



Road and Navigation Rally Organisers' Guide

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Introduction

This document is intended to serve as an event preparation guide for organisers of Road Rallies.

It has evolved from the excellent work done by Ifor Davies (North Wales RLO) and Dorian Evans (South Wales RLO) to prepare an 'event checklist' for road rally organisers to ensure compliance with the law of the United Kingdom and Motorsport UK National Competition Rules and has been used successfully in their respective areas for many years.

It has been amended and expanded upon, on the recommendation of the Motorsport UK Road Rally Working Group, to provide such guidance for organisers across the UK. This document is intended to be a useful guide for existing events, to define 'best practice' but also act as a step-by-step guide to launching a new event.

It is intended to update this document annually with any alterations or additions noted in the change log. **This document is for guidance only and has no regulatory power.**

Motorsport UK extends its grateful thanks to Ifor and Dorian for the work undertaken to establish the original document and for their support in adopting this document.

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Background Reading & Information

UK Law

Before committing to putting on an event, organisers should ensure they are familiar with the legislation which enables motorsport events to take place on the public highway – [the Motor Vehicles \(Competitions and Trials\) Regulations 1969](#)^{*1}. These are frequently referred to as the ‘MVCTR’ and their importance cannot be understated.

This Act of Parliament sets out what organisers must and must not do when using the public highway for a motorsport event. It establishes Motorsport UK as the authorising body for such events^{*2} and the process by which authorisation must be obtained, the details which must be provided by organisers to various authorities as part of the authorisation process (Schedule 2), and the conditions which must be complied with for an event to be legal (Schedule 3).

Motorsport UK’s own National Competition Rules (referred to as ‘NCRs’) for rallies are based upon the MVCTR. Many requirements, such as the minimum distance of two miles between two consecutive time controls on the public highway, one-minute starting intervals, and the need to obtain the consent of households within 500m of a manned control, are based upon the Conditions set out in Schedule 3.

Motorsport UK Regulations

The [National Competition Rules](#) have replaced the ‘Blue Book’ for 2025. They may be updated periodically throughout the year, with new regulations or amendments first published as action sheets for consultation.

If your event has run prior to 2025, and you have not yet updated your regulations from the old reference style to the new NCR structure, Motorsport UK have published cross-reference documents to enable you to do so. These may be found in the [Club Toolkit](#).

Role of the Motorsport UK Rallies Department

If you wish to organise a new Road Rally, Navigational Rally, or Targa Rally, you need to submit an Expression of Interest (EoI) form to the Rallies Department. The purpose of this process is to help Motorsport UK, together with RLOs, manage the national event calendar, and to support new organisers in their efforts. Please contact rally@motorsportuk.org if you need more information, or wish to discuss any aspect of event organisation.

^{*1} Scotland has its own very slightly different legislation, available here: [MVCTR \(Amendment\) 1976](#)

^{*2} The Royal Scottish Automobile Club in Scotland

At any stage, if you are unsure of anything, please ask. The purpose of the Rallies Department is to support organisers and provide answers, and there is no such thing as a stupid question!

Working with your RLO

Throughout this document, we will refer to instances where you need to submit certain documentation, or check specific details, with your RLO. However, it is good practice to stay in regular contact with your RLO throughout the process of organising a rally. As above, there is no such thing as a stupid question, and it is better to check matters rather than guess.

Six to Twelve Months Before Your Event

Choose Officials

If you are reading this, you have probably at least had an informal chat within your club about organising an event and might even have a good idea who will form part of your team of officials.

Please be aware that for **Rallying - Road, Rallying – Road Timed and Rally – Navigation** permit events from the 1st of January 2026, the Senior Clerk of the Course, as well as any Deputy Clerks, must hold a valid Road Rally Clerk of the Course licence. Any Assistant Clerks must hold at least an Assistant Clerk of the Course licence.

It is not permitted for an event to have Joint Clerks of the Course.

With the above in mind, you will need to select your core team:

- Senior Clerk of the Course
- Any Deputy or Assistant Clerks of the Course deemed necessary
- Event Secretary
- Chief Marshal
- Entries Secretary (even if using an online service, you will need one)
- Safeguarding Officer

Some of the above functions can be combined, for example the Event Secretary may be able to carry out the duties of the Entries Secretary.

It would also be prudent to contact your preferred Results Team and Timekeeper at this stage to make sure they are available for your event – good ones are often booked a **long** time in advance!

It is vital to ensure that every member of your team has the ability and experience to carry out their duties effectively. Such roles require commitment and will take up a great deal of time prior to and during the event.

If you do not have enough experienced members to fulfil all of the above within your own club, consider approaching another club, or members of that club, to assist. While not common in road rallying, some events are very successfully run by two or more motor clubs working together.

Once you have your core team of officials together, you should meet to decide what your prospective event is going to look like.

Decide Event Details

At your kick-off meeting, you will need to agree upon the fundamental details of your event, such as:

- Date
- Format: Road Rally or Navigational Rally?
- Status: Clubman or Interclub?
- Eligibility: Historic / Vintage / any car?
- Timed to the minute, or to the second? Standard or Regularity?
- Will you use Special Tests?

Please be aware that Regularity Sections cannot be used on Road Rally – Timed or Road Rally permits, as per **Ch. 13 App. 4 Art. 6.7**.

Bear in mind that Navigation permit events have some subtle but important differences from Road Rally permit events. The technical regulations are more lenient, but competitors **must not be able to plot their route prior to starting the event** – only certain information may be given to them. Issuing pages of grid references to them an hour and a half before they are due to start off is **not permitted**. Please refer to **Ch. 13 App. 3 Art. 4** for more details.

For the avoidance of doubt, 'prior to starting the event' should be taken to mean 'starting the first competitive section'. Again, giving competitors pages of grid references or tulips, which they are easily able to plot while driving to the start of the first competitive section, is not what a Navigational rally is meant to be, and is a contravention of the NCR.

With those points decided, contact your RLO and Regional Association to submit your proposed date and event details. If yours is a new^{*3} event, you must also contact the Rallies Department of Motorsport UK.

With your team and event format settled, more practical matters need to be decided.

Establish Event and Route Fundamentals

At this point, do not get bogged down in fine detail – the time for precise route details will come, but at this stage you should be thinking in broader terms.

Be as straight-forward as possible when preparing your route and how you intend your event to work. Anybody can make an event more complex, but it can be hard to simplify matters once you've started down that road.

^{*3} If your event has never run before, has only ever run previously as a 12 Car, or has not taken place in the last two years, it should be considered a new event, and an EoI form submitted to Motorsport UK Rallies Department

Choose the area you would like to use, your RLO will be able to assist with this. Consider which (if any) other clubs and events already operate there, and how your event might fit in or clash with them.

Speak to the organisers of those events and discuss what you'd like to do – there may be a reason why there's a gap in the calendar for a certain area. Cooperation, or at least conversation, with other local clubs is key and can make your life much easier.

Familiarise yourself with any sensitive areas, as these might have an impact on where you can go, and how you may use the roads available to you. Both the Competition Authorisation Office and RLOs can provide full listings for each map you intend to use.

If you wish to use an area that has not been used for some time (what constitutes 'some time' depends on where in the country you are!) your RLO might require you to undertake enhanced PR activity, at an earlier stage than normal. You must take heed of your RLO's advice and instructions.

Identify and check the availability of your start and finish venues, noise test and scrutineering locations, as well as any rest / fuel halt(s) your event might wish to use. These can often have a significant bearing on where and when your event can run.

Make sure that all venues you'd like to use have adequate capacity for the number of competitors you expect on your event and will not cause unnecessary disruption or inconvenience to local residents.

Prepare a draft route based on the above and submit it to your RLO for their consideration. It should show control locations and section types, and details of any not-as-map sections or private land you intend to use (if any). When planning your route, please note that it is illegal to obstruct the public highway – setting up bales or cones is not permitted, and may only be done on private land.

Please note, while the NCRs state that this must be done 'at least three months before the Event date', doing so with more than six months until your event might highlight issues that may be resolved more easily now, or which you may decide are too much of a challenge and prefer to reroute around. Leaving things as late as permitted can often cause issues.

