

UniSA AUSTRALIAN HPV SUPER SERIES

2010 EVENT MANUAL

ROUND 2

UniSA HPV Challenge



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If changes are made to this manual, the organising body will notify all teams who have entered the Round and the revised document will be published on the website.

Revised 10 March 2010



PROGRAM OF EVENTS



SCRUTINEERING - Saturday 24 July

Scrutineering will take place at -

Adelaide Showgrounds – Leader Street entrance.

Times between 9.00am and 3.00pm will be allocated to Teams and the listing published on the web site. Prior to the event Teams will be asked to nominate preferred times via email.

Vehicles not presented at their allocated time will not be permitted to start the race.

Vehicles will not be scrutineered on Race Day.

RACE DAY- Sunday 25 July

8.30am Compulsory Marshal Briefing at Race Control

8.50am Compulsory Team Manager Briefing at Race Control

9.05am Grid form up commences

9.45am Form up complete and grid clear except for officials, vehicles and riders

10.00am Competition begins

Unless there are unforeseen circumstances such as a significant race stoppage, lap counting will end exactly 6 hours after commencement (commencement being, when the first vehicle first crossed the start/finish line after the start).

4.30pm Results & Presentations

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DEFINITIONS

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

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

“Event” referred to in this document is Round 2 of the 2010 Australian HPV Super Series

1 CATEGORIES

Category 1 Primary - up to and including Year 7

Up to 20 riders allowed per vehicle

Category 1 teams are for riders from a single school. Small schools, Institutions or Organisations needing to combine to fill a team are welcome to seek approval from the Organising Body to remain in Category 1. Approval will only be given where no proposed rider attends a school that currently has a team entered in their intended category in the Series and must be obtained in writing one month prior to each event.

Category 2 Junior Secondary where riders are under the age of 16 before the first day of competition Sunday 30 May 2010

Up to 14 riders allowed per vehicle

Riders in this Category will need to provide identification at events if requested.

Category 2 teams are for riders from a single school. Small schools, Institutions or Organisations needing to combine to fill a team are welcome to seek approval from the Organising Body to remain in Category 2. Approval will only be given where no proposed rider attends a school that currently has a team entered in their intended category in the Series and must be obtained in writing one month prior to each event.

Category 3 Senior Secondary where riders are under the age of 19 before the first day of competition Sunday 30 May 2010

Up to 12 riders allowed per vehicle

Riders in this Category will need to provide identification at events if requested.

Category 3 teams are for riders from a single school. Small schools, Institutions or Organisations needing to combine to fill a team are welcome to seek approval from the Organising Body to remain in Category 3. Approval will only be given where no proposed rider attends a school that currently has a team entered in their intended category in the Series and must be obtained in writing one month prior to each event.

Category 4 For those who exceed the age limit of Category 3, private and/or non-institutional teams including teams where the riders are selected across different schools, Institutions or Organisations.

Up to 10 riders allowed per vehicle

Category Notes

- a. Each team must have at least one nominated Team Manager over the age of 18 years of age who is not a riding member of the team, unless permission is obtained from the Organising Body at least one week prior to the event.
- b. To be eligible to be signed off as an Old Scholar Team by the School Principal, all riders **must** have attended the same school. Such Teams will be eligible to enter in their appropriate age category and will be treated as an institutional entrant.
- c. There is a limit of ten (10) non-institutional teams across the whole of the categories and preference will be given – should a decision have to be made when upgrading teams from the waiting list – to teams who have entered the entire Series and not just a particular round.
- d. In the case of disadvantaged persons' teams, the number of members may be negotiated with the Organising Body at least one month prior to each event.
- e. Teams comprised of all female riders are welcomed and encouraged to enter in the category for which they are eligible.
- f. Teams who change categories at different rounds will forfeit all Series points.
- g. Teams not entered in all three Series events will not receive Series points.

