

# CLUBSPORT ORGANISERS HANDBOOK

## CHAPTER 9 – NAVIGATION RALLY ORGANISATION

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**Note:** All text changes from the previous issue of this Schedule are highlighted such. Text changes for grammatical and/or formatting reasons are not highlighted.

## PART A

### REQUIREMENTS FOR THE CONDUCT OF NAVIGATION RALLIES

#### GENERAL

The purpose of this instruction is to help organisers set 'fair, accurate and fun' Navigational Rallies and avoid the pitfalls that many of us have blundered into in years gone by.

*Most importantly, one must remember that a Navigation Rally is a competition of 'crew against crew' and NOT organiser against competitors. The organiser is merely the facilitator of the event the competitors use to compete against one another.*

- 1. Definition of a Navigation Rally:** A Navigation Rally is a non-speed competition in which the main portion of the route is over public highways, roads and streets and in which the marking of the competition is primarily for adherence to the correct route and maintenance of the prescribed time and/or speed schedule.

The portion of the route that the organiser can reasonably expect all competitors to traverse shall be known as the common route.

Special stages, defined as relying on speed, are not permitted in Navigation Rallies. Special Stages are speed events.

Motorkhana type driving tests are permissible but results must not count towards the Navigation Rally results.

#### 2. Navigation Rallies to be Conducted under these Regulations

- 2.1** All Navigation Rally shall comply with these regulations.

- 2.2** Navigation Rallies qualifying for the New Zealand Navigation Rally Championship must also comply with the articles governing same.

- 3. Abbreviations:** Refer to the Navigation Rally Competition Booklet section 1A, for the list of abbreviations, which are used in this schedule and may be used in Supplementary Regulations, instructions and documentation pertaining to the event.

**Note:** The SR must state which abbreviations are applicable to the relevant documentation for an event, and may quote NRCB rule 1.A, and list any other abbreviations applicable only to that event.

#### ORGANISATION

The rules under this part refer specifically to requirements on organisers. These are mandatory on organisers, but organisers must remember that competitors are not required to have knowledge of these rules in order to compete.

BUT organisers must be conversant with the Navigation Rally Competition Booklet.

- 4. Introduction for Organisers:** Many problems confront the organisers of Navigation Rallies, yet none are too hard to solve and the efforts made to do so are well repaid by the staging of an accident free, enjoyable event. The main requirements of organisers are:

- (1)** All documentation (including SR & CRI) is accurate, clear, simple and concise.
- (2)** The route selected is not unreasonably difficult or damaging.
- (3)** The speeds required are not too high.

- (4) A reasonable attitude should be adopted towards any claims, and decisions applied equally to all competitors where appropriate. All events should be held during those hours that are least likely to cause inconvenience to other road-users and residents in that area.

## 5. MotorSport New Zealand Permits

5.1 All Navigation Rallies are subject to the granting of an organising permit issued by MotorSport New Zealand before the event is run. Club events are ClubSport Basic status events.

5.2 Applications for an Organising Permit must be made in accordance with Appendix One Schedule E and be supported by the following documents:

- (1) Draft Supplementary Regulations in the format given in the National Sporting Code.
- (2) Draft CRI.
- (3) Draft Route and Speed Schedule.
- (4) A map showing the proposed route.
- (5) A Checkers Clearance Certificate.

The appropriate forms referred to above are available from the MSNZ website ([www.motorsport.org.nz](http://www.motorsport.org.nz)). Checkers' Clearance Certificates are not necessary for Club events except where required by the Permit Issuing Authority.

5.3 Applications for Organising Permits together with documents specified in Article 5.2 above must be lodged not less than the periods prescribed in Appendix One Schedule E prior to the date of the proposed event.

5.4.1 For Navigation Rallies over twelve(12) hours' duration – seven(7) weeks. Under section 132 of the Traffic Regulations, approval of the Police through MotorSport NZ is required for all Navigation Rallies over twelve(12) hours' duration for any car.

## 6. ODO Check

6.1 The CRI shall at the beginning of an event nominate an ODO check distance, of at least 5 km, as measured by the car surveying the event.

6.2 The route and distance of the ODO check will not be published prior to the start of the event.

6.3 Normally only one car should be used to survey the entire route of a Navigation Rally, but in the event of more than one car being used to survey different sections of the event, then specific notification to this effect must be given in the CRI and a new ODO check distance will be established.

6.4 In all cases the car used to survey the event will be driven at the speeds identical with those required to be maintained by the competitors during the event and at approximately the same time of day as will be used by the competitors.