After consultation with your RLO, and making any changes required, you will hopefully receive provisional approval. Once this is obtained, confirm your bookings with all your venues, and contact the external Event Officials you will need:

- Steward(s): **1x for a Clubman event, 3x for an Interclub event**
- Results Team

- Timekeeper
- Scrutineer(s)*⁴
- Marshals and Driving Standards Observers*⁵
- Online entries system provider (if using one)

You should also consider what facilities are available at your venues, and make arrangements for catering, toilets etc. if they are needed.

At this point, you need to work out roughly how much it is going to cost to run your event, and set your entry fee accordingly. Between venue hire, printing costs, permit fees, purchasing awards, service costs, any other materials you may need (control signs, for example) and expenses for your organising team, you will need to make sure you cost the event thoroughly to avoid any shortfall.

Now, with all of the fundamental aspects in place, you can start to go into more detail.

*⁴ Some Regional Associations or Championships require specified Environmental and Eligibility Scrutineers to be appointed, please make sure you check whether this applies for your event

*⁵ Some Regional Associations have appointed Regional Driving Standards Observers, please make sure you check whether this applied in the region(s) your event may run in

Six Months Before Your Event

Start the Authorisation Process

The route which you have received provisional approval for from your RLO must now be submitted, along with an [E404 Form](#), to Motorsport UK's Competition Authorisation Office (CAO)*⁶.

Ideally, you will need to prepare a Mapyx Quo file (or .GPX file if another digital mapping application is used), showing the full route with all Time Control locations. If you have never used this software before, or need some guidance to get the best out of it, David Powell of the CAO will be able to give you some advice (Email: cao@motorsportuk.org). If you do not have access to digital mapping software, tracings or paper maps **are** still accepted.

Rights of Way / Council Liaison

First of all, check for Vehicular Rights of Way across your entire route. You probably already know this, but your OS Landranger maps will tell you practically everything you need to know about these rights of way:

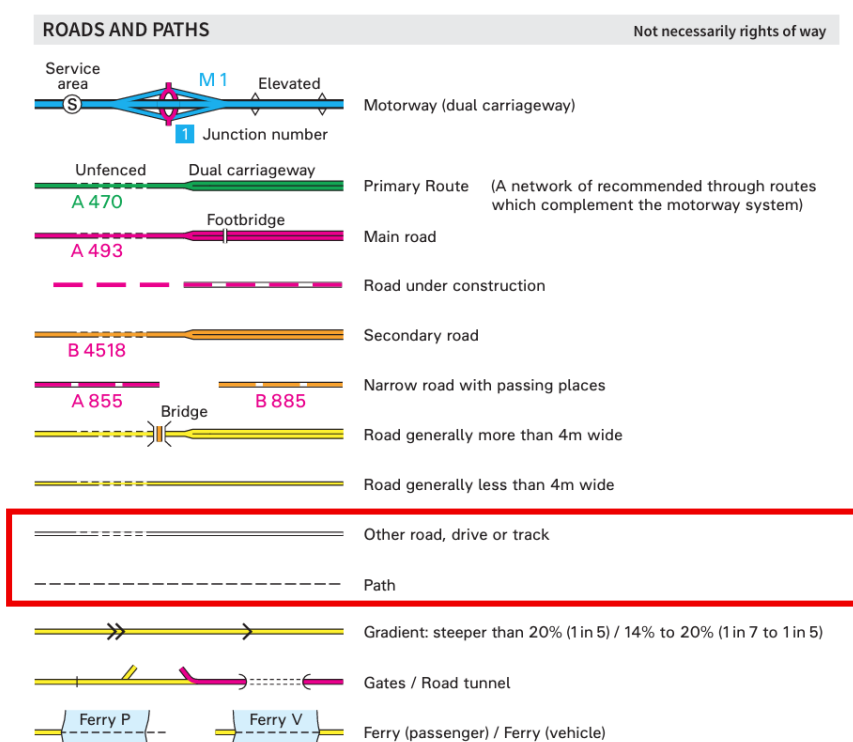


Fig. A – Table of Roads and Paths from OS Landranger map legend

Barring closures, all of the above (other than those in the **red box**) should automatically be public rights of way. Restrictions such as one-way systems, tolls, gates, level

*⁶ As mentioned earlier, in Scotland things are slightly different. Authorisation is processed and granted by the RSAC. Details can be found [here](#).

crossings, tidal fords, lift or swing bridges and military activity may prevent you from using them as you might wish – it is up to you to plan properly to take these into account.

For those two types highlighted, you need to consider whether they are public rights of way in the first place (many are privately owned and maintained) and if a Vehicular right of way exists, or whether mechanically propelled vehicles are prohibited from using them. For that, you need to consider the below:

PUBLIC RIGHTS OF WAY	
	Footpath
	Bridleway
	Restricted byway (not for use by mechanically propelled vehicles)
	Byway open to all traffic
The representation on this map of any other road, track or path is no evidence of the existence of a right of way.	
Public rights of way shown on this map have been taken from local authority definitive maps and later amendments. The symbols show the defined route so far as the scale of mapping will allow. Rights of way are liable to change and may not be clearly defined on the ground. Please check with the relevant local authority for the latest information. Rights of way are not shown on maps of Scotland, where rights of responsible access apply. For more details visit: outdooraccess-scotland.com	
OTHER PUBLIC ACCESS	
	National Trail, Scotland's Great Trails, European Long Distance Path and selected recreational routes
	National Cycle Network;
	On-road cycle route
	Traffic-free cycle route
	Cycle route number; National / Regional
	
	Other route with public access (not normally shown in urban areas)
The exact nature of the rights on these routes and the existence of any restrictions may be checked with the local highway authority. Alignments are based on the best information available. These routes are not shown on maps of Scotland.	
	Danger Area
Firing and Test Ranges in the area. Danger! Observe warning notices.	

Fig. B – Table of Public Rights of Way / Other Public Access from OS Landranger map legend

All 'white' roads – that is, 'Other road, drive or track' from the **red box** in Fig. A, which have a public right of way running along them or across them inside the **blue box** in Fig. B, or if your route would use those rights of way or cross them while drive through a field, for example, will need a bit more work.

First or all, establish whether they are maintainable at public expense, or privately owned and maintained. A handy tool to check this for the whole country can be found [here](#). This is not definitive, but extremely detailed and reliable.

Most councils provide an online map – however these online services carry a disclaimer that they are not definitive, and that you should refer to their respective Highways department. That is not a problem as this would be the next step in the process anyway for those roads

Be aware that some Councils take a lot longer than others to grant such authorisation, and may charge a fee for this service. Some do not allow it at all and insist on fully

closing any public rights of way you wish to use, which is normally prohibitively expensive for a road rally.

Your RLO may be able to assist with this process, so keep in touch with them.

Byways Open to All Traffic (BOATs) and Other Routes With Public Access (ORPAs), in **orange** and **green** in Fig. B respectively, do not require Section 33 approval for use on road rallies, nor in many cases is specific landowner permission required. However, it is good practice to inform Councils and National Parks that you plan to use them, and to liaise with landowners regarding their use.

Obtain Landowners Permission

As mentioned above, if you intend to use any private roads / tracks / fields / farm yards on your event, and have included them in your draft route, now is the time to go and get written permission from the landowners of each of them.

Remember, you will need to demonstrate this permission when you are applying for any Section 33 authorisations needed.

It is worth making them aware of Motorsport UK's public liability insurance (PLI) at this time, as this sometimes helps to seal the deal. This is available [here](#).

First Drafts of Event Documentation

Prepare a draft set of event Supplementary Regulations (SRs).

If this is your first time putting a set of regs together, consider using another event's SRs as a basis. A template set will be available from Motorsport UK from December 2025.

If your event previously ran prior to 2025, you will need to update older regulations and event paperwork to refer to the new NCRs using the Club Toolkit referred to on [Page 4](#) of this document.

If you are using an online entries system, consult with your provider to make sure the entry form is set up properly to capture all the data you will need. An example may be found in Appendix G.

If you are using a 'traditional' entry form, whether by post or email, you must make sure that it complies with **Ch. 3 App. 5 Art. 3** in its entirety.

