

RALLY OBSERVERS REPORT

EVENT NAME: _____

DATE: _____

ORGANISING BODY: _____

CONTACT PERSON: _____

PHONE: (_____) _____

OBSERVER: _____

Comments must be made if a mark is placed in columns 1, 3 or 4. Remarks may also be made when a mark is placed in column 2 if it is felt to be of interest but this is not compulsory. Additional comments and remarks to amplify the answers and evaluations made are encouraged. These amplifications will be of assistance to event organisers as well as MotorSport NZ.

When considering the marks to be allocated, observers should be guided by the following comments on the column marking system:

- 1 *Exceptionally high standard, above normal expectations and requirements. This mark is only be given when a particularly meritorious effort has been made or result achieved.*
- 2 *This represents the expected level of quality that all rallies should aim for. It represents the acceptable and desired standard.*
- 3 *Below standard. Requires improvement in order to be acceptable and to meet the required level or quality.*
- 4 *Insufficient, is substantially below standard and needs major improvement.*

*The layout of the columns is shown below. Column 2 is highlighted so scores (which should be in the form of a **X**) can be immediately seen and those which fail to meet, or indeed exceed, the desired level can be quickly noted.*

1	2	3	4

RESTRICTED CIRCULATION

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EVENT STATISTICS

Route

	Total Time	Road sect. Total Kms	SS Total Kms	%	Overall Total
Leg 1					
Leg 2					
OVERALL TOTALS					

LONGEST SS:	Kms
SHORTEST SS:	Kms
FASTEST SS:	Kph
Include details of stages with Average Speeds greater than 132Km/h:	
SLOWEST SS	Kph.

ENTRANTS

Groups

	Entries	Starters	Finishers
Group A			
Group N			
Other Schedule A			
Total			

For NZRC Events Only: Number of Championship Registrations

	Entries	Starters	Finishers
A seeded			
B seeded			
Non Seeded			
Total			

1. ITINERARY					
1.1 Road Sections	N/A	1	2	3	4
1.1.1 Lengths of the Road Sections between SSs					
1.1.2 Passage through built-up areas					
1.1.3 Breakdown of the route and rhythm of the event					
1.1.4 Positions of the Service Parks - geographically					
Remarks:					

1.2 Special Stages	N/A	1	2	3	4
1.2.1 Sporting interest					
1.2.2 Average speeds					
1.2.3 Lengths of the SSs					
1.2.4 Interest in terms of safety					
1.2.5 Compliance to itinerary					
Remarks:					

1.3 Service Facilities	N/A	1	2	3	4
1.3.1 Compliance with regulations					
1.3.2 Suitable locations - ease of access and egress					
1.3.3 Suitable locations - sufficient size and surface					
1.3.4 Suitable sited entry/exit TCs to avoid congestion					
1.3.5 Control of access of service and other vehicles					
1.3.6 Control signs used in accordance with the regulations					
Remarks:					

1.4 Parcs Ferme	N/A	1	2	3	4
1.4.1 Suitability of locations					
1.4.2 Well protected and guarded					
1.4.3 Control of entry of the crews					
Remarks:					

1.5 Scrutineering (pre event)	N/A	1	2	3	4
1.5.1 Suitability of location					
1.5.2 Suitability of working conditions					
1.5.3 Suitable equipment (lifts, tools, etc.)					
1.5.4 Check-in procedure for cars according to timetable					
1.5.5 Sufficient time for all checks to be carried out					
1.5.6 Sufficient number of scrutineers					
1.5.7 Competence of the scrutineers					
1.5.8 Smooth flow of cars					
1.5.9 Well protected and guarded access					
1.5.10 Provision for media presence					
Remarks:					

1.6 Scrutineering (post event)	N/A	1	2	3	4
1.6.1 Suitable location					
1.6.2 Sufficient time allowed to carry out necessary checks					
1.6.3 Suitable working conditions					
1.6.4 Suitable equipment (lifts, tools etc.)					
1.6.5 Well guarded and controlled access					
Remarks:					

1.7 Reconnaissance and shakedown	N/A	1	2	3	4
1.7.1 Suitable programme (NZRC guidelines)					
1.7.2 Suitability of paperwork for control of Reconnaissance					
1.7.3 Quality of marshalling and monitoring					
1.7.4 General arrangements					
1.7.5 If there was a Shakedown SS, was it representative of the rally route?					
1.7.6 Was it well marshalled and run efficiently?					
Remarks:					

2. SAFETY						
2.1 Safety for the drivers		N/A	1	2	3	4
2.1.1	Car-by-car monitoring of progress through the SSs, efficiency of the system used					
2.1.2	Efficiency of communication between start and finish of SSs					
2.1.3	Emergency exit points clearly shown in the Safety Plan and in the Road Books, ease of identification					
2.1.4	Emergency exit routes clear for immediate use					
2.1.5	Emergency helicopter landing sites (if any) with GPS points shown in the Safety Plan and in the Road Book, suitability of locations.					
2.1.6	Joining roads/tracks etc. physically blocked and guarded					
2.1.7	Hospital on alert situated within reasonable distance of SSs					
2.1.8	Safety Plan: Distribution					
2.1.9	Safety Plan: Implementation					
Remarks:						