6.5 The route from the start of the event to the ODO check point must not involve intricate route finding or any unnecessary deviations from the most direct or reasonable route and no Check or Control placed for the purpose of timing a competitor's car past that point will be established prior to, or within sight past the ODO check point.

6.6 The exact location of the ODO check point must be clearly specified in the CRI and must be contained in the correct running order in the CRI. The position chosen to show the ODO check distance shall be either manned or be an easily identifiable landmark. In all cases the competitor must be able to stop at the ODO check without violating Traffic Regulations.

## **7. Checking of Routes and CRI**

- 7.1** It is the organiser's responsibility to ensure that the CRI are physically checked by a competent checking crew.
- 7.2** The checking crew should consist of driver, navigator and timekeeper to ensure that all aspects are competently checked simultaneously.
- 7.3** The checking crew is appointed by the promoter to act on behalf of MSNZ and must ensure that the event complies with the **NRCB** in every way. The checking crew for National events is subject to the approval of the MSNZ Steward in charge of **Navigation Rallies** in the area before the checking run.
- 7.4** The checking run must be made at the same time of day and under similar conditions as the event itself is to be run.
- 7.5** Organisers must comply with any amendments suggested by the checkers.
- 7.6** The duties of the checking crew shall include:
- (1)** The precise route, signs to be used, description of deviations, average speeds, timing and distances are all to be checked.
  - (2)** Particular note shall be made of the following points:
    - (a)** That the SR and CRI are accurate and precise.
    - (b)** That the route **within an area with a speed limit of less than 61kph** areas are in accordance with the **NRCB** rule 4.10.4
    - (c)** That the requirements of **NRCB** rules 7 and 8 regarding signs have been observed.
    - (d)** That the route from the start to the ODO check complies with rule 6.6.
    - (e)** That the descriptions of intersections comply with **NRCB** rule 10.
    - (f)** That no permanent markings have been placed on any property by the organisers.
    - (g)** That the average speeds set are safe and can be maintained under running conditions with due regard to sign spotting, etc.
    - (h)** That the route along main highways and busy roads does not involve intricate route finding and that signs used on these roads are easily seen.
    - (i)** That the SR and CRI used for the checking run are exactly as intended for competitors.
    - (j)** That the organisers clearly understand any amendments they are required to make.
    - (k)** That the SR contain a list of the order of priority of instructions e.g. check codes, arrows etc.
    - (l)** That restrictions applying to overriding instructions as per **NRCB** rule 4.8 are complied with.
    - (m)** That no intermediate checks are used in Touring Sections.

- 7.7 The checker must note clearly and initial any amendments on his copy of the CRI. Also each page of the CRI must be initialled by the checker and attached to the clearance certificate.
- 8. Pilot Car**
- 8.1 A **Navigation Rally** shall be preceded by a "Pilot Car" provided by the organisers in order to establish that:
- (1) The route to be followed by the competitors is negotiable.
  - (2) All checks and controls are established and/or manned in the correct positions.
- 8.2 In the event that any variation of the route may be necessary due to road blockages or for any other reason due to force majeure, the officials in charge of the Pilot Car must make arrangements for written instructions regarding such variations of route (and speed schedule if necessary) to be used by competitors to be issued or revealed to all competitors.
- 9. Postponement and/or Abandonment**
- 9.1 The event will be postponed only for reasons of safety by the Steward of the meeting. If no Steward is appointed the Clerk of the Course has this right.
- 9.2 The event will be abandoned if:
- (1) Postponed for more than 24 hours.
  - (2) Less than the minimum number of normal entries are received by the organisers as at the closing date for entries **PROVIDED THAT** for this clause to be invoked, a minimum number of entries to be accepted, must be stated in the SR for the event.
10. **Touring:** Refer to **NRCB** rule 16.7
11. **Route:** All competitors are required to travel the same course in its entirety and in the same direction and at the same speeds all of which must be specified in the CRI except events that have different starting points, but once different starts meet each other, they must comply with this rule.
- 12. Starting Order and/or Procedure:**
- 12.1 Competitors starting order may be decided either by ballot, order of receipt of entries or other methods stated in the SR for a **Navigation Rally**. If no method is stated in the SR then the order of starting will be decided by ballot. No cars in a team may be allowed to draw consecutive numbers.
- 12.2 Competitors will start from each starting point at not less than two-minute intervals and detailed route instructions will be handed to the competitors not less than one minute prior to departure. For club events, starting of each competitor may be reduced to not less than one minute.
- 12.3 No oral briefing is allowed other than in club events.
- 13. Results**
- 13.1 In club events, results may be announced or published at the organiser's discretion.
- 13.2 For Category 1 events of eight hours' duration or less and where the SR have advised intention to publish provisional results within four hours of the completion of the competition, and where in fact this is done, and in the absence of protests and/or appeals remaining unresolved after expiration of one hour after publication of provisional results, the organiser may declare the provisional results as final and may make the appropriate awards. The SR must contain a statement advising competitors where and when the awards will be made.

