



# Rally Organiser's Handbook



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This booklet is intended to provide guidance to organisers and background to all interested parties as to the planning and implementation processes required to run successful events in accordance with the MotorSport NZ rules and regulations.

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**Notes in relation to the use of this booklet:**

MotorSport NZ intends to publish an updated version of this booklet periodically. All major changes from previous versions will be shown in highlighted text.

All readers are invited to submit feedback on errors and omissions to MotorSport NZ administration office.

**Should any conflict exist between the requirements in the MotorSport Manual and the guidelines in this handbook the Manual takes precedence.**

# CHAPTER ONE

## Foreword and Organisational Requirements

### **RALLY TYPES**

MotorSport NZ have established the following descriptions and restrictions for rallies held in New Zealand under the National Sporting Code its Appendices and Schedules. With the exception of New Zealand Rally Championship rallies and "Other Rallies" no other type of rally should exceed 220 km of special stage distance. MotorSport NZ may grant dispensation from this rule in exceptional circumstances.

#### Championship Rally:

A rally being a round of a MotorSport NZ Championship.

#### Series Rally:

A rally being a round of a Sanctioned Series or a rally where titles or awards are gained from more than one event.

#### Clubmans Rally:

A rally (single Event) primarily aimed at providing a low budget competition with no requirement to participate in further events for titles or awards. This type of event being a desirable entry-level event for new competitors and officials to gain experience prior to participating in other classification rallies.

#### Promotion Rally:

MotorSport NZ may issue a permit for a Rally Publicity Day, provided it forms part of the promotion of a forthcoming rally and has no declared results.

#### Other Rally:

A rally with a distinct nature that generally has an overlying theme or style that may or may not be part of a series. e.g. Targa rallies, pace note rallies.

*Note: MotorSport NZ in issuing permits for such events reserves the right to impose specific conditions on such events for grounds of safety or fairness.*

#### Rallysprint:

The event is a sprint held on a closed road course. These events are designed to give competitors the opportunity to experience rallying in a more simplistic environment.

Set up the same as a rally stage with time cards, controls and route sheet as detailed in Appendix Three, Schedule RS of the MotorSport Manual. Organisers will need to consider closely areas suitable for spectators to ensure all care is taken to protect spectators.

## **COMPLEXITY OF ORGANISATION**

Of all MotorSport NZ competitions rallying is probably the most complex for organisers. Except for Clubmans Rally events they generally cover a wide area, involve several road-owning authorities, affect the public through road closures and involve an army of volunteers to run the event on the day. The actual running of the event requires a very well planned programme to ensure a large number of people are in their various locations at the correct times and know what they have to do.

The art of being a good organiser is to have anticipated all possible hitches and be ready to deal with them. In reality no rally runs without problems. The purpose of this handbook is to help organisers to plan their events well so as to be ready to deal with them when they arise and so not only do they not affect the event but also virtually no one even knows that they occurred.

## **THE NEED FOR CAREFUL AND EARLY PLANNING**

In organising a successful rally nothing can be more beneficial than making an early start to the planning. In most cases the key organisers will be volunteers who have other work and family commitments. They cannot simply drop everything to concentrate on the rally.

Carefully plan the necessary tasks that have to be done, share the workload and enjoy the challenge.

In general terms the planning needs to start for the next year's event within a month or two of the completion of the previous event. While the intensity of activity at that early stage is not great it is the groundwork and thinking done then that makes things easier closer to the date of the event. It also keeps the costs in control if you can plan your purchasing and shop around for the best deal.

The timetabling of tasks for an organising committee is discussed in more detail in the next section. The key dates given in that section is the latest that those tasks must be completed. Please always remember that a task completed early is likely to be handled better than if it is rushed at the last minute with those involved burning the midnight oil.

## **APPOINTING A COMMITTEE**

Having decided to organise a rally event for the next year it is the responsibility of the Car Club involved to appoint an organising committee. This should be done as early as possible, preferably 9 months in advance. Often the Club will simply appoint one person who will take the role of Chairman of the Event Organising Committee. It is then up to the chairman to select and appoint the people that will be needed to fill the important positions for the event.

The composition of the committee to organise a Rally may include:

- Chairman
- Secretary/Treasurer
- Clerk of the Course
- Assistant Clerks of the Course
- Chief Safety Officer
- Chief Medical Officer
- Results Officer
- Chief Marshal
- Communications Officer
- Route Checker
- Publicity Officer
- Chief Scrutineer
- Competitor Relations Officer

Other officials who will have specific jobs for the event will need to attend some committee meetings to ensure that they have a good understanding of event planning.

## **CHAIRMAN**

The ability of the Chairman is the key to the success of the whole event. Ideally the chairman should hold no other position except perhaps that of Clerk of the Course or Assistant Clerk of the Course.

The Chairman needs to be fully aware of the individual tasks of the personnel appointed to each task and needs to be able to direct when necessary and advise on the requirements.

The Chairman, in this situation, is the taskmaster the person who sets the tasks and then makes sure they are done.

The financial aspects of any rally are very important and the Chairman, in association with the treasurer, should set a fully detailed budget, which is as accurate as possible. A regular check should be kept on actual expenses incurred or committed against this budget.

Pay particular attention to the arrangements for ancillary services being provided by non-motorsport persons who may not fully realise what they are getting themselves into.

## **SECRETARY/TREASURER**

The Secretary/Treasurer is another key position. This official has the responsibility for:

- Maintaining records of all meetings
- Attending to all correspondence
- Ensuring that all of the paperwork is organised properly and efficiently.
- Attending to all financial matters:
- Banking
- Payment of accounts
- Maintaining accurate records of income and expenditure on event competitor documentation.

An Assistant Secretary or Event Secretary may be appointed to handle all of the duties directly related to the event such as:

- Receiving and acknowledging entries
- Organising documentation
- Sending out results to all competitors.

The duties of other officials are covered in the latter section dealing with Event Administration.

## **TIMETABLE**

The key to a successful event is to set a timetable, including key target dates. This is best done by listing all of the key tasks, putting target dates on each by working back from the event date, then arranging all of the tasks in date order.

The following is a suggested timetable for an event:

Organisers Duties	Suggested Completion Dates Expressed In Months Before Event
• Appoint Committee Chairperson	9
• Establish key Committee posts	9
• Submit application for calendar inscription to MotorSport NZ	Prior to MotorSport NZ Annual Conference
• Initial selection of roads to be used for the rally	9
• Consult with the Chairman of the Rally Advisory Commission regarding the roads proposed prior to any further action. (Refer to Rally Coordination topic at the end of this chapter).	9
• Initial discussions with Road Authorities and/or Forestry Owners	6
• Detailed Special Stage Selection	5
• Visit residents	4
• Fix Event Timing Schedule	4
• Formal Application to Road Authority	4
• Submit draft Regulations and application for Organising permit to Permit Issuing Steward (PIS) or MotorSport NZ as appropriate	3
• Submit Rallysprint permit application to Permit Issuing Steward	2 (40 days)
• Send out Regulations/Entry Form	2
• Submit draft Safety Plan to PIS or MotorSport NZ • For Rallies with Super Special Stage(s). Submit a draft safety plan and separate course plan (covering the super special stage(s) only) to PIS or MotorSport NZ	2
• Complete Road Book	1

As well as the main event timetable a number of the key officials (e.g. Chief Marshal), should formulate a similar timetable for the key duties that they are responsible for. The Chairman should be given a copy of this timetable so that he/she can monitor progress in these areas.

## **DATE INSCRIPTION AND PERMIT APPLICATION FLOW CHART**

Complete Calendar Inscription Form and apply to MotorSport NZ for Calendar Approval.



Ensure Clerk of the Course is licensed to run the status Rally you are applying for



Seek confirmation from the Chairman of Rally Advisory Commission that the proposed roads forming your rally are acceptable and not in conflict with or overused by other member clubs.  
(Refer to Rally Coordination topic at the end of this chapter).



Plot the proposed route and create the Route and Speed Schedule (Use standard document).



Submit the draft Supplementary Regulations (Refer Standard Regulations), Entry Form and Permit Application Form to Permit Issuing Steward or MotorSport NZ and attach copies of:  
(a) Route and Speed Schedule;  
(b) Map of proposed route;  
(c) Confirmation of Rally Advisory Commission Chairman's approval.



Submit the draft Safety Plan to Permit Issuing Steward or MotorSport NZ for approval.

## **RALLY CO-ORDINATION**

The Chairman of the Rally Advisory Commission is charged with the responsibilities of the co-ordination of all rallies in relation to:

- Approve all roads and venues in general.
- Arbitrate in any dispute between organisers with regard to use of areas/roads.
- Ensure all rallies are in keeping with the MotorSport NZ Strategic Plan directions and in particular the current Rallysport Blueprint.

*Note: In cases where the Rally Advisory Commission Chairman is not available for an extended period, the MotorSport NZ Secretariat assumes the co-ordinating role.*

Organisers of rallies are required to obtain the approval of the Chairman of the Rally Advisory Commission for the use of venues prior to making application to Local Authorities and for the issue of a permit. In requesting this approval Organisers are advised to submit as part of their application:

- A map outlining the proposed route detailing all special and touring stages along with service park locations or any special features.
- An overview of the type of rally planned.

## CHAPTER TWO

### Route Planning

#### **INITIAL ROUTE PLANNING**

<b>References to this subject</b>
<b>Appendix Three Schedule R Section 1, Article 6.4 &amp; 6.5</b>
<b>Appendix Three Schedule R Section 1, Article 11.2(a)</b>
<b>Appendix Three Schedule R Section 2, Article 1.2 (b)</b>
<b>Appendix Three Schedule R Section 2, Article 3</b>
<b>Appendix Three Schedule R Section 2, Article 6.3</b>
<b>Appendix Three Schedule R Section 2, Article 7.2</b>
<b>Appendix Two Schedule H Chapter 3</b>
<b>MSNZ form RY022 Itinerary Layout Template</b>

The first step in choosing the route for a rally is to spend time with a good set of maps sorting out possible roads for the event and to ascertain which Local Authorities or other road owners that you have to deal with.

Points to note include:

- The event should flow freely from a start point to the finish, both points should be in locations suitable for event promotion;
- All special stages should be readily accessible from main roads for marshals and support officials;
- If permanent race circuits are being utilised as a special stage or super special stage then the number of laps shall be no greater than four laps.
- Avoid areas and roads with known opposition from local residents or groups;
- Avoid frequent use of the same route;
- Avoid roads where ever possible that have no alternative detour possible for other road users;
- Consult people who have previous experience and knowledge of good roads in the area;
- Liaise with neighbouring member clubs, your choice of roads may impact on activities they have planned as well;
- Liaise with local schools, it could open up opportunities for them to organise food stalls at service areas or key spectator points and offers possibility of recruiting some of their people for block marshal duties.
- Set targets for:
  - Special stage total distance
  - Overall total distance
  - General “flavour” for the event

- Provide adequate service areas or service parks. These are key components of all MotorSport NZ Championship events and most regional series. Their location should be considered from the earliest stage of planning (for some events the service park locations are selected then the route is planned around them). It is desirable to minimise as much as practicable the distance from the end of a special stage to the next service park.
- Identify suitable spectator areas.

*Notes:* 1. If the event is part of the MotorSport NZ Rally Championship, it is requirement to set up and designate service parks at intervals of no greater than 50km of special stage.  
 2. Service parks are recommended for all events.

## **FIRST CONTACT WITH ROAD AUTHORITIES**

<b>References to this subject</b>
<b>Form A014- Road Damage bond Document Chapter Eight of this Booklet</b>

At a very early stage make contact with the Road Authorities, at least six months is recommended for all rallies except a Clubmans rally. For a Clubmans rally the first contact should be at least three months before the inscribed event date. This requires a personal approach to the roading engineer or person in authority.

Approach the authorities on a positive basis but seek their advice as to the suitability of the roads that you have chosen. If they indicate any concerns with your chosen roads invite them to suggest alternatives or additional suitable roads. Take the approach that the officer involved has only a passing knowledge of the organisation involved in rallying. Explain that it is not a race but involves cars running individually on a time trial basis. Explain all of the safety and control aspects required. Also, explain your intention to visit all residents on the roads involved.

In answering any concerns over potential charges for venue use remember that a MotorSport NZ bond is available as a guarantee against road damage subject to your club completing the requisite applications. (Refer to Bonds later in this Chapter) It is strongly recommended that you avoid entering into a contract price for road usage without first discussing the projected costs with the MotorSport NZ Administration.

*Notes:* 1. By keeping the MotorSport NZ Administration appraised of any charges that are to occur it will assist MotorSport NZ in assisting keeping all road user costs to an absolute minimum and without creating any unwarranted precedents.  
 2. Some Councils now require a MotorSport NZ permit number before they will accept road closure requests.

## **FIRST CONTACT WITH FORESTRY OWNERS**

At a very early stage make contact with the Forestry Owners, at least six months is recommended for all rallies except a Clubmans rally. For a Clubmans rally the first contact should be at least three months before the inscribed event date. This requires a personal approach to the person in authority.

Approach the forestry owners on a positive basis but seek their advice as to the suitability of the roads that you have chosen and whether there is any intended logging activities planned, prior to, or at the time of your planned event. Invite them to suggest alternatives or additional suitable roads. Take the approach that the forestry owner has only a passing knowledge of the organisation involved in rallying. Explain that it is not a race but involves cars running individually on a time trial basis. Explain all of the safety and control aspects required, make particular emphasis of the fact that all competing vehicles carry on board fire extinguishers and that as part of the safety plan there will be an Intervention vehicle at each stage start which also carries fire extinguishing equipment.

In answering any concerns over potential charges for venue use and or road damage remember that a MotorSport NZ bond is available as a guarantee against road damage subject to your club completing the requisite applications. (Refer to Bonds later in this Chapter). It is strongly recommended that you avoid entering into a contract price for road usage without first discussing the projected costs with the MotorSport NZ Administration.

- Notes:*
1. *Some Forestry owners may require larger fire extinguishers in your intervention vehicles than what MotorSport NZ recommends. Organisers should ensure that this matter is clarified well in advance of the event.*
  2. *By keeping the MotorSport NZ Administration apprised of any charges that are to occur it will assist MotorSport NZ in assisting keeping all road user costs to an absolute minimum and without creating any unwarranted precedents.*

## **PLOTTING THE RALLY**

Having established an outline of the route it is time to go out and do the actual plotting. The plotting crew should include a person to note distances and signs and accurately draw tulips for the road book. You should drive around in an ordinary road going car with an accurate distance-measuring device.

Pay particular attention to:

- Start venues for special stages. There must be room to erect a tent or park a caravan clear of the road. There must also be sufficient area between the main access road and the start control area for competitors to park in an orderly manner. Avoid starting and finishing points where the cars will be on an uphill rise.

*Note:* Once you have selected all the start and finish control sites it is recommended that a marker (e.g. Plastic ice cream container lid) is securely fixed to a fence post or tree at the site. This will make it easy for control groups to identify the correct locations.

- Road surface. The road should be suitable for rally traffic in all weather conditions without being cut up. In most cases the organisers will be billed for road damage so be aware of any areas that are not on a good firm base.
- Potential average speeds. The potential average speeds competing cars may achieve on any chosen road must be taken into account and if the potential exists for this average to be in excess of the current maximum allowable then the road should be discounted from the planned special stage route.

- The finish area of a special stage. It must be safe and not in an area where cars will be at high speed. **Avoid having the finish line just before a blind or sharp bend.** Allow suitable slow down distance from the flying finish (300 m is the recommended minimum distance) before positioning the stop control in an area where there is sufficient room for the stop control personnel to park at least one vehicle off the road and carry out their duties safely. Ideally this will be in a gateway or an area where the finish line crew can easily park in a position of safety clear of the road yet with an unobstructed view of the roadway approaching the line. Remember **there will at times be more than one competing car parked at this location so it is important to choose this area carefully.** Consider that 500 metres less stage will not effect the quality of the competition but may allow a much safer placement of the flying finish and control points
- Prohibit service in congested areas, main roads and narrow roads, or on MotorSport NZ Rally Championship events on any area other than a designated service park.
- Ensure adequate space for Service Areas or Service Parks and take into account the needs of the service crews for food, toilets etc.
- The route should be arranged so that only one service crew is required for each competing car.
- Avoid mixing gravel and tarmac surfaces in the same stage.
- Be careful to avoid car-breaking stages.

## **ADVICE TO RESIDENTS**

<b>References to this subject</b>
Chapter Eight of this Booklet

Where the rally is using public roads for special stages it is important that residents are made aware that the event will be passing and the effect of the road closures. This will require at least two separate contacts. In cases where there are non resident land owners with properties fronting onto the selected special stage roads organisers are advised to seek from the Road Authority a list of these owners (usually from the ratepayers database) and contact details so they can be contacted either in person or in writing.

The first contact should be a personal one wherein a representative of the organising committee visits each resident and discusses the proposal. A letter should be left with residents that explain the purpose of the road closure and outlines when the Road Authority is likely to publish the first public notice of closure. The letter should also inform the residents that they have the opportunity of making submissions to the Road Authority either in support of or objecting to the closure. Try to encourage those residents who support the closure to write to the Roading Authority in support of your application for road closure. (We suggest you have standard letters of support prepared that the resident can sign in support of your application.) Remember that this is a communication exercise rather than seeking permission for the event.

The second contact should be carried out during the week before the event and is aimed at reminding the residents of the event and the procedures in emergency. This may take the form of simply delivering a letter to each mailbox or house. It is also useful to provide with this reminder a copy of the rally seeding list, rally map and any spectator warning literature.

## **APPLICATIONS FOR ROAD CLOSURE**

<b>References to this subject</b>
National Sporting Code Article 43(2)(c)

Applications for road closures need to be discussed with local authorities at the earliest possible stage in order to find out any particular requirements that they might have regarding resident notification as well as the preparation and implementation of Traffic Management Plans

There are two statutory procedures for closing a public road for rally stages that a Road Authority can use these are:

- (a) 10<sup>th</sup> Schedule of the Local Government Act 1974, or
- (b) The Transport Act 1962 and the Transport Regulations.

### 10<sup>th</sup> Schedule of the Local Government Act 1974:

This Act enables a controlling authority (i.e. Road Authority in these cases) to close roads to ordinary vehicular traffic and for the duration of the specified closure the road ceases to be a road in the meaning of the Act thereby giving greater control over the venue and the activities held on it.

