Blackpalfrey Motor Club Kent

Sunday Morning Regularity Runs

Organiser's help list

These notes attempt to standardise the organisation of regularity runs and also provide a check list for organisers.

Standard Requirements for Organiser:

1) Plan the route to be a maximum of 60 miles total and aim to end by 1:30pm

2) Start at a breakfast café open at 9 am / Provide calibration route near to start

3) Half way stop at a coffee shop – allow a minimum of 40 minutes

4) Finish at a pub for lunch – request a reserved area if possible

5) Supply Start/Coffee/Finish locations & maps required to Webmaster for website

6) Start first car at 10:01 am

7) 2 regularity sections, designated Reg A & Reg B

8) Regularity starts can be manned or self-start

9) Long stretches of narrow road without passing places and all rough roads should be avoided

10) No gated roads – MSUK

11) requires all gates to be marshalled.

12) No unsurfaced white roads – check public right of way status if using a white road.

13) Send route map to the relevant MSUK Route Liaison Officer(s) (RLO) at least 3 weeks before the event (see list at www.motorsportuk.org/resource-centre/Clubs-Organisers)

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> Sussex -Matt Fowle - mattmdfowle@yahoo.co.uk (h) 01730 814673 ((m) 07748 020894

14) Keep route instructions relatively straightforward (as in the HRCR Navigation Handbook available at www.blackpalfrey.co.uk/index.php/navigation-regularity). Issue route by e-amil by Thursday before the event at the latest so that entrants can phone the organiser for advice or seek help at the start.

15) Maximum average speed of 30mph. Slow average speed on narrow yellows. Must be less than 20mph for roads under 4m wide during daylight hours (MSUK requirement) and for any sections where the speed limit is 20mph.

16) Speed changes – keep to a minimum – (the last 10 events averaged 7 in each Regularity Section).

17) Maximum 5 ITCs per regularity section, designated ITC-A1, ITC-A2 etc.

18) Time controls must be at least 2 miles apart. **Do not** site intermediate controls too soon after using or crossing a main road – can tell competitors that they'll have at least, say, half a mile after any main road to adjust their pace to the correct due time.

19) Locate ITCs at least 500m from any residential properties. There needs to be parking space for the marshal's car, off the road so as not to cause undue congestion to other traffic. ITCs should be away from bends or after a brow of a hill that could cause danger or congestion if a queue forms and must not be on an A road, unless in a layby. As per the Highway Code there should be no parking within 10m of a junction.

20) Consider use of Code Boards and/or passage checks and decide where these are to be sited on route. 20 two letter code boards are supplied in the 12 Car equipment box as are 4 Passage Control boards. Time cards will provide for up to 8 codes or passage checks per regularity section.

21) Plan for marshal crews doing 2 controls each, ideally A1 + B1, A2 + B2 etc. If short of marshals, ask Secretary to put an email request out to members at least one week before the event.

22) For each start/time control provide marshal with control location map (and photo), direction of approach, opening/closing times and expected time of first car plus P number of clock (supplied by Secretary) and entry running order. Opening time for time control is normally 15 minutes before Car0, closing time is 15 minutes after the expected time for the last car.

23) Supply regularity start times, number of controls and car running order to Secretary for timecards and results program by the Wednesday evening before the event. If you are proposing to use self-starts away from the start or coffee halt you will need to indicate the self-start time for Car 0. **Do not** send the Secretary, or other competing Committee members, the ideal times at the ITC's.

24) Email Final Instructions (with advance route plotting and calibration route) to competitors (or to Secretary to forward) no later than the Thursday evening before the event. Include contact details in case of queries. Also send a copy to your marshals for information.

25) Check route a day or two before the event – if necessary, issue route amendments on the day.

26) Print off copies of MSUK signing-on sheets for Competitors (2 copies required if have full 12 entries) and Officials (available from www.motorsportuk.org/resource-centre/Clubs-Organisers) .

27) On day, arrange signing on of all competitors and marshals. Ensure drivers complete the insurance declaration and complete an insurance application form when REIS cover is required.

28) Issue competitors with any route amendments or supplementary instructions (e.g. average speeds) and chipped timing boards with timecards. Let competitors have sight of entry running order and rally time (on blue master clock).

29) Issue marshals with their control position(s), clock, check sheet(s), entry running order and instructions for changing clock P Number (if required). Issue control boards, tabards etc

30) If using code boards arrange for them to be put out (if not done so already) and collected.

31) At around 9.15-9.30 hold marshals' briefing. Ensure they all know how to use the timing system.

