

Motor Club Manual



MOTOR SPORTS ASSOCIATION
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Introduction

The first edition of this manual, published in 1992, began with these words. “Motor sport faces many challenges – environmental pressures; increasing costs of competition; difficulties of obtaining venues – to name but a few. Perhaps the greatest challenge, however, comes from other organised activities, which through good organisation and promotion offer people attractive and agreeable ways in which to spend their leisure time.

Changing social patterns are also affecting our sport – as an example, many clubs used to meet to watch an annual motor sport film supplied by one of the oil companies; hardly necessary today with the amount of sport on TV. As a result of the challenges and changes, motor clubs need to be well organised and lively if they are to attract people who have so many other things competing for their precious leisure time.”

Those words still apply now, in fact even more so because the explosion in internet use has itself posed new challenges.

It is hoped that this new edition of the Motor Club Manual will be of help in providing practical tips which should make running a club easier and in stimulating ideas as to how to attract new members and to make sure that the image and profile of motor sport in the community are well perceived.

These Guidelines have been prepared by experienced people in the various fields covered but we do not claim this to be a definitive “know it all” manual; therefore, any suggestions or corrections which you may wish to make would be very welcome, as these can be incorporated in future Guidelines which may be prepared as the sport evolves and periodic updates are made. Where legal issues or contentious issues are involved, clubs are advised to check that they have the latest information.

With very best wishes for the success of your club in the future.

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Basic organisation

- The strength of any club depends on the effectiveness of its committee. Ideally this should be large enough to reflect the various interests in the club but not so large as to be unwieldy. In turn, much of the effectiveness of a committee depends on the chairman or woman. Duties of officials are covered in more detail in Guideline 2 but the chairman should be the person driving the club forward along clearly thought out lines and ideally within a three or five year plan.
- Clubs should consider holding “way ahead” sessions in which a group (which should include younger members) tries to look into the future and consider where a club wants to be in, say, 5 years and – not least – how it can get there.
- A forward plan could include such thoughts as.
 - (a) Should the club aim to buy specific equipment, even a club caravan?
 - (b) Does the club want to get an event into a specific championship?
 - (c) Does it hope to double its membership in five years, stay static or what? If a club doesn’t have a long term plan then it can become directionless and just jog along or worse, slip backwards.
- A “way ahead” think-tank may throw up lots of ideas. It is then up to the committee to be realistic and set achievable not impossible targets in making things happen.
- Ideally, committees should be rejuvenated at regular intervals with, say, two new members per year. This can happen if a specific number of existing members drop off for a spell after a certain number of years’ service, although with many clubs it may be difficult just to persuade enough people to get involved to even form a committee – this can be dangerous because it can lead to people getting out of touch with their members, particularly younger ones. It is equally dangerous if a committee is seen as a clique.
- It can be a sobering but useful exercise to monitor the average age of the club, and its committee, every five years or so. If numbers just go up by 5 each time, that could mean a club heading for extinction!
- If ageing is a problem, consider forming a young members committee (under 25’s or under 21’s perhaps) with the chairman sitting on the main committee.
- Other key officials as well as a chairman will be needed, not least an efficient secretary and treasurer. Other functions which should be covered, whether by full members of the committee or ex-officio ones are Magazine Editor (because communicating with members on a regular basis is imperative) and Promotions Officer charged with media liaison and general promotion. It may also be wise to put one person in charge of all equipment owned by the club, including trophies.
- When the first Manual was produced in 1992, Information Technology was seen as something for the future. Nowadays it is taken for granted but nevertheless in addition to the officials mentioned above, some clubs have found it useful to have someone in charge of their IT side. Such a person should be someone well up to speed with the technology and able to advise on such things as software for membership records, entry lists, event results, archive storage, websites, club magazine, e-bulletins and so on. In addition, whilst most clubs will rely on officials using their own equipment, an IT expert may still be able to advise on hardware from time to time.

- It may help to give officials important sounding titles they can use when dealing with the outside world – Director of Communications or whatever.
- For officials to operate efficiently it will help if simple ‘job specifications’ are drawn up for them. This avoids confusion and duplicated effort because everyone will know who is (or is supposed to be) doing what. It may be argued that ‘job specifications’ are too formal for what is likely to be an amateur organisation. Not so. Countless other social groups and organisations operate entirely with voluntary help (and compete with motor sport for members and media attention). If motor sport is to stay strong we have to be at least as professional in the way we operate.
- A committee will be more efficient if:-
 - (i) Members are given “one pagers” in advance of committee meetings, reporting on, say, the financial situation or summarising complicated issues to be discussed.
 - (ii) Members resist the temptation to re-fight issues which were settled (and voted on) at a previous meeting.
 - (iii) The wine hasn’t flowed too freely before the meeting.
 - (iv) Sub-committees or working groups are formed to consider specific issues and then report back to the main committee.

Once the basic organisation is in place:

- A club should have an attractive website supported by a leaflet or booklet about itself to attract and inform new members.
- Club rules should be made as friendly as possible.
- Membership forms should be clear and friendly and should include space for people to record their particular motor sport interests.
- It may help the club if membership forms enable a ‘skills databank’ to be established showing whether people have useful skills eg. marketing, lobbying or building.
- Committee members and club officials should aim for an open style of management and, through the club magazine and website,

should keep members informed of what they are doing and why.

- The committee should aim for balanced social and competition programmes, catering for all members’ interests, not just their own.
- It may be worth running a questionnaire in the club magazine every few years to get a feel for members’ interests,
- A regular meeting place should be chosen so that members get used to gathering at such and such a place on the second Tuesday of every month or whenever.
- The Treasurer should encourage the club to set realistic subscription levels; life memberships in particular need careful costing to avoid losing a club money in later years. Comparisons should be made with other organisations in the area – bee keeping societies, etc.
- Consider a category of Honorary Members for local dignitaries who may be of help, or for older members who retire from the motor sport scene.
- Annual General Meetings are often poorly attended perhaps because they are considered boring; consider having a guest speaker or some other attraction after the formal proceedings in order to attract more members.
- Clubs should join and support their Regional Association – they cannot really criticise what goes on in the government of the sport if they don’t play their part in the democratic process.
- Clubs should liaise with local Sports Councils and other bodies and should generally try to be participative members of their community.
- For the benefit of future members and not least future Promotions Officers, clubs should keep proper records.

Sadly, things don’t always run smoothly and clubs sometimes fail. If there seems a danger of this with your club, then consider some liaison scheme with an adjacent club – perhaps putting yourself in effect “under their umbrella”. This may be better than a direct merger because experience indicates that if two clubs of 50 members each merge, a year or so later there is one club of 50-60 members, while in the process a few key officials

may have been lost to the sport. Better of course to work to keep a club lively so that the situation doesn't arise!

Finally, to reinforce the importance of the committee, the final section of this Guideline is the 'Summary of Committee Procedure' issued to their members by the National Federation of Community Organisations. Not all clubs may need such a degree of formality but having at least something along these lines will help to create an efficient committee which doesn't duplicate its efforts or waste time with waffle.

Summary of Committee procedure (reproduced by kind permission of the National Federation of Community Organisations)

At all Committee Meetings

1. The appropriate Secretary will present an order of business (prepared in consultation with the Chair) in the form of an agenda which is normally circulated in advance of the meeting to committee members.
2. It will be necessary for a minimum number of people (the quorum defined in the constitution) to be present before the committee can transact any business.
3. Punctuality is therefore all the more desirable, otherwise the meeting may not be able to start until late-comers arrive,
4. A record of previous proceedings, in the form of Minutes, must be available, and be adopted as a true record before further action may be taken on matters arising from the Minutes or, indeed, before any other item on the agenda can be considered,
5. The Chair is in control of the meeting. All remarks should be addressed to the Chair, whose rulings (as to who should speak next, for example) must be adhered to.
6. The Secretary will report correspondence received and, where the committee holds funds, the Treasurer will present a statement of income and expenditure, and seek authority for necessary payments.
7. Any committee member may move a resolution relevant to the business in hand, but it may be a help in larger committees for this to be submitted in writing, in advance, to the Secretary. Resolutions, unless moved from the Chair, require a seconder otherwise they cannot be taken by the meeting. In any case, any amendments to the resolutions have to be considered first.
8. Amendments (if more than one) are normally taken in the order in which they propose to change the motion. When an amendment to a proposition is passed this becomes the "substantive motion" and the whole motion, as amended, is voted upon. No amendment which is a direct contradiction of the motion is acceptable – after all, you can speak and vote against it!
9. Debate on a motion may be ended by the Chair asking that a vote be now taken. Alternatively, a committee member may propose "that the question be now put" or "move next business". Like other motions, these require seconds and the agreement of the majority of voting members to be carried. Note that moving 'next business' leaves matters unresolved – no-one has the opportunity of voting on the matter under discussion.
10. Should the whole meeting run out of time, the committee may decide to hold over some agenda items for the next meeting, possibly bringing the date forward. Alternatively, and particularly where there is too little time to deal with important issues, the meeting may be adjourned (even in the middle of discussing an item of business) to a future date where it can be continued from the point where it left off.
11. Formal votes in a large committee may, at the discretion of that committee, be conducted by ballot. Otherwise a show of hands is quite adequate, the Chair usually counting the votes. In the event of a tied vote, the Chair normally has a second, or casting, vote (see your constitution). It is usual procedure for the vote cast to break a tie to be given in favour of retaining the existing position – the reason behind this being that committee members may, at a later meeting, produce some other proposition to change it which is more acceptable to the committee. After all, you want the support and backing of as many committee members as possible to implement its decisions! In the event of the Chair declining to use the casting vote, the motion must be declared "not carried".

12. Finally, at most meetings some individual committee members volunteer, or get designated, to undertake particular tasks arising from the business of the meeting; if you are one of these, do them promptly (for example, if you are “seeing” someone else, you may have to allow three attempts before you catch him/her in!), and inform as soon as possible, the committee secretary or organiser of the activity, that you have done so, and the result of your action.

Responsibilities of club officials

The Officials of a club should be elected annually by club members at an Annual General Meeting and charged with the responsibility of managing the affairs of the club in an efficient manner to ensure the prosperity and success of the club.

At the AGM, club members should elect the President, Vice President(s), Club Secretary, Treasurer; Auditor and Committee. The number of committee members is at the discretion of the club although if it is a Limited Liability Company, the size of the committee may be dictated by the Articles of Association.

Following the election of the committee, committee members should then elect a Chairman, Vice Chairman and any specialist officers it deems necessary, the usual ones being a Competition Secretary, a Membership Secretary, a Social Secretary, a Chief Marshal and a Press & Public Relations Officer (exact titles may of course vary). Clubs may wish to also appoint other officials to look after particular activities such as Championship Secretary, Child Protection Officer, Environmental Officer, Radio Coordinator, Awards Secretary, Equipment Officer. Magazine or News Letter Editor, Web Master and Delegate/s to Regional Associations.

The duties of the various officials can generally be described as follows:

President

Has no specific duties but it is usual to select someone who occupies a leading position in the local community or in motor sport whose association with the club will enhance its reputation and standing. The President should be encouraged to interest himself/herself in the club's activities and attend at least some of them and be prepared to use their influence and position to help the club whenever possible.

Chairman

This is a key position in the club, equivalent to the Managing Director of a company, with the prime function of co-ordinating all the activities of the club and leading and guiding the other officials in carrying out their duties. The chairman is the keystone on which the success or otherwise of a club depends.

Vice Chairman

Acting as deputy to the Chairman, acting on his behalf in his absence and generally assisting him in his duties. Some clubs appoint people as vice chairmen for a year or two to 'train' them before they go on to become chairmen.

Secretary

Responsible for dealing with all nonspecialist matters and correspondence and diverting to the correct official any matters requiring specialist attention. Keeping the minutes of all meetings and circulating these to the members. Sending out notices of all meetings.

Treasurer

Responsible for keeping the club's accounts in proper order and for planning the club's finances. Preparing budgets and statements of account for presentation at committee meetings. Preparing the annual accounts for presentation at the annual general meeting. Providing all necessary information required by the Auditors. It can be a big advantage if the person chosen as Treasurer has experience in the field of finance such as banking, accountancy, etc.

Competition Secretary

Responsible for arranging the competitive activities of the club. Ensuring that organisers are found for the events which the club promotes. Liaising with other clubs on the competition side. Keeping in touch with the MSA and Regional Associations

on all aspects of motor sport competition and regulations. Organising club championships. Ideally this position should be filled by someone with experience as a competitor and organiser.

Championship Secretary

If the club runs 'in-house' championships, this official can be of help to the Competition Secretary by keeping details of contenders and their scores and producing current positions and results at suitable intervals.

Membership Secretary

Responsible for keeping records of the club membership. Dealing with applications from new members. Collecting subscriptions and dealing with membership renewals.

Social Secretary

Responsible for arranging the social activities of the club and ensuring that organisers and venues are found for such events.

Chief Marshal

Responsible for keeping records of club members who are available for marshalling and arranging for their attendance at events where marshalling assistance has been requested. Liaising with chief marshals of other clubs. Arranging marshals' training.

Magazine Editor

Responsible for the compiling and production of the club magazine, newsletter, or e-magazine. Obtaining and editing all contributions from club members. Arranging for prompt distribution of the magazine to club members.

Web Master

Where a club has a Website (as most now have), a Web Master may be appointed to have responsibility for setting up the site and, importantly, maintaining it with current material relevant to the club's operation. It is essential that a Web Master liaises closely with the Magazine Editor and Press & PR Officer of the Club.

Press and PR Officer

This is an important position, not always given the prominence it merits. Responsible for the promotion of the club and its activities and to generally give the club a good image in the eyes of the public. Maintaining contact with the media and ensuring that the club's competitive and social activities are given maximum coverage.

It is helpful if this position can be filled by someone who is connected with the media. The holder of this position should clearly liaise closely with the Environmental Officer if the club has one; in some clubs the same person fills both roles.

Equipment Officer

Responsible for maintaining all club equipment used for events and advising the committee when new or replacement items are required.

Radio Co-ordinator

Responsible for keeping in touch with MSA and Regional radio Co-ordinators on the latest developments and regulations. Arranging call signs for club radio operators and dealing with annual licences. Arranging for radio training.

Awards Secretary

Responsible for keeping records of club trophies. Arranging for the purchase of annual awards. Preparing the list of award winners and organising the presentation details.

Delegates

Responsible for attending Regional Association meetings as the club representative. Reporting to the committee on the activities of the Associations and how they might affect the club.

It will be seen that this is a fairly long list of officials and not every club will need all of them; much depends on the activities of each club and it is up to the committee to decide which are needed. Then comes the problem of finding willing people to take on the positions. There is much truth in the old saying that 'one volunteer is worth ten pressed men' and it is probably better to leave a position vacant than fill it with someone who does not really want the job. With the difficulty of finding members who have enough time to spare to take on a position, it is always a possibility that some of the smaller positions could be duplicated.

In the end, a club is as good, or as bad, as its officials.

These additional pages for Guideline 2 – “Responsibilities of Club officials” are taken from “RUNNING A CLUB” published by the Sports Council; they expand on the work of a Club Secretary. We are very grateful to the Sports Council for permission to reproduce the material.

Organising a meeting

- Make arrangements for the meeting venue, including admission to the building, seating arrangements, and use of services, eg, catering, photocopying, etc.
- Send adequate notice of the meeting to all concerned. Members need the papers well in advance, about ten days before the date of the meeting is ideal (this is enough time to read them, but not too long so that they mislay them!). Include the venue, time, day and date of the meeting, together with the agenda. The agenda may be prepared in consultation with the Chairperson. If possible, the minutes of the previous meeting also should be enclosed if they have not already been sent, together with any other correspondence or documents that members need to read before the discussion on the topic.
- If possible, prepare in advance a schedule of meetings for the year, and get it agreed by the committee. Otherwise, it may be necessary to consult all the members about their availability before fixing a date. In any case you should always consult the Chairperson before fixing the date of any meeting.
- Give plenty of notice of the proposed time and date of the meeting. A General Meeting or large committee or council needs at least a month’s notice. In the case of a smaller committee, consult the members, enquiring when they are available, prior to fixing the date.

A meeting agenda

There will be a meeting of the Committee at (place) on (date), from (time)

1. Welcome and introductions.
2. Apologies for absence.
3. Minutes – to approve the minutes of the previous meeting as a correct record.

4. Matters arising – to consider any matters arising not otherwise included on the agenda.
5. Financial report
 - (i) to receive a report on the current financial position;
 - (ii) to make any decisions regarding budgets, fees, expenses, payments, etc.
6. Consideration of reports from officers and sub-committees.
7. General business.
8. Administrative business, including consideration of statutory matters (eg, date for AGM).
9. Date of next meeting.
10. Any other business.

Writing minutes

At the end of a complicated discussion, provide a brief, clear summary of what you think has been agreed. Confirm in a few words the decision, the action to be taken, who is going to take that action, and by when.

The Secretary is in an influential position, but has the onerous task of contributing to the discussions whilst keeping a record of the meeting. Do not assume that you will be able to remember all the decisions as memory fades rapidly. Short notes and jottings taken during the meeting may seem perfectly clear at the time but a week later can cause puzzlement as to what was actually agreed.

Follow these guidelines when you write the minutes:

- list those people present, and record the apologies for absence.
- follow the order of the agenda, and try to keep each section short. Give each subsection its own separate heading, and give each point a separate paragraph.
- state the main issues, and decisions made. It is not necessary to set down the various points of view that were expressed, or the proposers and seconders of resolutions, unless there has been a strong difference of opinion expressed, leading to a vote on the issue.
- do not take sides when recording a discussion. Try to be objective.

- record the full texts of motions, if a vote was taken.
- write up the minutes as soon as possible after the meeting, while the discussions are still fresh in your mind.
- circulate the minutes to all members of the committee soon after the meeting (ideally within a few days, so as to inform those who were absent and to remind those who have some work to do arising from the meeting).
- log action points that need to be followed up by making a diary note for a fortnight's time to check that the jobs have been done.
- when minuting General Meetings, which are usually governed by strict constitutional rules regarding procedure, keep a formal record, stating the names of proposers and seconders, and quoting the exact text of resolutions, and the voting.
- Committee Meetings can be minuted more informally, by simply stating the decisions which have been taken, unless any special request has been made to indicate disagreement.
- minute decisions by following a standard style, choosing the appropriate word to suit the circumstances, thus;

The Meeting

Agreed – indicates a strong consensus to support a particular course of action.

Recommended – indicates a proposal to another committee or organisation.

Noted – indicates that a matter was reported, but no decision was necessary.

Received – indicates that a report was presented and accepted.

Approved – indicates that a recommendation has been endorsed.

Recognised – indicates that information was accepted, but no decision was taken.

Resolved – indicates that a motion was formally proposed, voted upon and passed.

Annual General Meetings

The Secretary is responsible for preparing the Annual General Meeting (AGM), and making arrangements to ensure that all members receive the necessary information. This may include:

- arranging venue, date and time.

- collecting reports from other officers, notifying members of the date, time and place of the meeting, which needs to be done well in advance (the constitution usually stipulates the minimum period of notice required'), inviting and receiving nominations for the election of officers (refer to the constitution to find the closing date for nominations).
- arranging for the printing of the annual report and statement of accounts.
- arranging for guest speakers, if this is usual practice.
- arranging catering and hospitality.

The rules of all clubs and associations should state how notification of the Annual General Meeting must be given to members. The Secretary should be aware of the special rules of the organisation and follow them strictly. The meeting could be declared invalid if the rules have not been followed.

The AGM is an opportunity for all members to attend, learn and question how their organisation is being run. They can comment on the annual report and statement of accounts, determine any amendments to the constitution and rules, and elect the officers and committee for the coming year. At an AGM, decisions should not be taken on any item that was not included on the printed agenda. This ensures that if any changes to the constitution or rules are being considered, all members have an opportunity to think about the proposals in detail, and to prepare counter arguments if appropriate.

Things to avoid

- **Don't** make the committee deal with lots of trivial topics. It frustrates members and may annoy them if items which they think are more important have been left off the agenda, or are not reached.
- **Don't** put the most important item at the end of the agenda in the hope that the committee will quickly deal with the other matters and then be able to concentrate on this item. If somebody feels strongly about an item early on the agenda, they are more likely to start a long discussion, and you may never get to the important topic. People are more attentive at the beginning of meetings, and it is better to have their energy directed to important items then, rather than starting off by dealing with trivial points, which may then get more discussion than they warrant.

- **Avoid** encouraging members to talk at length about their own pet project or hate. (A written agenda distributed in advance makes it much easier for the Chairperson to bring the discussion back to the important issues.)
- **Don't** let matters arising from the previous meeting take up most of the time at the next meeting. This is frustrating because nothing new is being accomplished, and it is nonproductive because the meeting is talking about things which have already been decided, or may have already happened, rather than talking about the future. Identify loose ends from the previous meeting and set them down as agenda topics of their own, putting them in priority order, near the end of the agenda.
- **Don't** let the Committee forget about the people they are serving. Too often, a committee becomes immersed in its own activities, and disregards the needs and interests of the members.

Things to remember

To be a good Secretary of your organisation, remember the following tips:

- you need to be keen to do a good job.
- you need to be well organised and conscientious.
- correspondence must be dealt with promptly.
- follow the guidelines for meetings to ensure that they are productive.
- the important thing about keeping records is keeping the right records, and being able to find them quickly and easily.

It will not take long for you to become a very valuable and important member of the organisation. If at any time you get the feeling that you are not appreciated, try hinting that perhaps you will not be standing for re-election next time. Suddenly you will find that everybody is unanimous in their praise for you.

Finance and taxation

The finances of a motor club are the responsibility of the committee with the administration being delegated to the club Treasurer. If the treasurer has experience in the field of finance, he or she will have no difficulty in financial planning including keeping and presenting the club accounts, but if on the other hand, this is not the case and the treasurer is keen but not particularly experienced, then the advice of the club Auditors should be obtained as they can then brief the treasurer on the information they will require and the best way of providing this. They may make a small charge for this. If so, it is money well spent to know that the club's finances are properly controlled and its accounts are being properly kept and looked after.

The treasurer should produce a statement of income and expenditure with the current balance at each committee meeting and a cashflow forecast and outline budget are useful too, so that the committee members are kept up to date with the state of the club's finances and can take any steps which may be necessary before it is too late for appropriate action to be initiated. At the end of each financial year, the treasurer must submit the annual Income and Expenditure accounts for the approval of the committee and after this, he or she will submit them to the auditor who will prepare the full accounts and balance sheet as required by law; they will then be presented to the members at the Annual General Meeting.

The committee must ensure that adequate control is maintained over the club's expenditure.

In the first place this means that any planned expenditure, other than minor items such as postage, stationery etc. must be approved by the committee with competitive tenders being obtained where desirable; such decisions should of course be minuted. The second method of control is the nomination of persons authorised to sign cheques on behalf of the club, this is usually

any two of three nominees, say, the Chairman, Treasurer and one other committee member.

There are a wide choice of types of bank account today, and professional advice could be useful in best matching the needs of individual clubs. Many clubs will have both a current (cheque) account and an interest earning account (e.g. Deposit or Cash ISA), so that money can be switched as the need arises – large sums of money should not be left unused in a current account if it can be earning interest elsewhere. Generally, it is more important to have the club accounts held in a Bank which is Convenient for Club Officials to visit (eg. close to the place of work of the Treasurer), – so that payments in can be made promptly and any queries can be resolved directly than to have it in a less convenient location earning perhaps very little extra interest. Delaying payments out can enhance the level of interest accrued by the Club, but be careful – it can also damage the relationship of the Club with local Traders, who could be useful to the Club in the future, perhaps as event sponsors or supporters. Better to pay them on time and retain their goodwill! Certain suppliers may offer cash discounts for early settlement – watch out for those.

Most clubs will obtain their income from two main sources:

- (a) Subscriptions from their members.
- (b) The profits from competitive events run by the club.

Against this income is set the club's expenditure which again falls into two main categories:

- (a) The cost of running the clubs general activities (overheads) including such items as insurance, printing and stationery, postage, advertising, cost of club magazine, audit fee, depreciation etc.

The cost of promoting competitive events.

Ideally, the overheads should be financed if possible from the members' subscriptions and the competitive events should be self financing with the aim of producing a profit which can be used for such items as the buying and maintenance of equipment and the purchase of specialist items such as radios, fire extinguishers etc. If the subscriptions do not cover the overheads, then some of the event profits will need to be used to make up the shortfall and some should be set aside for a reserve fund, which every club would be well advised to create and maintain at a reasonable level to cover contingencies which may arise from time to time and which have not been allowed for in the budget.

The accounts for competitive events, certainly the larger ones, are inclined to require a degree of knowledge of the competitive activities and it is quite likely that the club treasurer, although being a financial expert, may have little or no knowledge of the competitive side of the club's activities. If the club is lucky enough to have a treasurer who is a competitor or organiser, then there is no problem, but if not, he or she may well have difficulty in handling these accounts because they will involve a lot of items and details which may be strange. Clubs might therefore be wise to consider running two separate accounts, the first being a General account run by the club treasurer and the second being either a competition account or separate accounts for each event and these would be run by a competition treasurer who would provide the detailed accounts which the committee will require and then submit the necessary details to the club treasurer for incorporation in the overall club accounts. This system has the advantage that the committee can see the financial results of each event which might otherwise be lost in a general account. If a club runs an active social club with possibly its own clubroom, then this too would probably benefit by having its own account and treasurer.

Each club needs to decide what sort of profits they wish to aim for depending on the state of their existing finances and their plans for future development and spending. This will require a budget which should be prepared by the treasurer, assisted where necessary by committee members who might be responsible for any specialist activities such as social events, club magazine etc. When this budget has been prepared, the committee will be able to decide on the subscription rates for the forthcoming year. At this stage of the year, it will probably be too soon to fix budgets for all the competitive events and these will normally be produced by the event

organising committees who will need to wait until a decision has been made on the type of event to be run (status, size etc.) but when these budgets are prepared it must not be forgotten that allowance must be made for providing reserves for covering possible shortfalls in the general account and maintenance of the reserve account.

Fixing the subscription is not easy, nobody likes increases, but the current trend of annual inflation makes some increase a 'must' and there may be other items which have been under estimated on the previous budget which will need increasing. If a club's expenses call for a high subscription, possibly in excess of the 'going rate' for the area, then members may be lost to other clubs, but on the other hand, consideration must be given as to what the club is offering for its subscription. If it is providing all those things which its members want, then a higher subscription may be justified. Generally speaking, people do not object to paying a higher price if they are sure they are getting value for money.

Whilst most Motor Clubs today are Limited companies, this is a complex matter which is the subject of continuous change according to the size of a club, the type of events it organises and, not least, changes in Company Law made by successive Governments. Clubs should consider seeking professional advice.

It should be mentioned that these notes are in the main intended for the advice and information of committees rather than treasurers who hopefully will either know how to handle the job, or if not, will seek professional guidance. Bearing in mind that a club running, say, two major events per year may well be dealing with a turnover running into five figures the management and control of this amount of money is one of the most important aspects of running a successful club and must be given its due priority at committee meetings.

No one likes to pay tax, but the reality is that sports clubs and associations enjoy no special exemptions from paying tax in all its forms. In the absence of proper research and forward planning unexpected tax liabilities can arise and it is essential that the Club is able to accommodate the substantial additional costs that can be incurred as a result. Whilst the Club's Auditor should deal with any taxation matters as part of his normal duties, and offer suitable advice, the legal responsibility for prompt and correct submission of the required information (and retention of records for the required 6 years) remains with the Directors of the Club. Examples of taxes that a Club may be involved with are:

Corporation Tax

Corporation Tax may be payable by a Club on its profits made in a given year, after certain allowances are taken into account. The amount of any sponsorship moneys received, or the level of interest earned from Club accounts, may be significant factors.

‘Pay as you earn’ (PAYE) procedures apply to payments to employees. Whilst a Club may not technically employ anyone care must be taken to correctly declare pay to such as casual bar staff. Payment of expenses made to Event Officials may also attract the attention of the Inland Revenue where it can be demonstrated that a ‘profit margin’ exists in the level of payments made (eg. for petrol or travelling expenses). In practice for most clubs, such payments reflect merely a contribution towards individual costs. Maintain a regular and thorough review of such payments with your Auditors.

Registration for VAT with HM Revenue and Customs (HMRC) means that a club can claim back most of the VAT it pays out (eg. on Trophies), but the VAT element also has to be charged out on membership subscriptions, tickets to the annual awards ‘do’, and any sales of club regalia. With a considerable amount of extra book-keeping involved, including the submission of legally binding quarterly returns, the best advice is – talk to your Auditors first. Your local HMRC Office may also be able to provide an interpretation on current regulations. Remember that if your Club does decide to register for VAT, the whole Club’s activity must be registered and will be equally open to scrutiny.

Community Amateur Sports Clubs

For those clubs who pay rates (eg. on their clubhouse) some reliefs are available subject to meeting certain criteria. Further information can be found at www.cascinfo.co.uk.

Taxation is an increasingly important (and complex) area for Clubs and it is important that the Club Committee appreciate all aspects of tax affecting the Club to ensure that everything is kept in order to the satisfaction of all the relevant authorities.

These additional pages for “Guideline 3 – Finance and taxation” in the Motor Club Manual are taken from “LOOKING AFTER THE MONEY” originally published by the Sports Council. We are very grateful to them for permission to reproduce the material.

There is also useful advice on the CCPR website – see www.ccpr.org.uk/ourservices/smartsport/finance

What is a Treasurer?

All sports organisations should keep accurate financial records, and one member of the committee (the Treasurer) takes on this special responsibility.

The rules of a club or association usually say that a Treasurer should be appointed at the Annual General Meeting. The post of Treasurer is a voluntary position, although in larger organisations some of the Treasurers work may be undertaken by a paid finance officer, In that case the Treasurer will have a supervisory role.

A newly elected Treasurer should meet the outgoing Treasurer, the Chairperson or President (and the Auditor if the organisation has one) to discuss the work that needs to be done. Talking to the Auditor is particularly valuable because at the end of the year the Treasurer will have to give the Auditor all the financial records, and it will be helpful to know exactly what will be required.

The Treasurer is the main person responsible for the finances, but must work closely with the other members of the committee. It is important that the finances are handled in accordance with the constitution and committee decisions of the organisation. Whether the Treasurer works alone or with the help of a paid official, the Treasurer is ultimately responsible for many functions related to finance.

What qualities are needed?

The Treasurer has a most important job to perform, and it is important that the Treasurer is..

- enthusiastic
- well organised
- prepared to make a regular time commitment
- able to keep records
- careful when handling money and cheques
- scrupulously honest
- able to answer questions in meetings
- confident about handling figures and prepared to take instant decisions when necessary.

What does the Treasurer do?

Whether working alone or with the help of a paid official, the Treasurer is ultimately responsible for:

- looking after the finances of the organisation
- collecting subscriptions and all money due to the organisation
- paying the bills and recording the information
- keeping up-to-date records of all the financial transactions
- ensuring that all cash and cheques are promptly deposited in the bank or building society
- ensuring that funds are spent properly and issuing receipts for all money received and recording this information and reporting regularly to the committee on the financial position
- preparing a year-end statement of accounts to present to the Auditors
- arranging for the statement of accounts to be audited
- presenting an end-of-year financial report to the Annual General Meeting
- financial planning including producing an annual budget and monitoring it throughout the year
- helping to prepare and submit any statutory documents that are required (eg, VAT returns, PAYE and P41 returns, tax returns, grant aid reports. Even if these duties are delegated to a professional officer, the Treasurer is still ultimately responsible. It is up to the Treasurer to make sure that any delegated work is done properly.

What equipment is needed?

To be an efficient Treasurer, you will need the following equipment:

- an analysis cash book to record money received (receipts) and paid out (payments)
- calculator
- receipt book (in duplicate) to issue receipts for money received
- box file or lever-arch file for storing papers with which you are currently dealing

- ring-binders (2) for storing the completed documents
- petty cash box
- financial information of the organisation from previous years.

If you prefer, you can use the same book to record both receipts and payments. If you do, make sure that you keep the two sections separate. If the book is wide enough, use lefthand pages just for receipts, and right-hand pages just for payments.

Paying the bills

Bills should be paid within one month of receiving them, especially when dealing with companies you use often. Their goodwill is important, and they will be more likely to want to trade with you again and give you good terms or discounts. If they know they will be paid reasonably promptly. It is also important to pay out-of-pocket expenses to volunteers promptly, since they have already paid out the money on behalf of the organisation, and are giving their time free of charge. Their co-operation and goodwill is vital to the success of the organisation.

Normally, bills will be for items which have been budgeted, for expenditure which has already been approved or for routine items. If the Treasurer gets a bill for something that has not been approved, and is not routine, the committee should be informed and asked for guidance.

It is a good idea for the committee to set limits for financial decisions. If it is a very small amount (eg. up to £25) then the Treasurer could authorise it personally; a larger sum (eg. between £25 and £100) might require consultation with the other officers (Chairperson and Secretary), and a larger figure still (eg. over £100) would require the approval of the full committee.

All payments should relate to a written invoice or document. This also applies to claims for expenses from members of the committee. It is easy to produce a simple claim form for them to fill in before you pay them. This helps the Treasurer and makes sure that all the payments are properly documented.

Do not rely on your memory when handing out cheques. Always make sure that you have some proper documentation.

Accounting for the money

The accounts comprise books or ledgers which keep a record of all income and expenditure,

usually covering a 12 month period (the financial year). It is advisable at the end of the 12 month period to have the accounts audited (looked at and verified) by an independent person; preferably someone with professional qualifications (the Auditor). All the receipts and payments should be recorded in the account books, and a summary of these should be prepared showing all the receipts and payments of the organisation during a 12 month period (the financial year). If the organisation is a limited company, it must have a registered Auditor who produces a report under the requirements of the Companies Act. Most members clubs, which are not limited companies, elect Honorary Auditors to inspect and verify the accounts which the Treasurer produces.

Record the receipts and payments in the cash book. Here are a few basic items that should be recorded for every transaction.

- date of the entry
- person whom you are paying (or from whom you have received the money)
- cheque number (for payments by you) or receipt number (for receipts issued by you)
- reference number for that entry; this number should also be written on the invoice or expenses claim form for easy cross reference
- details of the transaction (what was it for?)
- VAT element (only necessary if you are VAT registered).

Whenever cheques are paid into a bank or building society, the receipts section of the cash book should be totalled, and a note made of the total amount put in the bank, with the date. These totals can easily be compared with the bank statements to make sure the two agree.

Collecting money

Always keep cash received separate from your own money. Keep a cash box solely for the club's money, and write receipts in duplicate as soon as you receive the money. Hand one receipt to the person who pays you and the other one is your copy which should be kept in the book.

Deposit all cash and cheques in the bank or building society as soon as possible after receiving it. Not only is this efficient administration, it also makes good financial sense, since money in bank and building society accounts is likely to earn interest and reduce banking charges. Invoices if you send out invoices to collect some of your

money, you will need a book that shows that an invoice has been issued and later confirms that it has been settled. The people who owe you money, to whom invoices have been sent, are called Debtors.

If you receive lots of invoices to pay (ie, bills), try to allow for these when the final accounts are prepared. Include the expenditure in the financial year to which it relates, irrespective of when the bill is actually paid. The people to whom you owe money are called Creditors. Accounts which allow for debtors and creditors are called Income and Expenditure Accounts. Sometimes you need to use cash for small payments where it is impractical or unreasonable to use a cheque. This petty cash needs to be handled carefully or it becomes difficult to control. A small analysis book (the petty cash book) is therefore needed to record the cash received, the cash paid out, and the balance in hand. This balance figure should be updated whenever any cash is received or paid out and checked against the actual cash in the cash box. If there is any discrepancy, it needs to be sorted out immediately.

Do not make the mistake of bundling all the money together over a few days or weeks. The longer you leave it, the more difficult and time consuming it will be to sort out later.

Don't take short cuts or expect to remember exactly who has given you what. Write every thing down immediately in a book or a file. Don't be tempted to use just any convenient scrap of paper and sort it out later. The power of the human memory is not that great.

Preparing a budget

A good Treasurer does not just record details of what has happened, but also tries to forecast what is likely to happen. This forecast (the budget) is very important for your organisation. When it is done well, it helps future planning and decision making, and allows you to decide whether to spend money, increase fees, or rethink your activities.

The detailed preparation of the budget is usually left to the Treasurer and one or two selected officers. However it should always be discussed with the committee for modification and approval. The budget does not need to be presented to a General Meeting, but in a small organisation you should involve the members, and keep them aware of what is happening. They are much more likely to agree to an increase of fees or charges if they understand the financial pressures that the committee is facing.

Do not set a budget with a deficit, in the hope that something will turn up. Always aim for the budget to at least break even, and ideally build in a contingency fund. This caters for unexpected things that crop up during the year, or turn out to cost more than you anticipated.

Sometimes, you will find that your original budget was inaccurate, and it will then be worth preparing a revised budget forecast with a more accurate prediction of the final outcome for the year. You can then make decisions based on a clearer idea of the total funds that are available to you.

People who are going to have to work within a budget are much more likely to be careful with the money if they understand the reasons for the decisions, and were involved in setting the figures.

Statement of accounts

The Treasurer should regularly prepare an up-to-date statement of accounts showing the receipts and payments to date, the budget for the year, and the balance left. Break down the totals into a few important headings (eg, administration, rent, affiliation fees, etc). If you want to include invoices which you have issued but have not yet been paid in the totals, be careful to include only those invoices that you are certain will be paid.

Accounts prepared purely on the basis of money received or actually spent are termed Receipts and Payments Account. If invoices which have been issued or received by you are also included, it is termed an Income and Expenditure Account.

Financial year-end

At the end of the financial year, the Treasurer needs to prepare a set of final accounts to be presented to the members at the ACM, accompanied by an Auditor's report if required. Make sure that there is enough time between the financial year-end and the AGM for the Treasurer to prepare everything and for the Auditor to have time to look at the documents, prepare the final accounts, and submit a report.

Audited accounts are the final statement of accounts, after they have been checked and then filed by somebody with recognised accounting skills (eg, a Chartered Accountant) as being a true and accurate record of the financial affairs of your organisation.

Try to find an accountant who is a member of your club, or who is prepared to give his or her service on a voluntary basis, give the Auditor

plenty of time to complete the work, and try to get everything into good order before passing on the books and papers. The annual accounts are prepared from your books and financial records. There will be two statements required, which will differ slightly depending on whether you are working on a receipts and payments or income and expenditure basis.

If you are working on a receipts and payments basis, you will need:

- statement of receipts and payments for the financial year
- statement of assets and liabilities as at the last day of the financial year. This shows the total value of the organisation, and the whereabouts of the various assets. If there are no outstanding invoices or bills, and you do not have any fixed assets (property, equipment, etc), the cash balance on the Receipts and Payments Account will be the only asset, and a separate statement of assets and liabilities is unnecessary.

Receipts and payments

A Receipts and Payments Account is prepared from the cash book and summarises monies actually received and paid out during a financial period. No adjustments are made for receipts or payments which relate to previous or future periods. It gives a summary of the actual financial transactions, and the cash balance of the organisation on a given date.

Of course, the total figures for money received and payments made will be itemised under appropriate headings to give you the detailed information you need.

Income and expenditure

If you are working on an income and expenditure basis you will need a:

- statement of income and expenditure for the financial year
- balance sheet as at the last day of the financial year. An Income and Expenditure Account includes unpaid bills (creditors) and any money owed to you (debtors).

Of course, the total figures for income (receipts plus debtors) and expenditure (payments plus creditors) will be itemised under headings which are appropriate to you to give the detailed information you need.

Any depreciation (eg, on office equipment) should be subtracted from the surplus before

closing the Income and Expenditure Account for the year, and the net surplus or deficit figure carried over to the balance sheet. Purchases of Items that are being valued., on the balance sheet as fixed assets (eg. purchase of a new typewriter) should not appear in the Income and Expenditure Account.

Balance sheets

If you have an income and expenditure statement, you will also need a balance sheet, which shows what the organisation is worth at a particular point in time. A balance sheet is usually prepared for the last day of the financial year. It takes account of debtors (money owed to you) and creditors (money owed by you).

A bank statement is the bank's record of the organisation's finances. This record may not agree exactly with what is kept by the Treasurer in the cash book because it can take a few days for credits and debits to appear in a bank account

Bank statements should be obtained regularly (monthly is usually about right) and be checked immediately against the books to reconcile the bank account with these books. This enables you to keep up-to-date and identify any mistakes or discrepancies. It will be much easier to sort out any differences now, rather than several months later, and it helps you to avoid having an overdraft, which is expensive.

Working with the committee

The Treasurer should not work alone, but needs to know what everybody else on the committee is doing! Similarly, the rest of the committee ought to know about the finances of the organisation.

Get your committee to agree that the Treasurer must be kept informed well in advance of any significant expenditure that is being planned, even if it is within the approved budget. This helps to avoid serious overspending or cash flow problems which could have been prevented had the Treasurer known in advance.

All members of the committee share a responsibility to ensure that the organisation is financially viable even though they might prefer not to have to worry about money! They should be informed about the financial situation and reminded at every opportunity that they have a responsibility to help look after the financial wellbeing of the organisation.

Tips to remember

You only need to know two things about money: how to manage it and how to get more of it!

Every club or association, no matter how small, should keep proper accounts and prepare regular statements. Every year many sports organisations have to close down because of lack of financial control, or poor financial planning!

An organisation which is slapdash in handling and accounting for its money is likely to be sloppy in other aspects of its work.

Money may not be the Root of all Evil, but when dealing with other people's money you can expect high levels of interest and emotion. They will always expect their money to be handled with extreme care and sensitivity. Not only must you look after the funds with scrupulous honesty, but you must be seen to do so.

Sports organisations must be seen to be honest, or no one will have confidence to contribute funds to them.

It is wrong for people to steal, but it is also wrong to treat money so casually that people feel less conscience-stricken about stealing it and less afraid of being discovered. Try to establish a system which prevents fraud, rather than one to discover it.

Do not over-estimate your ability to remember details of financial transactions – write them down!

The important thing about accounting, apart from being accurate, is to be consistent, so that you can make meaningful comparisons from month to month, and from year to year.

- Always give receipts for money received and get receipts for money paid out.
- Keys to the safe or petty cash boxes should only be held by specified people who are always responsible for them.
- Keep incoming and outgoing money separate.
- Pay surplus cash into the bank promptly, and use a paying-in book.
- When opening mail or collecting tins containing cash, there should be at least two people present.
- Budgeting is one of the most important financial functions for any sporting organisation, whether large or small. Do not be tempted to try to manage without a

budget or you will be heading for financial difficulties.

The bottom line

If you have been appointed as Treasurer of your club or association, then with a little care and attention you can ensure its financial well-being. You will get a great deal of satisfaction from playing such an important role, and you will have the respect and thanks of everybody around you

If you feel under pressure, confused, or that you are losing control seek help at once.

Advise the Chairperson or Secretary and ask for their agreement to getting some professional advice. Remember that you are a volunteer, not an accountant and you are making a vital contribution to the well-being of the club. It is much better to get some paid help to sort things out immediately, than for you to lose control of the finances, which may lead to the demise of the organisation.

We hope you have enjoyed reading this and have found it helpful in your role as Treasurer.

Good luck and happy accounting.