### The Transport Act 1962 and the Transport Regulations:

This Act enables a controlling authority (i.e. local authority in these cases) to close roads to ordinary vehicular traffic however it does specify a number of conditions and only allows specified departures from aspects of the Transport Act 1962 and the Transport (Vehicular Traffic Road Closure) Regulations 1965. Competitors must hold a current civil drivers licence and the transport regulations relating to driving a motor vehicle in a safe manner, dangerous driving, etc are still in force.

*Note: A road closed under this legislation does not allow a junior driver to compete.*

### Road Authorities Preference:

Road Authorities vary as to which legislation provisions they prefer to use as:

- Using the Transport Act 1962 and the Transport Regulations, at least 42 days public notice is required. Such notice must specifically invite objections from the public, which must be taken into consideration.
- Under the Local Government Act (10th Schedule), the 42 days public notice is not required. Public notice is still required to be given of a Council's intention to consider the closure, although no time requirement is prescribed.

As a consequence of the above, it is important that you gain a clear understanding from your Road Authority which method of road closure they intend using and work with them to ensure all the information required is given to their appointed officer in sufficient time.

Applications must be made within the time frame dictated by the Road Authority. The authority will consider the application and so long as there is no foreseen difficulty, may advertise the application in a local newspaper.

Request that they advise you of any objections received in advance of any hearing or meeting so that you can attempt to placate the concerns of the objector(s).

Be ready to have a representative of the rally committee attending the Council meeting to answer any questions that may arise.

**Ensure that you receive a letter from the Council giving permission for the closure. This is your evidence in the event of enquiries from public or any of the authorities, e.g. Police, Fire Brigade or Ambulance service.**

**You will provide copies of this letter to all block marshals, post chiefs and assistant Clerks of the Course.**

## **ROAD DAMAGE BOND**

<b>References to this subject</b>
<b>Form AO14- Road Damage bond Document</b>
<b>Chapter Eight of this Booklet</b>

From time to time the road authorities may request prepayment against projected road damage. You are urged not to enter into any such arrangement without:

- (a) Consulting with the MotorSport NZ Administration, and
- (b) Offering to arrange a MotorSport NZ guaranteed bond in lieu of any prepayment.

MotorSport NZ, in conjunction with its legal advisors, have developed a Road Damage Bond for member clubs to utilize with Road Authorities and Forest Owners.

To utilise the Bond, the following steps need close attention:

1. Allow 3-4 weeks as a minimum for putting the Bond in place.
2. Forward a draft copy of the document to the Road Authorities or Forest Owners for approval in principle of the conditions of the bond and to settle on the dollar amount of the bond. There may be some aspect that requires clarification or amendment. Should they wish to change the document we recommend you fax MotorSport NZ for approval before preparing the formal copies.
3. Complete three formal copies under seal by the Club. The signatories to the Common Seal should also initial the second page headed "schedule". Check your constitution regarding use of seal and number of signatures required.

4. Forward the three copies to MotorSport NZ for execution together with a letter of undertaking from your club agreeing to meet the costs to repair the damage as required under the seal and a copy of your club's Constitution. (An example of the required letter is contained in Chapter Seven of this handbook).
5. Providing MotorSport NZ is satisfied that its requirements have been met they will attach their Seal and forward two copies of the Bond to your club one for you to retain and one to forward on to the Road Authorities or Forest Owners. MotorSport NZ will retain one copy for its own records.
6. Finally, after the event please have the Road Authorities or Forest Owners concerned forward a letter to MotorSport NZ advising that the conditions have been met and that the Bond document can be released.

*Notes:*

1. *Should the bond be called (bond conditions not being met) MotorSport NZ should be advised immediately and copies of all relevant reports relating to the calling of the bond must be sent to MotorSport NZ who will if deemed necessary arrange for payment and then seek reimbursement for all associated costs from the organising club.*
2. *It is important that organisers arrange for post event road inspections to satisfy all that any damage has been corrected if required and that all parties have no outstanding issues over the condition of the roads.*

## **LIAISON WITH EMERGENCY AND OTHER ORGANISATIONS**

The road closure for your event may affect various organisations including:

- Police
- Fire Service
- Ambulance Service including rescue helicopter services.
- Power Companies
- Dairy Companies
- Postal delivery agents
- Tourism Operators.

The organiser should ascertain any such organisation that may be affected. Each such organisation should be advised in writing of the details of the closure and, in the case of emergency services, advised of the procedure detailed in your event safety plan should they have to gain emergency access during the event. Power Companies and their contractors often carry out maintenance work on lines during the weekends and plan their work schedules well in advance so liaison with them along with the Dairy Companies and Postal delivery agents is essential.

You will also need to nurture a good working relationship with the Police and keep them updated on your event particularly the event safety plan. Invite them to appoint a Police liaison officer to assist during the event.

The Fire Service will need to have full details of all roads closed so that they can plan for any emergency situation.

As soon as you appoint the event Chief Medical Officer have them make contact with your local Ambulance services and St. Johns to coordinate their involvement.

*Note: It greatly assists if in planning your route you take GPS readings at suitable locations for rescue helicopter landing sites and pass this information on to the emergency services. These should also be detailed in your Safety Plan.*

## **REJOINING**

<b>References to this subject</b>
<b>Appendix Three Schedule R Section 1, Article 15.3</b>
<b>RY037 – Temporary Withdrawal Form – MotorSport NZ website</b>
<b>RY038 – Rejoin Notification Form – MotorSport NZ website</b>

A number of events now permit rejoining. This is a popular idea but needs to be managed so that the Clerk of the Course and Rally HQ always has knowledge and control of the number of cars running.

Rejoining is normally at selected “out” controls of service parks or meal/service breaks. Normally there would only be one or at the maximum two opportunities per event.

The conditions that are put in place for rejoining must appear in your event Supplementary Regulations. Points that need to be covered are:

- Location of rejoining point
- Latest time able to rejoin
- Where in the field the competitor will be placed
- Whether or not a rejoin competitor will feature in final results - if so then how you award time for any stages missed is required

As the organiser you will need to ensure that your officials at the rejoin points are well versed in the requirements that you have specified in the Supplementary Regulations for rejoining.

The effect rejoining has on the results programme you intend to use must be considered along with how rejoin competitors will be shown on the results that are published.

## **PROVIDING FOR SERVICE CREWS**

<b>References to this subject</b>
<b>NSC Article 35(g)</b>
<b>Appendix Three Schedule R Section 1, Article 6</b>

One of the activities that can bring rallying into disrepute is the behaviour of service crews. Careful attention to the needs for servicing can avoid such problems. Consider the use of central service areas (service parks), no service zones and no service between selected stages.

When plotting the event the organiser should make sure that a service crew can get between servicing points on good roads at comfortable travelling speeds in the time that it takes for the rally cars following the rally route. If the servicing route and timetable is too tight then you will have the potential for service crews to exceed the speed limit.

Servicing areas must be carefully chosen. If possible designate a suitable large yard area. If this is not available then designate a stretch of road where wide verges will allow for all service crews to get off the road, in such cases you are recommended to seek road closure for the road concerned so that the area can be better controlled.

If the chosen service area (service park) is to be used more than once on the event arrangements should be made for adequate toilet facilities, access to food and sufficient area to allow the public access without hindering the work of the service crews or endangering the public.

Service parks shall be set up with time controls at both the entry and exit points. This requires the use of the standard rally control signs at each point (i.e. “yellow clock”, “red clock” and “derestriction” boards. Ensure that in establishing the service park sufficient space exists to place these controls so that the queue of competing cars does not impede entry or exit ways nor does it impede the flow of public transport on the adjoining roads.

Time cards with separate target times shall be provided to competitors that reflect the controls, for example, Start of Special Stage to Service Park in control; Service Park in control to Service Park out control; Service Park out control to Start next Special Stage.

Where there is a likelihood that servicing on the side of a road could be hazardous this should be designated as a “no servicing” area both in the Road Book and in the Service crew instructions. Servicing on the side of any busy road (e.g. State Highway or arterial route) must be avoided.

On MotorSport NZ Rally Championship events, ensure that the Service Crews and Competitors are advised and aware that servicing is not permitted outside the designated service parks.

Organisers are reminded that all service areas are of interest to spectators and as such can create safety issues, these factors must be considered when establishing such areas.

## ***CONTROL OF COMPETITOR ROUTE RECONNAISSANCE***

<b>References to this subject</b>
<b>Appendix Three Schedule R Section 1, Article 7.1 &amp; 7.2</b>
<b>Appendix One Schedule P</b>

The rules provide for three types of rallies:

- Those that prohibit competitors from pre-rally reconnaissance of special stages, or
- Those that allow for the use of stage notes with controlled single pass reconnaissance (i.e. Rounds of the NZ Rally Championship), or
- Those that allow for the use of stage notes without reconnaissance.

Organisers are reminded that MotorSport NZ defines reconnaissance as “the travelling over of roads to be used as special stages in an Event by a competitor entering that event at any time between the road closure application being published and the event commencement” any competitor identified in breach of this shall be the subject of a penalty.

### Rallies without stage notes or reconnaissance:

Organisers are required to use best endeavours to prevent competitors from driving the roads intended for Special Stages prior to the planned event. Given the difficulty the majority of organisers face in obtaining property owners and roading authorities support for road closures it is essential that efforts are made to police this.

Suggestions for this include:

- Random policing of stages during the weeks preceding the event. Advise competitors that this is going to happen!
- Organise at least one stage note or pace note check during the event. This should be done in the Control area between the start control and the start line. Make sure that you have got adequate resources for this task to avoid a significant delay to the running of the stage.
- If anyone is caught be sure that you apply the penalty and that other competitors know that this has happened.

### Rallies with approved use of Stage notes (without reconnaissance):

From time to time MotorSport NZ will enter into a commercial arrangement on behalf of all rally organising clubs with either a person or corporate to undertake the duty of compiling stage notes suitable for purchase by competitors in rallies deemed suitable for the use of notes (MotorSport NZ authorised provider).

Organisers of such rallies will advise of the ability to utilise notes in the event Supplementary Regulations and will in all other aspects treat the integrity of the planned special stage roads as they would if it was for a rally without notes or reconnaissance. This means policing the roads as suggested in the previous paragraph.

### Rallies with approved use of Stage notes including reconnaissance:

MotorSport NZ will reserve the right to restrict these type of events generally for Rounds of its NZ Rally Championship and will require organisers of such events to establish a controlled convoy single pass reconnaissance over the special stage roads generally the day before the event to allow competitors the opportunity to familiarise themselves with the stage notes written for the event by the MotorSport NZ authorised provider.

***All events that allow the use of stage notes, provided by the Motorsport NZ contracted stage note supplier, must familiarise themselves with their obligations under the terms of that contract.***

## **REGROUP SYSTEM**

References to this subject
<b>Appendix Three Schedule R Section 1, Article 11.6</b>
<b>RY005 – Service / Regroup “In / Out” Control log – MotorSport NZ website</b>
<b>RY031 – Control Group and Ass CotC Timetable – MotorSport NZ website</b>

The Regroup is an organiser's tool to close up gaps in the event. The number of regroups required will depend on the length of the rally. One or, at the most, two should be sufficient.

A regroup allows:

- (a) The rally to be brought back on to official Rally Time. Rallies inevitably fall behind the planned timings. Without a regroup the time lost cannot be regained.
- (b) The cars to be closed up into their intervals of one or two minutes apart. Without a regroup the gaps left by cars that drop out remain in place.

It then means that competing cars start the first special stage after the regroup in the order in which they started the last special stage before the regroup.

#### How does a regroup work?

There are two main ways that regroups can be incorporated into an event.

The first is to establish a specific regroup area (usually immediately prior to a Service Park). This regroup area will have its own “in” and “out” control also doubling as the ‘in’ control for the Service Park. Remember to allow sufficient space for the number of cars that can be expected to be in the regroup area at any given time.

The main factor is the departure time, which must be adhered to except in unusual circumstances. Regardless of time of entering a regroup the competitors will leave at the time indicated in the schedule. The first car to leave is that competitor who has car 1 in the road running order. If in fact car 1 does not enter the regroup, then car 2 (on the road running order) departs at the specified time for car 1.

Cars will depart in running order at the specified intervals (2 minute or 1 minute), regardless of their entry time. It is probable that the cars at the end of the field will “drive through”.

#### Example:

Regroup opens at 1200 hrs and first car is due to depart at 1230 hrs (30 minute regroup).

First 3 cars fail to report as they have withdrawn car 4 is first on road reports at 12.04 (if 1 minute start gaps) to in control.

Car 4 will be allocated 1230 departure. The next car in will be allocated the next time (1231 hrs) and so on.

The second method of conducting a regroup is to allow extra ‘dead time’ in the Route and Speed Schedule at the start control of selected special stages. The regulations specify a minimum of three minutes between the due report time of a competing car at the start control and its scheduled departure time from the start line of a special stage. If this time is increased then the competing cars will bunch up in the start control area and gaps caused by cars that have withdrawn will disappear.

This method of regroup can then easily be achieved by allowing a five-minute gap in the Route and Speed Schedule between the start control and start line for all special stages and a further five minutes at selected points through the event (e.g. the first special stage after a service park).

This approach has the benefit of being very easy to run and does not require any extra manpower or calculations. It does mean however that when constructing the route sufficient distance needs to be allowed for the vehicles between the start control and start line on the special stages.

## **CEREMONIAL START & FINISH**

A well-organised and strategically placed start or finish can be a good marketing tool for your event. It can be used both pre and post event to display all of the cars and allow good sponsorship exposure for the benefit of both the organisers and competitors alike. Spectator access can be either controlled or open. With an start or finish point as opposed to a Parc Fermé it enables the spectating public to view the cars up close and the drivers to be on hand by their cars if required.

## **PARC FERMÉ**

<b>References to this subject</b>
National Sporting Code Article 60
Appendix Three Schedule R Section 1, Article 13

A well organised and strategically placed “Parc Fermé” can also be a good marketing tool for your event. It can be used both pre and post event to display all of the cars without the risks involved of the spectating public being exposed to any safety or vehicle security concerns. It does require the provision of adequate numbers of marshals or security staff to ensure that the integrity of the area is not compromised.

If you want an area where the public can move around the cars then a parc fermé is not the right area. Public access is better achieved by setting up an assembly area (sometimes referred to as a parc loose). There are defined regulations for these points so as event organiser you can plan your requirements and detail the competitors obligations in the event supplementary regulations.

A proper parc fermé is needed on occasions such as an overnight halt or end of event where technical checks relating to vehicle eligibility can be carried out.

In establishing a parc fermé you are required to have a secure area that enables the cars to be stored safely without risk of any intervention by public, competitors or service crews. Ideally it should be in an established parking area or building surrounded by physical barriers or fencing of temporary or permanent construction. If it is an overnight parc fermé then the vehicles should be undercover and protected by overnight security.

For MotorSport NZ Rally Championship events it is important that your post event Parc Fermé is situated close to a venue suitable for more specific and often complex eligibility inspections to be carried out by the Technical Officers. The regulations require all the Championship vehicles to be held in a parc fermé until the Clerk of the Course authorises their release after consultation with the event Stewards and Technical Officers

## **SUPER SPECIAL STAGES**

<b>References to this subject</b>
<b>Appendix Three Schedule R Section 1, Article 12.3</b>
<b>Appendix Three Schedule R Section 2, Article 6.3</b>
<b>Appendix Four Schedule Z Article 11.1(3)</b>

A Super Special Stage is a special stage designed for spectator viewing with the possibility of having more than one car starting at the same time. In planning your rally there is no compulsion to organise a super special stage but if you do so then the following process must be followed.

- An organiser must clearly identify in the event regulations which stages, if any, are to be run as Super Special Stages.
- A separate safety plan must be submitted to Motor Sport NZ at least two months before the rally for approval.

*Note: MotorSport NZ reserves the right to appoint a member of the Circuit Safety Department to inspect the stage venue before (to ensure the protection measures proposed are adequate) and / or immediately prior to the proposed running of the event (to ensure compliance with the safety plan and proposed protection measures). Where an inspector is appointed the organiser is responsible for associated costs.*

- When planning to start more than one car at the same time, the roads, at the starting point, must be adjacent to one another. The same starting procedure must apply to each car. You can however stagger the starting line for the cars to equalise the length of the stage from the different starting positions.

*Note: Only permissible were the venue is suitable in construction and safety.*

- The length of a Super Special Stage should be between 1.5 km and 5km except when a permanent circuit is utilised in which case the maximum stage length shall be four laps of the circuit.
- You will need to provide a clear map of the super special stage(s), in addition to the "tulips" contained in the road book, in the road book.
- It is preferable that the road surface of any planned super special stage should be of the same type as that of the rest of the rally. If the road surface of any planned super special stage does differ from the rest of the rally, then the service schedule must be organised such that it will not be practical for the competing vehicles to have set-up changes made (e.g. Suspension, springs, ride height etc) other than to change the tyres.
- The starting order of a super special stage is entirely at the discretion of the organisers. For best promotion you may decide to run the fastest cars last. What ever is decided you must ensure that the procedure is fully detailed in the Event Supplementary Regulations.
- You will require marshals trained in the use of yellow flags to warn of danger as for super special stages the yellow flag signals as detailed in the current edition of the MotorSport Manual Appendix 4 Schedule Z is applicable.

As these stages are designed to gain the best possible promotional advantages for the event in planning look towards providing:

- A Public Address System.
- The commentator with progress results of both the super special stage and event.
- Other promotional activities to entertain the public prior to the commencement of the stage itself.

*Note: Organisers are reminded of the requirements relating to the timing of a Super Special Stage and the awarding of assessed times to those competitors who fail to complete the stage correctly*

# CHAPTER THREE

## Safety Plan

### PREAMBLE

An essential part of all rally planning is the preparation of a Safety Plan, **a draft of which must be submitted to the Permit Issuing Steward or MotorSport NZ for approval at least eight weeks prior to the planned start date of the event.**

For Ralliesprints, a draft safety plan must be submitted to the Permit Issuing Steward (PIS) at least 4 weeks prior to the event.

MotorSport NZ / **Permit Issuing Steward** will check the submitted draft for compliance with the regulations; it is over to you as organiser to ensure that the draft plan encompasses all measures appropriate to protect the well being of the public, event officials and competitors.