Send a copy of the front cover of your regulations to your RLO for approval. If you plan to include a photo, it must be appropriate, bearing in mind the document may be hosted or shared on the internet or social media. You should also send a draft copy of the regulations to your steward(s) for their feedback.

Initial Route Survey

If you have not already done so, it would be useful at this point in the process to drive around your proposed route.

How useful this is will depend on whether your event has run before, if road rallies are already established in the area or not, and how well you know the area.

You may encounter new residents, obstructions, damaged roads, or other challenges to plan around. You might also find a new farm lane or track that you could use - even experienced organisers will stumble upon something new every so often.

While aerial photography and digital mapping tools such as Google Earth are very useful for determining control locations, ways in and out of farms etc., there is nothing better than going and seeing your prospective route in person.

This survey should also be used to check mobile signal on the Senior Clerk of the Course's phone around the route. This will inform where they are able to visit while remaining contactable, as well as being able to advise any marshals if they can expect to have phone signal or not.

Also, if your RLO has advised or instructed you to conduct enhanced PR work, this would be a good time to do it.

Special Test(s)?

The NCR now permits Road Rallies with Standard sections timed to an accuracy of less than a minute to include two Special Tests (at the same venue) in the itinerary, which is intended help organisers control spectators on the public highway.

The most effective way of doing this would be to run your first Special Test before the competitive element on the public highway begins (i.e. before midnight), then for the second time at around 1:00 (depending on how many competitors should take part in your event as all must finish this second test before 03:00), to encourage as many spectators as possible to congregate there, and not traverse the lanes.

This is unlikely to appeal to every spectator, but should keep more casual viewers in one place, where they are guaranteed to see the event twice without having to move around.

If you have a suitable venue in your local area, it is worth planning this into your itinerary now, and getting in touch with the venue owner to discuss arrangements and costs.

Publicity

With the authorisation process underway, the basics of your event established and

having (hopefully) received the green light from your RLO / Rallies Department, now would be a good time to let the public know your event is going to happen.

The golden rule is under-promise but over-deliver.

How you actually do this is entirely up to you. However, it would be wise to only include details that you know for certain will be the case. Promising a smooth 150-mile road rally with simple navigation that turns out to be 90 miles of rough tracks with nav by mirrored circular herringbones will make you more enemies than friends and is likely to have an impact on how many of your customers come back, if your event ever runs again.

On a more serious note, please don't advertise your event online or on social media as a 'good thrash' or 'proper skid', or anything along those lines. The world is watching, and as organisers, you are custodians of the sport.

Five Months Before Your Event

Permit

When the six month deadline has passed, you can apply for your event permit using Sport80. If you have any issues with this process, contact the Competitions and Clubs department of Motorsport UK.

Make sure you choose the right type, grade and status as needed for your event. You will need to input certain key details including your venue - for this you should put your start venue and include a note about the map(s) your event will use.

Prepare PR Paperwork

Prepare the paperwork you will provide to residents when you visit them for PR and send a copy to the RLO or CAO for approval. Please note that PR Letter templates are available from the Resource Centre on the Motorsport UK website.

Do not make the document read as if you are asking for their permission – the purpose of these is to inform residents and landowners that the event is passing.

Refer to **Ch. 13 App. 1 Art. 6.1.g** to make sure your paperwork has all the necessary information included – the templates referred to above have this information already.

Send a draft copy to your RLO to make sure they are happy, before printing any!

Police Liaison

E-mail the constabulary / constabularies that cover the area your route traverses. The CAO can help with this process, as they have established working relationships with police forces across the country.

In Wales, the individual officers responsible for this are known to the RLOs and Regional Association and their details are available by contacting your RLO.

Event Sponsorship

At this stage, before any of your paperwork is printed or released online, it would be worth considering if any club member or local business might be interested in sponsoring your event.

Adding a few hundred, or even thousand, pounds into your budget at this stage will allow you to cover early printing or material costs if needed (before you have opened for entries and received any entry fees). In some cases, especially if you haven't yet come up with a name for your event, they might be interested in being title sponsor.

It is always worthwhile to put any agreements like these in writing, outlining what each party expects of each other, and what to do in the rare case that the event has to be

postponed or cancelled. This will depend on who the sponsor is and the relationship you have with them, but it never hurts to be clear on matters involving money.

If you are running an event with a Special Test, this may provide you with additional sponsorship opportunities. Speak with local businesses, especially those who might be competitors to see if they might be interested.

Four Months Before Your Event

Insurance

This is, sadly, a challenging topic.

Normally, when blanket coverage was available to events, this would be the time that you would get in touch with the insurer to arrange the RTA cover.

Until a provider is found, and an agreement reached, for the provision of this cover, competitors are required to arrange their own insurance suitable to cover them in competition. Please note that the vast majority of standard RTA insurance policies specifically include motorsport, and previously competitors were able to purchase 'top up' insurance for an event – this is presently unavailable for road rallies.

When this cover was available, it was at this point that organisers needed to get in touch with their provider to request coverage for their event. Motorsport UK are currently negotiating with a number of providers to obtain this coverage again, and will share details once it has been agreed.

Distribute PR Paperwork

You should, by now, have finalised your PR paperwork with your RLO and are ready to start getting out on your route and knocking on doors.

Make sure you print sufficient copies to cover the PR you will need to do:

- All property owners within 500m of any Control, Check or designated viewing area must be personally visited, and provide written consent.
- If your event uses Standard sections, you **MUST** obtain signatures from all householders on them, even on A class roads
- If your event will have provide viewing locations to the public, whether at a Special Test venue or elsewhere, all routes to and from those locations must be PR'd. It would be good practice, if using a Special Test, to visit as many householders in nearby settlements as possible – on a dry, clear night, the noise of such a test can travel a surprisingly long way

It can be helpful to divide the route up into sections, especially if you have multiple club members or teams willing to help with PR. Make sure they are fully briefed about where they need to personally visit residents, and where they can just drop letters.

As well as the letters that you will provide to residents, you should prepare check sheets, where you can record the names, addresses and signatures of the residents you visit. Your RLO, or Motorsport UK, may request sight of these documents, so make sure your PR team(s) know to take care of them and make them available on request.

Liaise with Local Clubs

You **must** inform neighbouring clubs that you are planning an event in the area. Providing them with the relevant OS grid line information, in terms of how far across you will be coming towards them, is not likely to give too much away in terms of your route planning, but is good courteous practice, and those clubs can inform their members not to go out in their rally cars in that area for the next few months, in the interest of safeguarding the sport.

The details of each Club Secretary are held by Regional Associations, and in most cases can be found on their websites or by contacting them directly.

It is worth copying your RLO into any correspondence you send to neighbouring clubs, so they can be sure this has been done.

Three Months Before Your Event

Start PR

With your permit issued, and paperwork approved by your RLO, it is time to start knocking on doors and letting residents know how and when you will be passing them.

Ch. 13 App. 1 Art. 6 provides some pointers regarding how you and your club should approach this process.

It sometimes helps to divide the route up into sectors and get members of the club to join in and help out – especially if you have local residents in those sectors who may have existing relationships with residents, farmers and businesses.

How detailed your PR work needs to be, depends on the type of event you are organising and what sort of sections you are considering. **Ch. 13 App. 19 Charts 1 & 2** provide the minimum requirements, however as mentioned previously, your RLO may require you to do more than these Charts show.

The CAO will also notify you of any ‘Sensitive Areas’ the events is planning to pass, and which may include a specific instruction when visiting the location. It is also important to report back to the RLO any changes to the Sensitive Areas (such as new people moving into a residence of previous complaint) so the CAO can update the Sensitive Area record sheets.

A general rule is that, even where only required to put up public notices, it doesn’t hurt to do more. If you will be driving to a village or hamlet to put up a notice or letter drop, it would be better to spend a bit more time in the area knocking on doors and building relationships. You will be surprised how far this approach gets you, in terms of limiting complaints, and even gaining access to lanes or tracks you may have thought inaccessible.

Gather Event Equipment

By now you should have a good idea how many control boards, code boards, arrows, caution boards, quiet zone start / finish boards, and marshals high-visibility tabards you are likely to hand out – you will need to have a stock of these to give to any marshal who turns up without one.

If your club already has stocks of these, now would be a good time to organise them and see how many more you might need, if any.