- 13.3** In all other events the following conditions will apply:
- (1)** Provisional results must be despatched by the organiser to each entrant as soon as possible and in any case not later than seven days after the conclusion of the **Navigation Rally** and shall include:
    - (a)** The position gained by the entrant in the **Navigation Rally**, together with full details of points lost or gained.
    - (b)** A full route and speed schedule.
  - (2)** In the absence of protests and/or appeals remaining unresolved at the expiration of 14 days after the conclusion of the **Navigation Rally**, the Provisional Results will forthwith be declared as the Final Results and all entrants and MotorSport New Zealand will be notified accordingly not later than 21 days after the conclusion of the event or within seven days of all protests and/or appeals having been resolved with relative positions gained by all competitors in the **Navigation Rally** together with full details of points lost or gained and/or positions won.
- 13.4** For all **Navigation Rallies** a map of the course and a Check schedule shall be provided at the end of the event. A copy of this schedule shall be provided to each competitor. The schedule shall include the reason for each Check and the correct travel time for each time Check and Control.
- 13.5** In other than Gold Star events, the organiser may apply to the Area Steward for permission to make special arrangements regarding the publication of results, the details of which must be published in the SR for the event.
- 13.6** Any arithmetical, computing or similar error in the provisional Results shall not require the lodging of a protest but shall be corrected by the organisers, with the approval of the Steward of the Meeting, (if any), upon notification of such error by the Entrant/Driver, in writing, and within the time limit specified for the receipt of protests appropriate to the particular competition.
- 13.7** No organiser can delete any Checks, Controls, subsections or sections from the results of an event without the approval of the Steward of the Meeting (if any). Checks, Controls, subsections or sections so deleted shall be deleted for all competitors. In exceptional circumstances, at the discretion of the Clerk of the Course and with the approval of the Steward, this may not apply.
- 14. Awards:**
- 14.1** With the exception of any special awards, which may be allocated to a **Navigation Rally** (details of which appear hereunder), all winners' awards will be made to the entrant of the vehicle in a **Navigation Rally** who completes the entire or greatest part of the course in accordance with the National Sporting Code the SR and the Competitors Running Instructions and who loses the least number of penalty points as laid down in the Schedule of Penalties in the **NRCB** rule 20.
- 14.2** Any special awards allocated by the promoters of a **Navigation Rally** for any special purpose must be detailed in the SR together with the conditions governing the same.
- 14.3** In the assessment of relative positions of merit as a result of participation in a **Navigation Rally**, the following conditions will apply:
- (1)** The first position will be awarded to the competitor who loses the least number of penalty points. Subsequent positions will be awarded to those competitors who lose the next least number of penalty points.

- (2) In the event of a tie for first or any other position, the winner of that position will be determined as being the competitor who covers the greatest portion of the event with the least loss of penalty points (e.g. "A" and "B" each accumulate 100 penalty points in an event having 20 checks and controls. "A" has passed through 15 checks and controls without loss of points and "B" has passed through only 12 checks and controls without loss of points. "A" is therefore the winner - having made a more meritorious performance over a greater portion of the event). Any alternative method of segregating any entrants who may tie for a position, purporting to supersede this clause will be null and void. This clause will not necessarily apply to any special awards allocated to other than the entrant.

**Competitors entry requirements:** Refer Schedule T Article 3 for the regulations covering the entry requirements, the crew of the car, the eligibility of vehicles, and the equipment.

**Compliance with Traffic Regulations:** Refer Schedule T Article 3.15 and ensure that this rule can be complied with.

### **RULES GOVERNING THE ACTUAL EVENT**

Those rules that cover the competitors' running instructions, definitions of roads and intersections, operation of Check and Control points, types of instructions, signs, timing, claims, and penalties, are now contained in the Navigation Rally Competition Booklet, (NRCB) and all organisers MUST be conversant with this book.

## PART B

### FOREWORD

This Part B covers the suggested requirements and recommendations to be able to run a successful event.