*Note: The Organising permit will remain provisional only until such time as the event safety plan receives MotorSport NZ / PIS approval.*

### OVERVIEW

References to this subject
<b>Appendix Two Schedule H Chapter Three</b>
<b>Appendix Three Schedule R Section 2, Article 7</b>
<b>Appendix Three Schedule R Section 1, Article 14</b>
<b>Appendix Three Schedule RS, Article 3.1</b>
<b>SAFE04 – Plan Template (Word format) – MotorSport NZ website</b>
<b>MRY205 – Injury Accident Information Checklist – MotorSport NZ website</b>
<b>RY039 – Rally Safety Pamphlet (Stay Safe) – MotorSport NZ website</b>
<b>RY040 – Rally Safety Pamphlet (Stand Somewhere Safe &amp; Safety) – MotorSport NZ website</b>

The Safety Plan shall include:

- The location of the Rally Headquarters (Rally Control).
- The names of the various people in charge;
  - Clerk of the Course including assistants or deputies,
  - Chief Safety Officer
  - Chief Medical Officer and other key officials.
- The contact details for safety services;
  - Police,
  - Fire service,
  - Hospitals,
  - Emergency medical services and
  - Breakdown services.
- The full itinerary with detailed road sections.

- A safety plan breakdown for all special stages.

*Note: The safety plan for each special stage must include all of the following in relation to the stage:*

- List of all the key officials and the emergency services,
- Telephone numbers
- A detailed map of the stage
- **Diagrams of the Start and Finish control layouts - including photographs if possible.**

The safety plan shall specifically address issues of spectator, competing crews and officials' safety.

*Note: It is advisable to download the latest template from the MotorSport NZ website for each rally. The form is continuously being updated and by using last year's document you could miss new requirements etc.*

## **SAFETY PLANNING GUIDELINES**

You should prepare as part of the overall plan separate plans for all areas where it can be anticipated that significant numbers of spectators will be present. These areas will include Super Special Stages and spectator points specifically identified in the event promotional material.

Each stage should be treated as an independent activity and a Special Stage Safety Officer appointed to be responsible for the overall compliance of the stage with the safety plan. In many cases a separate stage coordinator may carry out the setting up and management of the stage. This person should be responsible for the preparation of the safety plan for the stage in association with the Clerk of the Course and the Event Chief Safety Officer.

The plan for each stage should include:

1. The preparation of all stage drawings and maps
2. Identification of danger points and how these are to be prepared
3. Identification the necessary personnel numbers
4. Lists of equipment required
5. Appointment of a Senior Spectator Safety Marshal at each post

Of course there will be many sections of the stage, which are inaccessible to the public, and no special attention will be necessary. There will be many sections where the public viewing locations are generally safe and no exceptional attention will be required, although a simple plan will still be needed. Finally it is necessary to identify those sections of the stage where large numbers of spectators are expected and particularly those that can be considered as a likely danger spot.

There are many ways to establish each special stage safety plan. When doing so, the following points should be addressed:

1. Identify the stage by name and number
2. Identify by number or alphabetically, points within a stage where special attention is required.
3. Prepare an individual safety layout for each of the points (a drawing or photograph will be required – see sample).
4. Identify the equipment that is required to provide the planned safety controls (tape, signs, mesh etc)
5. Identify the number of marshals that are required

On completion of the point plans review the stage as a whole in association with the event Chief Safety Officer to ensure that the stage plan as prepared adequately meets the requirements.

Appoint a Senior Marshal for each of the points that have been identified. That Senior Marshal shall ensure that the staff required are available and instructions for that point are distributed to the other Marshals concerned in sufficient time to enable them to become fully familiar with the requirements.

### **IDENTIFIED POINTS OF POTENTIAL HAZARDS**

In reviewing a special stage it is necessary to identify those parts of the stage, which signify above normal danger risks. These would be such locations as:

- Immediately over a brow or jump
- On acute or sharp corners
- At a road intersection
- At a double change in direction ("S" bend)

Remember a car out of control can travel a long distance. Ensure that spectators are kept well back at dangerous points.

Prioritise the points into one of three categories according to the differing level of potential hazard:

#### Category 1

Low risk sections – These could be simply be managed by the placement of suitably briefed and identified marshals, using tape and markers to identify the points beyond which spectators may not pass.

#### Category 2

Medium risk sections – These positions could be where you consider additional spectator marshals may be required. Danger signs and no go areas identified by signage, additional barrier net and possibly the inclusion of police authorities to ensure that the spectators obey the Officials. Such areas will also recognise where run-off areas are required for competitor cars.

### Category 3

Highly dangerous areas - these positions will be identified by such things as:

- Major changes in direction
- "S" type curves
- Over brows or jumps where cars on landing could lose control and leave the road

All category 3 sections identified need to be marked as "no go" sections except where the terrain would allow the public to be on high ground above the stage.

Undoubtedly there are other areas of potential hazard that will be immediately apparent to experienced persons on reviewing the stage. The advice of a very experienced driver would be very helpful in identifying the danger spots. Remember also that Super Special Stages will require specific planning which may include the provision of physical barriers and no – go areas.

## **PROVIDING FOR SPECTATORS**

Once you have identified a point as potentially hazardous, it is then necessary to identify the special needs to be covered in the point (spectator area) safety plan.

This may include:

- Providing run-off area
- Identifying the high ground where spectators can safely stand
- Identifying the areas where it is dangerous for spectators to stand
- Appropriate means to control spectators
- Consideration of the needs of the accredited media (creation of special areas shown on point diagrams for MotorSport NZ accredited media)

Organisers must ensure that adequate information is available for spectators showing clearly how they can get to good safe viewing points. These viewing points need to be constructed and manned in accordance with the layout depicted in the event Safety Plan.

Spectators will have varying levels of awareness and knowledge:

- There will be the MotorSport enthusiast who will usually get to the start of the event to obtain a map. The maps should be clear and readily available. Ensure that the map carries an appropriate spectator safety warning.
- There will be interested local residents in the area that the rally is running through, many of who may want to go out to see what it is all about. They can be informed by maps and other information in the local newspapers.

The responsibility for disseminating spectator information should be in the hands of a Publicity Officer. This person should preferably be someone who knows his or her way around the news media and can prepare and send out appropriate information at the right time.

## **SPECTATOR AREA EQUIPMENT**

The following equipment is indicative of that required to set up a spectator viewing area:

- A map, plan or photograph of the area clearly identifying how it is to be set up
- Tape, netting or similar highly visible marker products to identify the point past which spectators may not go
- Signs clearly identifying the “danger” or “no go” areas
- Leaflets to give to spectators showing them basic safety requirements
- Whistles or horns for the use of the Marshals
- Bibs identifying clearly the Marshals bearing the word “SAFETY” (Note: the colour of these need to be identified in the Event Supplementary Regulations)
- Loud hailer (megaphone) or similar for the use of the Sector Chief Safety Marshal in areas where large numbers of spectators are likely to gather.
- A means of communication with the stage start and/or rally headquarters may be required in some cases.

*Note: This list is not exhaustive and additional equipment may be required in special circumstances.*

## **IMPLEMENTING THE PLAN**

Implementing the plan needs to be considered in two parts:

- Training and equipping the spectator marshals.
- Establishing a timetable for the safety equipment and Marshals to be in place

## **PROVIDING FOR MARSHALS**

Marshals make the rally happen on the day. If they do not arrive in the right place at the right time then the rally timetable will be thrown into disarray.

Make sure that clear instructions are given to marshals to get them to their meeting place. Where marshals are required to move from one stage to another during the event then make sure that they can get there in plenty of time travelling at comfortable speeds.

Do not overwork your marshals. Remember that they are likely to want to spectate at some place if possible. If you overwork them they may not volunteer next time you need them!

## **MARSHALS – TRAINING AND EQUIPMENT**

<b>References to this subject</b>
<b>MotorSport NZ Marshals Training Video</b>
<b>RY023 – Medical, Block &amp; Safety Radio Marshal Schedule – MotorSport NZ website</b>
<b>RY026 – Certificate of appointment – MotorSport NZ website</b>
<b>RY028 – Schedule of information to be included in Officials Information packs – MotorSport NZ website</b>

Successful implementation of your rally safety plan is entirely reliant on the knowledge of the marshals placed at the spectator points. They must clearly understand their function and the need to place spectators in a safe position. This will require you as the organiser to establish a training programme designed to teach the marshals the requirements of managing spectators, using warning whistles and safe places to stand.

Ensure your senior marshal at all road closure points (including those block marshals at side roads accessing the closed road) have at least the following paperwork:

- Certificate of authority.
- Marshal information summary sheet.
- Marshal(s) bib bearing the word ‘Safety’.
- A plan of their assigned point.
- Timetable for stage operation.
- Road closure notice for the stage.
- Where applicable detour options for public seeking access to adjacent areas.
- Copy of Event permit.
- Emergency contact numbers.
- Rally Maps.
- Rally seeding list.
- Spectator Safety leaflets or notices to place prominently on their vehicle for spectators to read.
- Criss cross sheet (where appropriate), for marshal to mark competitors progress passed the point.

## **TIMETABLE FOR SAFETY EQUIPMENT AND MARSHALS**

The result of successfully implementing the safety plan is to be able to manage and control the competitors, officials and spectators. The best way to be able to control spectators is to be there before them. Use your previous experience to know the popular viewing points and be in position ahead of the crowd.

Ensure your timetable allows sufficient time for the persons responsible for erecting any of the spectator point safety equipment to complete their duties before spectators arrive.

Remember that everything must be in place in time for the Safety Car to be able to perform a final check for compliance with the safety plan.

# CHAPTER FOUR

## PAPERWORK

### **PREAMBLE**

<b>References to this subject</b>
<b>Appendix Three Schedule R Section 1, Articles 4, 8, 11, 15, 16</b>
<b>Appendix Three Schedule R Section 2, Articles 1.3, 3.2</b>
<b>Appendix Three Schedule RS, Article 3</b>
<b>Rally forms and documents – MotorSport NZ website</b>

The preparation of the paper work for a Rally is extremely important. No matter how good the organiser is at plotting a rally the need to communicate the intentions in written form to a large number of parties is critical to the success of the event. A rally generates an enormous amount of paper and the importance of this aspect must be taken into account both in the organising committee format and in the event budget. The following section highlights some important aspects of the paper work that must be prepared in the organising of a rally.

The Rally Advisory Commission constantly reviews all paperwork used by organisers and has assembled a number of the documents used into a format that can be shared by all Rally Organisers. A number of these are termed “standard” forms or documents and are as a consequence considered mandatory; all other rally documents are highly recommended.

*Note: These forms and documents are contained on the Official MotorSport NZ website at [www.motorsport.org.nz/Forms/forms.htm](http://www.motorsport.org.nz/Forms/forms.htm)*

### **TIMING, ROUTE AND SPEED SCHEDULE**

<b>References to this subject</b>
<b>Appendix Three Schedule R Section 1, Article 11</b>
<b>Appendix Three Schedule R Section 2, Article 3.1</b>
<b>RY022 – Itinerary layout Template – MotorSport NZ website</b>

The timing or route and speed schedule for the event is the key to the successful running on the day. The preparation of the timing schedule must take account of a number of aspects highlighted in the previous section including:

This schedule must allow for all competitors to traverse both the special stages and particularly the touring stages at reasonably attainable speeds. If service parks are used then no consideration needs to be made for a minimum amount of servicing between stages. However, if there are to be no properly formed and controlled service parks then the target times between the starts of consecutive stages should allow for a reasonable service time. The time allowance for touring stages must be reasonable for travelling at normal speeds and taking account of road conditions, likely traffic conditions and any restricted speed areas. The minimum allowance for open road touring shall be one minute per kilometre (or 60kph average).

The schedule shall make a minimum allowance of three minutes on each target section for checking in at controls and for the “dead zone” between an “A” control and the start line however an allowance of five minutes would allow for two minutes per stage for regrouping of cars and may be preferable. Further allowances of “dead time” can be made at selected intervals for regrouping as described in an earlier section of this booklet or alternatively, structured regroups can be set up with their own in and out controls.

The schedule needs to be produced fairly early and must at least give the start time for each special stage and for any meal break or “Parc Fermé”. It may need to be revised more than once between the initial draft and the final version. However, it is important that the first draft is prepared early in the plotting process. It is useful to date stamp each version of the timing schedule so that a check can be easily made as to which version is current.

By use of a spreadsheet it is possible to link an overall control schedule (including timing for radio, medical, marshals, key officials, etc) to the Timing or Route and Speed schedule. In this way a change to a target time (for example) will flow through and amend all other key times for the event.

**The final version of the schedule must be bound into the Road Book and ideally incorporated in the regulations.**

## **SUPPLEMENTARY REGULATIONS AND ENTRY FORM**

References to this subject
National Sporting Code Articles 17 & 18
Appendix Three Schedule R Section 1, Article 2
Appendix Three Schedule R Section 2, Article 1.3
Appendix Three Schedule R Addenda R(2)
Appendix Three Schedule RS, Article 3.7
MRY203 – Supplementary Regulations Template – MotorSport NZ website
MRY204 – Official Rally Entry Form – MotorSport NZ website
MRY027 – Bulletin template – MotorSport NZ website

Supplementary Regulations are the specific regulations that an organiser needs to create the rules linkage between the MotorSport NZ National Sporting Code and its relevant Appendices and Schedules. MotorSport NZ have created a “template” set of Supplementary Regulations (refer to MRY 203 & 204 on the MotorSport NZ website) that must be used as basis for all rallies. Organisers are required to retain the text of this template document and to add the appropriate event details in a bold typeface so that the “local content” is clear to all competitors.

**Note:** *It is advisable to download the latest template from the MotorSport NZ website for each rally. The form is continuously being updated and by using last year's document you could miss new requirements etc.*

The Supplementary Regulations must be prepared at an early stage and should:

- Comply with the requirements given in the current MotorSport manual, particularly pertaining to Appendix Three Schedule R.
- Be clear and concise, not “rambling”.
- Only cover details in relation to the event and specific rules.
- General information, i.e. accommodation, etc., is not part of the regulations and should be advised by way of information sheet.

The draft Supplementary Regulations and Entry Form must be submitted to **Permit Issuing Steward** / MotorSport NZ for approval within the time frame specified and approval must be received from MotorSport NZ **before** they can be issued to prospective entrants even as information.

*Note: The MRY204 MotorSport NZ Entry Form, which has been checked by the sports legal advisor for compliance is required to be used on all events.*

You are reminded that additions or changes to the Supplementary Regulations can only be issued by Bulletins in accordance with the provisions of the National Sporting Code. For any Bulletins required prior to the event approval is required direct from MotorSport NZ before they are released.

Once the event has started The Stewards of the event must approve any further Bulletins prior to their release.

Remember that the Supplementary Regulations form part of the total rules and regulation package for your event and cannot be altered by “competitor briefings” or any other method except for Bulletins issued as described in previous paragraphs.

## **PERMIT APPLICATION**

<b>References to this subject</b>
National Sporting Code Articles 8 to 18 inclusive.
National Sporting Code Articles 66, 70 & 71
Appendix One Schedule B – Fees & Charges
Appendix One Schedule E – Permits
Appendix Three Schedule R Section 2, Articles 1.1 & 1.2
A004 – Organising Permit Application Form – MotorSport NZ website

The Application for an Organising Permit is an area that needs special attention. It is often overlooked in the fervour of organising the event. Important points to remember are:

### Permit Number:

Organisers should note that for the purpose of completing the Supplementary Regulations they may contact the **Permit Issuing Steward** / MotorSport NZ and reserve a Permit Number.

### Permit Application Form:

It is essential that organisers complete all the relevant items on the application form particularly in relation to the event status. Schedule R provides a number of National Rally classifications and these are often related to the appointment of, or number of MotorSport NZ officials.

## Road Book:

<b>References to this subject</b>
<b>Appendix Three Schedule R Section 1, Article 4</b>
<b>Appendix Three Schedule R Section 2, Article 3</b>
<b>Appendix Three Schedule R Addenda R(1) &amp; R(4) - R(8)</b>
<b>RY032 – Incident Sheet – MotorSport NZ website</b>
<b>RY033 – Inquiry Sheet – MotorSport NZ website</b>
<b>RY034 – Notification of Withdrawal from Rally – MotorSport NZ website</b>
<b>RY037 – Notification of Temp Withdrawal from Rally – MotorSport NZ website</b>

An example of the standard road book layout is included in the current edition of the MotorSport Manual in Appendix Three Schedule R (1c). It should be noted that either the version depicted in the manual or the current FIA International format is acceptable.

Important points of consideration are:

1. Road books must read from top to bottom.
2. Road books shall be bound by means of a plastic or metal spiral allowing an opening of 360°. The binding shall be strong enough to resist rough handling.
3. The following information must be included in the road book:
  - 3.1 At the front of the road book:
    - (a) Accident procedure.
    - (b) Emergency telephone numbers. These emergency numbers shall be repeated in bold type on the inside back cover or below the Red Cross.
    - (c) An explanation of the signs and abbreviations used.
  - 3.2 At the back of the road book:
    - (a) "Incident Report" sheets (see Form RY032).
    - (b) "Inquiry" sheets (Form RY033).
    - (c) A competitor "Notification of Withdrawal from Rally" form (see Form RY034 and Form R037).
    - (d) A red cross on the inside back cover (see Schedule R (6)).
    - (e) A green "OK" on the outside back cover (see Schedule R (7)).
    - (f) For Tarmac Rallies and Targa events a Red and Yellow striped "Oil Warning" sign is to be printed on the page immediately preceding the inside back cover of all A4 size Road Books. Where a Road Book is of a smaller size, a fold out or additional sign must be provided (see Schedule R (8)).
4. A reference for calibrating the distance on the trip meter must be given.
5. The following must appear at the top or bottom of each page:
  - (a) The number of the road section (a road section being between two time controls),
  - (b) The time allowed,
  - (c) The distance and the passage controls where used.

6. Each page will be numbered, the numbering being progressive in the same volume.
7. Each piece of information will be numbered and separated from the next by a horizontal stroke. (The number will revert to 0 at each time control).
8. Closely related information (distance under 200 m) will not be separated.
9. Any direction that cannot be defined on the route will be given in brackets.
10. For each time control, control at the start or finish of a special stage, and passage control, the standardised signs are to be reproduced, and the locations of these controls are to be indicated precisely.
11. The reproduced signs must have their position indicated on the drawing of the route (Tulip diagram).
12. The main signs showing the changes of direction and existing on the route must be printed in boxes, and in the case of a change of direction, all the signs on the route must have the arrow pointing in the true direction.
13. The locations of the various controls must be indicated exactly.
14. Each road section will begin on a fresh page.

*Note: The FIA International format calls for a fresh page for the start of each time control.*

15. Special stages should be made to stand out from the rest of the text (with, for example, a frame or the use of a different colour).