2 TIMES / DATES

Scrutineering

Saturday 24 July 2010

9.00am to 3.00pm

Race day

Sunday 25 July 2010

One 6 hour event

10.00am to 4.00pm

3 VENUE

Victoria Park, Adelaide. Teams are reminded that we have been afforded the privilege of using the Adelaide Parklands for an HPV event. We will be under observation to ensure that we do not jeopardize the Park and the environment in general. Any breach of the expected behaviour listed below will be deemed as an offence under Rule 24.3 and penalties will apply. AIPP retains the right to alter the venue as required and will give notice to all teams entered via email should this be necessary. As a guide to the behaviour expected of us:

- 3.1 No trees may be damaged by users of the area – accidental damage must be reported to the Event Director as soon as possible.
- 3.2 The ground surface and grassed areas must not be damaged by users of the area – any damage must be reported to the Event Director.
- 3.3 No open fires may be lit in the area.
- 3.4 All rubbish and refuse must be disposed of in the bins provided. All carpet, matting etc must be removed from the venue.
- 3.5 All materials and equipment shall be stored so as to prevent damage to the site and minimize hazards to persons, materials and equipment.
- 3.6 Individuals should remember that they are a member of a team and ultimately responsible for the actions of all their team. Team Managers should brief their team accordingly.

4 AMENITIES / SERVICES

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

4.1 Catering

A range of hot and cold food, drinks, coffee, and tea will be available from 8.00am.

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

4.2 Toilets

Public toilets are available.

4.3 Rubbish Removal

Teams are expected to keep their areas tidy during the event and utilise rubbish bins provided. Teams are asked to clean up their immediate area prior to departure. All carpet, matting etc must be removed from the venue.

4.4 Power

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

4.5 Public Address System

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

5 ACCESS TO VICTORIA PARK

Vehicle access for set up of pits is available from Wakefield Road (appendix 1)

Gates open 7.00am.

Access to Victoria Park for motor vehicles closes at 8.45am

All vehicles must be removed from the Parklands by 9.00am

Gates open post event 4.30pm.

Gates close 6.00pm

6 CAR PARKING

Teams are permitted to park a trailer behind their pit area. All motor vehicles must be parked outside the circuit. Adelaide City Council will impose substantial fines on vehicles left in Victoria Park and AIPP penalties will also apply.

7 TEAM MANAGERS' BRIEFING

Time: 8.50am Sunday of the event

Location: Race Control

Attendance at this meeting is compulsory for all team managers and their proxies.

8 ROLE OF THE TEAM MANAGER

Information in this section also relates to any person who is acting in the capacity of Proxy for a Team Manager.

Each team must have one nominated Team Manager over the age of 18 years of age who:

- 8.1 Is the official contact between Organising Body and the Team.
- 8.2 Is responsible for presenting all necessary documentation at scrutineering.
- 8.3 Is responsible for ensuring that their team members act within the rules and spirit of the event.
- 8.4 Must be present in the Team's pit area throughout the event and have the nominated contact mobile phone with them turned on and not diverted or switched to message bank.
- 8.5 Must be present at the Team Managers' briefing of each event entered. This applies to Team Managers and their nominated proxies.
- 8.6 Will not be a riding member of the team unless permission is obtained from Organising Body at least one week prior to the event.
- 8.7 Has the responsibility of ensuring that all team members understand all rules, guidelines and safety procedures governing the event and are aware of the consequences of any infringement.
- 8.8 Has the responsibility of ensuring each rider has all necessary adjustments in their vehicle made before they enter the track especially seat belts. This should primarily be achieved through establishing the Team's practised protocols.
- 8.9 Is responsible for the conduct of those in and associated with the team.
- 8.10 Is responsible for ensuring that all areas used by the team, its support staff and visitors are kept tidy and left tidy after the event.
- 8.11 Is responsible for ensuring that the team provides trained marshals as required.
- 8.12 Is responsible for the collection and return of the lap counting transponder.
- 8.13 Is reminded that they have a particular responsibility and duty of care to their riders and during construction and use of the team vehicle, they must monitor -
 - (a) that the rider protection structures are adequate to meet their purpose.

- (b) that all other aspects of the vehicle do not compromise rider safety at any time.
- 8.14 Must be familiar with and comply with the duty of care check list below

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

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

PROHIBITED ITEMS AT THIS EVENT INCLUDE –

- Absolutely no open fires.
- Any item which may cause alarm, injury or distress to any person.
- Firearms of all classes and description.
- Bows, bow and arrows or slingshots of any description.
- Cap guns, caps for cap guns or guns, which fire missiles or projectiles of any description.
- Silly string or any spray projected item.
- Fireworks or pyrotechnic devices **including** sparklers.
- Water pistols or any gun like device.
- Any item of a pornographic or offensive nature.
- Alcohol, or any illicit drugs etc.