If you need to order in some tabards, consider asking a local business if they would like to sponsor them – marshals tend to hang onto them for a while, and reuse them on other events, so this can be quite an attractive option.

As with tabards, consider sourcing some branded torches / flasks / mugs etc. to give as rewards to your marshals. A little goes a long way here and will ensure people remember your event when making plans for the following year.

Once you've worked out what you need, and can afford, place your orders.

Two Months Before Your Event

Publish Regulations

After consultation with your RLO, Steward(s) and Rallies Department (if needed), you will have a well-written set of SRs ready to publish for your event. You should also have your route authorisation reference and Permit numbers, which must be included – if these have not yet been issued, leave them as ‘TBC’.

At this point, when you think you’re ready, check them again!

When you’re happy, publish them. If emailing out or hosting them online, make sure they are in a format that potential competitors can easily access – PDF files are the best, as most people own or have access to a device that can read them. Putting your regs up as text on a website is not user-friendly and doesn’t reflect well on the quality of your event.

Consider using an online service like Sportity for your event notice board or publishing information, it’s relatively cheap and easy to use, and makes sharing information easy. If you wish to use Sportity as your Official Notice Board, you must advise competitors in the SRs that this is the case – it will help to have a physical board at Signing-On as backup for those unable to access it via that method as per **Ch. 13 App. 2 Art. 2.36**. Also, bear in mind that once the event has started, you must get any changes which affect the route, time schedule or layout of a Special Test must be in writing and acknowledged by all competitors, as per **Ch. 13 App. 1 Arts. 8.2 & 8.3**.

Open Entries

Six weeks before your event, open your entries. Whether that’s by emailing out the entry form, or publishing the link for your online entry system, open it up and get ready for the entries to flood in.

Bear in mind you may need to keep a certain number of entries for any championship(s) your event may be a round of.

Acknowledge / accept entries as per your regs / **Ch. 3 App. 5**.

Remember that, if you are oversubscribed, the maximum number of Reserves you may nominate is 30% of the number of Starters you are allowed to run (**Ch. 3 App. 5 Art. 5**).

Also bear in mind that you may not refuse an entry if you do not have reasonable grounds to do so (**Ch. 6 App. 1 Art. 10.3.c**) – if you have any doubt as to your rights, contact the Rallies Department of Motorsport UK, who may refer it to the Legal Department on your behalf.

Arrange Your Course Cars

Your Course Cars and closing vehicles play a pivotal role in the success of your event. These are serious, responsible positions and should not just be given to anyone willing, or out for a 'bit of a play'.

Select your crews carefully and brief them thoroughly. They are your last line of defence against errant marshals who weren't listening at signing-on, or who parked up in the wrong place, or who fell asleep in their cars waiting for the competing crews to arrive.

You need to have full confidence in their abilities as officials, and the reliability of their vehicles. Ideally, they should be current or recent competitors or organisers (or both), with an understanding of how important their job is. Although breakdowns can happen, you want a Course Car that is reliable and not prone to breaking down. Having a back up would be a good idea.

At least one member of the crew needs to have the experience and judgment necessary to identify spectator issues and manage any residents who (for whatever reason) might be unhappy with your event and be ready to escalate any serious issues to the Senior Clerk of the Course as soon as possible.

The Senior Clerk of the Course should not be in any of the Course Cars or Closing Cars, in either seat.

An ideal opening 'caravan' should be something like:

- 1 or 2 setup vehicle(s)**: this should be a 4x4 or van with spare boards, tape, tabards, pens etc., the Chief Marshal should drive or navigate one of these vehicles as they will have knowledge of how the event will be set up. Fitting a dash cam to one of these vehicles is recommended. Not all marshals will have arrived when these are passing.
- Course Car 1**: this does not need to be rally prepared, running at 'Control Opening' time according to the Marshal Instructions, carrying spare control boards, clocks, tabards and pens. Their role is to ensure all marshals have arrived at their control locations, are standing by, and have everything they need. They must report any missing marshals to the organising team, who can attempt to contact them, and advise a solution.
- Course Car 2**: ideally a well-prepared / rally car, as this should run a maximum of 5-10 minutes ahead of the first competitor, and serves as the car to ensure marshals are in position ready, and know where to fill in competitors' time cards. Otherwise, the first competitor on the road is severely hindered – on nights when that happens, leading crews tend to use their lateness and 'hide' to avoid running first.

You should also ensure that you have at least one Course Closing or 'sweeper' car, to traverse the route at 'control closing' time to collect in clocks and check sheets, and allow marshals to depart their posts.

See [Appendix G](#) for more information about these roles.

It will help to prepare an expanded time schedule, showing control opening / closing and Course Car 1 & 2 due times, in addition to Car 0 times.

Course Car / Closing Car / OTL Times

Control	Setup Car Due (30 mins before 0)	Chief Marshal Due (25 mins before 0)	CoC Due (15 mins before 0)	00 Due (10 mins before 0)	0 Due (5 mins before 0)	Car 90 Due	Car 90 OTL (+30/40 mins 59 secs)
MC0	21:52	21:57	22:07	22:12	22:17	23:52	00:23
MC1	23:22	23:27	23:37	23:42	23:47	01:22	01:53
TC1A	23:30	23:35	23:45	23:50	23:55	01:30	02:01
TC1B	23:34	23:39	23:49	23:54	23:59	01:34	02:05
TC2A	23:40	23:45	23:55	00:00	00:05	01:40	02:11
TC2B	23:44	23:49	23:59	00:04	00:09	01:44	02:15
TC2C	23:50	23:55	00:05	00:10	00:15	01:50	02:21
TC2D	23:55	00:00	00:10	00:15	00:20	01:55	02:26
TC3A	00:02	00:07	00:17	00:22	00:27	02:02	02:33
TC3B	00:06	00:11	00:21	00:26	00:31	02:06	02:37

Plan Your Awards / Rally Plates

Prepare a list of the trophies you will need according to your regulations. Bear in mind that the awards may depend on entry numbers and classes may be amalgamated – depending on price / budget, you might want to wait and see how many entries you receive before ordering.

Think about what you would like to provide as trophies – do you have a local business who has unique products for example? Or is your local area renowned for a type of product, material or historical interest? Competitors will remember an event with good trophies.

Decide on who you would like to design and print your rally plates, contact them for a sample and quote. Again, the number you need will obviously depend on how many entries you expect to run. Don't feel under pressure to come up with anything ground-breaking or expensive, especially if you aren't sure if your event will make much money.

Once you're confident of the numbers, place your orders.

One Month Before Your Event

Start Preparing Event Paperwork

You will need to start working out what you'll need for your Marshals / Officials packs and how many you will need.

A lot of what goes into these will only be possible to make once all PR work is done, any re-routes taken care of, and your entry list published.

However, certain documents can be printed and collated now:

- Out of Bounds Areas / Quiet Zones
- Organisers' Contacts
- Motorsport UK 'Standards of Rally Driving' Letter⁷
- 'To Whom It May Concern' Letter
- Check Sheets / Judge of Fact Report Sheets
- Stewards Report Sheet
- Start / Finish / Halt Diagrams
- Damage Declaration (if not part of your time cards)

The more you can do now, the more capacity you will have for other jobs closer to the event - and there are plenty of those to come.

Don't be ashamed to take inspiration from other events' paperwork style, if you are unsure of anything. Whatever you think works well and is presented nicely, will be good for your event. You don't need to reinvent the wheel or try to come up with anything innovative – getting the basics right is more important.

You should have a good idea how many entries you will run on your event, and how many controls you will expect to have manned, how many DSOs to deploy, and can start to prepare packs for them. Remember that competitors will get two packs, the first when they sign on, the second with their route information prior to the event starting.

Prepare Time Cards

By now you should be able to make your Time and Passage cards. Make sure you include the nominated Emergency Contact Number – this is normally the Clerk of the Course or Event Secretary's mobile, but if you or your club have a dedicated handset for this purpose, that is fine.

Contact Venues

Get in touch with your venues and make sure that they are ready for you.

⁷ This is issued by the CAO with the Route Authorisation documents the week before the start date.

Clarify any open points regarding facilities, breakfasts / meals and so on.

You can give more details, in terms of numbers and timings now you've got an idea how many entries you expect, and your event format should be set.