*Note: Competitor preference is for the Special stages to be printed on white paper (easier to see the effects of a highlighter on and better to read at night) and Touring Stages to be on coloured paper*

16. On each drawing, i.e. tulip diagram, the starting point of the drawing will be situated at the bottom and the thickness of the lines will be proportional to the widths of the roads represented.
17. The signs which are reproduced and which do not correspond to the route to be followed but which act as reference points should be crossed out.
18. The spots requiring particular caution, depending on severity, must be indicated by 1, 2 or 3 exclamation marks.
19. Indicate surface changes (from tarmac to dirt, from dirt to tarmac) by means of a double stroke of the central vertical line.
20. Indicate **No Servicing** areas with a **Thick** shaded line to the left of the central vertical line.
21. Each page must have sufficient space for competitors to insert their own comments.
22. The maximum authorised number of drawings per page is 5.  
*Note: The FIA International format establishes the maximum as 6.*

23. The information must be legible (taking into account the fact that it must be read at night in a moving car).
24. In the road book, the safety points must be indicated by the approved sign:

Recommendations are:

- (i) Give the average speed of the road sections.
- (ii) For the special stages, give the fastest time set during the previous rally. Preferably both overall and classes.
- (iii) Put in easily discernible reference points (e.g. town entry signs and speed restriction signs).

## **MAP**

A **clear map** of the rally is essential for all involved in the event. The map must be on a good scale and easy to read in a car travelling at normal road speeds. Remember that many people involved will be unfamiliar with the area.

The map should show clearly the rally route identifying:

- Special stages including starts and finishes
- Touring stages
- Direction of travel
- The target time for the first car at each special stage
- The designated servicing and no-go areas
- A recommended route for service crews
- Any no-servicing areas
- Spectator vantage points
- Safety Information for spectators
- Rally seeding or entry list

The map should be sent out with the acceptance of entry and provided at that stage to officials and to authorities such as Police, Fire and Ambulance.

*Note: It may be practical to consider a number of maps rather than trying to fit all the information onto one map e.g. Event map, spectator map, service crew map etc.*

## **ACCEPTANCE OF ENTRY**

<b>References to this subject</b>
<b>Appendix Three Schedule R Section 2, Article 1.3 &amp; 1.4</b>
<b>RY029 – Competitor Information Booklet – MotorSport NZ website</b>

All entries lodged must be acknowledged in writing at least 10 days prior to the event by way of the Supplementary Regulations Part Two (usually called the Acceptance of Entry).

The acceptance of entry is the time to advise competitors of:

- A list of entrants and cars in seeded order (where applicable incorporating the MotorSport NZ seeded drivers )
- Documentation venue and report time
- Scrutineering venue and report time
- Prize List
- Details of prizegiving function
- Final details of special stage road conditions and any changes to distance
- Greatest distances between refuelling points
- Details of the event for competitors to plan servicing with their service crews.

*Note: Appendix Three Schedule R regulations state that at the time of advising the acceptance of entry that you are obliged to provide service crews with maps and route information, including estimated travel times, estimated service time and first car's arrival time, to enable them to follow the rally, locate all designated service areas and where necessary, a sketch plan of the servicing area.*

## **INFORMATION FOR STEWARDS, TECHNICAL OFFICERS AND OBSERVERS**

<b>References to this subject</b>
<b>National Sporting Code Part VII</b>
<b>Appendix One Schedule G – Guidance of Officials</b>
<b>RY028 – Officials information packs – MotorSport NZ website</b>

Organisers should find out the names and addresses of the officials allocated to their event at an early stage. The chairman of the Stewards should be contacted by phone to enable the timetable of Officials meetings to be agreed and all officials shall be sent (not handed at the start of the event) at least:

- Proposed Officials Meeting schedule (this is to be agreed between the Chairman of the Stewards and the Clerk of the Course prior to its publication)
- Supplementary regulations
- Approved Event Safety Plan (Requirement for Stewards and Observers only)
- Timing schedule
- Map of event
- All information sent to competitors
- Road closure information
- A full list of event officials
- A full list of competitors
- A contact phone/fax number.

You should also consult with them as soon as you have been notified of the appointments regarding travel, accommodation and on event requirements. If you have a deal on accommodation, tell them about it, it will certainly assist in keeping your costs in reasonable bounds. MotorSport NZ or Permit Issuing Steward will advise you who these officials are.

*Note: Refer to the National Sporting Code Article 75 regarding responsibilities for reimbursement of expenses.*

At the documentation venue or first Officials meeting you shall have available for collection by these Officials:

- A road book
- A list of competitors in start order
- A map
- Route Speed and Timing Schedule (showing last entry times to Special Stages for Stewards and Observers)
- Appropriate function passes
- Meal vouchers as appropriate

You shall also make available on request by these Officials:

- Service crew information
  - A set of time cards \*
  - Marshals instructions \*
  - Road closure documents \*
- \* not required by Technical Officers

## **INFORMATION FOR PUBLIC AND SPECTATORS**

References to this subject
National Sporting Code Article 20
RY039 – Rally Safety Pamphlet – MotorSport NZ website
RY040 – Safety Brochure – MotorSport NZ website

The general public and those who want to watch the event need to be well informed of the event. The following are some ideas aimed at providing good information:

- Most rural areas have a “free” paper delivered to every home once each week. Find out from your visits to residents what paper they receive and the publishers. At least two weeks before the event send to the publishers a map along with information about entrants, special stages and road closure times. Include details of suitable spectator areas that are relatively easy to get to. If the information is in a form that needs little editing and is brief and clear the paper will normally publish it.
- Prepare clear maps (it is recommended that these include the safety warning messages) for spectators and have these available for the public at:
  - Start venue
  - Stage controls
- Send information on the event to local community centres such as schools, rugby clubs etc and ask them to hang them on their notice boards. Service stations and local dairies will also often oblige if asked politely.

## **TIME CARDS**

<b>References to this subject</b>
<b>Appendix Three Schedule R Section 1, Article 9</b>
<b>Appendix Three Schedule R Addenda R(5)</b>
<b>RY009 – Time Card Stage – MotorSport NZ website</b>
<b>RY010 – Time Card Touring – MotorSport NZ website</b>
<b>RY019 – Sample Time Card – MotorSport NZ website</b>

The preparation of and clear understanding of the operation and recording requirements on time cards is extremely important to the efficient running of the event.

The Time Cards should:

- Be easy to use both for Drivers and Marshals
- Be fully explained to all Control group personnel
- Be printed on card (more durable than paper)
- Preferably a different colour for each stage.
- Preferably spiral bound or cable tied but not stapled.

The current MotorSport Manual contains a sample of the time card preferred however organisers can if they so choose use the FIA International time card.

*Note: In printing your time cards please consider the actual size and paper (usually light card) quality remember it is the navigator who assumes responsibility for these and it is far better if the cards will fit in an overall pocket for safe keeping.*

## **MARSHALS GROUP PAPERWORK**

<b>References to this subject</b>
<b>RY001 – Start Control Log – MotorSport NZ website</b>
<b>RY002 – Start / Finish line Log – MotorSport NZ website</b>
<b>RY003 – Finish Control Back up Log – MotorSport NZ website</b>
<b>RY004 – Finish Control Log – MotorSport NZ website</b>
<b>RY005 – Service / Regroup In/Out Control Log – MotorSport NZ website</b>
<b>RY006 – Penalty Log – MotorSport NZ website</b>
<b>RY007 – Criss Cross Sheet Car numbers – MotorSport NZ website</b>
<b>RY008 – Criss Cross Sheet Start orders – MotorSport NZ website</b>
<b>RY011 – SS Times for transmission to RHQ – MotorSport NZ website</b>
<b>RY015 – Control Group Stage Log – MotorSport NZ website</b>

The Marshal Group paper work should include:

- Clear instructions of how to reach, identify and set up their control location including schedule times for the control to be established by.
- Simple instructions on timing procedure
- The necessary forms for:
  - Recording times
  - Radio messages
  - Recording car numbers (criss cross sheet)
  - Copies of road closure authorisations
  - Copy of the MotorSport NZ Organising Permit.

## **RESULTS FORMAT**

There are a number of software programmes available that have been specifically designed for the purpose by persons working in conjunction with event organisers. The majority of these are constructed so that they will interface with websites and enable regular updating of progress results onto the website during the event.

To assist all the following information is deemed essential in all result formats:

- No. 1 Drivers name
- No. 2 Drivers name
- **Car Number**
- Vehicle make and model
- Class/es entered
- Individual stage times
- Total stage times
- Time penalties
- Class classification
- Overall classification

*Note: Media like result formats to include the cities, towns or districts that the drivers reside in it assist them build local interest in their reporting.*

## **AFTER THE EVENT INFORMATION**

<b>References to this subject</b>
National Sporting Code Articles 30 & 31

The rally doesn't finish when the last car finishes or when prizegiving is over. Within a week after the rally you should send to all competitors a full set of results for all cars.

*Note: Refer Results Format in previous subject heading.*

**The same information should also be sent to the Stewards, Observer, technical Officer, MotorSport NZ Administration, Series organisers (where applicable) and event officials. For MotorSport NZ Championship events the overall results shall be forwarded to the MotorSport NZ Administration within the time specified in the National Sporting Code.**

It is a good idea to retain the address list and use it again to send out regulations and entry forms for your next rally.

After Event Information in addition, the importance of 'thank you' letters recognising the contribution of a host of people and organisations should be emphasised (sponsor, AREC, other clubs, ambulance, officials, etc.).

It is vitally important that as organisers you have a clear understanding from either the Sweeper car or from a separate post event inspection that the roads used for special stages have all damaged areas noted including any damages that occurred to fencing or roadside properties.

# CHAPTER FIVE

## Event Administration

### **ROLE OF OFFICIALS**

<b>References to this subject</b>
National Sporting Code Part VII
Appendix One Schedule G – Guidance of Officials
Appendix One Schedule O – Officials
Appendix Three Schedule R Section 2, Article 2

Organisers should ensure that all of their appointed officials have a clear understanding of their brief and are provided with the necessary equipment and knowledge to enable them to complete their tasks. MotorSport NZ provides training from time to time for all senior officials and for its own appointed officials.

### **CLERK OF THE COURSE AND ASSISTANTS**

<b>References to this subject</b>
National Sporting Code Article 79
Appendix One Schedule O – Officials
Appendix One Schedule L Part II Article 2.5
Appendix 2 Schedule H Chapter 3, Article 2

The entire running of the event is under the direction and responsibility of the Clerk of the Course who shall hold a current MotorSport NZ Clerk of the Course licence of a grade appropriate to the event and adhere to the Duties and Responsibilities as detailed in the National Sporting Code.

With the exception of the Stewards, Observer, Technical Officers or any other specific official appointed by MotorSport NZ all officials of the event are responsible to the Clerk of the Course.

A number of Assistants should be appointed and allocated to the various controls and other official venues to oversee proceedings.

The Clerk of the Course and the Assistants must be totally aware of all aspects of the event and have an absolute knowledge of the route and its alternatives.

### **SAFETY OFFICERS**

<b>References to this subject</b>
Appendix Two Schedule H Chapter Three Article 1

#### **Chief Safety Officer:**

A chief safety officer shall be appointed and take part in the devising of the safety plan. During the rally the chief safety officer shall be in permanent communication (by telephone or radio) with rally control, the chief medical officer and the start of each special stage.

*Note: The Chief Safety Officer may also be involved with or responsible for the recruitment and pre event training of the spectator marshals.*

### *Special Stage Safety Officer:*

Each special stage will have a safety officer who will assist the chief safety officer. This could be an Assistant Clerk of the Course or Post Chief. On stages with designated spectator points organisers may also appoint additional safety officers to oversee the safety plan for that area.

### **CHIEF MEDICAL OFFICER**

<b>References to this subject</b>
<b>Appendix Two Schedule H Chapter Three Article 1</b>
<b>Appendix Three Schedule R Section 2, Article 7.4</b>

The Chief Medical Officer shall arrange medical services in compliance with the Event Safety Plan, which includes:

- Arranging adequate and reliable medical support crews.
- Preparing a schedule of locations and report times.
- Briefing medical services personnel on what is expected of them

### **SECRETARY OF THE EVENT**

<b>References to this subject</b>
<b>National Sporting Code Article 81</b>

The duties of the Committee Secretary/Secretary of the Event were covered in an earlier section. In some cases the Secretary of the Event may be a different person recognising the extra heavy workload around the time of the event.

The special requirements for the Secretary of the Event include:

- Receiving and recording entries.
- Preparing the acceptance of entry letter and sending it out.
- Ensuring that Stewards, Technical Officers (when appointed) and Observers are on the mailing list for information.
- Organising documentation prior to the event.
- Organising the copying of Final Results and sending these out to all entrants etc.

### **RESULTS OFFICER**

<b>References to this subject</b>
<b>Appendix Three Schedule R Section 1, Article 17</b>

The Results Officer's duties include:

- Organising a competent results team
- Arranging a suitable results programme or system

*Note: Ideally this programme should allow for progress results to be promptly updated onto a website throughout the event.*

- Organising for results data to be communicated back to base
- Organising the results calculation system usually on computer
- Set up Time Cards

- Collect competitor time cards progressively and check to speed up final results
- Ensure up to date progress results are available throughout event and at the finish
- Ensure provisional results are prepared and posted as planned they should be signed and 'timed' by the Clerk of the Course
- Prepare Final Results.

## **COMMUNICATIONS OFFICER**

<b>References to this subject</b>
<b>Appendix Two Schedule H Chapter Three Article 4</b>

The Communications Officer shall:

- Co-ordinate with the Clerk of the Course and event plotter a schedule of all vehicles and locations requiring communications.
- Arrange adequate and reliable transport for all communications crews.
- Prepare a schedule of locations and report times.
- Brief radio personnel on what is expected of them
- Carry out radio tests to ensure communication can be achieved from all control points.

## **CHIEF MARSHAL**

<b>References to this subject</b>
<b>Appendix Three Schedule R Section 1, Articles 9-12 inclusive</b>
<b>Appendix Three Schedule R Section 2, Articles 5-6</b>
<b>RY001 – Start Control Log – MotorSport NZ website</b>
<b>RY002 – Start Finish Line Log – MotorSport NZ website</b>
<b>RY003 – Finish Line Backup Log – MotorSport NZ website</b>
<b>RY004 – Finish Control Log – MotorSport NZ website</b>
<b>RY005 – Service – Regroup In or Out Control Log – MotorSport NZ website</b>
<b>RY008 – Criss Cross Sheet Start Order – MotorSport NZ website</b>
<b>RY009 – Time card Stage – MotorSport NZ website</b>
<b>RY010 – Time card Touring – MotorSport NZ website</b>
<b>RY018 – Control Layouts – MotorSport NZ website</b>
<b>RY034 – Notification of Withdrawal – MotorSport NZ website</b>
<b>RY037 – Notification of Temp Withdrawal – MotorSport NZ website</b>
<b>RY038 – Notification of Rejoining – MotorSport NZ website</b>

The Chief Marshal's duties are:

- Coordinate with plotter to determine the number of stage crews needed.
- Ensure time schedule allows sufficient time for stage crews to travel between stages and designates scheduled arrival times on site and set up time for equipment.
- Organise stage crews:
  - A minimum of 4 people for Start Group, and
  - A minimum of 5 people for Finish Group
- Arrange availability of timing equipment
- Prepare written instructions for stage crews
- Prepare time recording forms
- Arrange marshals briefing prior to event
- Arrange to issue all equipment:
  - Timing equipment

- Signs
- Paperwork
- Copies of all road closure approvals for stage crews (including block marshals)
- Ensure all roadblock marshals are briefed and are provided with details of how to get to their roadblock locations.

*Note: The responsibility of briefing the roadblock marshals could be delegated to the Chief Safety Officer.*

## **ACCIDENT INVESTIGATOR**

<b>References to this subject</b>
<b>National Sporting Code Article 89</b>
<b>Appendix One Schedule G Articles 4 &amp; 5</b>
<b>ACC01- MotorSport NZ Accident Report Form – MotorSport NZ website</b>
<b>MRY205 - Injury Accident Information Checklist – MotorSport NZ website</b>

The Accident Investigator may have other duties during the event but they must be of such a nature that they can be delegated or dispensed with without affecting the continuing effective running of the event should an injury accident or incident occur.

The accident investigators details must be included in the Supplementary Regulations.

*Note: It may be necessary to designate more than one accident investigator given the distances involved between stages.*

## **PUBLICITY OFFICER**

The role of the person filling this position will be determined by the event. If it is sponsored and/or part of the NZ Rally Championship then there is a need to obtain as much public exposure as possible. In this case the Publicity Officer becomes a key operator who must:

- Assemble an address list of media contacts including:
  - Newspapers: dailies, weeklies and give-aways.
  - Radio stations.
  - Local television (news and sports).
  - Sponsors representatives.
- Prepare and send out pre-event promotional information.
- Arrange in advance for Press Releases and event information to be included on the MotorSport NZ Official website.
- Organise the regular progress reports on radio during the event.
- Organise public attractions at start and finish venues and spectator stages. This may include:
  - Local dignitaries
  - Some display to attract spectators before the first car arrives.
  - PA system and commentator.

## **CHIEF SCRUTINEER**

<b>References to this subject</b>
<b>National Sporting Code Article 84</b>
<b>Appendix One Schedule L Part 2 Article 2.7</b>
<b>Appendix One Schedule O - Officials</b>
<b>Appendix Two Schedule A Part 1, Article 3</b>
<b>Appendix Three Schedule R Section 1, Article 8.1 &amp; 8.2</b>
<b>Appendix Three Schedule R Section 1, Article 13.2(g)</b>
<b>T008 - Report to CotC result of Scrutineering audit – MotorSport NZ website</b>
<b>T009 - Scrutineering Audit Summary – MotorSport NZ website</b>
<b>T013 - Scrutineering Audit Programme – MotorSport NZ website</b>
<b>T014 - Scrutineering Audit worksheet – MotorSport NZ website</b>

The Chief Scrutineer is responsible for:

- Organising a venue for carrying out scrutineering before the event.
- Recruiting and briefing a competent team of vehicle scrutineers.
- Organising the necessary paperwork.
- Establishing a systematic system for checking the cars.
- Instructing the scrutineers on their job.
- Overseeing the operation of scrutineering.
- Carrying out spot checks and re-inspecting any damaged vehicles for safety compliance during the event.
- For NZ Rally Championship events in consultation with the MotorSport NZ Technical Manager organising a suitable venue for post-event scrutineering.
- Ensuring that suitable people are available to:
  - Escort selected cars to post-event scrutineering, and
  - Assist at the post event scrutineering venue by maintaining Parc fermé conditions.

