

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	<p>John is happy to receive routes by e-mail, or by post, and the route must include all controls and checks, including code boards.</p> <p>The event should be more than 60 miles in length.</p> <p>NOTE Crossroads must only be used once throughout the event.</p> <p>If you post the route, please e-mail him to tell him it's been posted, and so he can easily reply.</p> <p>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.</p> <p>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#</p>
5 weeks before	Confirm the start and finish venue with the pub landlord.	Make sure they are happy with the event using their pub.

3 weeks before	Advise Graeme of the Start Venue and Maps to be used	So that they can be put on the website and the permit applied for.
3 weeks before	Send the Navigation and all documentation to be issued to a competitor to an Expert for Checking	All navigation MUST be checked and approved before the event. Also send the following 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 days before the event	Secretary (Graeme Potter) creates and seeds Entry List and emails the event organiser.	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 shown below, are intended to help organisers to be consistent on their event. 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 alter highlighted in yellow.

- Final Instructions
- Time Card

These are available on the website.

You will receive the entry list from Graeme, and this will contain a table for you to complete with the marshalling information.

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. These are available on the website

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.