Contact Officials

As above, make sure your Stewards, Scrutineering team, Results and Timekeeper are ready, and provide some more details relating to the running of the event.

Speak with your RLO and Regional Association(s) to confirm if any officials / DSOs will be appointed to your event. Their details can be added to the final instructions or any subsequent bulletins.

Three Weeks Before Your Event

Final PR Work

By now, the bulk of your PR will be completed, all your private land sections secured, and approval granted.

Check in with your RLO, provide them with details of what you have done, any issues which may have arisen, and any positive feedback. Address any concerns or points they may have regarding the work you have done.

Now is the time to go through all of your check sheets with your PR team(s), cross-reference with your route, and make sure that nothing has been overlooked or forgotten. Never assume something has been done, unless you have a record of it.

Team Meeting

Now is a good time to get together, catch up after all PR work is done, and see where you are with entries. Remember, if you have set a minimum entry figure, you can postpone or cancel if this is not likely to be reached, especially if this would be a financial risk for your motor club.

No organiser likes to make that decision, but it could be a consideration, and if you are a long way off, it is better to take that decision now before committing too much financially.

Competitor Route Information

With your PR work mostly complete and any necessary re-routes or amendments taken care of, you can complete a first draft of your Route Card and Not-as-Map Control Diagrams (or, if a Navigational event, your route handouts).

It would be useful to get these checked by someone with a good bit of experience as a navigator – this should be someone who's not entering your event – even small errors in any of these documents can cause you serious headaches and necessitate amendments when you need to be concentrating on other matters.

We won't go into detail here about styles of navigation – you will have a good idea of what your customers want, just remember not to spring any nasty surprises on them!

Time Schedule / Time Cards

Similar to the above, you should now be able to prepare an event Time Schedule and Time and Passage Cards for your event.

As with the rest of your paperwork, the presentation and format are really up to you, but don't be ashamed to use other events' documentation as inspiration.

Get these checked with an experienced navigator, again not one that'll be entering your event, to make sure it all makes sense. A common mistake is to state a target time for plotting and the halfway halt – just leave these blank, so that competitors can start each section on their scheduled time (i.e. Car 0 plus their minute).

Two Weeks Before Your Event

Rally Packs

Hopefully you will be in a position to print and collate more documents by now. Realistically, barring any last-minute changes, your route and time schedule should be set and ready to be printed.

Rally plates should be ready for collection from the supplier. Route cards, NAM diagram sheets, time and passage cards may be printed and collated, and divided between Pack 1 and Pack 2 as appropriate.

Competitor Process Cards should be prepared – these are best if they're kept simple, with boxes for:

- Competitor Number
- Noise Test ok
- Scrutineering ok
- Marshal Signed On
- Documentation Checked
- Pack Issued

Copies of all of your event documentation should be prepared for your steward(s) also.

RLO Check

Copies of all of the above should also be prepared in hard copy for your RLO. Please also send the final version of your route (either as a map or Quo file) and copies (**not the originals!**) of all PR signature sheets. Also, make sure that you provide any Section 33 Authorisation documents and Landowners Permission documents.

Permit / Authorisation

Check the Permit which has been issued to you is correct, as this is the latest that Motorsport UK will be able to accept and process any corrections / amendments.

Pay for your CAO Authorisation, which should have been sent to you by now.

Monitor Your Route

As we get closer to the event, and anticipation starts to build, the last two weeks are prime 'going for a look' season, so be vigilant.

If any competitors are observed travelling on the route of your event, take notes, gather whatever evidence you can, and decide how you wish to deal with it. Depending on what your SRs state, action up to and including refusing that competitor an entry on your event and reporting them to Motorsport UK may be taken.

One Week Before Your Event

Prepare Marshal Packs, Officials Packs and Documentation

Prepare your Marshal and DSO / Judge of Fact Packs:

- Instruction Sheet (location, approach / depart, map section for reference)
- NAM diagram for their control (if needed)
- Check Sheet
- Judge of Fact Report Sheet
- Entry List
- Organisers' Contacts
- Sample Time / Passage Card (with where they must sign highlighted)
- ‘To Whom it May Concern’ sheet (in case of issues with residents / other motorists etc.)

Provide them with at least one pen, and any ‘goodies’ you have ordered.

Then, your Stewards / Officials' Packs:

- Printed Route Map
- NAM Diagrams
- Route Instructions
- Time Cards
- Copy of Permit, Section 33 notice(s), Authorisation Document
- Organisers' Contacts

There's no such thing as ‘too much information’ when it comes to these packs – include anything you think your senior event officials might need.

You will need to prepare one each for your Steward(s), any Regional Association DSOs or Championship Coordinators, Police Liaison Officer and Results Team.

Seeding the Entry

Your Entries Secretary will almost certainly have kept you up to date with who has entered your event, and you might have made a first draft of a seeded list. However, doing it properly takes a bit of time.

You will never please everyone and should not aim to do so. However, putting effort into this process can often save you grief in the leadup to the event, and on the night.

Some use Excel, some prefer to print out the seeding information from each entry individually and use that to ‘build’ a literal entry list on their kitchen table. Whatever method, this can be the source of a major headache if you don't give all classes the time and attention needed to put your competitors into a sensible running order.

Lower classes especially can be hard to put into a sensible order, but don't be afraid to consult other events' seeded lists and results for guidance. Keep an eye out for competitors entered in the wrong class (either by mistake or design) and those either inflating or playing down their results – it does happen!

Another regular problem is, how do you seed competitors who have not put any seeding information down?

As a rule, competitors who have correctly entered a class, but in the meantime obtain results that would normally render them ineligible (for example, a crew entering your event in the Expert class, then winning an event the following weekend thus qualifying them for the Master class) should be allowed to run in the class they entered at the time, but there is no hard and fast rule for this. It is your responsibility as an organiser to determine what is fairest for your competition.

Final Instructions

If all has gone to plan, you won't need to share very much new information in your Finals. Details about where to park trailers, where noise and scrutineering are and what time they open and close, and where competitors might be able to get fuel prior to starting, are typical content. So too are reminders for marshals, which maps they may need, where and when they can sign on, and so on.

Of course, if you have had to change any details as published in your SRs, or if you had any 'TBC' details, they should be included in your Finals.

Please note that, as per Ch. 3 App. 10 Art. 4.1, you are limited in terms of making changes to fundamental elements of your event including (but not limited to) date, number of starters, other matters of eligibility. These can only be amended by getting written agreement from all competitors already entered, and Motorsport UK.

Smaller details regarding the safe and orderly conduct of the event may be changed, but only with agreement from Motorsport UK.

Read examples of other events' Finals, and think through your own event, but don't worry too much if there are still any details yet to be confirmed, as these may be addressed using a Bulletin at Signing-On.

One important aspect that should be included, is a reminder of emergency blocked road procedure. The following text should be included in the Finals:

"If you come across a route that for whatever reason has become impassable:

- 1. You must contact the event emergency number to notify them of the location and detail of the obstruction, and confirm the reroute used.**

2. **Travel along the given re-route, treat as extremely quiet. Any time loss will not impact results.**

Please note, the police prefer that the Organisers notify them, rather than receive several calls from competitors notifying them of the same incident”

Electronic Signing-On?

It can be a big advantage to organisers to use an electronic signing on system in the week leading up to the event, saving a lot of time and queuing on the night.

If you are able to do this, either using an online entries system provider, or requiring competitors to email images of the relevant documents (Motorsport UK licence, club membership card, insurance declaration) to the Entries Secretary, it means that anomalies are more likely to be picked up (and resolved!), and the pressure on your team to process everyone efficiently while paying proper attention to their documents is completely relieved.

Police Communication

With everything now in place, email the Police officer who covers your event area, to ensure they are fully aware of your event, and have all of the details they require.

Signing-On Preparation

If you have opted for a physical Competitor Signing-on desk (or separate desks per class), make sure you have prepared the Competitor Signing-on Declaration forms, insurance declaration forms, have a stock of Club Membership forms ready for anyone who needs to join your club (should they have lost their club card or not already joined one of the invited clubs) and any other materials your team will need on the evening.

