

Guide to preparing a Targa or Night-time Road Rally North Wales RLO

This list is an event preparation guideline to assist with organizing a Targa or Night-Time Road Rally in North Wales.

Please familiarise yourselves with the relevant regulations in Motorsport UK

<https://bit.ly/3vfcJnQ>

WAMC Website, common rules link <https://bit.ly/3zyjKTz> there is no printed Yearbook now.

ANWCC Website, <http://www.anwcc.co.uk/>

The Motor Vehicles (Competitions and Trials) Regulations 1969 (as amended),

All of these Regulations and Laws **must be** adhered to.

6 - 12 Months before the event

1. Select proposed date for event and
 - a. Agree on format of event.
 - RS or Interclub
 - Road (to the minute) / Road (to the second) / Targa
 - b. Contact Motorsport UK RLO & Regional Association, Championship Secretaries. if a round, to submit proposed date.

2. Select your team officials including
 - Clerk of the Course
 - Assistant Clerk of the Course
 - Event Secretary
 - Chief Marshal
 - Timekeeper
 - Entry Secretary

Ensure that every member of your team has the ability and necessary experience to perform their tasks effectively. Remember that undertaking these duties requires commitment of time prior to and during the event.

3. Select an area in which you wish to run your event and
 - a. Familiarize yourself with PR sensitive areas, consult RLO if necessary, that will determine the route available.
 - b. Try to keep your event as straight forward as possible when preparing your route.
 - c. Ensure that the chosen start venue is more than adequate for your anticipated entry.

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4. Agree entry fee, bearing in mind that a maximum of up to 75 crews will be permitted to start the event. Written permission may be sought from the Motorsport UK RLO who may, at their discretion, increase the number of starters to 90 but only under special circumstances.
5. Submit the route using Quo, with Controls and Types of Section on maps to the Motorsport UK RLO. (R2.1.6) Please pay particular attention to standard sections regulation R10.2.4, no artificial obstruction should be used to obstruct the public highway i.e., cones, signage. Details of Nam's should be included.
6. Contact and book Start, Fuel Halt and Finish venues, after the Motorsport UK RLO has provisionally approved proposed route.
7. Contact and book your Event Officials.
 - Scrutineers
 - Environmental scrutineer
 - Steward(s) RS Clubman min 1, Interclub Min 3
 - Timekeeper (timing equipment supplier clocks etc.)
 - Results Team
 - DSO/Judge of Fact (see note 1 month out)
 - WAMC DSO Nigel Phillips nigelphillips54@hotmail.co.uk
8. Identify a location suitable for your Sound Test, remembering that it must meet the requirements to conduct the 2 meters Test (R4.1), (J5.16)

6 Months before the event

1. Following approval and amendments as required by RLO send your proposed route including for E404 to the CAO Department, Motorsport UK and apply for your Route Authorisation.
2. Seek the landowner's permission for any private roads or tracks you propose to use on your event. Make them aware of the MSUK insurance cover available at this time, sometimes it seals the deal.
3. Contact the Highways Agency and apply for a Section 33 for **ALL** private roads which have public right of way (PROW) on them that you are using. Some Councils take longer than others and may charge for Section 33.
4. Prepare a draft of the event regulations referring to Motorsport UK Yearbook Section D 10.1 & D11.1.
5. Prepare a draft of the event entry form as per Section D 12.3.
6. Send a copy of the draft regulations to the RLO for approval including cover photo if used.

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5 Months before the event

1. Apply to CAO for your event permit, remember to include a copy of the event regulations as approved by the RLO.
2. Prepare PR documentation for RLO approval.

4 Months before the event

1. Apply for RTA Insurance cover for the Competitors including course and closing cars.
2. Send a copy of your proposed PR paperwork to the Motorsport UK RLO for approval (see R3.1.6 for guidance).

3 Months before the event

1. After the Motorsport UK RLO has approved the proposed PR paperwork commence PR work.
2. Remember PR signatures **MUST** be obtained from all householders on Standard Sections (including A class roads), all Spectator routes both to and from the location must be PR'ed. **Written consent must be obtained from ALL Property owners who are within 500 meter radius of any Spectator point, Control, or Check point. (R 3.1, see chart 3 (b)).**
3. All Marshals must wear high visibility tabards which the Organisers must be able to supply if a Marshal turns up without one. When purchasing these consider if any Companies would be interested in sponsoring them for you.