#### Recommendations for Organisers:

1. The prime concern of an organiser should be to provide an event which all competitors will enjoy. Decide on the level of event you are going to run, refer to recommended grades of events listed later, and plan your event to satisfy these parameters.
2. Always plot your traps so that competitors who miss the trap rejoin the 'common route' and do not get hopelessly lost.
3. Regardless of the grade of the event ensure an accurate checking run is carried out at the same time of day as the event will be run. If the checker of the event thinks an instruction or a trap is doubtful then it should be deleted or altered so that the instruction is clear and the trap will not be subject to claims by competitors at the end of the event. Plotters and checkers must agree on the clarification of any doubtful points.
4. Place checkboards where they can easily be seen. It should not be difficult for competitors to see the checkboards if they are on the correct route. Make sure the checkboards have reflectorised tape if used at night and that Manned Checks or Controls have their park lights on.
5. Ensure Supplementary Regulations are accurate. In lower grade events, where new competitors are expected, include explanations of details which may only be contained in the **Navigation Rally** Competitors Handbook.
6. All organisers must have a copy of the **Navigation Rally** Organisers Handbook and comply with all requirements contained in it (except for novelty type events which may have their own rules, e.g., photographic trials, scavenger hunts, etc.)
7. Publicity for the event is also essential. Make sure that all possible competitors know at least one month prior to the event all details necessary for them to be able to put the event in their calendar. Send details to appropriate club magazine editors at least six weeks before the event.
8. Wherever possible produce results on the day, or night, as soon as possible, and post a copy of full results to all competitors at the earliest opportunity.
9. Provide a full explanation sheet for each crew and have a map available showing the route and position of all checks.

#### Suggested Grading of **Navigation Rallies**

1. **Novice Navigation Rally:** First section has full details of what to do at each instruction and the reason for doing it. Second section puts into practice what should have been learnt from the first section. Supplementary Regulations to contain full details of what is required for the event, plus a handout on **Navigation Rally** terminology and a brief explanation of the odo check and timekeeping. The event assumes that competitors have no knowledge of the **Navigation Rally** Competition Booklet, but this Booklet should be on hand and available to them.
2. **Grade 1:** No overriding instructions. Traps on the line of least deviation and sign traps. Use simple average speeds. Usually only one to one and one half hours in length and include SRs with clarification of all details competitors need to know without them having to refer to the **Navigation Rally** Competition Booklet, but this Booklet should be on hand and available to them.



3. **Grade 2:** As for grade 1, except that simple overriding instructions may be used and may include Tulips and traps on intersections. Perhaps include a simple tabletop map reading section at the finish.
4. **Grade 3:** Most types of traps but keep them reasonably simple and straightforward. May include a short simple map reading section using mainly grid references and named roads with only a small number of traps.
5. **Grade 4:** All types of traps including some (but not too many) complex traps in the SR, priorities, etc.
6. **Grade 5.** It is all on, but do not forget to be totally accurate and have total agreement with the checker that any trap will withstand a claim or protest (heaven forbid).
7. **General:** ALL events must be thoroughly checked. Have an explanation sheet at the finish with full details of why checks should have been recorded and a detailed speed schedule. Also have a map showing the correct route and position of checks and controls.

### Navigation Rally Types:

**Fun Events:** These can come in a variety of formats. eg:

- Photographic trial
- Scavenger trial
- Mystery tour

These should still have a basic set of supplementary regulations, so that competitors know what is required of them on the day.

**Timekeeping Trial:** These are designed to get competitors from point A to point B with absolutely NO traps, but with an element of timekeeping to be able to have a winner. They can be used as a training exercise, or perhaps to get competitors from one speed event to another.

As competitors may have little or no knowledge of **Navigation Rallies** then some basic Supplementary Regulations and the Car Trial Terminology handout are recommended. Refer Appendices for examples.

**Novice Trial:** Refer 'Suggested Grading of **Navigation Rallies**, 1 2 and 3. It is most important to be aware of the capabilities of prospective competitors and to plan the event to suit.

**Club **Navigation Rallies**:** As for Novice **Navigation Rallies**, always remembering that you want the competitors to come back again, refer 7 'General' under Suggested Grading of **Navigation Rallies**.

**National Championship **Navigation Rally**:** As for Club **Navigation Rallies** but they will normally be about four hours and will therefore have a wider variety of different types of instructions. The organiser can expect that most competitors will have a good knowledge of **Navigation Rallies** rules, however always comply with the checkers recommendations and be sure that the grounds for all 'traps' will withstand claims.

**SPECIAL NOTE:** The ClubSport Commission would welcome any alterations, additions or comments anyone has to any of the requirements or suggestions contained in this chapter.

For all events also refer to Appendix 2 - Suggestions for Supplementary Regulations.