9 IDENTIFICATION

- 9.1 Identification, as listed below, will be issued –
Following successful scrutineering, one wristband for each of the team riders and for each team manager and proxy.
- 9.2 Only properly identified team members will be permitted to ride vehicles.
- 9.3 Replacement wristbands will only be issued on return of a damaged band. Lost bands will not be replaced.
- 9.4 Team riders, managers and proxies must wear this identification at all times during the event.
- 9.5 Category 2 & 3 team members are required to have their Student ID readily available if required by any representative of the Organising Body.

10 RIDER ATTIRE AND HELMETS

- 10.1 Riders must wear appropriate clothing, consisting of shorts, long or short sleeve shirt, cycling attire etc which is neatly fitting (no singlets or tank tops – shoulders must be covered)
- 10.2 Riders must wear an approved cycle helmet or skate board helmet or full face helmet with visor (AS2063.1, AS2063.2, AS/NZS2063, AS1698, AS/NZS1698 or SNELL B95)
- 10.3 Helmets must be properly fastened and adjusted correctly at all times.
- 10.4 Caps, hats, beanies, hoods or other items are not to be worn under helmets.
- 10.5 Eye protection is required for riders in vehicles which are not fully enclosed, either by way of shatterproof glasses, full face helmet or goggles.
- 10.6 Hand and finger protection is recommended for riders (eg bicycle gloves, BMX or Motocross gloves, leather gloves)
- 10.7 Riders must wear shoes (or cleats) that provide full foot coverage (i.e. no sandals, thongs or similar)
- 10.8 All team members and other associated people must wear eye protection as necessary when working on vehicles (eg - machining and welding etc).
- 10.9 Riders must not wear personal listening devices (MP3 players etc) while on the track.

11 VEHICLE NUMBERS

- 11.1 Vehicle side number panels and numbers will be provided to Team Managers during the scrutineering process prior to the first event entered for the Series.
- 11.2 Teams will be allocated the same number for the entire series irrespective of the number of rounds entered.
- 11.3 Number panels are not required to complete scrutineering, but must be attached (as per 27.3 2010 Rules and Specs) prior to the start of competition.
- 11.4 A fee of \$11.00 per panel will be incurred for those teams requiring additional number panels and numbers and at least three weeks prior notice is required for these to be supplied.

12 PIT NUMBERS & ALLOCATION

- 12.1 Pits will be marked, numbered and will be allocated prior to the event with the information available on the web site.
- 12.2 Pits will be approximately 3.5 metres in width.
- 12.3 No stakes, poles etc are to be driven into any sealed surface or where there are underground watering systems in place. Where possible these will be marked in blue.
- 12.4 Team Marquees/tents etc must be set up at least 2 metres from the edge of the track.

13 DOCUMENTATION

Documentation will take place at -

Adelaide Showgrounds Wayville - Entrance from Leader Street.

Saturday July 24 - 9.00am. – 3.00pm

13.1 All teams are required to present documents on Saturday prior to scrutineering.

13.2 To complete the process, the following are required.

Form 1 **Principal's Declaration should have already been forwarded to the AIPP Office for all Institutional teams.**

Form 2 **Team Manager Declaration** required from all Team Managers.

Form 3 **Consent Release and Indemnity** required from all riders prior to their participation in the Series.

Form 4 **Team Member List** to be submitted at Documentation for each event.

13.3 Once all documents have been checked and are found to be in order, each Team will be issued a Scrutineering Checklist Form and their number panels. Number panels are not required to complete scrutineering, but must be attached prior to the start of competition.

14 SCRUTINEERING

Scrutineering will take place at –

Adelaide Showgrounds Wayville - Entrance from Leader Street.

Saturday July 24 - 9.00am – 3.00pm

14.1 All HPV's will be fully scrutineered to ensure that they comply with current 2010 Vehicle Specifications and will not be permitted to start until they have passed scrutineering.

14.2 Successful scrutineering will result in teams being allocated rider and Team Manager Wristbands.

14.3 Vehicles not presented at their allotted time will not be permitted to start the race.

14.4 Vehicles may be subject to subsequent scrutineering during or after the event

15 LAP COUNTING AND TIMING

15.1 All teams will receive their lap counting transponder for their vehicle during the scrutineering process. Fitting instructions and assistance will be provided at the time of issue.