Membership records

Keeping membership records sounds as if it should be a simple job, and it can be PROVIDED proper thought is given to setting up a clear system. If possible this should be based on computer technology which can then be used for the various mailings which will be sent to members – but whatever system is adopted it must be easily understood and above all workable, If the Membership Secretary moves away or falls ill, will the club collapse? If so, the system is too complicated.

Whether records are kept on computer or in a card index or whatever, whoever maintains them should adopt a methodical approach because experience suggests that once records start to get out of kilter it can be a major task to get them back on track.

Membership information

This obviously depends on the size of the club concerned, but it is always handy having certain information on your members. For example, if details of occupation are requested on membership forms, you can always find out who are in financial jobs – they might make good treasurers, while those in the building trade can perhaps help with the building of a clubhouse or getting hold of supplies for events such as stakes and wood etc. Someone who works in the Local Planning Department may be useful if you have a venue problem, or if you have a major future project to consider. Think laterally!

Similarly vehicle details are useful, members with old or classic cars can be contacted when putting on displays or exhibitions etc. But to be effective the details need to be updated every year which is fine for a small club with up to about fifty members, but anything larger than that makes it an arduous task – it depends on the dedication of the Secretary who will usually have the job of updating the records.

Membership cards

There are many and various types of membership cards used by clubs, some contain a lot of information, others are little more than a cardboard receipt!

Suitable cards can be obtained from the MSA; if you are producing your own, the appropriate wording to be used on them is in the MSA Year Book.

Data Protection Act

Basically, if a word processor or computer is used for the sole purpose of producing a letter, report or other document, which when printed, may contain information about an individual, the Act does not apply. However, if the word processor or computer is used to maintain membership records then the Club will have to register under the Data Protection Act. Do not ignore the Act – failure to register is a CRIMINAL offence!

There should be a disclaimer on your membership form giving permission for a member's details to be stored electronically.

Separate permission is required from members if you intend to circulate their details to third parties, and individuals have the right to refuse such permission.

GUIDELINE **5**

Legal

Should a club be a limited company?

“Should we form a limited company?” is a common topic at Motor Club Workshops – hence this Guideline.

The first question to ask is whether an unincorporated motor sporting club would benefit, if it formed and carried on its business as a limited liability company, it all depends! It certainly does aid other people and organisations to know with whom they are dealing because information about the Company and its officers has to be filed regularly with the Registrar of Companies in addition to a copy of its annual accounts. All this information about the Club (which has now taken on a separate and independent identity of its own) becomes part of the public domain.

So there is a theoretical benefit to outsiders but what about perceived benefits for club members? Firstly, the choice of legal framework affects the liability of the club and its members differently depending on whether it is incorporated or not. Put simply, in the event of an unincorporated club ceasing its activities, whether voluntarily or involuntarily, the officers of that club are usually responsible personally for any liabilities of the club should its assets prove insufficient to discharge its debts in full. The officers in this context usually embrace those club members elected to sit on the main or controlling committee viz., chairman, club secretary, competition secretary, treasurer etc.

On the other hand, members of the limited liability company are, in normal circumstances, only liable to the extent of their investment. The form of company, which is adopted widely as most suitable for sporting clubs, is that of Limited by Guarantee. Such a company does not have shareholders but each member guarantees that in the event of the company being wound up and being proved insolvent, he or she will pay

(usually a nominal £1) if called upon to do so. Conversely, company's Limited by Guarantee don't distribute profits to their members. Such details are embedded in the constitution and terms of reference which in company terminology is known as the Memorandum and Articles.

One issue seems to confuse most of us. The relationship between members and directors. The company's members (shareholders, club members, guarantors) are its controlling influence, he, they have the vote. The directors, although of a much higher profile, are subservient to the members who employ/elect them to run the day to day activities of the organisation. However the rub is that under company law it is the directors who are normally called to book if things go wrong. The directors in our limited company for instance would probably be the self same elected officers of the unincorporated club mentioned above. It is also important for budding directors to note the current statutory position is that directors of a company may be personally liable for its debts if they have allowed the Company to trade and incur those debts whilst knowing it was insolvent.

What if the Company, although breaking even on its trading has no assets to speak of? Who in their right mind would give unsecured credit? Certainly not everybody and particularly not bankers. Those most prudent amongst us often look for other ways of underwriting the transaction when dealing with “companies of straw”, often in the form of a personal guarantee. Which usually means in practical terms the directors putting their personal goods and chattels up as collateral security. Which brings us back to where we started!

Obviously the best way to protect the club's funds and the personal wealth of its officers, is to manage the financial risk from the outset.

If we analyse the typical motor club's exposure to risk we may well find they fall into two distinct categories. Those risks arising from normal trading with club members and others which if carefully managed should minimise the exposure and, secondly, those outside your control usually involving some catastrophic happening. It is the latter unplanned event which could bring a club to its knees. But help is at hand. Enter the insurance broker. He has at his finger tips insurance's to meet all contingencies of club life. Remember however, that the MSA has already covered its recognised clubs and officials against an accident at an event (easily the single most probable source of a crippling claim). However, as any glance through the newspapers shows, people seem ever more ready to sue on the slightest pretext and a 'happening', not on an event – perhaps an accident during over-enthusiasm at a dinner dance or a serious libel in your club magazine – could be just as financially disastrous.

The MSA provides all its Recognised Clubs with public liability and personal accident insurance which applies to all events held under MSA Permit (or Certificate of Exemption). Additional cover for a Club's social events has also been added, subject to certain conditions. Please see the latest edition of the MSA Yearbook for full details of the levels of cover currently in force, and the conditions that need to be met to effect cover.

Ensure that your club and its officials are fully protected by public liability insurance for your regular meetings and social activities. The MSA insurance brokers, or other specialist insurance provider will be able to provide you with a quotation and cover appropriate to your clubs activities.

On balance a club has to weigh up the protection given by the limited liability company with the disadvantage, inconvenience and expense of servicing the company. For whereas the initial formation charges are of a modest amount and with professional fees would not generally be of an unbearable cost for a club, the administration, annual cost of filing returns, the audit and other statutory requirements does generate an increased clerical burden with the possibilities of fines for non compliance.

If you are intent on forming your club into a limited company, take advice from a solicitor specialising in such matters and in the meantime be careful, vigilant and businesslike in your dealings to protect your club and its officials.

Child Protection

This Guideline answers the most frequently asked questions about the MSA Child Protection Policy.

1. **Why did the MSA introduce a Child Protection Policy?**

The MSA had no choice. It is a legal requirement and it is also a requirement that we have a policy in place to receive any government funding. Although we talk about protecting children, remember that our policy is also very much there to protect MSA Licensed Officials and MSA Clubs, including their Committee Members, and to have a process in place to follow in the event of an allegation being made.

2. **Who is affected by the MSA Child Protection Policy?**

All registered MSA Clubs and MSA Licensed Officials. It is recommended that clubs formally adopt the MSA Child Protection Policy and appoint a Child Protection Officer (CPO). All Licensed Officials will have to indicate whether they come into contact with under 18's on their renewal forms, which will then generate the issue of a CRB disclosure form.

3. **Is it compulsory for all clubs to appoint a Child Protection Officer?**

It is entirely a matter for clubs to decide, based upon whether under 18 year olds are active in the club or not. Whilst the MSA will consider requests for dispensation from appointing a CPO in exceptional circumstances (e.g. where membership of a club excludes under 18's), our recommendation would always be to appoint, as otherwise a club's defence may be harmed in the event of any challenge being made.

4. **Must the Club CPO attend every event?**

The club CPO does not have to attend any or all events, although attendance would be beneficial. When not present, our view is that having their name and contact details included in event regs and programme would satisfy requirements.

The MSA would be supportive if two or three clubs in a given geographical area wished to share the same CPO, but because of the recommendation that they keep in close touch with their club committee, would be less supportive if this sharing principle was extended much beyond three clubs.

5. **Are there training courses available for Club CPO's?**

Training courses will be delivered by Sportscoach UK and other associated agencies. The basic course is normally an evening or half-day, and the costs of attendance will vary between areas.

6. **I have already attended a Child Protection course in another role. Do I have to attend another course?**

Where someone has already attended the appropriate (exact) course in a previous capacity within a reasonable period (e.g. the preceding 12 months), it may be possible for us to grant dispensation from attending again subject to evidence of prior attendance being provided.

7. **Does the Child Protection Policy only cover MSA permitted events?**

Although the policy applies to MSA permitted events, it would be unreasonable to suggest that any social activity taking place in the name of the club around MSA permitted

event(s) are unconnected with it. The CPO's responsibility is on behalf of the club and so would cover all those present at any activity of the club, whether spectators, marshals, officials or competitors.

8. **Do all club officials need to complete a Criminal Records Bureau (CRB) disclosure?**

There will be no direct effect on purely club officials. Only MSA Licensed Officials will be required to declare whether they are in regular contact with under 18's as part of their duties upon renewal of a licence. Those that respond positively will have a CRB disclosure (enhanced level) application sent to them. Please note: Club CPO's will also be required to complete a CRB disclosure (enhanced level).

9. **I have already completed a CRB disclosure for a non motor sport activity. Am I required to complete another one?**

Whilst the CRB disclosure is portable within an organisation, it is not portable across organisations. Therefore a new CRB disclosure will have to be completed.

10. **Is there a charge for undertaking the CRB disclosure?**

There is no charge to the Club CPO or MSA Licensed Official for completing a CRB disclosure provided that the form is issued and coded by the MSA.

11. **Will the issue of my official's licence be delayed pending the CRB disclosure?**

Whilst issue of a licence will not be delayed pending the result of a CRB disclosure, the MSA will retain the right to later revoke any licence issued if information is received that the applicant has a criminal record involving child related offences, and will consider the appropriateness of other convictions such as those involving violence or drug-related offences.

12. **What are the implications to taking photographs on events?**

The key here in the policy document is the word 'guideline'. The wording suggests the ideal, but commonsense has to be applied. Clearly no one is suggesting that all 100,000

spectators at a Grand Prix with zoom facility on their mobile phones all have to sign up. By the same token those media photographers who already have MSA accreditation will have a suitable declaration on their renewal notices and on their signing-on sheets to indicate their compliance with the Child Protection Policy and Guidelines, so they are covered that way anyway.

On a basic level, say at a club Autotest meeting, the Guideline does empower the organising club to approach anyone using a zoom lens camera if there is any suspicion or challenge that they may be unreasonably photographing young people without the prior consent of parents/guardians.

13. **What details from a CRB disclosure will be stored by the MSA and how?**

The reason for non-issue of any licence will be endorsed on the MSA database with restricted access. It should be emphasised that details of any previous convictions relating to matters other than child protection will be ignored and no record of such offences will be retained, all disclosure statements being shredded within a limited period of time.

14. **Who will have access to the results of a CRB disclosure?**

All disclosure statements received by the MSA will be seen confidentially only by the MSA Lead Signatory or Deputy Signatory, and one senior administrator.

15. **Does the MSA child protection policy cover all of the different legislative areas of the UK?**

We are aware of the differences between Child Protection Acts under various legislatures. The MSA Child Protection Policy is a UK-wide umbrella framework, which enables clubs in those areas with different legislatures to satisfy local requirements. For any clubs operating cross-border events, they must satisfy any differing requirements in all cases.

16. **What if I have any further questions?**

Allan Dean-Lewis at the MSA will act as the point of contact for Associations and Clubs and would be please to offer guidance and clarification on any queries. He can be

contacted at the MSA on 01753 765 000 or by email at adean-lewis@msauk.org

It is important to say that nobody at the MSA is seeking to become a child protection expert and it is not expected that the club CPO's will be either. All they are is a point of contact for matters relating to young people and to ensure that any queries are dealt with promptly and in an appropriate manner using the networks that already exist.

Insurance

These notes are not intended to cover every technical aspect of insurance, but just to give an overview.

There are three sources of threat to a club, organisation or individual. In no particular order.

- (i) Legal action (and possible compensation) from others claiming that there has been negligence. This action could be against a club, an official, a competitor, the MSA or a venue. In the past there have been claims against all of these in a 'blanket assault' This is known as 'Public Liability Insurance'.
- (ii) Personal injury to officials and competitors. This is not dependent on blame, a person is injured or killed and some body suffers financial distress as a consequence. This is known as 'Personal Accident Insurance'
- (iii) Loss of assets, Equipment, vehicles, buildings and so on could be lost due to fire, flood accident or any other mishap. 'this has a number of differing names but for this document it will be grouped under the heading of 'Asset Insurance'

All of these threats should be addressed by a combination of risk management and insurance. Much of the content of the blue book is there to provide guidance on risk management, with procedures for running events, course design and competitors safety equipment.

Insurance from a clubs perspective

Public Liability Insurance

Other than MSA permitted competitions a club may provide a number of services and activities. Some of these are automatically covered by an extension to the MSA policy. So club nights, 'classroom type' training activities, or static marketing activities (a car at a school fete) will be covered. Activities involving moving vehicles

are not covered and clubs should be looking for additional cover. If a club owns a venue used for motorsport then they will need a separate policy to cover all the activities that take place whilst there is no permitted event taking place, plus any liability arising out of the course design and construction.

As an adjunct to this any club which has employees should get this cover extended to include 'Employers Liability' This generally does not add much to the cost, but is wise move as the definition of employee is so generous that a reasonably large club could be an employer and not even thought about it.

Personal Accident Insurance

Because no two individuals have the same circumstances it is more appropriate that individuals asses their needs and clubs do not get involved. There is a level of cover on officials, marshals and competitors when a permit is in force.

Asset Insurance

A club should compile a list of all its assets and then decide which assets it wishes to insure. For example timing equipment, if a club owns an expensive timing rig, which is used at sprints, they should consider insuring this asset, but conversely ten cheap watches from the local discount store are probably not worth insuring. It is important that the asset list is comprehensive and accurately valued, clubs often have assets which have a large value and everybody takes them for granted. The most common two examples are old trophies and archive material. Associated with this clubs should consider how and where these assets are stored as there are many examples of equipment left at a risky location because nobody has given it any thought.

Insurance from an organiser's perspective

Public Liability Insurance

Any liabilities arising out of running an MSA permitted activity are covered by the MSA master policy provided the event is run in accordance with the rule book. As an aside it is one of a stewards' duties when representing the MSA at an event to satisfy themselves that the event is run within the rules. This means that all 'signed on officials' are protected from any action against them whilst fulfilling their event role. For this reason each individual should be familiar with the relevant sections of the blue book. The other important point is that 'senior officials' are notorious for forgetting to sign on, and organisers should be diligent in making sure everybody signed on. It is worth noting that the MSA policy provides cover for the duration of the event. So setting up a course the day before would be covered, as would tidying up after the event. But site maintenance undertaken weeks before the permit was issued would not.

It must be remembered that any vehicles used on an event in places where they are required to comply with Road Traffic Act must have 'road insurance' in their own right. This may be included in the vehicles regular policy, but it is always worth checking. As a generalisation any vehicle used to carry an official to a 'point of duty' is covered by its regular policy. Any vehicle used to move equipment or people during an event may not be.

Personal Accident Insurance

All signed on officials are provided with the base level of cover provided by the MSA. Again individuals should address their own circumstances and make their own arrangements.

Asset Insurance

Permanently owned assets should be considered by the club or organisation that own them so that the cover is all year and not just for the duration of the event. Short term cover for 'borrowed (or hired) can be obtained but should be avoided as it tends to be very expensive.

Insurance from an official's perspective

Public Liability Insurance

Any liabilities arising for performing duties at a permitted event are covered; it is worth noting that activities which are no part of the event are not covered.

If using a vehicle as part of your duties and this requires you to drive in 'public areas' you should check that the vehicle is insured and that you are a named driver and so protected.

Personal Accident Insurance

Whilst there is an amount of cover provided by the MSA with the event permit, it may well prove to be insufficient. Each individual should review their personal circumstances and identify what cover they need (and already have) and then investigate what 'Top Ups' they need. This can be a complex task and it may well be that an Independent Financial Adviser (IFA) should be consulted. Two things should be remembered at this point. Non motorsport people (most IFAs) seem to always 'get the wrong end of the stick' about motorsport. Secondly a surprisingly large portion of existing policies will accept officiating at events.

Asset Insurance

Most assets are likely to be owned by a club. But where assets are privately owned they may well require insuring, small quantities of equipment can probably be added to a household policy, but larger and more specialist items may need separate cover.

Insurance from a competitor's perspective

Public Liability Insurance

Any liability arising for your actions as a competitor are covered by the event permit provided you are acting within the event rules.

Where you do need to consider insurance is at any testing or sponsorship activities.

Testing at a permanent and structured testing venue may well have suitable cover. For example the established rallying test venues, or any test session provided by a regular circuit, should have suitable cover. A 'cash deal' to use a bit of old airfield is unlikely to have any cover.

Static displays may or may not have cover depending on who is organising it, but cover for a

static display is relatively inexpensive and easily sourced. Even at a trivial level this should be considered. If a car is put on display at a sponsors' premises the question should be asked.

If your vehicle requires insurance under the Road Traffic Act then care must be taken to ensure your chosen insurance company understands what they are covering.

Personal Accident Insurance

Whilst there is an amount of cover provided by the MSA as a feature of holding a competition licence, it may well prove to be insufficient. Each individual should review their personal circumstances and identify what cover they need (and already have) and then investigate what 'Top Ups' they need. This can be a complex task and it may well be that an Independent Financial Adviser (IFA) should be consulted. Two things should be remembered at this point. Non motorsport people (most IFAs) seem to always 'get the wrong end of the stick' about motorsport. This is especially true of competitors in the non racing arenas. Secondly a surprisingly large portion of existing policies will accept competing in smaller events. If you get asked to fill in a 'motorsports questionnaire' expect to see a form which has little relationship to the sport you know.

Asset Insurance

Competitors often severely underestimate the value of all the cars, and equipment they have accumulated over time. The best advice is review all your assets and then decide what elements you wish to insure.

Insurance from a Venue's perspective

Public Liability Insurance

Whilst liabilities arising from a club running a permitted event on your site, are covered there are two important points, to remember

When a permitted event is taking place you are still exposed to a claim based upon a defect in the infrastructure you have provided. For example a barrier weakened by lack of maintenance.

When no event is running under a permit then any activity exposes you to a claim. Non motorsporting use, maintenance, corporate hospitality, race schools, rally schools, track days and all the other activities venues take on. Consider the two extremes: A working farm that has three permitted events a year will probably find that any other activities can be included

in the farm policy. A permanent venue which runs 7 days a week as a commercial venue will need a complex network of covers and should be seeking the services of an Insurance Broker knowledgeable in motorsport.

Personal Accident Insurance

There is no obligation on a venue to provide Personal Accident cover for its staff, but it might be seen as a valuable staff benefit.

Asset Insurance

The assets list of a venue is likely to be complex and the sources of damage equally complex. This should be discussed with the same broker as the Liabilities issues

Insurance from a Business perspective

Any business that generates all or part of its income from supporting motorsport or leisure activities relating to motorsport must seek advice from a suitable Insurance Broker.

Conclusion

The final guiding principle is ask before, not assume until after. And get it in writing. A simple domestic example is a mortgage protection policy, if they have said that they accept your chosen activity, (in writing) your widow (widower) will get the mortgage paid off.

Liaising with the MSA

What

The MSA is the governing body for four wheel motor sport within the UK. (The equivalent body for motor cycles is the ACUJ.)

The International Governing body is FIA (Fédération International de l'Automobile, they mainly concern themselves with International rules, especially of a Technical nature. FIA is currently based in Paris where its World Motor Sport Council meets usually four times a year.

The MSA is based at Colnbrook (near Heathrow Airport) and has a full time staff of some 32 people.

How

If the permanent staff of the MSA are the Civil Servants for the Motor Sports Government, how is the sport governed?

The organisation which approves the rules (the Parliament if you like) is the Motor Sports Council (MSC). This comprises of some 30 people – the Chairmen of the Specialist Committees and some independents, all of whom meet three times a year to ratify rules proposed by the Specialist Committees.

There is a range of Specialist Committees, covering all disciplines of motor sport, plus such things as Timekeepers, Scrutineers, Safety, Judicial, Volunteer Officials, etc. The list of Committees and their members is published each year in the Competitors Year Book (the Blue Book).

Membership of the Committees is by invitation, normally for three years. Clubs and Regional Associations are always entitled to put names forward for the various Committees. Committees are re-appointed in October each year.

One very important Committee is the Regional Committee, which is composed of one representative from each of the 15 Regional

Associations. This Committee forms the direct link between clubs and the Motor Sports Council. Its members receive copies of all the specialist Committee Minutes, and they can comment on any item raised in a Specialist Committee. If the Regional Committee is not happy with the proposal, it can ask for it to be referred back to the appropriate Committee for reconsideration.

Regional Associations. The country is divided up into 15 regions and clubs are encouraged to join their local Regional Association. These Associations co-ordinate local dates, trying to avoid clashes, run Regional Championships, and provide a means for clubs to discuss proposed or new Regulations.

Most Regional Associations meet 4 or 5 times a year. They have an elected Chairman, Secretary and Treasurer, and in most cases have various Championship Co-ordinators. Member clubs are normally entitled to have one representative in attendance at meetings. As far as possible a representative of the MSA permanent staff attend one meeting of each Association each year.

The MSA appoint or recognise a number of officials to assist with the running of events. These include Stewards, Timekeepers, Scrutineers, Route Liaison Officers, Forestry Liaison Officers, Noise Inspectors, Sound Test Officials, Radio Co-ordinators, Race and Kart Clerks of the Course etc.

All events require a Steward or Stewards, and in many cases the Chief Steward is appointed to the event by the MSA. The Stewards main duties are to see 'fair play' to ensure that the event is being run in a safe manner. MSA Stewards are usually experienced officials, who have undergone a programme of training.

Timekeepers and Scrutineers are specialist officials, who are required at certain events. It is the organising clubs responsibility to approach these officials with a view to appointing them for

an event. Timekeepers are listed in various groups according to their qualifications.

Route Liaison Officers are appointed for a particular Police area and give guidance in respect of chosen routes for events on the Public Highway. They have the power to withhold authorisation if a route is considered unsuitable or if public relations work is not satisfactorily carried out.

Forestry Liaison Officers act to assist clubs in putting on a stage event in the forests. They know the relevant Forestry officials, suitable routes etc.

Sound Test Officials are people nominated by clubs, usually through Regional Associations, who are capable of checking noise from competing and official cars during events on the Public Highway.

Environmental Inspectors are trained officials, with calibrated equipment who can monitor noise at events and check that the club officials are checking noise in the correct manner. Control of noise is a vital part of the Regulations, affecting, as it does, the environment and the perception of motor sport.

The duties of all officials are detailed in the Motor Sports Year Book. Care should be taken not to get confused about the responsibilities and powers of the various officials. Help can always be obtained from Regional Associations or the MSA at Colnbrook.

Applying for a permit

Most competitions have to be authorised by the issue of a Permit. In a few cases a Certificate of Exemption is sufficient. Details are given in the Year Book.

A permit application form must be obtained from the MSA (available on-line) and the completed form must be submitted at least six weeks before the proposed event (8 weeks for some events). Once the application is approved, a "Permit" will be issued. The number on this Permit must be published in either the Regulations or Final Instructions for the event, and the Permit itself must be displayed adjacent to "signing-on" for the event. The Permit shows that the event is authorized by the MSA, and that it is covered in respect of Legal Liability Insurance.

Events on the Public Highway also require Route authorisation as well as the MSA Permit. This means that the actual route has been checked for possible clashes under the Motor Vehicles (Competitions & Trials) Regulations 1969 (as amended).

The application form and notes are available from the Route authorisation section of the MSA and tracing of the proposed route (from a 1:50,000 map) must be submitted not more than six months or less than eight weeks before the proposed event.

Copies of the tracing are sent to the relevant Police forces for their comments, and in some areas it can be helpful to contact the local Police before sending tracings in. The appropriate Route Liaison Officer (RLO) must be contacted at 3 months and can often assist with advice.

Each year the MSA re-register clubs and publish a list of fixtures. Details normally have to be submitted by early August, so advance planning is advisable.

Communication

Each club is supplied with copies of the Motor Sports Year Book each year as reference for organising Event Officials. There is also a DVD version available.

Four times a year the MSA Motorsports Now! is sent to all officials, licence holders and marshalls. This gives more detailed information on rule changes etc.

An electronic supplement for motor club magazines, "e-Wheels", is mailed free to clubs every month.

How to help yourself

If you have a problem in respect of the rules, or an event, do not hesitate to contact the MSA.

However, please bear in mind that if you want an authoritative answer, your request must be in writing, so that you can receive a written reply.

The MSA offices are open Monday to Friday 9.30-5.30 (5.00 Friday) but if you intend to call please try and keep your call to the period 10.00 to 5.00 and excluding the lunch break.

If a Permit does not turn up, or you have a major problem, please do not leave it until the last minute on a Friday afternoon to telephone. As the saying goes "Miracles we perform immediately, the impossible takes a bit longer."

Liaising with other clubs and the role of Regional Associations

There are several good examples of clubs working with their motor club neighbours to good effect – whether it is the sharing of a motor sport venue, jointly promoting a large event or simply coming together to improve attendances by having a joint Annual Awards prizegiving.

Nationally, these benefits of working together are most evident in the MSA Regional Associations:

A Regional Association is an association of MSA registered motor clubs. The Association is recognised by, and has the full support of, the MSA, and exists to represent the interests and views of the member Clubs according to need, within their area of defined responsibility, and in those areas where their member Clubs are active.

Each individual Regional Association is empowered by the MSA to manage agreed aspects of motor sport, and acts as an advisory and liaison body between all member motor clubs, their individual members and the MSA.

Through the forum of the MSA Regional Committee, each Association is responsible to the Motor Sports Council.

Membership of Regional Associations enables Clubs to have direct contact with MSA Officials and Committee Members in their locality and to access a wealth of accumulated experience and guidance across a broad spectrum of motor sport. Membership widens the number of events and Championships in which Club members can compete. Regional Associations provide a forum for general interaction between Clubs, including discussion on proposed rule changes, development of safety measures, the arbitration of disputes, and the promotion of training.

Regional Associations will also have specific responsibility for other matters which would typically include:

- Promotion of regional championships and arrangements for annual awards presentations.
- Reporting on topics highlighted by MSA Specialist Committees.
- Liaison with MSA licenced officials, event organisers, and competitors.
- Co-ordination, control and publicity of local fixture lists.
- Liaison with statutory and other agencies (to include Sports Councils, Local Authorities, Police and Government Departments).
- Liaison with other sports and community based organisations.
- Acting as a first point of contact with the media on matters of regional significance.
- Local appointment of championship co-ordinators to regulate and control championships.

There are currently 15 Regional Associations across the whole of the UK, and in some parts of the mainland this may mean that there is some overlap of areas of interest. It is now mandatory for all newly recognised MSA Registered Motor Clubs to be affiliated to at least one Regional Association, and it is highly desirable that all clubs are members of one – so how do you choose the best one for you? Normally, this would be the one most local to you in terms of your Clubs centre of activity against the venue where a particular Association may meet, but this is not always the case – such as for national one make Clubs – and so we have compiled the following check list to assist in your choice:

Is the image of the Association positive, and is this image supported by an efficient administration?

Does it display evidence of a high level of professionalism in its style of correspondence or communication; in the format of its Yearbook; in the content of its regular Newsletters?

Does it have a current Regional Development Plan, endorsed by the National Governing Body, as a valuable tool for promoting motor sport to statutory bodies and identifying its regional strategies for development and facility requirements? Does it assist or promote the sharing of facilities with other sports and leisure groups?

Is it pro-active in regional forums within Motorsport; is it pro-active in other sporting forums regionally? Does it promote itself, such as through seminars or roadshows? Does it seek to identify customers' needs and re-appraise services accordingly? Is the Association able to offer assistance to member clubs in seeking out prospective venues and in joint discussions with landowners? Are Association finances matched to the current services offered or required?

Is it able to offer a mediation service to its member clubs, such as with the MSA, statutory authorities and potential funding organisations?

Overall, is the Association seen to be effective and demonstrate credibility?

Does it have a strong Championship series?

With a range relevant to your Club members; maintaining standards of quality events run by its organising member Clubs; willing to review existing Championship and consider additions or changes. Does it produce and circulate regular Championship reports and points tables?

What about the style of management of the Association?

Does it have an open management style with decisions taken at meetings in a democratic way, involving all the member clubs present?

Are MSA Specialist Committee members, MSA Licensed Officials and local Route and Forestry Liaison Officers in regular attendance at Association meetings, and provided with an opportunity to impart information and receive feedback?

Does it have a publicity/PR officer appointed and is there evidence of the Association being a first point of contact with media in the region (on

matters of regional motoring/motorsport interest). Does it have a 'website' which is accurate and regularly updated?

Where appropriate, are local date applications controlled rigidly, with fair and equitable arbitration of any clashes?

What training initiatives does the Association promote, or is a partner in. Does it have its own Training Officer?

Is it involved in initiatives to promote the involvement of young people in motorsport? Does it have links with schools/colleges or with youth-based community schemes (eg. Duke of Edinburgh's Award)? What other links does it have directly with the community it serves or with community based organisations?

Has it forged links with motorsport manufacturers within its area? Is there evidence of it being commercially aware of the promotion and sponsorship opportunities that such links can bring? Are there discount offers negotiated for member clubs for local products or services?

What part does the Regional Association play in encouraging inter-club social or competitive activities? Do Association representatives offer a facility to attend Club evenings or 'road shows'?

Finally, does the Association appear to speak authoritatively with one voice from its region on behalf of all motor sport disciplines, including yours? Remember – Regional Associations are in the ownership of the Member Clubs within their membership. Your active membership and participation will strengthen Regional Associations even further.

The majority of Regional Associations were formed in the mid 1950s and their membership at that time reflected the preponderance of Rallying Clubs then in existence or being formed. They have, however, changed as the motor sporting world around us has changed, and today encompass Member Clubs from across a wide spectrum of the sport Race Clubs, One Make Clubs, Classic Clubs, Off-Road and 4x4 Clubs, and regional centres of National Clubs, and some Kart Clubs – in addition to the traditional motor clubs representing all facets of Club level sport.

In a nutshell (and apart from the points previously mentioned) consider the following key advantages of being in membership of a Regional Association:

- It qualifies your Club for grant aid funding from the MSA Club Development Fund (subject to certain criteria).

- It gives your Club credibility with the local and regional Sports Councils.
- It provides a direct channel of communication, through the MSA Regional Committee, for points of interest or concern to your Club and its members to be brought to the attention of the Motor Sports Council.
- It widens the opportunity for two way dissemination of information on a host of issues that affect motor sport in the UK.
- And the Cost? – Average Regional Association membership is around £20–£25 a year.

A listing of Regional Associations, with contact details, is included in the Yearbook and can be viewed at www.msauk.org/site/cms/contentChapterView.asp?chapter=211

Details are also available upon request from the MSA

Club magazines

Introduction

A club magazine, whether printed or by email, is the most important way of communicating with members; it may often be the only thing some members get for their subscriptions and therefore it should be taken seriously.

Ideally a magazine should be produced monthly and on the same day each month. Speed and topicality may be more important than elegant computer graphics or expensive printing.

The standard of club magazines varies enormously and the quality is not necessarily related to a club's size. A club should monitor what other motor clubs (as well as other organisations competing for people's leisure time) are producing so that it does not get left looking second rate.

Enthusiasm is the key requirement and magazines work best when one person is nominated as the editor. He (or very often she) should ideally be a member of a club's main committee so that he is in touch with all that is happening in the club.

Although the committee should let the editor have his head, it should give instructions on the financial performance expected; is a magazine expected to break even (highly unlikely!), lose no more than 'x' or ...? Committee members may also be able to use their influence to get advertising, and obviously they should be the ones to lay down what is or isn't allowed. What you can charge for ads will obviously depend on the quality and circulation of the publication – all the more reason for making it as good as possible. Don't forget that although taking ads makes a magazine look more professional, it also means extra effort – take care to ensure that the effort is justified by the extra revenue.

Printed magazines

- With some idea of budgets, an editor should consider the size and style of a printed

magazine. A5 is the most popular size, that is half the size of this piece of paper (the majority of clubs use this size) not least because of lower postage costs than A4.

- The printing world is highly competitive so get more than one quote. Above all, check on a printer's reliability as well as quality.
- Discuss with the printer what form he wants the copy in and then let possible contributors know. Editors struggling for copy may be glad of something handwritten on the back of an envelope, although things will be a lot easier if slightly better technology is used.
- Decide what flavour you want – elegant or earthy, luxurious or cheap and cheerful. Try to give your magazine a character of its own although get legal advice if you decide to be deliberately controversial. Avoid four letter words or off-colour jokes in it, you aren't writing a rag mag and members are difficult enough to recruit without offending any.
- Try to get skilled help in planning the layout of the magazine and in designing the cover. Even consider drawing up a house style sheet for the magazine, spelling out whether certain words are always hyphenated, capitals always used for others and so on. Your readers may not all notice the consistency but it will add a little something to the quality.
- Consult your printer about photographs, what form he would like them in and so on, and then set up a supply line for them – there will usually be a club member at events who is a mild camera buff who will be happy to see his work in print.
- Some clubs successfully use cartoons in magazines but they do need care if they are not to look indulgently amateurish.

- Having sorted out the style of the magazine, the editor should then try to PLAN AHEAD. Too often there will be a last minute scramble to get anything out at all, yet a little planning can prevent some of the panic. Christmas will probably come around in December every year ... so why not think of a suitable feature for the December issue several months ahead? A twelve month plan will help an editor balance a magazine so that over a year it covers all members' interests.
- Having produced a magazine to be proud of, it is important to get it to members as quickly as possible. If the club meets on a regular day then schedule the magazine so that it can be given out then but do have a method of delivering copies to those not attending. Mail is the most reliable method but it can be costly and it does need helpers to stuff envelopes. Advertising leaflets can perhaps be included during the exercise in order to defray postage costs but watch that inserts don't take you into a higher postage rate.
- Print a few extra copies each month and send them to national enthusiast magazines, local journalists, club sponsors and neighbouring clubs; put a few in local libraries and other places where you may reach potential new members.
- Prior to sending any e-newsletters it may be worth advising your Internet Service Provider that you'll be sending group emails out. There may incidentally be VAT issues with e-letters, and you always need to consider Data Protection.
- With most airlines you now have to pay extra if you want a paper ticket, so maybe before long people who are not on the net will have to pay higher subs or at least supply stamped envelopes if they want printed versions of newsletters.
- An important point: you should not disenfranchise those without a computer if, say, you have rare spares for sale or scarce tickets for something. Give people time to apply by post.

Possible things to include in a club magazine

The constant complaint of editors is that they can't get enough material – so this Guideline lists, in no particular order, the items which appear most regularly in club magazines which may provide one or two ideas. Most apply to e-mags as well as printed ones.

e-newsletters

There has been an explosion in e-magazines because they're very quick and easy to do and offer substantial cost savings.

- A specially designed e-zine may be better received than simply putting a conventional printed magazine on line eg having to scroll up and down to read a two-column page is less easy than a full width piece.
- It may need a bit of trial and error if you go the e-zine route to get the right style for members but as a guide, a highly experienced journalist deeply into the IT world reckons that no single item should be more than 150 words; no paragraph should be more than 55 words; no sentence should be more than 30 words and no e-newsletter should contain more than half a dozen items. Others may disagree with that list but at least there seems general agreement that you shouldn't fill one with padding or stuff which would not be out of date if published in a printed magazine at a later date.
- Contents page
- What it is, eg "The magazine of the XYZ Motor Club which does this and that".
- List of officials (first names are more user-friendly than just initials) addresses, phones and email details. Perhaps with a note asking members not to phone after a certain time.
- In what form the editor would, ideally, like to receive copy.
- Calendar of events.
- Free DVD, perhaps of highlights of a major event or of the club's activity during the previous year.
- Where the club meets and when.
- A disclaimer that "Opinions expressed are not necessarily those of the committee and officials".
- Invitations from other clubs.
- Championship positions and points.
- Editorial.
- Committee news with at least a digest of minutes.
- News of social events.

- Reports on competitive events.
- Subscription details and a membership application form.
- Photographs (properly captioned and free of copyright problems).
- Date copy must be received for the next issue.
- Welcome to new members.
- Advertising rates.
- Sales and wants ads for members (usually free).
- Brief history of the club.
- "Ten (or 20) Years Ago". Snippets culled from old copies of the magazine.
- Letters from members.
- Copies of key letters, eg from someone offering a discount to members or from a celebrity.
- News from a key club sponsor:
- Regional Association news.
- Cartoons.
- Quizzes.
- Crosswords.
- News from local companies.
- Articles about members' cars or trips.
- Club clothing and badges for sale.
- List of members who have businesses and are prepared to give discounts to club members.
- *e-Wheels*, a page of news emailed to clubs by the MSA on the tenth of every month.

Promoting a club

Why bother?

- Clubs should make an effort to promote themselves because most are 'competing' with countless other organisations in their area for media and public attention and, not least, sponsorship. With changing leisure patterns and the emphasis on 'quality time', the competition for people's leisure time gets greater, and our sport is not the only activity concerned about a dearth of young members.
- Motorsport cannot operate in isolation. It is affected by outside events so we must fight our corner over land access and other issues.
- The better relations a club has with its local community and the local media, the better chance it has of either limiting adverse publicity, perhaps following an incident on an event, or lobbying e.g. for venues.
- Promoting a club need not be expensive – effort and ideas are more important than money.
- The suggestions in this Guideline are not exhaustive and not all the ideas will work for all clubs... but all of them have worked for one club or another and may therefore be worth trying!

Doing the work

- If promotion is to be done properly, one club member should be put in specific charge of it – promotion should not just be something tagged on to other club jobs. It may help to encourage volunteers for the press officer's job to point out that many of the thousands employed full time in motor sport are on the marketing and PR side.
- It helps if the person has some knowledge of public relations or marketing **but this is not**

essential. Enthusiasm and common sense are the most important qualities required.

- The person doing the promotion job should be a member of, or at least attend, club committee meetings so that they are fully aware of what is going on.
- If funds permit, a budget should be allocated to the post and there's no reason why it should not be given an important sounding title to use when dealing with the outside world.

Taking stock

- The person in charge of promotion should, with the main committee, find time to step back and take a detached look at where the club is now and where it's going. Ideally, all clubs should have a forward plan, looking at where they want to be in say 2 or 5 years time. If you don't have some sort of plan, in 2 or 5 years time you could find that you've actually gone backwards.
- To help the planning process, some clubs have found it helpful to appoint a small sub-committee to review things and they've also found it worthwhile to include the odd member of the awkward squad – many clubs have someone who's always sounding off about things. Get them on board.
- Clubs have also found it helps to conduct a simple survey among members asking what they want. If nothing else such a survey may guide you to member's interests, as well as to the demographic make up of the club. Incidentally, when doing surveys a tick-box format makes them easier to analyse although there should perhaps be a space at the end for an expression of opinion.
- Any stock taking process should ask: why on earth should anyone join this club? And if the list isn't very compelling, maybe it's time

to think how to strengthen it. If you can't think of any ways then a review may at least lead you into considering a smooth merger with another club rather than a messy collapse. It may help to condense your club objectives into a sentence or two, with everyone having a clear idea of what the club's aims are. Something like this perhaps:

"To provide some interest for the young person of limited means, who wants to enjoy his spare time with his car and other persons of similar ideas; for the family man – which would include his wife and children if they are interested; for the lay enthusiast, and also for the keen non-owner."

Worthwhile objectives from the inaugural minutes of the Bexley Light Car Club ... in 1955!

- Any attempt to 'take stock' should look at the 'image' presented by the club. What about printed material? Is it looking tired and out of date? Does the club have a 'house style' for all its literature so that there's a consistent style? It should.
- Does the club have a website? Again, it should. Any club site should be easy to access; remember that clear information is more important than over-elaborate design. Above all, is the site up to date? An out-of-date site signals to potential recruits that the club is inefficient. Ideally of course a club should have one person responsible for its site. And he or she should be on the main committee.
- Beware! If clubs host internet forums, bulletin boards and the like, they should be aware of potential pitfalls if they allow their websites to be used as platforms for defamatory material.

A High Court case was brought by a Championship football club against the owner and operator of a website. The club argued that some of the site's users had posted false and defamatory messages against the club and its directors. The club could not bring proceedings against those posting the messages, as their real identity was not known, only their screen name, so the only way to find out the identities of the message posters was from the website operator. The court granted a 'Norwich Pharmacal' order in five of the 14 postings considered. This required the website operator to assist the victim by disclosing

the identity of the wrongdoer. The judge held that the club's entitlement to take action to protect its reputation outweighed the rights of the message posters to maintain their anonymity and to express themselves freely.

- Does the club maintain regular contact with the local or even national media?
- What about the club's trophies? Is there a standard 'off the shelf' air about them or have they a unique style, which makes them more memorable and reflects well on the club?
- All small details? Of course they are, but add them together and they make a big difference to how a club is seen by people.

Internal promotion

- Word of mouth is still the most powerful form of advertising when attracting new club members, so by far the most effective recruitment aid is to have existing members enthused and likely to tell their friends.
- So let's look at some of the things that can give a club that extra edge.
 - Does the club have special offers for members? They may have more of a perceived than actual value because not many members take them up, but they can still look attractive.
 - Does the club have special clothing for sale to members to encourage a club spirit? As an aside, many clubs appear to be recognising that this isn't a significant profit area and are switching to suppliers who make and supply to order. This avoids the hassle of stocking and obsolescence.
 - Have you considered special incentives to help recruit members? Perhaps a discounted subscription for a certain period or whatever. Such offers seem to work well for magazine subscriptions and for mail order companies. Maybe they could work for clubs too?
 - Have you tried getting existing members to recruit their friends? Bring in so many new members and get a free rally jacket etc.
 - Have you tried a recruiting drive via your website?

- Have you tried mailing lapsed members, of whatever age or sex? Some clubs report a success rate of at least 10%, and you don't need many new subs to cover the cost of a mail shot. A **very** good time will be after a club's anniversary celebration to which lapsed members have been invited. Grab them while they're remembering the great times they used to have in the club.
- Consider special recruitment days where the club puts itself on show and has experts on hand with their cars to explain various aspects of the sport; consider running longer introductory courses. Consider running such days during local festivals or National Motorsport Week.
- So those are just a few areas to consider if trying to recruit new members. But once recruited, how do you communicate with them and involve them?

Communication

- Some clubs report great success with 'new members evenings' where committee members (badged of course) meet newcomers and tell them how the club works. Other clubs have found it helps to give new members a specific 'contact' or mentor – someone they can call if they need advice about the club.
- Essential of course is some sort of club magazine. These are important enough to warrant a separate guideline – see Guideline 10.
- Above all, does the club have a healthy social and competition programme? Or is it totally focussed on one event? And if so, could the club survive if the event failed one year or for that matter if we faced fuel rationing? It's happened before.
- Can anything be done to 'add value' to an existing event or is it worth experimenting with a new one? One club successfully ran a relaxed touring run – as many clubs do – but got added value, certainly in terms of press coverage, by adding an economy element.
- Involving people by something even as simple as asking if they can supply raffle prizes when they apply for dinner tickets may help that all-important club spirit and sense of involvement. The more motivated members are, and the less cliquy a club is, the healthier it will be.