## Navigation Rally Organisers Checklist

**NOTE:** All items are as required, depending on the level of the event.

1. **Appoint personnel:**

Organiser	Checker	
Clerk of the Course	Secretary	
Competition Relations Officer		
Results officials.	Check and Control point marshals	
  
2. **Select a suitable route.**
  - Arrange start and finish venues.
  - Arrange refuelling points if required.
  
3. **Prepare:**
  - (a) Supplementary Regulations.
  - (b) Competitors Running Instructions. (include the organisers mobile number so competitors can call if they find a fault / mistake)
  - (c) Route and Speed Schedule.
  - (d) Explanation Sheet.
  - (e) Map of the Route.
  - (f) Checkers Certificate.
  - (g) Event timetable. (So everyone knows where to be and when).
  - (h) Instructions for marshals. (Including time and place required).
  - (i) Acceptance of Entry.
  
4. **Apply for Permit.** (Refer to Part A, Article 5 of this Handbook).
  
5. When permit received, send MotorSport NZ Steward (if one appointed) all relevant documentation.
  
6. **Documents required at the event:**
  - (a) MSNZ Permit
  - (b) Current Manuals and Handbooks
  - (c) MSNZ Competition Levy Declaration
  - (d) Supplementary Regulations
  - (e) Competitors Running Instructions
  - (f) Control and Manned Check Handouts
  - (g) Explanation sheet.
  - (h) Map of the route
  - (i) Certificates, prizes etc.
  
7. **Equipment and facilities required for the event:**
  - (a) Control and Check signs
  - (b) Master timepiece
  - (c) Facilities for Secretary
  - (d) Facilities for Results officials
  - (e) Facilities for Steward
  
8. **After the event:**
  - (a) Publication of results:-
    - For competitors
    - For the Club magazine
    - Copy to MSNZ if National Championship
  - (b) Competition Declaration Form to MSNZ if required
  - (c) Arrange De-briefing meeting

## **SUGGESTIONS FOR ORGANISERS ON HOW TO RUN EVENTS:**

### **1. Before the Event:**

- (1)** Start to organise your event early. Six(6) weeks out is best but it doesn't hurt to be earlier.
- (2)** Start by setting an off course route (Mug's Route) without traps and write up the instructions so that if they are followed correctly then you would get from the start to the finish.
- (3)** Avoid using residential areas even in shorter Club Night events and keep to a minimum in Social events. These are the areas where Check Boards go missing and they are harder to sport, cars and vans park in front of them quite often.
- (4)** Avoid using Check boards on main highways or busy roads. (There could be action by the Opus / Transit NZ to ban us from placing our boards on these roads so we should get into the practice now).
- (5)** Avoid using roads that are difficult to negotiate (such as 4WD type roads). We want to retain the current crews during our events and attract new ones. Word of mouth is the best advert.
- (6)** Show consistency with your instructions. If you start with a capital then continue to do so throughout the instructions. If you start with "Go ..." etc, then continue the pattern.
- (7)** SHORT and SWEET. Keep the Club night events around an hour or so. You don't need to travel huge distances to have a good event or get a result.
- (8)** Ensure the SR's are accurate and relevant to the Navigation Rally you are organising.
- (9)** Yes, you do need to check and double check the SR's and CRI's.

**Try to make it fun so that crews will WANT to do YOUR Navigation Rallies!**

### **2. Traps (intended and unintended):**

- (1)** Drive the event to add in your "Traps". We don't need to cover all the traps available.
- (2)** Ensure the "Traps" work and you accurately get crews back on course.
- (3)** Never put up any Check boards or signs on the off course route. This is an unbreakable rule.
- (4)** Traps you may invent may best be discussed with more experienced rally people. There are a number of people who do not compete who can give advice. Stewards and members of the ClubSport Commission for example.
- (5)** Save yourself the after event arguments by avoiding the "unintended traps" such as T's that aren't really T's, missing intersections when a named road CRI would have avoided losing the time for a section and all the other pitfalls we learn by experience.

### **3. Check Boards and Signs:**

- (1)** Check boards can be obtained from the previous event organiser or contact your Club committee.
- (2)** Having a good number of Check boards on an event makes the event more enjoyable and has the added benefit of keeping crews on track and less disgruntled at the end.

