipment and assist in clean-up.

OPERATIONS MANUAL

SMT JOB DESCRIPTION

Position	Start Tracker
Responsible to	Stage Director
Responsibilities	<ol style="list-style-type: none">1. In conjunction with Finish Trackers and SOS points, ensure that ALL competition vehicles have finished the stage or if they have stopped within the stage are accounted for.2. Where necessary pass any messages delivered, via Stage Net, to the Stage Director.
Duties	<ol style="list-style-type: none">1. On arrival at the Start Control, position tracking vehicle in the correct location, set up Mobile Phone net or Stage Net. Erect dipole where necessary and contact Finish Trackers and SOS points. Enlist the help of other team members to set up dipole. Once communications have been established, at least one tracker must always remain in the vehicle.2. Ensure that you have Vehicle Tracking and Tour Tracking forms, pens, clipboard and SOS locations.3. Track all Tour vehicles, including Tour Leaders and Tour Sweep.4. Track all vehicles from and including "0" vehicle to "999" Sweep vehicle on the Vehicle Tracking form.5. During the running of the stage pass on any relevant information to the Stage Director promptly. Blowing the vehicle horn is a good way of getting their attention.6. At the completion of the stage, hand forms to Stage Director for sending to Command with 9997. Assist in the pack up of the Start area.

OPERATIONS MANUAL

SMT JOB DESCRIPTION

Position	RallySafe Operator - Start Tablet
Responsible to	Stage Director
Responsibilities	<ol style="list-style-type: none">1. Electronically record start time of competitors (not four group).
Duties	<ol style="list-style-type: none">1. Assist in the set-up of the Start Control, set up of RallySafe tablet to be completed as soon as possible.2. Refer to information sheet in RallySafe kit on how to set up tablet correctly.3. Enter vehicle number against the relevant start time on the tablet.4. Record ALL competition vehicles from "0" vehicle to "999" Sweep vehicle.5. If there is a failure with RallySafe sending start times to competition vehicles, notify Stage Director and check whether each vehicle's RallySafe unit has received a time or not.6. If competition vehicle does not receive start time, click the 'Clock' button on the tablet which will manually count down that vehicle.7. Assist in the pack up of the Start area.8. Ensure all equipment is recharged before the following day's stage.

OPERATIONS MANUAL

SMT JOB DESCRIPTION

Position	Line-Up official
Responsible to	Stage Director
Responsibilities	<ol style="list-style-type: none">1. Ensure a steady flow of vehicles to the 10m line.2. Ensure competitors are ready to start by the time they reach the 10m line.
Duties	<ol style="list-style-type: none">1. Assist in the set-up of the Start control.2. As competition vehicles approach the 10m line, check that the correct wristbands are on, helmets, HANS device and seatbelts are secure correctly and headlights are on.3. Report any wristband issues, safety issues and vehicle issues immediately to the Stage Director.4. Ensure competition vehicles do not proceed past the 10m line until called up by the Start Line Official.5. Wrist band color explanation is as follows:<ul style="list-style-type: none">• Red = Navigator that CAN'T drive.• Yellow = Navigator that CAN drive.• Green = Driver.6. Assist in the pack up of the Start area.

OPERATIONS MANUAL

SMT JOB DESCRIPTION

Position	Start Line Official
Responsible to	Stage Director
Responsibilities	<ol style="list-style-type: none">1. Position vehicles on the Start line.2. Record actual Start time of competitors.3. Start the tour vehicles as per the tour group start procedure.
Duties	<ol style="list-style-type: none">1. Assist in the set-up of the Start control.2. Collect clipboard with clock attached, Start Recording forms and Manual Start flag from Stage Director.3. Call up vehicles from the 10m line and position on the Start line. Once vehicle is in position move to the side of the road.4. As vehicle leaves the Start line record that time on the Start Recording form, from the clock on your clipboard.5. In the event of a RallySafe tablet failure, revert to a manual start procedure. For a manual start, with 10 seconds to go before the due Start time call out "10 seconds" and place the flag in the middle of the bonnet. At 5 seconds before the Start time commence counting down to one and then raise flag to signal GO. Another official is to perform the task of filling out the Start Recording forms if possible during Manual Start procedure.6. In the event of a vehicle stalling on the Start line, start the next vehicle from the other side of the road.7. At the completion of the stage, pass all recording forms to the Stage Director for "999" Sweep vehicle to collect.8. Assist in the pack up of the Start Area.