Community relations

- A club is, or should be, an integral part of its local community and should be active in this role. A club may need the tolerance of local residents over Rights of Way, sponsorship, noise problems, etc and the better links it has with its community the better treatment it is likely to receive.
- Is the club listed in the phone book, on local websites and in guides to local associations?
- Liaise with other clubs, whether car or motorcycle, in your area – you may be competing for members but you're on the same side when promoting or defending our sport. At least keep an eye on what other organisations in your area are up to. You may be able to learn from them, even if it's only who's advertising in their magazines.
- If you face hostility from local residents over a venue you use – door slamming late at night perhaps – then take firm action via posters or warnings in your club magazine.
- Put your events in local diaries, those kept in libraries for instance, or in 'coming events' features in local newspapers and magazines, or on local websites covering events.
- Does the club need to advertise in local publications?
- Place run-ons of the club magazine in libraries, doctors' waiting rooms, etc, anywhere they may attract new members.
- A club should be represented where possible at town shows, fetes and so on. Is there someone in the club with marketing or exhibition experience who can help with a simple but professional looking display, featuring an exciting car where possible? Simple pull-up display panels can be useful for such occasions. But if, like some clubs, you buy one, keep the wording fairly ageless so that it doesn't need updating too often. Some clubs have even got such units sponsored.
- Is it possible to join a town's 'twinning' campaign by linking with a motor club abroad?
- Will local authorities co-operate in a course of evening classes on motor sport related

matters, e.g. car preparation. Can links be forged with local schools?

- Are there any community opportunities for club action, which will generate media coverage? If roads get blocked can a rally car be used to struggle through the snow to pensioners? Can Santa Claus come to town in a competition car for a change? The possibilities are endless and if a motor club doesn't take them, then the media space will be filled by more dynamic local groups.
- If a club is lucky enough to have a clubhouse, can it be offered to charitable groups for use? Is it clean, with up to date display material?
- Do you have a regular meeting place? And if so does it have a plaque outside – the sort you see where Round Tables meet on a regular basis? And is there a club notice board in the meeting room, either installed as a regular fixture or something brought along to each social evening by a committee member? The dartboard cupboards often seen for sale in charity shops are ideal for this.
- Have you considered reciprocal projects such as quizzes with other, non-motoring groups in the area?

Lobbying

- You only have to consider the anti 4x4 lobby, concerns over road safety, noise, environmental issues and so on to realise that we could well be having to fight our corner in order to survive in the future. And clubs may of course have to lobby over local issues affecting them.
- The best advice if lobbying seems to be:
 - Clearly identify the issue and don't get side tracked. Stick to the main, key points. If you have a lot of facts to put across, do so as an attachment to any correspondence to avoid the main message becoming too detailed and therefore offputting.
 - Make sure you really do *have* an issue. If you don't really have a case, it's sometimes better not to start fighting.
 - Decide your target audience. Who are you trying to target, galvanise or impress? This will help you work out the best way of reaching them. Often it may be members of your club because you want them to actually put pen to

paper for a write-in campaign. CAMRA have correspondents on standby around the country ready to write to newspapers and phone local radio programmes about issues. If they can do it for real ale, we should be able to do it for our sport.

- Whether following that idea or not, a club should have a designated spokesman or spokeswoman. It doesn't have to be the club chairman or secretary if someone else is lighter on their feet in an interview situation. Many campaigns fail because of the front man.
- As an aside, it helps if a club has a skills database – its useful to know when lobbying if a club member is in market research, public affairs or whatever.
- Make sure any claims you make can be backed up by fact. You may embellish a little, but if your opposition prove that you've lied they'll clobber your case, perhaps terminally.
- Avoid getting personal. You'll put off potential supporters and you may even get sued. Litigation is too often the buzzword today.
- Talk to people and get involved. If you don't have representatives on local groups meeting to discuss local issues, then your voice simply won't be heard.
- If action is needed, unite with other groups affected by the same problem.
- There's nothing magical about that list. Nothing costly either. It just means being watchful about threats to our activities – early warning is essential – and being ready to take action when we face them.

Public speaking

- Can anyone in the club be persuaded to give talks about the sport and the club to other organisations in the area? Talking to them is a very good way of building useful friends (not least among young farmers perhaps) and maybe even recruiting new members. Many people get nervous about speaking but it is still worth the effort and there are many books on the subject that will help. The MSA has sent clubs an outline talk to help in this area.

The media

- The first thing to stress is that there's absolutely no magic about dealing with the media. It simply means building bridges with relevant publications and journalists to help project news about your club.
- The better your PR is – in terms of supplying “oven-ready” copy, pictures, video on a “just in time” basis and free of charge/copyright, the better your chances of getting a good showing.
- If a newspaper has a web editor/reporter then cultivate them. Newspaper websites need to provide a lot more than the news you find in the paper and people involved in them might well be interested in marginal sports, which is how ours may sometimes be regarded.
- A key is to have a record of all the people you need to be contacting – their names, addresses, phone numbers and, above all, email addresses as this is likely to be their preferred route for communication. Include in your list ALL the likely media outlets for your news, whether local or, in some cases, national. Don't forget local free newspapers or magazines or even hospital radios for that matter – a lot of people work in hospitals. If you spot that someone new has joined a media outlet, write to introduce yourself and explain about the club. And make sure you amend your own records about that outlet. You never know, you may find they're motorsport enthusiasts.
- Read the publications yourself from time to time so that you get a feel for what's likely to appeal to them. With some smaller newspapers and freesheets it may even be worth offering to write a regular column on motorsport and maybe general motoring too. If your offer's accepted, check their deadlines and make sure your copy is ALWAYS on time. You must, must, keep your promises.
- Where possible ASK journalists in what form they'd like material and when their deadlines are – miss a deadline and you probably won't get the story used in the next issue.
- If you build a rapport with journalists, try to strengthen that by inviting them to sit in a competition car perhaps even navigating for a driver who isn't desperate for points, or to attend events like club dinners; they'll probably say 'no' but they will remember

that you asked. Incidentally, you may improve your chances with the media if you have, say, a mayor or other VIP present. As an aside, one club has discovered that, pre-war, local mayors and newspaper editors were ALWAYS made honorary members.

Press releases

- Having built up a list of media contacts – and include worthwhile local websites – the way to communicate with them is by press releases, and the rules are the same whether sending them by post or email:
 - Remember the 'W's' – who?, what?, why?, where?, when? A release should answer most if not all of those questions. Who is involved, what are they involved in and why. And where and when is it happening.
 - Be clear – don't make it a guessing game to find the reason for the press release.
 - Keep it simple, concise and to the point. What you hope may be feature articles should be no longer than 450 words, news stories 300 or so.
 - Avoid long sentences and use plain English. Care with acronyms – put the full version and then the initials.
 - Make it easy for journalists. If they have two stories, one oven-ready to go in the paper, the other needing work, which will they use? Correct, the oven-ready one.
 - Avoid jargon. If journalists can't understand what you are on about, they won't use the story.
 - Try to give things a local angle. Local papers may – quite rightly – carry a local planning issue as a page one lead, even though a war has broken out.
 - Personalise a release. “John Smith Chairman of Anytown Motor Club said” is better than an impersonal “The Anytown Motor Club announced today”.
 - Plan ahead. January 1st is fairly sure to roll round every year – so why don't more clubs put out quotes from their chairmen outlining plans for the coming year?

- Don't necessarily stick to motorsport. If there's a local debate raging about speed cameras, maybe chip in with a release that anyone wanting to drive fast may enjoy the sprint being held on such a such a date.
- Always include contact details with a press release.

If sending printed material:

- Releases should preferably be double-spaced and on one side of paper only.
- Special paper or NEWS rubber stamped across the top of your club notepaper may help your story get noticed.
- Leave space for journalists' amendments or copy instructions at the head of the page, and leave good margins at the side.
- You're most likely to be sending releases by e-mail although there's a case for only sending timely material this way – don't clog up in-boxes with newsletters that could equally be posted. Only email real news stories.

If sending material by email:

- Forget fancy graphics. Media outlets don't need logos, letterheads etc. A waste of space and time. In our digital world it's more important to send information in a format that requires little or no work by a journalist. Graphics simply get deleted and slow down transmission. Keep in mind that motorsport news won't be a high priority for newspapers or magazines – don't give them an excuse not to use your material.
- Avoid attachments where possible. Some outlets simply ignore them; others have computer firewalls that go as far as automatically blocking attachments.
- Hide your address list; there are programs that will do this. Sending a list of the recipients at the top of your email release looks unprofessional.

Photographs

- At every event there's usually someone taking pictures, yet how many clubs bother

to feed them to the media? Very few. Yet it's not difficult.

- Persuade someone in the club to become the 'official' photographer either taking the pics themselves or arranging for others to do so. Local newspapers will almost certainly have more important things to do than send photographers to your events. You'll have to feed them.
- Establish in what format media outlets prefer to have pictures. Most publications will prefer you to email electronic pictures.
- Check the minimum size and resolution that publications need for decent reproduction. This may vary between outlets. One PR company we spoke to advised against sending ANY high-resolution images on spec by email as they can clog up systems and make you very unpopular. Tell people where they can download them if needed – from the club's own website for instance. Perhaps put a low-resolution thumbnail with the release telling people to call if they need a high-resolution image.
- Don't send computer printouts – they may look OK to you, but they won't when they're scanned in.
- Don't embed pictures in documents either – it's a struggle or even impossible to get them into a newspapers picture system and results are usually not good.
- Journalists won't thank you for clogging up their inbox or even in-tray. Don't make them wade through half a dozen pictures. Choose the best one or two and just send those.
- At prize givings, get as many trophy winners as possible into the same picture – a whole series of pictures of one or two people shaking hands, holding trophies or certificates, will be a turn-off for many publications.
- Think what will make a picture attractive, and get people standing as close together as possible. The normal 'personal space' we give in real life looks enormous in a picture so snuggle up close.
- Children may help to get a picture published – although don't inflict them on members via your club magazine but do note the Child Protection issue (see Guideline 6). It's a sign of the times that media outlets will almost certainly want proof that children featured

in photographs are either yours or, if not, you've got the permission of their parents.

- Pictures must be copyright free – they won't be used if there's any doubt.
- Pictures must be clearly captioned. And captions should be no more than 30 words. Captions should list first names and surnames of everyone on the picture, where they are stood and, if appropriate, what their position with the club is.
- Finally, ensure that club pictures are retained somewhere. In 100 years time your successors will be glad of them when feeding the Mars Journal with stories on your club.

Radio and television

- We shouldn't neglect radio. There can be opportunities and in fact some club people have gone on to have their own weekly radio programmes because they've proved a reliable source of news and comment.
- Remember it doesn't have to be the club chairman or secretary who speaks or gets interviewed if someone else has a more user-friendly voice. But whoever it is:
 - Don't use alcohol to soothe any nerves before an interview.
 - Don't waffle
 - Don't use in-jokes, jargon or, of course, bad language
 - Don't attempt clumsy plugs for sponsors
 - Do be honest – radio can be very revealing
 - If you know when a radio piece is to be broadcast, get it recorded in case it will impress potential sponsors.
- All those things apply to **television** too. With the added and obvious rider that the way you are dressed and the way you project will be even more critical. Just don't give up on television. There could be opportunities – let's face it there are enough channels around. As an example, one club sent a well-crafted press release and a video of fire fighting taken at previous training day to a TV station, inviting them to send a reporter along to actually fight a fire. It worked.

No publicity

- But you put in a lot of effort, you build bridges with the media... yet you still get little or no coverage. What can you do? The first thing to do is vow not to get angry or give up. Keep plugging away.
- Maybe you can piggyback on stories put out by local companies involved in the sport.
- Write – or if there's someone with more influence in the club – get them to write, to editors explaining that the club is an integral part of the local community and ask why it's being ignored. And pull strings – if you know someone who knows an editor then try that route.

Bad publicity

- Instead of no publicity, what happens if you actually get publicity, but it's bad?
- First take a deep breath because an instant over-reaction may make things worse. If you've got time to think – perhaps because the next issue of the offending publication doesn't go to press for some days – use some of the time to really think things through.
- If the club itself simply got something wrong don't be afraid to say "sorry" – it can be a very disarming word.
- If something was damagingly and provably inaccurate then point that out firmly but courteously. But otherwise, just consider – if an anti story is tucked away on page 7 of a newspaper and you send a blistering letter about it, you may just earn yourself an even more damaging story, but this time on page 1. Remember that threats of writs may simply make journalists think you've got something to hide. We're NOT advocating a 'lie down and let people roll over you' approach. We ARE advocating that you think carefully before marching off to war.
- However close a link you build with a journalist, it may be safer to avoid bad publicity if you assume that there's no such thing as 'off the record'.
- It's worth stressing that clubs should have clear policies on Child Protection. Adverse publicity in that area could be very damaging. See Guideline 6.
- There is of course one other area where you may get bad publicity and that's if there's an

accident, perhaps even fatal, on an event. The MSA has detailed guidelines on this which includes such things as:

- The importance of pre-event planning
- Establishing contact with the Police before an event. This will make it a lot easier to deal with them after an incident.
- The need to quickly convince journalists that the event press officer is their best source of information – otherwise they'll go looking elsewhere and confusion may arise. It follows of course that the press officer must have clear lines of communication so that he or she really does know what's going on.
- In general you should hope for the best, but plan for the worst. That way you're most likely to maintain control over a situation.

Anniversaries

- Use significant birthdays in the life of the club, 50, 75 or 100 years for example, to generate local publicity and at the same time reach out to lapsed members. Clubs have had success with anniversary cakes being cut, perhaps by their oldest and youngest members together. Pictures of members receiving certificates after being in a club for, say, 25 years have also got published.
- 'Then and now' stories are popular with local newspapers and magazines. These are much easier to arrange if old material is available, and clubs should encourage someone to act as an 'archivist' and contact older members for their memories and, with luck, memorabilia. Local newspaper files may prove useful for stories about the highlights of the club.
- For the sake of **future** generations (when they are celebrating 200th and 300th anniversaries of the club) keep ALL club magazines, event regulations, committee minutes and so on.

Finally

- To repeat a point made earlier: it is vital for clubs to promote at a local level if our sport is to hold its own against the many competing activities and if it is to fight off the challenges we face.
- Good luck with your efforts!

Social functions

General

- Although a majority of members may be attracted to a club by the thought of competing, a healthy social programme can play a key part in keeping a club strong and lively.
- The annual dinner or dinner dance is likely to be so important in a club's calendar that it deserves a Guideline to itself (see Guideline 13) but whatever the social function, the key as with competitive events of course – is to *plan* and pay attention to detail.
- When organising social activities, remember that the way a function is run “says” something about a club. If you invite, say, sponsors (or potential sponsors) or possible new members and an event is a shambles they will hardly be encouraged to support or join you in the future.
- If a club has a healthy social programme with, say, a table top rally (see Guideline 14), quiz, scalextric and kart evenings, it is worth considering a Social Championship which helps to link the events together and build momentum. One club for instance runs a Social Championship which covers quizzes and table top rallies and also embraces simple driving tests and navigational rallies.

For each event points are scored as follows:

1st: 20 points;
 2nd: 10 pts;
 3rd: 8 pts;
 4th: 6 pts

All other entrants: 5 pts

Organiser: 20 pts

Helpers: 5 pts

The Championship is open to paid up members only, it runs over 12 months and points are announced every month in the club magazine. The award is presented at the annual dinner and the winner receives just as much applause as the other champions!

- Encourage members to invite friends who are potential new members to a few functions. The chairman or other official should warmly welcome them and in a (brief) speech outline what the club has to offer. Have application forms available.
- Clubs should remember the promotional opportunities of social events and involve the media where possible. It has been known for a club to get sponsorship for a quiz simply by persuading a local radio station to take an interest in it.

Quizzes

A quiz is one of the most popular club activities and is also one of the simplest to organise. Basic tips:

- Keep it simple!
- Make sure your question setters are experts. Do they know more than the contestants?
- Don't make questions too difficult otherwise people will “switch off” and become disinterested.
- Make sure individuals or teams know the rules before the event begins so that there are no arguments. Stress that mobile phones are not to be used to phone a friend!
- Don't get into arguments on stage.
- Always have ample questions available.
- If there is any question of a tie-break, make sure that the question-master and the contestants understand it.

- Make sure the question-master is a strong character who can keep control. Make sure he knows his stuff and at least understands all the questions even if he doesn't know the answers.
- The question-master needs an assistant to keep score; have a brief rehearsal in advance.
- If you have film or audio questions, double check on technical facilities well before the start.
- An ideal format for a social evening is to show a film or DVD, then have a quiz followed by a break while entry forms are collected. After the break another film or DVD will allow more time for marking before winners are announced – in reverse order – at the end of the evening.

Film/DVD shows

- DVDs are almost universal these days – films are included because members may have old ones featuring the club, although ideally these should be transferred onto DVD.
- If borrowing/hiring DVDs from commercial concerns, allow plenty of time for hiring/delivery/collection.
- If possible, borrow or hire a large screen system. If using ordinary TV screens, make sure no-one has to sit more than 10 yards away, or they will lose detail.
- If the audience is going to be large, arrange to have more than one screen.
- Before the evening, fix the location of screen/recorder/player and seats.
- Check availability of power sockets.
- Know where all the fuses are.
- Before the evening, check the ability to black-out or at least darken the room.
- Once equipment is installed, run a film to set the focus and check the sound levels.
- Before the evening starts, check, check again, then re-check all the equipment.
- Make sure your operator knows all about the equipment. Make sure he or she rehearses its use, especially in the half-dark.
- Detail someone else to be in charge of main ('house') lights.
- Don't show films non-stop. After 30 minutes, say, break for a few minutes.

A lot of detail just to show a film? Well it's all commonsense really and members (and potential new members) may have more regard for the club if things run smoothly.

Forums and celebrity interviews

Before the day

- Find out who your members would like to listen to – engineer, rally driver, racing driver tycoon, journalist, TV personality, or whoever?
- Having chosen personalities, approach them with a choice of dates – **give a lot of notice** and be realistic about who you are likely to be able to get.
- After fixing a date, agree with them about the format – lecture, informal chat, visual aids to accompany, etc. Busy people may prefer an interview session rather than have to prepare a talk.
- Agree on expenses and fees (if any) in advance and not on the night.
- Find out if overnight accommodation is required. In any case, arrange to have him/her met, and provide clear instructions on 'how to find'.
- Check and double check that your participants have agreed the time, date and place. If possible have at least one 'reserve' to cover dramas.
- Limit participants to 3 or (maximum) 4 for a forum. Any more is difficult to handle in a 'show business' manner,
- Agree on length of function in advance. How many intervals, will the bar be open, when/where, will any videos/films be shown?

On the day

- Have a pre-event briefing with participants – will you introduce them on stage, bring them up individually for one-to-one chats, introduce them individually then chat all together, etc?
- If possible, chat to celebrities beforehand, to agree on the form of the interview, and sketch out questions/subjects.
- Decide whether or not you will take questions from the audience.
- Does a celebrity want any questions to be 'planted' in the audience? Does he want to

be fed any particular questions or theme? Find out in advance.

- Don't embarrass the subject – agree on subjects **not** to be mentioned, like divorces, crashes, cock-ups – before you go “on air”.
- If you are using P.A. equipment, check it, check it again, then re-check it.
- If conducting an interview with a celebrity, ask short, simple questions – don't make debating points and don't interrupt his/her answers.
- If you are to have a ‘Vote of Thanks’ or presentation to the personalities (or bouquet of flowers if a lady), make sure the presenter knows when/where/how in advance.
- If you have any club celebrities, like rally or racing championship winners, arrange for them to be present to have pictures taken with panel celebrities.

Timing

Club members will enjoy a social function more if it runs smoothly, so a timetable should be drawn up for an event and the organisers should see that things run roughly to time. As a guide, the following is a tried and tested timetable for a successful series of forums run across the country:

Draft Timetable

Bar open	7.00pm	Doors open
	7.20pm	Announcement of ‘10 mins until bar closes’
Bar closes	7.30pm	Club Chairman stands up; “Welcome. We have an interesting evening lined up for you – films – forum – raffle etc. Start off with film of X, then John Smith will introduce his panel of experts to you.”
	7.35pm	Lights down. First film starts.
Bar closed	8.00pm	Film ends. Lights up. Chairman introduces panel one by one and they join him at the top table. Question and answer session starts. Questions planted in

case audience slow to start asking them.

Bar opens 9.15pm

Q and A session ends. Chairman announces raffle and 20 minute break. Panellists available to sign autographs.

Bar opened 9.40pm

Audience sit down again, raffle draw takes place, prize winners remain seated. (Panellists may wish to leave at this point).

9.40pm

Second film.

10.20pm

Second film ends. Club Chairman stands up: “That's it – many thanks for your support and thanks to the panel.” (Clubs may wish to present celebrities with small momento of club as a ‘thank you’).

10.25pm

Prize winners collect their prizes.

N.B. Note the emphasis on closing the bar at intervals. The disruption of members clattering in and out with drinks while people are on stage will irritate and should be avoided.

Dinners and dinner dances

Basics

- A dinner or dinner dance will often be the highlight of a club's social calendar. It should be a lot easier to organise than a competitive event but to be successful needs just the same planning and attention to detail.
- A clubs committee should first perhaps consider *why* a dinner is being run: because it is a tradition, to raise funds or to round off a year and either just break even or even be subsidised. These considerations will help establish a budget and a feel for the general flavour of the event.
- Keep in mind that some clubs have found lunches to be more popular than evening functions.
- If you are likely to struggle to get an event off the ground, consider liaising with a nearby club to run a joint dinner. One event of, say, 100 people will have more atmosphere (and negotiating strength with venues) than two of 50.
- Once objectives are clear, the committee should appoint a small group (it can even be a one man or woman band) to get on with things, simply reporting back at intervals. Committees should firmly resist the temptation to spend hours discussing details of menus, table plans etc.
- The organiser/s should of course rope in other people as necessary, eg to collect prizes for a raffle, or small items – key rings and so on – as table gifts. If a club member is to be the Master of Ceremonies on the night (instead of a paid toastmaster) then he or she should be involved in the organizing team so that he knows what is supposed to happen and when.

Timing

Unless you are brave enough to try a summer barn dance, winter will probably be the time you will choose. But so will countless other organisations so **BOOK A VENUE EARLY** And do allow plenty of time for other aspects of the organization.

Venue

- In many areas there may be only one suitable venue but if there is a choice, go for one with adequate car parking and one where you won't have to rearrange the room for dancing after the meal. Long thin rooms are less than ideal because they often mean people are split into two groups with a central dance floor.
- Wherever you choose, do be quite clear about the arrangements and **PUT THINGS IN WRITING**. Who at the venue will be there on the night as your contact in case things go wrong? Does the price of the meal include the cost of the room? It should but there may be an extra charge if your numbers fall below a certain level. What charges do you incur if you have to cancel?
- When you visit to vet a venue (you should), note if the room has a "dead", dreary area which could do with brightening then arrange for a competition car, or motor sport posters or a display of flowers to liven it up on the night. And check if lights can be adjusted to vary the mood in the room, eg down for dancing and so on.
- Is there somewhere to display a club banner?

Menu

- Don't select food so way out that half the guests won't touch it, or something so complicated that the chef will be stretched

beyond his ability. Vegetarian options must be available.

- Establish what the procedure will be for ordering wine; some clubs build a certain amount into the basic cost of the tickets.
- Pay attention to detail with the venue e.g. it's not life or death whether flower displays tone with tablecloths but if they do, things will look that much better.
- Consider something original for the printed menus – the courses set out as a race grid or whatever. Perhaps include a contact name and phone in case guests wish to join the club.
- Carry the same printing style through to the tickets and place cards if you have them.

Guests

Obviously you will need an intelligent guess as to total numbers early in your planning. Don't forget your local MP and mayor (and even other key council people if you need good links with them), sponsors, journalists, landowners etc. Someone should be nominated to look after these people on the night, buy their wine and other drinks, so that they are not neglected.

Speakers

- Be realistic. If you are a small club and expect 35 people at your dinner, a race or rally star is unlikely to fly in specially from Monte Carlo. You may love your club dearly but don't expect others to automatically do so too. For this reason you should budget to cover travel and hotel expenses for a key guest expected to make a speech. Some star drivers may even expect a fee as well.
- Confirm speakers in writing, telling them where the dinner is, when it is, what dress it is, how many are likely to be there, what you expect them to do, how to find the venue etc. And then have a contingency plan in case they let you down at the last minute!

Dress

Lounge suits, casual or evening dress? It will depend on your club. Evening dress tends to add something to an occasion but members struggling to maintain a competition programme may not welcome the extra cost (if you do take this route, put 'black tie' on invitations and tickets to avoid confusion). "Dress optional" may be the answer with club officials at least encouraged to dress up.

Tickets

- All the attention to detail will be wasted if no one comes to the dinner so plan the sale of tickets with care. The event should be plugged well in advance in the club magazine, on the website and with the local media (correspondents should be invited as guests of course) and perhaps committee members should be charged with shifting a certain number of tickets each.
- Clubs have come unstuck with their finances when people have promised to sell tickets and then not done so they should be told of the importance of meeting sales targets!
- Consider trawling among lapsed members – if they enjoy the dinner they may rejoin.
- Keep in mind that the 'flavour' of an evening can be affected if it ends up with a majority of people being 'friends of friends' rather than committed enthusiasts – a detailed analysis of the FIA in a speech by the chief guest may be less than enthralling to them.
- Ticket prices? Up to you depending on your financial aim for the evening; keep an eye on what other organisations in the area charge.

Bands, discos, cabarets

- Much will depend on budgets and the average age of your guests. A good disco is better than a lousy band.
- Few clubs will be able to afford a cabaret at their dinner. An alternative may be to get a few club members to make fools of themselves with some skit BUT don't let such things run on too long or be so full of 'in' jokes that most of the room don't know what on earth it's all about.
- Consider background music during dinner and perhaps to fill the long pauses which sometimes occur as people walk up during prize-givings.

Raffles, etc

- If you decide to have a raffle to swell funds or just as a bit of fun, then nominate someone to run it and TAKE IT SERIOUSLY. Nothing is worse than trying to prise money out of people when all you can offer is a tired box of chocolates and a can of car polish. If you can't put on a reasonable display then don't bother. Don't jeopardise your relations with local traders by scrounging too hard for prizes.

- The draw of raffle prizes can perhaps be used to provide a break during dancing but **don't** turn it into a boring marathon with an endless parade of people trooping up to the front. State what raffle proceeds are to be used for and perhaps consider donating a portion to the Motor Sport Training Trust, the Motorsport Safety Fund or a local charity.
- If you decide to have an *auction* to raise funds at a dinner then find someone who knows what he or she is doing, stress that things must not drag on, and prime a few people to bid so that it doesn't become an embarrassing flop.

Timetable

When the basic planning is completed, a written timetable of who does what and when should be drawn up, agreed with the venue and then given to all concerned. You probably won't stick to it of course but it may help to keep you roughly on track; the biggest danger is of enjoying the pre-dinner drinks so much that the event begins half an hour after the start time on the tickets (instead of 15 minutes after which is the norm) and then the whole evening drags progressively further behind schedule. The timetable should make it clear that serving staff *must* be finished and, ideally, bars closed before speeches start.

You need to strike a balance so that things run smoothly without people feeling they are being over organised. If you have a "comfort break" do appreciate that it may be difficult to get people back and seated ready for speeches.

On the day

- Consider placing a club banner near the entrance as a welcome
- Try to find volunteers to be near the entrance to greet guests and make them welcome. More formal clubs may have the president or chairman positioned to greet everyone.
- Have a table plan (with large lettering because people may not want to fish out their glasses) placed high up so that it can be seen
- Check that the microphone is working. If you have a series of speakers, position them so that the mike can be passed along in one direction to avoid wires getting tangled.
- Have a few switched on members primed to act as "noise marshals" ready to nip out to stop, say, clatter from an adjacent kitchen

during speeches. They should check that no venue phones can ring.

- If you decide to clap in the top table (becoming less common), co-ordinate it so that guests are not kept waiting too long for the VIPs.
- Be sure speakers are available before starting the formal part of the function – some of them may need to be rounded up from the smoking area outside!
- The chairman should remember to thank key helpers, sponsors, etc during his speech ... which should not be too long.
- Bouquets of flowers for key wives and helpers always seem to be well received.

Awards presentations

- Too often these are a shambles; aim to do better.
- Try to keep the whole thing to a maximum of 30 minutes otherwise attention will flag.
- Tape or tie bases or lids onto trophies so that they don't fall and break toes.
- Have a clear system for identifying who has won which trophy. If in doubt tie or stick labels onto awards so that there can be no confusion.
- Try to find out if winners are actually present. If not, either get people primed to receive awards on their behalf or simply announce their wins then move quickly on.

Publicity

- Use a dinner dance as a way of promoting your club. Alert the media to the fact that it is happening and invite key journalists.
- Local newspapers are unlikely to send photographers so email them your own pictures of key officials, prize winners etc.
- Put a blow-up of your club badge in a suitable spot and liaise with any photographer to ensure prize winners stand in the right place so that the badge features in all photographs.
- Put a potted history of the club on the menus plus an address for potential new members to contact.

After the ball is over

- Hold an inquest, ideally within a few days before things are forgotten. What went wrong? What can be done better next time? Keep a written note.
- Mark up a timetable with the times things **actually** happened so that you know better next time.
- Does the running order need rejigging?
- Think about booking for next year.
- Write to key people thanking them.

It may all seem a lot of work just for a dinner dance (many of the points apply to other social functions as well of course) but it is worth the effort because if club members enjoy themselves it will help to make the club stronger, while if outside guests enjoy themselves it will encourage them to join or help the club in the future.

Table Top Rallies

Principles

- Table Top Rallies are a useful training aid for beginners and an enjoyable competitive event for more experienced club members.
- Table Top Rallies are generally map exercises these days – essential practice for navigators and a good chance for drivers to appreciate what the “other half” has to deal with (and to pick up skills themselves).
- Quick thinking and accurate plotting are the basis for success – as in car based rallies.

Compiling a Table Top Rally

- Instructions must be clear, just as they would be for a “real” rally.
- Make sure that the marking system is fully explained so that disputes can be avoided (e.g. if some answers are in the form of map references, how much tolerance will be permitted for the 3rd and 6th figures?). Have a disputes procedure, just in case.
- The event should last no more than one hour. Interest declines and frustration increases after this time – and you also want to get papers marked, results declared etc. in sensible time.
- Be specific as to which map and, importantly, which revision (bottom right hand corner of an OS sheet – small print above the title) is to be used. Stick to one map to keep costs down.
- Consider the needs of experts and beginners when compiling a table top – give the beginners more time, or a clue sheet perhaps?
- Do not make your event too hard – you wish to encourage new people to take part, to enjoy and complete the test so that they

come back to the next table top and to bring their friends too.

- Suggestions for route plotting:

Map references
Spot heights
Compass bearings
Tulip Diagrams
Herringbones
Grid Lines

All types of navigation that could be found on a 12-car, or navigational road rally – generally your Table Top will comprise longer sections than car-based rallies.

- If you use something of your own, or that you have seen on rallies, that is fine but don't forget to include a clue at the head of that section.

Further ideas

- Meet neighbouring clubs for inter-club Table Top Rallies – a chance to build useful bridges in an enjoyable way.
- Not so many years ago, Table Top Rallies often involved questions on rules, time keeping, stage rally techniques (tyre choice, service schedules etc). Though this is much less common these days, how about an event for crews (established drivers & navigators) which will help to prepare them for real rallies or to ease them gently over the step from single venue to multi-stage rallies.
- Include the Table Top Rallies in your club championship, or novice development programme.
- A Table Top Rally (without time penalties) can be run in the club magazine – replies by post or email or marked at the next club night.

Next steps

- Groups of clubs could run Table Top series for an established clientele, plus newcomers looking to broaden their horizons after enjoying club events.
- A national championship of table top rallies exists. It is internet based and classes exist for Masters, Experts and Novices. More details can be found at www.table-top-rallying.org.uk

Table Top Rally – Example

General rules

1. O.S. Map 151 Edition C2 is to be used.
2. CRO – coloured roads only.
WUW – will use whites.
MUW – may use whites.
3. Roads that either do not go, or go off the map, are ignored. For the purposes of this event, all gates are considered to be open!
4. Always take the shortest route consistent with the information given.
5. A master map will be available for inspection once the rally is complete. Any queries to be directed to the organiser. Any disputes will be considered by the Steward.
6. When considering map references, the tolerance allowed is within $\frac{1}{2}$ on the third and sixth figures.

Penalties

Time taken for the section (over the allocated time)	1 mark/min
Wrong location for final control	2 marks
Incorrect passage check	2 marks
Not attempting a section (in organiser's opinion)	20 marks

Section 1

(in order Map References)

Start MTCI, Broughton Castle 4181/4382'7 to WC 2

WUW Time allowed is 8 minutes.

Via 424 $\frac{1}{4}$ 384, 422 $\frac{3}{4}$ 392 $\frac{3}{4}$ N, 421 $\frac{3}{4}$ 397, 397383, SW 381402, 386403 $\frac{3}{4}$
390 $\frac{1}{2}$ 402, 396423 $\frac{1}{2}$, 387 $\frac{3}{4}$ 408 $\frac{3}{4}$ NNW, 389429 $\frac{1}{2}$, 393449, 400431 $\frac{1}{4}$
TC2 is at the next junction

PC 'A' How many times does your route go from white to coloured roads?

PC 'B' List the spot heights on this section

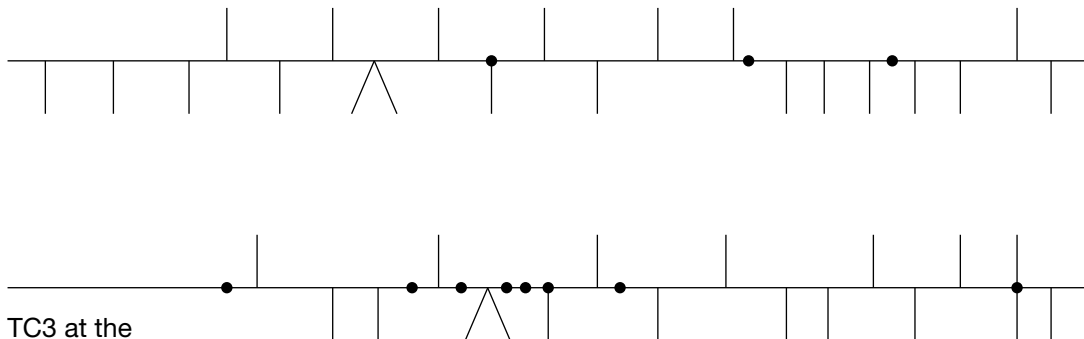
PC 'C' Map reference of most easterly point on this section

TC2 Map reference

Section 2

TC2 407 $\frac{1}{2}$ 427 $\frac{1}{2}$ ENE to TC3 (Long Herringbone)

CRO Time allowed is 10 minutes (Spot heights shown to help you!)



TC3 at the
next junction

PC 'D' How many gradient arrows on this section?

PC 'E' How many "places of worship" on this section?

(only count those whose symbols cut the road edges)

PC 'F' List the A+B roads used on this section

TC3 Map reference

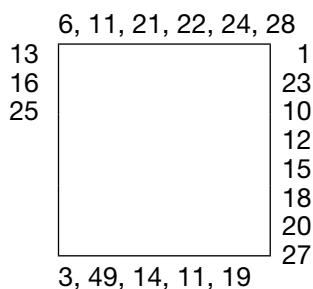
Section 3

- TC3 403490½SE to TC4
- WUW Time allowed is 10 minutes
SSW, ESE, NNE, SE, NNE, NW (CROSS M40), E, SE, SE, N, NNW, E, NNE, E, N, SW, NNE, NW, NNW, N, ENE, NE, NE, N, NE, SSE, SSE, WSW, S
TC4 at next junction
- PC 'C' How many times does your route go from white to coloured roads?
- PC 'H' List the spot heights on this section
- PC 'I' How many churches and chapels on this section?
- TC4 Map reference

Section 4

(Directions leaving grid squares)

- TC4 436519 ESE to TC5
- WUW Time allowed is 8 minutes



Leave the grid squares in the order given. TC5 is at the next junction

- PC 'J' How many times does your route go from white to coloured roads?
- PC 'K' How many times does your route cross grid lines 50?
- PC 'V' List the letters along your route
(As with the churches, only include the letters cutting the road edges)
- TC5 Map reference

Section 5 (Spot heights)

- TC5 504½514NNW to MTC 6
- WUW Time allowed is 8 minutes
117, +26, -14, -3, +40, -20, -12, +42, -23, -40, +2, +6, -34, +27
MTC 6 (Finish) is at 458½613
- PC 'M' How many times does your route go from white to coloured roads?
- PC 'N' At what map reference does your route first cross the Oxford Canal?
- PC 'O' How many telephones on your route?
- MTC 6 At what feature is MTC 6

Table Top Rally – answer sheet

PC 'A'	6
PC 'B'	(157) 141, 171, 138 (Bracketed 157 is just off route at a junction – not worth making a fuss over unless tie decider is needed!)
PC 'C'	428392
TC2	407½ 427½
PC 'D'	2
PC 'E'	3
PC 'F'	B4100, A423, B4086, A422 (all twice)
TC3	403 49½
PC 'G'	5
PC 'H'	117, (167), 156, 173, 146, 127 (Bracketed 167 is just off route – not worth making a fuss over unless tie decider needed!)
PC 'I'	2
TC4	436519
PC 'J'	3 (including going onto red at TC5)
PC 'K'	13
PC 'L'	P ford
TC5	504½ 514
PC 'M'	1
PC 'N'	457¼ 599
PC 'O'	2
TC6	Windmill

Running competitive events – general

Other Guidelines explain specific areas of organisation for particular disciplines of our sport, however when organising any competitive event there are common areas of organisational skills and event structure, whether you are organising a closed-to-club autotest or a national stage rally. Above all, a club should go into any event with its eyes wide open on the financial front. This means proper budgeting over costs and entry fees and, where appropriate proper security for gate receipts.

The most important aspect of any event is the management structure, its chain of command and responsibility. Too often good events are marred by the “one man band” approach. where an official, often a Clerk of the Course, is trying to run the whole event with little help or assistance from other club members. As a club you must ensure that this does not happen, and this section of the manual should help to increase your awareness of the importance of the various key positions necessary within all events.

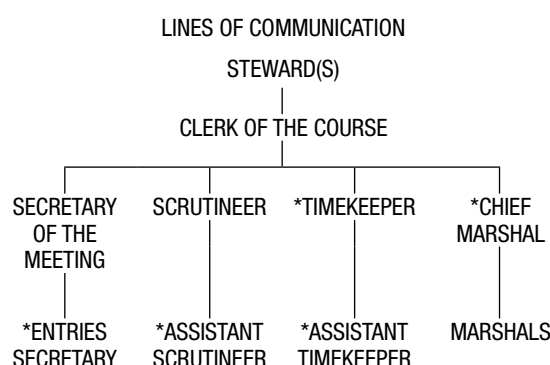
The size of the Event Committee or Management Team depends very much on the size, status and nature of the event. With small club events it is possible to combine certain roles and areas of responsibility. However, one overriding condition must be realised by all those who accept positions on the event committee: any official of a meeting may not also compete in that meeting.

The key positions for any event are, the Clerk of the Course, the Secretary of the Meeting, and the Scrutineer. This is the very minimum number of nominated officials required to organise any event. On the day of course do not forget that you will also require marshals to help the nominated officials run the event, In addition you will also require at least one Steward. Whilst the Steward is a nominated official, his duties and responsibilities do not start in practical terms until the meeting itself, so we will explain their important contribution later.

Most events involve the timing of competitors, so you will also require a Timekeeper. Other important officials to be considered dependent upon the discipline being organised, are Chief Marshal, PR Officer, Judges of fact, Driving Standards Officers, Noise Test Officials and Pit Observers.

Before explaining the areas of responsibilities of these positions you must establish a line of communication or chain of command. This should follow the principles portrayed in Chart A.

Chart A



* these are the officials that are not essential for all events.

Clerk of the course

The Clerk of the Course has overall responsibility for the event, its organisation and running on the day. He shall be responsible for the conduct of all officials, competitors and spectators, and for the event’s compliance with MSA Regulations and any legislation as appropriate. The Clerk of the Course is also responsible for hearing all protests and for any post event inspections of vehicles or components.

However, he/she has much to do prior to the event itself, co-ordinating other officials in arranging venues, drafting the Supplementary Regulations, and ensuring that everybody else knows what he/she is doing. Ideally he/she should delegate as much as possible to other responsible officials

in order not to be swamped by the nifty gritty aspects of organisation. Only then, and with a strong coordinated team will your event run smoothly and become a pleasure to organise.

During the period prior to the event the Clerk of the Course should be in regular contact with the other members of the Event Committee, especially the Secretary of the Meeting. Ideally this should be done through regular meetings of the Event Committee, thereby providing a forum to monitor the event's progress and to discuss and overcome problems. He/she should make regular reports to the club and its committee and solicit additional help and resources as needed. Remember that you will need marshals on the day and cultivating club members enthusiasm for your event at club nights will help to motivate members and their friends to give their time to your venture.

Secretary of the meeting

This job as its title suggests is an administrative and supportive position to the Clerk of the Course. Whilst not appearing as glamorous and attractive as some other duties, a good secretary is absolutely essential to ensure that all paperwork is correct, that the notices, signs, block tape, etc. have been ordered and are available to the officials who need them, that all arrangements with landowners are finalised, and that entries are received and processed.

The Secretary will ensure that the Supplementary Regulations are printed and widely circulated as appropriate to the events status, and will normally be the official to coordinate enquiries from prospective entrants.

Some larger events appoint an Entries Secretary to liaise solely with entries, sending out bulletins and other pre-event paperwork. This releases the Secretary of the Meeting to concentrate on the other duties already outlined.

The Scrutineer

The Scrutineer, or Chief Scrutineer is responsible for checking that all vehicles, including any official vehicle that will traverse a significant part of the course route, comply with MSA Regulations in respect of eligibility and safety. He/she will also be responsible for checking that where MSA Regulations require protective clothing to be worn that competitors' items comply with the requirements.

For small club events it may be possible for one official to fulfil these duties, but commonly at larger events where there are more things to

check, the Chief Scrutineer will be assisted by Assistant Scrutineers.

Prior to the event the Scrutineer should have an input to the drafting of the Supplementary Regulations and be available to assist the Secretary of the meeting with technical and eligibility questions from prospective entrants.

Once the event has begun, and scrutineering is completed, the Scrutineer must remain available to advise the Clerk of the Course on any matters that may arise, e.g. protests regarding eligibility, or in the case of an accident to establish whether the cause was mechanical etc

The Timekeeper

The Timekeeper as the title suggests, operates and is responsible for the equipment and method of recording the times of competitors. He/she will report directly to the Clerk of the Course and act upon his/her instructions. The Timekeeper will often be assisted by Assistant Timekeepers and will be responsible for collating the results of the event.

The chief marshal

At smaller club events the duties of the Chief marshal may be assumed by the Clerk of the Courses but at larger events, especially those of a multi-venue, nature, or which cover a large area, it is common to appoint an individual to deal specifically with these areas of responsibility.