2.2 Safety for the public						
		N/A	1	2	3	4
2.2.1	Efforts made to inform the public about spectator safety before the rally					
2.2.2	SS "No Go" areas taped and with signs, well guarded					
2.2.3	Spectator areas clearly marked, controlled and if necessary physically protected (tyre, straw bale walls etc.)					
2.2.4	Sufficient number of marshals with warning whistles etc. to control spectators					
2.2.5	Official programme and other printed matter clearly indicates viewing points and "No Go" areas etc.					
2.2.6	Capacity for immediate intervention in case of emergency					
2.2.7	Efficiency of the safety cars and rapid intervention vehicles					
Remarks:						

2.3 Equipment used for controlling the rally						
		N/A	1	2	3	4
2.3.1	Suitability and effectiveness of marshals bibs for immediate identification					
2.3.2	Suitability of protection of timing marshals and equipment from the weather					
2.3.3	Adequate lighting for night operation - if appropriate					
2.3.4	Detour pathways provided for spectators (where necessary) to avoid the public passing through Control sites					
2.3.5	Control sites clearly marked, taped and guarded					
2.3.6	Control signs used in accordance with the Regulations					
2.3.7	First Aid vehicle well equipped with suitable material, manned by qualified personnel, well located for swift intervention					
Remarks:						

3. ORGANISATION					
3.1 General Organisation	N/A	1	2	3	4
3.1.1 General assistance provided to competitors and MSNZ officials, attitude of organisers					
3.1.2 Administrative checks and documentation					
3.1.3 Distribution of bulletins and other material					
3.1.4 Official Notice Board - punctuality of information and bulletins displayed, general appearance					
3.1.5 Official Notice Board - well sited and large enough for all paperwork displayed					
3.1.6 New Competitor Briefing – compliance with template					
3.1.7 New Competitor Briefing – suitability of venue					
Remarks: _____ _____					

3.2 Promotion	N/A	1	2	3	4
3.2.1 Pre-event promotion					
3.2.2 Promotion during the event					
3.2.3 Relations with the authorities					
3.2.4 Media coverage					
3.2.5 Popularity of the event with the crews					
3.2.6 General popularity and influence of the event					
Remarks: _____ _____					

3.3 Printed material (quality and presentation)	N/A	1	2	3	4
3.3.1 Was standard documentation used?					
3.3.2 Supplementary Regulations					
3.3.3 Pre event information					
3.3.4 Official programme					
3.3.5 Maps (overall)					
3.3.6 Stage maps, showing escape and bypass routes etc.					
3.3.7 Press Kit (NZRC events only)					
3.3.8 Safety Plan					
3.3.9 Service Book					
3.3.10 Rally plates and panels					
3.3.11 Identity badges and passes etc.					
3.3.12 Other printed material					
Remarks: _____ _____					

3.4 Headquarters	N/A	1	2	3	4
3.4.1 Suitability and location of the Rally HQ					
3.4.2 Various areas and rooms in close proximity with each other					
3.4.3 Well guarded access to the different areas					
3.4.4 Suitable facilities and working conditions					
3.4.5 Suitable location and size of the Stewards Room					
3.4.6 Direction signs, notices and general signage					
3.4.7 Public information facilities and efficiency					
Remarks:					

3.5 Media facilities	N/A	1	2	3	4
3.5.1 Assistance and help provided to media					
3.5.2 Information before the start					
3.5.3 Information during the event - speed of receipt and content					
Remarks:					

3.6 Results and Media	N/A	1	2	3	4
3.6.1 Speed and accuracy of transmission of SS times, RS and other Penalties to the Results Centre					
3.6.2 Publication of the SS times – speed					
3.6.3 Distribution of the unofficial times on the route					
3.6.4 Speed of publication of provisional results at the end of each Section and/or Leg					
3.6.5 Checking and verification of times and penalties					
3.6.6 Use of the Internet to provide results and other rally information					
Remarks:					

3.7 Officials	N/A	1	2	3	4
3.7.1 Competence and experience of the senior Event Officials					
3.7.2 Competence of the Marshals on the route					
Remarks:					

3.8 Timekeeping	N/A	1	2	3	4
A- Materials used:					
3.8.1 At the TCs					
3.8.2 At the SS starts					
3.8.3 At the SS finish lines – timing					
3.8.4 Synchronisation of the clocks at various locations					
3.8.5 Correctness of all timers with official rally times					
B- Timekeepers					
3.8.6 Competence and experience					
3.8.7 Position					
3.8.8 Sufficient number					
Remarks:					

3.9 MSNZ requirements	N/A	1	2	3	4
3.9.1 Documentation and paperwork provided					
3.9.2 Passes and identification stickers provided for appropriate access					
3.9.3 Suitable communications facilities provided to enable MSNZ officials, observers to keep in touch					
Remarks:					

3.10 Communications	N/A	1	2	3	4
3.10.1 Permanent communication between the Clerk of the Course and each Post Chief, Safety Point and SS finish control					
3.10.2 Communication possibilities with SS intermediate point by Stage Manager					
3.10.3 Communication between Rally Control and Service Parks, Refuelling points, etc.					
3.10.4 Communication between the "O" cars and Rally Control/Clerk of the Course					
3.10.5 Communication between Rally Control and the stewards/observers					
3.10.6 Separate communications networks for Rally Control, Safety, Results, etc.					
Remarks:					

Additional remarks and comments