- (3) Frequent use of TIME checks (every 10-20 km is good) avoids the loss of large blocks of timing from an event should there be an error that requires wiping a timed section.
- (4) Placement of Checks AND signs, arrows etc should be where they do not get missed if you are driving past them. Regulations are in Schedule T - Navigation Rally Competition, Section Three, Article 8.5 – between 0.5 and 2.0m from the level of the roadway.
- (5) **All CHECKS and signs (other than crossboards) MUST be located on the official route.**
- (6) Homemade signs are allowed but must be clear, readable and a sample displayed at the beginning of the rally so competitors know what to look for.

**Important:** The NZTA do not officially permit Checks on State Highways. **Please** avoid if possible or take the Check board down **immediately** after the rally.

#### 4. Things to Avoid:

- (1) **Confusion:** at intersections where there is the possibility of different interpretations by making your instructions clear and precise (ie: not able to be misinterpreted).
- (2) **Average Speeds:** being too high. Best to err on the slow side, incorporating plenty of time allowance for CHECKS and road and traffic conditions.
- (3) **Main Roads:** Usually too much traffic and stopping for CHECKS (if they are seen as they are often missed) is dangerous.
- (4) **U Turns:** on main roads is too dangerous and as you are the organiser and Clerk of the Course so you could be deemed accountable and face legal consequences. Also placement of Checks near corners cause risk as cars come back onto the road in the face of suddenly appearing traffic.
- (5) **Creating Danger:** such as Check boards placed on difficult intersections or on bends etc. Think about the effect of your instructions and extra instructions and extra instructions such as arrows and Check Codes.
- (6) **Rallying in Towns:** The Navigation Rally rules prohibit intricate route finding in built up areas. It's easy to avoid.

#### ON THE DAY / NIGHT:

##### 1. Before the event:

- (1) Get the Check boards out early and check they have the correct codes and CRI number. Ensure they are correctly placed. **It is also suggested that you use a cordless drill and posi-drive screws as this will prolong the life of your Check boards.**
- (2) It is advisable that you use the likes of STOP signs and intersection warning signs to place the checks on to ensure that they are not missed.
- (3) It is strongly advised that you then drive the course as a competitor (preferably within four(4) hours of the event beginning) to ensure that it works as intended. Take the white marker and spare arrows and Check boards in case you need additional instructions or boards have been pinched.

## 2. Starting the event:

- (1) Set up the START HERE and display the Check boards that are to be used on the Navigation Rally. Also display the Clock that is being worked off for timing.
- (2) Hand out the Entry form, SR's and the Driver Card
- (3) Collect Entry form and **entry fee** and write the total entry as PAID on the top of the Entry form. Check completed correctly with age circled and membership number completed. (this saves having to check if the competitor is a member with the office).
- (4) Hand out CRI's two(2) minutes before Start. It's up to the competitors to ask for them.
- (5) Put up the final checks, arrows and control for the finish.
- (6) Set up the Finish. You should have the **Course Map** and a bundle of **Checklist** and **Speed Schedules** to hand out after you clock in each crew.
- (7) Fill out your results sheets with the names of the Entrant, Driver, Navigator, Timekeeper and Passenger(s) from the Entry forms. If not completed correctly teams / individual can miss out on points.

## 3. Finishing the event:

- (1) Clock in each crew and retain their Drivers Card. Note down any complaints and advise that you will consider them when calculating the results and that you **may** call on them to discuss it further **later**.
- (2) Calculate the results; 60 points lost per missed CHECK, 6 points per minutes after allowing the tolerance of one(1) minute, and 180 points for each missed TIME CHECK.
- (3) If you have a complaint it is up to you to decide, but ask the advice of a more experienced rally competitor if unsure, then allow the decision for **every** competitor.
- (4) Announce the results as **FINAL, subject ONLY to final adding check and any Check boards that are missing from the route**. Awards sponsors prizes (if any).

**PROTESTS MUST be lodged and DECIDED on the day / night for Club Events.**

## AFTERWARDS:

### 1. On the day / night:

- (1) Take down as many Check boards on the day as possible, particularly those on State Highways. If possible arrange a tail car or take down the following day at the latest. Please do not leave until the weekend.
- (2) Give the Entry documentation to your event secretary or organiser.
- (3) Give the Entry money to the Club.

### 2. Within two(2) days:

- (1) Complete the results, recheck times and missed Checks, finalise spreadsheet and email to the person(s) who write the event report and calculate the points of required.

If there has been a **PROTEST** and independent, expert advice is required, the Area Steward can be contacted to assist.

**3. Within ten(10) days (before end of the month):**

- (1)** Return Check boards to their pre-event condition. Remove / obliterate the Check codes, allow to dry, then pack up and deliver to the next organiser (or arrange for collection).
- (b)** File your Trial, SR's, CRI's, Results sheets and check/time schedule sheets; these should all be kept. If on a computer this will assist you in organising your next event. If there were any errors, either correct the original OR makes notes at the bottom of the original for future reference.

