

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.

If you experience any problems whatsoever, please contact the Regularity Run Co-Ordinator who will allocate an experienced member of the club to help you out.

Standard Requirements for Organiser:

OFFICIALS

- 1) Officials required
 - a) Secretary of the Meeting
 - b) Clerk of the Course
 - c) Covid-19 Officer – can be either of (a) or(b) above.

CREATING THE ROUTE

- 2) Plan the route to be about 60 miles total and aim to end around 1:30pm
- 3) Supply Start/Coffee/Finish locations & maps required to Webmaster for website 2 months before event
- 4) Long stretches of narrow road without passing places and all rough roads should be avoided
- 5) No gated roads – MSUK
- 6) requires all gates to be marshalled.
- 7) No unsurfaced white roads – check public right of way status if using a white road.
- 8) Send route map to the relevant MSUK Route Liaison Officer(s) (RLO) at least 4 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

- 9) 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-mail **at the latest** on the Thursday before the event at the latest so that entrants can phone the organiser for advice or seek help at the start.
- 10) 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.

- 11) Speed changes – keep to a minimum – (no more than 12 in each Regularity Section).
- 12) Maximum 5 ITCs per regularity section, designated ITC-A1, ITC-A2 etc.
- 13) 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 **the same distance travelled on the A road.** **say, half a mile after any main road to adjust their pace to the correct due time.**
- 14) 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.
- 15) Consider use of Code Boards and/or passage checks and decide where these are to be sited on route. Plenty of two letter code boards are supplied in the 12 Car equipment box as are Passage Control boards.
- 16) **The standard competitors** Timecards **can be amended to fit your event.** **will provide for up to 8 codes or passage checks per regularity section.**
- 17) 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.
- 18) 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 (if we are able to use the Liege timing clip boards) and entry running order. Opening time for time control is normally 15 minutes before Car 0, closing time is 15 minutes after the expected time for the last car. **The last Time Control closes 30 minutes after the expected time for the last car.**
- 19) Start & Finish to be at suitable place where refreshment & toilet facilities available.
- 20) Provide calibration check route close to start.
- 21) Half-way stop at a coffee shop/ garden centre type of venue with toilet facilities – allow a minimum of 40 minutes
- 22) If finish is at a pub for lunch – request a reserved area if possible
- 23) Start first car at 10:01 am
- 24) 2 regularity sections, designated Reg A & Reg B
- 25) Regularity starts can be manned or self-start

DOCUMENTATION

- 26) The Webmaster will open the entry list on the club web site approximately 2 months before the event. The organisers, webmaster, Regularity Run Co-ordinator and treasurer will be informed automatically each time an entry is made.
- 27) **There is a standard entry acceptance letter for the organisers to acknowledge each entry and it should be e-mailed to both driver and navigator as soon after receipt as possible, certainly within 48 hours of receipt.** It includes instructions as to how to pay, & and at what point in time future documentation will be issued.
- 28) Timecards, a list of potential marshals, etc will be included as part of the package sent to organisers by the Regularity Run Co-ordinator about 8 weeks before the event. Any current Covid-19

compliance requirements will be detailed at that time, but the organisers must regularly check the MSUK website for any changes that may take place.

- 29) After the preceding event has taken place, issue competitors with their signing on forms, insurance proposal forms, etc (a list will be given to you by the Regularity Run Co-ordinator). This is to avoid the documentation being sent to the wrong organiser! Everything is to be done on-line – no exceptions!
 - a) **The master Signing on Form must have the Heading completed before sending out to competitors.**
 - b) Each form must be checked to see they have been correctly completed and returned at least 14 days before the event for Competitors and 5 days for marshals. **Some chasing up of these papers will be required until competitors become accustomed to the new system!**
 - c) If not received by these dates then they are not permitted to partake in the event.
- 30) Marshals will also have to sign on on-line – no exceptions.
- 31) Email Final Instructions (with advance route plotting and calibration route) to competitors no later than the Wednesday before the event. Include contact details in case of queries. Also send a copy to your marshals for information.
- 32) Issue marshals with their control position(s), clock, check sheet(s), entry running order and instructions for changing clock P Number (if required).
- 33) Check route a day or two before the event – if necessary, issue route amendments on the day.
- 34) Arrange for code boards to be put out (if not done so already) and collected.