Have a quick briefing with your Signing-On team in this last week before the event, and make sure they know to report any anomalies to a Senior Official if they spot them (for example, a competitor not being able to produce a Motorsport UK licence, or holding the wrong grade of licence for your event).

If your event is using the ‘no marshal, no start’ rule, make sure you have a clear system in place with your Chief Marshal to work out which competitors’ marshals have signed on. Some events use a large piece of cardboard with every control listed, and the details of which competitor’s marshal is responsible for each control. Some clubs have worked out a digital system to do this, with a monitor to show that information to the signing on team. Either way, this is your only chance to make sure all your competitors actually bring a marshal with them,

Final Team Meeting / Briefing

You will, of course, have been holding regular meetings throughout this process, or at least been having plenty of catch-ups with your Senior Officials, either in person or on the phone / via video chat. However you have been doing things until now, this final team meeting really should be in person, along with your document packs, to make sure that every member of your team has the information and materials needed to carry out their duties on the night of the event.

Be as thorough as possible. Go through everything. Your goal should be to leave the meeting knowing everything is in place, or if not, understanding exactly what is left to be done, and who is responsible for it. Arriving to the start venue with any confusion about any point will cause you incredible stress.

Things can change on the morning of your event, of course. Being ready means, you will have the capacity to handle any such last-minute issues.

Route Authorisation

Ensure you have received the following documents from the CAO:

- Anti Substance and Alcohol notice
- Driver Insurance Declaration Form
- Competitors Briefing Guide
- Standards of Rally Driving notice

The Day of Your Event

Police Liaison 2

Before your Event Secretary leaves home to travel to the start venue, they must contact your local police on 101 and obtain a reference number for the event.

You should be asked to provide an outline of the route, number of competitors, and contact details in case a member of the public calls in about your event.

If the operator you speak to does not ask for this information, make sure they understand exactly what you are calling about, and why.

Whilst you will, at this stage, have completed good PR work and made sure all residents and landowners are well aware of the event, there are countless reasons why someone from outside the area might travel on your route. If they encounter competitors, marshals or spectators in places they are not expecting, there is a chance they will call the police.

It is good practice to share the police event reference number with any police officers attending your event in an official capacity.

Venue Preparation

Make sure your Noise, Scrutineering, Trailer Park, Competitor Parking and Signing-On venues are set up as required. If you have any willing volunteers, it is always helpful to have some on standby to point any lost souls in the right direction!

Bulletins

In the event of any last-minute changes, for whatever reason, you may need to issue a Bulletin to amend the route, timings, or other details of your event.

These should be made in writing on the Official Notice Board at least 30 minutes prior to the first competitor's start time.

If you need to issue any Bulletins after this time, or once the competition has started, it must be signed by either the Senior Clerk of the Course or their Deputies and issued to each competitor who must then sign to acknowledge it.

Oral instructions which alter the route, time schedule or Special Test are never valid.

It would be worth reading **Ch. 13 App. 1 Art. 8** to understand what you are allowed to change, and how.

Driving Standards Observer / Judge of Fact List

One of your final acts, once all of your marshals are signed on but prior to competitors

starting the event, will be to prepare your final list of Driving Standards Observers / Judges of Fact.

This must be a complete list of all Observers and Judges appointed, and the full list of facts that they are able to adjudicate upon. Clearly print their full names and licence numbers, if they hold one. Make sure that all Observers and Judges are aware of how and when they are required to make their reports, i.e. any in the first half should ensure their reports are sent through to the halfway halt.

As with Bulletins above, you must provide a space on this list for competitors to sign acknowledgement of it.

Stating “all signed on officials are DSOs” or suchlike in your SRs, Finals, or even a Bulletin which all competitors must sign for, is not valid for this purpose.

Failure to do this will mean that a competitor would be able to protest a report that any of them may make, and you will have no choice but to uphold it.

Competitor Briefing

Motorsport UK have prepared a guide for the content and tone of Competitor Briefings, which is at the [end of this document](#).

This is your last chance to remind competitors of their responsibility as custodians of the sport, that they are subject to the Road Traffic Act and that the roads are not closed.

Inform them of any particular hazards or notable road conditions, especially if the weather is bad.

Show all competitors examples of all Control Boards, Code Boards, Arrows etc.

Competitors should sign an attendance sheet to confirm they were present for the briefing (**Ch. 5 App. 5 Art. 2.3.h**).

Any who did not attend or report late may be fined (**Ch. 1 App. 2 Art. 11.6**).

You are advised to record your briefing on video.

Course Car Briefing and Preparation

Refer to the Course Cars section [earlier in this document](#) as a reminder.

Consider fitting one of your event setup vehicles (it should **not** be one of your rally-prepared course cars) with a dash-cam to capture the full route as it is set up for competitors. Having one in your Closing / Sweeper vehicle will mean that you can make a direct comparison of road conditions immediately before and after your event and note any property damage which may have occurred.

This will help deal with queries, and manage any damage claims you receive. Being able to prove how things were before your event passed through, and what (if anything) you did to mitigate any possible risk, especially on private land, may save you a lot of trouble.

Make sure all of your team who will go around the route before the competitors are well briefed to report any issues they come across – particularly areas where large numbers of spectators have congregated, and where they highway might be blocked. The sooner you know about a problem, the better the chance you have of either resolving it, or cancelling the section if it cannot be sorted.

Be Ready

With everything set up, your competitors ready to start, all marshals briefed and in position (or at least on their way to their controls), the key role of the organising team is to be on standby.

As mentioned before, the Senior Clerk of the Course and Event Secretary **must not** be committed to travelling the route in one of the course cars.

If terrain and time schedule – and most importantly, mobile signal, having checked on your route survey – permits, the Senior Clerk of the Course may wish to monitor important time controls, to see how the competition is unfolding.

However, the Senior Clerk of the Course and Event Secretary must always be available to deal with event safety and incident management – as mentioned previously, one of their mobile numbers will be printed on the Time Cards as the event's emergency contact number, and they must always be able to accept a call relating to an incident.

If you are using a group chat for Officials or Marshals, a senior event official should monitor this at all times. Members should be reminded that the group is for sharing important information.

Make sure a senior event official with the authority to issue any necessary bulletins amending the route or time schedule is present at any Main Controls on your route – normally this should be at or near to a fuel / rest halt, but will depend on how you have set up your event.

Scrutineering / Noise Failures

In the event of any of your competitors failing the noise test or scrutineering, this will be reported to you by your scrutineering team. Unless the fault can be rectified in time for that competitor to be able to sign on before the deadline, without temporary parts in the case of the noise check, and especially if the failure is on the grounds of safety, you must uphold the scrutineer's report.

Post-Event

Police Liaison 3

Within 24 hours of the finish of your event, contact the Police on 101 for details of any issues or incidents logged in relation to your STORM number. Advise your RLO of their response (even if there were no reports).

Route Survey

As soon as possible after you have wrapped everything up at the finish, it is vital for members of the organising team to traverse the route.

Check any locations where damage was reported and be on the lookout for any damage that has not been reported. Liaise with any residents or landowners affected – being proactive here can save you a lot of hassle later.

Prepare a report of any damage or issues you are aware of and send it to your RLO and the Police contact(s) for your event as soon as possible. Again, being proactive here is vital. Nothing is going to lose you roads faster, and upset more locals, than being slow to deal with the damage your event might have caused.

If you can prove that it was not your event that did the damage, that's great – if one of your course opening vehicles was running a dash cam, this can be quite easy to deal with. But don't fob residents off.

Check any areas where your Course Cars have noted that spectators have gathered for litter. It's a sad fact that they often leave a mess, it would be to your advantage if you can get to it and deal with it before residents or landowners stumble upon it.

Collect any signage and control boards that might have been missed. If you used any private land, assist in clearing up tape / arrows etc.

Mandatory Paperwork

Make sure one of your stewards has completed and submitted their report.

Complete your post-event paperwork as required by **Ch. 3 App. 6 Art. 1.1.**

Fill in the Declaration of Numbers on Sport80 and pay for your Permit according to your number of starters. Send a complete list of all starters and their details to the CAO, as well as the Secretaries of any Championships your event may be part of.

Submit a report of any Judicial proceedings and penalties imposed to Motorsport UK.

With all of the above addressed, get ready to start again for next year's event!