OPERATIONS MANUAL

SMT JOB DESCRIPTION

Position	Finish Tracker
Responsible to	Deputy Stage Director
Responsibilities	<ol style="list-style-type: none">1. In conjunction with Start Trackers and SOS points, ensure that ALL competition vehicles have finished the stage or if they have stopped within the stage are accounted for.2. Where necessary pass any messages delivered, via Stage Net, to the Deputy Stage Director.
Duties	<ol style="list-style-type: none">1. On arrival at the Finish Control, position tracking vehicle in the correct location, set up Mobile Phone net or Stage Net radio. Erect dipole where necessary (radio use only) and contact Start Trackers and SOS points. Enlist the help of other team members to set up dipole. Once communications have been established, at least one tracker must always remain in the vehicle.2. Ensure that you have Vehicle Tracking and Tour Tracking forms, pens, clipboard and SOS locations.3. Track all Tour vehicles, including Tour Leaders and Tour Sweep.4. Track all vehicles from and including "0" vehicle to "999" Sweep vehicle on the Vehicle Tracking form.5. During the running of the stage pass on any relevant information to the Deputy Stage Director promptly. Blowing the vehicle horn is a good way of getting their attention.6. At the completion of the stage, hand forms to Deputy for sending to Command with 9997. Assist in the pack up of the Finish area.

OPERATIONS MANUAL

SMT JOB DESCRIPTION

Position	Spectator Marshall
Responsible to	Safety Manager
Responsibilities	<ol style="list-style-type: none">1. Set up and dismantle spectator marshalling equipment as directed.2. Observe and control the location and movement of spectators.3. Keep spectators away from 'NO STANDING' areas.4. Keep unauthorised vehicles clear of control operations and ensure that competitors and officials are not impeded in their duties.
Duties	<ol style="list-style-type: none">1. Attend pre-event training sessions as required.2. Sign on for duty, wear official identification and assist stage set-up.3. Be fully aware of guidelines for safe spectating and plans for spectator locations.4. Maintain a position where there is a clear view of the spectators in the assigned sector, oncoming vehicles and spectator marshals in adjacent sectors.5. At completion of duties, return equipment and assist in clean-up.

OPERATIONS MANUAL

SMT JOB DESCRIPTION

Position	Road Closure Marshall
Responsible to	Safety Manager
Responsibilities	<ol style="list-style-type: none">1. Set-up and dismantle stage safety equipment as required.2. Operate a road closure, assisting in preventing access to the Targa stage. Usually done by parking a car across the road you are closing.3. Assist in controlling spectators at the location.
Duties	<ol style="list-style-type: none">1. Attend pre-event training sessions as required.2. Sign on for duty, wear official identification and assist stage set-up.3. Be fully aware of road closure plans and requirements, in accordance with instructions provided.4. Maintain a position where there is a clear view of the spectators in the assigned sector, oncoming vehicles and any marshals in adjacent sectors.5. Activate the road closure at the advertised time and be in a position of high visibility to course checking vehicles.6. Maintain the road closure until the "Police Road Open Sweep" vehicle has passed.7. At completion of duties, return equipment and assist in clean-up.

OPERATIONS MANUAL

APPENDIX

OPERATIONS MANUAL

SAFETY MANAGER PREPERATION SHEET

STAGE NUMBER	TS 15
STAGE NAME	MOREGATTA

Safety Managers Name _____

Safety Managers Mobile No _____

Safety Managers Vehicle: Make _____ Reg No _____

RC = Road Closure

SUD = Set up diagram for spectator area

	Distance	RC	SUD	Location	Senior Official
1	1.15 km	RCA	YES	Frazer Road	
2	3.00 km	RCA	YES	Jubb Road	
3	3.19 km	RCA	YES	Theresa Creek Road	
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