15.2 Each vehicle will have its transponder checked under riding conditions as part of the scrutineering process.

15.3 At the conclusion of the event, teams must remove and return the transponder to the marquee behind the Timing Hut. Teams failing to return their transponder at the conclusion of the event will incur a charge of \$220.

15.4 Should a failure of the electronic lap counting system occur the fairest allocation of positions with the information that is available will be determined at the sole discretion of the event organisers. Results and Awards will be announced accordingly.

16 TRACK MARSHALLING

- 16.1 All teams will be advised of their allocated marshalling time and location via the web.
- 16.2 All teams are required to ensure they have appropriately trained marshals in accordance with the marshal training program.
- 16.3 Failure to appear at the rostered time and location will result in team penalties.
- 16.4 A track marshal must be 18 years or over.
- 16.5 There will be a Track Marshal Briefing at 8.30am Sunday of the event at Race Control.
Attendance at this meeting is compulsory for all track marshals.
- 16.6 Marshals must arrive at their position five minutes prior to their allocated time.
- 16.7 Marshals will be provided with radios (where necessary), high visibility vests, flags/lights, and writing equipment, which must be passed on to the next marshal when they arrive.
- 16.8 Be aware of the flag system as described in this manual.
- 16.9 Marshals must not leave their position until relieved.
- 16.10 The Marshal taking up the position shall radio in at each changeover (if supplied)

17 COURSE CAR

- 17.1 A course Car will be utilised to collect the field at the start and end of the race and during the event if required.
- 17.2 **Double yellow flags will announce to riders to look out for this vehicle.**
- 17.3 HPVs should form up behind the Course Car and riders are reminded of the no passing rule during the display of yellow flags.
- 17.4 **ONCE THE COURSE CAR HAS ENTERED THE TRACK NO HPV MAY PASS IT UNLESS INSTRUCTED TO DO SO BY THE DRIVER OR OBSERVER IN THE COURSE CAR**

18 START OF COMPETITION

- 18.1 Vehicles will be 4 abreast across the track and will grid up in numerical order within Category, starting with Cat 4 at the front of the grid through to Cat 1. Grid positions made vacant by the late withdrawal of vehicles will remain vacant.
- 18.2 Grid positions will be placed on the AIPP website at least one week prior to the competition.
- 18.3 **9.50am - Any vehicle not in position or where the rider is not in the vehicle with belts properly fastened and adjusted prior to 9.50am will start at the rear of the grid. Where this is not possible to enforce due to start time constraints or the vehicle being in a congested area on the grid, the vehicle will be shown a black flag and will be held at the Chief Marshal's area on the following lap for a 5 minute penalty.**
- 18.4 **9.55am** - Rolling start will commence behind the Course Car. The field will complete one lap behind the course car and racing will commence on the completion of the rolling lap.
- 18.5 **10.00am** - Race Start - National flag.

19 END OF COMPETITION

- 19.1 Unless there are unforeseen circumstances, lap counting will end exactly 6 hours after the commencement (commencement being, when the first vehicle crossed the start/finish line after the start) inclusive of race stoppages.
- 19.2 All vehicles after this time will receive the chequered flag.
- 19.3 The chequered flag signals the end of the event and all vehicles, once having been shown this flag, must slow to walking pace.**
- 19.4 The Course Car will be waiting after the start/finish line to enter the track ahead of the lead vehicle after it has crossed the finish line.
- 19.5 ONCE THE COURSE CAR HAS ENTERED THE TRACK – NO HPV MAY PASS IT UNLESS INSTRUCTED TO DO SO BY THE DRIVER OR OBSERVER IN THE COURSE VEHICLE**
- 19.6 As the Course Car passes each marshal point, the marshals will wave their red and yellow flags together to signal competition end.
- 19.7 The Course Car will lead all vehicles on a parade lap back to the Start/Finish line where they will assemble.
- 19.8 Team Managers will be required to remove the transponder from their vehicle while it is assembled at the Start/Finish line and return it to the Marquee where the lap timing is displayed.
- 19.9 Once transponders are returned teams may walk the vehicle back to their pit area with the exception of those vehicles that are identified as provisional winning vehicles in their category. These vehicles will be required to remain at the start/finish line and may be subject to post-event scrutineering.
- HPV MUST NOT BE RIDDEN AT THIS TIME AS THERE WILL BE MOTOR VEHICLES TRAVERSING THE CIRCUIT**

20 POST EVENT AWARD PRESENTATIONS

Presentations will occur at the start/finish area once results have been collated.