App. A - Route Essentials

Due in V2, this section will look in depth at how to choose suitable roads, and set up your route to ensure compliance with the MVCTR / NCR, while still being an enjoyable challenge and getting a result.

App. B - Guide for Content of Road Rally Competitor Briefings

General Advice

Thank your competitors, marshals and officials for attending.

Remind them that this is supposed to be enjoyable, but they bear a responsibility for the future of the discipline.

SPEAK CLEARLY AND SLOWLY.

Consider using a sound system, especially if in a room with an echo – sports halls are terrible for this.

Try to schedule the briefing for a time when signing on has closed, and there are fewer distractions / necessary conversations taking place in the space you are using.

At the same time, don't leave it so late that you need to rush – you might miss something important, and your top competitors will be distracted (or actually need to go and collect their route information / start driving)...

Use of the Public Highway

The roads are not closed.

The Police are aware of the event and will probably be monitoring it. The Road Traffic Act remains in place and you should drive accordingly.

Do not intimidate other road users!

Remember competitors can usually manoeuvre more effectively than other traffic, be courteous, be patient, dip lights, don't cause complaint.

Approaching controls – stop in a safe manner, dip auxiliary lights. Don't pull away until marshal is clear. Be courteous to marshals!

Driving Standards Observers will be in place. Stop properly at Give Way junctions.

Penalties will be applied for offences, up to and including disqualification. Serious offences may be reported to Motorsport UK.

Quiet Zones – how they are defined, how to treat them.

Neutral Sections – remember to turn off auxiliary lights.

Social Media

Photos and videos on social media attract unwanted attention. Prosecution is possible from video evidence.

The organisers have worked hard to put this event on and wish to continue to do so; social media images and video on the public highway do you and the sport no favours.

Remind your marshals / family / friends.

Incidents

Damage declaration!!

What to do if there is damage to humans / animals / property – requirement to stop at the scene, exchange details, notify organiser.

Even if you retire, Damage Declaration must be submitted.

Major incident / road blocked – call organiser immediately.

Insurance is a huge issue, and not complying with the above puts all rallies in danger!

Break downs – make sure you are in a safe place, be visible Let organisers know.

Stopped by the Police / resident / other road users - 'To whom it may concern' letter.

Do not get involved in arguments.

Boards

Control boards – time / passage same or different?

Route Checks – number plate? Control board in advance?

Quiet Zone entry / exit.

Caution / NO / Arrows.

Give Way – additional signs added when coming off whites or at tricky junctions?

DSO – board in hand, or on a stake?

Summary

Road rallies exist through the tolerance of the public and authorities. At all times, competitors and officials are required to drive in a manner compliant with the RTA and Highway Code. **REINFORCE THIS MESSAGE.** Any transgressions will be reported to Motorsport UK.

Remind the competitors that the future of the sport is in their hands.

Any Questions?

Be prepared for the usual – where do we get codeboards signed? Are we allowed to stop outside time controls? Where is route hand out? Etc. etc. etc.

App. C – Special Tests

General

Special Tests can be a useful tool for organisers, both in terms of getting a result, and in controlling spectator movement on the night of your event.

Where provision is made for spectators at a Special Test venue, Motorsport UK can grant dispensation to let you use that test twice – once at the start of the night, and a second time between midnight and 3 AM.

This will, hopefully, encourage the sort of casual spectator that might cause issues by parking and standing in inappropriate places on the public highway, to stay at the Test venue between runs, and then leave to go home once the second run has concluded.

Venue

A venue which can accommodate spectators would be desirable. In order to do so, please consider whether good parking provision is available, and look for viewing locations that comply with Stage Rally Safety Requirements (SRSRs), namely separated from competing cars by means of a raised earth bank (at least two metres is preferable) or fencing / barriers.

The following would also be advantageous:

- Easy access from an A- or B-class road
- Separate entrance and exit points for competitors and spectators
- Good mobile phone signal coverage
- Room for competing cars to queue while waiting to start the test
- Catering facilities
- Toilets

Motorsport UK Licenced Venues might already have some or all of the above, and a plan for where spectators might best be sited. However, the presence of a Venue Licence does not mean organisers should take all or any of the advice in this guide for granted.

Spectator Management

As mentioned, it would be preferable for competitors to watch from a raised position of at least two metres above the competing vehicles' route.

Where this is not possible, and competitors are expected to watch from behind barriers or fencing, the test must be designed in such a way to reduce or eliminate the possibility of competing cars approaching that location at speed.

This may be achieved by adding a manoeuvre or control / code board on approach, or only allowing spectators to watch in a location where competing cars are travelling away from them, or passing parallel to their location.

Test Layout

Tests should be no longer than 10 miles, and must be designed to ensure the 30mph average speed is not exceeded; there are many ways in which to achieve this.

There should be only one split and merge per test. Any split or merge must have a manned control on each approach, to ensure safe running of the section. Marshals on these controls will need to be briefed to hold the joining car and to give priority to the car already on the test.

Special Tests on Road or Navigational Rallies should not use 30 second starts.

All tests should be laid out to ensure crews are not able to be driving towards each other. On single track test this is relatively easy to manage. However, venues with multiple tracks and junctions could require the use of 'rally tape', 'No Entry' boards, or the use of other physical barriers to prevent crews driving towards each other.

A general 'rule of thumb' when designing tests is; when a competitor is likely to get up into third gear (using a standard gearbox) they should be required to slow down. In general terms this will mean no straights longer than ¼ mile, however the natural terrain will alter this as clearly ¼ mile steep uphill on a muddy track will be much slower than ¼ mile steep downhill on tarmac!

The slowing down can be achieved by a variety of means, the use of which will very much depend on the test venue, layout, and terrain.

Ways of 'slowing down a crew' – all of the below should be possible to drive without the need to reverse or do a three-point turn.

- Bends in the road, which either already exist or are artificially created – these should be at least 60-degree bends.
- Manned Passage Controls as per **Ch. 13 App. 5 Art. 3.2.**
- Unmanned Route Checks using Code Boards, these must comply with **Ch. 13 App. 5 Art. 3.1.** Note that any Code Boards facing parallel to the road must be visible to competitors from more than 50 metres.
- Stop/Go Control as defined in **Ch. 13 App. 5 Art. 3.5.**

- 360-degree manoeuvre around a marker or group of markers - these should only be used within sight of the start of a test or a manned PC or Stop/Go Control to mitigate the risk of cars traveling against rally traffic.

Other Requirements

Depending on the length / complexity / nature of your test, and the size of the venue, please consider the need for having one or more recovery vehicles on standby.

If the test is in an area with poor mobile signal, it might be worth having radio coverage between marshals.

App. D – Viewing Locations

General

As mentioned before, it is preferable for events to use Special Tests as their only spectator viewing locations. If for whatever reason this is not possible, or practical, then please ensure the following points are considered.

Do You Really Need Them?

Are you putting a spectator guide together just because that's what your event / club has always done? Are they more of a hindrance than a help?

This might be an obvious or slightly daft question, but it's worth considering whether specifying locations provides you any benefit, especially if you tend to offer spots away from more interesting sections deliberately, to keep spectators away from them.

Specifying locations on the public highway where you as an organising team would like spectators to go to watch the competition raises many difficult questions concerning liability, duty of care, and responsibility for anything which might happen there.

Choice of Location

If you decide to go ahead, as well as complying with the PR requirements discussed earlier, the following must be considered:

1. A location where spectators do not need to stand in the highway to view the competitors passing is essential
2. Choose a relatively less important section – preferably timed to the minute, and where competitors won't be trying so hard to make it to the next time control
3. Make sure there is a suitable route in and out of the chosen point
4. Ensure there is ample parking, that does not block other roads or driveways
5. Avoid any locations which might cause disturbance to residents or farmers

Guide Preparation

As well as the basic information for the viewing locations (diagram, approximate timings, reminder to park responsibly and not litter etc.), your guide must provide clear instructions of where anyone reading it must NOT go. Blackspots apply to everyone connected to the rally, not just competitors. Non-competitors passing sensitive areas can cause serious PR problems. Consider using No Entry signage at such locations.

