

Organisers Information for 12 Car Championship

Timetable

Latest Date	Task	Notes
6 weeks before	Submit Route to RLO:- John Richardson 67 West Park Selby YO8 4JN 01757 702048	John is happy to receive routes by e-mail, or by post, and the route must include all controls and checks, including code boards. If you post the route, please e-mail him to tell him it's been posted, and so he can easily reply. Please copy Matthew in to any e-mails. Note that all submissions must be on Ordnance Survey maps. If you want to plan the route on Google Maps, then you will need to send Matthew the link to the planned route, and he can convert it to an OS Map format for you. For some examples of route submissions which John complimented and said they were very easy to read, please see https://cloud.rallies.info/apps/gallery/s/DnTVU1PhZzb8TQo#
5 weeks before	Confirm the start and finish venue with the pub landlord.	Make sure they are happy with the event using their pub.
5 weeks before	Advise Matthew of the Start Venue and Maps	So that they can be put on the website and the permit applied for.
3 weeks before	Send the Navigation and all documentation	All navigation MUST be checked and approved before the event. Also send the following

	to be issued to a competitor to an Expert for Checking	Time Cards Finals Any other documentation you intend to issue to a competitor. Any amendments must also be approved by the expert.
2 weeks before	Expert to finish checking the route	This gives them 1 week to reply
2 weeks before	Provide Chairman (Matthew Atkinson) with proof of route authorisation from RLO	If you don't get RLO approval, the event can't run
Night of the event	Secretary (Graeme Potter) creates and seeds Entry List and circulates it.	These will be seeded based on Championship Positions. Organisers must adhere to this Entry List numbering.
Night of the event	All money and documentation to be handed to a member of the club committee.	Preferably the Chairman, Vice-Chairman, Secretary or Treasurer.
1 week after	Provide Treasurer (Graeme Potter) with insurance form and all money.	Responsibility of whoever took them on the night.
1 week after	Provide Matthew with results	To go on the website.

Template Documents

The documents given here are intended to help organisers to organise consistent events. It is not compulsory to use these documents, but they

should make things easier. They are meant to be altered to suit your event, with all the main places you need to altered highlighted in yellow.

- Final Instructions
- Time Card

You will receive the entry list from Graeme

The following documents are available from the web site.

- Officials' Signing On - Remember to sign on before you go and put out any boards just in case anything happens.
- Officials' Signing On Under 18
- Competitors' Signing On

Other Documents

The [Motorsport UK Blue Book](#) contains all the rules you will need to adhere to. Section R is the Rallying section, make sure you read the parts which apply to Road events rather than stage rallies.

The [Championship Regulations](#) and the [Event Regulations](#) apply to all events and cannot be amended.

You will also need a copy of the Motorsport UK Permit, the Jelf Insurance Cover Note and the list of PR sensitive areas - these will be e-mailed to you - contact Graeme if you haven't received them.