



## VOLUNTEER POSITION DESCRIPTION

### CONTROL STOP MANAGER

**Minimum Time Commitment:** 10 days from 18 October 2023 (TBC – this will vary depending on allocated location). This means you need to be available to commence your role on 18 October i.e., fly in the day before.

#### **Outline of Role:**

The Event has nine control stops between Darwin and Adelaide. In 2021 these may include Katherine, Daly Waters, Tennant Creek, Barrow Creek, Alice Springs, Kulgera, Coober Pedy, Glendambo and Port Augusta.

All teams must stop at each control stop for 30 minutes. During this time control stop staff log each team's arrival and departure times, manage and direct team questions relating to penalties and protests, are in communication with Event Command and Control and manage volunteer transfers amongst many other tasks.

#### About Control Stops

All teams are required to spend 30 minutes at each of the control stops noted above.

These mandatory stops are used for:

- Fatigue management – all drivers must change at control stops
- Observer change-over
- Fuel and food
- Gathering the latest weather and other event information

Control stops are located in a variety of locations, such as football oval, weigh bridges, parks and open spaces. Facilities vary greatly at each control stop.

Control stops can be extremely hot, windy and dusty. Work is largely conducted outside. Shade tents, chairs and tables are provided.

#### Role of the Control Stop Manager

- To establish the control stop set-up as outlined by the event organiser, including the placement of signage, erection of the shade tent and set-up of the work area, laying out cones and markers to create lanes for incoming solar cars, establishing parking areas for support vehicles and managing public traffic.
- Ensure that toilets are available and usable,
- That equipment, including internet access and daily reports are received and published.
- Capture and record basic information

The overall responsibility of the Control Stop Manager is to make sure the site is working correctly.

The Control Stop Manager assists the Competitor Relations Officer and Volunteer Relations Officer (in larger sites). The Control Stop Manager is not required to discuss matters with the teams at any time.

**Points of note:**

Locations & Durations

Katherine	Duration: 1 day + travel
Daly Waters	Duration: 2 days + travel
Tennant Creek	Duration: 2 days + travel
Barrow Creek	Duration: 2 days + travel
Alice Springs	Duration: 2 days + travel
Kulgera	Duration: 2 days +travel
Cooper Pedy	Duration: 2 days +travel
Glendambo	Duration: 3 days +travel
Port Augusta	Duration: 3 days +travel

**Skill Set:**

- Highly organised and able to establish a conducive working environment.
- Able to communicate with international teams for whom English is not their primary language.
- Confidence in managing and processing intense discussions surrounding The Event regulations, protests and penalties.
- Leadership qualities with the ability to organise and be adaptable to conditions.

**Desirable Attributes:**

- Comfortable working in outdoor environments that can be extremely hot, windy and dirty.
- Able to remain calm and create calmness during intense conversations.
- Confident working with modern day technology – computers / scanners / remote WIFI

**Reporting Structure:**

Control Stop Managers report to the Clerk of the Course or Deputy Clerk of Course should the Clerk of Course be unavailable.

**Organisational Contribution / Safety Awareness**

**Your Commitment**

As a volunteer you are with us because you want to be on this great adventure, and you are in full control of your availability. We ask that you think carefully before committing your time and provide sufficient notice if you are unable to deliver your commitment. Volunteers are expected to be reliable and available to perform their allotted tasks.

Whilst during the event your commitment may be considerable, please take time to rest and take breaks.

On the road, the Bridgestone World Solar Challenge is represented by all of the on-road volunteers, so we have high expectations of you and expect you to behave in a professional manner at all times.

You are;

- A representative of the event

- A judge of fact – what that means is that your recorded observations can be used by the Stewards as evidence of what happened (from your perspective).
- Asked to record honestly the actions and incidents of the team.
- Required to maintain the official records of the team's progress on behalf of the organiser.

To do this you need to:

1. Observe
2. Be attentive

Depending on your role, notes you will be required to keep may include.

1. Your period of duty – record start, stop, distance run, handover etc.
2. Your location – reference from the left-hand column of the route notes
3. Timekeeping – outside of control stops this is the Team Manager's responsibility  
Your responsibility is to observe and record!
4. Overnight impound of battery packs – ensuring the team does the work, your job is to observe.
5. Record driver's details, ballast, safety issues, on road incidents etc.

All volunteers need to consistently record these items so that the Event Officials, Stewards, Clerk of the Course, Scientific Faculty, Event Organiser or any entity legally required to access can review your records and understand what was happening at the time.