

Kings Lynn & District Motor Club

12 Car Rally Organising Guidance



Eight weeks before event

- 1) Identify start/finish venue and arrange food (Cost and scope of the food is to be kept within financial viability of the event to avoid the event incurring a loss. Working on a break even of 8 entries should help with this. Consider increasing the entry fee for the event or reduce the scope of the food arrangements to keep the event financially viable.)
- 2) Draw out a route on Land Ranger map approximately 50-60 miles long.
- 3) Drive around route to check the physical mileage and to help identify positions for Time Controls.
- 4) Make a tracing or a copy of the route once happy with it and it has been driven. Send tracing or copy to RLO (route liaison officer) for each county that the route enters. A list of the RLOs and their contact details can be found on the Motorsport UK website. The RLO will check that the route does not pass through any pre-listed black spots which are to be avoided. The route timings between controls need to be calculated at a 30mph average speed e.g. 2 min / mile.
- 5) Apply for permit via the Motorsport UK website. You will need the username and password to log in and do this. Please contact the Club Secretary, Club Chairman or Competition Secretary for these details or to apply for the permit on your behalf.
- 6) Produce event regulations and arrange for these and the event advertising to be circulated to club members via the Club Secretary and also added to the KLDMC Facebook page.

Six weeks before event

- 7) Notify police of the event once approved by RLO, they will want to know the rough route you are taking, the date, number of cars and estimated timings. The current contact for Norfolk Police is Mr. Jack Askew, Traffic Management Officer, Norfolk Constabulary, Jubilee House, Falconers Close, Wymondham, Norfolk, NR18 0WW.
- 8) Contact Jelf insurance for documentation for those who require competitor insurance. Each driver requiring insurance will have to confirm then can comply with specified questions on their documentation 1 week before event. A cover note will be issued a few days before the event. Names of drivers requiring insurance are to be put on the separate sign on sheet on the night. then money forwarded to Jelf afterwards.

Four weeks before event

- 9) Confirm control positions and number of marshals required to run the event
- 10) Design navigational instructions and get these checked by an experienced navigator who is not competing on the event. It is important that the person does not know the route prior to checking the navigation so that you can test if the instructions are correct or whether adjustments are required. Remember to calculate the time between controls at an average speed of 30mph e.g. 2 min / mile
- 11) Send out event reminder via email (Club Secretary) and via Facebook to maximise entries and any additional marshals required.
- 12) Collect clocks and code boards from event organiser or the 12 Car in the month prior to yours.

Final week before the event

- 13) Print navigation and maps for beginners
- 14) Print Marshals instructions
- 15) Print final instructions
- 16) Print letter To Whom It May Concern

- 17) Print time cards (available from KLDMC website)
- 18) Print signing on sheets (available from Motorsport UK website)
- 19) Arrange for course opening and closing cars, including their Marshal instructions and marked maps.
- 20) Check arrangements with start venue, numbers attending and food
- 21) Drive around route to check for road works and TC positions (TC should be more than 500m from any dwelling)
- 22) Arrange for marshals to help with signing on. Make sure they are aware of the entry fee needed to be paid and the cost of any insurance premiums for the Jelf competitor insurance to be collected. This is normally done by the closing car crew or an experienced marshal.
- 23) Collate all paperwork into competitor and marshal packs. Put navigational instructions in envelopes.

On the night

- 24) Arrive early to the start venue to ensure there is time to resolve any issues
- 25) Set up signing on with nominated person for this task and ensure they have all of the required paperwork.
- 26) At the end of the event, work out and announce the provisional results.
- 27) Thank all the marshals and the competitors for attending as well as the start venue.
- 28) Carry out marshal's draw.
- 29) Pay for food arrangements.
- 30) Pass on code boards and clocks to next organiser or make arrangements to do this.

After the event

- 31) Collate results onto a spreadsheet and send to Club Secretary for circulating to club members once finalised and any protests resolved. Also send a copy to the Club Webmaster to add to the website and also add to the club Facebook page.
- 32) Scan in a copy of the sign on sheets and send to Club Secretary for filing. These must be kept.
- 33) Complete the club expenses form (available on KLDMC website) and send to Club Treasurer along with any monies from the event.
- 34) Send off Jelf insurance sign on sheet so that an invoice can be issued by Jelf. Once received, this invoice needs to be sent to the Club Treasurer for payment.
- 35) Ask for event feedback from competitors and marshals to highlight any successes or improvements for next time.

Useful information

Competitors pack contents: Time-card, final instructions, letter to whom it may concern, navigation or map.

Marshals Pack: Time, position and direction of control, any special features of location, entry list, course opening and closing detail, phone numbers of organisers.

A check sheet which accompanies this guidance is also available on the KLDMC website to help you track your progress through the organising process.

Remember that there are lots of experienced people within the club who are able to help and advise on organising a 12 Car so don't hesitate to ask for help or double check at any stage in the above list.