32) At around 9.45am hold driver's briefing and indicate driving conditions, use of code boards/passage controls (as appropriate) and remind of need for courtesy to other road users at all times.

33) At coffee halt, collect timecards for Reg A from marshals and pass to the results team to enter the Route Check recordings (Code boards, etc) and transfer data from each competitor's timing board chip to blue master clock.

34) At finish, collect timecards for Reg B from marshals and pass to the results team to enter the Route Check recordings (Code boards, etc) and transfer data from each competitor's timing board chip to blue master clock.

35) Collect check sheets, clocks and other equipment from marshals

36) Pass master clock, timecards and marshal check sheets to Secretary/Results Team to produce results, together with note of ideal times between each control. Confirm details of missed control boards/passage checks or wrong direction.

37) Announce when provisional results are ready and present final results and awards to winners (ensuring a photograph is taken of the winners collecting their awards).

38) Pass signing on and insurance paperwork and money collected to Secretary.

39) After event, ensure all clocks, chipped timing boards and other equipment is returned. Pass clocks and chipped timing boards and other equipment to 12 Car equipment box and pass to Organiser of next event.

40) Complete the "Signing on Declaration Record" found on the MSUK website at
https://www.motorsportuk.org/resource-centre/document-library/?utm_source=Motorsport+UK+mailing+list&utm_campaign=18e1389be5-EMAIL_CAMPAIGN_2020_07_07_11_04_COPY_01&utm_medium=email&utm_term=0_ab28cacf8a-18e1389be5-55991525&mc_cid=18e1389be5&mc_eid=15ac177f59

Tasks usually done by Secretary:

• Apply for MSUK Permit (at least four weeks before event) and REIS insurance cover *Dick*

• Acknowledge Entry & issue details of how to pay, including insurance if required. Hold them as provisional until money in bank. Acknowledge payment. *Dick*

• Inform Secretary when payments received *Andy*

• Collate list of entrants and email addresses *Dick*

• Arrange call out for marshals (if requested by Organiser) *Dick*

• Print timecards & set up chipped timing boards & timecards and take to event** *Dick - but standard style Blanks in 12 car box*

• Set up clocks and take to event** *Event Organiser*

• Prepare results program** *Tom/Results Team*

• Supply awards *In Reg Run box*

• Do results on computer at the event, email copy to organiser, competitors, marshals after the event and put on website** *Tom/Results Team*

• C-19 Officer return to MSUK *Dick*

• MSUK Signing on Declaration *Dick*

• Make insurance return to REIS *Dick (organisers to send spreadsheet to Dick if not at event)*

• Pay REIS premiums received - *Andy*

• Replenish forms etc in 12 Car equipment box *should be enough for this season*

** If any Organiser wishes to undertake any of these tasks please let the Secretary know, equipment and instructions will be supplied

Tasks usually done by Webmaster:

• Insert event details (Organiser, Start/Coffee/Finish locations & maps used) on website and update

entry list as entries received. *Tom*

- Set up entry form so that entry notifications are emailed to Organiser, Secretary, Webmaster and Treasurer. *Tom*

Tasks usually undertaken by Chairman

- Find someone to do write up for Highway *Brian*

Tasks usually undertaken by the Treasurer

- Notify Organiser of entry fees received *Andy*

Contact details:

Webmaster: Tom Ash   tom.ash@btinternet.com

Reg Run Co-Ordinator: Dick Athow   richardathow@btinternet.com

Chairman: Brian Millen   brianjmillen@ymail.com

Treasurer: Andy Craker   andycra@sky.com

Equipment contained in 12 Car equipment box: Note: If this was not passed to you at the previous event then you will need to arrange its collection before about 1 week before the event.

16 pointed sticks with bolts
2 cans of temporary road marker & 2 containers of flour (for marking control timing lines)
10 Marshal's tabards
11 Time control boards
2 Self-start control signs (laminated)
5 Passage control boards
13 A4 laminated 2 letter code boards
7 Blackpalfrey small arrows (in case needed for parking at venues)
1 A4 laminated arrow left/right
1 A4 laminated arrow straight on
2 Calibration Route Start/Finish on polyboard
3 Caution signs with Walkers/Horses/Bikes/Potholes to add on
3 Clipboards
Pens
First Aid Kit
Supplies of: Insurance Declaration forms
                          REIS insurance application forms
                          Marshal's check sheets
                          Instruction sheets on how to operate clocks & change P Numbers
                          Blackpalfrey membership forms

VH November 2017

Updated Dick Athow 20/7/2020

Check the latest MSUK Covid-19 or similar additional instructions - BPMCK will have an additional advisory list which will be appended to this document.