**THIS FORM MUST BE HANDED TO THE STAGE DIRECTOR BEFORE
COMMENCMENT OF FINAL RUN THROUGH STAGE**

**THE STAGE DIRECTOR MUST HAND THIS FORM TO THE '00' COURSE
CHECKING VEHICLE**

OPERATIONS MANUAL

EXAMPLE OF STRIP MAP USED FOR SETTING UP STAGES

TARGA HIGH COUNTRY 2014										TS 1 - MIRIMBAH				
STRIP MAPS					EVENT VERSION					Version 2 - 19. 10. 2014				
RCA: Barricaded and Manned Road Closure					R: Road									
RCB: Manned Road Closure					D: Driveway									
WB: Warning Board - Actual Location					G: Gate									
DA: Drivers Arrow - Actual Location					HSE No: House Number									
100m: 100m Drivers Arrow - Actual Location					Tape: Yellow/Black Tape in Metres									
DDT: Drivers Directional Tape in Metres					SUD: Set Up Diagram									
Tie/Tag	Tape	DDT	Hse No	LHS Details	LHS ITEM	Dist	RHS ITEM	RHS Details	Hse No	Tie/Tag	Tape	DDT	Rev	
				TIME CONTROL	TC	-0.03	TC	TIME CONTROL						
				START LINE	TS	0.00	TS	START LINE					7.09	
				!! CAUTION : Road Goes Left	WB	1.75	WB	!! CAUTION : Road Goes Left					5.34	
1	20			Track		4.60							2.49	
1	50			Car Park		4.66							2.43	
				Flying Finish Warning Board	FFWB	6.67							0.42	
1	100			Track & Opening	RCA	6.70							0.39	
						6.76	RCA	R - "Mt Stirling"		1	50		0.33	
				FLYING FINISH	TF	6.76	TF	FLYING FINISH					0.33	
						6.82		Road		1	20		0.27	
						6.89		Road		1	50		0.20	
1	50			D - "Mirimbah Store"		6.95							0.14	
						6.98		Track		1	30		0.11	
1	10			Stairs		7.08							0.01	
				STOP POINT	SP	7.09	SP	STOP POINT					0.00	
5	230	0		TOTALS				TOTALS		4	150	0		

ROAD CLOSURE A - MUST be MANNED and an obstacle MUST be placed across the road so as to stop an approaching civilian vehicle from entering the Course - THIS CLOSURE MUST BE IN PLACE AT ROAD CLOSURE TIME

ROAD CLOSURE B - MUST be MANNED - THIS CLOSURE MUST BE IN PLACE AT ROAD CLOSURE TIME

OPERATIONS MANUAL

EXAMPLE OF TIME CONTROL IN FORM

Stage No	Stage Name	Page No

Writing Sample: Complete as you start each page

0	1	2	3	4	5	6	7	8	9	TC-IN



	Car No	Hrs	Mins		Car No	Hrs	Mins		Car No	Hrs	Mins		Car No	Hrs	Mins
1	0A			26				51				76			
2				27				52				77			
3				28				53				78			
4				29				54				79			
5				30				55				80			
6				31				56				81			
7				32				57				82			
8				33				58				83			
9				34				59				84			
10				35				60				85			
11				36				61				86			
12				37				62				87			
13				38				63				88			
14				39				64				89			
15				40				65				90			
16				41				66				91			
17				42				67				92			
18				43				68				93			
19				44				69				94			
20				45				70				95			
21				46				71				96			
22				47				72				97			
23				48				73				98			
24				49				74				99			
25				50				75				100			

OPERATIONS MANUAL

EXAMPLE OF MANUAL START RECORDER FORM

Stage No	Stage Name	Page No

Writing Sample: Complete as you start each page

0	1	2	3	4	5	6	7	8	9

START

	Car No	Hrs	<u>Mins</u>	<u>Secs</u>	Jumped Start		Car No	Hrs	<u>Mins</u>	<u>Secs</u>	Jumped Start
1	0A					26					
2						27					
3						28					
4						29					
5						30					
6						31					
7						32					
8						33					
9						34					
10						35					
11						36					
12						37					
13						38					
14						39					
15						40					
16						41					
17						42					
18						43					
19						44					
20						45					
21						46					
22						47					
23						48					
24						49					
25						50					

OPERATIONS MANUAL

EXAMPLE OF TOUR TRACKING FORM

TARGA

TARGA EVENTS

TOUR TRACKING SHEET

LOCATION :