## **COMPETITOR RELATIONS OFFICER (CRO)**

<b>References to this subject</b>
<b>National Sporting Code Article 88</b>
<b>Appendix One Schedule L Part 2 Article 2.6</b>
<b>Appendix One Schedule O - Officials</b>

The organisers should appoint a person (who must be approved by MotorSport NZ) to be Competitor Relations Officer for the Rally. The person chosen must have a good knowledge of the National Sporting Code (including Appendix Two, Schedule A Driver and Vehicle Safety and Appendix Three Schedule R Rallies, the Supplementary Regulations and the Series articles (if any). For MotorSport NZ Championship rallies the CRO's are required to hold an appropriate licence.

The appointee will take a lot of the competitor grizzles away from the Clerk of the Course, leaving that person to get on with the task of running the event. The Competitor Relations Officer is there to assist the competitor to find the answers to questions about the event and, if possible, to avoid protest situations developing.

The Competitor Relations Officer should be available to competitors at the start, at any meal breaks, service areas or service parks and at the finish. If possible the officer should be seen at other control points on the event. However, it is important that they should stay at each such location for the entire field not just for the top 10 competitors.

Organisers should publish a schedule of the location of the CRO's and make this available to competitors.

*Note: A full list of the Competitor Relations Officers duties are contained in the National Sporting Code.*

## **FUNCTIONS AND MEALS**

It is advisable to have a separate person or persons responsible for organising functions and meals. This can often be a significant task and should not be left to one of the other officials or there is a danger that one or other task won't be done properly.

Plan the format of the prizegiving so that it flows and does not take too long. For example multiple prizewinners should only come to the podium once to collect all of their prizes together and the overall event winner should be the last to receive their awards.

It is advisable to engage the services of a good mc who understands the sport and can keep the whole prizegiving awards session flowing.

The task involves:

- Arranging a suitable venue for the finish function. This must be of sufficient size to fit everybody in comfortably. Tables and chairs are important.
- Arranging a suitable place for posting results where a number of people can get access.
- Arranging a liquor licence.
- Ensuring that there is a good PA system for prizegiving. This is essential as prizegiving can be destroyed by a poor system that prevents all from hearing the proceedings. It also enables the mc to take better control of those persistent conversationalists who continue with loud discussions throughout the proceedings.
- Ensure there is a raised podium or stage for the mc so that all in the venue can clearly observe the proceedings.
- Ensuring that there is parking, preferably off road and with sufficient space for all the service crew vehicles and trailers.
- En-route meal arrangements are often a good idea. If doing so arrange:
  - Suitable venues i.e. local hall or school.
  - Competent caterers (often the Young Farmers group or school committee will do a good job. They will feel part of the event and the money they raise will hold you in good stead with the community).

## **RALLY HEADQUARTERS**

<b>References to this subject</b>
<b>Appendix Two Schedule H Chapter Three Article 2</b>

The Rally Headquarters room (Rally HQ) must be of sufficient size to allow the staff to work efficiently in comfort without background noise or interruption.

The Clerk of the Course or Deputy must be in attendance at all times in Rally HQ, it is important that one of these persons (who should be aware of the course in detail) be responsible for the overall Headquarters operation.

The duties of this person will include:

- Setting up the HQ venue in an efficient manner so that all operations can be carried out with a minimum of fuss.
- Overseeing the radio communications network to ensure the important messages get priority.
- Setting up and maintaining a Master Chart of the Special Stages showing:
  - Stage number and opening/closing times
  - Stage condition
  - Location of senior officials
  - Number of competing cars in and out of all stages
  - Car numbers of those stopped in stages
- Organising and monitoring codes and time schedules for all:
  - Communications crews
  - First aid crews
  - Stage crews
  - Safety and Warning cars and sweeper cars
  - Competitors
- Overseeing results collection and compilation
- Organising and monitoring emergency and normal phones.
- Making sure that all Headquarters staff is adequately provided for.

## **ROUTE CHECKER**

<b>References to this subject</b>
<b>Appendix Three Schedule R Section 2, Article 7.2 MRY201 – Checkers Clearance Certificate – MotorSport NZ website</b>

It is the organiser's responsibility, prior to the Rally, to ensure that the event is checked by a competent crew, ideally comprising co-driver and driver who are both experienced and either current or very recent competitors. The checking crew is appointed to act on behalf of the Clerk of the Course and it is the job of the checking crew to ensure that the Road Book complies with Schedule R.

The Checking crew must:

- Use the Road Book prepared for the event and physically check against the route to be used. This checking run to be carried out at the same time of day as proposed for the competitors undertaking the event. Particular attention must be paid to the identification of potential hazards and to the consistency and accuracy of tulip diagrams in the road book.
- Ensure all timing allowances are reasonable and take into account the traffic and road conditions during the time the event is being held.
- Sign the Checkers Clearance Certificate after they have completed their checking the rally.

The Organisers must comply with any amendments required by the checkers.

*Note: The Clerk of the Course shall retain this Certificate and Road Book for inspection by the event Stewards as and when required.*

## **RELATIONSHIP WITH MOTORSPORT NZ OFFICIALS**

<b>References to this subject</b>
<b>Appendix Three Schedule R Section 2, Article 2</b>
<b>RY024 – CotC Event Presentation Template – MotorSport NZ website</b>
<b>RY025 – Stewards Meeting Agenda Template – MotorSport NZ website</b>
<b>RY030 – Example report of Competition – MotorSport NZ website</b>

The officials appointed to the event by MotorSport NZ may include Stewards, Technical Officers and Observers. It is important that these officials are treated in an appropriate manner so that they are able to get around the venue to see what they want to see.

As soon as they are appointed contact should be made and event information made available as it is finalised, e.g.: regulations, safety plan etc. Normally a meeting between MotorSport NZ and event officials is held prior to and at the conclusion of the event. The Chairman of the Stewards panel chairs this meeting and has the discretion over who will attend.

The timing of the meetings should be arranged between the Chairman of the Stewards and Clerk of the Course so that they best fit into the event flow. The meeting chairman will establish the agenda.

These meetings are very beneficial as they can provide a forum for both MotorSport NZ and event officials to formalise any changes that are necessary.

The opportunity should be taken as early as possible to introduce the major event officials that the MotorSport NZ Officials will be working with.

## **STEWARDS**

<b>References to this subject</b>
<b>National Sporting Code – Part VII</b>
<b>Appendix One Schedule G – Guidance of Officials</b>
<b>Appendix Three Schedule R Section 2, Article 2.1 &amp; 2.6</b>

The Clerk of the Course should be familiar with the duties and authority of the Stewards as detailed in the National Sporting Code.

At the pre-event meeting the Clerk of the Course should ascertain the planned movements of the Stewards throughout the event. They may wish to drive through a special stage before the competitors to check safety plan conformity. In this case it is helpful if the Clerk of the Course knows in advance to ensure that they are aware of the latest time to enter that stage.

In general terms the Stewards will not take an active part in the running of an event. They will only become involved if there is some aspect of the event where safety is being compromised.

The Steward has a formal role as adjudicator in the event of a protest. For this purpose a separate room at the finish venue is to be available where any such protest can be heard without being disturbed by other competitors. The room should be furnished with chairs and a table so that the hearing can be conducted in a suitable manner.

## **TECHNICAL OFFICER**

<b>References to this subject</b>
<b>National Sporting Code Article 85</b>
<b>Appendix One Schedule L Part Two, Article 2.4</b>
<b>Appendix Three Schedule R Section 1, Article 8.2</b>
<b>Appendix Three Schedule R Section 2, Article 2.3</b>
<b>T021 – Technical Officers Closing Report – MotorSport NZ website</b>

Generally the only events that will be attended by a MotorSport NZ Technical Officer(s) are rounds of the NZ Rally Championships.

Technical Officers have two main roles:

- To ensure the event Scrutineers undertake the appropriate vehicle safety audits
- To ensure the eligibility of competing cars for competition in the classes for which they have entered.

For this latter role the organising club is required to supply the Technical Officer(s) with an accurate list of Championship entries, including details of the car and class. They should also have access to the entry forms.

During the event the Technical Officer(s) will carry out random inspections on competing cars looking for any irregularities.

Towards the finish of the event (usually immediately prior to the final Special Stage) the Technical Officer(s) will require progress results of the placing of Championship entries. They will use this to determine which cars to impound for post-rally scrutineering.

In a situation where the Technical Officer(s) has reason to consider that a competing car is not eligible for its class of competition or has breached the technical regulations, then the matter must be placed before the Clerk of the Course with all parties being given the opportunity to be heard.

## **OBSERVERS**

<b>References to this subject</b>
<b>National Sporting Code Article 66</b>
<b>Appendix Three Schedule R Section 2, Article 2.2 &amp; 2.6</b>
<b>RY035 – Rally Observers Report – MotorSport NZ website</b>

The role of the MotorSport NZ observer(s) is to provide event organisers and MotorSport NZ with a report that will assist to improve the overall standard of their rally by constructive criticism. They will gather information on the event by personal observation (this usually involves driving through at least one Special Stage prior to the competing cars), interviewing marshals and competitors and discussions with the organisers.

It is important that Rally organisers hold a review session with the Observer at a prearranged time immediately after the event and preferably before the observation report is finalised so that any misconceptions can be addressed. This session should be treated as a positive exercise where any problems or comments are discussed with a view to improvements for future events.

## **SETTING UP ROAD CLOSURES**

<b>References to this subject</b>
<b>Chapter Eight of this Booklet</b>
<b>RY020 – Laminated Road Closure Notice Template – MotorSport NZ website</b>
<b>A014 – Road Damage Bond Document – MotorSport NZ website</b>

Organisers are recommended to utilise the following practises, procedures and signs at each end of and at each intermediate intersection with any road that is closed to ordinary vehicular traffic for the duration of a road closure.

### ***Period of closure practises and signage:***

For the entire duration of authorised road closure the organiser shall have a person stationed as close as practical to the point of closure at each end of and at each intermediate intersection with the road that is closed.

These persons shall be well versed in:

- Any alternative routes that are available (where applicable), and
- The details of the authorised road closure, and will assist motorists in general with advise concerning the period of, and purpose of road closure.

Block marshals should have, in their possession, a copy of the authorised road closure notice.

The actual point of closure should be well chosen as to enable motorists to either U turn and proceed to follow any alternative or park their vehicle safely while awaiting the reopening of the road.

The organiser shall erect ‘Road Closed’ signs (i.e. signs manufactured to the RG – 16 specifications). These signs shall be erected with an appropriate barrier at the chosen point of closure and in such a position that enables the sign to be easily visible to an approaching driver over a distance of at least 120 metres, in a rural area or at least 60 metres in other areas.

### ***Prior warning of Road Closure:***

For roads that carry a lot of traffic other than local residents organisers are advised that it is good practise to place a warning notice advising of the intended closure at the actual points of the road were the signs will be placed at the time of the closure. Such signs should be displayed for at least seven days prior to the closure date.

## **SETTING UP A SPECIAL STAGE**

<b>References to this subject</b>
<b>Chapter Eight of this Booklet</b>
<b>Appendix Three Schedule R Section 1, Article 5</b>
<b>Appendix Three Schedule R Section 1, Article 11</b>
<b>Appendix Three Schedule R Section 1, Article 12.2(c)</b>
<b>Appendix Three Schedule R Addenda R(3)</b>
<b>Appendix Three Schedule R Addenda R(4)</b>
<b>RY018 – Control layouts – MotorSport NZ website</b>
<b>RY023 – Medical, Block &amp; Safety Marshall Schedule – MotorSport NZ website</b>

Setting up a special stage should be in the hands of a reliable person who understands the safety requirements for rallies.

The placing of all signs and arrows is critical for the safety of competitors and spectators. It is important to remember that the competing cars will be travelling at high speeds and all of the signs must be in clear view of the drivers. While this particularly relates to the signs at the finish area all signs are important.

The crew that is given the task of setting up the stages should be given a schedule, which allows them ample time to get through each stage at a comfortable pace. If they are forced to rush through a stage it is inevitable that mistakes will happen.

Normally an arrowing party should go through the stage first setting out a pair of arrows at each intersection for which there is an instruction in the road book. The arrows should be as shown in Appendix 3 Schedule R(3). The two colour, warning arrow should be 100 metres before the intersection and the single colour arrow at the intersection. **There is a definite need for consistency in the placement of all arrows and signs.**

The arrowing party should also erect warning signs where a hazard exists on the route.

An important duty of the arrow party is to ensure that all gates are securely shut.

All sidetracks joining the rally route which do not have a gate should be taped off with plastic tape, securely erected to warn any vehicles that may attempt to exit that sidetrack. All taping must be carried out in accordance with the policy established in the Safety Plan.

In addition to the taping all gates or sidetracks, which appear as if they could have regular use, should have laminated notices attached in warning of the event and stating that no vehicle should proceed until the road closure has expired.

All signs and tape should be mounted on stout stakes firmly driven into the ground. They must be capable of staying in place for the whole event.

The Control signs should be erected by the respective marshal group at the start and finish venues. These signs should be placed in accordance with those shown in Chapter Eight item 4 of this booklet.

One of the key concerns is the possibility of a stage breach at either the start, but more particularly the finish of a stage between the time the Safety Car has cleared the stage and the arrival of the first competing car. Both the start and finish control areas should be protected during this period by parking one of the marshals vehicles across the road or by the placement of a physical barrier across the road so that it is extremely difficult for a member of the public to drive through and onto the stage.

Wherever a side road joins the rally route a “block marshal” should be set in place. Block marshals should be given suitable identification such as official “bibs” or tags. They must be issued with copies of relevant information. They must be clearly instructed as to their role, which includes preventing all vehicle access onto the stage after the Safety Car has passed their location until such time as the Sweeper Car has passed. Where possible their vehicle or a physical barrier should be placed in a safe position sufficiently back from the intersection with the stage road to prevent inadvertent or deliberate breaches of stage security. The block marshal should also have spectator safety instruction sheets for handing out to any spectators who arrive at the point.

If there are any unattended vehicles on the side of the route an effort should be made to locate the driver and have it shifted. If no driver can be found then a warning notice should be affixed to the car to advise the driver of the rally and steps taken to ensure the vehicle cannot be moved until after the event.

Organisers should also consider advisory signs:

- Immediately prior to the start line requesting the competitors to check correct fastenings of helmets and safety harnesses.
- Advising in three equal points the distance to go to the stop control point after crossing the finish line (reference FIA signage).

## **START ORDER**

<b>References to this subject</b>
<b>Appendix Three Schedule R Section 1, Article 10.1</b>
<b>Appendix Three Schedule R Section 2, Article 4</b>

Before establishing the start order organisers are advised to consider the MotorSport NZ seeded drivers list and consult with the seeding officer of the appropriate regional rally series.

## **MOTORSPORT NZ SEEDED DRIVERS**

<b>References to this subject</b>
<b>Appendix Three Schedule R Section 2, Article 10.1</b>
<b>Articles of NZ Rally Championship</b>

Organisers of MotorSport NZ Rally Championship events are bound to incorporate the entered seeded drivers when allocating start orders as follows. Start order shall be awarded in the following order:

- One: Drivers seeded by MotorSport NZ First List (A Seed).
- Two: Drivers seeded by MotorSport NZ Second List (B Seed).
- Three: All the other drivers following a start order left to the initiative of the event organiser.

*Note: The final discretion as to seeded start orders lies with MotorSport NZ.*

## **START TIME INTERVALS**

<b>References to this subject</b>
<b>Appendix Three Schedule R Section 1, Article 10.2</b>
<b>Appendix Three Schedule R Section 1, Article 12.3(b)</b>
<b>Articles of the NZ Rally Championship</b>

In a MotorSport NZ Rally Championship event drivers seeded by MotorSport NZ as in One: and Two: above and starting the event plus a maximum of five other drivers shall start each special stage at two minute intervals. The remainder of the field will start at one-minute intervals. The organisers should identify such competitors by placing a small sign on the windscreen denoting two minutes, thereby alerting your stage crews.

Organisers of non-championship events are not bound to provide the two-minute intervals but are recommended to incorporate the application when compiling the start order. Appendix Three Schedule R details a number of conditions relating to starting intervals such as:

- Special stages run on loose (gravel) surfaces shall have starting intervals of 1 minute between each competing car. The Clerk of the Course may, at his / her sole discretion, increase the starting interval between competitors in unusual circumstances (e.g. excessive dust) however; under no circumstances shall the starting interval between cars be less than 1 minute unless it is a Super Special Stage and the particular circumstances have received prior approval from MotorSport NZ.
- Special stages run on tarmac the Clerk of the Course may elect to start cars at intervals of less than 1 minute provided that in no circumstances shall the starting interval between cars be less than 30 seconds unless it is a Super Special Stage and the particular circumstances have received prior approval from MotorSport NZ.

## **STAGE CLEARANCE**

<b>References to this subject</b>
<b>Appendix Three Schedule R Section 2, Article 7.3(1)</b>
<b>RY013 – Safety Car Clearance Certificate – MotorSport NZ website</b>

At the road closure time, or in the case of a forest stage about half an hour (depending on stage length) before the due time for the first competing car, the safety car should proceed through each stage.

The role of the safety car officials include, to check that:

- The entire route is negotiable.
- Timing crews are set up in the correct positions
- Radio communications are in place and have contact with Rally HQ
- Medical crews and FIV's are set up in their correct places
- All block marshals and signs are in their correct position.
- All gates are shut, all side-tracks taped off and the course is safe.
- Any unattended vehicles on the route are in a safe position and a clear notice is left to advise the driver of the rally.

Upon reaching the end of the stage the Safety Car crew shall advise the Clerk of the Course at Rally HQ of the stage status and sign off the stage clearance certificate.

No vehicles apart from Stewards, Observers, Warning cars and competing cars are allowed on the stage after the passage of the Safety Car.

The Clerk of the Course (or Rally HQ acting on behalf) will give the final authorisation for the stage to run.

## **SAFETY CAR**

<b>References to this subject</b>
<b>Appendix Two Schedule H Chapter 3, Article 3.3</b>
<b>Appendix Three Schedule R Section 2, Article 7.3(1)</b>
<b>RY013 – Safety Car Clearance Certificate – MotorSport NZ website</b>

The safety car must be equipped with identification signs on both front doors, an amber flashing light mounted on the roof and an audible alarm. By using these devices the safety car advises residents and others along the route that the road is now closed.