Operation

Any locations where you recommend for viewing MUST have adequate marshals to ensure those attending are stood in sensible locations, and to report issues to the organising team. From 1.1.26, any such locations must have a control where competitors are required to stop 50m beforehand – this can be a time or passage control or DSO.

App. E – Entry Form Details

What You Need to Include

The following will make your life a lot easier (not to mention ensure you comply with the NCR!). **Ch. 3 App. 5** contains all the information you need.

Mandatory Contents

- Official name of the event (as per your Permit)
- Date of the event
- Identity of the promoters / organisers of the event
- The date and time at which entries will close for the event (no less than three days before the date of the event for Interclub status road and navigational rallies, while Clubman events may accept entries up to one hour before the competition starts)
- Space for the following for both Driver and Navigator:
 - Full Name
 - Address
 - Contact Telephone Number & Email Address
 - Competition Licence Number
 - Club Membership Details
 - Next of Kin Details (Name, address, emergency phone number, relationship)
- Space for the following for the Vehicle:
 - Make and Model
 - Engine Capacity
 - Registration Number
 - Colour
 - Insurance Details (Name and address of insurer, policy number)
 - If your event has any restrictions, e.g. no 4WD, make sure to check here
- The indemnity declaration and parental consent text as set out in Ch. 3 App. 4 – more details on this below
- Space for the full name and address of the parent / guardian of both the driver and navigator, should it be needed

Necessary Contents

- Class Entered (give a choice to be ticked / circled, it will make life easier)
- Space for Seeding Information (give as much or as little as you think necessary), you can ask where each competitor believes they should be seeded, but be prepared for a lot of “top 10” or “as high as possible”...

It will save you grief if you encourage competitors to provide as much relevant information as possible here. Those who leave this section blank are a major source of stress!

Optional Contents

-If your event is a round of any championship(s), make sure to add somewhere for them to declare this and put their registration number(s)

-If you operate a 'no marshal, no start' rule, make sure to include somewhere for each crew to provide a name, contact phone number and previous experience for their marshal.

-If you have official media on your event, you should include an opt-in / opt-out choice for your competitors to be contacted by them.

Declarations

There are six key declarations that must be included on your entry form, which competitors are giving their assent to when they sign their entry form / submit an online entry, as per **Ch. 3 App. 4**.

If you use an online system (either one you have designed yourself using Google Forms or suchlike, or one provided by someone else) **you must make it clear to competitors that, by clicking 'submit entry', they are agreeing to these declarations.**

These are:

1. 'I declare that I have been given the opportunity to read the NCR and if any the Official Documents for this Event and agree to be bound by them. I declare that I am physically and mentally fit to take part in the Event and I am competent to do so. I acknowledge that I understand the nature and type of the Competition and the potential risk inherent with motor sport and agree to accept that risk.'

'I understand that motorsport can be dangerous and accidents causing death, injury, disability and property damage can and do happen. I understand that these risks may give rise to my suffering personal injury or other loss and I acknowledge and accept these risks.'

'In consideration of the acceptance of this Entry I agree that neither any one of or any combination of the ASN and / or its associated Clubs, the Organisers, the Track owners or other occupiers, the promoters and their respective, officers, servants, representatives and agents (the "Parties") shall have any liability for loss or damage which may be sustained or incurred by me as a result of participation in the Event such as damage to property, economic loss,

consequential loss, reputational loss or financial loss howsoever caused ('Losses'). Nothing in this clause is intended to or shall be deemed to exclude or limit liability for death or personal injury. To the fullest extent permitted by law I agree to hold harmless each of the Parties in respect of any Losses whatsoever and howsoever arising from my participation in the Event. Further I agree to accept responsibility for and where necessary compensate the Parties in respect of any Losses arising or howsoever caused by my negligence or actions where they are determined to be in breach of the Motorsport UK National Competition Rules as they apply to my participation in the Event.'

'I declare that to the best of my belief the Driver(s) possess(es) the standard of competence necessary for an Event of the type to which this Entry relates and that the vehicle entered is suitable and roadworthy for the Event having regard to the course and the speeds which will be reached'

2. 'I declare that the use of the Vehicle hereby entered will be covered by insurance as required by the law which is valid for such part of this Event as shall take place on roads as defined by the law. I declare that the vehicle entered is registered taxed has a valid MOT certificate (where appropriate) and is roadworthy as required by law.'

3. If I am the Parent or Guardian of the Driver:

'I understand that I shall have the right to be present during any procedure being carried out under the Supplementary Regulations issued for this Event and the NCR.'

'I confirm that I have acquainted myself and the minor with the NCR agree to pay any appropriate charges and fees pursuant to those Regulations (to include any appendices thereto) and hereby agree to be bound by those Regulations and submit myself without reserve to the consequences resulting from those Regulations (and any subsequent alteration thereof). Further I agree to pay as liquidated damages any fines imposed upon me up to the maxima set out in Chapter 1 App.2.'

4. 'I undertake that at the time of the Event to which this Entry relates I shall have passed or am exempt from an ASN specified medical examination within the specified period.' (Chapter 6 App.2 Art.6.5).'
5. 'I have read and fully understood the regulations for Control of Drugs and Alcohol as contained in the NCR Chapter 2 Art.2, Chapter 5 App.11 Art.1.6, Chapter 3 Art.17 and have also fully familiarised myself with the information on

the web sites referred to (www.motorsportuk.org, www.ukad.org.uk and www.wada-ama.org) in particular the UK Anti-Doping Rules which have been adopted by the ASN.'

'Further if I am countersigning as the Parent or Guardian of a minor then in addition to the deemed consent to the testing of that minor (UK Anti-Doping Rules in Chapter 6) I hereby confirm that I give such consent for the minor concerned to be so tested.'

6. 'I hereby agree to abide by the ASN Safeguarding Policy and Guidelines and the Code of Conduct.'

These must be present on your entry form with a clear indication to competitors that, by entering the event, they accept those statements.

App. F – Budget Guide

Due in V2, this section will provide a breakdown of your main sources of income / expenditure, and act as a tool for you to keep track of your event finances.

App. G – Course Car Checklist

Setup Vehicle(s) – ideally 4X4 / small van

Running approx. 30 minutes ahead of Car 0 time

At least one member of the crew should have knowledge of the event route beforehand and have planned or assisted with any earlier setup

They should carry with them:

- Spare control boards
- Spare code boards
- Red/white tape
- Spare tabards, check sheets, pens etc.

Fitting a dash cam to one of these vehicles is recommended

Remember, not all marshals will have arrived when these are passing, especially marshals operating more than one control, so don't panic if any controls are not yet manned

Course Car 1 – can be a rally car

Running at 'Control Opening' time according to the Marshal Instructions

They should carry with them:

- Spare control boards
- Spare clocks
- Spare tabards, check sheets, pens etc.

If a rally-prepared car, a dash cam MUST NOT be fitted

They must report any missing marshals to the organising team, who can attempt to contact them, and advise a solution

Course Car 2 – should be rally-prepared

This should run a maximum of 5-10 minutes ahead of the first competitor. You need an experienced and reliable driver, using a well-prepared, reliable car, and a calm, competent navigator.

They should carry with them:

- Spare check sheets, pens etc.

A dash cam MUST NOT be fitted

This crew should follow the entire route as accurately as possible, have their Time and Passage cards filled in as completely and clearly as possible, as this will assist you and your results team in the event of any queries regarding code boards or signatures.

Sweeper / Closing Car

This should run at control closing time (or earlier, if all vehicles are accounted for, but this is not always easy to judge, they should never rush).

This vehicle should follow the entire route, no exceptions. Their role is to collect check sheets, report sheets, clocks, and any time cards / damage declarations left at controls by retiring crews.

It would help if they carried:

- Jump leads
- Tow rope
- 12v tyre inflator

These can help marshals who have accidentally run their batteries flat, beached their vehicles, or picked up a puncture on the lanes. They may also be required to assist in extricating competitors who have got a bit carried away, but they should not lose too much time in doing so – it is more important they reach controls in good time to close them.

Some marshals, especially those operating two controls, may depart their posts as soon as the closure time passes – such marshals are normally experience enough to not just dump their equipment and paperwork upon leaving, but your Sweeper crew should be sure to check for anything that has been left behind if they reach a control where the marshal has already departed.