21 RIDER INJURIES & MEDICAL TREATMENT

- 21.1 St John First Aid representatives will be present on-site for the duration of the event to facilitate the treatment of injuries.
- 21.2 Team members are urged to have ambulance insurance cover in case travel to hospital is needed. Enquiries should be made into school student accident/medical insurance coverage.
- 21.3 In the event on-site treatment is required, the following procedure **must** be adhered to:
- 21.3.1 In the case of competition team members - as soon as practicable after the injury **the Team Manager or delegate should accompany the rider to the St John treatment station.**
- 21.3.2 The Team Manager or delegate must provide St John with all available medical information required concerning the patient to assist with their treatment.
- 21.3.3 Once the required treatment has been completed the Team Manager or delegate is to attend at Race Control to provide details of the incident – Injury Report Form to be completed (**Appendix 3**).
- 21.4 The vehicle that a rider has been injured in may be subject to re-scrutineering. If any rider is seriously injured the vehicle they were riding must not be repaired until scrutineers have had the opportunity to examine the vehicle
- 21.5 No additional person may substitute for an injured rider in the team.

22 FLAGS / LIGHTS

National	Competition Start
Green	Conditions normal, race speed.
Yellow	<p>This is the signal for danger – there is a hazard on the track ahead. It may be in the form of another vehicle and/or a marshal or the likes. SLOW DOWN and be prepared to take evasive action.</p> <p>Any overtaking or riding within the area prior to the next green flag that causes concern to officials will be severely dealt with.</p>
Double Yellow	<p>Emergency Vehicle or Course Car either on, or about to enter, the track.</p> <p>Double Yellow flags will be shown at the two marshal points preceding the obstacle. Riders need to be very aware of these occurrences and ensure they travel extremely slowly with NO OVERTAKING to enable evasive action to be taken if required.</p> <p>Overtaking within the area prior to the next green flag will incur penalties.</p>
Red	<p>STOP IMMEDIATELY AS NEAR AS PRACTICABLE TO THE LEFT HAND SIDE OF THE TRACK. If red flag condition continues for an extended period, teams may be directed to return to their pit. When directed to move, vehicles are to return to their pit in single file. NO OVERTAKING PERMITTED.</p>
Black Flag	<p>Waved directly at a single vehicle. Vehicle required to report to Race Control on the following lap. The Black flag may be shown in conjunction with a vehicle number.</p>
Chequered Flag	End of competition.

Following a race stoppage (where all vehicles return to their pits), an announcement will be made over the PA system for all vehicles to present to the start/finish line and form up in the same grid position they were in at the commencement of the race. One lap will then be undertaken behind the course car at the completion of which all flags will go green and racing will recommence.

23 EVENT RULES

- 23.1 Riding of vehicles anywhere on the circuit prior to competition start will incur team penalties.
- 23.2 Disorderly and abusive behaviour by teams will not be tolerated. Penalties including exclusion of individuals from the area at the discretion of event organisers may be applied in any case of offensive language or conduct.
- 23.3 This is **SMOKE and ALCOHOL FREE** event.
- 23.4 **Overtaking and Contact**
- 23.4.1 Under no circumstances is a vehicle to be ridden on the track in the opposite direction to racing.
- 23.4.2 Vehicles should keep to the left of the track unless overtaking.
- 23.4.3 Vehicles should overtake on the right hand side with the overtaking vehicle ensuring a safe clearance distance prior to moving back into the preferred track position.
- 23.4.4 Obstruction of overtaking vehicles is not allowed.
- 23.4.5 Deliberate bumping is prohibited and **will** incur team penalties.
- 23.4.6 Cutting off is prohibited
- 23.5 **Pit Lane Conditions**
- 23.5.1 Walking pace only. **MAXIMUM of 10 km/h**
- 23.5.2 Under no circumstances during the competition shall a vehicle enter pit lane other than via the pit entry.**
- 23.5.3 Vehicles must stop by using their brakes **only** without assistance from pit crew.
- 23.5.4 All rider changes must occur in the team's changeover area.
- 23.5.5 Vehicles must be stationary for rider changes.
- 23.5.6 With the exception of pit lane, urgent minor repairs can be undertaken anywhere **OFF THE TRACK** proper. Teams are not to supply or retrieve from vehicles on the track such things as water bottles, batteries, clothing, glasses, etc.
- 23.5.7 A maximum of two persons shall assist the incoming and outgoing riders. **This will be monitored and team penalties may apply.**
- 23.5.8 Push starting of vehicles is not permitted.
- 23.5.9 Prior to exiting the pit lane, riders are required to sound their warning device and display their wristband to the pit lane exit marshal by extending their arm.
- 23.5.10 Should a vehicle's warning device fail to operate the vehicle must return to its pit on the next lap and the device be repaired.
- 23.5.11 Spectating in front of the delineating line between the pit area and pit lane (that is, the track side of the line) is not permitted and may incur team penalties. Pit lane is not for pedestrian access – please advise your visitors and team accordingly.
- 23.5.12 All personnel in the team rider change over area must wear fully enclosed footwear at all times – ie no thongs, sandals or bare feet.