## APPENDIX 1.

### Navigation Rally Terminology Handout

**INTERSECTIONS:** Refer to **Navigation Rally** Competition Booklet for examples.

- **A tee:** is an intersection of three roads provided you are travelling on the vertical leg of the tee.
- **A crossroads:** is an intersection of four roads.
- **A multiple:** is an intersection of more than four roads.
- **A roundabout:** is an intersection which has an area around which traffic is only permitted to travel in a clockwise direction. The instructions will advise which road on the left will be used to exit the roundabout, e.g., take second exit from roundabout.
- **Straight ahead (proceed ahead):** means take the line of least deviation at an intersection as per the SR. This is usually the way to negotiate any intersection where there is no correct instruction.

The object of a **Navigation Rally** is to cover the route as set by the organiser, to record the code words or letters as found on checkboards erected by the organiser thereby ensuring that you have followed the correct route, and to arrive at time checks and controls at the correct time.

The organiser will try to trap the competitor by using deliberate mistakes in the instructions, usually by setting up the trap in the Supplementary Regulations for the event, e.g., in a **Navigation Rally** an SR may record the only abbreviations allowed for instructions and an SR may state that all quoted signs will be spelt correctly.

If you correctly identify an organiser's trap proceed ahead and you will find a checkboard with a code word or letters which will have additional instructions to be carried out, these will return you to the same route as other competitors who have missed the trap.

### Timing Handout

**NOTE:** Timekeeping is secondary to staying on the correct route and recording the check codes. New competitors should concentrate on navigation before attempting to do any serious timekeeping. Listed below is some basic information for your consideration.

**Timing:** On a **Navigation Rally** using the sealed timepiece system, your timepiece will be read at Manned Checks and Controls. When you have left a Manned Check where time is recorded do not make up or lose any time as timing starts again at that point.

**Calculations:** If you wish to calculate the time for each kilometre the formula is:

60 divided by kilometres per hour. For example: 1 km at 30 kmh is 60 divided by 30, equals 2 minutes per kilometre. Therefore, 4.5 km at 30 kmh is 60 divided by 30 then multiplied by 4.5, equals 9 minutes.

**ODO Distance:** The ODO distance check is designed so that competitors can check if their odometer is recording the same distance as the organiser's odometer. If your odometer is different, say 6.5 km at a 6.1 km odo check, then for each 6.5 km travelled add the time calculated for 6.1 km.

**If you use tulips or any other form of instruction, add a brief explanation and reference to the appropriate section of the **navigation rally** competition handbook.**

## APPENDIX 2. SUGGESTIONS FOR SUPPLEMENTARY REGULATIONS

### A: FUN EVENTS

#### MYSTERY TOUR

Date. \_\_\_\_\_

Report time\_\_\_\_ and place\_\_\_\_\_. Bring a picnic lunch.

The first section will finish at a place to be advised on the day, for lunch.

The second section will finish back in town for afternoon tea.

The running time will be about one hour, for each section.

This event is designed as a fun event with some serious bits.

#### Competitor's requirements:

A car with a speedometer and odometer that work.

A driver, at least one navigator, (and passengers!)

A clipboard and pen.

A reliable timepiece.

A sense of humour.

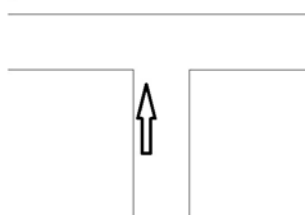
The rules for the event are all contained in this handout.

- (1) The priorities for completing instructions are:
  - (a) Obey the Road Code.
  - (b) Apply the rules in this handout.
  - (c) Follow the running instructions handed out on the day.
  - (d) Use the straight ahead rule, ie the line of least deviation, at any intersection where none of the above apply (this may mean leaving a major road and continuing ahead onto a minor road).

NOTE: Words inside brackets are to clarify instructions (ie., to help keep you on the correct route).