Once the safety car has passed the control and block marshals, these personnel must not allow any vehicles other than warning cars and the competitors to enter the stage.

*Note: The Timing or Route and Speed Schedule does make allowances for Stewards and Observers to enter a stage after the safety car but before the Warning (zero) car(s) it is important that the stage marshals are briefed on this subject.*

The safety car must have passed right through the stage and declared it to be safe before clearance can be given for the first competing car to start the stage.

The clearance from the safety car is conveyed to the Finish Control marshal. If the finish control is fully set up the finish control must radio the clearance to the start control. If the start control is fully set up and the first aid and recovery vehicles are on site then the start control marshal can declare the stage ready to run. The target should be to reach this stage about 15 minutes before the due start time for the first competing car.

The stage clearance must be advised to Rally Headquarters.

It is advisable to use a colour code system for signifying the state of the stage. The standard colour coding is:

Purple	Stage arrowed, all side roads taped
Red	Control groups in position and set up
Yellow	Stage cleared to run
Green	Competing cars progressing through stage
Black	Sweeper car progressing through stage
White	Stage has been stopped due to an accident or emergency

## **WARNING (ZERO) CAR**

<b>References to this subject</b>
<b>Appendix Two Schedule H Chapter 3, Article 3.3</b>
<b>Appendix Three Schedule R Section 2, Article 7.3(2)</b>
<b>RY013 – Safety Car Clearance Certificate – MotorSport NZ website</b>

Where a number of spectators are expected it is advisable to run a Warning (zero) car(s) through the stage ahead of the first competing car. The purpose of warning car(s) is to warn spectators that the first rally car is due through shortly. The warning car(s) should be fully equipped with safety equipment to Schedule A standards and the crew clad in safety apparel. The car(s) should be fitted with an audible alarm, warning lights and identified with 0 or 00 on door banner.

*Note: The use of at least one Warning (zero) car is mandatory on all MotorSport NZ Rally Championship events and strongly recommended on all other rallies.*

The Warning car(s) should be started a sufficient time before the first car to be sure that it would reach the finish line ahead of that first car.

The Warning car(s) should complete all stage paperwork as if it were a competitor. This is an opportunity to give the stage marshals a dummy run to ensure that their systems are fully operational.

It is the Warning car(s) crew(s) responsibility to:

1. Provide warning to spectators of the competing cars proximity.
2. Travel at a speed that enables the car to stop safely in the event of an unexpected road blockage (stock, vehicles etc) yet reaches the end of the stage before the first competing car.

*Note: The Warning car should complete the stage with sufficient time that the first competing car is not disadvantaged by dust.*

3. If encountering a member of the public or property owner driving on the stage the vehicle must be stopped and removed to a position of safety.
4. Wear the correct safety apparel and helmets on all special stages.
5. Look for changes in conditions, signs or arrows since the safety car cleared the stage. Advise any changes to Post Chief.
6. Assist in training of start/finish crews by giving advice on information on time cards, etc.
7. Constantly re-evaluate throughout the day the time distance required to remain in front of competing cars.
8. Portray a responsible attitude at all times.

**There can be a tendency for Zero car drivers to treat their role as that of an unofficial competitor. In fact, they are the last safety and procedure check prior to the competing cars entering the special stage. Zero cars are of no use to the event if they have left the road due to travelling at excessive speed. Organisers must ensure these volunteers understand fully the function they are required to perform, its importance and the need to act appropriately and responsibly. It is preferable that Zero cars are in radio contact with Rally HQ if possible.**

## **STAGE OFFICIALS**

<b>References to this subject</b>
<b>Appendix Three Schedule R Section 1, Article 11 &amp; 12</b>
<b>RY001 – Start Control Log – MotorSport NZ website</b>
<b>RY002 – Start Finish Line Log – MotorSport NZ website</b>
<b>RY003 – Finish Line Backup Log – MotorSport NZ website</b>
<b>RY004 – Finish Control Log – MotorSport NZ website</b>
<b>RY005 – Service – Regroup In or Out Control Log – MotorSport NZ website</b>
<b>RY008 – Criss Cross Sheet Start Order – MotorSport NZ website</b>
<b>RY009 – Time card Stage – MotorSport NZ website</b>
<b>RY010 – Time card Touring – MotorSport NZ website</b>
<b>RY018 – Control Layouts – MotorSport NZ website</b>
<b>RY034 – Notification of Withdrawal – MotorSport NZ website</b>
<b>RY037 – Notification of Temp Withdrawal – MotorSport NZ website</b>
<b>RY038 – Notification of Rejoining – MotorSport NZ website</b>

The start and finish areas for each special stage should be under the control of an adequately resourced control group.

The start crew should consist of (at least):

- Two marshal to check competitors in at the end of the touring stage ('A' Control).
- Two marshals to handle paperwork and the start procedure at the start line.

One of the group must be nominated as the post chief (controller) and be clearly identified as such.

The finish crew should consist of (at least):

- One marshals at the flying finish line to record the passage of the rally cars across the line.
- Two marshals in the finish control to complete the necessary paperwork.
- One marshal to direct the competitors to stop in a safe place and to take the drivers card to the control marshals for completion. i.e. One roving marshal to control parking of spectator's cars and to keep the braking and control area clear and safe.

Again, one of the group must be nominated as the controller and be clearly identified as such. The finish post chief should be stationed at the stop control, not the flying finish.

The post chiefs of each group have a special role in the event of an accident on the stage. The post chief at the finish must determine details of the accident from the competitor who reports it and immediately advise the Rally HQ and the Clerk of the Course who will determine the course of action to be taken. If it is decided that the stage must be stopped and an ambulance sent to the accident then the start post chief becomes involved. Neither of these post chiefs should however act without communicating with Rally HQ and the Clerk of the Course.

Accident procedure is covered later in this handbook.

## **FIRST AID**

<b>References to this subject</b>
<b>Appendix Two Schedule H Chapter 3, Article 4</b>
<b>Appendix Three Schedule R Section 2, Article 7.4</b>

The requirements will be established in accordance with the dictates of the Safety Plan generally it will specify that at least one qualified First Aid person, together with an ambulance vehicle must be present at the start of every special stage. If a regular ambulance service is not available then the minimum requirement shall be:

- An ambulance vehicle or station wagon or van fully enclosed with a rear opening door, with unencumbered carriage space of at least two metres by one metre, which may not be measured with the tail gate down. The vehicle must be manned by at least one qualified First Aid person (e.g. St John Ambulance, NZ Certificate of Nursing, NZ Red Cross or other qualification approved by the MotorSport NZ Medical Assessor).

## **COMMUNICATIONS**

<b>References to this subject</b>
<b>Appendix Two Schedule H Chapter 3, Article 4</b>

An efficient communications network is essential for the smooth operation and safety aspects of a rally.

Organisers must establish reliable communications networks:

- (a) Between all start and finish controls of special stages.
- (b) Between special stages and Rally HQ.
- (c) Between Rally HQ and all senior officials, e.g. Clerk(s) of Course, Safety Car, Sweeper Car, Zero Car(s), etc.

All stages over 30km (Sch H, Art 4.1(2)) must have intermediate radio points, with communications to the start control, finish controls and preferably also to Rally HQ. The location of such intermediate radio points must be shown in the road book and the appropriate standard sign installed at their location on the stage.

*Note: For Rallysprints at least one intermediary point shall be established.*

As an alternative to a radio point, if telephone coverage is possible from an intermediate point (e.g. farm building or house) then this may be used provided that:;

- (a) The organiser is satisfied that the telephone will be available to competitors or a marshal in the event of an emergency, and
- (b) That the location is shown in the road book and the appropriate standard sign installed at their location on the stage

The organisers should test radio reception to all start and finish points before the rally. It is a real problem to find out on the day of the event that one of your control areas is in an area of poor radio reception.

In any case where clear communication cannot be established between start and finish controls and Rally HQ then that special stage must not be run.

If possible a separate frequency should be used for transmission of results from stage finishes to Rally HQ. Should this not be possible then all radio operators should be advised that results transmissions are of a secondary nature to all other transmissions.

A list of cell phone numbers for all key officials should be prepared and distributed prior to the event start.

## **YELLOW FLAG**

<b>References to this subject</b>
<b>Appendix Three Schedule R Section 1, Article 14.2(g)</b>

The use of yellow flags at mid-stage radio points, to slow rally traffic in the case of a serious incident ahead, is becoming more common.

At the time of publication the use of yellow flags is discretionary.

Should event organisers choose to utilise yellow flags they must draw the competitors' attention to this by issuing notice in the Supplementary Regulations and including the contents of Manual 33 Schedule R 14.2(g) in a prominent place in the road book.

## **VEHICLE RECOVERY**

The organisers have a duty to ensure that any competing vehicle that crashes during a special stage is recovered at least to the nearest public road. The competitors must be advised in pre-event information what arrangements have been made for vehicle recovery. It is recommended that a fully equipped recovery vehicle should be available for each special stage in case there should be a need to right a vehicle in emergency.

## **PROGRESS RESULTS**

On event progress results shall be available to all competitors during the rally. Finish groups can easily handle a result board at stage finish controls provided they have sufficient manpower and if their radio operator receives the results transmissions from the finish of the previous stage. Organisers are urged to provide this service to competitors and the stage end spectators.

Generally results collection is handled via the communications network and calculations processed using a computer. If an efficient system is established then progress results will be available throughout the event. Provisional results should be available within 30 minutes of last competitor completing the event.

It is a good policy to broadcast brief progress results over the communication network so that officials and other marshals in the field are informed of the state of the rally. For all major events the organisers should endeavour to give progress results to local and/or national radio stations to keep the public informed. Remember that our sport relies on the assistance and goodwill of a large number of people. We should put some effort into keeping these people informed of what is going on.

Results should be faxed to service parks and copied for distribution at the entry points for competitors and the public. If Internet results are available it may be easier to download these from the net rather than faxing them through.

The operation of the processing of results should be under the control of a competent Results Officer. Many post event hassles can be avoided if the results officer can identify any stage times for a competitor that don't look right as they are processed. In this instance an enquiry can be effected immediately and usually the problem can be sorted out quickly. This avoids the embarrassment of releasing incorrect results to the media. It will also minimise enquiries after posting provisional results.

Make available **unofficial** results as early as possible at the finish venue. It informs competitors and can give quick notification of problems.

Results charts showing overall positions after each stage are invaluable to the media.

Ensure that timecards are checked at Rally HQ as soon as possible after they are received for addition of penalties and errors so that the results can be amended accordingly.

## **SWEeper CAR**

<b>References to this subject</b>
<b>Appendix Two Schedule H Chapter 3, Article 3.3</b>
<b>Appendix Three Schedule R Section 2, Article 7.3(3)</b>

A Sweeper Car must traverse the entire route after the passage of the last competing car. The duties of the Sweeper Car include:

- Accounting for every competitor in each and every special stage.
- Advising residents, block marshals and spectators that the special stage has concluded and the road is opened for normal use again.
- Collecting the paperwork from the control marshals and delivering it to Rally HQ.

*Note: The Sweeper car crew should also be requested to note any fence, property or major road damage in their road book against the appropriate road book instruction. This is of great assistance to organisers in ensuring that all damage has been accounted for and may save the necessity of a post event road checking run.*

The Sweeper Car must be clearly identified with signs on both front doors and be equipped with a flashing amber light mounted on the roof and an audible alarm.

The Sweeper Car should establish that all cars that completed the previous special stage are accounted for before they start into the next stage. They must account for every competitor that started the stage either by ascertaining that all cars completed the stage or locating any competitors that expired or crashed on the stage.

For rallies that permit rejoining by competitors the sweeper car crew must pay particular attention to withdrawals and rejoins by maintaining regular contact with Rally HQ.

The Sweeper Car should carry a ROAD OPEN sign on the back of the vehicle.

## **TIDYING-UP STAGES**

It is recommended that after the sweeper car has gone through the stage then a further crew should go through the stage to do a final tidy-up. Remember at this time the road is now open.

Start and finish control groups should tidy up the control areas, picking up any litter, removing signs and generally leaving the area as it was before the event.

The tidy-up crew should ensure that all arrows are collected, all tape removed from side roads and gateways and any notices left on gateways or on stationary vehicles are removed. They must keep an eye out for any property damage (broken fences etc) that may have occurred and ensure that temporary repairs are carried out. Any damage must be recorded and reported to Rally HQ so that arrangements can be made for permanent repairs to be carried out at a later date (preferably the next day).

Attention should be given to any areas where there may have been a number of spectators to ensure that any litter is tidied up.

## **ACCIDENT & EMERGENCY PROCEDURES**

<b>References to this subject</b>
<b>Appendix One Schedule G Articles 4 &amp; 5</b>
<b>Appendix Three Schedule R Section 1, Article 14</b>
<b>MRY205 – Injury Accident Information Checklist – MotorSport NZ website</b>
<b>ACC01 – MSNZ Accident Report – MotorSport NZ website</b>
<b>MA01 – On Site Medical Assessment Form – MotorSport NZ website</b>
<b>MA02 – Medical Clearance to Compete Form – MotorSport NZ website</b>
<b>MA03 – Accident and Injury Reporting Procedure – MotorSport NZ website</b>

*Note: All Assistant Clerks of the Course, Accident Investigator(s), Post Chiefs including stage controllers need to be fully briefed by the Clerk of the Course on “Dealing with Accidents and Incidents” and “Dealing with a fatal or serious accident that may later result in death” procedures as detailed in the current MotorSport Manual Appendix One Schedule G.*

If a serious accident occurs in a special stage a competitor will convey the information on the accident to the finish control.

The Post Chief at the finish control has a responsibility to obtain full details of the accident, particularly as to the location (usually identified by Road Book page number, tulip number and distance from start and finish) and the extent of injuries to the competing car crew and/or spectators. In the case of bodily injury, the competitor reporting the accident should be held at the finish control until cleared by the Clerk of the Course in case further questioning is required.

The details of the accident must be advised in brief urgently by radio to Rally HQ and to the start control group. If it is deemed necessary for the First Aid vehicle to enter the stage then the order to stop the stage will be given from Rally HQ.

A fully written report, on the MotorSport Accident Report form, is required following any accident or incident at an Event, that results in any party requiring medical attention.

At major events, the organisers should have an Accident Investigator appointed who should be available to perform all the necessary functions should there be any accidents or incidents.

Remember that prompt action is important and that careful notes will be critical for any subsequent enquiry.

While all this is going on Rally HQ should not forget to sort out those competitors who were stopped from going into the stage. If it is ascertained that the route is safe, then the competitors could be toured through the stage to the next stage. Otherwise, an alternative route to the next stage will have to be sorted out and the competitors so instructed.

In some cases a non-Injury accident may cause a stage to be stopped. As an example, a competitor may hit a power pole bringing it and live power lines down across the road. In such a case it is important that the details are ascertained and the necessary authorities contacted as soon as possible.

### **ACTION IN EVENT OF FORCE MAJEURE**

In a rally anything can happen. The good organisers are those who can cope with an unexpected incident with the minimum of fuss.

If something major happens that will prevent the running of the stage it is most likely that the arrow party will be the first to encounter it. The problem could be a major slip or a large tree fallen across the road or floodwaters. In a case such as this the organisers will get an early warning and be able to arrange an alternative route to tour the competitors around the problem area.

There may be some cases where a resident on a special stage suffers an emergency, such as fire or serious illness, during the running of a stage. Each such case must be treated on its merits but in no circumstances should an emergency vehicle be delayed.

## CHAPTER SIX

### Documentation and Scrutineering

#### **CHECKING DRIVER DOCUMENTS**

<b>References to this subject</b>
National Sporting Code Part IV
Appendix Two Schedule A Article 3
<b>Appendix Three Schedule R Section 1, Article 1.2</b>
Appendix Three Schedule R Section 1, Article 8
Appendix Three Schedule R Addenda R(2)

The organiser must arrange an efficient team to carry out documentation checks for all drivers. This activity is either carried out at the scrutineering venue or at the Rally Secretariat. As organiser you must ensure that the competitors are advised of the location and time to present themselves in either the Supplementary Regulations or Acceptance of Entry.

The documentation checks are to include:

- Driver's civil driving licence.
- Driver's competition licences and Club Membership; expiry dates especially.
- Entry form details are filled in and correct.
- Service crew registration.

*Note: Organisers are recommended to request cellphone numbers from the Service Crews as well as the Entrant and Drivers*

The documentation crew should also issue the necessary documentation and livery (e.g. Road Book, Service Crew Guide, Door Banners etc).

The Chief Scrutineer, or delegate, shall be part of the documentation team to:

- Sight all vehicle log books,
- Sign off log books, for vehicles that are not selected for a Scrutineering Audit and have no outstanding faults, with the comment 'Not Audited', and
- Hold any log books for vehicles that have been selected for a Scrutineering Audit or have an outstanding fault. The log book will be signed off and returned to the competitor upon completion of a clear audit.

*Note: All vehicles competing are required to have a Vehicle Log Book.*

## **SCRUTINEERING VENUE**

The organisers should select a scrutineering venue that:

- Preferably allows more than one car to be checked at one time.
- Allows entry at one end and exit at the other.
- Is fully equipped for inspecting cars, i.e. have concrete floor and be equipped with service pits, vehicle hoists or good floor jacks.
- Is well lit and clean and tidy.
- Has ample parking nearby and a suitable area for unloading vehicles off trailers.
- Is preferably not accessed directly from a main arterial road.
- Has a suitable area for conducting documentation of the crews.
- Ensures all livery is correctly fitted **prior to scrutineering**.

Scrutineering should be carried out well before the start of the event. It is important and should not be rushed.

It is important that there are sufficient personnel available to control spectators and service crews. The scrutineers need plenty of room to operate without being crowded.

Make sure that the scrutineering assistants are well briefed in their duties and have a detailed list of items that they are to inspect.

Vehicles shall be brought to scrutineering for checking the livery, and technical and eligibility checks at national championship events. Those vehicles that are not required by scrutineers for audit, turbo restrictor checks, etc., shall then pass straight through.

The purpose of pre-event scrutineering is to ensure that competing vehicles and the crews equipment are safe to do the event. Eligibility inspections are the responsibility of the MotorSport NZ Technical Department or Series Technical Officer.