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2 Months before the event

1. Confirm your Course Cars and Closing Car crews. Consider that this team will play a pivotal role in the success of your event. They should be fully briefed on their duties upon selection therefore, it is in your benefit to ensure that you have full confidence in both their ability and reliability of their vehicle. As a minimum they should be competent competitors, ideally other event organisers.
2. The Clerk of Course should not be in any of the Course Cars or closing vehicles, but should be available at all times to deal with event safety and management matters.
3. Order rally plates.
4. Prepare list of required trophies and place order.
5. Prepare list of required control boards DSO / Care / "C" (control) board.
6. Publish your Event Regulations and Entry Form after you have had your Permit and approval from Motorsport UK.
7. Open entries 6 weeks before event date.

1 Month before the event

1. Prepare all paperwork required for Officials, Marshals & Competitor Packs.
2. Prepare Time Cards.
3. Download latest signing on forms from Motorsport UK Website.
<https://www.motorsportuk.org/resource-centre/clubs-organisers/>
4. Prepare competitors route handout, ensure that the plots on the said route handout have been plotted and thoroughly checked by a team of experienced navigators.
5. Contact Start, Fuel Halt and Finish venue to confirm arrangements for event.
6. Confirm with RLO details of regional DSOs and Judge of Facts. Their names and roles to be included in the ASRs.
7. Contact officials, stewards etc. to confirm event details.

3 Weeks before the event

Complete PR process, discuss any issues that arise with the RLO as soon as you are made aware of these.

2 Weeks before the event

1. Ensure that all paperwork for the Rally Packs is ordered and received.
 - Rally plates
 - Time cards
 - DSO cards
 - Damage declaration
 - Cautions / blackspots etc.
 - Give ways
 - NAM triangles
 - Marshal documentation
 - All Section 33 authorisation documents, if required.
 - All landowner permission documents, if required.
2. Send copies of **ALL** event paperwork as a hardcopy to the Motorsport UK RLO. Include the final copy of your route on maps (Quo accepted) with everything clearly marked, and copies, **not originals** of all PR signature sheets with any sensitive areas highlighted. At this point Diagrams of all Nam's should also be included.
3. Check the RTA Insurance cover, ensure that it starts a few hours before your first car leaves and that it finishes a few hours after your last car is due to finish, including the OTL time.
4. Check your Permit is correct and pay for your DOE Authorisation.
5. If during the period leading up to the event a competitor is seen on route, a note of the location time and circumstances should be recorded. Officials should not attempt to approach or follow. The issue should be discussed with the competitor at another time. Action as per regulations should be considered.

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1 Week before the event

1. Prepare Marshal documentation packs. Control details should include:
 - Map Reference Approach and Depart directions
 - Opening time / 1st Car Time / Closing Car Time
 - Map cut-out showing control location and direction of travel.
 - Check Sheets
 - NAM Triangle if required
 - Pen
2. Prepare and publish seeded entry list.
3. Prepare and circulate final instructions.
4. Hold final pre-event team meeting and fully brief the event team, ensure that they are all aware of their duties throughout the event.
5. E-mail the police officer that covers your event area, to ensure that they are aware of your event and have all the information they require.
Eastern area: Richard.Priamo3@northwales.police.uk

Western area: Eifion.Jones4@northwales.police.uk

Before event begins

1. Contact North Wales Police on 101 and obtain an incident number for your event.
2. At the close of signing on, conduct a driver's briefing. You are advised to record your drivers briefing by means of a video. which should include as a minimum -
 - Details of all code boards etc.
 - A reminder that whilst competitors are on public roads they are subject to all The Motor Vehicles (Competitions and Trials) Regulations 1969 (as amended).
 - Any information regarding road conditions etc.
 - All Competitors are required to sign an attendance sheet that will confirm their attendance at the briefing. Yearbook 5.3.8. Impose a fine as detailed in Part 3, Appendix 1 on any Competitor who fails to attend, or who reports late at a scheduled Drivers' briefing.

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Post Event

- 1. Within 24hrs of event completion contact North Wales Police on 101 for details of any issues arising against the event incident number. Inform Motorsport UK RLO of response.**
2. Conduct a post event inspection of the route. Include all damage incurred by the event and the action you as organisers will / are taking. Copy this report to the Motorsport UK RLO & the Police Officer who looks after the event area.
3. Contact the Motorsport UK RLO with a full Post Event PR Report detailing issues and comments from any Motorsport UK Sensitive Areas, e.g., have they moved etc.
4. Pay and return the Motorsport UK Permit.
5. Return post event paperwork as per General Regulations D26.4.
6. Send a list of the Competitors details to the Authorisation Department at the Motorsport UK.
7. Resolve any PR issues and work with the Motorsport UK RLO.
8. Check Damage Declarations and deal with any issues relating to damage of property.
9. Complete and return the RTA Insurance fees and paperwork.
10. Forward a full list of confirmed starters and Final results to Championship Secretaries.
- 11. *Return to the top of the page and start again for the next year's event!!***