The Chief Marshal is responsible for recruiting the marshals essential to the running of your event. Once recruited these officials need managing if they are going to be an effective part of the team. The Chief Marshal will ensure that the right people are allocated and that all positions are covered adequately, carrying out the instructions of the Clerk of the Course, and that appropriate marshals guidance and training is provided or arranged.

Stewards

On the day the Steward(s) are the most senior officials present. However, they do not run the event, but oversee the entire meeting, both the organisers and the competitors and must remain independent of the organisation and any incidents in order that they may fulfil their duties properly.

The responsibilities of the Steward start by ensuring that the Clerk of the Course and the organisation team are running the event to the requirements of the MSA as contained in the Yearbook, and to any legislation that may affect

the event. They are also the official to whom a competitor must appeal against decisions taken by the Clerk of the Course.

Basic requirements for a Steward are impartiality, common sense, experience in the running of events, and a sound working knowledge of the Regulations, both event and MSA.

It is important for a club to establish proper relations with the MSA Steward, where appointed. To do this:

1. Try and achieve phone or letter contact well before the event. Tell him any last minute details time to arrive, how to get there, where he can stay, park his car, any food/ lunch arrangements.
2. Ask him if he has all the paperwork he requires and check he has sufficient passes to get in.
3. Be sure the Club Stewards are in situ when he arrives. (If it is an MSA Steward).
4. Have time to introduce him to your other Club Officials and drive him or walk with him around the important areas well before the start of practice/competition.
5. Ask him to tell you where he will be throughout the event, so that you can get hold of him if necessary.
6. Make some effort to have some premises available in the event of bad weather if a formal Stewards Meeting is required.
7. Invite him to inspect the course before the start of practice (where relevant) and the event.
8. Assume he has stewarded before, has done your job long ago and knows most of the tricks. He will be trying to establish a friendly relationship - respond accordingly.

This then is a brief summary of the key officials required to run an event and their areas of responsibility. Not all will be necessary for every type of event and there are of course other positions which are not covered here.

There is of course more to event management and organisation than just choosing the right people. As with any form of recreation that requires the organisation of an event there is the inevitable paperwork and bureaucracy. The accompanying Chart B provides a typical time/ task picture, showing the sort of lead times required to organise an event. These tasks may be subdivided into (a) seeking and (b) giving. In (a)

you will include such tasks as seeking permission from landowners, Police Highway Authorities and residents as appropriate to your event. You will also have to obtain the permission of the MSA by way of application for a Permit and if using the Public Highways you will be subject to the Motor Vehicles (Competitions & Trials) Regulations, administered by the MSA in respect of England and Wales, and RSAC Motorsport in respect of Scotland.

In (b) you will include those tasks which involve you in generating things such as Supplementary Regulations, route or course planning, processing and confirmation of entries, and the actual organisation of manpower as previously outlines.

Chart B

EVENT TIMING PLAN

Time	Action
-12 months	Decide on nature of event, key officials and provisional date. Approach landowner for provisional date and venue availability.
-11 months	
-10 months	
-09 months	Propose event at Regional Association Dates Meeting.
-08 months	
-07 months	Agree officials, date and venue. Seek permission from landowner for venue.
-06 months	Arrange site visit and plan the course.
-05 months	Confirm all Senior Event Officials.
-04 months	Draft Supplementary Regulations. Order collate event equipment. Apply for Permit. Print and distribute SR's.
-03 months	Acknowledge entries. Begin PR work as required.
-02 months	Finalise event paperwork.
-01 months	Send Final Instructions.
The Event	+1 Week Issue Results.
	+2 Weeks Return Permit and fees, together with event documents, results and Stewards Report.

This then is the typical procedure for organising an event:

1. First you will decide on the type of event and the date you wish to run, at this stage you will probably only have an idea within the club as to who will Clerk the event. At this stage you will need to liaise with the landowner as to the availability of the venue.
2. The date will be submitted to the Regional Association to which your club belongs for their dates meeting. Once the date has

been ratified, not clashing with a similar event within the association, you may then proceed to the next stage in the at process.

3. The club committee will select the persons to organise the event and confirm the date in your club calendar. At this stage you should have selected the venue.
4. Approach the landowner and negotiate terms for the use of the venue for the date required having surveyed the venue as to its suitability and to outline the broad plan of your event.
5. The event Management Team should now be finalised and confirmed.
6. Start drafting the Supplementary Regulations for the event The bare bones of the SR's must follow the requirements in the relevant section of the current MSA Yearbook.
7. Once drafted your SR's need to be approved by the MSA This is achieved by applying for permission to run the event. The procedure is simple.. First you must complete a Permit Application Form, available from the Clubs & Competitions Department, or downloaded from the MSA website. You must complete the form and enclose a set of draft SR's. meet the minimum advance period of application, which for most events will be six weeks. If you apply late your application may be refused although typically a penalty will be applied depending upon the reason for delay. Some smaller or less competitive events do not require a full permit and these are detailed on the application form. Here different periods of notification may apply so make sure you read the document carefully!

Typically the confirmation by way of the issue of your permit, will be received within two to three weeks of receipt of your application. On line applications will (where possible) generally improve these response times.
8. Now you may issue your SR's to prospective Competitors. Obviously to give as many competitors chance to plan their programme, the preceding sections should be completed as early as possible to achieve the maximum period for entries to be accepted
9. SR's now being available, entries should start to be received by the Secretary of the meeting.
10. Whilst the Secretary is busy acknowledging entries the Clerk of the Course should be finalising the route or competition course.

In so doing arrangements should be made to order the necessary equipment, e.g., bunting, arrows, Warning Notices, timing equipment, noise meter and any other equipment, as necessary to the running of the event.

11. As the day draws ever nearer the issue of any additional paperwork needs to take place along with the issue of any Final Instructions as necessary.
12. The Event
13. After the event you will need to collate and issue results. This may be done on the day or within seven days depending upon your SR's and the instructions from the Clerk of the Course.
14. The Steward will have completed a report form and submitted this to the Clerk of the course.
15. The Secretary of the Meeting must now send the following to the MSA's Events Department: Copies of all paperwork issued to competitors and officials, copies of the signing on sheets, the Stewards Report, copies of results and return the Permit together with the remittance within 14 days.
16. Hold a debriefing meeting with key people so that you learn by your experience.

This then is the correct procedure for organising an event. The other Guidelines in this manual will explain the specific needs and requirements for individual disciplines. However one area of administration not covered above is if your event will use the Public Highway.

All events which traverse the Public Highways whether in whole or in part are governed by the Motor Vehicles (Competitions & Trials) Regulations 1969. as amended, copies of which are available from the MSA Authorisation Department. The legislation is administered for and on behalf of the Department of Transport by the Authorisation Department of the MSA. In order to provide effective liaison the MSA has a network of Route Liaison Officer (RLO's) for each Police Authority area who are there to help you plan your route and liaise with the Police and the Public. The addresses of the RLO's may be found in the current MSA Yearbook.

The legislation applies to any event which is competitive whether the competitive part of your event is on the Public Highway or not. Therefore any event from a club Treasure Hunt to an

International Stage Rally must comply with the requirements.

The legislation makes various provisions for different types of event, some will require formal application for authorisation to be made to CAS, other types of events may be automatically authorised if complying with the necessary requirements.

The basic criteria are as follows:

- (a) Your event has a fixed route which competitors are required or are likely to traverse but has no more than 12 competing vehicles. Such events are authorised automatically under Regulation 5(a) of the legislation. The requirements being that neither you nor your club organise another event for 12 vehicles within 8 days of one another. If organising an event which complies with Regulation 5(a) you should contact the Police with your route and you must contact the RLO'S as applicable and apply for the necessary Permit from CAS, Events which typically run to this regulation are the Treasure Hunts and Navigational Rallies organised for no more than 12 vehicles. However even these events often have more than 12 competing vehicles in which case see (b).
- (b) Your event has a fixed route which competitors are required or are likely to traverse and in which the number of competitors entered will exceed 12 vehicles. Route by definition means the route of the event and therefore you may not argue that you have a number of routes each with no more than 12 vehicles. Such events may have no more than 180 vehicles in respect of daylight events and 120 vehicles in respect of night events. Such events require formal authorisation by CAS, the procedure for which is as follows: an application shall be made to CAS no less than 2 months before the event and no more than 6 months, the application shall include a completed form (Application for Authorisation) and two copies of the route on tracing paper to the scale of the Ordnance Survey 1:50,000 Landranger series of maps. The route tracings shall include the location of the start and finish and all controls or places where the competitors are required to stop or leave the Public Highway and the time of the first competitor. You must also contact the respective RLOs as applicable at least 3 months before the event and he/she will advise you of any additional requirements

applicable to the area for which he/she is responsible.

- (c) Your event has no route, and no merit or award for the lowest mileage, and in respect of that part of the event which uses the Public Highway, there are no performance tests, and competitors are not required to visit the same places, except that they may be required to finish at the same place by a specified time. Events which typically comply are Navigational Scatters and such an event qualifies for automatic authorisation under regulation 5(b) of the legislation.

As with the other events previously described, you must contact the RLO's and apply for the necessary Permit.

It is important that the legislation is complied with, for if not then any permit and resultant Insurance cover will be null and void! If you have any queries you should contact CAS.

The final area of great importance is the use of Public Rights of Way by Events (ROW). This is a very complex issue but the following is a general guide to what you can and cannot do. Please bear in mind that a review of Rights of Way and issues affecting them is ongoing, and legislative changes as a result are inevitable. You should therefore check with the MSA the validity of the below guideline information before relying on it to define the route of your event.

There are three basic types of Rights of Way; Footpaths, Bridleways and By-ways Open to all Traffic (BOAT), all of which may be used subject to the following conditions:

Footpaths and Bridleways may be crossed or traversed but you must obtain permission from the Highway Authority under Section 33 Road Traffic Act 1988. BOATs may be used but as they are subject to a public vehicular right they are subject to The Motor Vehicles (Competitions & Trials) Regulations 1989.

Therefore a BOAT may not be used for an event where competitors are required to exceed an average speed of 30mph. With all such ROWS you may not organise a Race or Trial of Speed as this is prohibited under Section 12 of the Road Traffic Act 1988,

This concludes the general points for running competitive events, subsequent Guidelines cover particular disciplines, but the final hint for a successful event is this: make sure that you read and understand the MSA Regulations and the legislation as appropriate.

Recruiting, training and keeping officials

The number of Officials and Marshals required for Club Events should not be underestimated. Whilst a Club Autotest meeting may run effectively with only a handful, a Forest Rally qualifying for a Regional Championship may actually need upwards of a hundred people.

Recruitment of new Officials and Marshals should be given a high priority by every Club. These people are volunteers who are prepared to give their time freely, and many new Marshals of today will become the senior marshals and officials of tomorrow, so once you recruit them, do make them feel useful and involve them as part of the club team – the chance of entering a free raffle, even a letter to say thank you after the event (and do include a set of results!) often goes a long way.

Recruitment possibilities are endless, but include by word of mouth, personal contact at events, club magazine, local media contact (radio/newspapers), library and college notice etc. It is a good idea to nominate your own Club Chief Marshal, who should maintain a register showing marshals interests and availability, and who would then liaise with individual Event Chief Marshals.

Many Clubs have found the running of a 'Marshals Championship' (with a trophy presented at the annual club 'do') assists enthusiasm and retention of marshals.

Whilst most marshals will gain their experience through 'on the job' training on events, it is important that this is supplemented by attendance at formal Training Days. Utilising MSA Training Instructors. An extensive programme of Training Days covering most of the disciplines of Motor Sport is arranged annually at venues nationwide, and supported by funding from the British Motor Sport Training Trust. These Training Days, although including a theoretical content, are as far as possible practically based providing,

for instance, the opportunity for a Marshal to put out fires with an extinguisher in a safe and controlled environment, and hence building the skill and confidence to deal with a real incident should that arise on a future event. Major Club and Championship events often run their own training sessions for the benefit of marshals at a local level.

Membership of one of the dedicated Marshals Clubs can provide a progressive pathway for upgrading, through identified training needs and practical application of skills, to the higher echelons of the sport. Race, rally, speed and kart marshals are included on the Marshals Register administered nationally by the MSA. Personal record cards issued as a result include a record of Training session attendance, and show current grade and club.

A range of free publications is available from the MSA with tips on how to find, brief and keep marshals, and the Motorsport Safety Fund also produces booklets, DVDs and other training resources to assist in this area. For further information see www.motorsportsafetyfund.com

Club Officials are provided with the opportunity to attend Seminars or Workshops which are organised by the MSA to exchange information and widen understanding of the sport. Progression from Club Official to MSA licensed Official is possible through varying modular training programmes matched to the individual needs of different Officials (Clerks of Course, Stewards, Scrutineers etc.)

(Specific details on these programmes are available from the MSA).

For the future, the MSA is committed to the continuing development of its existing training initiatives as appropriate, for both MSA Licensed and Club Officials.

GUIDELINE **17**

Autocross

Introduction

- Autocross is a low cost speed event for cars of all types which takes place on an unsealed surface of grass or stubble, in effect a sprint on grass.
- A permit for an Autocross event will only be issued to a Club which is registered with the MSA.
- Competitors must hold the appropriate MSA Competition Licence.
- Both the Timekeeper and Scrutineer(s) must be MSA licensed officials.
- The MSA will appoint a Steward to all Autocross events. All other officials are appointed by the organising club.
- Subject to relevant experience, competitors can take part from the age of 16.
- There is a junior autocross class of vehicle in which 14 year olds are allowed to take part.

The course

- Ideally, a field of at least 18 acres is required to allow for safety requirements.
- The track is a continuous loop, measuring between 800 and 1200 metres in length. It should be flat or gently undulating, and be free of large stones. Sharp corners should be avoided.
- No part of the track may be close to hedges, fences, trees, electricity poles etc.
- A plan of the proposed track must be submitted to the MSA before a permit can be issued.
- Depending upon the width and length of the track, cars start singly, in pairs or in fours. Cars may have several runs, but are timed individually, normally with the fastest single run determining the winner of each class.

- Ideally the start line will be offset from the track to avoid rutting and to facilitate the smooth running of the event.
- No straight may be more than 200m in length, and the start must be at least 100m from the first corner.
- Section 6 of the MSA Competitors' Yearbook specifies the minimum distance that spectators may be from the track, location of fire extinguishers and other safety requirements.
- A limited number of penalty markers may be used to define the track, and hitting these will incur a time penalty. Marshals must be positioned in safe places to observe these markers.
- A paddock for the competing cars, and parking for spectators are ideally accommodated in an adjoining field.
- Good access for trailers, emergency vehicles etc, from the public road is essential, especially if inclement weather is encountered.
- The venue should be signposted from the main road.

Vehicle regulations

- All cars must be passed by the Scrutineer before taking part in practice or the competition.
- Racing cars are not permitted.
- Cars must be fitted as a minimum with a three point safety harness (diagonal and lap strap).
- A medium size (hand operated minimum) fire extinguisher compliant with MSA regulations must be carried.

- An external circuit-breaker (for the electrics) is not mandatory, but is recommended.
- A roll cage is not mandatory (except with certain vehicle modifications) but is strongly recommended.
- Detailed vehicle regulations are in Section G of the MSA Competitors' Yearbook.
- Competitors may only use vehicles as defined in the MSA regulations. The maximum permitted engine capacity for road or economy production saloons is 2000cc. Cars must run on road pattern tyres.
- The circuit length is restricted to 800 metres and only one car can run at a time. No practice, apart from the opportunity to walk the course is permitted.

Safety

- Drivers must wear a crash helmet and overalls to current MSA standards.
- The minimum medical coverage is one Doctor (or MSA Registered paramedic) and one ambulance.
- The ambulance should be equipped with the basic resuscitation equipment.
- The local hospital should be advised that the event is taking place.
- The Clerk of the Course should have under his control either a licensed rescue unit, or a vehicle equipped with specified emergency gear.
- It is strongly recommended that a breakdown vehicle, capable of lifting two wheels of a competing car off the ground, is present.
- Straw bales must not be used as track markers.
- All competitors must receive the opportunity of completing practice runs in accordance with MSA regulations before the competitive runs start.
- MSA licensed officials are recommended.

The environment

- Subject to careful planning, Autocross has generally not caused environmental problems, but ensure compliance with set noise levels for competing vehicles. Keep away from dwellings and habitation in general. Try and minimise the effects of dust and stop mud getting onto the highway at access points in inclement weather.
- After the event ensure that the field is completely cleared of all rubbish etc.

Clubcross

- There is a more basic form of autocross which is called clubcross. This can only be organised at clubmans permit level.
- Competitors can take part from the age of 14.

GUIDELINE **18**

Autotests

Introduction

This Guideline has been written to help Club Officials organise Autotests, Production Car Autotests and AutoSOLO events. It is vitally important that the Clerk of the Course and the Secretary of the Meeting study the specific regulations for Autotests, currently Section D of the Motor Sports Association Competitors' Yearbook.

Aim of Autotesting

The aim of Autotesting is to drive around a set of markers/pylons/posts adhering to a set route in as short a time as possible. The route is set out in a test diagram and usually involves competitors using both forward and reverse gears. They may be required to cross lines, stop astride lines, park in "garages", pass and circle around pylons, perform spin turns, handbrake turns and reverse flick turns. Penalties are given for striking marker pylons, line faults or incorrect manoeuvres.

AutoSOLO events comprise all forwards, non-stop tests, all on sealed surfaced areas, and arranged such that "batches" of entrants are:

- a) competing, or
- b) marshalling, or
- c) preparing for the next test

They are intended to encourage both entry level and experienced competitors, at Club level, by allowing, or making compulsory, marshalling by entrants at each event.

The competitor with the fastest time and the least penalties is the winner.

Safety

- (a) Autotesting is inherently a safe and inexpensive branch of motor sport. Speeds are not very high because competitors normally use only first and reverse gears. The lower risks for drivers results in lower

costs as helmets and fire protection clothing are not required.

- (b) The organisers must provide a First Aid Kit at Autotests. They must also provide Fire Extinguisher(s) of at least 5Kg in units of not less than 2Kg capacity available for **ALL** test sites.
- (c) All spectators and non-essential marshals to the test, who are not protected by a solid physical barrier capable of stopping a car, shall be kept by means of roping or fencing at least 10m from the edge of the course in each direction, and at least 20m from the finish line.
- (d) "Motor Sport Can Be Dangerous" warning notices must be displayed as required.
- (e) All open cars and specials are recommended to fit a safety roll-over bar.
- (f) No passengers may be carried in a timed Autotest. One passenger must be carried in the front seat in a Production Car Autotest.
- (g) Normally competitors are not permitted to travel more than 100m without having to stop astride a penalty line. In any "all forward" timed test drivers must be required to make a change of direction at most 50m after a previous change of direction.

In AutoSOLO events, the maximum distance between changes of direction is 60m.
- (h) Competitors must either stop astride a penalty line or make a change of direction of at least 90° at most 25m before the Finish Line of all tests.
- (i) All safety requirements for speed events apply to any timed test run on a course/test area more than 200m in length and/or open to racing or sports racing cars.

- (j) The minimum age for an Autotest or AutoSOLO Driver is 16, and for a Production Car Autotest Driver 14 years old.
- (k) It is recommended for safety reasons that drivers shall be on the 'inside' during forward and reverse spin turns.
- (l) Competing vehicles must comply with all MSA Technical Vehicle Safety Regulations.
- (f) Adequate line/pylon Fault Judges are essential for each test. These officials must be carefully briefed by the Clerk of the Course about how to recognise a fault. The Fault Judges should hold up a "Fault" flag until acknowledged by an agreed signal from the Timekeeper at the end of each test.
- (g) Practising of tests is not permitted.

Jobs prior to the event

- (a) Select suitable site/venue for the event.
- (b) Get WRITTEN permission from landowner.
- (c) Appoint key officials Clerk of the Course – Secretary of the Meeting Test Timekeepers Line/Pylon Fault Judges Scrutineer – Results Official Test Equipment Officer.
- (d) Plan layout of tests and draw test diagrams. Remember the object is to test driving not memory skills.
- (e) Apply to MSA for the vitally Important Organising Permit or Certificate of Exemption and Event Insurance. The application for the permit must be made on a form prescribed by the MSA not less than 6 weeks before Clubman and National 'B' Grade events and not less than 8 weeks for National 'A' Grade events. Supplementary Regulations giving exact details of the proposed event must be Included with the permit application.
- (h) Eligibility of Drivers and Vehicles must be checked before starting the event.
- (i) Drivers are under starters orders when instructed by an official to proceed to the start line of a test. The driver must be seated in the car with the engine running at the start of the test.
- (j) It is very helpful to the timekeeper if the Start and Finish lines of each test are within sight and fairly close together. It also helps to speed up the running of the event If the start and finish lines are far enough apart to allow the next competitor to wait safely on the start line while the previous competitor is executing the test.
- (k) It is recommended that a "rolling" start line is included about 0.3m before the actual timing start line. This allows the Timekeeper to start the stopwatch when the front wheels cross the start line.
- (l) It is also recommended that Autotests competitors should stop astride the finish line. In AutoSOLO, a "flying finish line" is used, with a STOP line at a suitable distance beyond. This allows the Timekeeper to stop the watch when the front wheels cross the finish line and not when the car stops.

Advice on running the event

- (a) If at all possible appoint a Clerk of the Course with past experience as an Autotest organiser or competitor.
- (b) Consult current competitors about test layout and test diagrams, especially if an inexperienced Clerk of the Course is being used.
- (c) Before finalising the exact layout of each test, get an experienced driver in a suitable car to drive the test at moderate speed.
- (d) Make sure the locations of pylons and lines are carefully marked and measured so that the test will remain exactly the same for each competitor throughout the event.
- (e) A competent Timekeeper with an accurate stopwatch is essential for each test. If possible a Timekeeping Clerk to record test times on competitor's time card and club mastersheet is recommended.
- (m) Most competitors like to walk the test before the event. Organisers should allow time for competitors, especially inexperienced drivers, to walk the tests.
- (n) Production Car Autotests must be arranged so that all of the test is visible to the Driver from the start line, and it must be possible to complete the test with a maximum of four engagements of reverse gear.
- (o) Insist on safe parking and slow driving between tests.
- (p) Hold a Drivers' briefing before starting the event. Discuss any queries about the test layout or test diagrams at this briefing. Instruct Drivers to address all queries to the Clerk of the Course.

- (q) Display results as soon as possible after the last test.

Autotest vehicles

A wide variety of vehicles can be used for Autotesting. In the British Autotest Championship there are six classes:

- (a) Saloons up to 1100cc, under 11ft overall length;
- (b) Saloons over 1100cc, under 11ft overall length;
- (c) Saloons between 11ft and 13ft overall length;
- (d) Saloons over 13ft overall length;
- (e) Sports Cars;
- (f) Specials.

Individual clubs often offer different classes, for example:

- (a) Front-wheel-drive sports cars and specials;
- (b) Rear-wheel-drive sports cars and specials;
- (c) Saloons under 11ft 8ins overall length;
- (d) Saloons over 11ft 8ins overall length.

Many competitors now build specialist cars for Autotesting which are relatively cheap to build and run.

Production Car Autotest vehicles

The aim of Production Car Autotests is to encourage entry level motor sport, using series production road going cars that are taxed, insured and have a valid MOT Certificate if required. The cars must be driven to the event.

Suggested classes:

1. All cars up to 12ft long.
2. All cars over 12ft and up to 14ft long.
3. All cars over 14ft long.

Organisers are free to determine their own classes.

AutoSOLO vehicles.

All cars must have been driven to the event, be taxed, insured, and in possession of a current, valid MOT certificate where appropriate.

Classes are usually defined by engine capacity, and/or front or rear wheel drive, or whether 4x4.

Organisers are free to determine their own classes.

Autotest Championships

Many Autotest Championships are run by the Regional Associations of Motor Clubs. In addition, the BTRDA run a championship which has rounds almost exclusively in England. The British Autotest Championship has rounds in Scotland, Northern Ireland, Wales and England and many clubs have their own internal club championships.

For further information, please refer to the Who's Who section of the Blue Book for committee members, and the Regional Structure, where associations running Autotest Championships list their Co-ordinators.

Hillclimbs and sprints

Introduction

Hillclimbs and Sprints are very similar in concept and operation. Both involve a wide variety of cars from Roadgoing Saloons to Formula 1 engined Racing Cars. The cars start singly, over a clearly defined sealed surface course, timed electronically to a high degree of accuracy. The general resource requirements, both human and equipment, tend also to be similar.

To make this guideline simple and easier to understand it is divided into sections. Each section provides for different organisational experience and circumstances, and provides further sections to be read:

- (i) New organising team from experienced Club organising event at existing venue.
Go to Section 1.
- (ii) Club NOT having organized Hillclimbs or Sprints at all, or not for many years.
Go to Section 2.
- (iii) Experienced Club organising event at a NEW venue.
Go to Section 3.
- (iv) Experienced Club organising a NEW event at an existing venue.
Go to Section 4.

References are made throughout to the MSA General Regulations (GR) in the Competitors' and Officials' Yearbook ('the Blue Book'). It is essential that copies of this publication are available for study by prospective organisers. The references made should be read in conjunction with that Section of this guideline.

1. New organising team

- (a) Prepare for major changes in senior personnel in organising team well in advance

- (b) Ideally all new senior officials should be able to 'shadow' the existing incumbents, including attending organisers meetings of the event in the year before they take over their roles, and during that previous year's event, so they have a complete grasp of the role they are assuming.
- (c) New senior officials may wish to attend similar events run by neighbouring clubs to consider how other clubs operate.
- (d) All senior officials should be familiar with GR A(a), C(a) and I.

Go to Section 5

2. New Clubs

- (a) Appointments at b & c below should take place during the 'off season' preceding the year before the year of the first event.
- (b) Appoint the Clerk of the Course who possesses an MSA Officials Licence appropriate to the grade of event. He should be familiar with GR B.a. It may be necessary to 'import' a licensed Clerk of the Course from another club until your CoC is licensed to the appropriate grade.
- (c) Appoint a Secretary of the Meeting
- (d) Read the content of Section 1 (c & d) above

Has the proposed venue been used before?

If NO – Go to Section 3

If YES – Go to Section 4

3. Events at new venues

- (a) Consider the content of GR A(a)
- (b) The main difference between Hillclimbs and Sprints is that the former has a significant height differential between the lowest and highest points of the course.

- (c) Inspect the proposed venue to consider whether certain essential criteria can be accommodated. These include:
- (i) Course MUST be asphalt, concrete or similar sealed surface throughout its competitive length
 - (ii) Start and finish areas, including an adequate area after the latter to enable cars to reduce speed to a non-competitive level, must also be of a similar surface
 - (iii) Adequate space must exist to accommodate a paddock of sufficient size to cater for competing cars, their trailers and towing vehicles and also the vehicles of officials (including marshals) and any ambulances and rescue units. The paddock is normally sited before the start, but can be after the finish, and need not be of the same surface as the course.
 - (iv) The start area must have sufficient space for assembling competing vehicles. Where it is necessary to traverse the course to return to the paddock a suitably sized area is required after the finish.
 - (v) Suitable space, at both start and finish but at a suitable distance from the course, should exist for siting Timekeepers and their equipment.
 - (vi) Space must be available, of adequate size, to accommodate the Environmental Scrutineer for noise testing.
 - (vii) If spectators are to be admitted, separate enclosures are required, a suitable distance from the course and an adequate area for car parking for them will be required together with adequate access arrangements.
 - (viii) It should be borne in mind that the course should be replicated on each occasion it is used, and any plans prepared should make this possible.
 - (ix) Proposed course should not be traversed by a Public Footpath or Bridleway as this is likely making use of the proposed course legally unacceptable.
- (x) Hazards alongside the course (including structures such as walls, gates and buildings, fencing, trees, telegraph poles or other 'furniture') may be acceptable, subject to suitable protection measures being taken to minimize the effect of competing cars coming into contact with such features. Clubs may consider it prudent to conduct a simple risk assessment. Identify every hazard, however minor; consider the potential harm which could result from contact and the likelihood of that happening. This will focus the mind to the examination process.
- Prior to proceeding further, contact the MSA to arrange an initial venue inspection to be carried out so as to ascertain if an application for a Track Licence is likely to be successful.
- (d) Clubs MUST have:
- (i) Full and complete written agreement with the owner(s) all of the land to be used by the event (c.iii- vii above)
 - (ii) Written agreements with owner(s) must include all financial arrangements (venue rent, and charges made for public entrance, car parking, programme sales etc)
 - (iii) Specific insurance cover where owner requires this, MoD property in particular.
- (e) Where the criteria, after inspection, at c. above can be met the proposed course should be inspected by the MSA's Technical & Risk Control Manager. Since he is likely to make modifications to the original proposals (which may include course layout and hazard protection methods) it is pointless to proceed any further before this is done.
- (f) Planning permission may need to be sought. Usage may be acceptable under a General Development Order (known as the 14/28 day rule). Usage under a GDO can be revoked, whereas a Planning Order may not be. Discrete checks might be considered appropriate with the Local Authority Planning Department for possible objectors to Motor Sport Venues. Certainly if the proposed venue is to become permanent and be used

frequently, involving considerable financial outlay then the Planning Order route is advisable.

- (g) Check for existence of local churches, or other establishments, which may require quiet at specific times or other special requirements. Liaison with Parish Councils may be appropriate.
- (h) When all of the above criteria are reconciled a Track Licence may be applied for.
- (i) Where MoD property is involved, specific permission should be obtained from the Base Commander and also a licence sought from the local Defence Land Agency, to enable its use.

Go to Section 5

4. New events at existing venues

- (a) If the existing venue is a race circuit, agree with the operator the location of start, finish and format of the event because if the venue has not been used before for Sprints then the track licence will need to be extended to accommodate this.
- (b) Before considering events at an existing venue care should be taken to liaise with other Clubs already using the venue. Your club should ensure the date(s) for your event(s) should not compromise the date(s) used by other Clubs. The other Club(s) may be the holder of the existing Track Licence and you will need to seek their agreement to use it.
- (c) Check the layout and format covered by the existing Track Licence. Consider whether an alternative layout and/or format could be employed by your event(s). You will need to liaise with the holder of the existing Track Licence to seek its amendment to accommodate your planned layout and/or format.
- (d) Then consider the logistical requirements of your event:
 - (i) How many cars does the Track Licence allow on track at any one time?
 - (ii) Is there a return road, or some other way by which competing cars can return to the paddock without traversing the course? If not cars will have to be dispatched from and back to the paddock in batches.

- (iii) What space is available for accommodating cars after the finish? This will affect the size of batches.
- (iv) What size of entry can be considered (taking into account i.–iii. above)? How many do other clubs accept? It is better to start with known numbers which can be handled, leave optimistic ambition until you have experience at the venue.

Go to section 5

5. All events

(a) Officials

- (i) The following Officials must be appointed: Clerk of the Course, Chief Scrutineer & Chief Timekeeper (all of whom must hold MSA Licences for their role appropriate to the grade of event; the latter two Officials will employ sufficient further officials to perform their roles); Secretary of the Meeting, Doctor or Registered Paramedic, Club Stewards (2).
- (ii) The following additional Officials are advised: Deputy/Assistant Clerk of the Course, Entries Secretary, Chief Marshal, Chief Paddock Marshal, Course Controller.
- (iii) The following Officials are optional should the circumstances of the event permit or require; Chief Results Officer, Awards Secretary, Commentator, Press & Publicity Officer.

All of the above Officials should be appointed at an early stage to enable them to be involved in the overall event planning and preparation.

(b) Duties & Responsibilities of Officials

Clerk of the Course – Has overall responsibility for the event and is responsible for ensuring it operates within the Regulations, Track Licence and Event Permit conditions. He will normally have a Deputy, who can act on his behalf and sometimes an Assistant who can assist the Clerk and his Deputy.

Secretary of the Meeting – Responsible for all event documentation including: Ensuring event date(s) included on MSA and invited Championships'

Fixture Lists; Application for Event Permit; Preparation and distribution of Supplementary Regulations; Supervision of receipt of entries and allocation of numbers; Preparation and distribution of event's Final Instructions; Supervision of compilation and distribution of event results.

Chief Marshal – Responsible for the recruitment and allocation of all marshals. These will be required to ensure all posts on course are manned, also an adequate number of start line marshals also an adequate number of paddock marshals. It is appropriate ensuring adequate numbers of marshals to control spectators. Preparation of information packs for all marshals posts.

Stewards—Should be persons experienced in motor sport. The 2 Stewards appointed by the club will be joined by a third appointed by MSA. The Stewards are responsible for checking the event is run in accordance with all terms and conditions of the permit and track licence. They also have an overall responsibility for satisfying themselves that matters of safety are not compromised. They will liaise with the CoC for any matters they have any misgivings about before an event will proceed. They are the second judicial body in an event, hearing and adjudicating on appeals against decisions of the Clerk of the Course.

Entries Secretary – Assists the Secretary by distributing the event Regulations, receives entries from competitors and allocates numbers to each competitor. In some cases will also be responsible for compilation and distribution of results (although some events have an additional Results Secretary to perform this task).

Course Controller – Responsible for ensuring that no car leaves the start line until the course is clear and an adequate interval exists between each competing car. The Chief Timekeeper will often provide him with a button to depress when it is clear for a car to leave the start line; this has effective control over the start lights.

Chief Paddock Marshal – Ensures competitors are kept informed when they are due to run, and that they are assembled

in good time and that there is always an adequate number of cars in assembly so that the start line is consistently 'fed' with cars.

(c) **Competitors**

If the number of accepted competitors is too high, it may present difficulties later in the event if insufficient time exists to complete all the runs. If too few are taken, more time may be available for further runs. However this will only be possible if the event Supplementary Regulations are appropriately worded (e.g. 'at least two timed runs' rather than 'two runs' where the number of runs are detailed). Factors to be taken into account in determining the number of competitors which the event may accommodate are:

- (i) **Curfews** – The earliest time to start and the latest time to finish. This will determine the total time available. An appropriate interval will need to be factored in for a lunch break and possibly to accommodate local church services.
- (ii) **Paddock size** – This should be able to house competing vehicles (and it will need to be borne in mind that many will have trailers and tow vehicles too). An overly congested paddock makes life difficult for everyone concerned and should be avoided.
- (iii) **Access** – Does the event require that cars have to drive back through the course to return to the paddock? Time for returning 'batches' will also have to be taken into account, as will possible further delays if cars are trying to access the assembly area whilst other cars are trying to regain their paddock positions.
- (iv) **Track Licence** – How many cars on track at any one time is permitted by the Track Licence.
- (v) **Average time** – You will have to try to estimate the average time taken, across the whole of the entry, per car, per run to complete the course.

(d) **Spectators**

- (i) Are spectators allowed? – many MoD venues prohibit spectators.

- Does the venue owner require you to make arrangements to accommodate spectators?
- Do you want spectators? – Can the venue cope with them? – Do you have the manpower to cater for receiving and parking their vehicles, possibly taking money and issuing tickets at the gate, possibly selling programmes?
- Are spectators needed? Will the event be financially viable without them?
- Are there suitable areas, well clear of the course, where spectators may be contained safely?
- Is there suitable and adequate space to park their cars, separate from competitors and officials?

If spectators are to be accommodated then the following will be required:

- Publicity to ensure potential spectators are aware of the event, its date and location
- Direction arrows on approach roads to venue
- Spectator access and exits, separate from competitors preferably, plus car parking areas all which need to be signed and manned to ensure maximum use is made of area available
- Personnel to take gate entry money, issue tickets and sell programmes
- A commentator, with an efficient PA system, who has access to times of competitors.
- Commentary sheets will have to be issued to competitors to ensure the commentator has information about them
- A paddock transfer system will need to be set up and manned
- In some instances, where spectator areas are on both sides of the course, personnel with separate communication to allow the course to be crossed when it is 'closed'.
- Separate first aid staff may be required.

(e) **Timescale for organisational arrangements**

(i) **Pre-season bookings**

- Venue
- Venue Licence (MoD venues)
- Invite Championships
- Invite Clubs
- Timekeepers
- Scrutineers
- Doctor or Paramedic
- MSA Licensed Rescue Unit & Crew
- Ambulance & First Aid staff
- Breakdown/recovery vehicle
- PA system
- Radios booked
- Fire extinguishers order (if hired) or serviced (if owned)
- Toilet supply (if temporary venue)
- Caterers
- Access to any buildings or caravans for signing on competitors and officials.
- Arrangements to obtain road closure orders (Channel Islands, Northern Ireland and Isle of Man)
- Arrangements with local council to obtain temporary closure/rerouting of public footpaths etc

(ii) **3–6 months before Event**

- Ensure Track Licence is in place.
- Advice Local hospital and police
- Prepare and distribute Supplementary Regulations
- Get MSA Permit
- Order awards
- Order any passes required for competitors and officials
- Order any refreshment tickets required for officials
- Lorry or large van (depending on how much equipment required for course building) booked

(iii) **One month before event**

- Prepare entry list and allocate numbers
- Prepare Final Instructions
- Finalise Awards order and collect
- Distribute Final Instructions and Entry List, together with any personnel and vehicle passes, to Officials (shown at 5.a. above) plus MSA Steward and Championship Co-ordinators
- Distribute entry passes to marshals and other officials

(iv) **Day of Event paperwork required**

- Track Licence
- Fire Extinguisher Certificate
- MSA Permit
- Major Incident Plan
- Supplementary Regulations
- MSA Competitors' & Officials' Yearbook
- Final Instructions
- Entry List, with amendments
- Signing on sheets for Competitors; Officials & Media (3 different forms)
- Confirmation of acceptance all invited Championships
- Confirmation of acceptance all invited clubs
- Event log

(v) **Day of Event (or day before if access possible)**

- Number paddock
- Build course, ensure this accords with course build plans and Track Licence
- Equip marshals posts

GUIDELINE **20**

Karting

Introduction

- (a) Karting is a motor sport the rules of which are set out in Section K of the Blue Book, “Specific Regulations”, together with the appropriate general regulations.
- (b) Senior Officials and all competitors have to be licensed.
- (c) Kart races can take place on permanent racing circuits or on a temporary track, e.g. airfields, but all circuits have to be licensed by the MSA before any competition may take place.
- (d) This guideline has been written as a brief summary for the Secretary of the Meeting.

The club

- (a) The secretary of a club must apply to the MSA for recognition prior to arranging any competition
- (b) Once the club has received formal recognition from the MSA, the club is able to start to organise a race meeting. The “base” level is “clubman” restricted to club members only and up to 15 invited clubs; these need to be specified in SRs.
- (c) First identify the important personnel for the meeting, some of whom have to be licensed by the MSA*. The main functions to be filled are:

Clerk of Course*
Assistant Clerk of Course*
Club Stewards (2 min):
Chief Scrutineer*
Deputy Chief Scrutineer*
Scrutineers*
Starter
Paddock Marshal
Lap Scorers
Meeting Secretary

Paramedic/Ambulance facility
Marshals

- (d) You may refer to the “Blue Book” for names of suitable licensed officials who may be able to assist you either to initially set up or in the event of announced but unforeseen absence of a regular licenced official. Please remember that many are committed to regular attendance at meeting of other clubs, but most people are willing to help if available.

The organisation

- (a) Now that you have identified and found your “officials” you may then apply to the MSA for a permit to run an event. Application should be made at least eight weeks before an event.

N.B. Permits can be obtained on line.
- (b) You should then prepare (in conjunction with your established senior officials) a set of “Supplementary Regulations” (SRs) the content of which must follow the requirements set out in Section A 28 of the General Regulations. When complete, the secretary should make application for an event permit. You should ensure that the closing date for receipt of entries is sufficiently early to allow acknowledgement of entries, preparation of lists of competitions and “officials”, grid positions, etc., together with the ordering of trophies and if provided, the preparation and printing of Race Programmes.
- (c) Send the SRs and an Entry Form to each “would be” competitor.
- (d) Avoid taking “Late Entries”. This encourages persistent late entry and either prevents completion of essential paperwork or, causes it to be done again.

- (e) A Club Championship, not permitted during the first two years of a new club, needs to have its Club Championship Regulations, approved in principle by the Kart Championship Control Panel, by September of the preceding year.

The meeting

- (a) Arrive in good time. Allow yourself plenty of time to “set up”. Remember that many competitors will have questions which you will be expected to deal with in addition to your own duties.
- (b) The Meeting Secretary (with assistants) will arrange for all officials and competitors to “sign-on”. In addition, each competitor’s MSA competition licence must be inspected together with their membership card. Each competitor who is under the age of 18 must have their Entry Form and signature at “signing on”, countersigned by parent or guardian. Paperwork like signing on forms are part of the resources on the www.msauk.org website.
- (c) The following must be available for inspection on race day:
 - (i) The Track Licence
 - (ii) The Event Permit (and Championship Permit if the meeting is part of a series).
 - (iii) Fire extinguisher certificate(s).
 - (iv) Scales certificates and/or check weight certificates.
 - (v) Licence of Registered Paramedic or “evidence of a contract”.
 - (vi) All Entry Forms and “signing-on” sheets.
 - (vii) Major Incident Procedures
- (d) A list of all competitors and “Officials”, together with a race sequence must be prepared, made available to the Senior Officials and affixed to the notice board. Alternatively, a Race Programme may incorporate this information but must include the Motor Sport warnings described in the Blue Book.
- (e) Ensure that all equipment necessary is available for the meeting. Flags, Start Lights, fire extinguishers, scales, and the like. A full list of the minimum requirements is set out in K 30 of the Blue Book.

- (f) Communication between the CofC (who has overall responsibility for the meeting) and the rest of the team is essential. If radio hand sets are available for use, ensure that the batteries are charged and spare batteries are available. Alternative and clear means of communication must be established if radios are not utilised.
- (g) The CofC and MSA Steward (if present) will inspect the track for safety matters prior to racing or practice commencing. Any deficiencies will have to be corrected prior to starting the meeting.
- (h) About half an hour before the meeting the CofC is obliged to hold a drivers’ briefing. Ensure that the competitors know the time of the briefing or announce it at the meeting.
- (i) The Chief Marshal will hold a marshals’ briefing prior to going to post.
- (j) All officials and marshals must be in position prior to practice or racing commencing. The CofC will ensure that the circuit is properly manned, including Paramedic and ambulance(s) and staff.
- (k) The Paddock Marshal is responsible for the correct and timely assembly of competitors on the dummy grid(s) ready for commencement of practice/racing.
- (l) Ensure observance of any “noise” restrictions imposed by an outside authority or licence requirements. In this context, restrict the running of engines prior to the start of practice and after completion of racing. Include such restrictions in the SRs.
- (m) Ensure that the results of each race are timed and “declared” on the official notice board as soon as possible after the completion of each race.
- (n) After completion of the meeting the following must be forwarded to the MSA
 - (i) A Race Programme, corrected if necessary (or List of Competitors and Officials).
 - (ii) A copy of the results.
 - (iii) The original Event Permit – duly completed and signed.
 - (iv) Cheque for permit fee and insurance.
- (o) If you have spectators try to ensure that sufficient programmes are available and that any PA system is used not only for the benefit of the competitors but also to

acquaint spectators with the progress of the meeting.

- (p) Keep animals away from the circuit but if present ensure that they are kept tethered and safely inside a vehicle whenever race or practice is taking place (see Blue Book).