24 PENALTIES

- 24.1 Teams who are found to be in breach of any of the Series rules risk penalty. If any team behaviour is deemed not to be in the spirit or best interests of the event, penalties will be imposed on the team and/or individual.
- 24.2 The Chief Marshal in conjunction with the Race Director will receive and investigate reports of dangerous riding for consideration of penalty.
- 24.3 The Race Director has the discretion to impose penalties for any conduct that is considered not to be in the spirit of the event or seen as bringing the event into disrepute.
- 24.4 Decisions of the Race Director will be final and the relevant team managers will be informed of any penalties imposed.
- 24.5 **Forms of Penalty**
- Caution
Formal recorded warning
Time/lap penalty

Exclusion of individual members (substitutions not allowed)
 Exclusion from results
 Team disqualification from competition

24.6 Application of Penalties

In the interests of equity and fair play a consistent process in the application of penalties is required. Incidents incurring a penalty have been divided into two categories. These are:

Non-dangerous incidents – behaviour and/or attitude issues

Offences include –

(Examples of penalties are a guide. Offences will be considered on a case by case basis)

Swearing/offensive gestures	Warning/Time Penalties/eventually resulting in disqualification from the event if behaviour continues
Abusive/threatening language	Warning/Time Penalties/eventually resulting in disqualification from the event if behaviour continues
Bringing competition into disrepute	Disqualification from the event
Failing to comply with instructions	Time penalties, eventually resulting in disqualification from the event if behaviour continues

Dangerous Incidents – riding issues

Dangerous riding/driving	Warning/Time Penalties/eventually resulting in disqualification from the event if behaviour continues
Deliberate ramming/crashing	Disqualification from the event
Speeding in pit lane	Warning/Time penalties
Incorrect entry into pit lane	Warning/Time Penalties
Blocking/cutting off others	Warning/Time Penalties
Seatbelt infringements	Warning/Time Penalties
Safety glasses infringements	Warning/Time Penalties
Helmet infringements	Warning/Time Penalties
Improper attire	Warning/Time Penalties