STAGE : Sheet 1

PACKET 1	First Car Time	<input style="width: 40px;" type="text"/> : <input style="width: 40px;" type="text"/>	Number of Cars in Packet	<input style="width: 40px;" type="text"/>
<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>
<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>
PACKET 2	First Car Time	<input style="width: 40px;" type="text"/> : <input style="width: 40px;" type="text"/>	Number of Cars in Packet	<input style="width: 40px;" type="text"/>
<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>
<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>
PACKET 3	First Car Time	<input style="width: 40px;" type="text"/> : <input style="width: 40px;" type="text"/>	Number of Cars in Packet	<input style="width: 40px;" type="text"/>
<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>
<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>
PACKET 4	First Car Time	<input style="width: 40px;" type="text"/> : <input style="width: 40px;" type="text"/>	Number of Cars in Packet	<input style="width: 40px;" type="text"/>
<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>
<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>
PACKET 5	First Car Time	<input style="width: 40px;" type="text"/> : <input style="width: 40px;" type="text"/>	Number of Cars in Packet	<input style="width: 40px;" type="text"/>
<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>
<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>
PACKET 6	First Car Time	<input style="width: 40px;" type="text"/> : <input style="width: 40px;" type="text"/>	Number of Cars in Packet	<input style="width: 40px;" type="text"/>
<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>
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PACKET 7	First Car Time	<input style="width: 40px;" type="text"/> : <input style="width: 40px;" type="text"/>	Number of Cars in Packet	<input style="width: 40px;" type="text"/>
<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>
<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>
PACKET 8	First Car Time	<input style="width: 40px;" type="text"/> : <input style="width: 40px;" type="text"/>	Number of Cars in Packet	<input style="width: 40px;" type="text"/>
<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>
<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>
PACKET 9	First Car Time	<input style="width: 40px;" type="text"/> : <input style="width: 40px;" type="text"/>	Number of Cars in Packet	<input style="width: 40px;" type="text"/>
<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>
<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>
PACKET 10	First Car Time	<input style="width: 40px;" type="text"/> : <input style="width: 40px;" type="text"/>	Number of Cars in Packet	<input style="width: 40px;" type="text"/>
<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>
<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>

OPERATIONS MANUAL

EXAMPLE OF COMPETITION VEHICLE TRACKING FORM

TARGA EVENTS						
Targa Tracking Sheet 1		Stage		Location		
Line	Cars				Complete	Missing cars
	Start tracking from Zero car.					
1	OA					
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						

OPERATIONS MANUAL

TARGA EVENTS

INCIDENT REPORT FORM

OFFICIAL DETAILS

RECEIVED FROM *(name)*:

STAGE REFERENCE:

COMPETITOR NO.:

TIME OF INCIDENT (12hr):

DATE OF INCIDENT:

REPORT - FULL DETAILS

SIGNED :

RECEIVED BY :

SIGNATURE :

FORWARDED TO :

SIGNATURE :

DATE : / /

TIME :

OPERATIONS MANUAL

TARGA EVENTS

REPORT OF DAMAGE TO PROPERTY

**Reference details for advising Event Headquarters
This form does not have to be forwarded to Event Headquarters
unless requested**

PROPERTY (fences, gates etc)
ANOTHER VEHICLE (tick as appropriate)
STOCK/STRAYING ANIMALS

DATE OF INCIDENTTIMETARGA STAGE

COMPETITOR'S VEHICLE NUMBER (if known)

MAKE/MODEL (if known)

DRIVER'S NAME (if known)

LOCATION OF INCIDENT
.....
.....

DISTANCE FROM STAGE START

DESCRIPTION OF ACCIDENT
(include sketches/photographs/diagrams if possible)

OPERATIONS MANUAL

TARGA EVENTS

TARGA STAGE
NUMBER:

TS

TARGA STAGE NAME:

CONDITION GREEN

APPROVAL HAS BEEN RECEIVED FROM THE 'COMMAND CENTRE'
FOR THIS STAGE TO GO GREEN.

Approval time::

Given by: in Command

Dry

Intermediate

Wet

signed by:

Zero

Time of issue:: Date:

This certificate is to be signed by Zero to confirm they have been notified
"Condition Green" has been approved by Command.

Stage Director will retain signed sheet. This sheet should be returned in Satchel
after the event.

OPERATIONS MANUAL

TARGA EVENTS

TARGA STAGE
NUMBER:

TS

TARGA STAGE NAME:

CONDITION RED

THE ROAD IS NOW OPEN TO THE GENERAL PUBLIC

TARGA START POINT

Signed by:Driver of Police Road Open Vehicle

Rank:.....

Time:.....:.....

TARGA STOP POINT

Signed by:Driver of Police Road Open Vehicle

Rank:.....

Time:.....:.....

Date:

This certificate is to be retained by the Deputy Stage Director at the Stop Point once signed by the Police Officer in the Police Road Open vehicle.