And finally

- (a) Meet and discuss how the meeting went with the senior officials (and others). Identify what went wrong and find out why. Consider ways of improvement. Incorporate in the next meeting.
- (b) Write the SRs for the next meeting and send out invitations to all last meeting's competitors and any others that might be interested.

And start all over again!

Cross Country

Under the heading “Cross Country” there is such a diverse range of events that it is simply not possible to cover each type of event in great detail. Historically there was a presumption that Cross Country events were only run by Cross Country clubs, but increasingly motor clubs are also including them on their calendar of events.

Cross Country presents certain organisational difficulties, which do not apply to organisers of other events at all, or certainly not to the same extent. The terrain is the most difficult aspect to get right for being a natural surface, it is subject to the weather. To the casual observer one might presume that as the majority of vehicles are 4x4 they can tackle almost anything. This presumption might still hold good for a small trial, but the popularity of Competitive Safaris and Hill Rallies means that the ground must be selected to sustain the large number of competitive vehicle movements without becoming impassable. In such a situation not only will your event be spoilt by delays, or abandonment, but lasting damage may be caused to the venue and that will guarantee that you, and maybe other clubs, will not be able to use the site again. Environmental issues, such as the course layout and tyre choice, must be carefully considered to minimise damage and ensure a good working relationship with landowners and the future use of the site. Control tyres have already been adopted successfully by the MSA British Cross-country Championship to address this issue.

Once you have selected a venue for your event, there are three other aspects, unique to Cross Country, which must be considered when designing your competition course whether it is to be a Competitive Safari or a Trial.

- First, avoid natural watercourses. Whenever a vehicle is driven through water some contaminants will escape and pollute the water and the statutory authorities take very strong action against such pollution.

- Secondly, do not set out your course in such a way that damage is caused to trees, bushes etc. Quite apart from there being a General Regulation requiring organisers not to do this, the resultant environmental damage attracts a similar response to that involving watercourses.
- Thirdly, you must check for the presence of Rights of Way. Make sure you check this point thoroughly with the Rights of Way Department of the local authority and obtain the necessary permissions from the Highway Authority (Section 33 Road Traffic Act 1988). In many cases this can be done on line and by e-mail.

Obviously there are many other factors to consider such as the access, neighbouring properties which might not share our enthusiasm for motorsport, depositing mud on the road when leaving the site etc. and other motorsport events already taking place in the vicinity near to your date. You need to liaise with the MSA appointed Route Liaison Officer if using the Highway, and the Forestry Liaison Officer if intending to apply for an allocation to use Forestry Commission property. In Wales applications for use of MOD property are made by first contacting the Welsh Association of Motor Clubs MOD Liaison Officer.

So what of the events themselves?

Promotional Event

The purpose of a Promotional Event is to allow for new and prospective members of a club to experience cross-country driving in a controlled manner. The event must take the form of a set liaison route, which may incorporate optional trials type sections for the more adventurous enthusiast. It is not a competition, but the route must be marshalled.

Selection of the route is important because you do not want to put off novices, either with

intimidating terrain, or terrain which is going to damage vehicles. Remember that this is for beginners, not experienced club members using specially prepared vehicles.

The Promotional event qualifies for a Certificate of Exemption, which means that provided that you make a formal request in accordance with A21, the public may participate, but not officiate.

Gymkhanas and Treasure Hunts similarly qualify for Certificates of Exemption, so it is possible to organise a variety of competitive events suitable for recruiting new members to a club. Remember that if a Treasure Hunt is going to use the public highway then you must comply with the Motor Vehicles (Competition and Trials) Regulations. Please see the sections in this Manual concerning Event Organisation and Rallies.

Tyro Trial

A Tyro Trial is a step up from the Promotional Event and is designed to provide the newcomer with his or her first taste of competition as a club member. (Tyro is Latin for novice or beginner.)

The regulations set specific requirements on the severity of the trials section and for the types of competing vehicle, which must be fairly standard road legal vehicles. In addition 13 year-olds may drive, provided an experienced person is sitting alongside, and the regulations allow for all of the family to be in the vehicle through the sections, provided of course that they are properly seated and belted.

Apart from these restrictions, in all other respects, a Tyro Trial is organised in the same way as other Cross Country Trials.

Trial

The Trial is the most prolific type of Cross Country event. The event comprises a series of sections, set out over challenging terrain, which competitors must attempt without stopping or touching one of the pairs of markers, each pair being known as a gate.

Most events are set out at one venue, but it is possible to organise a multi-venue Trial. However this would require all vehicles to be road legal and the event would be subject to the Motor Vehicles (Competitions and Trials) Regulations.

There are no classes specified in the General Rules and Regulations, however there are two common types run by most clubs. First, there is the Road Taxed Vehicle (RTV) Trial. As this implies, the vehicles must be road legal, but unlike those eligible for the Tyro Trial, many clubs

allow quite extensive modifications. Secondly, there are Modified or Cross Country Vehicle Trials. The regulations only require the necessary safety equipment and the sections are suitably challenging.

Junior Trials

Junior Trial Vehicles were developed by the MSA as a method of introducing very young competitors to Cross Country motorsport in a safe way, under the supervision of their parents, or adult friends. They comprise a two wheel drive vehicle, adapted from a front engined lawn or garden tractor, with the cutter deck and all ancillaries removed, and fitted with a 4 stroke, petrol or diesel vertical crankshaft engine of the industrial and commercial restricted type. These trials are open to drivers aged 8 – 18 years old and are set out by experienced club members to be challenging for young drivers, but safe at the same time. Young drivers soon learn the skills of driving cross country and can become very competitive!

Timed Trial

As the title implies, a Timed Trial is a trial where the sections are timed. The results are based upon the competitor's time taken, plus any penalties accrued for touching markers. Unlike an un-timed trial, however, the competitor is still required to complete the sections after incurring a penalty.

Competitive Safari

The second most popular type of Cross-country event, the Competitive Safari, is a timed event where a course of at least a mile long is set out at one venue and where competitors are required to compete a specified number of runs over the course. The course is timed at an average speed of no more than 30mph for clubman events and no more than 50mph if safety cover appropriate to a National A Hill Rally is provided. It is not a race.

Hill Rally

The Hill Rally is a Cross Country special stage rally, where stages are established at different venues. Due to the considerable cost, logistical organisation and commitment needed to organise a Hill Rally, there are very few such events in the year. They operate a class structure based upon the international regulations and attract competitors from overseas.

Baja

The Baja is a cross-country endurance event, of at least 400km of competitive sections, run to the FIA Prescriptions and catering for vehicles in classes T1 and T2 as well as two wheel drive vehicles. There is usually a separate event with a class for National A vehicles and another separate event, run under an ACU permit, for motorbikes and quads.

Vehicles have to be able to carry fuel for long stages and there are longer intervals between servicing than on hill rallies. The timing is also according to the FIA regulations which allow vehicles which miss time controls to stay in the event, although accumulating significant time penalties. This type of event seems to be increasing in popularity across the world.

Team Recovery and Winch Recovery & Challenge events

Other events which may be organised include Recovery Events, either based upon a team of vehicles working together to complete set tasks, or Winch based events where the use of such equipment is necessary to complete the set tasks. There are also opportunities to organise navigational events, such as Orienteering, where the skill of map reading is paramount, rather than that of negotiating cross-country terrain, and Point to Point, where a team of vehicles work together to find controls or code boards.

Challenge Events are where an event comprises several different disciplines, eg winching and trials, and where the safety cover required must be that appropriate to the highest grade of permit involved.

GUIDELINE **22**

Races

Arranging a race meeting for the first time is a big undertaking, both in terms of the organisation and the financial implications. The first question which should be asked is whether there is any necessity for running your own meeting rather than joining forces with one of the smaller clubs which already does so. There are a few race meetings run which are not as well-supported in terms of entries as they need to be to make them viable.

Having made the decision to proceed, the basic steps are:

- Appoint a Secretary of the Meeting – he/she will be responsible for all the planning and paperwork
- Locate a Clerk of Course – an experienced one will be most beneficial in these circumstances.
- Find an experienced Chief Marshal – preferably one who is able and prepared to make all the necessary arrangements for this side of the event.

These three people should form the main organising committee for the event.

Other officials who will need to be chosen are:

- Club Stewards (two).
- Chief Timekeeper – he/she will organise their team.
- Chief Scrutineer – he/she will also organise their team.

Having contacted the circuit owner/manager and arranged a date for the race meeting, get confirmation of what is included in the circuit hire and for how much. This will be starting point for your budgeting.

Since this is your first event, you will not be able to run championships (except for any which are registered in your clubs name at the MSA).

You will therefore need to invite mentors of other clubs to participate in the various races.

The next stage is to prepare the Entry Forms (or Supplementary Regulations) with reference to Section B of the MSA Yearbook. A draft will have to be submitted with a Permit Application form to the MSA at least six weeks prior to the date of the event preferably sooner to allow you more planning time. Once the Permit has been approved, Entry Forms can be circulated.

Arrangements must be made for the following, either through the Circuit owners/managers or by the Secretary of the Meeting:

- Race Rescue Unit
- Ambulance.
- Doctors.
- Breakdown Recovery vehicles.

Final Instructions, which will set out the final timetable of events in full detail, will need to be prepared and sent out with passes a few days after the official Closing Date; this is usually about two weeks prior to the event. Copies of these Finals should also be sent to the Clerk/s of Course, Club & MSA Stewards, Scrutineers, Timekeepers, Commentator, Doctors, Race Rescue Unit/s and to the Circuit owner's management.

Getting closer to the event, the following need arranging:

- Laurels – usually one for each race winner.
- Trophies usually for 1st, 2nd and 3rd overall.
- Programme – allow one per competitor, one per marshal and all officials and ask the circuit for advice on the anticipated spectator attendance and allow for one for every two spectators. Do not print an excess – they are not cheap. (NB. If this is the first race

meeting organised by the club, spectators are not allowed under MSA Regulations.)

In the final few days leading up to the event there is some more paperwork:

- Drivers' signing-on sheets.
- Officials signing-on sheets.
- Programme Amendment forms for listing of any late entries/cancellations,
- List of novice drivers for the Clerk of Course.
- List of drivers requiring upgrade signatures for the C of C and Chief Marshal/Observer.

On the day, the Secretary of the meeting will be responsible for ensuring that all drivers have the necessary licence and club membership card. He/she will have an MSA report form, to complete regarding the details of the meeting and the names of the officials; this will be handed over to the MSA Steward along with copies of results sheets and any Official Bulletins issued on the day.

The Clerk of Course takes over the actual running of the meeting in terms of what happens on the circuit. This is why an experienced Clerk is exceptionally useful since no guidance will be needed.

The MSA Steward is present not to hinder the running of the meeting, but to ensure that the necessary regulations are adhered to. He and the Club Stewards may be called to adjudicate in any disciplinary matters which cannot be handled by the C of C, or where protests/appeals have been submitted. In the majority of club race meetings, their presence is simply a requirement and they seldom need to get involved in the race meeting.

The race meeting is not officially over until 30 minutes after the publication of the results of the last race; this allows the requisite time period for any protests/appeals. Once this period has passed, the Secretary of the Meeting, the Clerk/s, the Stewards and the Chief Officials can declare the meeting closed and go home.

After the race meeting, the Secretary of the Meeting has some more paperwork to complete before the meeting is finally 'wrapped up'. The documents which have to be forwarded to the MSA are:

- Completed Permit and payment of Insurance.
- Copies of race results.

- Race programme and amendment sheet.
- Copies of drivers' signing-on sheets.
- Copy of Final Instructions.
- Copy of any Official Bulletins.

	9 months	6 months	3 months	2 months	1 month	2 weeks	1 week	Last few days	Race Day	-2 weeks
Circuit Date Arranged	█									
Permit Applied for		█								
Entry forms sent out			█							
Arrangement of:										
Doctors		█								
Ambulance		█								
Race Rescue		█								
Breakdowns		█								
Commentator		█								
Timekeepers		█								
Scrutineers		█								
Club Stewards		█								
Order Trophies				█						
Order Laurels					█					
Print Programme						█				
Final Instructions to:										
Competitors						█				
Marshals						█				
Officials						█				
MSA Steward						█				
Timekeepers						█				
Scrutineers						█				
Circuit						█				
Prepare Signing-on sheets							█			
Paperwork to MSA										█
Results to: Press										█
Circuit										█
Sponsors										█

GUIDELINE **23**
Rallycross

COPY TO FOLLOW

GUIDELINE **24**

Trials

Whether Car Trials, Classic Trials or Sporting Trials, each type is distinctly different, and the type a club wishes to organise will depend on

- (a) The range of vehicles available to club members
- (b) The terrain available for the event

When first organising a Trial, it is likely a club will promote it for the benefit of its own members or invite a limited number of geographically local clubs. The event would then be run under a Clubsport or Clubman permit. Events can upgrade to National B permit if required.

The Vehicles

Car Trials

Almost any road type car, front or rear wheel drive, and possibly 4x4 "soft roader" vehicles.

1. Limited modifications
2. Modern cars, taxed and driven to venue
3. Older and/or slightly modified cars
4. Minimum driver age 15

Classic Trials

'Classic' refers to the *type* of Trial, not the car, although vintage and post-vintage cars regularly compete in what is the most original and historic form of Trialing.

1. Any road going 2 wheel drive car, tax & MOT
2. Specials, buggies, kit cars,
3. Underbody protection
4. Minimum driver age 17

Sporting Trials

1. Specialised purpose built 2 wheel drive cars strictly complying with the National Trials Car Formula.
2. Non road going open cars
3. Fiddle brakes, low gearing.
4. Strong, light, high power to weight ratio.
5. Minimum driver age 16

The Events

Car Trials

Normally a single venue event, the terrain needs to be challenging but non damaging as cars will have limited mods and limited protection.

Each hill, or section, should be set out according to the driving ability of competitors, and the performance of their cars. There should be 12 "gates" to pass through on each section, and a separate start gate.

Care should be taken not to cause irreparable damage to the ground, sections should therefore be altered and if necessary moved between rounds.

A minimum of 6 sections is advisable, up to 10 even better, and 4 rounds should fit in to the timetable, 2 in the morning and 2 in the afternoon.

Sporting Trials

Similar facts as Car Trials, but sections need to have much more gradient, can be on rougher ground, and often only 3 rounds are required.

Classic Trials

Multi venue events, the sections being much longer than Car and Sporting Trials, often ¼ or

½ a mile, on farm tracks, forest trails and other interesting and testing terrain.

One-day events can involve 50 or more road miles and up to 15 observed sections, some events can span 2 days and even more sections.

Equipment

Car and Sporting Trials

Each section will need at least 26 posts, usually wood (broom handles are often used). Left and right posts should be different colours (yellow on the left has become favoured), and numbers 1 through to 12 (on cards or tags) attached near to the right hand posts.

Classics

Marker posts and sign boards may only be needed for start and finish of each section, as scoring is usually either “fail” or “clean”.

Where to learn more

Car and Sporting Trials:

msauk.org or btrda.com

Classics:

actc.org.uk

GUIDELINE **25**

Rallies

Introduction

Rallying is one of the most popular forms of motor sport in Britain, with around 1,000 permits for events issued by the MSA each year. The organisation of any rally requires a large amount of detailed work to ensure that the event runs correctly with the minimum of impact upon the general public.

There are numerous different types of rallies ranging from the humble club night navigational event through to the international Stage Rally, however, the same basic principles apply to all events.

All motor clubs organising rallies whether they use the public highway or not are required to comply with the relevant sections of the MSA Yearbook.

Rallies can be split into two main categories which can then be subdivided further:

Road Events

These are events whose main element of competition takes place on the public highway. Road events often require competitors to maintain a time schedule over a demanding route with time controls along the route. The route will be defined by various navigational techniques which may be issued to competitors at regular intervals along the route. Cars used may be totally standard or prepared to a limited level in compliance with the relevant Technical Regulations. It is not necessary to have a fully prepared car to compete on these events although a few minor modifications may be helpful. The events can be subdivided as follows:

- (i) **Road Rally** – A competitive event which can be timed to the minute or second with a route length usually in the region of 100 to 180 miles traditionally taking place overnight on a Saturday/Sunday. Only limited route information can be given out in advance and

the maintenance of a strict time schedule forms the basis for the competition.

- (ii) **Endurance Road Rally** – A competitive event which consists of sections on the public highway timed to the minute and also Special Tests on private property which can be timed to the second. These can be either one day events or can take place over a number of days. Vehicles are restricted to a maximum of 1400cc (petrol) or 2000cc (Diesel); some additional modifications for safety purposes must be made.
- (iii) **Navigation Rally** – These events are of a similar format to road rallies, however the navigational skills of the crew are a major factor in determining the winner. Sections must be timed to the minute only. With navigational rallies the technical regulations relating to competing vehicles are slightly relaxed as a performance car, is not necessarily the key to success on these events.
- (iv) **Twelve Car Rally** – Organised by motor clubs for their own members and usually taking place on a weekday evening these events are of a similar format to Navigational rallies, but are limited to twelve cars only. They usually have a route of between 50 and 80 miles and are ideal for the beginner to learn the ropes.
- (v) **Navigational Scatter** – A navigational event where crews are expected to visit a number of predetermined points but the route to visitation is generally free. The crews will be expected to locate clues at each point, some of which they may have to get out of the car to locate. For these events no merit is placed on visiting more than 75% of the controls and timing is only governed by a finishing time.

Stage Rallies

Stage rallies are events where crews compete against each other on timed sections known as special stages. These sections must take place on either private land or roads closed by law to all other traffic. The stages are timed to the second and the emphasis is upon driver skill and car control, rather than navigational skills. Cars must be prepared to a high standard and a check for compliance before each event (scrutineering) will take place. Each stage is linked by a section called a Road Section which may be on a public highway and is timed at under 28 mph average speed.

There are two types of Stage Rallies:

- (i) **Multi-Use Stage Rally** – A rally which uses parts of special stages more than four times during the day of the event; they usually take place on one venue with no public highway link sections. Disused airfields and race circuits are popular venues for these types of events.
- (ii) **Multi-Venue Stage Rally** – An event where stages are located at different venues which may be used no more than four times. Stages are linked by Road Sections often on the public highway.

Organisation

All rallies need a permit to be issued by the MSA prior to them being held. The permit must be applied for at least six weeks (eight weeks for National A and International events) prior to the event. The permit contains detailed information as to what is required to have been undertaken prior to its issue.

A rally must comply with the relevant section of the MSA Year Book. The information that competitors must comply with, together with any other relevant information such as the start venue, mileages, surfaces, etc, will be contained in a set of Supplementary Regulations which are issued by the organising club. These Supplementary Regulations will also include an entry form. These regulations are usually available on the event or club's website.

Authorisation

All rallies that include sections run on the public highway are governed by the Motor Vehicles (Competition and Trials) Regulations. A formal application for approval must be made by the event organiser to the MSA Competitions Authorisation Section (CAS). They handle all events within England and Wales. The Royal Scottish Automobile Club handle applications for Scotland.

Some types of events are automatically authorised provided the local Route Liaison Officer (RLO) approves the route of the event. These events are detailed in the MSA Yearbook (Blue Book).

Multi-Use Stage Rallies which do not use the public highway are exempt from this procedure.

Any application for authorisation must be submitted no earlier than 6 months and no later than 2 months prior to the event. The official application form must be accompanied by 2 copies of a tracing detailing the whole route of the rally taken from 1:50 000 scale Landranger OS maps together with locations of controls and a time schedule. A copy of the tracing should also be sent to the relevant Route Liaison Officers. Upon receipt of the tracings the CAS section will copy them to the local police authorities for the area being visited.

Prior to the event a per capita fee will be payable based on the total number of starters and mileage of the event. Authorisation will not be granted unless this fee is paid to the CAS.

Applications in Scotland are slightly different as the tracings are made on 1:250 000 scale maps and letters of authority must be submitted to RSAC motorsport from local police authorities whose area the route traverses.

CAS Authorisation Address

Motor Sports Association Ltd
Motor Sports House
Riverside Park
Colnbrook Slough SL3 0HG

RSAC Motorsport Ltd
PO Box 3333
Glasgow
G20 2AX

Insurance

By issuing a permit for an event the MSA automatically arranges a Legal Liability (third party) insurance cover to protect clubs organising events. These policies provide protection against any third party claims to the club and its officials.

In addition competitors on stage rallies on private land benefit from insurance against third party claims.

Where private land is used on a rally, whether for a special stage or otherwise, the landowner may require the club to make good any accidental damage that may occur.

The MSA can arrange contractual liability cover to protect clubs from any such claims. This cover must be arranged in advance of the event by the organising club with the MSA. Cover cannot be arranged for damage to road surfacings.

The motor vehicle insurance policies held by most competitors will specifically exclude the use of the vehicle on public roads for rallies. Where a competitor is unable to arrange their own insurance through their existing policy the club should arrange for a suitable scheme and include details of this in the Supplementary Regulations.

The MSA quarterly glossy magazine 'Motorsport Now!' often includes advertisements from a number of providers of motorsport insurance services.

Event Officials

For any rally there are numerous tasks that must be undertaken. The size of the team that undertakes these tasks will be dependent upon the size and nature of the event being organised. For a twelve car rally perhaps one person can undertake all of the duties, however for a major event the following officials will be required:

- (i) **Clerk of the Course:** The Clerk of the Course is the event manager. This person has overall responsibility to ensure compliance with the relevant regulations. They must also keep the event on track in its early stages of organisation to ensure that deadlines are achieved by the other team members. The Clerk of the Course also acts as the first judicial body when protests are made. The Clerk of the Course may have an assistant if required. This is a useful position for a new organiser as it allows them to gain a taste of what it is like organising an event.
- (ii) **Secretary of the Meeting:** Responsible for the general event paperwork and to manage "the office" for the Clerk of the Course. The Secretary will be involved with signing-on and competitor liaison. Much of the documentation for the event will be produced by the Secretary. It is a busy role and for smaller events may be combined with the role of Entries Secretary.
- (iii) **Entries Secretary:** to be responsible for receiving entries and relevant fees and organising event signing-on with the Secretary of the Meeting.
- (iv) **Chief Marshal:** The role of the Chief Marshal should not be underestimated as it is this person's job to arrange the supply of marshals for the event and to ensure that they know what to do and where to go. In the present climate recruiting marshals can be extremely difficult and someone who has several contacts could be a useful person to fulfil this role.
- (v) **Timekeeper:** To arrange the supply and distribution of timing equipment for the event. Also required to ensure timing equipment is accurate and set in accordance with MSA Requirements and tolerances to BBC/ Telecom time.
- (vi) **Scrutineer:** To ensure that the competition vehicles all comply with MSA technical regulations that apply to the specific event.

(vii) Stewards: On Road or Navigational rallies of clubman status only one Steward is required. All others need three Stewards one of whom should be appointed by the MSA. The Stewards are there to act as impartial observers and to ensure that the event is run in accordance with the regulations. They also act as a second judicial body should an appeal be made against the decision of the Clerk of the Course. It must be noted that Stewards should not be permitted to undertake any other official post.

Public Relations

All rallies require some form of Public Relations exercise (PR) to be undertaken along the proposed route. The exact amount of PR work required is detailed in Section H of the MSA Yearbook.

The PR work is necessary to minimise the disruption caused by an event, warn people on the route of the event and to protect the future of the sport. It must be carried out by trustworthy club officials and far enough in advance of the event so that problems can be overcome in plenty of time. Re-routes may be required and these must be processed via the CAS.

When undertaking PR work it is essential that a diplomatic approach is made and that you do not ask for permission from the householders en route as this can lead to unnecessary difficulties. Inform them of the event, leave a PR Letter and ensure that a report is prepared on each visit which is available to the Clerk of the Course. In England and Wales you must also refrain from implying that the Police have authorised the event.

The RLO(s) for the area may request that additional PR work is undertaken in sensitive areas.

The PR Register must be available for inspection by the Clerk of the Course, Stewards and RLO(s).

Road event specifics

A road event can be quite a complex beast to control, however by following a series of pointers problems should be minimised. In particular night time events can cause the most problems as they run at anti-social hours in remote locations.

Sections on road events need to be carefully planned depending on the type of section. Standard and Regularity Sections are the competitive elements of the route and may be timed to a legal maximum average speed of 30 mph. Often "whites" (unsurfaced tracks) are

used on these events to maintain a challenge to competitors. The routes of these sections should be designed to avoid built up areas wherever possible.

Neutral and Transport sections are the linking parts of the route whose main purpose is to allow competitors to travel through villages, PR sensitive areas and along long stretches of main roads to link different parts of the event together. These can only be timed at 20 mph average in the case of Neutrals. Transport Sections can be timed at 30 mph average.

Whilst planning the event route you must be mindful of the style of event, the time of year and the length of route. It is also essential to take into account locations of the start, finish and importantly petrol/rest halts. In remote locations it may be difficult to find a garage that will open in the middle of the night to service your competitors.

The time control locations that you select need to allow plenty of space for the marshal to park and to allow other road users to pass when competing cars are waiting. This is especially important at the end of a long Neutral or Transport section where a queue of several cars may develop.

This brings us onto *marshals*. For a road event a large number of marshals are required. However by planning the route effectively you can allow many of the marshalling crews to "double up" and thus help reduce your manpower requirements. Marshals should be given specific instructions of what to do and how to find their control point, never assume they have a map with them!

It will also be necessary to man any gates and/or fords en route to reduce the risk of problems occurring – such as livestock escaping from a field or a car drowning out and holding up the whole event.

Event paperwork: The paperwork for every event is different, however by maintaining a consistent, clear and informative approach, the competitors will know what is going on and what to expect. Route cards, time cards and other documents must be checked by the organizing team for correctness. The route cards in particular should also be checked by a trustworthy independent person.

Stage event specifics

Officials

For Stage Rallies there are some extra Officials who need to be appointed and some of the previous Officials must be licensed by the MSA.

- (i) **Chief Timekeeper:** The Chief Timekeeper must be from the MSA appointed list of Timekeepers.
- (ii) **Chief Scrutineer:** The Chief Scrutineer must be from the MSA appointed list of Scrutineers appropriate to the grade of event. The Chief Scrutineer will also be responsible for booking a number of other scrutineers depending on how many entries are received for an event.
- (iii) **Chief Safety Officer:** The Chief Safety Officer is responsible for booking the relevant Safety, Rescue and Recovery vehicles along with Doctors and Paramedics. He is also responsible for producing an event safety plan and ensuring that this is adhered to on the day.
- (iv) **Radio Controller:** The event Radio Controller is a very important job on any Stage Rally, but especially on a Multi-Venue event where the Clerk of the Course may be out of Communication range and he may well be required to make some important decisions. For this reason when appointing a Radio Controller you need someone who is both conversant with all current radio procedures and can work under pressure.
- (v) **Stage Commander:** The Stage Commander is responsible for ensuring a Stage is fully ready to run by the appointed time, and for dealing first hand with any safety and operational details.
- (vi) **Press Officer:** Depending on the size of your event, you may well be inundated with media requests for information. One person should handle this. If you have an incident on your event, all media enquiries should be directed to this person. If you are unfortunate enough to have a fatality on your event, all media enquiries should be directed to the MSA.

Forestry Commission

To organise a rally using Forestry Commission land clubs are required to apply to the MSA on the appropriate form in the year before that in which the rally is to be held. The Regional Association

that the club is a member of must endorse the application to the MSA.

If the application is successful the club will be notified that it has an allocation to use Forestry Commission land. The granting of an allocation does not guarantee that forestry roads will be available in the area that you may wish to run the rally. The club must start discussions with the appropriate Forestry Liaison Officer to discover what forestry roads may be available for their use.

The Forestry Liaison Officers are listed in the Competitors and Officials' Yearbook.

Servicing

On any type of Stage Rally you will be expected to provide an area for the servicing of competing cars. Dedicated service areas should be arranged at suitable locations with sufficient space for the number of expected entries. Time controls should be situated at the entry and exit to these areas to allow the time that can be spent servicing to be limited.

Timetable

To assist organisers the following is a guide as to when certain elements of event organisations should be undertaken and by whom. Seasoned organisers may do things differently, however the timetable has not been prepared for, nor is it intended to be, a fully detailed all embracing list but more a useful aide memoire.

When	Description	Action By
Year Previous	Apply for Forestry Commission Allocation.	Club Secretary
-12 months	Attend your Regional Association's dates meeting to submit your proposed date and maps/venue for the event. You may have to debate the date with other clubs and amicably agree on a suitable date, particularly if the event is to be a championship round.	Clerk of the Course/ Club Comp Sec
	Book your venues for your next event.	Organising Team
	Decide on the type of rally (Road, Navigational, Multi Use or Multi Venue. etc).	
-8 months	1. Appoint main officials, the minimum requirements are: Clerk of the Course; Assistant Clerk of the Course (Asst); Secretary of the Meeting; Entries Secretary; Media Officer; Timekeeper; Scrutineer; Chief Safety Officer; Chief Timekeeper.	Clerk of the Course
	Safety, Medical and Recovery to be booked.	Chief Safety Officer
	2. Set event budget and decide on how to deal with official expenses.	Organising Team
	3. Make sure you hold regular progress meetings throughout the planning process and keep your club committee informed. Above all make sure you have adequate/experienced help.	Clerk of the Course
-7 months	1. If running a Road or Multi Venue event decide on your liaison route: b. Consult the relevant RLOs about your draft route; c. Travel the whole route, investigate any problems and locate suitable control locations; d. Determine the start, petrol, rest halt, and event finish venue(s); e. Consider noise and scrutineering locations.	Clerk of the Course/Asst
	Write to invited Regional Associations and Championships to confirm the date and details of the event and formally invite them.	Secretary of the Meeting
	2. Once you have agreed a draft route, prepare your tracings of the whole route. These tracings should show the following: a. Route of rally with direction arrows; b. All time controls with times for car 0 to BBC/Telecom time. This must include for any Main time controls and petrol test halts; c. The type of section between each control: d. Two or more grid lines (one vertical and the other horizontal so that the RLO/MSA can locate the route);	Clerk of the Course/Asst (Timekeeper)
	Two copies of the tracing showing the whole route should be sent to the CAS complete with form E404, and a covering letter. A further copy of the tracing showing only the sections of route relevant to each RLO area should be sent to each RLO.	

When	Description	Action By
-6 months	The tracing should not arrive more than six months before the event.	Clerk of the Course
	Consider visiting the local Police HQ to discuss your proposals with their traffic coordinator as this may prove to be useful particularly as a PR exercise.	Clerk of the Course/Asst
	Appoint all other officials as listed below: Environmental Scrutineer (noise test); Stewards; Course car and closing car crew; Results Team; Chief Safety Officer to prepare event safety plan.	Clerk of the Course/Asst
	Organise Rally Timecards (there are several styles available to use) select one suitable for your event and ensure the results crew are happy with it Do not order them yet as times may change due to re-routes.	Timekeeper/ Clerk of the Course
	Apply for event permit using the standard MSA Application Form.	Secretary of the Meeting
	Write to any venues you am proposing to use confirming details and request written confirmation of acceptance back of your agreement.	Secretary of the Meeting
	Write to local Headquarters of the National Farmers' Union (NW) to notify them of the event.	Secretary of the Meeting
	Arrange rally plates (consult RLO as to their use in certain areas of the country)	Secretary of the Meeting/ Entries Sec
	Prepare PR letter and arrange copies (you will need a lot of these).	PR Coordinator
	Chief Marshal to prepare an open invitation letter for marshals to assist on the night and send it out to all local clubs and other prospective contacts.	Chief Marshal
-5 months	You should now have comments back from the Police and the National parks (if you are passing through any). Consult with the relevant RLO as to what to do if you are unsure.	Clerk of the Course/Asst
	Prepare draft of the supplementary regulations and arrange advertisers, printing, covers.	Secretary of the Meeting
-4 months	An equipment list is required for all equipment that is needed including: Stakes, Arrows; Code Boards/Control Boards; Official notice board.	Clerk of the Course/ Asst/Equipment Co-ordinator
	Equipment Co-ordinator to obtain equipment.	Equipment Co-ordinator
	Write to Motorsport News and obtain an insert in the What's On column of the Rallies Editorial.	Secretary of the Meeting
-3 months	Print Supplementary regulations and collate. Regs should be sent to all clubs invited and any registered championship contenders.	Secretary of the Meeting
	Arrange for the correct amount of clocks for the event and order them from your supplier	Timekeeper
	Contact Insurance Brokers or providers to obtain application forms for event insurance cover and driver application forms.	Entries Secretary

When	Description	Action By
-2 months	Chief Marshal to ring round and visit local clubs to canvas for assistance on the night.	Chief Marshal
	Arrange and print any other documentation required for the event.	Organising Team
	PR co-ordinator to arrange and meet volunteers to carry out PR work in sections. Potential problems to be visited by PR co-ordinator themselves.	PR Co-ordinator
	PR co-ordinator to travel the whole route and check for any potential problems. PR co-ordinator must be briefed by the CofC on any information available from RLO.	PR Co-ordinator
	Prepare navigation for the whole route in its present form, consider any areas where crews may go wrong and possibly arrow or use NO boards.	Clerk of the Course
	An independent and competent person should check the navigation.	
	PR work to commence and a record log to be kept by the Co-ordinator of all households visited, as this may be requested by the RLO. Any problems must be notified to the CofC who should investigate these to ensure they are satisfied that the problem can be alleviated/minimised.	PR Co-ordinator
	PR work should continue with an aim to be completed not less than two weeks before the event, as this gives time to organise any re-routes that may be necessary.	PR Co-ordinator
	Check with all venues that your arrangements still stand and that scrutineering/noise test venues are available.	Secretary of the Meeting
	Make any final route modifications required as a result of PR work. Check these with the relevant RLO and send two copies of tracing of re-route with a revised time schedule to CAS. If the re-route has occurred less than 5 days prior to the rally, ring the CAS and Police direct.	Clerk of the Course
	Check with the local Police to ensure they are aware of the start arrangements.	Clerk of the Course
	Prepare any marked up maps for the Course cars and stewards as may be required.	Asst Clerk of the Course
	Chief marshal to contact all marshalling volunteers to ensure they know where to turn up for signing-on, etc.	Chief Marshal
	Check that all those persons with a job to do on the night are aware of their job and their meeting arrangements (hold a briefing meeting if necessary).	Clerk of the Course
	Check navigation/route cards again, prepare them for printing and print enough copies for your entry and senior officials/stewards.	Asst Clerk of the Course
	Entries should be coming in well now and these should be acknowledged (a postcard will do). A provisional seeding list can be made.	Entries Secretary
Arrange event blanket insurance certificate not less than 21 days before the event.	Secretary of the Meeting	
1 month prior	Arrange production of Timecards, Checksheets, Roadbook, Safety Plan. etc	CofC/Secretary

When	Description	Action By
2 weeks to the event!	Prepare entry list – seeded on the information given by competitors on their entry form.	Clerk of the Course
	Prepare Final Instructions and print ready for posting. These should include an entry list and times of arrival at the start etc.	Secretary of the Meeting
	After entries closing date. Prepare final entry list, copy and post with a set of final instructions to all entries, senior officials including stewards.	Entries Secretary
	Ensure results crews are in a position to collect time cards.	Secretary of the Meeting
	Equipment Coordinator should be aware of what is required on the night in the form of putting out stakes/boards etc. It may be an idea to put the stakes out the day before the rally.	Equipment Co-ordinator
	CofC needs to visit petrol and any other areas considered necessary where problems that may have occurred can be solved.	Clerk of the Course/Asst
	At the finish ensure all crews complete a damage declaration form and hand in Time Cards.	Entries Secretary
	Aim to get the results published as soon as possible after the finish of the last car (ideally within 60 minutes). Secretary of the Meeting	Results/
	Deal with queries as soon as possible.	Secretary of the Meeting
Within 7 days.	Arrange sending of Final Results to Officials, Competitors, etc. Arrange sending of Full Copy of all paperwork to MSA including permit and insurance fees.	Secretary of the Meeting

Historic Rallies

Introduction

Since the last Guideline for Historic Rallies was written, this aspect of the sport has become an established and popular branch of the sport. In the main, the majority of those involved have recaptured the spirit and sportsmanship that is remembered as being part and parcel of rallying in the fifties and sixties and the most successful events are strong on atmosphere. Historic Rallying should be fun and whilst the element of competition is one ingredient, the social aspect should not be overlooked.

Cars built up to the end of 1981 are now eligible to take part in Historic Rallies and organisers are having to cater for vehicles with hugely disparate performance potential. A good event will have some aspect that will test the drivers of the fastest cars but must still satisfy those (including people bringing older and perhaps more exotic vehicles) to whom completing the course may be challenge enough. The disparity amongst the vehicles is a major factor in attracting spectators (sometimes these spectators actually pay for the privilege at some of the stage rallies).

Sadly, the many pressures on the use of the countryside by all sort of sporting and recreational users is being felt by Historic Rallies as well as their modern counterparts. Whilst many onlookers along routes will look upon the older cars with some affection, more and more people now just see an event as more people in cars that should not be there, so careful choice of routes and speed schedules, plus diligent work with Route Liaison Officers to address known trouble spots is essential. Readers of this Guideline should also look at Guideline 25, as much of the detail relevant to rallies for modern cars is equally applicable to rallies for historic cars.

However, the interest in Historic Stage Rallying is at an all-time high with large fields of better and better-prepared cars the norm. In addition to the

flagship British Historic Rally Championship, most Regional Associations give Historic awards within their Championships. Younger rally fans (many of whom were not born when most of the cars were first built) are enjoying the sights and sounds of two-wheel drive cars sliding around the stages. In addition to enthusiastic owner-drivers, there are many car preparation experts around the country earning a living building and running the cars. In the twenty years or so since its inception, historic rallying has grown into an industry in parallel with other aspects of motor sport in the UK.

Organising team

Clerk of the Course

The responsibilities and duties of the Clerk of the Course are well documented in the Motor Sports Yearbook (the Blue Book) and in other Guidelines in this Manual. Any prospective Clerk of the Course should acquaint themselves fully with the relevant information.

It is important that a Clerk of the Course judges the right spirit for an Historic Rally and keeps in mind that some competitors may be new to the sport so regulations and instructions should be crystal clear.

Secretary of the Meeting

The role of the Secretary of the event tends to be that of office manager. The Secretary will have the most contact with competitors before and after the event.

The Secretary should be involved in the 'signing-on' of competitors and usually becomes involved to some extent in the results of the rally. They must have a working knowledge of the penalty system and it can be helpful if they have had some input into the design of the documentation (particularly the time cards) as it is this paperwork that must be interpreted correctly to establish the winner.

Chief Marshal

The job of Chief Marshal is becoming increasingly difficult. Not so long ago there was a plethora of would-be marshals ready to turn out day or night. Those times are unfortunately no longer with us although marshalling is one of a number of areas where Historic rallying has the edge on other branches of the sport. You can turn to that band of enthusiasts who were members of your motor club some years ago but have lost touch; it may be just the excuse they need to come out of retirement and meet old friends and see again the cars in which they used to compete. There is also a generation of potential new club members out there and the appeal of the 'Historics' is such that youngsters new to rallying are prepared to become involved.

The Chief Marshal nowadays needs to have computer skills. More and more recruitment takes place via e-mail and websites and keeping information and pleas fresh and frequent on this medium is vital to filling all the available posts. The amount of information that is created and circulated in connection with a contemporary event would leave someone without electronic access buried under a mountain of paperwork and struggling to keep up with the ongoing changes as routes evolve. Of course, the expectation of marshals' paperwork including instructions, check sheets and control locations (often including local map printouts) is burgeoning thanks to the advent of the "home office".

The Chief Marshal should have sight of the route at an early stage, perhaps three or four months prior to the rally; he should have at least a provisional time schedule together with the locations of the controls and, ideally, could act as overall co-ordinator of the public relations effort with perhaps sector marshals undertaking the 'leg work'. He will be, in this way, aware of any re routes that may be necessary and any special requirements such as 'no' boards at certain junctions, arrows, quiet boards and/or marshals agreed during the course of the PR work. Keep in mind that the PR work for an Historic rally should be just as thorough as for any other.

The Chief Marshal needs to be (or work closely with) the Equipment Officer and an inventory of the equipment required on the event should be drawn up and maintained. It will be necessary to move considerable quantities of tackle – control boards, stakes, bollards, banners, cones, etc during the course of the rally and a van or trailer is a must for any Chief Marshal.

The allocation of controls to the troops is the task of the Chief Marshal who should establish the experience of people at his disposal to ensure that the more knowledgeable are allocated the potentially demanding duties. Convince those who insist that they are available for only a limited period – usually the early part of a night event that they should actually man a slightly later control, thus enabling the stalwarts to 'doubleup' taking one control early and one late in the event.

Remember that as Chief Marshal it will be expected that you will be first on the scene to set up the Scrutineering, the start area, the special tests, etc. and that you will be dismantling and checking in equipment when the other organisers are already in the bar!

Other Officials

You are required to have various other officials on a rally.

A list of Scrutineers and Timekeepers together with their grade appears in Section EE of the Blue Book and Section FF of the Red Book respectively and it is the organiser's responsibility to contact suitable people for the relevant duties. With Historic rallying it may be desirable, if not altogether essential, to appoint an Eligibility Scrutineer; if your event is part of a championship, the championship organisers may have such a person for all the qualifying rounds. This is particularly useful as he or she will have seen many of the competing cars on other events.

With the exception of Clubman Road Rallies there must be three Stewards of an event. One of these may be the MSA Steward should they decide to appoint one. The responsibilities and duties of the Stewards are detailed in Section C2 and U of the Blue Book. A Steward is a little like a referee at a football match – if you know he is there it is a poor game or a poor referee.

Sponsors

It was once felt that the concept of sponsorship and Historic rallying sat a little uncomfortably with some but the economic reality is such that the additional income is a must to allow organisers to cope with ever-increasing expenses, whilst keeping entry fees realistically low. In the twenty-first century, it is expected that events and championships will have websites, decals and (possibly) sunstrips, rally plates, organisers and co-ordinators that can attend events and issue printed publicity material and information, as well as event costs such as fuel for PR crews and the provision of event signage. This is a raft of

spending that is not always appreciated but has to be funded. As with all projects, the sponsor should be able to benefit from association with the event or championship. By setting out clearly the aims of both sides, a partnership can develop to the good of all. A long-term arrangement is better than a string of one-year deals – not least due to reduced costs of not always replacing the branding. The true costs must be evaluated and covered to make the sponsorship worthwhile.

Whilst stagerally cars are sometimes completely decorated, like their modern counterparts, road rallies are most unlikely to welcome any significant branding with decals being limited to motor club badges and some discreet previous event stickers. Regulations must be carefully written and studied to ensure that the restrictions are clear to all.

Sponsorship is not, in the opinion of some Historic rally organisers, always worth having because the cost of setting up and printing extra pages in the regulations, multi coloured covers and special rally plates, together with the extra work involved in giving the sponsor value for money, can be more than you are actually getting. This can actually put up entry fees which cannot be the object of the exercise.

Help in kind may often be of greater benefit than hard cash. Materials, equipment, assistance with printing or subsidised accommodation, use of venues, etc, can be equally valuable and may be much easier to obtain.