ON THE DAY

- 35) Organisers to open “signing on”, speed change display, etc at start from 9 am.
- 36) 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).
- 37) Issue control boards, tabards etc to marshals.
- 38) At around 9.15 hold marshals’ briefing. Ensure they all know how to use the timing system.
- 39) At around 9.30am hold **competitors’** 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.
- 40) At finish, collect timecards from marshals (**either electronically, or in sanitised folders**) and pass to the results team to enter the Route Check recordings (Code boards, etc) (If using the Liege timing clip boards transfer data from each competitor’s timing board chip to blue master clock)
- 41) Collect clocks and other equipment from marshals
- 42) 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.
- 43) When rules permit, 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). Otherwise, leave the results team to compute the results. Then e-mail them to the competitors & marshals and allow 24 hours from the time of posting the e-mail for any queries to be raised, which will then need to be resolved before they become final.

TIMING

- 44) The Liege Clocks are currently set to a manual system, so they are not chipped onto the timecards as is the normal way.
- 45) Competitors will be issued with their own Timecards when the Final Instructions are issued.
- 46) Marshals have their own time check sheets. These will be the definitive results sheet.
- 47) At each **Time Control** Marshals will
- a) Record the time on their time sheet
 - b) Tell the competitors the time entered on the sheet
 - c) Show competitors the clock and the time sheet.
 - d) At each manned Passage Check
 - e) Competitors must stop at the Control (Rubber Stamp sign)
 - f) Marshals will show competitors a Code Board, similar to a Code Board with 2 figures on it,
 - g) Competitors should record this information on their Timecard in the next available space.
 - h) The marshal will record the car competition number on their Marshal's Timecard
 - i) No Marshal signatures will be entered on the Competitor's Time Cards
 - j) Competitors will then proceed with their journey.
- 48) Marshals are Judges of Fact.

RESULTS TEAM – this could be the organisers

- 49) Before the start,
- a) enter the competitors on the laptop
 - b) enter the ideal times
- 50) At the end of the event
- a) Usually this will be after the event has finished and competitors have gone home.
 - b) Enter competitors' times, penalties, etc
 - c) Add total number of Route Checks missed from both Reg A & B under "times" (at bottom of software)
 - d) Cross check all figures.
 - e) Issue your findings along with the Marshals time sheets to Organisers for them to cross check.
 - f) The organisers will publish the Provisional results, and then the final results.

AFTER THE EVENT

- 51) Within 24 hours of the event pass the list of competitors who took out insurance to the Regularity Run Co-ordinator – he must make his return & pay REIS within 48 hours of the event.
- 52) Send C-19 Officer return to MSUK
- 53) Complete the "Signing on Declaration Record" found on the MSUK website at <https://www.motorsportuk.org/resource-centre/document->

- 54) Send copy of results to webmaster (Tom Ash – tom.ash@btinternet.com)
- 55) Ensure all clocks, chipped timing boards and other equipment is put back into the 12 Car Equipment Box. Inform the Regularity Run Co-ordinator if there is a shortage of items in the box. Pass to Organiser of next event.
- 56) Arrange for presentation of Awards – either at the end of the event if permitted, or at next event.
- 57) Tasks usually done by Regularity Run Co-ordinator:
- Apply for MSUK Permit (at least eight weeks before event) and REIS insurance cover *Dick*
 - Arrange call out for marshals (if requested by Organiser) *Dick*
 - Make insurance return to REIS *Dick*
 - Pay REIS premiums received – *Andy C*

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, Regularity Run Co-ordinator, 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 C*

Contact details:

Webmaster:	Tom Ash	tom.ash@btinternet.com
Regularity Run Co-Ordinator:	Dick Athow	richardathow@btinternet.com
Chairman:	Brian Millen	brianjmillen@ymail.com
Treasurer:	Andy Craker	andycra@sky.com

CLUB EQUIPMENT

The club has a box which contains everything in the way of hardware needed to run an event. At the end of each event it is handed over to the next organiser.

Equipment contained in 12 Car equipment box:

<u>12 CAR EQUIPMENT BOX</u>			
	CORREX	LAMINATED	
START OF REGULARITY	1	7	
SELF-START		3	
TIME CONTROL	6	13	
PASSAGE CONTROL	2	5	
CODE BOARDS	5	23	
CALIBRATION ROUTE START	2	2	
CALIBRATION ROUTE END	2	2	
ZERO TRIP	1		
NO ENTRY		3	
"NO"		3	
CAUTION "!"		5	
BPMCK ARROWS - RIGHT			1
BPMCK ARROWS - LEFT			3
POSTS FOR SIGNS (INCL BOLTS)			19
MARSHAL'S TABARDS			9
YELLOW SPRAY ROAD MARKER			2
FLOUR FOR MARKING CONTROL			2
BPMCK PENS			5
CLIPBOARDS			3
TANK TAPE			1
FIRST AID KIT			1
FOLDER OF REGS, ETC			1
PREVIOUS EVENTS FOLDERS			
			17/10/2020

VH November 2017

Updated Dick Athow 17/10/2020