## **SCRUTINEERING AUDITS OF THE VEHICLES**

<b>References to this subject</b>
<b>National Sporting Code Part V</b>
<b>Appendix Two Schedule A Part One, Article 3.1 (4)</b>
<b>Appendix Three Schedule R Section 1, Article 8</b>
<b>T008 - Report to CotC result of Scrutineering audit – MotorSport NZ website</b>
<b>T009 - Scrutineering audit summary – MotorSport NZ website</b>
<b>T013 - Scrutineer audit programme – MotorSport NZ website</b>
<b>T014 - Scrutineer audit worksheet – MotorSport NZ website</b>

A minimum of 15% of all competing vehicles at an event shall be audited for compliance with the safety requirements set out in Appendix Two Schedule A. The organisers may choose to audit more than 15%, and in some cases they may decide it is appropriate to audit all competing vehicles. The Clerk of the Course and/or the Chief Scrutineer shall decide which vehicles shall be audited; however, the following vehicles must be included:

- Vehicles with outstanding defects; and
- Vehicles, which have not been audited at the last two Events entered; and
- Vehicles and/or competitors known to be competing for the first time, and
- Vehicles without a MotorSport NZ logbook.

*Note: Competitors may request an audit to be carried out on their vehicle.*

The inspection items are categorised according to their effect on driver safety:

- **Safety Critical:** Those items that have a direct effect on the driver's ability to avoid or survive an accident.
- **Safety (Non-critical):** Other items that affect driver safety.
- **Non-Safety:** Items that do not affect driver safety.

At least three 'Safety Critical' items and three 'Safety' items shall be checked at each audit and from time to time a 'Non Safety' item. At some events it will be appropriate to audit all items. A quick reference list of items appears in the Scrutineers Handbook.

A 'paper trail' must be maintained for scrutineering that gives evidence of compliance with MotorSport New Zealand requirements. Some standard forms are available from the MotorSport NZ office, however organisers may choose to design their own forms for the event.

The minimum documentation required is:

- **Record of Cars Competing:** Start list.
- **Report to the Clerk of the Course:** Used where there is a breach of MotorSport NZ requirements (Form T008).
- **Record of the Inspections Carried Out:** Chief Scrutineers closing report to the Clerk of the Course that summarises the checks carried out during the event (Form T009).

*Note: At events where MotorSport NZ Technical Officers are appointed, they will be responsible to ensure that the scrutineers are carrying out their audit duties in accordance with MotorSport NZ policy.*

No vehicle should be passed to compete unless the Log Book has been presented.

The Scrutineers job does not end when the rally starts. The Chief Scrutineer and an assistant need to be out on the event, particularly attending any Re-grouping Points or Parc Fermé areas. They should visually inspect all cars for damage that may have occurred which may have rendered them unsafe to continue. Where there is any suspicion of unsafe equipment the vehicle should be re-scrutineered and should not be permitted to proceed until the defect has been corrected. They also must be available to carry out inspections on the request of the Clerk of the Course. As such they must advise the rally control of their location during the rally.

## **BRIEFING OF NOVICE COMPETITORS**

<b>References to this subject</b>
<b>Appendix Three Schedule R Section 1, Article 8.4</b>
<b>RY036 – New Competitor Briefing Template – MotorSport NZ website</b>

The Clerk of the Course is responsible to organise a briefing by a senior and experienced rally competitor or organiser for all competitors who have competed in less than three rallies.

The briefing shall cover all aspects of competitor safety procedures and actions including:

- The necessity to make notes in the Road Book adjacent to the appropriate instruction of any cars stopped in the stage.
- Looking for, reading and signing all Bulletins issued.
- The Co Driver taking the Road Book with them when checking into Controls so they can accurately notate any bulletins or additional stage information in the appropriate place.
- A clear understanding of the rally signs and their meanings

A briefing checklist has been established for this purpose.

## **COMPETITOR BRIEFING**

<b>References to this subject</b>
<b>Appendix Three Schedule R Section 1, Article 8.4</b>

It is less common these days however if you feel it is necessary to conduct a competitor briefing before the event to explain some particular event details, then ensure you clearly set the time in the regulations and keep to it. A roll call should be made to ensure all competitors are present.

Keep the briefing clear and concise. REMEMBER you cannot introduce any new rules or regulations, you can only explain details of event, e.g. tow vehicle arrangements, road damage, etc.

# CHAPTER SEVEN

## General

### **THE EVENT BUDGET**

References to this subject
<b>Appendix One Schedule B – Fees and Charges</b>

One of the prime objectives for Rally Organisers is to run the event at a profit or at least no-loss. Your club will not thank you if you run a top class event that is a significant drain on the club's finances.

In order to have some confidence in meeting this objective it is important that a detailed budget is prepared at an early stage. It is then important to monitor commitments to gauge how actual expenses and income are running against budget. The art of good budgeting is to know at an early stage of any budget blowouts so that adjustments can be made to compensate.

The budget should include all expected expenditures and an estimate of income from all sources. Records of actual financial results from previous events will be a useful guide but be aware of any changes that may impact. There is a need to consider where any economies can be made from the previous event.

There are two main sources of income:

- Entry fees
- Sponsorship

When assessing entry fees do not overlook the need to collect the relevant MotorSport NZ levies as well as sufficient revenue to cover the direct costs of running the event. Balance against this what level of fees the average competitor will be willing to pay for your event given its stage distances, need for accommodation and overall value for money. It is often better to attract more entries than to increase entry fees if you need to boost income.

Any income from sponsorship should be used to provide prize-money.

Competitors these days are looking for good value for money. They will measure value in terms of:

- Distance and variety of special stages
- Potential for exposure and publicity for their own sponsors.
- The classification of the event, e.g. International, Championship or National.

Once you have put your event package together there is a need to "market" the event to attract potential competitors.

When you are plotting the event you will need to pay careful attention to the likelihood of road damage resulting from the event. Even if the roading authority does not require payment for road damage in the year of the event the result of the event will be considered in future years. Road damage charges can represent a large item on the budget that can run away with expenses. It is important that exposure to risk of road damage charges is minimised.

Most of the other expenses for the event can be kept in check by careful attention to planning. For example, it should be possible to organise the whole event by covering the entire route four times. If through poor planning additional trips are required, there will be additional expenses.

At every meeting of the organising committee there should be a discussion on the budget and a review of actual income and expenditure.

## **SPONSORSHIP**

Sponsorship of your event is important, as an association with a good sponsor will increase the profile of your event. A higher profile will inevitably result in more entries, which means more income.

Securing sponsorship is one of the more difficult aspects of event organising. Sponsors are not just benevolent supporters of the sport they are commercial firms who are seeking a good avenue for publicity. You must consider sponsorship as a working partnership in which both parties want a return for their involvement.

All successful companies have a publicity budget. They are looking for opportunities that will give them a good potential return for their advertising dollar. The challenge for organisers is to be able to present potential sponsors with an attractive package that will convince them that you are offering them good exposure.

It is not good enough to simply write letters to a wide range of firms asking them to sponsor your event. That approach is doomed to failure and frustration. Obtaining sponsorship is a marketing exercise.

The first step is to put together a presentation package that can be used to support your approach. This package should include information on the areas that your event will cover and your proposals for media coverage (radio, newspapers, television). It should highlight any top competitors that you expect to attract and any opportunities that they may have for direct exposure (eg. banners at publicity stages, displays at stopover points). You should be positive about the amount of sponsorship sought and what you intend to use the money (or product) for.

Next, you need to make a list of potential sponsors. Initially the list should include a wide range of firms, local, regional and national. Then you should apply a ranking to the list so that you can arrange them in descending order of likely success. Then, starting from the top of the list make appointments and personally visit the General Manager of the firm. Take a positive approach remember that you are trying to sell a promotion opportunity, not asking for a donation. If you get a negative response be pro-active and ask for reasons. Seek advice as to how your presentation could be improved to be more attractive.

Being turned down should not put you off. Learn from the experience and go on to other firms on your list with a brushed up approach.

There are consultants available who specialise in assisting sports clubs in seeking sponsors. In some cases there will be advantage in utilising one of these consultants either for assisting you with preparation of your presentation, or in the whole negotiation process.

Once you have been successful in obtaining a sponsor, it is important to involve them in your organisation so they feel part of the event. Make sure that you deliver as far as possible on what you have offered. You should make a scrapbook of all publicity material and press clippings and present this to the sponsor at the end of the event.

If you treat your sponsor well, then they will be more inclined to renew their sponsorship for your next event or to assist you in obtaining another sponsor. If you let your sponsor down then it may make it more difficult to obtain sponsorship for the future.

## **PUBLICITY**

Rallying is a sport that relies heavily on the understanding and support of the public for continued access to roads for special stages.

The sport also relies heavily on support from sponsors of both cars and events.

Hiding events away from the public will ultimately result in loss of both venues and sponsors.

Publicity for a rally is an area where organisers need to put a lot of effort.

The principal elements in publicising an event are:

- Organise an event that provides ample opportunities for spectators.
- Organise a special publicity stage(s).
- Promote the event to potential competitors to attract a good field.
- Promote the event to the public both before and afterwards.
- Ensure you have the ability to post progress and final results on to a website linked to the MotorSport NZ website.

Clearly all elements are important. There is not much point in publicising an event that is run in the depths of a forest late at night.

There will be a need to appoint a person as publicity officer. That person should be someone who is familiar with the sport and has some experience of organising publicity. They should attend some meetings of the organising committee but need not be a member of the core committee.

The publicity needs to be properly planned not left until the last two or three weeks. The publicity officer needs to put together a programme for the various elements of the publicity plan and define the information that is needed and when it is needed.

For promoting the event to potential competitors a description of the different types of stages and the areas (not venues) and times that they will be held is needed. Special emphasis on any planned publicity stage or stopover in a town should be made. Try to emphasise any element that makes your event unique and of special value for competitors.

There are special avenues for promoting the event proper. Publicity should be targeted to specific areas where possible. Use local free newspapers to publicise spectator viewing points in the local area.

Usually if you go to the trouble of preparing media releases with maps and send these to the newspapers they will be printed.

If you want publicity you have to put in the effort!

## **MEDIA LIAISON**

<b>References to this subject</b>
<b>MotorSport Media Association membership list – MotorSport NZ website</b>

Organisers are urged to ensure that all members of the MotorSport Media Association are included on all mailings associated with the event. A full contact list can be obtained from [www.motorsport.org.nz/Media/media.htm](http://www.motorsport.org.nz/Media/media.htm)

The organising committee should appoint someone to be the media officer for the event, who has knowledge of the sport, the event and any championships surrounding the event.

This person should be given the greatest assistance from the organising committee and should have available the latest information should the media contact him in regard to the event and its running.

Thought should be given to a budget for publicity through the media.

Statements regarding the event should only be made with the approval of the chairman or Clerk of the Course. No statements should be made in the case of injury accidents.

1. Find out and know whom the sports or motoring editor is of all the various publications in your area. In some places the motoring editor covers motorsport and in others it comes under the control of the sports editor.
2. Find out and know the best contact in radio and television. Both for local and national and the independents. It is not necessarily the head of sports in these fields that is most helpful or interested in Rallying.
3. You should be feeding these people both verbal and written information about your event in the weeks before it happens. Contact is relatively easy once you have a list of contacts names, phone and fax numbers.
4. Written contact should take the form of clearly typed numbered press releases. These should have double line spacing and should be printed on one side of the paper only. Paragraphs should be kept short, two sentences at the most.

5. Work on a grouping of four separate fax releases:
  - (a) When the entry list is initially closed: Information on the field; location of main activities such as scrutineering and documentation, pre event function, where and when prizegiving will be held; when results will be available.
  - (b) On the Wednesday before the event: Any dramas about preparation of cars; sponsorships; information about the course, the field and the route.
  - (c) At the end of the event: Top 10 placings with Drivers, Co-drivers, Cars and times.
  - (d) Within a few days of the end of the event: Tie up the whole event including comment on stages, results, championships and rounds. Include a good 'action' photograph if possible.
6. Press releases should start with the most interesting facts, ie. National Champion is surprise entry for local Rally, but not . . . the X.Y.Z. Car Club is running the local rally next week.
7. Providing photographs with press releases is a good idea, more especially for the local papers, keeps in mind the cost here. In each case the press release should finish with the contact address, phone number and fax number (if there is one) of the event's PR person.
8. Apart from distributing press releases to all media outlets papers, radio and TV in the area of the event, they should be sent to the New Zealand Press Association in Wellington, Radio Network in Wellington, Independent Radio News in Auckland and TVNZ and TV3 in Wellington and Auckland.
9. Contact should be made with all major media outlets just prior to the event to see if they intend covering the event personally. If not an offer should be made to feed them with results and incidents during the event (for Radio) or immediately after the finish (newspapers).
10. When planning the event give some consideration to the deadlines of the news media. Sometimes if planning will allow it, it is better to finish a Saturday event by 8.00 pm, so that coverage can be arranged for the major Sunday papers, though most major morning daily papers will still at least cover the results on the Monday.
11. If you are running a National event, you should also be sending press releases to the main newspapers in the provincial and metropolitan cities throughout the country. The chances are that there will be competitors from their area in your event.
12. Once the event is over, the PR job is not. Find out if the local paper is sending the report and results to the New Zealand Press Association and if not, arrange to do this yourself.
13. The results collation for your event should be set up in such a way that Radio and a website can be fed updated information, incidents and results at a minimum of two hours and preferably every hour. Continue to feed this information even if nothing is reported, there may well be some sport of greater importance to the reporter but he might put your report aside till later in the day.

14. If you are running a National event, you should be telling the whole country, regardless of the profile of your sponsor, be it only the local garage. You are in this to promote motorsport.
15. National events demand national publicity. You owe it to the sport. You owe it to the competitors from around the country, who have come to compete in your event. You also owe it to yourselves for all the hard work put into organising the event. Part of the reward is to see the event well publicised.
16. Within a couple of days after the event, issue a final press release, highlighting the close competition or dramas of the rally. While this will not appeal to the major daily papers, or the electronic media, it will probably be picked up by the local community papers, who have a history of printing most things, provided it is well presented and in clear concise English, especially if a local entrant is mentioned. Again photos could be of use here.
17. In the case of Championship Events, contact The Motorsport Company in the first instance to coordinate media publicity.

## **DEBRIEF**

A good record of what occurred both positive and negative on the rally is of immense benefit to future events. The following is a suggested list of subject headings for a debrief:

- Sponsorship
- Planning and Preparation
- Scrutineering, Documentation, pre-event administration
- Reconnaissance
- Officials efficiency, problem
- Time schedule
- Regroups
- Equipment
- Rally Base
- Block Marshals
- Arrow/tape recovery parties
- Reporting systems
- Fuel, food, rest
- Safety cars
- Tail cars
- Ambulance coverage
- Publicity and Public Relations
- Event Safety Plan, including its effectiveness and your adherence to it
- Documents, Books, Instructions
- Parc Fermé
- Start and Finish activities
- Rally route, special stages
- Controls and timing teams
- Communications
- Results-collection, compilation
- Arrow/tape parties
- Damage
- Service crews, servicing areas
- Prizegiving function, other functions
- Recovery

## **THE RALLY OBSERVATION SYSTEM**

References to this subject
Chapter Nine of this Booklet

The observation system has been operating for all World Championship events for many years. It was introduced in NZ some years ago in an effort to assist organisers to improve the standard of their events. It has been a contributor to the general improvement in the standard of events over recent years.

The observation of a rally is not a policing exercise. At the very extreme an event may be downgraded for the next year following a bad observation report. If two or more clubs are vying for one NZ Rally Championship event then the observation reports will be taken as part of the consideration of which club is successful. The system is intended to help organisers learn from their experiences so that their efforts for improving their event for the next year can be targeted to the areas where weaknesses have been identified.

Organising Clubs are responsible to meet the observer's costs.

# **CHAPTER EIGHT**

## **Addendum**

### **CONTENTS**

1. SAMPLE LETTERS
2. ROAD CLOSURE SAMPLE WARNING NOTICE
3. ROAD CLOSURE AND CONTROL SIGN LAYOUT
4. ROAD CLOSED SIGN SPECIFICATIONS

## 1. SAMPLE LETTERS

### **(1) RESIDENTS – First advise of Event**

Dear Resident

Our purpose for calling is to inform you of the proposed temporary closure of your road. The reason being our club is running 'The ..... Rally' in the ..... area.

This event is Round ..... of the ..... Championship and will also be Round ..... of the ....., which is for ..... competitors only. We believe this rally will attract a good field of driver/car combinations.

All competing drivers and crews have to abide by the New Zealand Road Code when on touring stages of the event (e.g. roads not closed off to the public). On special stages where the ..... Council(s) have given their permission for temporary road closures, rally cars have to negotiate the road against the clock. Once they reach the end of the special stage competitors have to abide by the Road Code again.

On special stages our club will have officials at the start and finish of each stage, also block-marshals at intersections on the route and St John personnel at the start. Radio control is maintained between all starts and finishes, rally headquarters, Clerk of the Course and sweeper car throughout the entire rally by a high powered radio network.

The organisers will deliver to you another letter approximately one week prior to the rally, as a reminder, containing the exact time of road closure, the direction the rally cars will be travelling and the 24 hour emergency telephone number of the rally headquarters (to be used if any resident has an emergency, in which case the rally will be stopped immediately and the necessary action taken).

MotorSport New Zealand Inc has taken out a public liability insurance cover of \$10,000,000 to cover any damages, etc. Also all local bodies and transport departments have been advised.

The roads closed are: .....  
.....

From ..... To .....

Yours faithfully

**CHAIRMAN, RALLY COMMITTEE**

## (2) RESIDENTS – Follow up

Dear Resident

In line with our policy of keeping the public informed on the ..... Rally, we have pleasure in personally delivering this newsletter to your mailbox to inform you of the time the rally cars will pass your property.

On **Touring Stages** all competitors will be driving with all due care and consideration for other road users. But on **Special Stages**, that is roads legally closed to the public for a short time, the competitors will be driving as fast as their vehicles and driver ability allows them to.

Please do not stand or park vehicles on intersections that competitors may have to use as an escape road if they are unable to stop. Also do not stand on the outside of corners as you may be in the way if a rally vehicle leaves the road or skids up loose objects off the road surface.

Once the safety car, with its flashing lights has passed your position, **nobody** else must use the rally route. It will be approximately half an hour before the rally cars will appear.

The road will be finally re-opened to the public by a vehicle with a flashing light and a door flash reading 'Sweeper Car'.

Our Stage Managers, prior to the safety car travelling through the stage, will close all gates and place tape across all roads and driveways without a gate. This is a MotorSport New Zealand Inc. requirement. The tape will be removed by our arrow recovery crews after the sweeper car passes.