Local authorities can be very helpful and an approach to the appropriate department costs nothing; after all it is one of their duties to provide recreation and leisure facilities. Local Councils own a considerable amount of land and they may be prepared to make available parkland, industrial sites, car, parks, etc, at little or no cost. They also have considerable influence and their involvement can lend a very desirable air of legitimacy and respectability to the proceedings. The presence of the Mayor or Chairman of the Council flagging away competitors at the start or presenting the awards at the finish may help not only the image of the event but please any other sponsor by virtually guaranteeing press coverage, at least at a local level. In addition the police may be more amenable to the idea of assisting with traffic control if the 'Chairman of the Police Commission' is beaming down from the start ramp. Any approach to a Local Authority must be made in good time, the committee system may take forever.

A sponsorship deal must be arranged well beforehand to achieve the maximum benefit for all parties. This means at least six months before the date of the rally. The sponsor will almost certainly want the company name on the Supplementary Regulations for the event (SRs) and all the event stationery. Similarly all pre-event publicity should include a mention of the sponsor. Make sure that any agreement is confirmed in writing. It is far better to spend a little time sorting things out properly at the outset than to have misunderstanding, embarrassment and possible acrimony later.

Always keep the sponsor up to date with progress throughout the preparations for the rally. Invite them to planning meetings and let them, if they wish, get involved. You may well find the original arrangement is supplemented by other benefits if the sponsor appreciates your needs and is aware of the effort that you are putting in to their event.

Ensure that the sponsor gets an invitation to the start of the event and the prize giving. Give them details of the route and information about the cars and competitors. If they are interested enough to put up their money and lay the company reputation on the line they may well wish to spectate and take friends to see the action.

Finally, after the event a letter of thanks will not go amiss. You may want a sponsor next year

Planning

There are a number of hoops, some of which are mandatory, through which you must jump to run an Historic rally.

Regional Associations will co-ordinate event applications and they generally have Dates meetings in July / August so that calendars can be submitted to the MSA by September.

Choosing the date for your rally is of the utmost importance. Submitting the date and other details through the Regional Association should ensure that clashes with other motoring events do not occur but it is equally important to be aware of other activities being held on the same day and take the necessary steps to avoid them. Carnivals, Rag Day Parades and even Bank Holiday traffic can seriously disrupt your rally and you and your motor club could be crossed off the Mayor's Christmas Card list if your route meets that of a civic procession head on.

The growth in historic rallying in recent years has seen a corresponding increase in available events. On the road rallying side, this has seen

entry numbers fall and many historic rallies run in parallel with modern / endurance events. In stage rallying, the British Historic Rally Championship runs with strong numbers (again with modern cars in parallel events sharing stages) but contenders in Regional Championships often find themselves running as a small number amongst modern clubmen as event organisers offer awards to all classes of cars in an attempt to fill places and balance their books. Even the long distance events cannot guarantee full fields due to ever increasing costs and a myriad of events (many run by overseas organisations as well as UK organisers).

Only those events offering something different and good value are likely to attract a significant number of entrants. Hosting around of a successful championship may bring strong support but it is wise for an organiser to plan for the event of that championship "moving on" as they strive to stay fresh, or even for that championship to wane in popularity. It is necessary to identify a particular niche for your event in a competitive market. To this end, it is important to consider in some detail what you intend to run and whom you are trying to attract.

Route authorisation

If you intend to run a traditional road rally or a touring event using the public roads involving more than twelve competing vehicles, you must apply to the MSA for route authorisation (see Blue Book, Section K). All motoring competitions held on the public highway are governed by the Motor Vehicles (Competition & Trials) Regulations 1969. Under this legislation the Authorisation department of the Motor Sports Association Limited acts as the Central Agency for England and Wales on behalf of the Minister responsible for Transport. Scotland is handled in a similar fashion, albeit with a different system of processing, by the Royal Scottish Automobile Club. You may wish to present an intricate and testing challenge to competitors in the heart of Wales or a scenic tour through the Dartford Tunnel but in either case you must make an application to the relevant office between two and six months prior to the planned date of the event. The application must be made on the official form (E404) and be accompanied by two duplicate tracings, taken from current 50,000 scale 0.8. maps, showing the public highway route and detailing the control points and time schedule.

The permit

No motorsport event may take place without the permission of the MSA. The MSA signifies its approval by granting an organising permit. Applications for the permit must be made on the appropriate form not less than eight weeks before the date of a National 'A' event and not less than six weeks before the date of all other events. Sections A2 to A24 of the Blue Book sets out all the ins and outs of what you can or what you cannot do and Appendix 3 lays down the fees you will be charged.

Supplementary regulations

The SRs or Regs are the means of Informing the potential competitor what you are offering. They normally follow the draft regulations submitted within the permit application form and should contain all the details that you have given to the MSA. What the SRs must include is explained fully in Section A28 of the Blue Book.

Remember when compiling the 'regs' to concentrate on making them clear and unambiguous. If you are running a road event give details of how many tests, how much regularity (miles and controls), how many road miles and the nature of the navigation. If you are proposing a stage event explain how many stages there will be, what the mileage (stage and road) will be and a genuine description of the surface of the stages.

Producing the 'regs' always takes longer than you imagined it was going to, so allow plenty of time. Aim to publish them ten to twelve weeks before the rally, six should be an absolute minimum. If you leave things too late you will not get the entries you need for a successful event.

It will be necessary to print between seven hundred to a thousand sets of the SRs if you hope to attract up to ninety competitors. The ratio of ten to one seems a waste when you consider the fate of ninety per cent of the documents but there is little alternative. Regrettably you must speculate to accumulate.

Consider having regulations available on-line too, though not as a substitute for printed regulations. On-line entries are also possible either by using Paypal or by accepting an entry as provisional until a cheque is received.

The events

Historic events are divided into three categories:

1. **Stages**
2. **Road events or 'Retros'**
3. **Touring events.**

1. Stages

The same principles as modern events apply in respect of vehicle safety and all requirements (only a few of which are dependent on the age of the vehicle) are set out in the Blue Book's Section H.

An emphasis on smoother stages is important because of the less technological nature of historic rally cars. The British Historic Rally Championship events run the Category 1 historic cars (pre 31.12.1967) first on the road on gravel events. After a short break, the Category 2 (1.1.68 to 31.12.1974) and Category 3 cars (1.1.75 to 31.12.1981) run interspersed due to their parity of capability and performance. This allows the older, less robust cars access to the roads whilst the tracks are in the best condition and has been a most successful innovation – running historic cars first on non-championship gravel events will help to attract entries. Rather surprisingly, greater entry numbers are seen on the gravel rallies possibly because smooth gravel surfaces subject drive trains to lower stresses than running on tarmac surfaces with contemporary tyre compounds.

If an organiser wishes to run an event for historic cars as a "tag-on" to a modern event, they must have a specific Permit and Supplementary Regulations for the historic cars, and the event must be at least in some part different (usually missing out rougher or double used stages) for the MSA to consider the historic event as a different rally. Of course, organisers can just run classes for vehicles complying with the regulations for Historic Stage Rally Cars and put up awards for the same as part of their modern permit. Such events will not, typically, offer competitors the advantages of preferential running order on the stages.

2. Road events or 'Retros'

Usually there are three elements to these:

- (a) Traditional road navigation.
- (b) Tests.
- (c) Regularity.

(a) Traditional road navigation

This part of the event must be run at a strict 30 mph average. In order to make it interesting therefore it is necessary to select challenging and twisty roads but it should not be necessary to resort to rough 'whites' which are particularly unpopular with competitors with valuable and fragile machinery.

Even an A40 Somerset can comfortably average 30 mph down most B roads so the more challenging yellows must be selected, and it is recommended that you search hard for the most intricate and complicated route you can find within the territory available and which does not include public relations problem spots.

Without detailed 'local knowledge' it is not always possible to choose a route from the map. It is necessary to spend some time driving around the yellow roads in your chosen area to see which are straight and wide and which are narrow and challenging. In this survey it is also important to seek out 'tricky slots' and 'not as map' junctions, and include them in your overall route wherever possible. The odd ford (as long as it isn't too deep) always adds a bit of spice, as does the 'impossible' hairpin, and rain also helps to make it more difficult to average 30 mph and thereby 'clean' your route.

If you are in an area where there are no tight metalled roads and where it is very easy to achieve 30 mph, you have to resort to 'plot and bash', including some of the traditional time consuming methods of navigation, such as spot heights, herringbones, km squares tulips or even map references out of order. Tread carefully however, because a good proportion of your entry will be novice or at least inexperienced navigators, and you don't want them to get completely lost, thereby causing further PR problems as they traverse roads with dwellings which have not been visited. Also, this way they get bored and don't enjoy the event. Your skill as an organiser is in making your event difficult enough so that the most expert crews feel challenged, while the out and out novice can have a good time and understand what is required of him even though he cannot keep to the schedule.

It is more logical (and safer) to run your traditional road navigation during the hours

of darkness and a pattern of these events has developed whereby they commence with a daylight run of tests and regularity and then after a halt for a meal the rally recommences with the traditional road navigation.

(b) **Special Tests**

Although these are run against the clock they are not out and out speed tests like sprints or stages but are much slower (30 mph maximum average) and usually much shorter than special stages so the extra safety requirements are not necessary; they are tests of driver skill and judgement. They take place on private ground and it is up to the organiser to obtain permission from the owners of suitable venues. Organisers will know their own areas best but remember that a lot of factory car parks and industrial private roads are not used at the weekend and it's a lot easier to persuade the owners to permit historic cars at 30 mph than modern cars at 75.

Once you have found the sites you have to design the tests, so that no one can average more than 30 mph over the length of the test. There are various ways of doing this and you will have your own ideas, but a few pertinent points are noted below.

- (i) Stop astride a line and restart (can be hard on old differentials so don't include too many).
- (ii) Stop astride a line, reverse to another line and restart (even harder on transmissions!).
- (iii) In and out of imaginary 'garages' and twisting round in small spaces.
- (iv) In general terms drivers don't like reversing too often (these cars have fragile and expensive gearboxes) so about one reverse every three tests seems to be acceptable.
- (v) The drivers prefer the more straightforward tests, so they can go competitively without having to ask the navigator which side to go of a particular cone.
- (vi) If you are letting cars off every minute you must get all your twiddly bits over in the first part of the test, i.e. within sight of the Start Marshal, so it's safe to let the next car go even if the previous car hasn't reached the stop line.

(vii) Because of (vi) above radio contact between start and finish is desirable especially if line of sight does not exist. A separate exit to keep it flowing is best – avoid car parks with one entrance so cars leaving have an exit control away from the start – it minimises chaos.

(viii) If the nature of the test permits only one car on it at a time, such as if the start and finish are adjacent, make sure that even the slowest car can complete the test in less than a minute otherwise queues will build and competitors become anxious as their permitted lateness is eroded.

N.B. Diagrams of the tests you propose to run together with the time allowed and the length of the test must be sent to the MSA for approval. You will not be allowed to run a test which is unsafe or does not comply with the 30 mph average speed limit.

(c) **Regularity Sections**

In these the competitor does not know where the next control is. You merely tell him which way to go and how fast until the stated end of the regularity section. There is no need to have a control at the end. This can be given as a distance or map reference. You set up secret checks at one or more points on the regularity to check competitors are following the set route and given average speed.

The old adage that competitors make the best organisers applies to regularity sections more than any other aspect of rallying except, perhaps, the choice of route for night sections or autotests. Organisers must constantly bear in mind two main principles:

1. Accuracy is all important.
2. Average speeds must be carefully chosen to minimise complaints by the general public and to give the greatest enjoyment to competitors.

Accuracy

Take one example:

At 20 mph one mile takes 3 minutes or 180 seconds.

Or to put it another way –

If a competitor is out by more than 10 yards he is a second early or late. Unlike stages or test, any inaccuracy by the organiser is

not 'the same for all crews'. There is only one correct time and that is spot on. Both earliness and lateness are penalised. Thus if an organiser's mileages are wrong the perfect crew is penalised, while the crew who gets it wrong can gain.

Complete accuracy is gained in a number of ways;

1. Your measured distance must be what you use on the event. A measured mile is insufficient. Try to get between 3 and 4 miles on a road without junctions, roundabouts or villages which give a choice of line.
2. When measuring your regularity avoid wheelspin on the wheel you are measuring from, and drive in the middle of the correct side of the road. Do not cut corners. Be consistent with 1.
3. Tyre wear, and particularly tyre pressures can vary your distance. Use the same car and try to measure your regularities and your 'measured mile' at about the same time. Do not do one this month and the next two months hence.
4. Mark the start of your regularity very accurately, eg. by a white line on the road.
5. Likewise have your timing point at IRTC's (Intermediate Regularity TC's) accurately fixed. More on this later under 'marshalling'

Choosing Average Speeds

This comes down to common sense. Take into account whether your event is run in the daylight or dark. 30 mph on narrow roads in the daytime is dangerous and crews who experience that will not enter your event a second time. Likewise an average speed much less than 30 mph on main roads is equally dangerous. Pick the average speed and road so that they are ideally matched and there is no need to 'press on' while it is not so slow to annoy other road users. Try running consistently at 20 mph or less to find out how really slow it is.

30 mph	2 minutes per mile
24 mph	2.5 minutes per mile
20 mph	3 minutes per mile
17.2 mph	3.5 minutes per mile
15 mph	4 minutes per mile

The slower you go the longer and longer it takes! Lorries and other road users do not appreciate rally cars going steadily at 20 mph on wide roads! If you wish to make your event more challenging require competitors to change their average speeds. This point need not be identified in the ground and there need not be an intermediate control at the change of speed point.

Controls and Route

Plan your intermediate controls where there is a maximum element of surprise – it is no use having one a competitor can see half a mile away as they have ample time to adjust their speed.

Bear in mind that time controls on public roads in the UK must be at least 2 miles apart.

Don't site intermediate controls too soon after using or crossing a main road – there's no harm telling competitors that they'll have at least half a mile after any main road to adjust their pace to the correct due time.

Consider also the form of route information for the regularity section and when it is to be handed out. Consider map references or tulips and whether to use difficult triangles or junctions. Be consistent how you drive these when measuring your route. If using the latter your mileages should accord with your regularity mileages.

Marshalling and instructions

Never allow two cars to start a regularity section at the same time. Competitors will expect to start 'on the minute' and will appreciate a countdown 15-10-5-4-3-2-1-GO. If you do and those crews are good they should remain one yard from each other throughout the section! Regularities are not like stages or normal road sections when crews go at different speeds. Because of this you should not penalise crews for lateness at the start of regularities or you should brief marshals to give an 'in' and 'out' time; with a delay allowance for crews who are held up through no fault of their own.

The Marshal at a timing point (IRTC) needs to be very experienced. He must either time crews on sight, when they pass an exact given spot, or when they stop on your line. You must instruct the marshals and also let competitors know which method you are using. Bear in mind 10 yards can be one

second! Your instructions to the Marshal as to the exact point of timing cars is vital to you organising a good event. Also let competitors know which method you are using. The marshal should also give the crew a slip of paper showing the exact measured distance and correct time to his point. If there are a series of IRTCs this should be from the last IRTC and the start of the regularity section (should the previous IRTC be missing, etc).

You can save marshals by using “self-start” regularity start controls. Competitors wait at a very clearly defined board until their own due time, completing their own time card entry (in whole minutes). That entry is signed by the marshal at the next control.

The regulations for your event should give a 1 or 2 second or whatever penalty free ‘window’ at an IRTC. This will iron out any very minor discrepancy in marshalling or measuring distances which are bound to arise. The exact window is at your discretion and can reflect your confidence in your organisational ability to get it as right as possible.

Timing to the Minute or Second

Timing a regularity to the minute is not an easy solution when you have a series of IRTCs! Read H83 and H78 in particular, i.e. 9 minutes 59 seconds is recorded as 09 minutes. Now read H54 which states ‘the time of arrival at any Intermediate Time Control ... with the time of arrival at the immediate preceding Time Control’. The theory behind this is that it prevents crews speeding to make up lost time. Once time is lost it cannot be recovered under the Statutory Regulations (the law) covering rallying. What this means is that if you are timing a regularity to the full minute you must place your controls at the exact point where competitors are due on a full minute. Failure to organise your event in this way can result in two things. Firstly competitors must speed to immediately recover the amount they are into the minute (59 seconds in the case of H78). That makes the event technically illegal. Or it becomes a lottery every time the accumulated seconds add up to an extra minute.

A system known as ‘Jogularity’ is increasingly popular. Crews are given a lengthy schedule similar to a tulip roadbook but with many more intermediate landmarks. Each landmark or junction has both a distance and an interval

time, measured from the section start and dependant on the required average speed. Intermediate controls remain secret but are always at one of the points listed. This can be easier for novices as it reduces the need for speed tables and tripmeters.

Results

The main advantage of timing regularities to the minute is with results. Conversely timing IRTCs to the second can cause delays with results. You need a computer capable of taking seconds from seconds or a number of first class people good at arithmetic.

Technical

Given that the accuracy of one’s measuring device and the information that it provides can allow anyone to have a perfect result, electronic average speed computers should not be permitted on regularity events. Organisers should check cars thoroughly at scrutinising for illegal instruments and maybe have a spot check during the course of their event.

Conclusion

Do not be dismayed by the length of this section. Regularity sections are growing in popularity for Historic events. Competitors need some experience at regularities and the numbers capable of competing on them are growing, but they also require organisers who fully understand all the ramifications if the growing popularity of regularity is to continue. Combined with some tests and a fairly short night navigation section they make for a socially acceptable and relatively low cost form of motor sport.

3. Touring Events

These are mainly local events for people with older cars. Here scrutineering and timing is less formal and they often contain no timing at all and the winners may be decided by a Concours D’Elegance or indeed there may be no overall winner at all.

Three final points

1. Don’t dismiss some proportion of overall penalties as concours points as it encourages good standards of turn-out. Also it keeps some of the performance heat out of it – historically right!

2. Special tests are difficult to suit for all – a tight courses means a 30 mph average may just test a Mini or Sprite, but be impossible for a Zephyr or Rover. Consider an element of regularity, i.e. time a first lap, then time a second lap – best man matches his first time at second attempt. This way a good driver in a Humber Snipe can match a wild man in a Cooper S.

If tempted to run an historic event alongside an endurance road rally remember that endurance cars may average 40mph on their tests whilst historics run at 30mph. It can be made to work but it needs careful test design and the two groups to be seeded and run separately.

3. There are many historic rallies – so many you should ensure your date does not clash. Ring round the well known Historic Rally Clubs or the Motor Sports Association and you should be able to find a slot in the calendar which will help you to attract a decent entry.

GUIDELINE **27**

Cruises

This Guideline is in Q&A form and tries to answer the main questions clubs are likely to have about this rapidly changing area.

Q1 What is a cruise?

A “cruise” is a meet organized by a collective number of people who share a common interest in the modification of standard roadgoing cars. These tend to be of a younger age than that of traditional motorsport. Events can be anything from 5 or 6 people meeting in their local car park to larger events which can typically see tens of thousands of people meet in dedicated showgrounds.

Q2 Why should more traditional club bother about cruises and similar events?

Two main reasons – if something goes wrong with a Cruise event or one causes local problems with police or public, more conventional clubs may still get blamed – guilt by association if you like, so it is in our interests to see that such events are well run. The other reason is that cruises appeal to youngsters and if we don’t build bridges to them we could be losing many potential recruits.

Q3 What events come under the general Cruise umbrella

Cruise events can be categorized into two broad areas.

(a) Static Events

These can be defined as concours or show events, where individuals meet to show their cars and compare them with other like minded individuals. Traditionally they can be divided into similar cars e.g. MR2 Owners Club or modified car owners from the same area e.g. Cruise South East. Activities are far and wide and can include Best in Show, Show and Shine, Best in

Group, Best ICE (in-car entertainment) etc. However, the common theme is that all cars are static and there are no on-track activities. These events can be run under a “Certificate of Exemption” permit issued by the MSA.

(b) Dynamic Activities

All other activities other than those above would be included under this heading and would see cars moving/ competing in a controlled and safe environment. Whilst many of these events take place at traditional race circuits, there are some which take place at showgrounds or disused airfields. Activities can include 0-60 challenge, slalom courses and track sessions. Importantly there are two new activities which are popular, namely Drifting and Time Attack. These activities have their origins in “street racing” in Japan and America and are seen as the “legal” way of taking such dangerous activities off our roads and thus allow drivers to do this in a safe environment. *Please note that these activities cannot be currently covered by permit from the MSA and any club wishing to organize such an activity will therefore need to ensure that they have separate insurance cover.*

Q4 So, what exactly is Drifting and Time Attack

(a) Drifting

Drifting is a high skill level motorsport in which drivers control a car whilst in slides from side to side at very high speed, normally between 80–110mph through a fixed course. It is carried out on a tarmac surface, usually a racing circuit and is judged on speed, angle

of attack, execution and style rather than conventional racing whereby the winner is usually the one which passes the finish line first.

Drift cars are normally mid-sized, rear wheel drive sports cars and the majority of the field is made up of Japanese manufactured cars due to the sport being born in Japan. However with drifting expanding worldwide, it is becoming more popular for American and European built cars to be used as a base model for a Drift car.

The goal is to apply enough power to the rear wheels to break the tyres traction and to initiate a slide whilst accelerating the car forward, creating the Drift. Once initiated, the Drift must be maintained throughout the turn and the rest of the course, using nearly full power, slight braking and precise counter steering movements, achieving a gracious Drift from the first corner to the last whilst navigating within point scoring 'clipping points', a section of a corner marked out by the judges as the correct Drift 'line'.

(b) **Time Attack**

Time Attack is a circuit based event whereby competitors drive hard against the clock to set the quickest lap time around a circuit. Not only do they have the task of doing this but they will be one of many cars and drivers, specifically invited with the pedigree to fight it out alongside the industries finest, even including some belonging to private individuals. Starting off in Japan, Time Attack, Super Lap and Tuner Battles were organised by the media as a proving ground to see the difference between street tuned cars, produced by the tuning industries most respected tuners. Held at various circuits in Japan although mainly Tsukuba, Time Attack rose in popularity as the stakes began to rise and the tuners had to keep on developing new and improved machines with which to conquer their competition on track with. Since the early days things have moved on and there are now different levels of vehicles entering the competitions, from road cars to full-on specifically engineered Time Attack cars made

mostly of carbon fibre as the sport has evolved. Its drivers normally consist of the racing industries finest, drafted-in by tuners to pilot these unlimited machines in the bid to become the quickest.

Q5 So how cruise clubs are there?

Literally hundreds with all different cars and areas being covered. Certainly more than would be economical to list them here. Ten/fifteen minutes on Google will unearth a huge number of these. Search under "Manufacturer" Owner clubs and you will unearth cruise clubs for all car types – you will probably find a cruise club for a specific car model even if you area of interest is specifically only an Opel Corsa GLSi 16v, or similar. Again, cruise clubs can be organized under regions such as North West or even by county and for that matter by town. All of these tend to have dedicated websites which run forums for members and websites are generally a hive of activity. Get clicking!

Q6 Are there any formal regulations eg noise limits, safety clothing, roll cages etc?

Whilst static events will see organisers having to meet Health and Safety requirements and seeking authorization from their Local Council, there are specific regulations in place for Time Attack and Drifting. These follow rules similar to those set down by the MSA and they can be accessed by logging onto either:

www.timeattack.co.uk or
www.europeandriftchampionship.eu

Please note however, that currently these activities are not governed by the MSA.

Q7 OK, I'm hooked. What do I need to consider before I organize a cruise event?

Like any other motorsport event, if you fail to plan, plan to fail. Who do you want to attract? Why do you think they will come to your event rather than someone elses? Can we incorporate them into other events you are organizing? What sort of activities do you want to run? Who will do risk assessments? Are we covered for insurance? Speak to the MSA about "Certificate of Exemption" permit. Liaise with your local police. Go to other events and learn from their mistakes. Above all remember, these people are potential new members to your club!

GUIDELINE **28**
Dragsters

COPY TO FOLLOW

Timekeeping

Introduction

Timing is the basis upon which the performance of competitors is compared and is used to determine the result of many competitive events.

Most UK motorsport events are timed using equipment which is certified by approved testers for its use and operated by MSA licensed timekeepers.

The type and accuracy of the equipment used will vary dependant upon the event being timed, but much equipment can be used on a variety of events meaning that timekeepers can move easily from one discipline to another.

Timekeepers

Timekeepers are graded according to their ability and knowledge, with training programmes available to allow progression to higher grades.

An MSA Licensed Timekeeper at an event must be a minimum of 18 years of age, but trainees may start at 16. Cadet Marshals may undertake some timekeeping associated tasks under the age of 16, subject to Health & Safety and Child Protection issues, as per MSA guidelines.

Timekeepers are divided into Race, Rally, Speed and Kart categories according to their knowledge, though these definitions do not prevent them carrying out tasks at any event.

The grade of event will determine what grade of timekeeper is necessary to be Chief Timekeeper.

Responsibilities

Timekeepers are an integral part of the organisational structure of a motorsport event and should be involved in the planning of the event at Club level.

The Chief Timekeeper is responsible for all aspects of the timing of the event, the booking of individual timekeepers to assist in the operation

and any equipment which may be necessary; for the setting up, distribution and collection of the equipment before and during the event, and should make reports to the Clerk of Course or Stewards on timing matters.

They should not leave the event until all matters relating to timing have been resolved.

Equipment

The equipment necessary to time an event may be owned by the organising club or may have to be hired – it is the responsibility of the Chief Timekeeper to ensure that equipment appropriate for the event is available.

For example –

Rally Clocks may be used for AutoTests, Cross-Country Safaris, Autocross, as well as Rallies. In certain circumstances they may also be used for Speed Events. Some events use traffic light start systems, and whilst not always necessary they help to ensure fair competition and may enhance the event.

Car and Kart Races may need equipment which is certified accurate to up to 1/1000 second, linked to photocells and may also require the use of transponders (radio identifier modules fitted to the vehicles) or similar identification devices. Timing may also be carried out at multiple locations around a circuit, pit exit, pit entry, and intermediate locations as well as at the control line.

Speed Events also need highly sophisticated and accurate clocks, with the start, finish and sometimes intermediate locations all being linked by cable or sometimes radio modems and using photocells to trigger the clocks.

Many events also require time information to be made available to spectators, both at the venue and elsewhere. This may include large displays, scoreboards, video or television monitors to pit

lane, garages, press room, commentators, or internet access which allows live access to event data, and access to printed results. Rallies often use remote terminals for easy access to results within the event headquarters or elsewhere.

Technology moves apace and increasing use of new innovations is made. GPS (Global Positioning Systems) is being used increasingly to synchronise time clocks and also to provide information on the location of competitors – this live tracking of competitors is especially useful on rallies, and cross country events where it is a major benefit to event safety.

Summary

Accurate and efficient timing is essential to the smooth running of an event and the subsequent determination of the order of performance of the competitors.

Whilst modern computerised equipment makes timing operations easier, old fashioned stop watches with pen and paper are perfectly adequate on occasions.

Age and physical ability need not be a barrier to anyone wishing to participate as a timekeeper – in fact timekeeping often provides an opportunity for people to be involved in an important aspect of motorsport without the expense required to compete.

Scrutineering

The object of scrutineering is to help the competitor to enjoy a safe event. There is also the need to check that the driver and vehicle complies with regulations set out in the MSA Yearbook, and any regulations which may have been written for the event.

A Scrutineer of an appropriate MSA appointed grade must take charge of the scrutineering team at all Races, Speed events, Kart races, Road and Stage rallies and at all other National "A" permit events.

Where the event is not required to use an MSA appointed Scrutineer, persons of known competence may be used in the role.

The matter of payments to Scrutineers is a decision to be made by organisers. There are guidance figures for suitable payments given in the MSA Yearbook. Where long distances are involved the Scrutineer may also wish to make a claim for accommodation expenses.

The other members of any team may be of lower or higher grade. Trainee scrutineers are not permitted to pass off cars at these events. The Chief Scrutineer, or the nominated deputy, should remain on duty for the entire event.

In arranging an event you should ensure that all details are passed to the Chief Scrutineer prior to the event. These details must include date and times of scrutineering; finish time of event; venue; any supplementary regulations for the event. etc. etc. If you don't tell him he won't know!

Scrutineers are trained to an MSA programme. Details of this training system are available from the MSA. A DVD giving basic advice to prospective trainee scrutineers is also available to new scrutineers and may be of interest to other persons involved in the organisation of motorsport events. The minimum age for a Scrutineer is not expected to be less than 18 years.

Scrutineers are not empowered to dismantle vehicles, this a job for the owner. Some Scrutineers have received additional appointments as Technical Commissioners or Eligibility Scrutineers and will be able to offer additional technical assistance to any organiser.

Where there is any possibility of annoyance to the public, a noise test should take place on all vehicles entered for the event. You may choose to use the services of an Environmental Scrutineer for this task. Vehicles used by officials during the event should also be subject to examinations and sound checks. In particular any exhaust system shall be of permanent construction and not give rise to gasses entering the cockpit of the car.

All scrutineering should take place in a well lit, safe area, away from traffic and other hazards associated with motor vehicles. There should be no smoking in the area and a suitable fire extinguisher should be available. Parking of vehicles awaiting scrutineering should never interfere with the general public.

The number of scrutineers should be sufficient to deal with the size of the entry in accordance with the organiser's timetable. Each Scrutineer should not be required to deal with more than 10 cars per hour. Arrangements must be made to ensure that the competitor has signed on and had his vehicle scrutinised before taking part in an event. A label should be fixed to all vehicles to indicate that these processes have been completed.

The basic requirements which a lay Scrutineer should look for are that the vehicle is safe and complies with the regulations for the event. The regulation requirements for all events are to be found in the MSA yearbook under the Vehicle section for Competitors or/and under the regulations for a particular type of event.

The vehicle should be presented in a clean condition and free from any loose items such as

spare wheels, petrol cans or luggage. Any ballast used during the event must be secure.

The competitor should expect that the Scrutineer will check the braking system, fuel supply system, steering system, security of seat and seat belts, and tyres as an absolute minimum. For most vehicles there must be a fire/liquid proof bulkhead between the fuel tank and engine compartment to protect the passenger area of the car. Oil and/or petrol leaks should be an immediate reason for failing scrutineering. Lines carrying fuel should be metal or metal braided when fitted inside the cockpit of the car. Where required, numbers should comply with MSA regulations.

Wet batteries are not allowed in the cockpit of the car and battery earth leads must be obvious or be marked in yellow.

Any video equipment fitted to the vehicle must be approved by the Scrutineer, and the organisers must approve the use of the recording.

The competitor or his representative must be available to open areas of the vehicle and answer any questions asked by the Scrutineer. Where appropriate the legal requirements for road use will also be checked. The general visible condition of the vehicle should be good, as cars in poor visible condition create a bad impression with the venue owners and the general public.

Where safety clothing is required to be worn, the Scrutineer will require that the clothing be inspected, to ensure that it complies with current MSA regulations.

Care should be taken before publishing any results that the vehicle has not been sealed at a previous event or that there are any technical disputes. Where any protest regarding technical matters is made, organisers should ensure that the costs of such protests and the arrangements for future examination are fully explained and agreed with the competitor and any protestor.

In the event of a serious accident the Scrutineer should be required to make a written report to the organisers. In carrying out the examination the Scrutineer or others should not test or dismantle any item which is likely to require examination by a police officer at a later date.

All organisers should have in mind a suitable venue for vehicle storage in the event of a serious incident.

It must always be remembered that running your event is a team effort and the Scrutineers are very much a part of your team and will be only too please to give advice before, during and after the event on matters related to vehicle safety and eligibility.

Teaching basic navigational rallying

Introduction

Many clubs have problems recruiting people to their ranks, and then keeping them. This Club Manual Guideline has been produced to help address this.

Preparation

Anybody proposing to run a class, or a course of classes, should plan it thoroughly.

The size of the group and the ages and likely abilities of the participants should be taken into account, and tutors should be ready to tailor lessons according to the live in-session feedback.

It's a good idea to run these classes just before a real event, preferably one that is designed mainly for the class participants.

One University club, for example, runs an annual series of 'Fresher' classes that culminates in a 50-mile 'Training Rally' comprising only two 'classes' (in a different sense), one for novice drivers and the other for novice navigators. They team up each novice with an experienced partner, the average speeds are set well below 30 mph, and the whole series is usually very successful.

The preparation for a course should include a briefing to tell people what kit to bring. This is likely to comprise a map, a pencil, a rubber, a calculator and a notepad. But these items should not be mandatory. Some of them may not have maps, so some old ones should be supplied to allow for this.

Using technology

Modern digital information technology can be used to good effect in any class, regardless of its size.

A projector can let everybody see illustrations at the same time. But if a projector is not available, files can easily be copied into a few

laptop computers, which are almost ubiquitous these days.

It is very easy to prepare lessons in computer files, and to include maps, diagrams and specific local examples in full colour. These files can replace the traditional printed handouts, with extra material that the students can refer to later if they wish.

If there aren't enough maps, computers or other bits to go round, the students can pair up and share.

There is some hyperlink technology below, but of course that won't work if you're reading a paper copy of this. If there is an abbreviation that you are not familiar with, there is a brief **glossary** at the end.

Structure of the course

This is best decided on the basis of the numbers and the existing skills of the pupils. Some people can absorb it all in a single session, while others, especially larger groups, may need two or more, as people's aptitudes or previous map knowledge, for example, may vary considerably.

A lot depends on the pupils' attention spans, and maybe on the presenters' personalities too. Bigger groups tend to be more unwieldy and it takes longer to ensure everybody has understood the material.

The above University club generally uses two lessons, at least two tutors and a mixture of theory and practical tests.

Content of the course

Once again, this is best decided by you, and it will depend on the length and number of sessions.

You may opt not to use all the stuff suggested in this Guideline, but it may give you some ideas. For example, you may decide to run a follow-up tutorial after your novices have done a few

events, or maybe a stand-alone non-expert 'master-class'.

You may also have other ideas of your own, which is great. So what follows is a general outline, but not necessarily a hard and fast syllabus.

A brief description of the rally format is a good idea. Supplementary Regulations (SRs, or 'regs.'), final instructions, etc. should be explained, as well as start, finish and Control procedures, food provision, Damage Declaration form, insurance, and anything else that you may think of.

Whatever content you choose, it should be progressive and coherent and allow consolidation time. All areas should include visual demonstration and oral explanation, as well as practical opportunity.

Some meat on the bones

Session introduction

The first thing that should be said in any introduction to navigational rallying is that these events are not races; that they take place on open public roads; and that drivers must always be responsible, and aware of other people, including pedestrians and those that may be trying to sleep near the route.

The next thing follows on from the above point, i.e. that car performance is the least important aspect of navigational rallying, and that any car is suitable, provided it is in a safe condition, especially as regards tyres, steering, brakes and lights. The most important part of the team is the navigator, which should become clear as the session progresses.

You should outline the basic behavioural and technical rules, like lighting, noise, warning triangles, Quiet Zones, Give Way junctions, etc.

Tell them about the importance of correct route and the use of code boards at an early stage, and give a brief explanation of timing. A detailed description of timing should be left until later.

Only after this pep-talk (mainly for the drivers) is it appropriate to start thinking about navigation.

An introduction to maps

Maps are the most important piece of kit that any navigator requires. They must be the correct ones for an event, down to the 'edition number' quoted on the legend. They will usually be the latest versions of the maps, which are subject to frequent revision.

The 1:50,000-scale maps published by Ordnance Survey Great Britain (OSGB) and Ordnance Survey Northern Ireland (OSNI) are among the very finest in the world, although they are not flawless. A good understanding of maps is of major importance, so it is worthwhile labouring some aspects, especially how to interpret grid lines, grid squares, grid references, contours, spot heights, road colours, etc. But that can come later.

OSGB maps are called 'Landranger'. There are 204 sheets covering Britain and the Isle of Man.

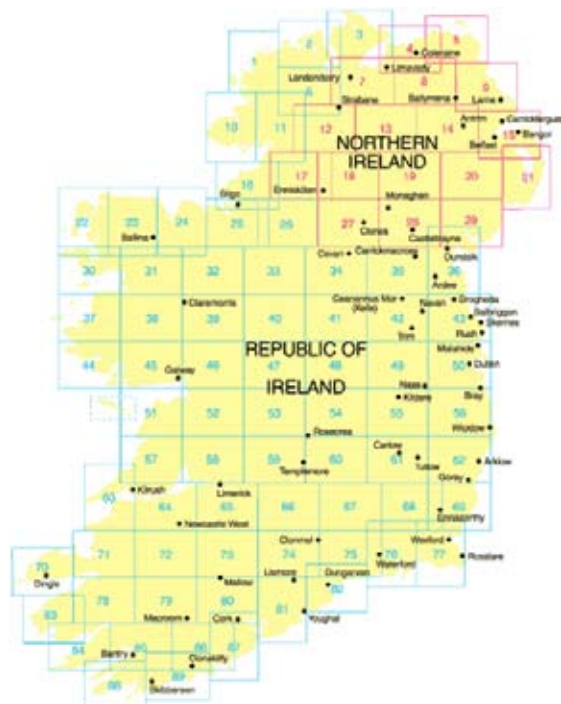
OSNI maps are called 'Discoverer', and they comprise 17 sheets, and share their numbering system and grid with OSI (OS Republic of Ireland).

It would be good to have a sample of at least one of each type of map to hand, in case anybody wants to compare those from the different publishers. They are very easily obtained from various map dealers, many of which will take online orders and despatch for next-day delivery. See the short list **below**.















[As an aside, the author received a map CD from a New Zealand supplier overnight. Wow!]

There are lots of interesting pictures that could be shown about maps. For example:

- the small-scale maps that contain the map catalogues of Britain or Ireland; here's the latter one;



parts of the legend; e.g.

TOURIST INFORMATION	
	Camp site
	Caravan site
	Garden
	Golf course or links
	Information centre, all year / seasonal
	Nature reserve
	Parking, Park and ride, all year / seasonal
	Picnic site
	Selected places of tourist interest
	Telephone, public / motoring organisation
	Viewpoint
	Visitor centre
	Walks / Trails
	Youth hostel

- map samples to illustrate particular features (a picture tells a thousand words; there are several of them below).

All these are readily obtainable from various places, including **OSGB's** website and others.

If you want to impress your audience with some map trivia, you could tell them about the military re-triangulation of Britain in the middle of the 20th century that resulted in the fantastic maps we have now. It was led by a Major Martin Hotine, it took about 17 years to complete, and the results proved the value of having done it to very high standards.

An initial baseline was measured very accurately near the south of Britain. Trig points were built all over the land to exact specifications and standards. The surveying was done at night to eliminate heat haze. The whole country was cross-triangulated many times. After it was finished, a 24km northern baseline was measured, at a distance of 880 km from the start line, and the difference between the measured and calculated values was an amazing 42 cm. That beats the general surveying accuracy standards (1/100k) by a factor of over 20.

Some map suppliers

Here are a few websites that are worth trying.

www.osni.gov.uk

www.tso.co.uk good service proved

www.mapkiosk.com ditto

www.centremaps.co.uk ditto

There are many more.

What is a road?

This may be obvious to most of us, most of the time, but just occasionally there is room for doubt. A local example should be sought out and discussed.

Here's one that arose in a real event.



The organiser considered the white at Purves Hall to be a through road, until it was pointed out at the finish that the broken line has a slightly longer pitch than an unfenced road (also shown). This means it is a path, but it looks like a road if you're not careful. It wasn't meant to be used, but it did affect the solution of the route instruction for one navigator, who had a mental block and couldn't see the other clues to the correct solution.

Other aspects of roads could be discussed. There are two types of yellows, for instance. And in Britain – not in Northern Ireland – there are two types of A-class roads, not counting dual-carriageways.

An understanding of road types is fundamental, and often a driver can recognise them by their width and quality. Sometimes this can be useful.

Navigators' equipment

At some point you will need to introduce the Romer. They are not essential for basic exercises, but they should be introduced at the first lesson, so that the students can get one in time for the next. Some help should be given with procurement. The club could get a stock in for sale to students, or at least buy enough to go round before the next lesson.

You should take a full kit of other stuff to let them see how easy it is to gather most of it. It's just common stuff like pencils, rubber, compasses, ruler, tracing paper, calculator, etc.

The main exception is a Poti, but a novice navigator can do without one of these for a while. You should also have a head torch and a magnifying glass on display to prove this point.

Don't forget a map board, and explain why it should be made from a cardboard carton. In case you don't know, it's because, if the car comes to a sudden stop, the map board is softer than the stomach.

Basic clue types

Yes, let's use the shorter term, as it's easier to type and it's in common parlance. So 'Route Instruction' becomes 'Clue', despite any protests you may hear.

This is where we really get down to the nitty-gritty of rally navigation.

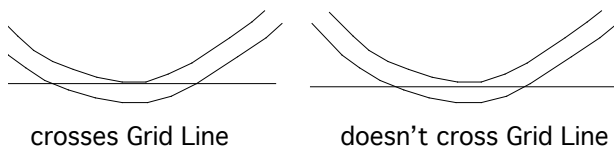
There are hundreds of different types and variations of clues, but there are a few that are generally regarded as the basic ones. The following sequence is not necessarily based on any particular criteria.

Grid Lines (GLs)

Does it really need any explanation? Of course it does. Even if the concept of a GL is obvious, what are competitors supposed to do with them?

Well, usually they will be expected to cross them. Obvious enough? Yes, most of the time.

But what if the road partially crosses a GL and then comes back? A definition is needed. Final instructions usually contain such a definition, but it is helpful if newcomers are warned of it. Here's one.



Grid Squares (GSs)

Once again, this is almost too simple to require any explanation, but it is so fundamental to an understanding of maps that it needs to be spelled out, to make sure people really do understand it.

A GS is the most basic form of Grid Reference (GR). It is often regarded as a 4-figure GR.

It should be spelled out that the square is right and up from the junction of the two lines that define it.

That brings us to the concept of the Easting and the Northing, and the easy way of remembering which comes first – along the corridor before climbing the stairs! Alphabetical order also applies.

And any reference to a GS should be explained. What does it mean? What are they supposed to

do with it? Well, usually competitors are expected to pass through a list of GSs. Most of us know this, but newcomers aren't clairvoyant.

Lists of GSs can be presented in different ways. A straightforward list is obvious enough. But how about this fairly common variation?

1234 +1 -100 -1 -1

Find a local example and make them think about it.

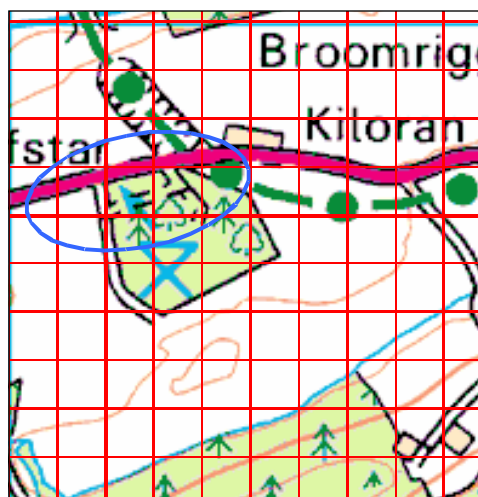
There are other variations too, like **N S E W** to cross GLs in the specified directions, etc.

Grid References (GRs) – 6-figure

There are plenty of explanations of how to create and plot these. It's spelled out on the map legends.