25 PROTESTS

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

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

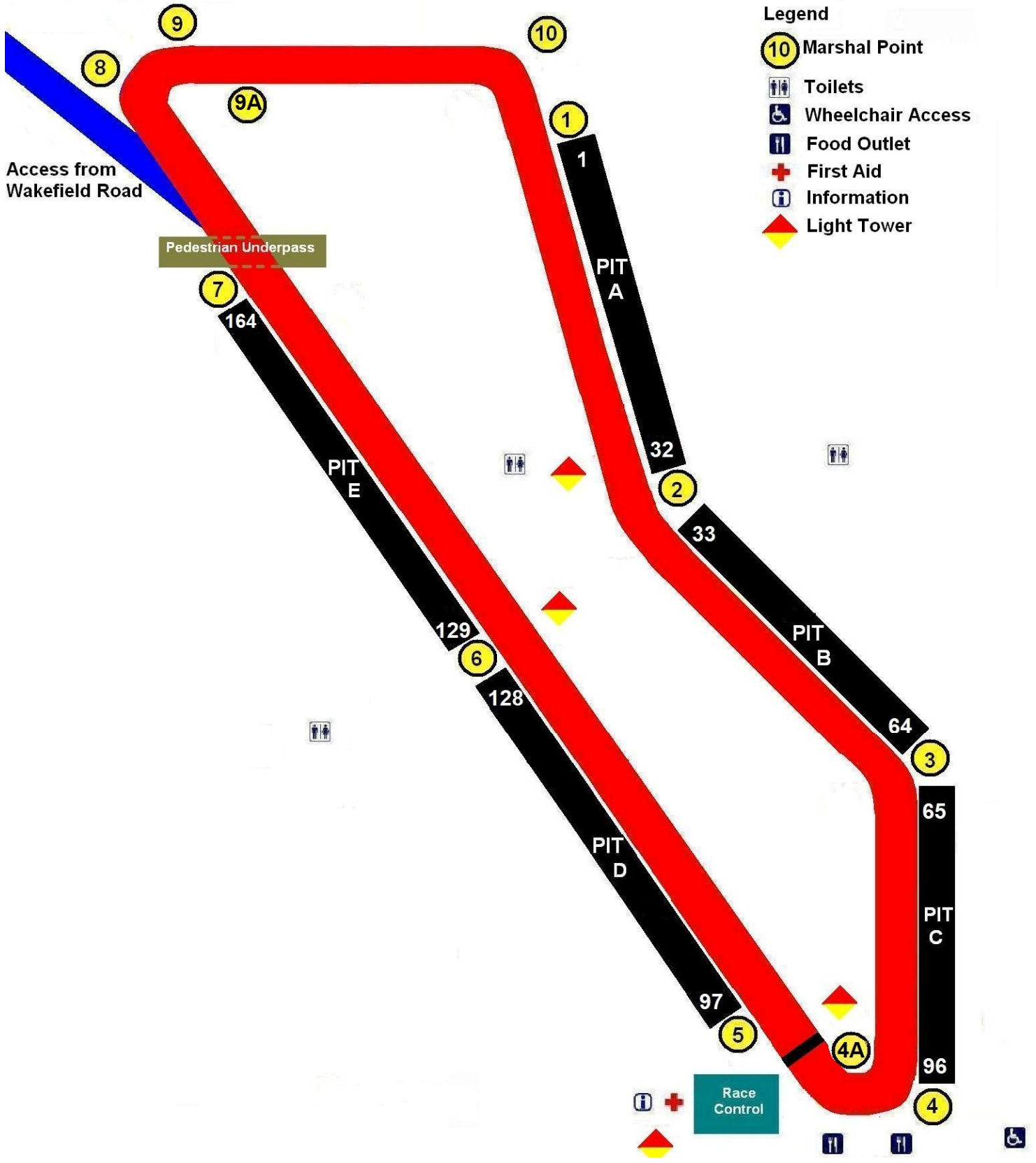
26 RESULTS

Results are provisional until published by the Organising Body on the official AIPP website.

Victoria Park Circuit

Legend

-  Marshal Point
-  Toilets
-  Wheelchair Access
-  Food Outlet
-  First Aid
-  Information
-  Light Tower



Appendix 2

PROCEDURES FOR REFUELLING OF GENERATORS

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



Appendix 3

Form 5

INJURY REPORT FORM

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

DATE AND TIME OF INJURY _____

THE VENUE & LOCATION WHERE THE INJURY OCCURED

INJURED PERSON'S NAME _____

TEAM INJURED PERSON ASSOCIATED WITH _____

ROLE OF INJURED PERSON AT THE EVENT _____

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

INJURY TREATMENT DETAILS

Treated at Scene by _____

Treated at St John facility accompanied by _____

Transported to hospital by private vehicle

Ambulance

TEAM MANAGER'S NAME _____

TEAM MANAGER'S SIGNATURE _____

Received
by _____ at _____ on _____

(AIPP Representative)

Comments



**Appendix 4
Form 6
PROTEST NOTIFICATION**

Information provided on this sheet will assist the Race Director determine any action required. It will not be accepted unless signed off by the Team Manager of the Team lodging the protest

SECTION 1 - Details of Team Lodging Protest	
Vehicle No	Team Name
Team Manager's name (printed)	
Institution Team represents	
Rider's name at time of incident (if riding incident)	
SECTION 2 – Details of the incident	
Time of incident:	Track location of incident:
Other vehicle number:	
Description of incident:	
Diagram if appropriate – Use reverse of sheet if necessary	
Team Manager Signature:	
SECTION 3 – Space For Organising Body Use	
Form Received by:	at: am/pm Date:
Action taken:	
Signature:	