The whole event will be controlled by a radio network and we bring to your attention that in the event of an emergency such as fire, accident or illness, please phone ( .... ) ..... rally headquarters.

In the event of an emergency always travel in the same direction as the rally traffic and **never** against it.

We thank you sincerely for your co-operation and hope you and your family have already picked out a good viewing position and remind you to ..... for rally information.

If any damage occurs to your property as a result of our rally, that you feel should be reported, would you please contact the undersigned.

Yours faithfully

**CHAIRMAN, RALLY COMMITTEE**

### **(3) ROADING AUTHORITY - Request for road closure**

The Chief Executive  
..... District Council  
P O Box .....,  
**NAME OF TOWN/CITY**

Dear .....

#### **RE: APPLICATION FOR ROAD CLOSURE ..... RALLY**

The ..... Car Club Inc proposes to hold a Car Rally on ..... The rally will be Round ..... of the ..... Rally Series.

In order to allow for this event we hereby formally apply for closure of the following roads for the periods indicated.

The roads involved are: (*specify the sections of the road(s) requested clearly e.g. Axel Road from the intersection with Grapay Road to the intersection of Black Road*). The period of closure required is from ..... to ..... Please find enclosed map with the road(s) marked.

Officers from the Club propose to personally visit all residents on the route within the next three weeks to advise them of this application. All residents will be reminded of the closure again during the week before the rally by a letter drop. This final letter will give residents details of the arrangements for emergency situations that may arise during the closure period. It will also advise of the Clubs commitment to repairing any property damage that may occur.

The rally stage takes the form of a time-trial with cars leaving at one or two minute intervals. They are timed from the start to the finish. The rally stage will be under the control of competent officials at the start and finish venues. All side roads will be blocked and marshalled to avoid any non-rally vehicles straying onto the route.

The safety measures that will be in place include:

- Full radio communications between the start, the finish, and the rally headquarters in .....
- An ambulance type vehicle with a fully trained first-aid officer will be located at the start.
- The rally stage will be cleared for safety purposes by cars equipped with flashing lights and a siren, plus a further vehicle through the stage to reopen the road once the last competing car has entered the stage.

Should you require any further information on our proposals please contact the undersigned on phone ( ..... ) ..... or by writing to the above address.

Yours faithfully

**SECRETARY**

## 2. ROAD CLOSED SAMPLE WARNING NOTICE

Note: Organisers are recommended to display this type of notice for up to one week at least prior to the closure at the actual point on the road that the road closed signs will be located on the day of closure. This Notice should be printed on a bright coloured paper then laminated to protect it from the elements.

### **THIS ROAD WILL BE CLOSED**

**Saturday  
11<sup>th</sup> January 2007**

for the  
*(Name of the Rally)*  
**CAR RALLY**

From: 3.00 pm  
To: 7.30 pm

**TRAFFIC WILL BE TRAVELLING**  
**From: Popular Road**  
**To: Onaway Street**

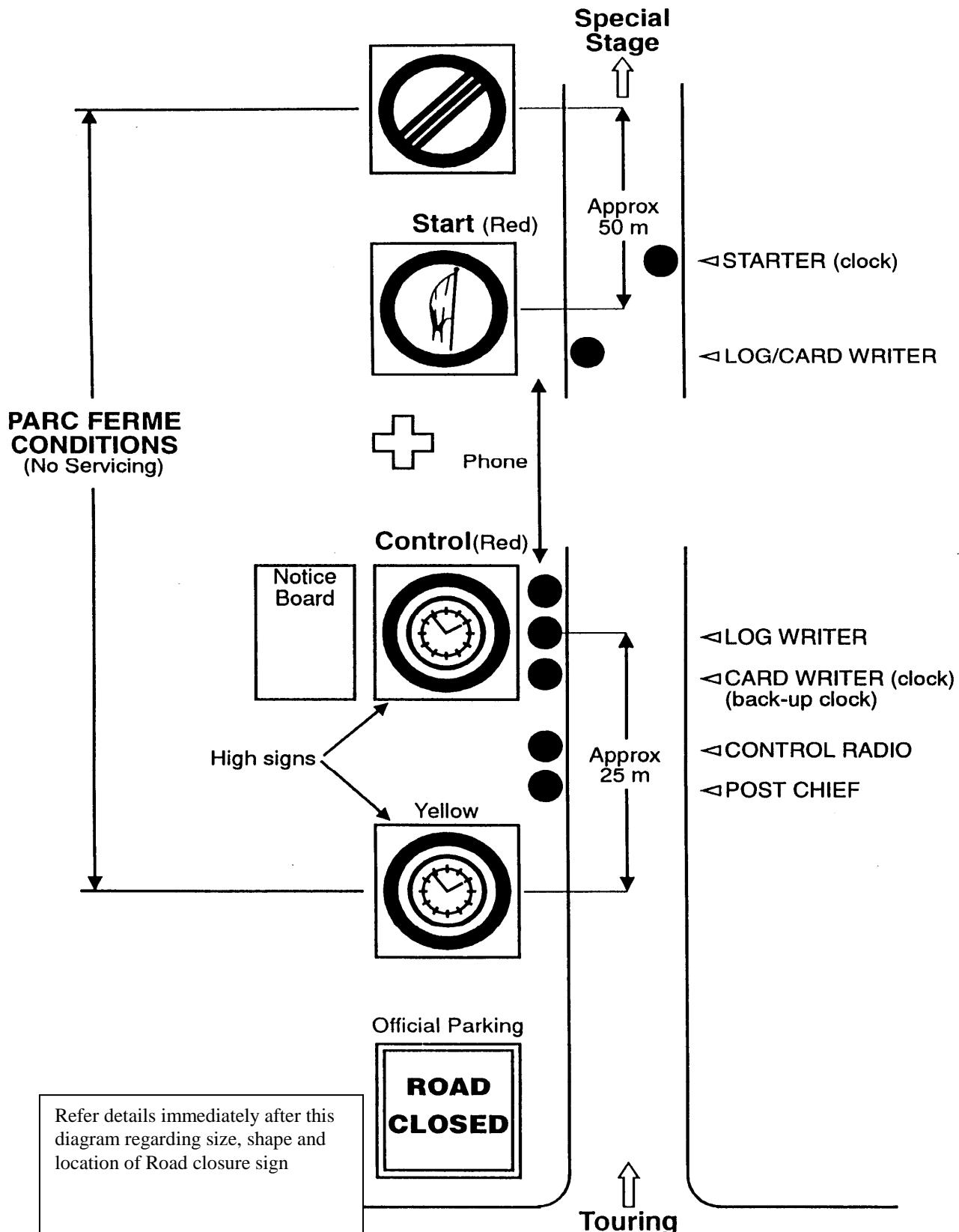
The road may be re-opened earlier than the time shown above. Re-opening will be by the passage of the Official Sweeper Vehicle.

All enquiries should be directed to  
..... Car Club ( .... ) .....  
or during the event on (Rally HQ ( .... ) ....)

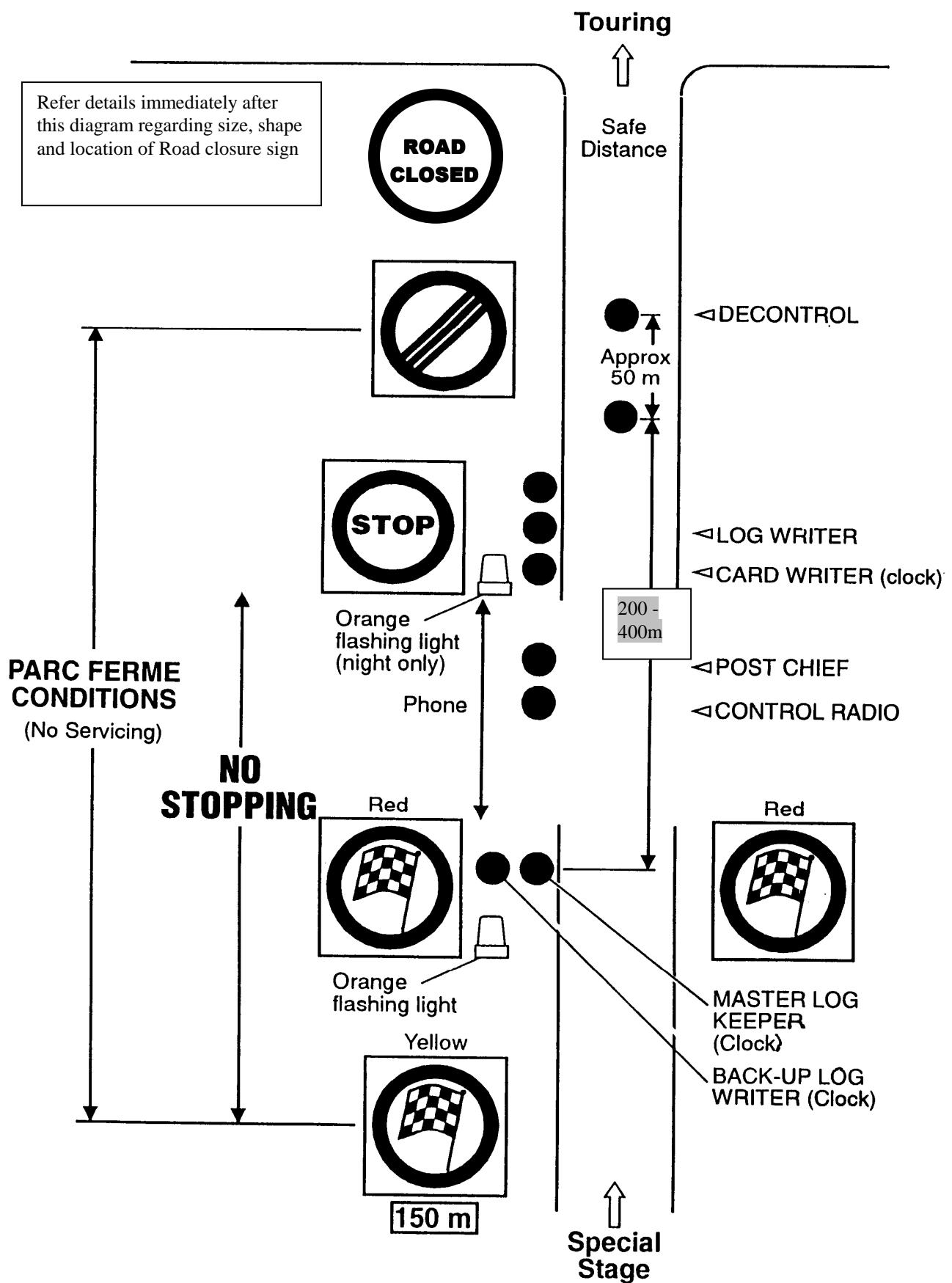
### 3. ROAD CLOSED AND CONTROL SIGN LAYOUT

#### a. Sign Layout

## START CONTROL LAYOUT



# FINISH CONTROL LAYOUT



## 4: ROAD CLOSURE SIGN LOCATION AND SPECIFICATIONS

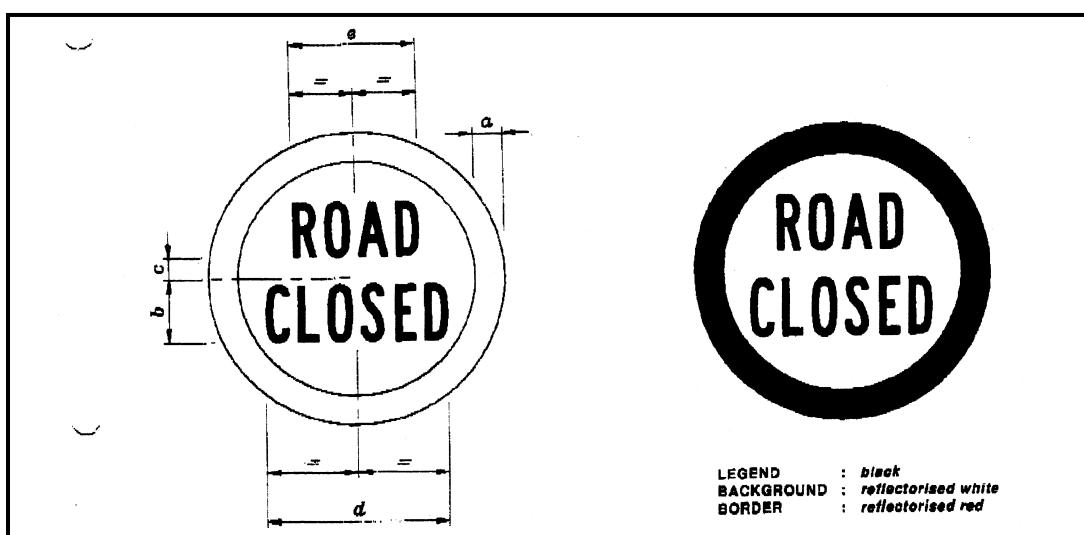
### **a. Location:**

The actual point of closure will have been well chosen by the member club so as to enable motorists to either U turn and proceed to follow any alternative or park their vehicle safely while awaiting the reopening of the road.

The organisers must erect 'Road Closed' signs (i.e. signs manufactured to the RG – 16 specifications, refer example). These signs shall be erected with an appropriate barrier at the chosen point of closure and in such a position that enables the sign to be easily visible to an approaching driver over a distance of at least 120 metres, in a rural area or at least 60 metres in other areas.

### **b. RG - 16 Sign Specification:**

Minimum size: 700 mm diameter



Note: MotorSport New Zealand will arrange manufacture of the above signs suitable to place onto white core flute which can then be utilised on the standard control board retention brackets as used by a number of organisers.

# CHAPTER NINE

## Forms

### 1. LIST OF SAFETY AND RALLY DOCUMENTS ON THE MOTORSPORT NZ WEBSITE

<b>A: Safety Documents</b>	
SAFE004	<a href="#">Rally and Rallysprints Safety Plan Template</a>
MRY205	<a href="#">Injury Accident Information Checklist</a>
 ACC01	<a href="#">MotorSport NZ Accident Report</a>
 MA01	<a href="#">On Site Medical assessment Form</a>
 MA02	<a href="#">Medical Clearance to Compete Form</a>
 MA03	<a href="#">Accident and Injury Reporting Procedure</a>
<b>B: Rally Documents</b>	
 A004	<a href="#">Organising Permit Application Form</a>
A004	<a href="#">Organising Permit Application Form</a>
 A014	<a href="#">Road Damage Bond Document</a>
RY000	<a href="#">RALLY START LOG</a>
RY001	<a href="#">SPECIAL STAGE START CONTROL LOG</a>
RY002	<a href="#">START/FINISH LINE LOG</a>
RY003	<a href="#">FINISH CONTROL BACK-UP LOG</a>
RY004	<a href="#">SPECIAL STAGE FINISH CONTROL LOG</a>
RY005	<a href="#">SERVICE/REGROUP "IN/OUT" CONTROL LOG</a>
RY006	<a href="#">PENALTY LOG</a>
RY007	<a href="#">Criss Cross Check Sheet - Car Numbers</a>
RY008	<a href="#">Criss Cross Check Sheet - Start Orders</a>
RY009	<a href="#">Time Card - Stage</a>
RY010	<a href="#">Time Card - Touring</a>
RY011	<a href="#">SPECIAL STAGE TIMES FOR TRANSMISSION TO RALLY HQ</a>
RY012	<a href="#">OFFICIAL BULLETIN SIGNING SHEET</a>

RY013	<a href="#"><u>SAFETY CAR CLEARANCE CERTIFICATE &amp; CHECKLIST</u></a>
RY015	<a href="#"><u>CONTROL GROUP STAGE LOG</u></a>
RY016	<a href="#"><u>MEMO TO THE CLERK OF THE COURSE</u></a>
RY017	<a href="#"><u>RADIO MESSAGE FORM</u></a>
RY018	<a href="#"><u>CONTROL LAYOUTS</u></a>
RY019	<a href="#"><u>SAMPLE TIME CARD - Control Group Duties</u></a>
RY020	<a href="#"><u>Laminated Road Closure Notice</u></a>
RY021	<a href="#"><u>MASTER LOG</u></a>
RY022	<a href="#"><u>EXAMPLE OF PREFERRED LAYOUT ITINERARY</u></a>
RY023	<a href="#"><u>MEDICAL, BLOCK MARSHAL &amp; SAFETY RADIO MARSHAL SCHEDULE</u></a>
RY024	<a href="#"><u>CotC EVENT PRESENTATION Template</u></a>
RY025	<a href="#"><u>STEWARDS MEETING AGENDA</u></a>
RY026	<a href="#"><u>CERTIFICATE OF APPOINTMENT</u></a>
RY027	<a href="#"><u>OFFICIAL BULLETIN Template</u></a>
RY028	<a href="#"><u>SCHEDULE OF INFORMATION FOR OFFICIALS INFORMATION PACKS</u></a>
RY029	<a href="#"><u>COMPETITOR INFORMATION BOOKLET</u></a>
RY030	<a href="#"><u>EXAMPLE OF REPORT FOR EACH LEG OF COMPETITION</u></a>
RY031	<a href="#"><u>Control Group &amp; Asst Clerk of the Course Timetable</u></a>
RY032	<a href="#"><u>INCIDENT SHEET</u></a>
RY033	<a href="#"><u>INQUIRY SHEET</u></a>
RY034	<a href="#"><u>Notification of Withdrawal From Rally</u></a>
RY035	<a href="#"><u>Rally Observers Report</u></a>
RY036	<a href="#"><u>New Competitor Briefing Checklist</u></a>
RY037	<a href="#"><u>Notification of Temporary Withdrawal from Rally</u></a>
RY038	<a href="#"><u>Notification of Rejoining the Rally</u></a>
 RY039	<a href="#"><u>Rally Safety Pamphlet (Stay Safe)</u></a>
 RY040	<a href="#"><u>Rally Safety Pamphlet (Stand Somewhere Safe and Do's &amp; Don'ts)</u></a>
 MRY201	<a href="#"><u>Checker's Clearance Certificate: Rallies &amp; Rallysprints</u></a>
 MRY202	<a href="#"><u>Clerk of Course Closing Report for Rallies</u></a>

MRY203	<a href="#">Rally Supplementary Regulations Template</a>
MRY204	<a href="#">Official Rally Entry Form Template</a>
 MRY206	<a href="#">Safety Clearance Certificate for Rallies &amp; Rallysprints</a>
<b>C: Technical Forms</b>	
 T008	<a href="#">Report to Clerk of Course: Result of Scrutineering Audit</a>
 T009	<a href="#">Scrutineering Audit Summary</a>