But there is also a lot of misinterpretation, even by organisers. A thorough organiser will explain and define exactly what he means by a 6-figure GR (often called 'map references', or MRs), but there are lots of organisers that don't, so it's worthwhile for novices to understand the different possible meanings. But it could be a bit over-complex, so it should only be gone into if the instructor believes the class will actually take it in.

Some detail is offered here, as it is considered very important to get it right.



This is a real example to illustrate different ways of thinking on this matter. Here's a grid square with a 10 x 10 division constructed in it.

Consider the MR xx2yy6 (in reality, 422688). The relevant division lines are slightly thicker.

The organiser's intention was that the route should go along the short white, through the picnic area.

But some competitors considered (correctly) that the 6-figure MR is not the point at the junction of the two lines, but the 100-metre square to the right and above it, which completely covers the red road. Therefore you could drive along the red and still comply with an instruction to pass through this MR.

Strictly, the organiser should have used an 8-figure MR to define this diversion properly, e.g. 42206880 or 42306885. With hindsight his intention was obvious, but it was lax of him to define it as he did.

The point is that people should be made aware of such discrepancies, although not necessarily at a beginner level.

The real answer to this issue is for organisers to understand the issues, and to design their clues not to be ambiguous. Alas, some organisers are not sufficiently experienced to spot all these things.

A newcomer event should be done with particular care in this respect. If it is taken into account in the planning, then there is no need to bring up this point at the induction course. It can be left until later.

But maybe there is a case for making the point at an early stage. If newcomers aren't told exactly what a 6-figure MR means, they may never find out and the myth may be perpetuated ad infinitum.

Grid references – 8-figure

Pretty obvious, really, after the previous example, but worth a few minutes to explain how and when the technique may be used.

For example, it will generally only be used to define points to the nearest 50 metres, because that is as accurate as anybody can normally be expected to work to at the 1:50k scale. But in some events it can be down to the nearest 25 metres, e.g. 123½456¾, or 12350 45675.

As with GSs, usually a list of GRs will mean that the route passes through them. Occasionally it may be that you need to avoid them. If so, it will probably be stated, at least at novice level.

Drawing the route

At some point the students should be advised how to draw a route on a map. Consistency is the most important aspect. This means an individual choice of how to do it, but then maintaining that method.

This can be done at any convenient time.

They should be advised to take care not to obscure a potentially important map feature that could throw their navigation later.

A line drawn across a very small white could cause confusion, especially if that white looks like a yellow.

And yes, once again this cautionary tale is based on a novice navigator's experience. The pencil line obscured the small tarred white, which made him completely lose the place, and several minutes too.

Approach and depart directions

Occasionally an organiser will give GRs with this additional information.

NNE 123456 NNW, for example, means that you approach the GR FROM the north-north-east and depart TO the north-north-west.

Pictorially, it would look something like this.



Number strings

There are numbers all over the place on a map, so a number string can be a combination of GLs, GSs, SHs, road numbers, GRs, and perhaps a few other odd ones that present themselves to an organiser on his map. The best advice is to take care.

Sometimes the number grouping will be deliberately wrong. For example, 123456 7890 could really mean GL 12, a 6-figure GR and GL 90, just to cause a bit of confusion.

Tulip diagrams

Again, there are lots of variations, and again there are some people that have problems with it. But it's not hard to explain the principles.

They may, or may not, be accurately depicted. Their orientation may, or may not, be correct. The arrows and/or balls may be omitted from some of them. But of course at novice level it will generally be easy.

Illustrations are very easy to draw in MS PowerPoint and copy into Word. You can draw them in Word too, but they can cause problems if they are moved, so it's best to use PPT and copy them into Word as composite bodies. There are several techniques for doing this.

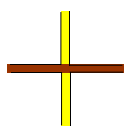
Clock faces

These take many forms, but only the basic ones need be shown to novices.

Enter on the hour hand and leave on the minute hand, with correct orientation, is usually the easiest.

But there is some debate about how to describe this example, say.

The route goes from east to west. Is it 2:45 or 3:45, though? Check where the hour hand is at each of these times.



There are different opinions on this. Whichever one you support, you should make your class aware that there are others.

This interpretation applies whether the clock faces are listed in pictorial or narrative form. The latter is the more usual.

General comments

It's best if all examples are based on your own local area. Apart from anything else, the map availability will be better (both new and old).

It may be useful to incorporate a little bit of local knowledge too. You can describe a place on the map that they will probably know, and it makes the map seem more real.

You should use as many examples and exercises as you can fit into the time available. Start drawing a route on a map right from the outset. If they are in pairs, get one to read instructions while the other plots, as if in a car. If need be, make more time. If anybody has problems, be patient and explain it again and again. And be prepared to use examples on the map to bring it into focus. If necessary, go out and look at the place in question and see how the map relates to the terrain. Point out map features, like phones, bridges, woods, etc.

If you have to help somebody that is struggling, you could offer the others something else to do, e.g. get them to create a clue of the type that you are currently working on. Give them a start and finish and let them get on with it. This will give them a challenge and consolidate what they have learned so far.

If necessary, run another lesson to make up for time lost with stragglers.

If you have some passion for maps you may be better able to explain their intricacies and their uses to those that don't have much experience of them.

It should be said, of course, that anybody that has no conception of what a map is should perhaps consider a different sport. Having said that, some individuals have struggled at the start, only to progress on to different motor sport disciplines that don't need the same degree of map skills, like stage rallying or autocross. So these people shouldn't be dismissed, but encouraged as much as possible and maybe guided towards other areas where their own talents can be brought out.

Such a person may be a perfectly good driver, and if he finds a navigator that is happy with this, then there is no problem. But many navigators benefit from having a driver that understands

navigating, so it should be taken into account when seeking a regular partnership.

Other topics

If time and other constraints permit, you can add items like the three-quarters rule. It's unlikely that a newcomer crew will break this, but they will need to know about it pretty soon. Hence the item in the 'Timing' section below.

How deeply you go into these topics is for you to judge on the basis of the time available and the other aspects already mentioned.

Perhaps a follow-up session could be run after the students have done a few events. A small group of semi-experienced people can feed off each other under the guidance of an experienced tutor.

It is even better if that tutor can prepare a list of topics that may be brought up, and find examples to illustrate problems and their solutions. If the pupils have questions, he can deal with them. If they don't, he can fall back on what he has prepared.

Insurance

This has changed from time to time, so the exact technical details are being left out.

But the students should be made aware of the legal requirements, and of the usual solution. You, the tutor, should know the current position on this, but if you haven't competed or organised for a while, you should consult people in your club that have, to check that it hasn't changed again.

You could offer the students a contact in your club that can help them to fill in their first entry form, etc.

Advanced topics

Some topics may be essential in some parts of the country, but in others it may just cause confusion if they are dealt with in a novice class.

The next item is one such case.

Regularity Sections

There are various local philosophies on Regularity sections, so no technical material is offered here, as you probably know more about how it works in your own area than anybody else does.

In areas that don't use them, it's probably best not to even mention them, as it could cause confusion. So you should judge this one for yourselves.

There is no reason why stuff like this can't be dealt with at a subsequent lesson, of course. But maybe it should be dependent, yet again, on whether a person is likely to encounter the genre.

Main Time Controls (MTCs)

These may have special provisions. They will almost always be mandatory to visit within maximum lateness (30 minutes).

In some cases late penalties may be applied with respect to Scheduled Time, if an MTC is at the start of a new 'sector', e.g. after a rest halt cum lateness reduction opportunity.

Timing

This is an important part of any rallying. It can be quite daunting at first. It looks complex, but it isn't really when you understand it.

It is vital, therefore, that you, the instructors, should be thoroughly familiar with all the intricacies. For the benefit of anybody that isn't, a brief précis is offered here. It may also be useful for organisers or results officials that want to revise their knowledge.

Standard Time

This is the time of day at which a notional Car 0, which doesn't actually exist, is supposed to be at each Time Control (TC).

It is pre-determined by the organisers and is the fundamental building block of an event's timetable.

Scheduled Time

This is fixed for each crew in turn, and is equal to Standard Time plus the crew's competition number.

In general, the Scheduled Time for each crew is printed on their respective Time Cards, but if not, there should be an easy way for the navigators to calculate it, either from the Standard Time or by adding up the Time Allowed for each section in turn.

It is much easier for all concerned, including results crews, if Scheduled Time is printed on Time Cards. And organisers have no excuse for not doing it, as spreadsheet programs like MS Excel make it very easy to print bespoke Time Cards for each crew.

Early arrival

A competitor that reports to a Time Control ahead of Scheduled Time is penalised by 2 points per minute, generally.

Late arrival

A competitor that reports to a Time Control after Scheduled Time is penalised by 1 point per minute, initially.

But then a change takes place. Scheduled Time is unchanged, but a new concept is introduced.

Due Time

This is Scheduled Time plus the lateness that has just been applied.

Any subsequent lateness is calculated with respect to this revised timetable, so a crew is not penalised repeatedly for having dropped time previously.

This means that they can stay on the same lateness as long as they want without further penalty. This is designed to discourage lateness reduction where it may not be appropriate, and is known as 'Penalty-free lateness'.

Any subsequent additional lateness is penalised on its own merits with respect to Due Time, and Due Time is adjusted again by the amount of that fresh lateness. As a result, the difference between Scheduled Time and Due Time should equal the total amount of accrued lateness – unless a crew has reduced lateness (next item).

Lateness reduction

This is allowed, subject to certain rules.

1. If they report before Scheduled Time they will get the usual penalty for that infringement.
2. They are not allowed to complete a section in less than three-quarters of the time allowed for that section, if the section is greater than 4 miles. There is no specification for sections up to 4 miles, and lateness reduction is generally taken to be unrestricted in these cases.

In some cases organisers will impose more restrictions of their own. This will always be spelled out in some way. For example, they may say that lateness reduction is not permissible except at certain named Controls.

Some organisers will tell you (usually on the Time Card) the allowable lateness reduction

for each section – often called 'make-up time'.

3. A competitor that 'cuts and runs', and misses at least one Time Control, is allowed to make up as much lateness as he wants, subject only to the 'early' penalty.

Outside total lateness (OTL)

The maximum lateness allowed is 30 minutes, unless the organisers decide to specify a different figure, or to extend it in special circumstances, and in writing.

Anybody arriving at a TC later than this is deemed not to have even been there and gets a big penalty.

It may, therefore, be worthwhile for a crew to make up time if they can, to reduce the risk of going OTL if they have a big problem later. But of course any such time make-up must be done carefully to comply with the above conditions.

When to report to a Time Control

Generally they will be allowed to report to a TC up to 1 minute ahead of the desired time, and wait for that time to come. In the meantime, the marshal can fill in the Time Card, etc.

They will generally be credited with the minute that is showing on the clock as they pass the Control Board, unless the organisers are being extremely fussy about the rule that says, "The time of arrival at or departure from a control will be the time at which the Time Card is presented by the competitor concerned, providing all crew members and car are within the control area", which is to be found (with some difficulty) in the part of the Road Events Section of the Blue Book that deals with Timing.

Late arrival at a TC

If a competitor arrives late, he/she may ask for the minute that is showing on the marshal's clock at the time of reporting to the Control.

However, it may be worthwhile waiting for the next minute, if it is about to turn, for various reasons, albeit tenuous or trivial ones:

- Unless there is a good chance of completing the following section in the time allowed, starting it a few seconds later can reduce pressure a little in that next section.
- If their own minute has another car occupying it, it could reduce congestion at the following TC if the competitor waits for the next minute.

These apply especially if the crew has been able to reduce lateness at the TC in question. Why bother taking an early time if they could lose it again at the next TC?

Further topics

Some of these items are out of sequence, and you may feel they are important enough to be included early on in your course.

Following another car

Novices should always know the locations of all the TCs, so it really shouldn't be necessary to resort to following, but sometimes, if all else fails, it can be useful. Of course it's always possible that the crew being followed is equally unsure of the route, so it is a risky move.

However, even expert crews have used this tactic to good effect, where they know their opponents, and they trust them to have plotted the route correctly.

If one navigator plots it before another, the second crew may opt to follow the first car while continuing to work on the clue. By the time they have it plotted, they may have made significant progress, thereby gaining a slight edge on the other crew.

The author has been the driver of the winning car at least twice in such circumstances.

Interior lighting

It may be good to mention this if you have time. These pictures may be helpful.



Fluorescent strip-light that can be clipped to visor



One type of LED strap-on head torch

One brand of 'Poti'. There are others, including at least one that uses LEDs (view below).



Clip-on LED head torches



Poor man's poti

View through LED poti



In-car dialogue

You may decide to tell them how the crew members communicate almost continuously, and how they describe things to each other. But perhaps it should be in sketch form until after a couple of events, so as not to overstretch them.

Map editions

Even organisers have got this one wrong, so it can't be emphasised enough.

It's important to ensure that every aspect of the edition number is taken into account.

It usually has a letter, and perhaps a number and/or underlining. Some even contain an asterisk.

Here's an example that has some underlining>.

There's more you could glean from this map extract if you want to. Sample point? Grid letters?

Navigator comfort

It's vital for the navigator to be as comfortable as possible. The most important aspect is the stomach.

The best advice that can be given is to eat a small meal about 2 hours before a rally, and then to take an anti-sick pill at the time advised on the packet.

Other useful things to consider are drinking water, car temperature and fresh air at the face. In a long event, some top-up food may be worthwhile, e.g. sandwiches, sweets, flask of coffee and/or a biscuit or two.

Technical Information

NORTH POINTS

Difference of true north from grid north at sheet corners

NW corner 0° 54'(16 mils) E	NE corner 0° 21'(6 mils) E
SW corner 0° 53'(16 mils) E	SE corner 0° 21'(6 mils) E

To plot the average direction of magnetic north join the point circled on the south edge of the sheet to the point on the protractor scale on the north edge at the angle estimated for the current year

Diagrammatic only

Magnetic north varies with place and time. The direction for the centre of the sheet is estimated at 3° 58' (71 mils) west of grid north for July 2004. Annual change is about 11' (3 mils) east

Magnetic data supplied by the British Geological Survey

Base map constructed on Transverse Mercator Projection, Airy Spheroid, OSGB (1936) Datum. Vertical datum mean sea level (Newlyn)

HOW TO GIVE A NATIONAL GRID REFERENCE TO NEAREST 100 METRES

SAMPLE POINT: Seaton Ho

- Read letters identifying 100 000 metre square in which the point lies ...**NO**
- FIRST QUOTE EASTINGS**
Locate first VERTICAL grid line to LEFT of point and read LARGE figures labelling the line either in the top or bottom margin or on the line itself.....**65**
Estimate tenths from grid line to point**8**
- AND THEN QUOTE NORTHINGS**
Locate first HORIZONTAL grid line BELOW point and read LARGE figures labelling the line either in the left or right margin or on the line itself.....**42**
Estimate tenths from grid line to point.....**6**

SAMPLE REFERENCE NO 658 426
For local referencing grid letters may be omitted

IGNORE the SMALLER figures of the grid number at the corner of the map. These are for finding the full coordinates. Use ONLY the LARGER figure of the grid number. EXAMPLE: **334**000m

INCIDENCE OF ADJOINING SHEETS

The red figures give the grid values of the adjoining sheet edges. The blue letters identify the 100 000 metre square

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Abbreviations and Glossary

Most of those reading this will be experienced competitors, but for the benefit of others, the following glossary / aide-memoire may be useful.

It could be re-produced and added to for your own classes. Well, we do use rather a lot of jargon, and we tend to take it for granted, and you should be conscious of the need to explain it.

AR	all roads (see CAR)
B	brown road (as shown on map)
CAR	consider all roads (when solving a clue)
CL	contour line
CRO	coloured roads only
E	east
F	fork, or perhaps ford (context makes clear)
G	green road
GI	graticule intersection
GL	grid line
GR	grid reference
GS	grid square
GW	give way
IGR	ignore gated roads
INTR	ignore 'no through roads'
L	left
MR	map reference (= GR)
MS	mile stone
MTC	main time control
N	north
NAM	not as map
OTL	outside total lateness
PC	passage control
R	red road, or right
RA	roundabout
S	south
SO	straight on
SR	side road (often called 'slot' for short)
TC	time control
TJ	tee junction
TL	turn left
TP	triangulation pillar, or 'trig point'
TR	turn right
W	west or white road (context usually makes it clear which one it means)
WD	wrong direction
XR	crossroads
Y	yellow road
Etc.	

Running a navigational rally

Introduction

This task is fraught with difficulties. Many novice organisers have succeeded only in creating more problems, resulting in lots of competitors getting put off the sport forever. We have a big enough issue of losing members without making it worse in this way.

So it **MUST** be done correctly to be of any value. It needs to be thoroughly planned and prepared. Every possible pitfall should be taken into account and a solution designed into the plan.

Right, that's all very well in theory, but even the best organisers can get it wrong. So the purpose of this article is to try and help you to foresee and minimise the problems before they happen. It should be read in conjunction with Guideline 31.

Overall strategy

The club must ensure organisers are competent to run an event of the relevant status and type. A novice team can sometimes be used on a 12-car, but bigger events need properly qualified people.

Generally, the Clerk of the Course should be an experienced competitor, and have done as many other jobs as possible in a team before he gets to take charge. This applies to all disciplines of course, but it is often neglected in navigational rallying, which can be a big mistake.

Other team members should also have at least some experience of competing in this type of event, which has unique requirements.

Route planning

Before you can do anything else, you need to find start and finish venues.

Then when planning the route, you should avoid, as far as possible, built-up areas, known PR-problem areas, places that may be

susceptible to flooding, etc. Or if you do choose to use a road that could be affected by water, you should plan an alternative one and incorporate all the necessary paperwork to enable a switch to be made a few hours prior to the event if it becomes necessary to divert.

Glossary

There's a short glossary at the end of Guideline 31, which is a companion to this one. If there is any jargon below that you don't understand, try there.

Route survey

After you've drafted a possible route, you need to drive round it at an early stage to log mileages, etc.

It's worthwhile noting trip-meter readings at every junction and potential Control location. This way, you can calculate the length of each section (when you decide where to put the Controls), and of the whole event. If you have to make any changes later, you don't need to measure an entire section from scratch. You can piece it together and estimate new distances, and confirm it by measurement later.

Control locations

During the initial survey you should look for potential Control sites. If you see a promising place, note the map reference and trip-meter reading, write a brief description and move on. You may find a better one just round the next corner. You can decide which places to use when you get home, based partly on the mileage, but mainly on the overall suitability.

What determines this suitability? The major factors are:

- No houses within 500 metres, unless you are prepared to get written consent from them all;

- Parking space for marshal's car, off the road; a gateway, hard verge, layby or passing place will usually suffice, subject to not causing undue congestion to other traffic, especially if the road is narrow (usually OK after dark);
- Not on an A-class road, unless in a layby;
- Away from bends that could cause danger or congestion if a queue forms; a Control or a Control Board just after a bend or a brow is asking for trouble; don't scoff, it has been seen;
- Other Public Relations (PR) issues; no, you'll have to work these out for yourself, as there are no hard and fast rules on dealing with the public.

Paperwork

There are lots of things to do here:

- Supplementary Regs. and final instructions;
- Permits, including for 12-car rallies;
- Route authorisation;
- Police approval(s);
- Council approval(s);
- Landowner and/or resident approval in some (very limited) circumstances; more below;
- Insurance provision;
- Preparation of results spreadsheet;
- Signing-on sheets, including insurance;
- PR letters, including bespoke ones for certain circumstances; and it's good to make one for the competitors and marshals to carry; it should contain a brief statement of what is happening, and a contact number for any complaints;
- Entry list;
- Time Cards;
- Route instructions (a.k.a. 'Clues');
- Marshal information packs;
- Damage declaration forms.

PR work

This is an important part of any rally. We don't want to antagonise the public. Most of the time, it's simply a matter of letting them know what's happening. This is best done by personal contact.

You do need to have letters to leave where there is nobody home, but normally you should knock on doors and speak to as many people as you can.

Try not to give the impression that you're seeking their consent. That can invite trouble. All you're doing is politely letting them know that a few cars will be passing their house. Give them the date and approximate time and direction. You should also be willing to chat to them for a while if they want you to.

The only time you need consent is if you want to place a Control within 500 metres, or in some cases where there is timing to less than a minute.

It really is about Public Relations. Treat it as a chore and it could come back to bite you later. Treat it as a way of maintaining the public's support and you will get on much better.

Most people, if approached sensibly, will be positive, appreciative and friendly. Some may have relatives that compete, so you can have something to chat about. Some may even be motor sport people themselves. Others may be future competitors.

It's the difficult people that can cause problems. If anybody is totally unreasonable, you may have to decide whether it is all bluster, or whether you really do have a problem and it may be better to find an alternative route.

Normally, a previous organiser in your club will know these people and how to deal with them. There is one known to the author that just likes to make a noise, so he is always the last person in that cul-de-sac to get a visit, and he doesn't get the friendly approach any more, just the formal letter. His complaints have never gone beyond the bluster.

Everybody within 100 metres of the route must get a PR visit or letter. The Blue Book says so, sensibly.

But there is more to it than that. Farmers may live a long way off the road, but they may have livestock alongside it, so you need to be aware of this and speak to them too, even if it means driving a mile up a white road to find the farmer.

Some large estates can be hard to contact, but over time you can compile a list of the people that ought to be advised. The author met a Chief Executive of one of these while recceing a route on one occasion and has kept him informed of all events around the relevant lands ever since. Now that is good PR. The man has been very helpful

subsequently. He gives information about people that should be contacted, including names, addresses and phone numbers.

Route instruction planning

This needs very careful thought. More importantly, it needs to be very carefully checked and vetted by at least two other people, and preferably by a lot more.

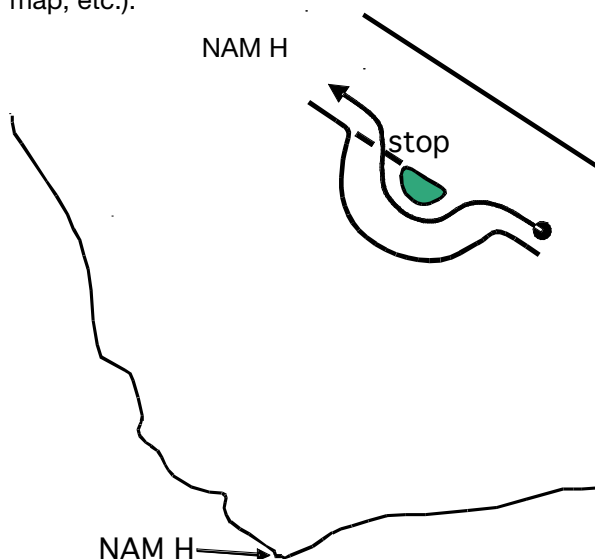
And they must be competent people, who are willing to be thorough, frank and positive in their criticism, although they (and you) should also be fair and willing to engage in debate. You should always reach a consensus.

The ideal method of having instructions checked is to send the first draft to two people, get their comments and incorporate the results of the debate, then send them to two more people, who will see them fresh and without prejudice. The reason for suggesting two is that one may be tardy in replying, perhaps for good reasons. It's a belt and braces approach, which never does any harm.

Route instruction creation

There is almost nothing that cannot be produced in Microsoft Office, or other similar program, so it is possible to create an entire set of very detailed and elaborate instructions without putting pen to paper. Indeed, the author has done this. The only time a pen was used was to make survey notes in the car. Even this could have been done on a laptop, but a paper and pen method was actually easier.

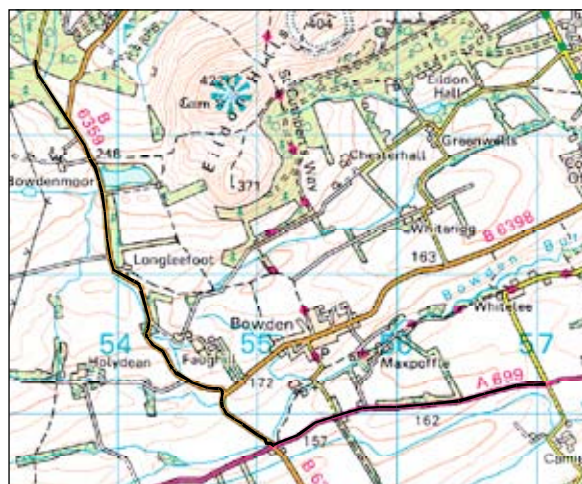
Diagrams were drawn in PowerPoint (part of MS Office) and the whole lot was assembled in Word. Here are three examples (NAM = not as map, etc.).



	A	B	C	D	E	F
1	W	SRSO	∩	⤴	∟	FL
2	∟	⋯	+	∟	E2	∟
3	XRSO)(∟	P	SRTR	△
4	∟	SH	⊕	∟	+	TJTR
5	☂	U	∟	F	XRTR	∟
6	↗	FR	XRTL	∟	△	TJTL
7	∟	>	SRTL	•	H	∟
8	GL	⬢	∟	∟	5	Y

If you, the Clerk of the Course, don't have the requisite Office skills, it shouldn't be hard to find someone in your club or organising team that does.

You can add maps, subject to copyright, if applicable. And you can add things to maps, as shown here.



This one was not handed out, but was used to create the tracing opposite.

Maps are available on CDs from at least three different software companies and probably dozens of map retailers, and also online from OSGB at:

www.ordnancesurvey.co.uk/oswebsite/getamap, as well as from other websites, like www.multimap.com.

OS Northern Ireland is not so co-operative, but you may be able to download small samples of their Discoverer maps from the Multimaps site. Look for a reference to an 'old site', if it still exists.

Just remember that their use in any kind of publication is restricted, and permission may need to be obtained.

A way round this is to give competitors links to the relevant website in advance and suggest that they download any required material themselves. This clearly has limited usefulness, but it may help in some situations. An example is where a tiny portion of a map adjacent to the prescribed ones is needed. To save the competitors buying another map, a small extract can be helpful.

Generally with OSGB, any extract can be distributed to a limited number of people without permission. So those without internet access can still get a hand-out. Hence the above 'if applicable' reference.

Route Authorisation

The exact procedures for this vary around the country, so the best way to find out about your individual requirements is to seek local advice.

Usually, a map needs to be prepared showing the route. It is submitted to the Route Liaison Officer for approval.

The same map can usually be sent to the police and council authorities.

It is often possible to do all this electronically. The map can be prepared in PowerPoint as above, using samples off the OSGB **Get-a-Map** website or commercially available CD maps, and sent by email to the relevant people, provided you can find their email addresses.

Marshal briefing

This is a much-neglected area. Marshals are usually the last people to be told what is going on. It's good to keep them informed, especially about their own posts. But there is other information that they can be given about the overall strategy if they are recruited far enough in advance. This may enable them to help competitors if a query arises.

For their own posts, it's not enough just to give them a Map reference and a time. They need to know the direction of approach, the time of the opening car and the first competitor, the closing time, and whether they need to wait for the closing car if they have another post to go to, etc.

The approach needs to be stated unequivocally, in the form 'FROM the north' or 'southbound', not just 'North'. Such lack of precision has been seen, causing disputes between marshals and opening officials. We don't need that kind of problem.

It's also good to give them the latest entry list, so they will know if all the cars have reported.

A picture of their location can be helpful, and an A4 map extract to help them find it exactly. Well, there's no guarantee they will have a map of their own.

For this reason, a few old maps should be on hand at the start to issue to those that don't have one. And some of them may not read the regs., so it's worthwhile telling them in advance which maps they should bring.

Most of the time, though, an A4 page of 50k and an A4 page of 250k should be enough to help them find it, the latter in case they don't know the area.

Marshal recruiting and management

It's important that somebody is delegated the job of finding enough marshals. There is always a shortage of willing people, and somebody usually has to spend an evening on the phone trying to drum up enough manpower to go round.

More often than not, there will be just enough, if you have a strategy that enables them to be re-deployed at another post. This needs some planning too. You need to work out how long it takes a marshal to drive from one post to the next and try to calculate the most efficient overall strategy.

You also need to take account of each individual marshal's experience and abilities. That's why you have a Chief Marshal. These are his jobs.

More detail on clue planning

Anything that makes a competitor ask, "What on earth does this mean?" is generally too hard and may be unacceptable.

It's always a difficult balancing act. Knowing your competitors' abilities is helpful. Having said that, any organiser can get it wrong, and competitors can have the odd mental block too.

The main thing to remember is that the competitors are the paying customers. They may also be your friends and you probably don't want to be lynched at the finish, so you need to tread a fine line between making it too hard or too easy.

Generally, if you err on the easy side you won't be far wrong.

This is also why you need to seek as many opinions as possible. It's not only to check for mistakes. Others may be able to see problems that you can't. And if anybody sees an alternative solution or has problems in finding any kind of solution, then you **MUST** re-think it.

Some organisers don't use devious stuff, but use time-consuming clues to separate the top crews. They can even spell out all the STOP junctions without giving too much away, because it takes time to plot them all.

Others rely on the odd trick to get a result.

One of the best events that the author competed in comprised lots of short, easy sections. Two crews were clean until the second last section, when a small trick was thrown in. One crew dropped 4 minutes, the other 5. Both crews had had a very enjoyable night, and the organisers got a result. Job done!

Supplementary Regulations (SRs)

Most organisers use previous SRs as a template for their own. This is fair enough, but care should be taken to ensure that every detail is fully considered, rather than just changing dates and leaving everything else in place, parrot-fashion.

Final instructions

This is another oft-neglected part of organising.

There are lots of things that need to be defined, clarified or explained, but some people seem to be a bit lax in this respect.

You should remember that there are novices taking part as well as old hands. If you assume they will all know what you mean you could be asking for trouble.

Lots of things can be slightly ambiguous, so if there is anything that can be misconstrued you should define it. Examples are:

- Whether a road crosses a Grid Line; see Guideline 28 for a typical diagram of this;
- Whether a crossroads can be used twice; and if so, what constitutes a crossroads; you may need to define it with diagrams if there are any that could be taken as two junctions (staggered crossroads);
- What a gated road is;

- Reinforce the Give Way and Quiet Zone messages; and define how these should be recognised – boards, street lighting, white lines on road, ascending order of colours, etc.

Setting up the route

You need to go round the whole route a few hours before the start and check for last-minute problems, place code boards and Quiet boards, etc. You may also want to mark the exact position that you want your marshals to be in, using a small piece of red and white tiger tape tied to a fence or a bush, for instance.

Most of these boards will be well away from routes that competitors will be using to get to the start, but if there is one that could be spotted, it may be best to leave that one for the opening car to place.

But don't ask the opening car to put out loads of them, because it takes too long. An opening car can sometimes struggle to maintain schedule as it is, so don't overburden it.

Verbal competitor briefing

This should be used to emphasise particular points of concern, or perhaps to clarify a matter that has been raised as a question.

It's also an opportunity to display the various boards in use, e.g. Control, Code, Quiet, Caution, etc., and to give a pep-talk on behaviour, warn of conditions, explain unusual or complex features, etc.

Opening car official

It's best to get somebody that is familiar with the route, but in case you don't, you should prepare a marked map for him. It's best if he can do it himself, preferably by being one of your clue checkers, but if this is not feasible – and realistically, sometimes it's not – then you will have to do it for him. An old map is good enough for this purpose.

He also needs to be able to make decisions on problems that may arise, and to advise marshals if they have queries. For this reason he should be well-informed and knowledgeable.

The Chief Marshal may be an ideal person to do this task, as long as he hasn't been unduly held up at the marshal briefing room.

Lack of marshals

This is an increasing problem as numbers dwindle. There are mechanisms for coping with it, though.

One way is to issue clues in batches, jumbled and coded so that the correct one for any given section cannot be discovered until a 'decode number' is issued by a marshal, or by a 'special code board' in the absence of a marshal. You could use this technique for some of your clues, if not all.

Marshals missing

It may also be worthwhile making provision for a marshal getting lost and not being in place.

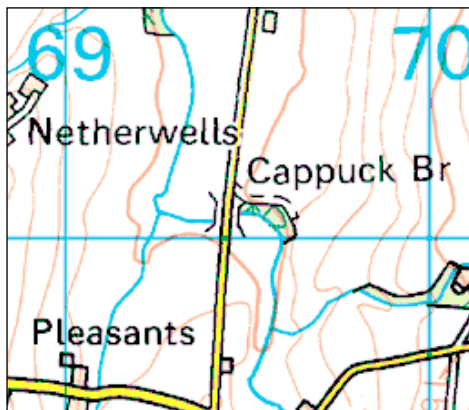
One way to do this is to have somebody following the opening car, to be left behind if necessary.

If the marshal turns up later, the 'roving marshal' should have enough information to let him catch up with the opening car in case it happens again. An assistant chief marshal would be ideal for this role, as he should be fully briefed in all the marshalling requirements.

Caution boards

These should be used sparingly, so as not to create a 'cry wolf' situation. But there are places where the conditions, the terrain or some other factor can make a corner or a brow potentially very hazardous.

There are some very nasty hump-back bridges, for instance, which are not always very obvious.

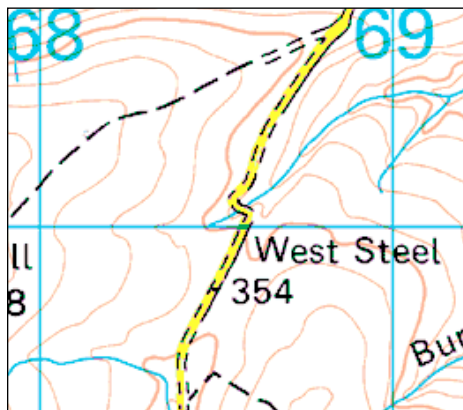


This one is extremely lumpy and not conspicuous from a distance. And it's compounded by being at the very bottom of a map. Even a top crew could miss it, especially approaching from the south.

There are also cases where a bend after a brow can be especially prone to being misread by a driver. Some hairpin kinks are not shown well on maps.

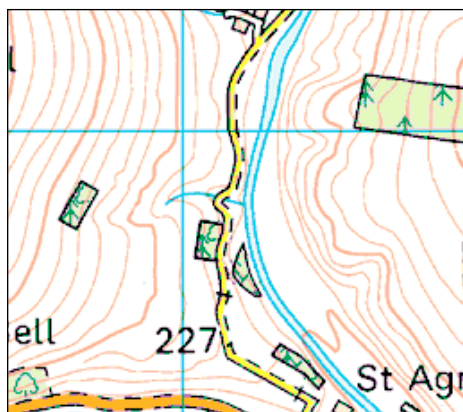
The next example is even tighter than it looks here, and bearing in mind that this map is

shown at twice the normal scale, it can easily be overlooked by a novice navigator.



But the main problem is that both approaches are prefaced by a slight brow, and the driver can see the road beyond the kink. If the navigator fails to spot it, the driver could come over the brow at high speed and see a hairpin about 20 metres away.

The next one is similarly deceptive if you're coming from the north.



It has the additional problems of weight reduction due to the brow, and a lot of loose gravel on the road, reducing grip even further.

These are all definite candidates for cautions.

Lateness reduction

There are some myths that should be corrected.

At least one organiser has said, "The three-quarters rule will not apply, except at certain stated Controls".

But this rule is strictly inviolable. What he really means is that lateness reduction will not be allowed.

And vice-versa. Another one has wrongly imposed penalties for lateness reduction in sections of less than 4 miles. But the 4-mile limit

applies to the three-quarters rule, not the lateness reduction rule.

To summarise, lateness reduction is allowed unless the SRs specify otherwise. And there is no $\frac{3}{4}$ rule in sections up to 4 miles! There is no restriction!

However, lateness reduction is not allowed at all in a Neutral Section, only in a Standard or Transport Section. Regularities are best dealt with by seeking local advice, as the local conventions vary a bit.

Results

This needs careful preparation. Most people use computer spreadsheets nowadays, and they seem to work well. But even here there are pitfalls.

For example, on one occasion a crew was given a clean sheet for one of its time cards, when in fact that time card was never handed in. The results team had failed to spot it.

The solution is to have a check sheet that can be ticked for each time card.

Alternatively, in Excel you can use an IF function. IF the value of a sub-total is zero, a column can display an X, or similar, to flag up a possible omission. This should prompt the operator to check if it is genuine. The relevant column can then be hidden or deleted before the results sheet is printed.

Spreadsheets can also sort rows into any order of your choosing, so you may decide to rearrange the rows into the finishing hierarchy, to make it easier for everybody to see their relative places.

It is vital that the results team understand the timing and penalty mechanism. Ideally, they should be experienced competitors.

They should know the penalty structure and the time schedule of the event, and the number of route checks in each section. Generally, the last item will be planned, but the exact details will not be known until the codes are placed on the day of the event.

There is an explanation of timing in Guideline 28, but another slant is offered below to help you to understand it, if you don't already.

If a computer spreadsheet is being used to log the penalties and produce the results, it should be created by the results leader, in collaboration with the Clerk of the Course, the Timekeeper, the Chief Marshal and anybody else that may have

input to offer. This is very easy with email, where each person can examine the file and offer ideas to the results official.

Timing and penalties

As a reminder of how this works, there are a few things for a results official to consider when marking the time cards.

Firstly, there are the route checks. He should be given the up-to-date list of those in each section and compare that with the ones written down.

Secondly, are there any 'Wrong Directions' (WDs), missed TCs or double visits?

Thirdly, there is the timing to consider. This takes a little more thought.

Assuming the results official knows the Scheduled Time for each Time Control as he is proceeding through the time card – and why shouldn't he, when you can print them on the time cards (see below) – he can compare the recorded time at each Control in turn with that Scheduled Time and make a decision on penalties based on the following criteria:

1. Is the competitor more than 30 minutes behind Scheduled Time at any given TC, i.e. 'Outside Total Lateness' (OTL)? If so, a 30-minute penalty must be applied, unless the SRs specify a different penalty or maximum lateness.
2. Is the section Standard, Transport, Neutral or Regularity? This can affect make-up.
3. Is the recorded time ahead of Scheduled Time? If so, apply an 'early' penalty, at the rate of 2 points per minute ahead.
4. Is the recorded time later than Due Time?
5. You need to work out Due Time, by adding the section time to the previous recorded time.
6. You then compare the current recorded time with Due Time to assess lateness.
7. Alternatively, work out the time taken for the section and compare it with the time allowed.
8. So, has more time been dropped? If so, then a penalty will have to be applied, except in Transport or Neutral sections.
9. Has lateness been reduced? If so, has the three-quarters rule been broken? If this is in order, then there is no penalty.

10. It's good to print the allowable 'make-up time' (lateness reduction) on the time cards.
11. Are you allowing lateness reduction? If you want to restrict it, you must say so in the SRs.
12. Has the previous TC been missed? If so, then there is no $\frac{3}{4}$ penalty, as the route has not been followed – they have missed some of the route. Due Time is based on the last recorded time. A lateness penalty may be appropriate.

Time card design

The time cards are very important, and their design should be considered carefully.

They must be as simple as possible, so that each marshal can find his bit easily and quickly. A sample card for the marshals will help prepare them for this.

The cards should also be results-team friendly.

For example, each results person should be able to see each competitor's Scheduled Time at each Time Control, at a glance, without having to refer to previous time cards or other documents. Previous cards may not be available, because the results team may be split into more than one group. In any case, cross-referencing takes time.

Therefore you should print individual Scheduled Times on the time cards. It's easy in a spreadsheet, such as Microsoft Excel.

You could just print Standard Time and let the crews work out their own Scheduled Times. But this makes more work for the results people, with potential for errors and time taken. Bespoke cards help every-body and ensure the best possible accuracy.

You should also make provision for the last recorded time on each time card to be carried forward into the start of the next time card, so that the results team can keep track of Due Times too.

Time card designs have taken many forms, but one user-friendly style has been around for a long time, although maybe not used by many organisers. It has a kind of multiple-choice method, as shown in the sample on the next page.

It reduces the amount of writing by competitors and marshals, and therefore also the potential for handwriting to be misinterpreted, or for codes to be written in the wrong place.

The green ellipses would be drawn round the codes by the competitor and the red ones round the times by the marshals.

Each section can have the same fixed number of potential code boxes, but the number used will vary between sections. Any boxes incorrectly marked are liable to penalty.

Looking at the sample time card in detail, you can see that two codes have been recorded in Section 1, and the time is clean.

In Section 2, without even doing any arithmetic, you can see that car 6 has dropped 1 minute and gets 1 penalty. (Codes are ignored here from now on, as the point has been made.)

In Section 3 another 2 minutes have been dropped, so 2 more penalties are incurred.

In Section 4 the crew has made up a minute, so there is no penalty, assuming make-up is allowed.

In Section 5 they get a further 4 penalties.

At TC 6 they get a 30-minute penalty for not reporting.

At TC 7 they get a WD, but no time penalty, because they have reduced lateness. Even if they had apparently broken the three-quarters rule, there is no penalty, as they have missed some of the route by not reporting to TC 6.

It's not hard to see how it works. Due Time is immediately underneath the recorded time at the previous TC, so lateness can be worked out just by a simple visual count of boxes.

The same applies to lateness reduction, and the comparison with the allowable reduction, without even using any arithmetic.

Codes are easier too, as the results crew can see where they have been circled, and they don't need to read them or check if they are in the right row.

There is one small drawback with this time card design. You need to plan exactly which code boards will be placed in each section. This may mean a little more time is needed to find each one when placing them at the roadside. But it is a small price to pay for a slicker results system. It's an essential part of good preparation.

Time card production

Even this relatively complex Time Card is very easy to produce in a spreadsheet, as the program can be made to do all the changes from one competitor to the next, just by a single entry in

the cell that shows the car number. The author is not an expert with Excel, but even he managed to work out how to achieve this task.

If you don't have the requisite spreadsheet skills, it's likely that you will be able to find somebody that can help, just as with the route instructions.

To offer some guidance, the file used to produce the template below has 3 worksheets.

1. The 'front page', the one that will get printed, and into which the car numbers and crew names will have to be typed, one at a time just before printing – although even the names could be automated if you want.
2. The basic timing table, which will calculate the Standard Time at each TC from the start time and the individual section times. Of course, you can change these at any time before printing without having to do lots of calculations, as the program will do it for you.
3. The main calculation sheet for all the individual Scheduled Times, which takes data from sheet 2 and from the car number on sheet 1. The data calculated here are then automatically copied into sheet 1 to create the finished product.

So once you have the spreadsheet set up, just by typing the car number in the relevant cell in sheet 1, you can start the calculation process, and sheet 1 will automatically display the entire range of times.

The template has no provision for an early time to be entered. Well, it would be an extremely silly competitor that accepted an early time with such an obvious system, wouldn't it? But you could modify it if you really want to!

GUIDELINE **33**

Radios

Radio communication is a very important and essential function on many motorsport events. It can provide the Clerk of the Course and his team of officials with vital information regarding the administration of the event and provide a medium in order to feed back information and instruction to event personnel.

Radio communication is also used extensively during the notification of and subsequent dealing with, safety related incidents. It is this area where controlled radio communication is vital in assisting with the rapid response to a notified incident.

Types of two way radio communication

- The Blue Book recommends that secure frequencies are used for event communications to ensure the privacy of information.
- PMR frequencies can be used but you should be aware that the frequencies are not secure.
- The MSA holds a radio license for the purpose of administering the safety aspect of events. This frequency is:-
 - 81.575 Mhz FM (the MSA Safety & Medical Frequency)
 - operated per event by;
Radio Marshals
Doctors/Paramedics
Rescue units
Recovery Crews
- The MSA recommends, in the 'Competitors and Officials Yearbook' (the Blue Book), that its Safety & Medical Frequency is used for safety purposes only.
- This frequency is licensed exclusively to the Motor Sports Association and is therefore secure.