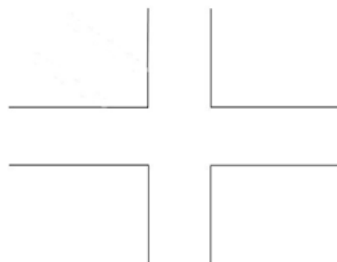
- (2) Do not use any road with gates (open or shut) or cattle stops, or any obviously private roads, unless specifically instructed to do so in the instructions. In section one do not use any gravel roads.
- (3) Keep to the average speeds as set for each section. Average speeds have been set so that you will have time to answer questions and collect things, and you will therefore need to travel quicker than the actual average speed set. One point will be lost for each minute late or early arrival at Controls. When you arrive at a CONTROL Board (sample at the start), which will be on the back of a car, drive past the car, park legally, and report to the marshal with your instruction sheet and clock, and any items collected.
- (4) There will be questions to answer about places (or objects) you pass, and things to collect along the way. You will lose 10 points for each question answered wrong, and for each item not collected.
- (5) Explanation of terminology used in the running instructions.

A tee is an intersection of three roads when you are travelling on the vertical leg of the example.





A crossroads is an intersection of four roads.



- (6) There may be some cryptic clues.
- (i) Go right into a road of a state of the United States of America, this could mean go right into Alabama Road.
  - (ii) Go left into a street of an Antarctic explorer, this could mean go left into Scott Street.
- (7) All signposts quoted in the instructions will be quoted in CAPITAL letters, (although some letters on the signs may not be in capitals, numbers are deemed to be in capitals), inside single quotation marks, and will have the exact information on the sign quoted;
- eg. 'JOHN ROAD', or 'REDWOOD ST', or '100'.
- (8) If you think you are lost, read ahead in the instructions as there are several instructions which clearly state exactly where you should be.
- (9) If you arrive at the dead end of a no exit road, U turn and continue with the current instruction.
- (10) Abbreviations: km = kilometres  
kmh = kilometres per hour  
odo = odometer

## APPENDIX 2. SUGGESTIONS FOR SUPPLEMENTARY REGULATIONS

### B: TIMEKEEPING TRIAL

\_\_\_\_\_ CAR CLUB INC.

CAR TRIAL \_\_\_ date

#### SUPPLEMENTARY REGULATIONS

The event is run under the National Sporting Code of MotorSport New Zealand Inc., and these supplementary regulations, and has been plotted by \_\_\_\_\_. This is a timekeeping event.

- (1) PRIORITIES. (To be used at each intersection, or route point).
  - (a) These supplementary regulations.
  - (b) The competitors running instructions.
  - (c) The straight ahead rule. (The line of least deviation).
- (2) ROADS. Do not use any obviously private roads. Obey the road code.
- (3) SIGNS. All signs to be used during this event will be quoted in capital letters or numbers and enclosed in quotation marks, e.g., "NEAL RD", "70".
- (4) TIMING. Check to check timing will apply.  
Add one minute to your time when leaving a manned check.  
Points will be lost at 6 points per minute, late or early, after an allowance of 30seconds.  
Note your Odometer reading at the start, there will be an organisers odometer distance advised in the running instructions.
- (5) CHECKS. When unmanned checkboards are passed write the CHECK CODE in the next blank space on the drivers card. (No additional instructions). 60 points will be lost for not correctly recording a check code.
- (6) MANNED CHECKS or CONTROL. (A vehicle with a CHECK or CONTROL board). Park past the vehicle and report to the marshal with your drivers card and timepiece.
- (7) BRACKETS. Words in brackets are for clarification only and play no part in the instruction.
- (8) ABBREVIATIONS: km = kilometres.  
kmh = kilometres per hour.  
odo = odometer.



- (10) **TIMING.** The sealed timepiece system will be used (although timepieces will not be sealed). To make it easier to work out results timepieces will be read only for hour and minutes, the seconds will be ignored. (You will lose points for arriving early, but can be up to 59 seconds late without penalty).  
Points will be lost at one point per minute late or early.

Add one minute to your time for all U-turns.  
Add one minute to your time when leaving a Manned Check.

- (11) Please discuss with the organisers any points you want clarified.

- (12) **ROAD CODE.** Obey the Road Code at all times.

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(sample) **HANDOUT OF ADDITIONAL INSTRUCTIONS**

At the check codes listed below carry out the following additional instructions.

CHECK	ADDITIONAL INSTRUCTION
ANT	Delete the current CRI, U-turn, go right
CAT	Delete the current CRI, U-turn, go left
HT	Delete the current CRI, and the next three CRI
L	Delete the current CRI, and the next CRI

No other check codes have any meaning.

Do not forget to write the code on your drivers card in the next blank space every time you pass a CHECK board with a code on it.

(It is not required to write the word CHECK, or the Club's initials on the bottom of the checkboards, on the drivers card).

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**NOTE.** You may wish to use the penalties in the **NRCB**. BUT for ease of working out results (and not having entrants lose large numbers of points) the points system in the above regulations has proved successful with several clubs.