Information

- The MSA have appointed a national network of Regional Radio Co-ordinators and their remit is to provide to individuals and event organisers:-
 - Information
 - Assistance
 - Training
- The name of the person who is responsible for your area is listed in the Blue Book in Appendix 8(d).

Purchasing radios

- Any radio operating on the MSA's frequency MUST be:-
 - Licensed through the MSA
 - Certified by a competent radio supplier
 - Supplied to the MSA's license specification.
- Your Regional Radio Co-ordinator will be able to:-
 - Advise on the licensing process
 - Provide details of radio suppliers
 - Provide details of the radio specification

Radio schemes for events

- Each Regional Radio Co-ordinator will have:-
 - Historical knowledge of their area
 - Be able to advise on the planning of a radio scheme for your event
 - Where to source radio marshals
 - Information regarding the use of other secure frequencies

Operators (Radio Marshals)

- You should ensure that any Radio Marshal you intend to use should be:-
 - From a Motor Club which holds a radio license with the MSA
 - From a Motor Sport related Radio Group which holds a radio license with the MSA
 - Dedicated to radio duty and have no other duty which would compromise the event radio operation
 - Provided with (per event);
An up to date Entry List
An up to date Stage Safety Plan
An up to date time schedule
Full details of the stage(s) they are to operate on
- Radio Marshals should operate in pairs, ideally, but where a Radio Marshal is single manned, the Controller **MUST** be made aware of this
- If Cadet Marshals are to be used as Radio Marshals they **MUST** be accompanied by an experienced adult Radio Marshal

Radio Controllers

- The MSA Safety & Medical Frequency is a simplex system, i.e. only one person should talk at any one time, the use of a radio controller(s) is essential. The Radio Controller **MUST** be licensed by the MSA and will provide:-
 - A controlled network operation ensuring an efficient exchange of messages
 - An information conduit between the event organisers and the event arena
 - A monitor for all aspects of the event and keep a timed log
 - A means to ensure all Radio Marshals are in contact with the Controller by using Links and Relays where necessary

Training

- It is recommended that all Radio Marshals and those intending to use the MSA Safety & Medical Frequency should attend a radio training day.
- Details of National Training Days can be provided through the MSA's website or from your Regional Radio Co-ordinator
- Club training nights can be organised with the assistance of your Regional Radio Co-ordinator

Rules and regulations

- The use of the frequency is governed by the Radio Communications Authority but is further regularised by the MSA.
- Details of the MSA regulations can be provided by your Regional Radio Co-ordinator, the Blue Book or via the MSA website.
- The MSA also have a booklet available which has advice on the use of the MSA Safety & Medical frequency. This booklet titled –
 - Radios on Motor Sporting Events
ADMINISTRATION, APPLICATION
& OPERATIONAL GUIDE FOR FM
FREQUENCYand can be supplied by the MSA at Motor Sports House or via the MSA website.

Sponsorship

- A club hoping to attract support for an event or championship must recognise that any marketing and sponsorship deal is, or should be, a two way business deal, not charity or patronage. Of course local organisations may support a club for other than fullblooded commercial reasons but nevertheless a club must aim to offer value for money.
- Clubs should also recognise that finding support may not (in fact almost certainty will not) be easy as there are countless other sports and activities out there seeking support. And marketing and sponsorship practices change; for example when this manual was first produced TV programme sponsorship was rare, now it is commonplace and sucks up money which would otherwise go elsewhere.
- Although, as with a lot of selling, there is no guarantee of success at the end of the day, your chances will be improved if you plan your approach carefully. The sales skills required are the same as for any other selling activities so you may benefit from reading marketing books.
- First, consider what you have to offer and if it can be improved. If you seek support for an event would it be more appealing if part of a championship? Can you get a local radio or newspaper interested in a quiz? If you have a club room or caravan available for sponsors, is it time it had a quick coat of paint?
- Next, list all the possible benefits to a potential supporter, these could include: title to the event; company name on competing cars and official paperwork (such as cover of regulations and programme); advert in programme and regulations; banner advertising opportunities at the start, finish and throughout the route; opportunity to organise displays and promotions around the event; hospitality opportunities; web link; benefits from local TV and other media coverage. Plus, if relevant, the community relations benefits of supporting a local club in the local community.
- Consider the possibility of goods and services instead of money. For example: get your local printers to produce Regulations, Road Books and similar FOC; this is still marketing and the rewards for the provider no less relevant, but it will save you £££ and cost them far less than the commercial price.
- If an event attracted media coverage in previous years whether in newspapers or television, mention this and keep copies of material to show to potential sponsors.
- Next prepare a draft proposal Including:
 - (a) An introduction to the event and the organisers.
 - (b) Specific details about the event – where, when, how many entrants/spectators etc.
 - (c) Specific benefits as listed above.
 - (d) Possible media coverage.
 - (e) A final summary possibly mentioning how much money is sought and how it will be spent.

By completing this exercise you will have a clear picture of what you are offering and you should then be able to deal with any queries.
- Once you have drafted the basic Information, try to get a hard-nosed business friend to take an outsider's look and play devil's advocate and based on this, put it into a more formal presentation. This could range from a

straightforward letter (well typed of course) to a brochure, to a presentation involving slides and a DVD – it all depends on how much sponsorship you are after, what you are offering and to some extent the size of company you are approaching. Of course a well produced approach via e-mail may well be the best method of approach, particularly to technology orientated companies.

- When producing your written presentation, do clearly describe it as 'A Marketing Proposal for Company X' 'Produced by XXX for XXX' – company, executive and title.
- The next stage is to approach potential sponsors but before contacting companies first consider 'who you know' because personal contact is one of the most effective ways of raising sponsorship. The Committee of a club and other influential members should be roped in to help in the search. Strings are meant to be pulled, so pull them.
- If this fails and you have to approach companies cold then cast your net widely and plan your approach in a businesslike way. And don't give up – if the first approach to a company results in a negative response, perhaps you can change the proposal slightly and go back later a second or third time, when the outcome may be more positive.
- Do make sure that your written approach is personalised; 'Dear Sir' will go straight in the rubbish bin, whereas 'Dear Mr Smith, Sales & Marketing Director' may get read – at least it shows you know who may make the decisions!
- The aim of a written approach should be to fix a meeting at which a club can present its proposals.
- Don't go to such meetings mob handed but do go with people who are articulate and can present a case well. If you have someone who is great "once you get to know them", maybe leave them out of the presentation team...
- Rehearse the presentation, preferably in front of someone used to such proposals.
- Don't waffle – if you have 30 minutes allocated for a meeting then don't make the presentation longer than 10 minutes so that there is time for discussion.
- Don't use motor sport jargon – not everyone will understand it.
- Don't promise what you can't deliver, that's a sure way of having a disappointed sponsor (and maybe even litigation).
- Do plan the presentation to reflect the status of your event and the area of business of your target company – a 15 minute sound and laser show asking for £500 for your closed to club PCT will not set the correct tone!
- How much should a club ask for? This obviously depends on the importance of the event which is why involving the local media will enhance the value. Try to relate the sum you seek to something e.g. 'that would only buy you two ads in the XYZ paper'. Remember you can negotiate downwards on price but rarely upwards.
- If you reach an agreement with a sponsor then put things in writing, either a simple letter of intent or a formal contract. This will help avoid "who said what" arguments later if things go wrong or a key person on the sponsor's side moves on. Incidentally, if a deal does break down or a sponsor decides to quit at the end of the contract period, don't slag them off in the media. All that will do is deter other potential sponsors.
- If the club is registered for VAT (or will be above the limit when the sponsorship is taken into account) then VAT will need to be charged and provided for in the agreement. Corporation tax may also be payable on the sponsorship income.
- Look after your sponsor to ensure the partnership continues in years to come; it is much easier to keep a sponsor than to search for a new one. This does not generally mean taking your sponsor out for expensive meals every week but simply involving them and helping them achieve their own objectives. If your sponsor is not actively involved in the event, it is in your club's interest to at least keep him or her informed.
- Think what extra you can offer sponsors. A simple plaque presented to them at the annual dinner may help make them feel welcome and that much more part of the club.
- Above all, don't take the money and then forget a sponsor.

Running businesslike meetings

This Guideline is designed to help clubs and individuals faced with putting on presentations, whether to try to raise sponsorship, to recruit new members, to convince people about a Rights of Way issue or to train new officials. If you are trying to motivate or inform people then the more care you pay to the meeting, the more likely you are to succeed and the more professional you will appear to your audience. Many of the points will seem blindingly obvious and of course they are ...but many of them get forgotten, sometimes by quite major companies!

Planning

1. Objectives. What are you really trying to achieve? Be quite clear in your objectives and don't have too many of them for one meeting otherwise you may confuse people.
2. Audience. Who are they and what will they be expecting from the meeting? Try not to disappoint them. How many people are likely to turn up?
3. Invitations. Who to send to and in what form, and how far ahead of the day?
4. When to hold the meeting. What date and what time? Are there any clashing events? Will key presenters be available?
5. Where. Keep in mind that some venues book up way ahead.
6. Organising team. Who is to run the meeting? Ideally one person should be in overall charge (with helpers of course).
7. Finance. Is the meeting big enough to need a special budget allocation?

Venues

1. Consider the image you are trying to project – the choice of venue should reflect this. If you are seeking sponsorship it might be unwise to splash out and hire a lavish stately home; if you are trying to project a forward-looking, dynamic club it could be equally unwise to hold the meeting in a scruffy pub with peeling paint.
2. Is the proposed venue big enough?
3. Does it have enough rooms if you want to hold break-out sessions?
4. Is there adequate parking?
5. Will guests know how to find it or do you need to give them a Post Code for SatNav, or send them a map?
6. Can the room be darkened if you need to show visual aids?
7. Is there adequate seating and is it comfortable?
8. Are there adequate and convenient – and clean – toilets? And will they be monitored and kept clean by the venue?
9. Are there any 'dead' or scruffy areas in the room that need concealing or livening with posters or flowers?
10. Is there somewhere to store briefcases, cardboard boxes etc? If there isn't and you have to store them under a table, at least put a cloth in front of it to conceal the clutter.
11. Are there adequate power points if you need to use projection equipment?
12. Book a venue in writing and be clear on cancellation charges.
13. Establish who will be your contact at the venue on the day.

Sound and light

1. What are the acoustics like? Will microphone/s be needed? If in doubt it is better to have them.
2. A lectern will help to focus attention on the presenters.
3. Will hand held mikes be needed for questions?
4. Can the lights be dimmed if showing visual aids?
5. What visual aid equipment will be needed? Can the venue supply?
6. Is any noisy building work scheduled near the venue and if so can it be stopped during your meeting?
7. Can all phones (and possibly noisy extraction fans) be switched off to reduce noise?
8. Is any screen mounted as high as possible? Whatever you do there may still be people at the back who can't see.
9. Keep in mind that an endless series of Power Point Presentations can become soporific!

Rehearsing

It may seem to be going a bit too far to suggest a rehearsal for what may be a fairly simple meeting but unless you have considered who is to say what (and when and for how long), who is to do any introductions, who is to handle questions etc etc then your meeting may not flow as smoothly as it could and should. Not least, a rehearsal should iron out any duplication between the pitches to be made.

Above all, rehearse with any visual aid equipment you plan to use. If you have to fumble to get equipment to work or illustrations are out of order or upsidedown then you are not likely to impress potential sponsors.

On the day

1. Be there early.
2. Do you need to reserve parking for key guests?
3. Is the room easy to find or are signs needed?
4. Have all used coffee cups, old newspapers etc been removed and briefcases etc stored out of sight so that the room looks tidy?
5. If speakers are still fine tuning what they are going to say then ask other people to act as "greeters" to make people welcome and perhaps sign them in.
6. Lapel badges will help the audience recognise who is who.
7. If people are likely to arrive early, consider showing a DVD or at least have background music to make things a bit more welcoming.

Afterwards

1. Send letters of thanks where necessary.
2. Hold a debriefing meeting, consider what things could have been improved and make notes of them so that you get them right next time.

Good luck!

Event Safety Manual

Preamble

In recognition of the impact a SAFETY MANUAL has on the overall safety operation of events and the transient nature of most of the end users, the MSA has instigated an initiative to standardise the format of this document.

The compilation of the attached is a result of analysing many Safety Manuals from various events nationally. In most cases current events publish the information contained within this pro-forma but not necessarily within one document, hence there should be no extra work involved in providing a stand alone 'SAFETY MANUAL'.

For those events which may not meet this minimum requirement, the new presentation will act as a checklist enabling a clearer understanding of an event safety scheme.

In addition to analysing existing documents, consideration was given to who are the end users and how to make the presentation uniform, understandable and logical.

In recognition that a majority of the end users frequently attend many events nationally it is logical that their prime source of information should remain constant in presentation and, where possible, in content.

The circulation of the complete SAFETY MANUAL is recommended to be to all Event Officials concerned directly with safety but must include:-

- Event Radio Controller
- Course Cars
- Stage Commanders
- Deputy Stage Commanders
- Stage Safety Officers
- Doctors
- Paramedics
- Sector Marshals
- Rally Ambulances
- Rally Rescue Units
- Stage Safety Units
- Rally Recovery Units

Stage Radios

(One copy to each mandatory radio location)

The content of the SAFETY MANUAL, its presentation and circulation, as advised, is designed to be the minimum required and should not be reduced in any way.

To distinguish this important document and make it easily identifiable, the front cover should carry the words SAFETY MANUAL diagonally in a bright colour (preferably fluorescent green – the primary consideration is that the words SAFETY MANUAL should stand out).

In addition, the outer back cover should be blank and be of the same colour as the SAFETY MANUAL lettering to assist with ease of rapid identification.

The presentation of the Stage Safety Diagrams and Stage Information Sheet i.e. Stage Diagram on the left hand side of the manual, facing up and the corresponding Stage Information Sheet on the right hand side, is in line with current common practice.

Within the 'pro-forma' manual attached are sections which already contain some narrative. This content is included as a helpful guide and will vary according to the type and location of events.

It is intended that the SAFETY MANUAL as attached will be a stand-alone document and should not be incorporated into any other publication nor should it include any non safety related information.

However, sections from within the manual may be used in isolation as handouts e.g.:-
Marshals' Safety Notes
Stage Safety Diagrams
Radio Operators' Check Sheet
Incident Report Form

Attached is a 'pro-forma' SAFETY MANUAL which is intended to be a typical minimum requirement for MSA authorised rallies.

SAFE AS YOU GO RALLY

SAFETY MANUAL

SAFE AS YOU GO RALLY

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SAFE AS YOU GO RALLY

1. Foreword

(Introduction narrative relevant to the event).

SAFE AS YOU GO RALLY

2. Health & Safety Policy

The Saygo Motor Club applies high standards to all aspects of its organisation including Health & Safety matters.

In order to achieve this aim the Club will work in the spirit of the Health & Safety legislation rather than simply comply with it.

In turn the Club expects that every person participating in the rally, whether competitor, official, marshal or spectator, shall take all reasonable care for the health and safety of themselves and other persons who may be affected by his/her acts or omissions during the operation of the event, in order to achieve the highest standards of safety performance.

Accordingly, as a minimum, the event will be managed in accordance with:-

MSA Competitors' Yearbook

MSA Officials' Yearbook

The Clerk of the Course is the person responsible for Health & Safety matters in connection with the event, to whom support staff have been allocated to monitor all Health & Safety regulations and aspects of the event.

Areas of special concern are where competitors service and refuel their vehicles.

All work to vehicles MUST be undertaken with the safety of the persons performing the work being of paramount importance. Refuelling of vehicles and the transport and storage of fuel must be in accordance with the latest HSE guidelines.

3. Medical & Rescue Policy Overview

The Clerk of the Course will appoint an Event Safety Officer (ESO) who will be experienced in the current operation of rally stages and appreciate the potential of rally cars in differing weather conditions. He/she will be responsible for ensuring that there are effective arrangements to supplement the general marshalling strength organised by each Stage Commander as follows:-

- (a) There are predetermined arrangements available to every Stage Commander for summoning appropriate emergency services via rendezvous points if necessary, to the scene of an incident.
- (b) At each stage, unless the complete route is visible from the start or finish areas, there is provision of an effective radio communications network, operated through a nominated Controller linking officials at the start, finish and intermediate points with on-stage Medical and Rescue Services. This frequency must be secure from misuse and be either the MSA Safety & Medical Frequency or a privately licensed frequency to DTI regulations. The Controller must be experienced in the use of radios and in controlling a network and he/she must ensure the disciplined use of the radios.
- (c) That there is in use a system of ensuring that competitors are positively monitored and checked through each stage and there is in force a method for locating missing and/or overdue competitors.

A Chief Medical Officer (CMO), who must be a Doctor, must be appointed who, in consultation with the Clerk of the Course and the Event Safety Officer will be responsible for ensuring that the required level of Medical and Rescue cover is provided and for the detailed organisation of doctors, the planning and deployment within stages, the organisation of ambulance meeting points and the notification of hospitals in relation to the stages.

The CMO, ESO, Stage Commanders, Doctors and Rescue personnel should be aware of the ambulance meeting points relevant to the stages and the available stage short cuts.

SAFE AS YOU GO RALLY

4. Incident & Delay Procedure

Minor incidents will usually be dealt with by the marshals on the stage and every effort must be put into avoiding suspending or stopping the stage.

ONLY in the case of personal injury, fire, danger to life and/or a stage blockage should the running of the stage be suspended and then only with the sanction of the Clerk of the Course.

Should you be required to take action with regard to one of the instances above then:-

Remain calm

Ascertain location of the incident

Ascertain nature of the incident

Establish: Is anyone injured?

Is stage blocked?

Is there a risk of fire?

If the stage has to be suspended it is the Stage Commander's responsibility to decide on the correct level of response to be used in order to deal effectively and efficiently with the incident. Once decided upon the Stage Commander will advise the relevant personnel and update the radio network in order to advise the Organisers of the current situation.

When dealing with an incident it is vital to keep notes with timings of information received and actions taken. This is the purpose of the Incident Report Form appended to this manual.

At the scene of an incident the priority is of course minimising the danger to life. Marshals at the scene should keep spectators away from the personnel attending the incident and, if necessary, ensure that subsequent competitors are warned of any obstruction or dangers on stage.

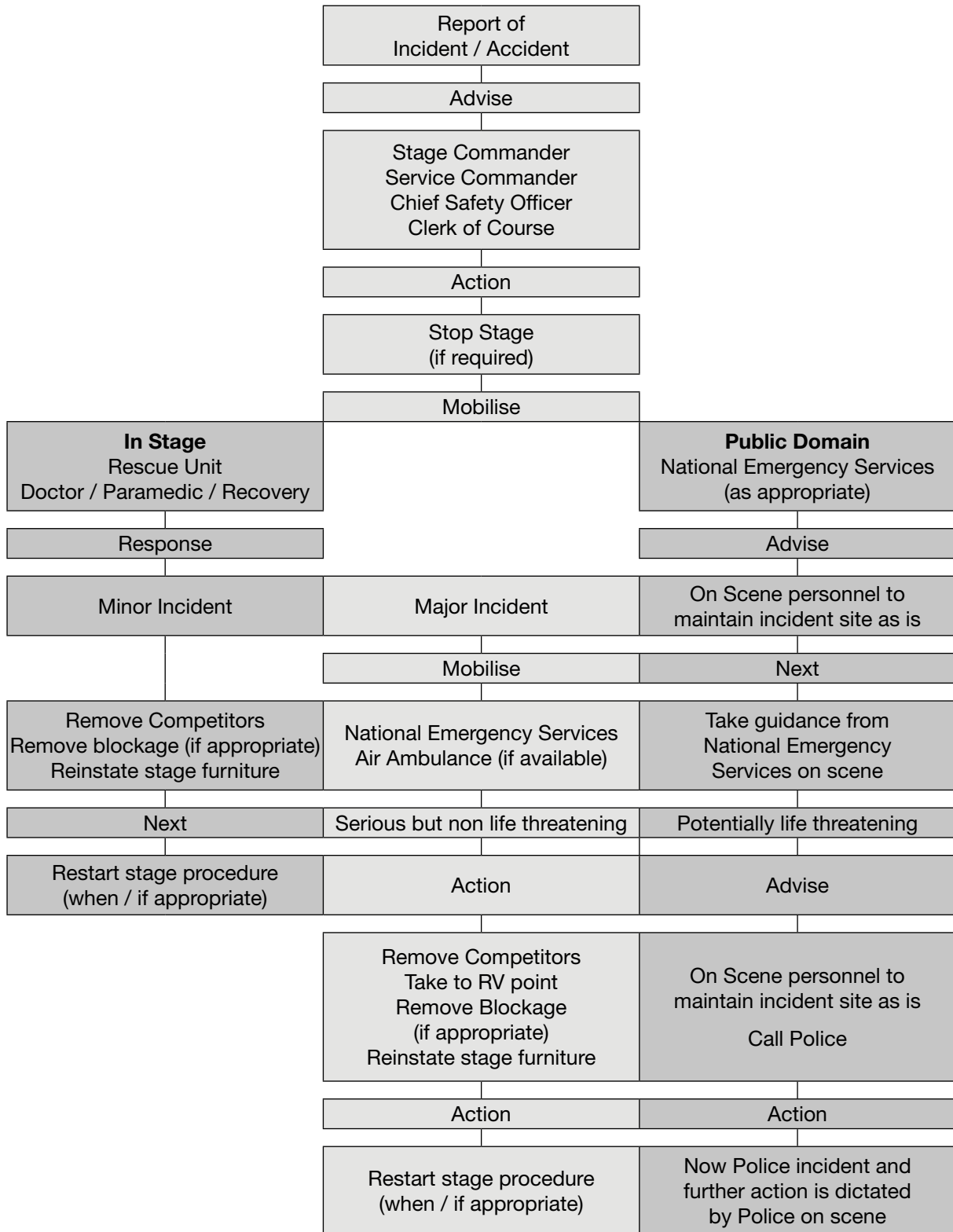
Incident personnel should make on site arrangements to keep the Radio Controller advised of the ongoing situation in order for that information to be relayed to the Stage Commander and Event Organisers.

Should it be deemed necessary by the person in charge at the scene of an incident to request assistance from the National Emergency Services, clear and precise information concerning the type of assistance required should be passed to the Radio Controller. If requesting medical assistance this information should include number of injured parties, type and extent of injuries, rendezvous point designated and preferred route off stage.

In all cases incidents should be cleared as soon as is practically possible in order to minimise the delay time incurred.

SAFE AS YOU GO RALLY

Incident Handling Flow Chart



SAFE AS YOU GO RALLY

5. Red Flag Policy

Under normal circumstances there must be no movement of any non-competitive vehicle, (other than Official Course cars) onto the stage once it has opened, without specific approval of the Stage Commander and then only after suspending the stage and being satisfied that the stage is cleared of competing cars.

However, on any special stage where, in emergency circumstances, it may be necessary to authorise the movement onto the stage of a non-competitive safety vehicle BEFORE the stage is cleared of competing cars, a system of red flags must be in place. These are only to be situated at radio points and will only be displayed on the direct specific instruction of the Clerk of the Course or the Stage Commander.

Red flags must only be used when there is a possibility of non-competitive safety vehicles moving onto a stage AHEAD of competing cars.

There must always be a red flag displayed at the point where non-competitive vehicles join the route of the stage and any subsequent radio points passed en route to the incident.

Competitors MUST be advised, in writing, which stages are operating this system and the procedure which competitors must adopt should they see Red Flags being deployed.

Competitors who are shown a red flag on a stage where they have been notified in advance of such a system being in use, must cease competition and come to a standstill at the side of the stage as soon as possible, ideally at a marshal's radio location. They must not continue until advised to do so by an official of the event.

Once the instruction has been given to withdraw Red Flags, competitors will usually be allowed to proceed to the end of the stage NON COMPETITIVELY, but specific advice should be provided to the competitors, along with the instruction to withdraw the Red Flags.

SAFE AS YOU GO RALLY

6. Senior Event Officials Contact Details

DESIGNATION	LOCATION/NAME	LANDLINE	MOBILE
-------------	---------------	----------	--------

Rally Headquarters

HQ Office

Rally Control

Results

Clerk of the Course

Documentation

Hospital

Radio Control

Senior Officials

Clerk of the Course

Deputy Clerk of the Course

Assistant Clerk of the Course

Chief Medical Officer

Event Safety Officer

Communications Officer

Course Cars

C1 (Clocks)

C2 "000" (Safety)

C3 (Spectator Control)

C4 "00" (MSA Timekeeper)

C5 "0" (Course Opener)

C6 (Course Closer)

Co-ordinators

Scrutineering

Start & Finish Areas

Sponsor Liaison

Judge of Fact

Public relations

Passage Controls

Stage 1

Stage 2

Stage 3

Stage 4

Stage 5

Commander SS1

Commander SS2

Commander SS3

Commander SS4

Commander SS5

SAFE AS YOU GO RALLY

7. Overall Event Time Schedule

CONTROL	LOCATION	C1	C2 "000"	C3 "00"	C4 "0"	C5	FCD	C6 (App)	LATEST TIME FOR STEWARDS
TC 0	Pre Start Holding	07.15	07.45	08.15	08.30	08.45	09.00	11.30	
TC 1	Start	07.17	07.47	08.17	08.32	08.47	09.02	11.32	
SS 1	Stage One	08.00	08.30	09.00	09.15	09.30	09.45	12.15	09.10
TC 2	Time Control 2	08.28	08.58	09.28	09.42	09.58	10.12	12.42	
SS 2	Stage Two	08.30	09.00	09.30	09.45	10.00	10.15	12.45	09.40
TC 2A	Service A In	08.35	09.05	09.35	09.50	10.05	10.20	12.50	
TC 2B	Service A Out	08.45	9.15	09.45	10.00	10.15	10.30	13.00	
TC 3	Time Control	08.57	09.27	09.57	10.12	10.27	10.42	13.12	
SS 3	Stage Three	09.00	09.30	10.00	10.15	10.30	10.45	13.15	10.10
TC 3A	Service B In	09.35	10.05	10.35	10.50	11.05	11.20	13.50	
TC 3B	Service B Out	09.45	10.15	10.45	11.00	11.15	11.30	14.00	
TC 3C	Re Group In	09.50	10.20	10.50	11.05	11.20	11.35	14.05	
TC 4	Time Control	09.57	10.27	10.57	11.12	11.27	11.42	14.12	
SS 4	Stage Four	10.00	10.30	11.00	11.15	11.30	11.45	14.15	11.10
TC 5	Time Control	10.27	10.57	11.27	11.42	11.57	12.12	14.42	
SS 5	Stage Five	10.30	11.00	11.30	11.45	12.00	12.15	14.45	11.40
TC 5A	Pre Finish In	11.15	11.45	12.15	12.30	12.45	13.00	15.30	
TC 5B	Pre Finish Out	11.30	12.00	12.30	12.45	13.00	13.15	15.45	
TC 5C	Finish	11.35	12.05	12.35	12.50	13.05	13.20	15.50	

SAFE AS YOU GO RALLY

8. Event Non-Stage Call Signs (all frequencies)

DESIGNATION	NAME	86MHz	OTHER
Radio Control			
Rally Headquarters			
Senior Officials			
Clerk of the Course			
Deputy Clerk of the Course			
Asst. Clerk of the Course			
Chief Medical Officer			
Event Safety Officer			
Communications Officer			
Course Cars			
C 1			
C 2			
C 3			
C 4			
C 5			
C 6			
Co-ordinators			
Scrutineering			
Start & Finish			
Sponsor Liaison			

SAFE AS YOU GO RALLY

9.

SERVICE AREA DIAGRAM

AMBULANCE MEETING POINT DETAILS No: NGR: Location: MAP

HOSPITAL DETAILS NGR: Location: MAP

SAFE AS YOU GO RALLY

10.

STAGE SAFETY DIAGRAM

AMBULANCE MEETING POINT DETAILS

No: NGR:
Location:

MAP

HOSPITAL DETAILS

NGR:
Location:

MAP

SAFE AS YOU GO RALLY

10. Stage Information Sheet

Event: _____ Date: _____
 Service Area Name: _____ Number: _____
 In Control NGR _____ Approach via: _____
 Out Control NGR _____ Approach via: _____

Timings

Arrival: _____ Hrs _____ Location: _____ NGR: _____
 Operational: _____ Hrs _____ Car '0': _____ Hrs _____ FCD _____ Hrs _____ Closer: _____ Hrs

Call sign/Personnel Information

Designation	Call sign	Name	Designation	Call sign	Name	Information
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Radio Control			Stage Relay			
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STAGE

Commander
 Safety Officer
 Doctor
 Rescue
 Recovery
 Start
 Location
 Location
 Location
 Location
 Location
 Mid-Point
 Location
 Location
 Location
 Location
 Finish

Doctor
 Rescue
 Recovery

SAFETY REFERENCES

AMP No:	NGR:	Location:
	NGR:	Location:
Telephone:	NGR:	Location:
	NGR:	Location:

SAFE AS YOU GO RALLY

Appendix 1

Marshals' & Radio Operators' Safety Notes

Radio operators are also Marshals.

Thank you for giving your assistance to this event, it is greatly appreciated. We trust that you will have an enjoyable and safe day's rallying.

REMEMBER TO SIGN-ON ... !

1. ARRIVING AT YOUR POST

Park in a safe place, preferably at least 30 metres from the stage route. If you have to move stage furniture ensure you replace the items as found.

2. COURSE OPENING

Once the stage has reached 'READY STATUS' (*usually 60 minutes prior to the first competitive car due*) only designated 'COURSE CARS' should be on stage.

3. COURSE CLOSING

A 'COURSE CLOSING CAR' will be running as close as possible behind the last competitor. As there will be live competitors on stage when the Course Closer enters the stage, you should remain on location until the closer reaches the stage finish. This action is in recognition that competitors could still encounter difficulties, which may require the attendance of the Rescue Unit from the stage start.

Once your stage is 'closed' and you have been stood down, either by radio or personally by your Stage Commander, please dismantle your junction and leave the stage in stage direction, unless given instruction to the contrary, exercising care.

4. MULTIPLE FIELDS

Where an event has more than one field of competitors there will probably be a gap between these separate categories. You **MUST** remain on station and alert to any unauthorised movement on stage.

5. SPECTATORS & MEDIA

Ensure that no unauthorised vehicles drive onto the stage.

Public footpaths will not be closed. Please advise walkers, cyclists and others, of the event – its direction, dangers and the code of safe spectating.

Ensure spectators are kept well back from the stage route and away from the outside of bends. It is easier to stop spectators entering these areas than to move them once they have become established.

If there are more spectators than you can adequately control, inform your Stage Commander via the nearest radio point.

Representatives of the media will be clearly identified and are allowed to place themselves anywhere. **HOWEVER**, they should be encouraged to stand in safe areas and at no time place themselves or anyone else in danger. Remember that these individuals will have signed-on and therefore operate under their own cognisance.

SAFE AS YOU GO RALLY

6. INCIDENT PROCEDURE.

Should you witness directly or be advised of an incident, BEFORE investigating yourself, send a colleague to alert the nearest radio operator. Once you have detailed information regarding the incident ENSURE that this is passed immediately to the nearest radio operator.

IT IS VITAL THAT YOU ADVISE THE ORGANISERS VIA YOUR NEAREST RADIO OPERATOR OF DETAILS REGARDING AN INCIDENT AS THEY OCCUR.

If appropriate:-

- (i) render the required assistance in order to protect the scene and to help those involved directly in/or with the incident.
- (ii) make sure the competitors OK/SOS board is out with the side relevant to the seriousness of the incident facing oncoming competitors.
- (iii) in cases where there is a danger to the life of the occupants, i.e. vehicle fire, vehicle over a drop, immediately assist the crew from the car, with your personal safety as a paramount concern.
- (iv) where there is no immediate danger to life but there are injuries, leave the occupants in the vehicle, but talk to them and observe their actions until the help you have summoned arrives.
- (v) **with a serious incident, do not move any objects or items from the scene of the incident. This applies to stage furniture, logs, debris, etc.**
- (vi) on completion of the incident make out a written report and hand this to the closing vehicle.

If you are involved or associated with any incident, please ensure that you make no comment regarding any aspect of it to a member of the public or media. Any requests for comments or information should be directed to Rally Headquarters.

SAFE AS YOU GO RALLY

Appendix 2

Radio Users' Operational Notes.

This event will operate a controlled radio network utilising the MSA Safety & Medical Radio Communications Frequency. By observing the simple guidelines set out hereunder you will greatly maximise the efficiency of this network.

1. Upon arrival at your stage or given location please check that your set is switched on, the microphone and speaker are connected and that the volume and squelch/mute (if fitted) are adjusted to the correct levels. **MAKE SURE YOUR AERIAL IS CONNECTED AND THAT THE COAXIAL CABLE IS INTACT AND IS NOT TRAPPED PRIOR TO SWITCHING ON YOUR SET.**
2. Ensure that your radio is monitored at all times. Radio traffic not directed to you is still important and you need to listen to it.
3. **ENSURE THAT YOU ARE AWARE OF WHERE YOUR MICROPHONE IS AND THAT THE PTT (Press to Talk) BUTTON IS NOT TRIGGERED UNNECESSARILY.** This frequency is single channel and spurious transmissions can seriously compromise the safety & medical coverage of an event.
4. Make sure that you know your call sign and all those on your stage or specific location.
5. Do not park close to other vehicles using radio equipment or computer equipment.
6. Do not park under trees or beneath electricity cables.
7. Always work through Control.
8. Remember that Control will be able to hear outstations you cannot. If Control does not respond immediately do not call repeatedly. Wait until the Controller announces that the frequency is clear or that Control is at 'stand-by'.
9. When you are given permission to go ahead by Control, pass your message directly to Control or the outstation you wish to speak to. If you cannot contact the required radio directly ask Control to assist you.
10. If you are having trouble contacting Control, try moving your location slightly. A move of a few feet can make a significant difference. If after moving you still cannot establish contact, call a radio you have a strong contact with and ask them to inform Control of your situation. You will be advised what action to take.
11. Always make sure that your messages are clear and concise.
12. Remember that this frequency is primarily for Safety & Medical issues. Keep administrative message content to a minimum.
13. If your radio should 'fail', visit your nearest radio point, if practical, and inform Control of your problems.
14. If you receive information on an incident and you believe that your radio is not operating, before following the action in Appendix 2-13. above, call Control with the details of the incident. It is possible that your radio may still be transmitting but not receiving.
15. Remember never to use the Safety & Medical Frequency as a chat channel at any time especially during or travelling to and from an event.

SAFE AS YOU GO RALLY

Appendix 3

Radio Users' Operational Notes – Additional Frequency(ies)

(Preamble outlining specific operation, deployment and usage of each additional radio frequency. It is recognised that this will differ from event to event.)

1. Upon arrival at your stage or given location please check that your set is switched on, the microphone and speaker are connected and that the volume and squelch (if fitted) are adjusted to the correct levels. **MAKE SURE YOUR AERIAL IS CONNECTED AND THAT THE COAXIAL CABLE IS INTACT AND IS NOT TRAPPED PRIOR TO SWITCHING ON YOUR SET.**
2. Ensure that your radio is monitored at all times. Radio traffic not directed to you is still important and you need to listen to it.
3. **ENSURE THAT YOU ARE AWARE OF WHERE YOUR MICROPHONE IS AND THAT THE PTT (Press to Talk) BUTTON IS NOT TRIGGERED UNNECESSARILY.**

Even if you are using a duplex frequency a microphone activated in error will disrupt the efficiency of this frequency.
4. Make sure that you know your call sign and all those on your stage or specific location.
5. Do not park close to other vehicles using radio equipment or computer equipment.
6. Do not park under trees or beneath electricity cables.
7. *(Continue with additional notes which relate to application and operation of each additional frequency).*

SAFE AS YOU GO RALLY

Finish time sheet

Crisis planning

There is no simple definition of a crisis, as its sheer nature can take many forms – whether it is an ‘act of God’ such as fire or flood, disruption caused by so-called ‘industrial action’ or some other civil emergency such as a ‘Foot and Mouth disease’ epidemic that restricts activity/movement in a given area.

The fact is that any such crisis can and probably will have detrimental effects upon the activity of your Motor Club and events it may be planning to run, and if the crisis co-incides with the major event that provides your Club with the majority of its income for the year, the financial implications could even be terminal.

So it makes sense to think ahead to the next crisis – hopefully of course it will never happen – and make sure that your Club has its own ‘Crisis Plan’ to ensure as far as possible that the long term effects to the Club are at least minimised in such an eventuality, and that the Club remains alive and able to resume its full activity when sport recommences.

Each crisis demonstrates the wisdom of those Clubs who have planned ahead by building a ‘war chest’ of funds. The size of the chest is of course down to you to decide, but it would not be unreasonable for this to enable your Club to function administratively for up to twelve months (including the production of Club magazines and the organisation of social events which would become even more important to keep the club together during a period of disruption to the Sport), and at the same time exclude any income from sporting events. Additionally, any event – and particularly so major events – which your Club is planning incur often considerable costs which the Club would have to meet in the event of late cancellation or postponement, so you should build in an amount to cover this also.

Recent experience has also shown that extended use of e-mail and Club websites has

been instrumental in effecting better and faster liaison between Clubs and their members (and indeed with other Clubs) which has helped to keep people informed and up to date on situations as they develop.

In the longer term, there is wisdom in planning ahead further by ensuring that your Club perhaps has a profile of events or venues which do not rely purely on one type of event or one particular venue being utilised – sayings about swings and roundabouts come to mind!

Unfortunately, crises are a bit like buses – you may wait a long time for the next one, but then two come along in quick succession. Of course, it is probably impossible to plan for every eventuality, and whilst time spent in Committee in crisis planning and seeking perhaps some extra commitment from your membership to build a ‘war chest’ may not be popular at the time, one day when the crisis happens your membership (and the Committee) will praise you for your foresight.

First Aid

Introduction

This Guideline has been written to make you think about what you should do following an incident and outlines some basic first aid measures. It does not contain a detailed description of necessary techniques and manoeuvres as these should be learnt at proper training sessions, such as those organised by St John Ambulance Brigade, Red Cross, St Andrew's Cross and the Order of Malta

There is no substitute for practice – think seriously about attending a first aid course, or even organize a first aid teaching session on a club night.

This Guideline may be freely reproduced and clubs may consider running it in their magazines to spread the advice as widely as possible.

Personal safety

This is the most important factor! You do not help a situation by becoming a casualty yourself.

STOP AND THINK – THEN ACT

Protect yourself and the scene from oncoming traffic, using warning systems, vehicles and lookouts as appropriate.

Remember crashed cars are sharp and jagged; they may be hot and may contain (or leak) corrosive liquids. Certain other materials used in car manufacture may be corrosive, particularly if subjected to heat. Suitable gloves and eye protection should be worn.

Fire is a possible hazard so do not smoke, and isolate the vehicle electrics.

Assess the situation:

What type of assistance is required and how are you going to summon this help? In motor sport as elsewhere it is often better to spend a few minutes evaluating the nature of the problem and then present concise and accurate information.

This will enable those in charge to provide the correct help more quickly.

Ensure help is on its way.

Approaching the scene

As a general rule the more noise a casualty is making, the less likely they are to die in the next few minutes. When you make your initial assessment look for quiet casualties and go to them first.

They are the ones most likely to be compromised by an obstructed airway or have breathing difficulties for example. They will die if these problems are not alleviated or treated quickly.

First Aid

Your initial life saving approach to the casualty is as simple as A.B.C – Airway, Breathing and Circulation.

Guidance on Resuscitation changes from time to time and so you should follow the most up to date guidelines.

Airway

1. Is the casualty conscious? If they are talking, they must be breathing.
2. If unconscious, are they breathing? Feel for warm breath coming from the mouth or nose.
3. Not breathing? Clear airway. You may need to remove the helmet (remember this should be a two person task with neck stabilisation). Maintain the airway – perform a chin lift (with the least head tilt necessary to open the airway if a neck injury is possible). If a neck injury is more likely or certain then a jaw thrust without head tilt is the best manoeuvre to open the airway.

TAKE CARE – an unconscious casualty may have a neck injury – twisting and bending the neck are potentially dangerous. Movement of the head and neck should be kept to the minimum necessary to maintain the airway.

Breathing

Is the casualty breathing? If not, then begin artificial ventilation. This is a skill best learned and practised under supervision on a mannikin, so consider taking a first aid course.

Very simply, mouth to mouth respiration involves you forming a seal between your mouth and the casualty's. You breath out, so that by using sufficient but gentle pressure you blow air into the casualty, causing their chest to rise and fall.

Unless the casualty starts to breath for themselves, continue artificial ventilation.

Circulation

If the casualty has stopped breathing, their heart is also likely to have stopped too. If their circulation is not restarted promptly then the brain and the heart itself will become irreversibly damaged. If there are no signs of a circulation, start chest compressions.

Bleeding

Obvious bleeding may be controlled by direct pressure upon the wound. Use a clean pad, handkerchief, etc. Remember that blood is potentially infective so try to avoid contaminating your skin if possible, especially if you have an open wound or cut yourself. You should aim to wear suitable protective gear such as gloves when dealing with body fluids. Elevation of a bleeding limb, if possible, will also help.

Do not try to apply tourniquets or clamp bleeding vessels.

Spinal injuries

Unconscious patients, those complaining of pain in the back or neck, and those complaining of abnormal sensation (e.g. pins and needles) in the hands or feet, may have a spinal injury. Apart from manoeuvres necessary to establish an airway they should not be moved without medical or rescue advice.

Burns

Small burned areas (e.g. hand, arm or leg) are best treated by the immediate application of

cold, clean water; this will reduce pain and halt the burning process).

Clothes contaminated with chemicals should be removed and the surface washed with large quantities of clean water. Pour liberal amounts of water over the burn to remove the heat, but take care to prevent hypothermia in the casualty.

Burned limbs may be placed in a clean plastic bag to reduce fluid loss. Once cooled the burn may be loosely covered by an appropriate, specific burn dressing. Burned limbs will swell so don't wrap dressings tightly around them, lay them on instead.

Fractures

These are broken bones, generally obvious by pain at the site. The limb may be deformed, but it is generally better to support the limb in the most comfortable position and not to attempt to straighten it, without medical advice. If medical or rescue help is not readily available, splinting may reduce discomfort. Remember that the sound limb or patient's body, with some padding (e.g. clothing), makes a useful temporary splint

Summary

- Assess the scene
- Ensure your own personal safety and make sure help is on its way
- Wear suitable and appropriate protective gear
- Remember – The Quiet Casualty!
- Use the A.B.C. approach
- Act calmly as this will help everyone – don't be afraid to stop and think.
- Reassuring the casualty is very important. Introduce yourself, explain who you are and that help is coming. Talk to the casualty and try to gain their confidence.
- If you wish to know more, consider a first aid course.
- Develop your marshalling skills, and become a licensed rescue crewman.
- And finally, watch the Motorsport Safety Fund's DVD "Motorsport First Aid". Produced specifically for motorsport, it covers many relevant aspects of resuscitation and first aid for those involved at all levels in the sport.